Welcome

I, along with the administration, faculty, and entire staff would like to welcome you to Athena Career Academy. We are very proud of our school, our students, and our staff. We are excited to have you here as a new student. Congratulations on making a positive choice to become a nursing student in our quality program and a member in our community of learners. We look forward to working with you and helping you achieve success in becoming a Licensed Practical Nurse.

Sincerely,

Suzanne Smith, MSN, RN, PN Program Director
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ATHENA CAREER ACADEMY PRACTICAL NURSING PROGRAM

MISSION STATEMENT

Athena Career Academy’s mission is to provide quality educational programs that produce a competent and educated workforce.

VISION STATEMENT

Athena Career Academy’s vision statement is to excel in providing students with quality programs that inspires a respect and value for lifelong learning.

PROGRAM PHILOSOPHY

The faculty of the Athena Career Academy Practical Nursing (PN) Program are committed to providing quality education as a prerequisite to placing competent and caring nurses in healthcare employment. Our objective is to provide support and encouragement to students so that they may promote, maintain, and restore wellness in mind, spirit, and body.

Athena Career Academy also provides the necessary knowledge, skills, and tangible applications, frameworks of analysis and synthesis of information, scientific principles, and appropriate legal and ethical considerations to foster critical thinking in the delivery of nursing care. The PN Program delivers an organized, goal-directed learning process by which knowledge, skills, and professional behaviors applicable to the basic biological, physical and technological sciences of human anatomy and physiology. Social and behavioral sciences are presented to encompass an understanding and to assist in communication with individuals and groups across the lifespan.

At Athena, the student nurse will learn to use the nursing process. This will be demonstrated by the collection of data to assist in the development of a nursing care plan and establishing a nursing diagnosis as well as implementation and evaluation of nursing actions. Our graduates will be able to professionally and appropriately collaborate with members of healthcare teams. The achievement of these objectives based in the science and art of nursing will prepare graduates to function safely and effectively within their defined scope of practice as a Practical Nurse.

CONCEPTUAL FRAMEWORK

The curriculum in the Athena Career Academy Practical Nursing Program is designed to prepare students in the core competencies performed by entry-level Licensed Practical Nurses toward assisting others in meeting their physical, mental, social, and spiritual needs in a variety of healthcare settings.
Integrated within the courses are objectives based on Watson’s science of caring and the five (5) concepts and processes identified by the 2014 NCLEX-PN Plan as fundamental to the practice of nursing. These are defined as follows:

- **Nursing Process:** The clinical problem-solving process provides a scientific approach for delivering care to individuals. The steps of the process include data collection, planning, implementation, and evaluation.

- **Caring:** Encounters between the nurse and other persons are grounded in a humanistic value system of altruistic behaviors that fosters mutual respect and trust, provides support and compassion and is the essence of nursing.

- **Communication:** The verbal and/or nonverbal interactions between the individual, significant others, and members of the healthcare team.

- **Documentation:** The validation of the events and activities associated with healthcare are maintained by written or electronic records that reflect standards of practice and accountability in the provision of care. This is a critical component of a nurse’s responsibility.

- **Teaching and Learning:** When a nurse serves the role of teacher, strategies to facilitate the acquisition of knowledge, skills, and attitudes will be used to produce professionalized behavior in students and future nurses.

**NCLEX-PN**

Athena Career Academy’s PN Program will provide the prospective graduate with information regarding application to the Ohio/Michigan Board of Nursing to begin the licensure application for permission to sit for the NCLEX-PN certification exam. Information regarding application for licensure, if the graduate chooses to test and be licensed in a state other than Ohio/Michigan, should be sought from that Board of Nursing or appropriate licensing authority in that state. Application for licensure will be the responsibility of the student. Once the student has completed the requirements for the program, the Director/Designee will submit the appropriate forms to the selected board of nursing indicating that the graduate has completed the approved program and, therefore, has met the academic requirements for licensure. The selected board of nursing determines eligibility to sit for the examination. The graduate will receive authorization to test from their selected board of nursing and will then be able to schedule the NCLEX-PN examination with the testing center. (See graduation requirements for additional information).

**FACILITIES**

Athena Career Academy has sufficient space for classroom and laboratory activities, and is furnished with all the needed supplies and equipment. Clinical practice will be performed in the laboratories, classrooms, and in the clinical agencies throughout Ohio and Michigan and other jurisdictions as needed.

**NURSING OFFICE HOURS**

Monday – Friday 8:00 a.m. – 5:00 p.m.
Students must make an appointment.

**PUBLICATIONS**

Each student will receive a hard copy of the PN Student Handbook at orientation and the student will sign for his/her PN student handbook. Please note that the PN handbook overrides any policy stated in the campus catalog.

**PRE-REGISTRATION COSTS***

*Pre-Registration Costs are non-refundable

- ENTRANCE TEST FEE (Paid to School) $45.00
- CRIMINAL BACKGROUND BCI&I & FBI RECORDS CHECK *(Paid to School)* $60.00
- CPR & FIRST AID CERTIFICATION/ ORIENTATION *(Paid to School)* $60.00
- DRUG SCREEN *(Paid to School)* $25.00

**PROGRAM COSTS**

- REGISTRATION FEE $25.00 (Effective December 2014 fee will increase to $120.00)
- BOOKS, UNIFORMS, SUPPLIES & LAB FEES $1,500.00
- TUITION $20,600.00

**TOTAL PROGRAM COSTS** $22,315.00

*All books and fees must be purchased through Athena Career Academy

**GRADUATION COSTS**

Costs will be paid by Athena Career Academy and include Cap, Gown, Tassel, diploma cover, and the Athena Career Academy nursing pin.

**ADMISSIONS POLICY**

Persons interested in attending the Practical Nursing Program must meet the following criteria for admittance:

1. Complete an online application for admission.
2. Attend an informational meeting with an admissions representative.
3. Students must submit a payment to ACA in the amount of **$45 for the TEAS V Test or** submit proof of passage of the TEAS V test from ATI taken at another approved test site that has been completed within the last (3) years.
Testing: There are four (4) components of the ATI TEAS V computerized admission exam. The four (4) components are Reading, Mathematics, Science and English. A minimum passing score of “Basic” is needed with an “Adjusted Individual Total Score” of 41.3% or greater to apply for the PN program at Athena. Students can purchase online through ATI the TEAS study package, TEAS Pre-test study manual, TEAS online practice assessments, TEAS transcripts, and learning strategies: Your Guide to Classroom and Test-Taking Success.

If not successful on the first attempt, the applicant may choose to re-take the entire ATI-TEAS V at an additional $45 test fee paid by the student to achieve a minimum passing score of “Basic” with an “Adjusted Individual Total Score” of 41.3% or greater.

4. Attend an individual meeting with a financial aid administrator for funding arrangements.
5. Submit a $25.00 registration fee (Effective December 2014 fee will increase to $120.00)
6. Sign a disclosure statement.
7. Submit a copy of a high school transcript or GED transcript
8. Provide a copy of valid government identification and signed social security card.
9. Citizenship requirements include I94 card with date of entry, current passport, and proof of alien registration number if applicable.
10. Provide proof of American Heart Association Healthcare Provider CPR. (NO online CPR courses are accepted).
11. Complete a physical that is signed and dated by a physician or qualified medical representative within (1) year of start date.
12. Complete and pass a drug screen within 90 days of start date.
13. Provide immunizations records, which include:
   - A 2 step PPD within (1) year of start date or an initial 2 step PPD with documented proof of annual (1) step PPD. –OR- CXR within (1) year of start date.
   - MMR, Varicella, Hepatitis B series/waiver, recent Tetanus, and/or Titers.
   - ALL health records MUST be complete before attending clinical rotations.
14. Complete a BCI and FBI criminal background check and fingerprinting within 90 days of start date. The background checks are subject to approval and/or consultation with a director.
15. Sign an enrollment agreement.
16. Attend the orientation session.

CHANGE IN PROGRAM POLICIES

All Students will be notified in writing and/or an email of any program policy changes.

RETAKE POLICY

A student may appeal to the Academic Review Committee for permission to retake a course. The student must sign the student handbook that is in alignment with the cohort that the student joins for the retake.
Procedures to Appeal to Retake a Class: In the event a student wants to retake a course, the student must follow the procedures outlined below:

- If the student failed a course in a quarter then the student must appeal to the Academic Review Committee (ARC) for approval to retake the course. Seats are filled on a first come, first serve basis and are never guaranteed. A student may not progress to the next quarter without successfully completing **ALL** courses within the first quarter. In addition, **NO** student may progress to the next quarter without successfully completing **ALL** courses within the previous quarter.
- The appeal must be submitted to arc@athenacareers.edu within two (2) business days from the date final grades are posted. Appeals received after the two (2) business days will not be accepted. **The appeal must contain the following:** Students Name, Student’s current class, the reasons why he/she failed the course(s), and the student’s plan to succeed upon he/she return.
- The student will receive an email notification of the ARC’s decision for the appeal within (2) two business days.
- Once the student receives approval to retake a course, the student must make an appointment to meet with the Financial Aid Department to make payment arrangements. Title IV funding will not pay for retakes for any reason. It is the sole responsibility of the student to pay out of pocket for all retakes. Financial Aid appointments must be completed prior to the first day of class. **Walk-ins are not acceptable. The student forfeits the opportunity to retake if he/she is a No Show for the scheduled appointment. NO EXCEPTIONS!**
- If the student is denied approval, the Program Director will issue a withdrawal form to the Financial Aid Department. The Financial Aid Department will mail to the student the final paperwork detailing any financial obligation of either party (the school or student).
- If the student decides to withdraw from the program, the student must contact the Program Director. The Program Director will issue a withdrawal form to the Financial Aid Department. The Financial Aid Department will mail to the student the final paperwork detailing any financial obligation of either party (the school or student).

**READMISSION**

A student who had been withdrawn from the PN program must complete portions of the admissions policy process in order to be readmitted to the PN program. In the event a student has sat out for six (6) months or longer he/she must begin the PN program from the very beginning. In the event a student sets out for any portion of the program he/she must complete a skills remediation with the skills lab coordinator prior to returning. All students returning to Athena must attend student orientation, and sign a student handbook that is in alignment with the cohort in which they join.

**Students dismissed for punitive or disciplinary reasons will not be permitted back into any program offered by Athena Career Academy. Athena Career Academy reserves the right to deny a re-entry to any person for any nondiscriminatory reason.**

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TRANSFERS TO ATHENA CAREER ACADEMY

Athena Career Academy does not accept transfers.

TRANSFERBILITY OF CREDIT

The acceptability of credits is solely at the discretion of the accepting institution.

COLLEGE CREDIT FOR MILITARY SERVICE

Athena Career Academy PN Program Director will look for evidence that the learning acquired through military training courses or experience directly relates to the objectives of the academic courses that are offered at Athena Career Academy. The American Council on Education collaborates with the U.S. Department of Defense (DoD) to review military training and experiences and recommend appropriate college credit for members of the Armed Forces. ACE’s credit recommendations appear in the Military Guide and on military transcripts. More information can be located at http://www.acenet.edu/newsroom/Pages/Military-Guide-Online.aspx.

STUDENT GUIDANCE AND COUNSELING

**Personal Counseling:** Personal or family problems may present barriers to successful completion of education. Community support services are available in Lucas County on a sliding scale cost to students in need of help. Refer to Connecting Point 1212 Cherry St Toledo, OH 43608 419-321-6820. Website URL: http://oh-lucascounty.civicplus.com/facilities.aspx?pagenum=2&rid=7&page=detail

**Academic Guidance and Coaching:** If a student identifies a need for academic assistance, it is the student’s responsibility to contact his/her instructor(s) for a discussion of the issue and for guidance in correcting the academic problem. Faculty who identify an academic problem with a student will arrange a meeting with the student to address the issue, and refer the student to the tutoring program. In the event a student needs further assistance they can request an appointment with the program director for further guidance. If a student needs additional resources related to nonacademic issues such as transportation, housing, childcare, or related issues, they may seek the support services of the student success coordinator.

JOB PLACEMENT

Athena Career Academy will assist students and expects students to be very active in their employment search as graduation nears. Athena Career Academy will provide career development assistance.
All graduates are afforded opportunities to participate in the following career-planning activities:

- Preparation of resumes and letters of introduction
- Interviewing techniques
- Job referrals by career planning services
- Job Fairs

Please note Athena Career Academy cannot guarantee employment upon graduation. To view Athena Career Academy’s disclosures, visit www.athenacareers.edu.

**LETTER OF RECOMMENDATION**

Athena Career Academy will provide a letter of recommendation upon request to any student who meets all of the following requirements.

- Students who have completed the course of study at Athena Career Academy and have graduated
- Have a zero ($0) outstanding balance owed to Athena Career Academy.

The letter will be signed by the faculty member who generated the letter and reviewed by the program director.

**ACADEMICS**

**Grading Policy:** Grades are given in letters. Students will be evaluated periodically by the course instructors with midterm evaluation. A minimum grade of 75% must be achieved in every academic course and a grade of “satisfactory/pass” must be achieved in every lab and clinical component of each course to remain in the program and progress to the next quarter.

Please note that an instructor is given a complete (48) hours to post students grades.

**Grading Scale:**

**Theory**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>92-100= A</td>
<td>...4.0 Grade Point</td>
</tr>
<tr>
<td>84-91 = B</td>
<td>.... 3.0 Grade Point</td>
</tr>
<tr>
<td>75-83= C</td>
<td>........2.0 Grade Point</td>
</tr>
<tr>
<td>66-74=D</td>
<td>.......1.0 Grade Point</td>
</tr>
<tr>
<td>≤65 = F</td>
<td>........ 0 Grade Point</td>
</tr>
</tbody>
</table>

The grade point average (GPA) is the basis for calculating scholastic standing. Points are assigned per Athena Career Academy’s grading policy (See above).

Grades are rounded to the nearest tenth .5 or higher. Example: 79.5% = 80% 79.4% = 79%
Clinical/Lab

Satisfactory= S/PASS
Unsatisfactory= U/Fail

Reestablishing Academic Good Standing: Seats are not guaranteed and are on a first come, first served basis. Readmitted students are ineligible for financial aid and will remain ineligible until they have completed 67% of the total clock hours attempted with a cumulative grade percentage of 75% or better and can complete the program within the 125% maximum timeframe.

Incomplete Grades/Class Repetition: Students are graded by objective assessments that are developed around the information obtained from class lectures and reading assignments.

***All syllabi and calendars are subject to change**

If not completed according to the policy enumerated above, the incomplete will revert to a grade of an F. The student may only repeat a class once. The repeated grade will replace the previous grade received. If the student fails a second time, they will be dismissed from the program. All credits attempted are calculated in the maximum timeframe for completion.

Student Academic Progress Appeals: Please see the Appeals process.

STUDENT ADVISORY GROUP (SAG)

The student advisory group is in place to build a student constituency that will be directly involved in developing, planning, and presenting social and educational programming on campus, communicating monthly updates, programs, events, and getting input from classmates and providing important input to faculty and staff at Athena. Student Advisory events and activities are designed to reinforce student community at Athena Career Academy.

Responsibilities of student advisory group members include the following:

- Review policies of the nursing program and provide input to revisions
- Discuss course concerns of the students and discuss possible solutions
- Recommend possible methods/procedures to enhance learning
- Relay information of advisory committee meetings to classmates
- Assist in the planning activities and events that include the Athena community.

This group is open to ALL enrolled PN students and participation is strongly supported and encouraged.
CURRICULUM OUTCOMES

1. Develop sensitivity to self and others that commits the nurse to help other people achieve such goals as satisfaction, comfort, freedom from pain and suffering, and higher level wellness.
2. Draw upon the cognitive abilities of knowledge comprehension, application, and analysis of scientific principles to employ critical thinking in delivery of nursing care.
3. Utilize the nursing process to contribute to meeting the physiological, psychosocial, cultural, and spiritual needs of individuals and groups, including end-of-life care.
4. Function safely as a competent beginning practical nurse in a diversity of health care environments within the scope of practice defined by the Ohio Nurse Practice Act.
5. Demonstrate knowledge of legal, ethical, historical, and emerging issues in nursing including the law and rules that regulate the practice of nursing.
6. Demonstrate interpersonal caring and compassion in interactions with clients while providing support to help them achieve desired outcomes.
7. Use professional and caring communication when collaborating with clients, families, health team members, and other significant individuals.
8. Document events and activities associated with client care that reflects standards of practice and accountability.
9. Understand and communicate cultural awareness of individuals and groups by respecting the beliefs and values of clients across the life span, even when these beliefs and values differ from their own.
10. Promote health and higher level functioning for clients in transpersonal relationships.
11. Use principles of teaching and learning when helping clients to acquire knowledge, skills, and attitudes that lead to a purposeful change in behavior.
12. Demonstrate safe pharmacotherapeutics including medication administration and assistance with self-administration of medications.
**CURRICULUM PLAN**

Students will progress through each course in succession through each quarter.

<table>
<thead>
<tr>
<th>Level</th>
<th>Course #</th>
<th>Course Name</th>
<th>Theory Hours</th>
<th>Lab Hours</th>
<th>Clinical/Hours</th>
<th>Observation Hours</th>
<th>Total Hours</th>
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<tbody>
<tr>
<td>Quarter I</td>
<td>PN 101</td>
<td>Medical Terminology; Anatomy &amp; Physiology</td>
<td>146</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>146</td>
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<tr>
<td></td>
<td>PN 102</td>
<td>Intro-Nursing Math; Intro-Pharmacology; Fundamentals of Nursing</td>
<td>158</td>
<td>54</td>
<td>0</td>
<td>0</td>
<td>212</td>
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<td>Quarter II</td>
<td>PN 103</td>
<td>Medication Administration</td>
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<td>48</td>
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<td></td>
<td></td>
<td>Mental Health</td>
<td></td>
<td>0</td>
<td>8</td>
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<tr>
<td></td>
<td>PN 104</td>
<td>Medical-Surgical Nursing-I</td>
<td>212</td>
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<td>0</td>
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</tr>
<tr>
<td>Quarter III</td>
<td>PN 105</td>
<td>IV-Therapy</td>
<td>16</td>
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<td>212</td>
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<td>48</td>
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<td>PN 107</td>
<td>Professional Transitions and Leadership; ATI NCLEX Readiness</td>
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<td>120</td>
<td>156</td>
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<td>1300</td>
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REQUIRED CURRICULUM SEQUENCE

Each quarter's individual components to a course must be completed with at least a grade of 75% in lecture and a satisfactory passing grade in clinical in order to progress to the next quarter even if courses are combined with a cumulative grade of 75% with the exception of PN 106-Obstetrics and PN 106-Pediatrics, which will receive separate grades. All courses must be completed within 125% of the normally allotted scheduled calendar time with at least a passing grade of 75% and a satisfactory passing grade in all labs and Clinical requirements. Students who do not meet the requirements must repeat all components of the course.

COURSE DESCRIPTIONS

PN 101: Medical Terminology; Anatomy & Physiology:  Course Hours: 146 (Theory 146)
Medical Terminology is a course that presents the basic medical concepts, terms and structures concentrating on building a basic foundation and frame-work of the language of medicine. Through memorization and practice in spelling and pronunciation of medical root words and the prefixes and suffixes presented, the student will be able to analyze numerous medical and nursing terms and have a solid base on which to build a larger vocabulary, spell medical and nursing terms correctly, understand the context in which that word will be applied, and enjoy working with a health-related field due to an increased understanding of medical terminology. Anatomy & Physiology is a course designed to promote understanding of the structure and function of the human body systems and how they differ in health and disease. Included are the principles of nutrition and microbiology. The course progresses from the study of the basic cell through study of all systems of the body. Emphasis is placed on the interdependence of the systems necessary to maintain homeostasis. Emphasis is also placed on vocabulary building and spelling of the names of body parts, physiologic processes and related disorders. Co-Requisite PN102. Students must complete all ATI assigned Tutorials and Assessments with any assigned remediation in this course in order to successfully complete and pass the course.

PN 102: Intro-Nursing Math; Intro-Pharmacology; Fundamentals of Nursing:
Course Hours: 212 (Theory 158; Lab 54)
Intro-Nursing Math is a course that presents a view of basic mathematic calculations, drug measurements using apothecary and household measurements, reading medication labels and syringe calibrations, dosage calculations, medications administration systems, dosage calculation from body weight (adult and pediatric), and pediatric medication conversion and calculations. Intro-Pharmacology is a course that provides an introduction to the principles of pharmacology including: pharmacokinetics, pharmacodynamics, common adverse/side effects, and contraindications. Emphasis is placed on drug classifications and nursing care related to the safe administration of medications to clients across the life span. Fundamentals of Nursing is a course that is a study of the basic art and science of practical nursing. Emphasis is placed on knowledge and skills that are the foundation of transpersonal...
nursing care, including creative communication, (Jean Watson “Carative Factors”), assessment and the nursing process, and developmental changes as they occur from young adulthood to senescence. The student applies classroom theory of basic nursing skills to both the practice and clinical laboratory settings. In addition, Pharmacology is introduced relating to the nurse’s role in pharmacotherapeutics, drug classifications, pharmacological principles, math calculation, and medication administration techniques as well as legal, ethical, and cultural considerations related to pharmacology. Co-Prerequisite: PN101. Students must complete all ATI assigned Tutorials and Assessments with any assigned remediation in this course in order to successfully complete and pass the course.

**PN 103: Medication Administration; Geriatrics; Mental Health:** Course Hours: 194 (Theory 92; Lab 48; Clinical 52; Observation 2)
Medication Administration is a lab course which includes introduction to pharmacology, medical math and all forms of medication administration. Geriatrics is a course that provides an introduction to the care of older adults with a focus on health promotion and safety. Emphasis is placed on common health problems of the older adult in restorative and residential facilities as well as safety and end-of-life care. Clinical experiences provide the student an opportunity to apply theoretical concepts and implement safe client care to older adults in selected settings. Mental Health is a course that focuses on the care of clients across the lifespan facing psychological and emotional stressors. Emphasis is placed on common mental health disorders as well as promoting and maintaining the mental health of individuals and families. Observation experiences provide the student an opportunity to apply theoretical concepts and implement safe care to clients in selected mental health settings. Prerequisite: PN101, PN102, Co-Requisite PN104. Students must complete all ATI assigned Tutorials and Assessments with any assigned remediation in this course in order to successfully complete and pass the course.

**PN 104: Medical Surgical Nursing I:** Course Hours: 212 (Theory 212)
This course provides an introduction to adult health nursing incorporating the following systems: Diagnostic testing, Care of the Surgical Patient, Musculoskeletal system, Fluids and electrolytes, Integumentary system, Endocrine system, Urinary system, Cardiac system, Respiratory system. Medications related to the specific systems are taught with the system. Prerequisite: PN101, PN102, Co-Requisite PN103. Students must complete all ATI assigned Tutorials and Assessments with any assigned remediation in this course in order to successfully complete and pass the course.

**PN 105: IV Therapy; Medical Surgical Nursing II:** Course Hours: 304 (Theory 228; Lab 18; Clinical 58)
IV therapy course and its components are introduced, practiced, and evaluated through a competency check off and clinical hours. Students will learn how to assess, insert, and care for the IV sites of patient with the roles and responsibilities granted to LPNs. Medical Surgical Nursing II is a course that continues with the adult health nursing incorporating the following systems: Neurological system, Gastrointestinal system, Liver, Reproductive system, Lymphatic system, HIV/AIDS, Immune system, Eyes/Ears, and Cancer. Medications
related to the specific systems are taught with the system. The ethical and legal responsibilities are also discussed within this portion of PN 105 - MS II. Prerequisite: PN101, PN102, PN103, PN104. Students must complete all ATI assigned Tutorials and Assessments with any assigned remediation in this course in order to successfully complete and pass the course.

**PN 106: Obstetrics:**

*Course Hours: 51 (Theory 48; Clinical 3)*

Obstetrics is a course that focuses on health promotion and care during pregnancy, labor and delivery and post-partum, and advances to the care that assists with promotion and support of the emotional, mental and social well-being of the client, family, and communities, including end-of-life care. Clinical experiences provide the student an opportunity to apply theoretical concepts and implement safe client care to childbearing women, newborns, and children in selected settings. Prerequisite: PN101, PN102, PN103, PN104, PN 105, Co-Requisite PN 106-P and PN107. Students must complete all ATI assigned Tutorials and Assessments with any assigned remediation in this course in order to successfully complete and pass the course.

**PN 106: Pediatrics:**

*Course Hours: 51 (Theory 48; Clinical 3)*

Pediatrics is a course that provides an integrative, family-centered approach to the care of children. Emphasis is placed on common pediatric disorders. Clinical experiences provide the student an opportunity to apply theoretical concepts and implement safe client care to children in selected settings. Prerequisite: PN101, PN102, PN103, PN104, PN 105, Co-Requisite PN 106-O and PN107. Students must complete all ATI assigned Tutorials and Assessments with any assigned remediation in this course in order to successfully complete and pass the course.

**PN 107: Professional Transitions; ATI NCLEX Readiness:**

*Course Hours: 130 (Theory 78; Clinical 40; Observation 12)*

Transitions is a course that is designed to prepare the student for the role of the licensed practical nurse. Leadership and management skills are presented and practiced in various clinical settings. Employment issues and career opportunities are discussed in the context of a challenging health care system. Leadership clinical and/ or Preceptorship based on student preparedness. ATI NCLEX Readiness is a course where preparation for the NCLEX-PN is stressed. The PN Comprehensive Predictor Assessment On-line Practice and the Leadership and Management Exam will be given to assess areas to focus on during the review sessions. The PN Comprehensive Predictor and the Leadership and Management Exams will be given to assess the student in his/her readiness for the NCLEX-PN Exam. Prerequisite PN101, PN102, PN103, PN104, PN105, Co-Requisite PN106-O and PN 106-P. Students must complete all ATI assigned Tutorials and Assessments with any assigned remediation in this course in order to successfully complete and pass the course.
ASSESSMENT TECHNOLOGIES INSTITUTE (ATI) POLICY

ATI offers resources designed to enhance student academic and NCLEX success. This comprehensive program offers multiple assessment and remediation activities. These activities in combination with the nursing program content assist students to prepare more efficiently and increases confidence and familiarity with nursing content. Students will be assigned ATI tutorials/assessments during their course of study that are specific to the nursing content. In addition, ATI provides active learning/remediation which is a process of reviewing content in an area that was not learned or mastered as demonstrated on an assessment. It is intended to help the student review important information to be successful in courses and on the NCLEX. ATI training will be provided by a faculty member of Athena Career Academy.

All ATI proctored assessments show a student’s course readiness in a specific content area. Please see below for an explanation of the different levels of readiness.

Level 3
Scores meeting the Proficiency Level 3 standard may be considered to exceed most expectations for performance in this content area. Scores at this level were judged by the content expert panel to indicate a student as likely to exceed NCLEX-PN® standards in this content area. ATI advises these students to engage in continuous focused review to maintain and improve their knowledge of this content.

Level 2
Scores meeting the Proficiency Level 2 standard may be considered to exceed minimum expectations for performance in this content area. Scores at this level were judged by the content expert panel to indicate a student as fairly certain to meet NCLEX-PN® standards in this content area. ATI advises these students to engage in continuous focused review in order to improve their knowledge of this content.

Level 1
Scores meeting the Proficiency Level 1 standard may be considered to meet the absolute minimum expectations for performance in this content area. Scores at this level are judged by the content expert panel to indicate a student as likely to just meet NCLEX-PN® standards in this content area. ATI advises these students to develop and complete a rigorous plan of focused review in order to achieve a firmer grasp of this content.

Below Level 1
Scores below the Proficiency Level 1 standard can be considered below minimum expectations and may be indicative of significant risk in this content area. ATI strongly advises these students to develop and complete an intensive plan for focused review and remediation, including the use of ATI materials, textbooks, class notes, reference materials, and assistance from nurse educators.
**ATI Grading**

**Tutorial Assignments:** (All tutorial assignments are in the ATI products page under the Tutorial Tab)

- **ATI Plan 2.0 – Getting Started with ATI**
  - Assigned at orientation. Must be completed. Time spent in the tutorial will be tracked and a certificate of completion will be available for the Student. It will also be recorded on the Student’s ATI transcript.

- **Achieve, Dosage Calculation, Nurse Logic, Nurse’s Touch, Pharm Made Easy, Skills Modules**
  - There is a maximum of 10 points on each tutorial assignment to factor in the student average ATI/quiz grade.
  - 5 points for time requirement in tutorial module – 45 minute requirement for each module assigned.
  - *Please note that some tutorial modules, such as Pharm Made Easy, require more than 45 minutes to complete entirely. Faculty will be assigning individual sections of these larger modules throughout the nursing program as the content applies to the level of learning in the course.*
  - 5 points for scoring at least a 90% or higher on post-test - Can retake post-test until you achieve 90%
    - *Spend at least 45 minutes within the tutorial assigned under the tutorial tab then take the post-test. Time taking the post-test is NOT included in your 45 minute tutorial time. No partial credit will be given for time requirement or score.*

- **Learning System PN**
  - There are 5 points possible for each Learning System PN tutorial assignment to factor into the student average ATI/quiz grade.
  - 5 points for taking the assigned practice tests or finals spending at least 1 minute per question.
  - *Time Requirement in Learning System modules is a minute per question and graded solely on time requirement.*
  - *Examples of the time requirement are listed in the box below. Time reading questions, answers and rationales are the most important in the Learning System practice tests and finals. No partial credit will be given.*

<table>
<thead>
<tr>
<th>Practice test or Final - # of Questions</th>
<th>Minimum Time Requirement to receive 5 points</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 questions</td>
<td>20 minutes</td>
</tr>
<tr>
<td>30 questions</td>
<td>30 minutes</td>
</tr>
<tr>
<td>40 questions</td>
<td>40 minutes</td>
</tr>
<tr>
<td>50 questions</td>
<td>50 minutes</td>
</tr>
<tr>
<td>125 questions (only on NCLEX Review)</td>
<td>125 minutes</td>
</tr>
</tbody>
</table>

- **The Communicator, The Leader**
  - There is a maximum of 10 points on each tutorial assignment to factor into the student average ATI/quiz grade.
  - 5 points for time requirement in module – time required per case study listed below
  - 5 points for scoring at least a 90% or higher - Must re-do scenario until student achieves at least 90% for credit
  - *No partial credit will be given for time requirement or score.* Time and test score must be on transcript and will not register on Student ATI transcript unless scenario is completed and finalized.

<table>
<thead>
<tr>
<th>Tutorial</th>
<th>Time Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>“The Communicator” Communication Simulator Case 1-5</td>
<td>Minimum 30 minutes</td>
</tr>
<tr>
<td>“The Communicator” Technique Identifier Case 1-10</td>
<td>Minimum 20 minutes</td>
</tr>
<tr>
<td>“The Leader” Case 1-5</td>
<td>Minimum 20 minutes</td>
</tr>
</tbody>
</table>

- **Real Life Tutorials**
  - There are 10 points possible on each Real Life assignment to factor into the student average ATI/quiz grade.
  - 5 points for acquiring a minimum of 30-60 minutes
  - 5 points for acquiring a “Satisfactory” level OR Completing assigned worksheet.
* No partial credit will be given for time requirement or level. Time and level will not register on Student ATI transcript unless scenario is completed and finalized.

**ONE quiz grade will be given AVERAGING the points of all the assigned tutorials to one percentage grade. Some assigned tutorials may be required to complete as a ticket to participate in skills competency check-offs or tests. All ATI tutorial assignments must be turned in on time to receive credit. If student turns it in late you will receive a zero quiz grade, but will still need to turn it in per policy to complete the course.

ATI Grading

Practice Assessment Assignments:

➤ Practice Assessments with Remediation Assignments
(All practice assessments are in the ATI products page under the Practice Assessments Tab)

Possible points are detailed on the table below. Remediation is required on the first attempt of a Practice Assessment. Student must turn the assignment in at the beginning of the class on its due date. If student turns it in late they will receive a zero quiz grade, but will still need to turn it in completed per policy to complete the course.

<table>
<thead>
<tr>
<th>ATI Assigned Practice Assessment</th>
<th>HAND WRITTEN ONLY Remediation</th>
<th>Total Possible Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scored 85 – 100% (4 points)</td>
<td>Complete Remediation (6 points)</td>
<td>10/10 (100%)</td>
</tr>
<tr>
<td>Scored 75 – 84% (3 points)</td>
<td>Complete Remediation (6 points)</td>
<td>9/10 (90%)</td>
</tr>
<tr>
<td>Scored 65 – 74% (2 points)</td>
<td>Complete Remediation (6 points)</td>
<td>8/10 (80%)</td>
</tr>
<tr>
<td>Scored 55 – 64% (1 points)</td>
<td>Complete Remediation (6 points)</td>
<td>7/10 (70%)</td>
</tr>
<tr>
<td>Scored below 55% (0 points)</td>
<td>Complete Remediation (6 points)</td>
<td>6/10 (60%)</td>
</tr>
</tbody>
</table>

Steps on how to do Remediation:
1. Go to the ATI results page. Click on the Practice Assessments tab and then click on the assessment report icon.
2. Print off the assessment report that pops up called the “Individual Performance Profile.”
3. On the “Individual Performance Profile” there will be “topics to review” listed.
4. Number each “topic to review.” It is important to number each item so that you do not miss any topic.
5. Then, write out 3 important facts on each “topic to review” listed and attach those to your “Individual Performance Profile.”

*Remediation on practice assessments must be handwritten and complete to receive the 6 points – no partial credit on remediation will be given. If the remediation is incomplete the student will receive 0 remediation points and it will be returned to the student to complete.
*Remediation samples available upon request. It is the student responsibility to do remediation correctly.

Proctored Assessment:

➤ Proctored Assessments

These are proctored assessments/tests that will be given during class time. If student doesn’t show up for the scheduled time, they will receive a zero quiz grade. The student will still have to complete the assessment by making an appointment to take it in order to complete the course. Any practice assessment with remediation due within the same quarter of a proctored assessment must be completed and turned in before taking the corresponding proctored assessment.
**Each practice or proctored assessment will be given a separate quiz grade according to the charts above.

### ATI COMPREHENSIVE PREDICTOR ASSESSMENT POLICY

The ATI’s Comprehensive Predictor Assessment has been shown to have a strong correlation with a student’s performance on NCLEX-PN. The benchmark for a student is to achieve a minimum of 90% predicted probability of passing (PPP) NCLEX-PN. The comprehensive predictor is scored with a raw score percentage as well as predicted probability of passing NCLEX-PN.

Every student will be required to take the comprehensive predictor assessment during their scheduled time.

On the first attempt in the event a minimum of 90% predicted probability of passing (PPP) is not achieved, the student must remediate according to the instructor’s guidance and retake the ATI comprehensive predictor assessment. Each student is given (2) opportunities to take the assessment to achieve a 90% predicted probability of passing (PPP). The second attempt is only given after required remediation.

If a student doesn’t achieve a minimum of 90% predicted probability of passing (PPP) on the second attempt, the student must meet with the instructor and/or ATI coordinator. Then the student with guidance of the instructor and/or the ATI coordinator will develop a plan for NCLEX-PN success.

Please note that the ATI comprehensive predictor assessment is designed to evaluate your NCLEX-PN readiness. It is an EXCELLENT opportunity and students should take it seriously and strive to do their best.

### ATI LIVE REVIEW AND VIRTUAL ATI (VATI) POLICY

Athena Career Academy provides an ATI comprehensive live review. Upon completion of the ATI comprehensive live review, student will be assigned a VATI personal coach. This VATI Coach will work with student until he/she is deemed ready to sit for the NCLEX-PN exam. Student will complete all weekly assignments, as directed by his/her VATI Coach. Student must
receive a “Green Light” from their VATI Coach, indicting readiness, before taking the NCLEX-PN exam.

**NCLEX-PN LICENSURE EXAM FEE POLICY**

Athena Career Academy will pay for a student’s first attempt on the NCLEX-PN exam (See Estimated Licensure Fees) only if the below set guidelines are fulfilled:

- Student must attend all days of the ATI Live NCLEX Review
- Student must receive the “Green Light” from their VATI mentor before taking the NCLEX-PN exam.
- Student must take the NCLEX-PN exam within 30 days of receiving the “Green Light.”
- Student must take the NCLEX-PN exam within 90 days of graduating from Athena Career Academy.

In the event that a student does not meet the above guidelines, the student is then responsible for their own NCLEX-PN exam fees.

**CLASSROOM PROTOCOL**

It is expected that the student will be attentive and interactive in the classroom and laboratory settings. The Instructor reserves the right to dismiss any student who disrupts the normal conduction of classroom activities. Students are responsible for cleaning up after themselves before leaving the classroom.

**THEORY ATTENDANCE POLICY**

Students are expected to attend all classroom experiences. Failure to do so may result in poor performance in theoretical knowledge and/or clinical application of material. Students are expected to make reasonable decisions about their own attendance and will be responsible for any poor test or clinical performance due to their decisions to miss class. It is the student’s responsibility to maintain their own attendance hours. Athena will not issue attendance notifications or warnings related to attendance.

Any student who is absent more than the maximum 20% of the theory clock hours for a course will receive a failing grade. The course will have to be repeated in its entirety the next quarter if applicable. (Please refer to the financial aid satisfactory academic progress policy for the financial aid obligations).

**CLASSROOM COURTESY**

Friends and family members can be distracting to others who are trying to study. Please do not bring any guests with you into the building. Be on time for class. **NO FOOD** is allowed in the
lab, computer rooms, or during lecture time. **One (1) covered beverage** is allowed in the lecture rooms. *Be respectful of others. Keep your space clean and neat.*

**CLASSROOM SAFETY RULES**

- Horseplay and related acts are prohibited
- Students may not eat, drink, or smoke during class or lab. Designated areas and times will be provided
- All injuries must be reported
- Do not use chemicals or equipment you are not authorized to use. Do not bring hazardous or illegal chemicals with you
- Our program maintains a good housekeeping policy. Students must clean up after all spills immediately. Keep student access areas clean and free of debris, unused materials and unneeded equipment. Do not block aisle ways or doorways
- Obey all warning and instructional signs
- Personal electronic equipment, appliances, and extension cords are not permitted

**CLASSROOM QUIZ POLICY**

1. Quizzes may be given at any time in any nursing course. Each instructor will determine how and when a quiz may occur.
2. Quizzes may be unannounced and administered at variable times during the class period.
3. Quizzes may consist of any number of questions, and the content may be taken from assigned reading material or any other material assigned as part of the course.
4. There are **NO MAKE-UPS** allowed for quizzes.
5. If a student arrives late to class for a quiz; the student will have the remainder of the time set by the instructor to complete the quiz.
6. Students are responsible for all course content even if the instructor did not discuss it in class.

**CLASSROOM TEST POLICY**

Tests will be administered according to the course syllabus. Each exam will be given only once. Students **will not be permitted** to leave and reenter the room during test taking. It is very important that other students are not distracted during the testing period. Students should maintain a record of all grades obtained in the course so that they know their standing in the course at all times. Students who are having problems learning the course material are encouraged to seek assistance from the course instructor or designated faculty as soon as the problem is identified and not just before the final week of the course. It is the responsibility of each student to be aware of their own strengths and weaknesses in test taking and to seek assistance as needed.
Any missed tests must be made up on the first day back on campus and will result in a 10% deduction for each missed class prior to make up. Failure to make up the test will result in a "0" score. There will be no makeup tests given during regular scheduled class time.

Exams will not be reviewed until all students have tested.

All make up tests will be given in the form of **FILL IN THE BLANK** format.

**SKILLS LAB**

When included in a course, the skills lab provides the student the opportunity to learn and practice in preparation for competency testing. The student will demonstrate their comprehension by demonstrating a competency skill to the instructor. The student will be given a total of three (3) opportunities to satisfactorily complete any skill during a competency. If the attempt at the demonstration is satisfactory then the student may progress to the next skill demonstration and continue to participate in the clinical rotations. If the student is unsatisfactory in all three (3) attempts at competency, the student will be given an "Unsatisfactory/Fail" (U) mark and cannot progress to the next skill demonstration or continue to participate in the clinical rotations. The student will subsequently be awarded an “Unsatisfactory/Fail” (U) for the course.

**SKILLS LAB ATTENDANCE POLICY**

Athena Career Academy requires 100% attendance in the skills lab. In the event a student exceeds one (1) missed lab day the student will receiving a failing grade for the course.

**OPEN LAB HOURS**

Open lab hours will be posted at the beginning of each month. Open lab is to be used for **PRACTICE** and **REMEDICATION ONLY**. Open lab time is for **SKILLS** only and not to be used as a study hall for theory materials.

**MAKE UP LAB HOURS**

The make-up lab day will be scheduled at the discretion of the Lab Coordinator and/or the course instructor.

**SKILLS LAB POLICIES**

- Students must complete **100%** of Lab to pass the quarter.
- No eating or drinking, no chewing gum is allowed in the lab
- All students are responsible for previously learned skills
- Guidelines for competency testing are in the course syllabus. The schedule for testing is determined by course faculty and the Skills Lab Instructor
- Students are to sign in and out of lab at all times whether practicing or testing
• No testing or practice will be allowed during times that a student is scheduled to attend the classroom
• Students are expected to bring all necessary check off forms, modules and equipment as needed
• Skills lab books are only for reference. Do not remove them from the lab
• Beds are to be used for practicing purposes only
• Individuals acting in the part of the “patient” must take off their shoes when lying in the bed
• All equipment and supplies are to be returned to their proper place after use
• Be considerate of others. Clean up your stations, remake beds, etc., after use
• DO NOT use Betadine on mannequins
• Students should not expect coaching or leading from the instructor during testing
• Students are expected to complete the skill during the allotted time period
• Students must demonstrate proficiency to earn a satisfactory performance rating
• Remediation and re-testing will be required if competency testing is unsatisfactory

ATI/COMPUTER STUDENT LIBRARY

Hands must be clean and dry before entering the Training Resource Center (TRC) area. NO FOOD, BEVERAGES, OR CHEWING GUM are ALLOWED.

CLINICALS

Students who complete the clinicals in a satisfactory manner will be given a grade of Satisfactory (S). Students who fail to complete the clinicals in a satisfactory manner will receive a grade of Unsatisfactory (U) and will not be viewed as passing the course and will not graduate until the course has been satisfactorily completed in accordance with retake and/or readmission guidelines. Students must complete 100% of all clinical rotations. Please note some clinical locations may require extensive traveling. Students are responsible for their own transportation to the clinical sites.

CLINICAL ATTENDANCE POLICY

Clinical experiences provide the students with a learning environment for them to utilize and become proficient using nursing skills related to the scope of practice for the practical nurse. Clinical objectives promote professional accountability and provide the student the opportunity to perform the skills once the student has become competent. For this reason, students are required to complete 100% of clinical hours. It is the student’s responsibility to meet ALL of the clinical objectives and clinical hours. No student will pass without having met the required clinical objectives and clinical hours.

Students are permitted (1) missed clinical day/evening rotation which MUST be made up. A second missed clinical will result in a failing grade for the corresponding course.
Athena Career Academy will provide (1) one scheduled make up day at the discretion of the clinical instructor

Once the clinical instructor begins his/her clinical class, and a student reports to the floor late, the student will receive a verbal counseling. A second tardy will result in a written disciplinary. Students must meet all clinical objectives for the course. In the event objectives are not met, a failing grade (F) will be issued for the course. In the event a student is tardy, ALL missed time must be made up by the student as the discretion of the instructor.

Students who intend to be absent must send an e-mail to absent@athenacareers.edu one hour prior to the scheduled time. Students MUST also contact their instructor per instructor preference. Students must document communication with instructors. REMEMBER, a student MUST report off every day absent. Students who fail to report their absence are considered a NO CALL/NO SHOW.

A “NO CALL, NO SHOW” will result in IMMEDIATE DISMISSAL FROM THE PROGRAM. *extenuating circumstances/evidence will be reviewed by the PN Director prior to a final determination*

An absence may jeopardize successful achievement of course objectives; therefore, students are responsible and will be held accountable for making up the time and meeting the learning objectives from missed clinical experiences. The student is responsible for communicating with the faculty in the case of any absence, and the student is responsible for the consequences of the absence.

EVALUATION OF CLINICAL PERFORMANCE

For all clinical courses, student’s clinical performances are evaluated as “Satisfactory/Pass” (S) or "Unsatisfactory/Fail" (U) according to the clinical learning objectives, expectations, clinical preparation, patient confidentiality, and patient's mental, emotional, and physical safety. For "Satisfactory/Pass" performance, each student must be totally prepared for every clinical experience as directed by the instructor.

Written clinical assignments must be handed in when they are due unless prior arrangements have been made with the instructor.

If a student comes to a clinical experience unprepared, he/she may be sent home at the discretion of the faculty Instructor and this will be counted as a clinical absence.

PRECEPTORSHIP

The preceptorship is a relationship between a practicing nurse and a nursing student in order that the student may learn the roles and responsibilities of clinical nursing. This learning occurs as nursing students practice alongside the expert nurse. Preceptors serve as role models for students. A role model allows students to see and experience what the expert does on a daily basis while
encouraging the student to ask questions. Preceptors challenge, guide, and direct. Preceptorship provides the student with a more realistic and intensive clinical experience, which will enhance the student’s employment readiness as a Licensed Practical Nurse. The student is expected to practice at the novice level of a Licensed Practical Nurse including areas of organizational skills, decision-making, delegation, and accountability while functioning more independently as a member of the healthcare team. The student works under the guidance of a preceptor. The preceptor is a currently licensed LPN or RN currently employed at a clinical facility with a minimum of 2 years’ experience. **ALL STUDENTS WILL BE REQUIRED TO FIND THEIR OWN QUALIFIED PRECEPTOR FOR SPECIFIC COURSE(S) IN THE PROGRAM.** All preceptors will be evaluated for compliance by the clinical coordinator per 4723-5-11

**PRECEPTOR SCHEDULE**

Students must provide the faculty with their preceptorship schedule, including shift and days, preceptor name, and site/preceptor contact number, in addition to any requirements that the facility has for the student to work in the facility. Student must complete all required paper work as specified and submit to faculty no less than 24 business hours of the first scheduled preceptor clinical day. **NO STUDENT** will be allowed to attend the preceptorship until this documentation has been received and verified by the facility and faculty of the program.

The student will complete the required hours of preceptorship experience per course requirements. For safety purposes, **16 hour-shifts are not permitted.** At the end of the experience, the student will complete an evaluation of the preceptor and the preceptor will complete an evaluation of the student. Each student will report to his/her preceptor at the beginning of the designated start of the shift, and complete the entire shift at the facility with the preceptor. Preceptorship hours **must be completed by the date specified by the clinical coordinator.**

**NO PRECEPTOR HOURS CAN BE SCHEDULED DURING ANY SCHEDULED THEORY, LAB, OR CLINICAL HOURS**

**PRECEPTORSHIP ATTENDANCE POLICY**

The student is expected to attend all days scheduled as dictated by the preceptor’s schedule. Reporting to work on time at the beginning of the shift as well as completing all work before leaving at the end of the shift is expected professional behavior. Failure to appear for scheduled preceptorship clinical practicum days and/or tardiness is viewed as unprofessional behavior. A student may be dropped from the preceptor experience and receive a 0- credit or grade for absence or a pattern of tardiness. At the discretion of the preceptor and faculty, any absence from the preceptorship clinical practicum days will be made up to ensure completion of total required preceptor hours. In the event of exceptional circumstances which make it impossible for the student to be present for scheduled preceptorship clinical practicum days, arrangements must be made with the instructor and the appropriate clinical agency personnel must be notified in
accordance with agency policies. Failure to notify the instructor and the clinical agency in advance of an anticipated absence will result in failure of the course and quarter.

In the event a student is forced to miss hours due to his/her preceptor's work schedule (e.g. the preceptor being ill or sent home unexpectedly), the Clinical Coordinator must be notified and arrangements will be made to complete required hours.

**PRECEPTORSHIP STUDENT RESPONSIBILITY**

The student is responsible for notifying the faculty or clinical coordinator immediately of any medication error or clinical incident. An incident form must be completed by the student and the faculty. The agency will have their own policy for completing incident reports by the preceptor and student. Contact faculty at (419) 472-1150. For after hours, contact the PN Clinical Coordinator directly. The student is responsible for having the Clinical Experience Documentation form of the hours completed during the clinical experience. While the hours may slightly exceed the number identified in the contract, the total number of hours should not be less.

**PRECEPTORSHIP GRADING AND EVALUATION**

Students who complete the preceptorship in a satisfactory manner will be given a grade of Satisfactory/Pass (S). Students who fail to complete the preceptorship in a satisfactory manner will receive a grade of Unsatisfactory/Fail (U) and will not be viewed as passing the course and will not graduate until the course has been satisfactorily completed in accordance with retake and readmission guidelines.

**TERMINATION OF PRECEPTORSHIP**

The agency must at all times protect the rights of clients who receive care from students in the agency. If the student is not meeting the objectives or is not prepared to participate safely with clients and/or has not completed the requirements to participate in the experience, the preceptor or the faculty member may terminate the placement. The preceptor is responsible for contacting the faculty member if the student’s performance is not satisfactory. The student, likewise, should contact the faculty if the student believes that agency expectations or supervision are inappropriate to his/her knowledge or experiential background. Termination of preceptorship for any reason may result in failure of the course and permanent dismissal from the school.

**CONTACT WITH FACULTY**

The faculty assigned to the course will be available to the student and preceptor by telephone and/or e-mail throughout the preceptorship. The faculty will follow up with the preceptor either via phone or site visit to validate the student’s experience, validate hours, and to obtain evaluation of student performances.
EVALUATION OF PN PROGRAM

The Athena Career Academy PN Program has a systematic plan of evaluation based on the criteria set forth in the Ohio Administrative Code. The plan is established to guide and direct the evaluation and improvement of the curriculum and program outcomes. The plan will permit ongoing evaluation and improvement.

GRIEVANCE PROCEDURE/APPEALS PROCESS

Within the PN Program, the term "grievance" is defined as a dispute between a student and the PN Program regarding the interpretation, application of, or compliance with any provision of the ATHENA CAREER ACADEMY policies or procedures. The grievance process is available to all students without fear of retaliation or intimidation. All conversations, with the student, shall be held in strict confidence by those involved. The grievance decision may be appealed as outlined in Step 1.

**Step 1:** The grieving student discusses the concern with the faculty, or staff member who is involved with the issue in an effort to arrive at a mutually agreeable solution. The discussion must be held within three (3) working days of the occurrence.

**Step 2:** If the grievance is unresolved after Step 1, the student may further pursue the grievance process by submitting a completed grievance form to the Academic Review Committee within five (5) working days from the completion of Step 1.

- Within five (5) working days from the submission of the completed grievance from the student, the Academic Review Committee will meet for the purpose of resolving the grievance.
- Following this meeting, the Academic Review Committee’s written disposition will be given to the Executive Director of the school for final approval. All approvals require two signatures.
- Upon approval, the student and faculty member(s) will receive the final assessment of the grievance within three (3) working days.
- The grievance will be considered resolved.

**Step 3:** If the student is not satisfied with the Academic Review Committee’s resolution, the student may appeal in writing to the Executive Director of the State Board of Career Colleges and Schools within six (6) months from the date of the accusation.

- The student may direct any problem or complaint to the Executive Director, State Board of Career Colleges and Schools, 30 East Broad Street Suite 2481, Columbus, Ohio 43215, Phone 614-466-2752; toll free 877-275-4219.
- The time limits set forth in the above procedure may be extended by mutual agreement of the Academic Review Committee and the student.
ATHENA POLICIES

LEAVE OF ABSENCE

The student may request a leave of absence based on the following conditions:

- The student must submit the request in writing and include the reason(s) for request and required documentation to substantiate the request.
- The ARC committee will review each individual case and will determine if there is a reasonable request for a leave of absence. The findings will be reported to the student via email after the committee reaches their decision.
- The leave of absence must not exceed a total of 180 days in any 12 month period.
- If the leave of absence is approved, the school will not assess the student any additional institutional charges, the student's need may not increase, and the student is not eligible for any additional Federal Student Aid.
- The student is required to return to school at an equivocal point in the quarter in which he/she left, although, students are encouraged to return at the start of the next quarter.
- For title IV recipients, the school will provide an explanation to the student, prior to granting the leave of absence, the effects that the student's failure to return from a leave of absence may have on the student's loan repayment terms, including the expiration of the student's grace period.
- If the student does not resume attendance at the school on or before the end of a leave of absence, the school will treat the student as a withdrawal from the last date of attendance.

ESTIMATED GRADUATION/COMPLETION OF PROGRAM

Students are eligible for graduation from ATHENA CAREER ACADEMY PN Program when they have:

- Completed every theory course with a final grade of at least 75% and 80% attendance.
- Completed every laboratory component of each course with a final grade of "Satisfactory" and 100% lab hours completed.
- Completed preceptorship with a satisfactory final grade and 100% of hours completed.
- Completed clinicals with a satisfactory grade and 100% of hours completed.
- Paid all tuition and fees.
- Return FOB (Door entry card).

SWITCHING BETWEEN PROGRAMS

Athena Career Academy will not permit students to switch from day PN Program to night PN Program or night PN Program to day PN Program.

WITHDRAWAL

Students withdrawing (personal or medical) from the program must do the following:

1) Meet with the Program Director to discuss circumstances and options for returning;
2) Meet with the Financial Aid Administrator.
CODE OF STUDENT CONDUCT

Students are expected to maintain professional behavior at all times in the classroom and clinical areas, and other parts of the campus. Professionalism projects the moral values of empathy, integrity, and trustworthiness. Respect for self and others creates a positive learning atmosphere. Courtesy and cooperation help promote teamwork. The term "professional" is used to describe a person who can be trusted to maintain high personal standards, and is responsible and accountable for his/her own actions. (See Appendix A for professional guidelines.)

In the event a student has been accused of violating the code of student conduct, a thorough investigation will be conducted. The student may be placed on temporary suspension pending outcome of the investigation. The student will be responsible for any time/material missed during the suspension.

ACADEMIC DISHONESTY POLICY

Academic dishonesty includes, but is not limited to, cheating, lying, plagiarism, falsifying records, breaching confidentiality, stealing, abusing alcohol or drugs, abusing patients/residents, behaving in a disorderly manner in the school or clinical area and providing care outside the scope of practice for licensed practical nurses. No verbal or written warnings are required other than the explanations in this handbook. In the event a student has violated this policy the Program Director will review the infraction and evidence, and will establish a plan of correction which may include dismissal from the program.

UNETHICAL CONDUCT/UNACCEPTABLE BEHAVIOR/ATTITUDE

Ethics refers to the moral or philosophical principles that society uses to define actions as being right or wrong. Nursing ethics identify nurses' professional conduct in relation to clients, health team members and the community. Standards in the Code of Ethics of the National Association of Practical Nurse Education and Services, Inc. (NAPNES) reflect the high ideals expected of the practical nurse and students.

Unethical conduct is any behavior that violates the NAPNES Standards of Practice. For ATHENA CAREER ACADEMY PN Program, such behavior includes, but is not limited to, cheating, lying, plagiarism, falsifying records, breaching confidentiality, stealing, abusing alcohol or drugs, abusing patients/residents, behaving in a disorderly manner in the school or clinical area and providing care outside the scope of practice for licensed practical nurses.

An undesirable behavior or attitude would be shown if the student refused to cooperate with co-workers or peers, causes dissension among classmates, co-workers or peers, uses profanity or vulgarity, and displays antagonism toward school personnel or classmates. These behaviors are unacceptable and may be grounds for dismissal. No other verbal or written warnings are required other than the explanations in this handbook.
BOARD OF NURSING REQUIREMENTS RELATED TO NURSING STUDENTS

4723-5-12 Program policies.
(A) The administrator of the program and the faculty shall establish and implement written policies for the following:
1) Student admission;
2) Student readmission, including a requirement that the readmitted student meet the curriculum requirements effective at the time of readmission;
3) The process for determining the amount of credit to be granted to an applicant for advanced standing in a program;
For individuals with experience in the armed forces of the United States, or in the national guard or in a reserve component, the program shall have a process in place to:
(a) Review the individual's military education and skills training;
(b) Determine whether any of the military education or skills training is substantially equivalent to the curriculum established in Chapter 4723-5 of the Administrative Code;
(c) Award credit to the individual for any substantially equivalent military education or skills training;
4) Student progression, which shall include the following:
(a) The level of achievement a student must maintain in order to remain in the program or to progress from one level to another; and
(b) The requirements for satisfactory completion of each course required in the nursing curriculum;
5) Requirements for completion of the program;
6) Payment of fees, expenses, and refunds associated with the program;
7) Procedures for student illness in the classroom and clinical settings;
8) Availability of student guidance and counseling services;
9) Process for students filing grievances and appeals;
10) A description of faculty responsibilities related to the supervision of students in accordance with section 4723.32 of the Revised Code and rule 4723-5-20 of the Administrative Code;
11) Periodic evaluation by the faculty of each nursing student's progress in each course and in the program; and
12) Procedures for notifying students of changes in program policies.
(B) The program shall not implement changes to policies for student progression, or requirements for completion of the program, regarding students enrolled in the program at the time the changes are adopted.
(C) In addition to the policies required in paragraph (A) of this rule, the program administrator and faculty shall implement policies related to student conduct that incorporate the standards for safe nursing care set forth in Chapter 4723. of the Revised Code and the rules adopted under that chapter, including, but not limited to the following:
1) A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the patient, and the patient's response to that care.
(2) A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.

(3) A student shall not falsify any patient record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports, time records or reports, and other documents related to billing for nursing services.

(4) A student shall implement measures to promote a safe environment for each patient.

(5) A student shall delineate, establish, and maintain professional boundaries with each patient.

(6) At all times when a student is providing direct nursing care to a patient the student shall:
   (a) Provide privacy during examination or treatment and in the care of personal or bodily needs; and
   (b) Treat each patient with courtesy, respect, and with full recognition of dignity and individuality.

(7) A student shall practice within the appropriate scope of practice as set forth in division (B) of section 4723.01 and division (B)(20) of section 4723.28 of the Revised Code for a registered nurse, and division (F) of section 4723.01 and division (B)(21) of section 4723.28 of the Revised Code for a practical nurse;

(8) A student shall use universal and standard precautions established by Chapter 4723-20 of the Administrative Code;

(9) A student shall not:
   (a) Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient;
   (b) Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.

(10) A student shall not misappropriate a patient's property or:
   (a) Engage in behavior to seek or obtain personal gain at the patient's expense;
   (b) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's expense;
   (c) Engage in behavior that constitutes inappropriate involvement in the patient's personal relationships; or
   (d) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient's personal relationships.

For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.

(11) A student shall not:
   (a) Engage in sexual conduct with a patient;
   (b) Engage in conduct in the course of practice that may reasonably be interpreted as sexual;
   (c) Engage in any verbal behavior that is seductive or sexually demeaning to a patient;
   (d) Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a patient.

For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to sexual activity with the student.

(12) A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:
   (a) Sexual contact, as defined in section 2907.01 of the Revised Code;
(b) Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.

(13) A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section 4729.01 of the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student, or self-administer or otherwise take into the body any drug that is a schedule I controlled substance.

(14) A student shall not habitually or excessively use controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.

(15) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of the use of drugs, alcohol, or other chemical substances.

(16) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability.

(17) A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance.

(18) A student shall not misappropriate or attempt to misappropriate money or anything of value by intentional misrepresentation or material deception in the course of practice.

(19) A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.

(20) A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.

(21) A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion.

(22) A student shall not assist suicide as defined in section 3795.01 of the Revised Code.

(23) A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its administrators, faculty, teaching assistants, preceptors, or to the board.

(24) A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing or any other form of communication.

(25) To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.

(26) For purposes of paragraphs (C)(5), (C)(6), (C)(9), (C)(10), (C)(11) and (C)(12) of this rule, a student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the student's assigned clinical responsibilities.
Additionally, a nursing student shall maintain the confidentiality of client information obtained during the course of nursing practice.

**SMOKING POLICY**

Athena Career Academy is a non-smoking facility. *Smoking is allowed only in personal vehicles.* Use of tobacco of any kind is *not permitted* on, in front of, or around Athena Career Academy property. There will be *no smoking at the front entrance* of the PN Program facility at *any time.* Violation of this policy will result in disciplinary action. Students will follow the smoking policy at the affiliating clinical sites.

**CELL PHONE POLICY**

*NO* cell phones are permitted in the classrooms, laboratories, clinical settings, hallways, or bathrooms. If a student is found in violation of this policy you will be dismissed from class/lab/clinicals for the day and will be responsible for the missed time/content and an advisory form will be issued. Please make sure your family members/childcare providers have the campus phone number *(419) 472-1150* in the event of an emergency. The phones are answered by an Athena staff member from opening of business until close. It is a student’s responsibility to inform family members/childcare providers of their clinical sites phone number in the event of an emergency.

**LAPTOPS AND ELECTRONIC DEVICES**

Laptops and electronic devices (including any recording devices) *ARE NOT* permitted in the classroom, labs, or clinical sites.

**TRANSPORTATION**

Students are responsible for obtaining their own transportation to the school and to the affiliating agencies used for clinical experiences. Please note that there may be extensive travel for clinical rotations.

**DRESS CODE FOR CLASS AND LABORATORY**

- Royal Blue Athena Uniform
- Clean White, Grey, Black, or Athena Blue Tennis shoes (NO clogs/slides/open backs)
- Athena Sweatshirts, Athena T-shirts, or Athena hooded sweatshirts (campus attire only)
- A plain white long sleeve or a white T-shirt may be worn underneath Athena uniform
- Long hair must be pulled back out of a student's face (Pony tail/bun) in clinical/lab

A student found to be in noncompliance with the dress code will be sent home to change and will be permitted to return once in dress code compliance. The student is responsible for missed time/materials.

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DRESS CODE FOR CLINICALS

- Clean Athena Uniform
- Name pin and proper clinical identification must be worn at all times.
- Clean White, Grey, Black, or Athena Blue Tennis shoes (NO clogs/slides/open backs)
- NO sweatshirts or hoodies permitted

Grooming:

- Clean Athena Uniform/shoes
- Hair must be neatly groomed and of NATURAL COLOR. Long hair must be arranged back in ponytails, braids, or buns so it does not fall on front of face, back of collar, obstruct vision, or interfere with professional patient care. Hair extensions, accessories, and styles must be conservative. Hair guidelines must be maintained at all times while in uniform.
- NO false eye lashes
- Male students must be clean shaven. Beards or mustaches, if worn, must be short, neat, and well-trimmed.
- Make-up may be used in moderation and natural in appearance.
- Scented products: No perfume, cologne, after shave, or scented hand lotions, powders, and deodorants are permitted.
- Hands must be kept clean and infection control practices followed.
- Fingernails must be kept clean and trimmed to a length so as not to interfere with patient care. Artificial nail enhancements of any kind are not permitted, including nail polish of any kind.

Jewelry:
The only jewelry permitted in the laboratory or clinical settings are the following:

- One plain, smooth metal ring band with no stones or ornamentation.
- A wrist watch with a second hand. No digital watches are acceptable.
- Earrings must be small studs, only one per ear. No hoop earrings and no jewelry may be worn in any other pierced facial, body, mouth; or tongue areas.

SCHOOL CLOSING DUE TO INCLEMENT WEATHER

In the event school is closed due to inclement weather students are still required to make up all missed hours. If school closes it includes classroom, laboratory, and clinicals.

TRANSCRIPTS

Upon graduation the student receives one (1) unofficial transcript. An official transcript must be requested in writing. Official transcripts will be mailed only to another educational institution or employer. If a student owes a balance, Athena reserves the right to with hold transcripts until balance is paid in full.
ELIGIBILITY OF LICENSURE

In order to take the examination to become a Licensed Practical Nurse in Ohio, the graduate must make application to the Ohio Board of Nursing and the National Council of State Boards of Nursing. The examination is administered at selected computer centers located in this area and throughout the United States.

The Ohio Board of Nursing requires that the criminal records check be completed and filed for each graduate, and may deny a convicted felon the privilege of sitting for the examination. (See Criminal Record Policy)

ESTIMATED LICENSURE FEES

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>PN-NCLEX (Ohio or Michigan) Athena pays for first attempt. Subsequent attempts (student pays)</td>
<td>$ 200.00</td>
</tr>
</tbody>
</table>

RECORDS CHECK PRIOR TO

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>STATE EXAM (Ohio or Michigan) (Paid by student)</td>
<td>$85.00</td>
</tr>
<tr>
<td>APPLICATION FEE (Ohio) (Athena pays initial fee)</td>
<td>$75.00</td>
</tr>
<tr>
<td>APPLICATION FEE (Michigan) (Athena pays initial fee)</td>
<td>$54.00</td>
</tr>
</tbody>
</table>

PROGRAM RECORDS

The Program Director maintains all student records. The maintenance of individual student records is initiated with the student’s official application to the PN Program and continues throughout all of the student’s activity within the context of the PN Program. Student Services will maintain all necessary student records for the Department of Education, and the State of Ohio Board of Career Colleges and Schools; while the PN Program Director will maintain all necessary student records per OBN standards. All permanent records that are required to be maintained; student transcripts and student files, are kept digitally and in locked, fire proof cabinets located at Athena Career Academy, 5203 Airport Highway, Toledo, Ohio 43615. Upon graduation a student’s file will contain their transcript.
LEGAL AND SAFETY POLICIES

CONFIDENTIALITY

The Health Insurance Portability and Accountability Act (HIPAA) legislates the rights of individuals and the obligations of health care providers (nurses and nursing students) in maintaining the confidentiality of health care information. Therefore, any violation of confidential statements during classroom activities, clinicals, or during the student's own private time will constitute grounds for **immediate dismissal**. This includes the transmission of such materials by any means (e.g. verbal, cell-phone, e-mail, Facebook, text, Twitter, etc.).

SAFETY POLICIES

Criminal Record Policy

This policy serves to protect the clients, students, and staff of Athena Career Academy and clinical affiliation sites, and also provides for the safety and well-being of patients, for whom responsible care is our primary consideration.

All students will have a criminal record check completed prior to admission to the program and before taking the State Board exam. The student must obtain both a BCI&I and FBI fingerprinting. The Ohio Bureau of Criminal Identification will conduct the criminal records check. Students may be denied access to clinical sites due to a felony record.

The nursing boards reserve the right to refuse licensure to any person with a criminal record that indicated the person has entered a guilty plea, been convicted of, or has a judicial finding of guilt for committing any felony. It is the student’s responsibility to contact their selected board of nursing if they feel they may have a record that could hamper their approval by the selected board of nursing.

Any misconduct on or off school property and/or clinical sites that is directly related to and impacts the welfare and morale of the school is within the scope of authority and the discretion of the Program Director with respect to discipline and/or program termination.

The applicant will be counseled regarding admission, clinical site availability, potential for employment, and potential licensure.

Alcohol and Drug Policy

In the event a student is showing evidence of being under the influence of drugs or alcohol in the classroom or the clinical setting, it is Athena Career Academy’s policy that the student must immediately complete the following:

- Secure safe transportation to a healthcare institution that provides alcohol/drug screens
- Provide a drug/alcohol screen at student’s expense
No student will be allowed to return to campus or the clinical setting without supporting documentation of a negative alcohol and/or drug screen.

In the event of a positive alcohol screen or a positive drug screen for elicit street drugs, the student will be immediately dismissed from the program.

ACA reserves the right to conduct random drug and alcohol screenings. In the event a student fails the drug/alcohol screening he/she will be dismissed from the program.

Blood/Body Fluid Exposure Protocol

Should a needle stick or any incident occur exposing a student to potentially infective blood and body fluids, this procedure should be followed: Immediately report the incident to the instructor, complete the required forms for variance according to facility protocol, and obtain emergency first aid care from the facility as per protocol. Contact your personal health care professional for follow-up. The individual student is responsible for drug therapy costs and subsequent follow up testing.

INSURANCE

All students enrolled in Athena Career Academy PN program are covered under Athena’s liability insurance policy.

EMERGENCY MEDICAL FORMS

All PN students will be requested to fill out an emergency medical form providing the staff with information about who to call in the event of an emergency. In the event of an emergency at Athena Career Academy or the designated clinical sites the faculty/staff will notify 911 for medical assistance.

HEALTH/MEDICAL CARE

Students are expected to take proper care of their own health by maintaining proper sleep, exercise, and diet. All medical and dental appointments are to be made outside of program hours. The PN program will not be responsible for rendering any medical assistance or transportation due to liability reasons. The instructor reserves the right to request the student who exhibits signs or symptoms of illness to be seen by a physician. Students may be required to submit a physician's statement that they are able to resume nursing responsibilities before being permitted to return to the program. If an injury or illness alters a student's ability to meet the technical standards, that student will not be able to attend the classroom and/or clinical portion of the curriculum. Although a reasonable attempt to make accommodations will be made, the absence policy does remain in effect.
INJURY/ILLNESS

A student who is injured/ill while in class or the clinical area must report the injury/illness to their instructor immediately after the incident/illness occurs. Any injury even though it may seem minor, should be reported and an injury report must be completed. Students will be referred to emergency care at their own expense for injuries or illness, and will be referred to their physician for follow-up care. If any first aid or emergency care is required in connection with an injury or illness incurred by a student in the classroom/or clinical site, the faculty will report the emergency and dial 911, thereafter immediately notifying the Program Director at (419) 472-1150. Students must turn in a doctor’s release form to be able to return to class. Because students are not covered by Workers Compensation by either the school or the clinical sites, each student will assume the financial responsibility for any illness or accident while enrolled in the program. If an injury occurs at a clinical site, the student must follow the policy and procedure for injury required by that facility.
EXCERPTS FROM THE OHIO BOARD OF NURSING DOCUMENTS

SCOPE OF PRACTICE OF THE LICENSED PRACTICAL NURSE

The Licensed Practical Nurse (LPN) shall maintain current knowledge of the duties, responsibilities, and accountability for safe nursing practice. The LPN shall demonstrate competence and accountability in all areas of practice in which the nurse is engaged. The LPN provides consistent performance in all aspects of direct nursing care for an individual in the context of the family who is generally stable with acute and chronic, common, well-defined health problems with predictable outcomes. The LPN provides nursing care that is consistent with his/her scope of practice, education, and skill at the direction of a licensed physician, dentist, podiatrist, optometrist, chiropractor, or registered nurse. The LPN participates in health promotion, maintenance, and restorative care of the individual. This care may consist of special tasks if the LPN has had additional training and is under direct supervision. The scope of practice for the LPN, whether newly licensed or experienced, is indicated in section 4723.01(E) and (F) of the Ohio Revised Code and is as follows:

Licensed Practical Nurse means an individual who holds a current, valid license issued under this chapter that authorizes the practice of nursing as a licensed practical nurse. The practice of nursing as a licensed practical nurse means, providing to individuals and groups nursing care requiring the application of basic knowledge of the biological, physical, behavioral, social, and nursing sciences at the direction of a licensed physician, dentist, podiatrist, optometrist, chiropractor, or registered nurse. Such nursing care includes:

- Observation, patient teaching, and care in a diversity of health care settings.
- Contributions to the planning, implementation, and evaluation of nursing.
- Administration of medications and treatments authorized by an individual who is authorized to practice in this state and is acting within the course of the individual's professional practice, except that administration of intravenous therapy shall be performed only in accordance with section 4723.17 of the Revised Code. Medications may be administered by a licensed practical nurse upon proof of completion of a course in medication administration approved by the Board of Nursing.
- Administration to an adult of intravenous therapy authorized by an individual who is authorized to practice in this state and is acting within the course of the individual's professional practice, under section 423.17 or 4723.171 of the Revised Code to perform intravenous therapy and performs intravenous therapy only in accordance with those sections.

STANDARDS OF COMPETENT PRACTICE AS A LICENSED PRACTICAL NURSE

A. A licensed practical nurse shall function within the scope of practice of nursing for a licensed practical nurse as set forth in division (F) of section 4723.01 of the Revised Code and the rules of the board.

B. A licensed practical nurse shall maintain current knowledge of the duties, responsibilities, and accountabilities for safe nursing practice.
C. A licensed practical nurse shall demonstrate competence and accountability in all areas of practice in which the nurse is engaged which includes, but is not limited to, the following:

1. Consistent performance of all aspects of nursing care; and
2. Appropriate recognition, referral or consultation, and intervention, when a complication arises.

D. A licensed practical nurse may provide nursing care in accordance with division (F) of section 4723.01 of the Revised Code which is beyond basic preparation for a licensed practical nurse provided:

1. The nurse obtains appropriate education which emanates from a recognized body of knowledge relative to the nursing care to be provided;
2. The nurse demonstrates appropriate knowledge, skills, and abilities to perform the nursing care;
3. The nurse maintains documentation satisfactory to the board of meeting the requirements set forth in paragraphs (0)(2) of this rule;
4. When the nursing care to be provided is in accordance with division (F)(3) of section 4723.01 of the Revised Code, the nurse has a specific current valid order or direction from an individual who is authorized to practice in this state and is acting within the course of the individual's professional practice; and
5. The nursing care does not involve a function or procedure which is prohibited by any other law or rule.

E. A licensed practical nurse shall, in a timely manner:

1. Implement any order or direction for a client unless the licensed practical nurse believes or should have reason to believe the order or direction is:
   a) Inaccurate
   b) Not properly authorized
   c) Not current or valid
   d) Harmful, or potentially harmful to a client; or
   e) Contraindicated by other documented information; and
2. Clarify any order or direction for a client when the licensed practical nurse believes or should have reason to believe the order or direction is:
   a) Inaccurate
   b) Not properly authorized
   c) Not current or valid
   d) Harmful, or potentially harmful to a client; or
   e) Contraindicated by other documented information

F. When clarifying an order or direction, the licensed practical nurse shall, in a timely manner:

1. Consult with an appropriate licensed practitioner
2. Notify the prescribing practitioner when the licensed nurse makes the decision not to follow the direction or administer the medication or treatment as prescribed
3. Document that the practitioner was notified of the decision not to follow the direction or administer the medication or treatment, including the reason for not doing so; and
4. Take any other action needed to assure the safety of the client.

G. A licensed practical nurse shall, in a timely manner report to a consult as necessary with other nurses or other members of the health care team and make referrals as appropriate.
H. A licensed practical nurse shall maintain the confidentiality of client information obtained in the course of nursing practice. The licensed practical nurse shall communicate appropriate client information with other members of the health care team for health care purposes only.

I. To the maximum extent feasible, identifiable client health care information shall not be disclosed by a licensed practical nurse unless the client has consented through a properly executed release to the disclosure of identifiable client health care information. A licensed practical nurse shall report individually identifiable client information without written consent in limited circumstances only, and in accordance with an authorized law, rule, or other recognized legal authority.

J. When a licensed practical nurse is directed to observe, advise, instruct, or evaluate the performance of a nursing task, the licensed practical nurse shall use acceptable standards of safe nursing care as a basis for that observation, advice, instruction, teaching, or evaluation and shall communicate information which is consistent with acceptable standards of safe nursing care with respect to the nursing task.

The information presented here will be helpful as you progress through the PN program. Our expectation is that you will use this handbook as your first point of reference when you have questions concerning your program of study or academic policies. Please retain this handbook throughout your enrollment in the program.

You are starting an exciting, challenging, and rewarding journey. While the primary responsibility for your success lies with you, many individuals stand ready to assist you in your efforts. On behalf of the faculty and staff of the Athena Career Academy, we wish you continued success with your academic studies.
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# Appendix A

## PROFESSIONALISM GUIDELINES

### Participation

<table>
<thead>
<tr>
<th>Acceptable</th>
<th>Unacceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Sharing information pertaining to the course</td>
<td>• Total silence</td>
</tr>
<tr>
<td>• Setting a positive example</td>
<td>• Shugging shoulders</td>
</tr>
<tr>
<td>• Demonstrating an interest</td>
<td>• Saying, “I don’t know”</td>
</tr>
<tr>
<td>• Not being afraid to ask questions</td>
<td>• Arriving late to class</td>
</tr>
<tr>
<td>• Speaking so you can be heard</td>
<td>• Refusing to participate</td>
</tr>
<tr>
<td></td>
<td>• Showing disinterest</td>
</tr>
<tr>
<td></td>
<td>• Negative comments/complaining</td>
</tr>
<tr>
<td></td>
<td>• Spreading gossip</td>
</tr>
</tbody>
</table>

### Collaborations

<table>
<thead>
<tr>
<th>Acceptable</th>
<th>Unacceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Listening to others ideas</td>
<td>• Purposely sharing incorrect information</td>
</tr>
<tr>
<td>• Participating in study groups</td>
<td>• Using a study group to cheat</td>
</tr>
<tr>
<td>• Explaining content to another student</td>
<td>• Refusing to work with another student/group</td>
</tr>
<tr>
<td>• Being open to working with others</td>
<td>• Spreading gossip</td>
</tr>
<tr>
<td>• Being an active member of assigned group work</td>
<td>• Completing individual assignments as a group</td>
</tr>
<tr>
<td></td>
<td>• Sharing confidential information/test questions with others</td>
</tr>
</tbody>
</table>

### Interpersonal Relationships

<table>
<thead>
<tr>
<th>Acceptable</th>
<th>Unacceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Respecting the instructors/staff status (they are a valuable resource)</td>
<td>• Not making or keeping an appointment</td>
</tr>
<tr>
<td>• Making and keeping appointments</td>
<td>• Not giving the instructor a chance to hear your issue (not using the appropriate channels)</td>
</tr>
<tr>
<td>• Displaying a positive attitude</td>
<td>• Spreading gossip</td>
</tr>
<tr>
<td></td>
<td>• Swearing or cursing</td>
</tr>
<tr>
<td></td>
<td>• Making negative comments about peers, instructors, or school on social media sites</td>
</tr>
</tbody>
</table>

### Respect

<table>
<thead>
<tr>
<th>Acceptable</th>
<th>Unacceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Showing up to class on time</td>
<td>• Body language: rolling eyes, sighing, making “tsk” sound, arms crossed, pouting, etc.</td>
</tr>
<tr>
<td>• Returning from breaks on time</td>
<td>• Side conversations (talking to others during lectures or when another person is talking)</td>
</tr>
<tr>
<td>• Being tolerant of others’ opinions</td>
<td>• Confrontational tones (attitude/whining)</td>
</tr>
<tr>
<td>• Using an appropriate volume of voice</td>
<td>• Questioning instructor in a confrontational tone (challenging)</td>
</tr>
<tr>
<td>• Using appropriate language</td>
<td>• Making excuses</td>
</tr>
<tr>
<td>• Treating others as you would like to be treated</td>
<td>• Not doing your own work/cheating</td>
</tr>
<tr>
<td>• Raising hand and wait to be called on</td>
<td>• Doing other course work during class</td>
</tr>
<tr>
<td>• Not talking about other instructors/staff members during class</td>
<td>• Having cell phone out, texting, calling, etc. during class or in lab</td>
</tr>
<tr>
<td></td>
<td>• Arguing</td>
</tr>
<tr>
<td></td>
<td>• Utilizing electronic equipment during class for another purpose other than the class work</td>
</tr>
</tbody>
</table>
RECEIPT OF PROGRAM HANDBOOK
(Please Print Your Name)

I, ________________________________, HAVE READ AND UNDERSTAND THE
ATHENA CAREER ACADEMY STUDENT HANDBOOK. I understand it is solely my
responsibility to comprehend and abide by the policies and procedures set forth.

I HAVE RECEIVED A COPY OF THE ATHENA CAREER ACADEMY HANDBOOK
REVISED DATE__________________________.

Although we have made every reasonable effort to attain factual accuracy herein, no responsibility is assumed for
editorial, clerical, or printing errors, or errors occasioned by mistake.

_____________________________________________________________
STUDENT SIGNATURE                      DATE

_____________________________________________________________
SCHOOL OFFICIAL SIGNATURE               DATE
### Athena Career Academy Faculty

<table>
<thead>
<tr>
<th>Name</th>
<th>Institution</th>
</tr>
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<tbody>
<tr>
<td>Suzanne Smith, MSN, RN</td>
<td>Western Governors University</td>
</tr>
<tr>
<td>Dawn Budd, ADN, RN</td>
<td>Owens Community College</td>
</tr>
<tr>
<td>Deb Alt, BSN, RN</td>
<td>University of Toledo</td>
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<tr>
<td>Kerri Materni, ADN, RN</td>
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<td>Elizabeth Bates, MSN, RN</td>
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<tr>
<td>Jeff Miller, BSN, RN</td>
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<td>Jeff Burnside, ADN, RN</td>
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<tr>
<td>Lisa Massey, ADN, RN</td>
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<tr>
<td>Kelly Chamberlain, ADN, RN</td>
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<td>Katie O’Neil, BSN, RN</td>
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<td>Barbara Crites, ADN, RN</td>
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<td>Lisa Osborn, ADN, RN</td>
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<td>Kristin Lemmerbrock, MSN, RN</td>
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<tr>
<td>Patti Pearson, BSN, RN</td>
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<tr>
<td>Christine Ernest, MSN, RN</td>
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<td>Kristi Schlatter, ADN, RN</td>
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<td>Janell Hartman, ADN, RN</td>
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<tr>
<td>Rebecca Scott, MSN, RN</td>
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<td>Lisa Ferguson, ADN, RN</td>
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<td>Jackie Pierce, ADN, RN</td>
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<td>Jill Frankart, ADN, RN</td>
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<td>Mary Karen Somogye, BSN, RN</td>
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<td>Laura Geiser, ADN, RN</td>
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<td>Kimberly Thiry, ADN, RN</td>
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<tr>
<td>Gwendolynn Gregory, BSN, RN</td>
<td>Spring Arbor University</td>
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<tr>
<td>Karen Warren, BSN, RN</td>
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<tr>
<td>Dana Korn, BSN, RN</td>
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<tr>
<td>Kathy York, ADN, RN</td>
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<tr>
<td>Lindsay Wysowaty, MSN, RN</td>
<td>University of Toledo</td>
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<tr>
<td>Pam Maddux, BSN, RN</td>
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