Practical Nursing Certificate Program

STUDENT HANDBOOK



2026-2027

The Handbook is intended to be a reference for students enrolled in the Edison Nursing Program. Policies and Procedures are subject to change. Notification of changes will be posted electronically.

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Letter of Welcome from the Program Administrator of Nursing

Welcome to the practical nursing program at Edison State Community College. We are pleased you have chosen to pursue your nursing education with us. The nursing program at Edison has a strong reputation for preparing nurses who are exemplary in their practice and who exhibit strong professional characteristics. Your graduation from our program will prepare you to become a valuable member of the healthcare profession.

This is an exciting beginning for you as you fulfill your goal of becoming a practical nurse. The path ahead will be exciting, exhilarating, and challenging. We are committed to your success and encourage you to connect with your course faculty, advisors, and classmates since a dedicated support system can make the path from start to finish smoother and more enjoyable. Our faculty members bring a wealth of knowledge and experience to the classroom and are eager to help you develop into a top-notch nurse.

This handbook provides easy access to the nursing program policies that may affect you during your time with us. I encourage you to be sure to keep it nearby and become familiar with its contents.

Best wishes for a rewarding experience during your time with us. We will be there cheering with you when you walk across stage at commencement, participate in your pinning ceremony, and get your first nursing job!

Sincerely,



Leah Wells, MSN, RN
Program Administrator
Director of Associate Degree in Nursing
Interim Dean of Health Sciences

Nursing Office and Faculty

Nursing Office

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Philosophy and Program Design for Curriculum

Philosophy

The Edison State Community College's Practical Nursing (PN) program is committed to educating compassionate, skilled, and knowledgeable nurses who are dedicated to providing quality patient care. We strive to create a supportive and challenging learning environment that fosters critical thinking, problem-solving, and clinical expertise. Our graduates will be prepared to enter the workforce as competent and ethical healthcare professionals who contribute positively to the health and well-being of their communities.

Organizing Framework

The overall goal for the Quality and Safety Education for Nurses (QSEN) project is to meet the challenge of preparing future nurses who will have the knowledge, skills and attitudes (KSAs) necessary to continuously improve the quality and safety of the healthcare systems within which they work.

Using the Institute of Medicine competencies, QSEN faculty and a National Advisory Board have defined quality and safety competencies for nursing and proposed targets for the knowledge, skills, and attitudes (KSAs) to be developed in nursing pre-licensure programs for each competency. The pre-licensure knowledge, skills, and attitudes (KSAs):

- Patient-Centered Care
- Teamwork and Collaboration
- Evidence-Based Practice (EBP)
- Quality Improvement (QI)
- Safety
- Informatics

Program Design for Curriculum

NURSING

The program design for curriculum supports the mission of the college and the nursing program philosophy and outcomes. The curricular elements are designed to develop knowledge, skills, and attitudes necessary for the practice of registered nursing. The quality and safety competencies developed by QSEN (Quality and Safety Education in Nursing) are emphasized in each course.

Competence in the role of provider requires clinical judgments made by culturally sensitive application of the nursing process and evidenced-based decision making. Furthermore, competence requires knowledge, skills and attitudes that promote mutually set patient outcomes identified through interpersonal communication, attention to physical comfort and emotional support, health counseling and teaching. Nursing diagnoses as developed by the North American Nursing Diagnosis Association (NANDA) are used as the taxonomy for describing actual or potential health problems. Informatics is utilized to evaluate evidence and manage health records.

TEACHING LEARNING

Curriculum and instruction are designed to actively engage the student and educator in a process that facilitates learning. Learning is facilitated by a process of sharing, trusting, and active participation of both learner and educator. An environment of open-minded communication nurtures creativity, curiosity, assertiveness and the spirit of inquiry.

Teaching strategies are selected to engage the student in the learning process. General education courses support an understanding of mathematics, reading and writing, health, acute and chronic health changes, life-span development, nutrition, cultural and ethnic sensitivity, social background, interpersonal communication, and informatics. The art and science of nursing is provided in each nursing course. Community partnerships support nursing education and promote health-care goals in the region.

Bloom's Taxonomy (knowledge, comprehension, application, analysis, synthesis, and evaluation) provides a useful framework for leveling outcomes.

	LPN Program Student Learning Outcomes (PSLO)	**Blooms Level**
PSLO.1	Practice as a healthcare team member within the scope of practice established by the Nurse Practice Act.	3
PSLO.2	Apply clinical judgment in providing safe, holistic care to diverse populations.	3
PSLO.3	Demonstrate the latest research findings and evidence-based guidelines for practical nursing situations.	3
PSLO.4	Utilize effective communication and teamwork skills to collaborate with other healthcare professionals.	3
PSLO.5	Evaluate the effectiveness of technology in improving client safety and outcomes.	5

PN Curriculum Plan

Course Name	**Total Course Clock Hours**	**Theory Clock Hours**	**Lab Clock Hours**	**Clinical Clock Hours**	**Total Lab & Clinical Clock Hours**
NUR 100S Fundamentals of Practical Nursing	125	50	50	25	75
NUR 102S Pharmacology of Practical Nursing	25	25	0	0	0
NUR 110S Advanced Concepts of Practical Nursing	125	50	18.75	56.25	75
NUR 112S Vulnerable Populations of Practical Nursing	149.5	37.5	24	88	112
NUR 114S Professionalism & Trends in Practical Nursing	12.5	12.5	0	0	0
Total Clock Hours		175	92.75	169.25	262
Total Program Clock Hours	437				

Program of Study

Edison State Community College/Eaton Campus		Leah Wells				
Institution/Campus Practical Nursing (PN) Certificate		Faculty 2/7/2025				
Course No.	Course Title	**Class**	**Lab**			
	FIRST SEMESTER					
ALH 151S	Health Care Medical Terminology	3				
BIO 140S	Basic Nutrition	3				
BIO 124S	Human Biology	3	1			
NUR 100S	Fundamentals of Practical Nursing	4	2			
NUR 102S	Pharmacology of Practical Nursing	2				
	Semester total	15	3			
					Credit hour subtotal	18
	SECOND SEMESTER					
BIO 242S	Microbiology with Laboratory	2	1			
NUR 110S	Advanced Concepts of Practical Nursing	4	2			
NUR 112S	Vulnerable Populations of Practical Nursing	3	3			
NUR 114S	Professionalism & Trends in Practical Nursing	1				
	Semester total	10	6			
					Credit hour subtotal	16
	Certificate totals	25	9			
					Credit hour grand total	34

Program Accreditation and Affiliation

ACEN

The Accreditation Commission for Education in Nursing (ACEN) is responsible for the specialized accreditation of nursing education schools and programs, both post-secondary and higher degree. The Commission has authority and accountability for carrying out the responsibilities inherent in the application of standards and criteria, accreditation processes, and the affairs, management, policy making, and general administration of the ACEN. ACEN is a nationally recognized specialized accrediting agency for all types of nursing programs. Edison State plans to seek ACEN candidacy which is the first step towards ACEN initial accreditation.

OHIO BOARD OF NURSING

All nursing students should be aware that the Board of Nursing establishes the Rules and Regulations governing the practice of nursing in Ohio. These Rules and Regulations originate in Section 4723 of the Ohio Revised Code. (See Conduct section for an example.)

The mission of the Ohio Board of Nursing is to actively promote and protect the health of the citizens of Ohio through the safe and effective practice of nursing as defined by law. Measurable ends to achieve this mission include competent practitioners, informed public, and a law which accurately reflects the dynamic practice of nursing. Edison State's nursing program was granted full approval March 21, 2023. Ohio Board of Nursing, 17 S. High St. Suite #660, Columbus, Ohio 43215 at www.nursing.ohio.gov.

All students applying for the nursing program and/or those students who desire to take the Ohio nursing licensure examination are hereby notified of and advised reviewing Ohio Revised code, 4723.28 (or other provision(s) if the provision(s) are amended), which sets forth the requirements of application and licensure by the Ohio Board of Nursing. All applicants seeking Ohio licensure are required to submit a criminal record background check as part of the application process.

Further, the Ohio Board of Nursing may deny, revoke, suspend or place restrictions on a student's ability to take the licensure examination, any nursing license, certificate of authority, or dialysis technician certificate issued by the Board. The statute sets forth numerous reasons that the Board may take such action. Students shall review the Ohio Revised Code and/or consult the Ohio Nursing Board for comprehensive list of reasons that the Ohio Board of Nursing may deny a student the ability to apply for licensure and/or take the licensure examination.

Affiliations

The program is affiliated with the following facilities: (New facilities are added regularly)

1. Hospitals:
    a. Grand Lake Health System - Joint Township
    b. Kettering Health
    c. Mary Rutan Hospital
    d. Mercer Health
    e. Mercy Health
    f. Premier Health
    g. Wayne Healthcare
    h. Wilson Health
2. Long Term Care Facilities:
    a. Brethren Retirement Community
3. Community Care and Services:
    a. Ohio's Hospice

Responsibilities of Faculty, Teaching Assistants, and Preceptors in a Clinical Setting (OAC 4723-5-20)

(A) A faculty member of a nursing education program is responsible for planning the student's clinical experience and for evaluating the student's performance. Clinical nursing experiences are assigned by faculty based on course objectives and student learning needs. Faculty, teaching assistants or preceptors shall supervise student practice by providing guidance, direction, and support appropriate to the clinical situation.

(B) Supervision of a nursing student shall be provided for each clinical experience involving the delivery of nursing care to an individual or group of individuals. This supervision shall be provided only by a faculty member, teaching assistant, or preceptor who meets the qualifications set forth in rule 4723-5-10 of the Administrative Code for a registered nursing education program, or rule 4723-5-11 of the Administrative Code for a practical nursing education program. When supervising a nursing student, the faculty member or teaching assistant shall function only as faculty or as a teaching assistant during the student's clinical experience.

(C) All experiences for a nursing student in a clinical setting involving the delivery of nursing care to an individual or group of individuals shall be performed under the direction of a faculty member who functions only as a faculty member during the nursing student's clinical experience. The faculty member providing directions shall:

(1) Establish clinical objectives or outcomes within the framework of the course in which the

student is enrolled;
(2) Communicate clinical objectives or outcomes to:
(a) The student;
(b) The teaching assistant and preceptor, if utilized; and
(c) The staff at the clinical site.
(3) Provide for orientation of each student to the clinical site, including introduction to staff;
(4) Make assignments, in conjunction with the teaching assistant or preceptor, if utilized, for the student's experience, consistent with the specific objectives or outcomes of the course in which the student is enrolled;
(5) Provide for supervision of each student in accordance with this chapter; and
(6) Evaluate the student's experience, achievement, and progress in relation to the clinical objectives or outcomes, with input from the teaching assistant or preceptor, if utilized.

(D) The faculty or teaching assistant to student ratio for direct patient care experiences shall be no greater a ratio than ten students to one faculty or teaching assistant, or a smaller ratio in clinical settings where necessary to ensure the safe delivery of nursing care.

(E) The teaching assistant or preceptor providing supervision of a nursing student shall at least:
(1) Have competence in the area of clinical practice in which the teaching assistant or preceptor is providing supervision to a student;
(2) Design, at the direction of a faculty member, the student's clinical experience to achieve the stated objectives or outcomes of the nursing course in which the student is enrolled;
(3) Clarify with the faculty member:
(a) The role of the teaching assistant or preceptor;
(b) The responsibilities of the faculty member;
(c) The course and clinical objectives or outcomes;
(d) The clinical experience evaluation tool; and
(4) Contribute to the evaluation of the student's performance by providing information to the faculty member and the student regarding the student's achievement of established objectives or outcomes.

(F) A preceptor shall provide supervision to no more than two nursing students at any one time, provided the circumstances are such that the preceptor can adequately supervise the practice of both students.

Program Requirements

CPR Requirement

Evidence of CPR certification for the Professional Rescuer with a hands-on skill demonstration competency, shall be acquired prior to the first day of the first nursing course by NUR 100S nursing students. These are due by August 1st or January 1st, depending on if you start in the fall or spring semester. Certification may be obtained through the American Heart Association, the American Heart Association Resuscitation Quality Improvement (RQI), the American Red Cross, or the American Safety and Health Institute at the student's convenience. Exclusively online Certifications are not acceptable.

All certifications must remain current until graduation from the nursing program, and it is the student's responsibility to provide the nursing office with updated CPR cards and health records. Students without required documentation will not be permitted to attend clinical and may be dismissed from the program.

Criminal Record Background Check

The Nursing Program requires clinical laboratory experiences in a variety of settings where practical nurse students will give care to clients of all ages. The Ohio Revised Code requires those who care for children or older adults to pass a criminal background record check. All nursing students are required to have both an Ohio BCI and FBI background check. Edison practical nurse students are assigned care of older adults

in both semesters and children in at least one semester. Therefore, all students enrolled in the Nursing Program will have a criminal background record check performed. The background check will be conducted prior to the beginning of the first nursing course and in subsequent semesters as needed. The background check will be conducted at Edison State's Department of Public Safety and the cost is covered by student lab fees.

Background check reports from other agencies will not be accepted. If the student has been convicted of, or has plead guilty to a violation of one of the Ohio Revised Code disqualifying offenses under ORC 2901.01 (A)(9), ORC 2950.01 (A), ORC 2925.01 (G), ORC 2913.01 (K), is a registered sex offender, or committed other criminal offenses listed on the Ohio Board of Nursing website at list of disqualifying offenses that student will be unable to begin the nursing program and complete the clinical laboratory experiences and will have to withdraw from the Program. If a student feels that they might have a potential disqualifying offense on their record he/she may request a letter from the Board of Nursing stating whether or not a crime is on the list of potentially disqualifying offenses by emailing a form to: disqualifying-offense- requests@nursing.ohio.gov. This can be found at potential disqualifying offense determination request.

Students who are convicted of, plead guilty to, or have a judicial finding of guilt for any crime subsequent to enrollment should immediately notify the Nursing Office in order to determine whether such action will negatively impact their ability to complete the program.

The Ohio Board of Nursing requires an additional criminal background records check at the time of graduation to be eligible to take the licensing examination (NCLEX-PN). Each student individually arranges for this background check, and the fee is included in student lab fees. This background report must validate that the applicant for licensure has not been convicted of, has not plead guilty to, or has not had a judicial finding of guilt for a violation of one of the Ohio Revised Code disqualifying offenses under ORC 2901.01 (A)(9), ORC 2950.01 (A), ORC 2925.01 (G), ORC 2913.01 (K), is a registered sex offender, or committed other criminal offenses listed on the Ohio Board of Nursing website at list of disqualifying offenses. The Board does not have the authority to make a determination or adjudication until an application has been filed.

The Ohio Board of Nursing is unable to give definitive answers regarding licensure prior to entry into or during participation in a nursing education program. If an applicant has a criminal history, the Board conducts a thorough investigation at the time the licensure application is filed. The Board may consider whether the applicant has made restitution and/or has been rehabilitated. The Board's primary mission is protection of the public so the Board must determine an applicant's risk to the public as a licensed practical nurse.

Drug Testing

To provide a safe working environment, area hospitals and other institutions are requiring individuals who provide care to patients to undergo drug testing. For this reason, students in the nursing program will undergo similar testing. The cost is not covered by student lab fees.

**See Appendix A for the Drug Screen Policy

Health Insurance

Students must furnish their own health care insurance and provide proof of insurance to the nursing office prior to the start of the nursing program. Edison State Community College assumes no responsibility for student health care expenses. While clinical facilities will provide emergency care for nursing students, when necessary, students are responsible for payment of care provided and any transportation required. Students are not insured by the Worker's Compensation Act.

Health Requirements

Prior to entry into the first nursing course with a clinical component, all students must provide documentation of a physical examination. The physical exam must be conducted by a physician, physician's assistant, or nurse practitioner within 12 months of the first course or within a year of readmission. Minimum acceptable mental and physical qualifications are based on a professional nursing position and the common essential functions of such a position, include the following:

- Frequently work in a standing position and do frequent walking.
- Lift and transfer patients up to 6 inches from a stooped position, then push or pull the weight up to 3 feet.
- Lift and transfer patients from a stooped to an upright position to accomplish bed-to-chair and chair-to-bed transfers.
- Physically apply up to 10 pounds of pressure to bleeding sites, or in performing CPR.
- Respond and react immediately to auditory instructions/requests/monitor equipment and perform auditory auscultation without auditory impediment.
- Physically perform up to a twelve-hour clinical laboratory experience.
- Perform close and distance visual activities involving objects, persons, and paperwork, as well as discriminate depth and color perception.
- Discriminate between sharp/dull and hot/cold when using hands.
- Perform mathematical calculations for medication preparation and administration.
- Communicate effectively, both orally and in writing, using appropriate grammar, vocabulary, and word usage.
- Make quick decisions in stressful situations.

Any student who has a disability and thinks he or she may need a reasonable accommodation to be able to meet these qualifications should register with Edison States's Accessibility and Disability Support Services.

The student must also provide documentation of testing and/or immunizations for various communicable diseases as follows:

- 2-Step Mantoux tuberculin screen/titer
    - Annual TB test is needed for attending clinical at Dayton Children's
- Measles, mumps, and rubella immunization/titer
- Chickenpox immunization/titer
- Tetanus (within the last 10 years)
- Hepatitis B vaccines/Titer
- Annual influenza vaccine**

Exemption forms can be requested by emailing the nursing office at nursing@edisonohio.edu. Not all clinical partners allow exemptions to all vaccines.

If a student has an approved exemption for the Influenza, they MUST wear a mask at all times in the clinical setting during Influenza season.

**See Appendix B for the Influenza Policy. Exemptions are only granted according to the procedure noted in the policy.

**See Appendix C for the Clinical Requirement Deficiency Statement. Hospitals and many other clinical agencies do currently require immunizations or approved exemptions to immunizations in order to participate in clinical activities at their locations.

Students enrolled in the Nursing Program must abide by the Drug Screen Policy and the results of the drug screen are considered part of the student's health record.

All health requirements must be current. Should health status change, the student must provide a record of such change. Depending on the change in health status, a student may be required to obtain an additional physical exam by a healthcare practitioner documenting that the student is able to return to the clinical setting and is released to perform all the minimum acceptable mental and physical qualifications of a nurse.

If it has been a period of one year since a readmitted student has completed a physical, background check, and/or drug screen, he/she will be required to complete these prior to readmission.

Students must have all health requirements updated and on file in the nursing office on or before the due date or expiration date in order to begin and continue in the nursing program and to attend clinical.

Students are responsible for ensuring that all requirements have been turned in by August 1 for fall semester or by January 1 for spring semester.

Authorization to Release Health Records to Clinical Agency

The nursing program may be required to provide a clinical agency with a copy of the student's health record as a condition of the student's participation in the clinical experience. The agency may request a copy of a student's health record to verify that the clinical agency's health requirements are met.

Therefore, to be eligible to participate in the clinical portion of the program, each student accepted into the nursing program will need to authorize Edison State Community College to release his/her health requirement documentation if such documentation is required by the clinical agency to which the student is assigned. The authorization form will be signed upon entry into the nursing program and will remain in the student's file in the appropriate nursing office.

Liability Insurance

All students are required to have liability insurance before attending a clinical experience. Payment of liability insurance is included in the clinical course's lab fee. Liability insurance provides protection to the student in the event of malpractice initiated by a client. Edison State's policy provides $1,000,000 per claim ($500 deductible).

Program Policies

The following are policies of the Edison State Community College Practical Nursing Program. Students in the Nursing Program shall abide by these policies. Nursing Student policies are subject to change, and the Nursing Student Handbook will be revised as needed. Students will be informed of policy changes via individual emails sent through their Edison email account. It is the student's responsibility to know affiliating agency policies. Any changes to the agency and nursing program policies will be posted on Blackboard and reviewed with each class.

Admission Policy

Competitive Admission Process Timeline

The Practical Nursing (PN) program admits students once a year in the fall semester. All students must meet with the Coordinator of Professional and Technical Pathways Advisor prior to submitting their application.

Desired Entry Term	Program Application and Documentation Must be Received in the Nursing Office on or Before:	*Advising* with Coordinator of Professional and Technical Pathways time frame	Application Available Online	Applications Accepted	Acceptance or Denial Letter Emailed on or Before
Fall 2026	Priority admission February 28, 2026. After that considered depending on availability of seats. Final deadline is July 1, 2026.	September 1, 2025 - July 1, 2026	December 15, 2025	December 15, 2025 - July 1, 2026	Within 1 month starting February 28, 2026.
Fall 2027	Priority admission February 28, 2027. After that considered depending on availability of seats. Final deadline is June 1, 2027.	September 1, 2026 - June 1, 2027	December 15, 2026	December 15, 2026 - June 1, 2027	Within 1 month starting February 28, 2027.

Minimum Criteria for Application Practical Nursing Option

To be considered for acceptance into the PN Program, students must meet the following minimum criteria for application:

1. Complete an Edison State Community College application (not required if previously submitted)
2. Meet the following minimum academic requirements for admission:
    a. Must have successfully completed one year of high school chemistry. Applicants may take CHM 110S Introduction to Chemistry as an equivalent course
    b. Must have satisfactory math assessment score, a grade of "C" or higher in MTH 093D Math Literacy, or a grade of "C" or higher in MTH 099D Intermediate Algebra
    c. Must have satisfactory assessment scores in reading and writing to be ready to take ENG 121S Composition I or successfully completed ENG 092D Developmental Reading and Writing
3. Provide official high school transcript with graduation date (College Credit Plus students submit current high school transcript) or GED scores, postmarked by the application deadline for the desired term. A final transcript is required after graduation from high school
4. Have an overall, cumulative college GPA or H.S. GPA (if no college courses have been taken) of 2.5 or higher. If cumulative college GPA is not 2.5 or higher, demonstrated improvement in recent academic work will be considered. (**NOTE:** Students accepted into the Nursing Program but whose Edison State GPA drops below 2.5 before the start of their program will be refused entry.)
5. Request official ACT, SAT or placement scores, postmarked by the application deadline for the desired term, if not on high school transcript
6. Provide official transcripts from all colleges and universities previously attended, postmarked by the application deadline for the desired term.
7. Meet with the nursing advisor prior to filling out this application. Schedule an appointment with the nursing advisor, Carin Benning, by calling Student Services at 937.778.8600. Appointment

may be in person, by phone, or virtual

8. Complete an online Practical Nursing Program Application for admission into NUR 100S Health Promotion of the Adult
9. Note that applicants who have failed two or more Practical Nursing courses (can be the same course or different courses) at any college within the last three years will not be considered for admission. Applicants that failed two or more nursing courses in an RN program will be considered for admission.
10. Be at least 17 years of age to enter the nursing program. Parental signatures will be required for clinical forms if the student is under the age of 18

The selection committee will review all nursing applications and select applicants. All applicants will receive an email of the status of their application approximately 1 month after the application deadline. Those selected for the program are required to have a physical and medical health form completed by a physician/nurse practitioner/physician assistant, a current CPR for the Professional Rescuer card, a successful background check, a successful drug screen, and proof of health insurance. Applicants not selected are welcome and encouraged to reapply.

NOTE: Registration in and completion of support courses listed for the nursing program does not guarantee selection into the nursing program.

Nursing Student Illness and Injury Policy

ILLNESS IN THE CLASSROOM

You may not attend class if you have any of the following:

- fever above 100 degrees Fahrenheit
- newly developed cough
- difficulty breathing
- new loss of taste or smell
- sore throat, headache, or congestion
- feel sick prior to coming to campus

Campus Emergency Preparedness and Response Information
If life or health is threatened—do the following:

⇒ Call 911
⇒ Notify Security at 7820 from an Edison State phone or at 937.418.9570 from a mobile device.
⇒ Find more detailed information about medical and weather emergencies or crisis situations in the **Emergency Procedures Manual.**

ILLNESS IN CLINICAL

The student should strive to maintain good personal health and hygiene and not go to clinical if sick. A student experiencing an acute infectious process (e.g. febrile illness, acute respiratory infection, gastroenteritis, or bacterial conjunctivitis) will be restricted from clinical practice until the infectious process is resolved. Students must be able to demonstrate proper hand hygiene techniques. Students with draining lesions that cannot be covered with dressings and clothing should not work in clinical settings.

Herpes Simplex Virus (HSV) Infections: Students with oral herpes lesions will not be permitted to provide care for immunosuppressed patients (cancer, chemotherapy, HIV infection, high-dose steroids), infants under the age of 28 days, NICU patients, patients with open or weeping wounds or burn patients. Care may be provided to patients not meeting the above criteria if a mask is worn to avoid direct contact with the infected lesions. Herpes whitlow (sores on finger) – no direct patient contact is allowed.

Students with evidence of active HSV infections (i.e. cold sores, fever blisters, herpetic Whitlow) must notify their instructor or preceptor and the department director of the presence of active lesions. Students may not be assigned to the care of any high-risk patient until the lesion(s) is dry and crusted. Examples of patients at high-risk for serious complications should transmission occur include:

- Patients less than 6 months of age.
- Recipients of solid organ and bone marrow transplants.
- Patients receiving cancer chemotherapy and/or radiation therapy.
- Patients receiving high dose steroids.
- Patients with widespread skin disorders such as burns or scalded skin syndrome.
- Any immunocompromised patient.

Students with active lesions of the face (e.g. cold sores, fever blisters), must strictly observe hand hygiene procedures and must wear a mask to cover the lesions when working within 3 feet of a patient. Students and instructors with herpetic Whitlow (i.e. painful HSV infection of the finger) are prohibited from patient contact until the lesions are crusted and dry.

POST-EXPOSURE MANAGEMENT

Blood and Infectious Body Fluids

In the event a student experiences a percutaneous or mucous membrane exposure to a patient's blood or other potentially infectious body fluids, the flowing procedure should be followed:

- Wash the injury site with soap and water and apply an antiseptic.
- Irrigate involved mucous membranes with copious amounts of saline or water.
- Report the exposure to the clinical instructor who should contact infection control, employee health, school and/or any other appropriate authority to facilitate and "exposure risk assessment." Exposures determined to be "high-risk" for potential exposure to HIV must be triaged to a knowledgeable health care provider who can provide counseling and anti-retroviral prophylaxis in keeping with the Public Health Service Guidelines for the Management of Healthcare Worker Exposure to HIV.
- Anti-retroviral prophylaxis should be started within about two hours of the "high risk" exposure to HIV positive blood.
- The exposed student should consult the clinical instructor or supervisor for post-exposure follow-up.
- Typically, an exposure is not a life-threatening situation; therefore, an Emergency Department follow-up is not required unless emergency care is deemed necessary (i.e., sutures).
- IF THE SOURCE PATIENT IS HIV POSITIVE AND THE STUDENT HAS EXPOSURE TO THE SOURCE BLOOD via sharps injury or splash to open skin or mucous membrane, the student should be evaluated for HIV exposure, either in an ER or Occ Health setting. Students should report any exposures to their clinical instructor and/or supervisor.

Other Communicable Diseases

Students who sustain a significant exposure to the following communicable diseases in the course of their student role should notify the clinical instructor/clinical manager of the unit (who will in turn contact infection control, employee health, and/or any other appropriate authority) for evaluation and management.

- Pertussis
- Meningococcal disease (Neisseria meningitis)
- Mycobacterium tuberculosis
- Potentially infectious skin disorders such as Norwegian scabies or syphilis lesion

Readmission Procedure Policy

A student who has failed a nursing course, withdrawn from a nursing course, or has not maintained the course sequence may petition for readmission according to the readmission procedures and is subject to the conditions and limitations which follow. The Program Administrator of Nursing and the nursing faculty will act on all requests which are properly submitted. Each student is reviewed on an individual basis. Petition for readmission does not guarantee readmission.

1. An individual who wishes to be considered for readmission to the Nursing Program must first notify the nursing office by email requesting readmission. Students will be given the contact information. The "Student Request for Readmission" form will be emailed to the student requesting readmission. The "Student Request for Readmission" form must be completed and returned to the nursing office in person, or by email.
2. Each petition for readmission will be reviewed by the Program Administrator of Nursing and nursing faculty for approval or non-approval. The Program Administrator of Nursing and nursing faculty, using their judgment and expertise, will make a determination about readmission based on a review of the student's actions and previous academic performance. If a lapse of one year or greater occurs between the last successfully completed nursing course and the date of readmission, the student may be required to retake the last successfully completed nursing course as a condition of readmission.
3. All readmission decisions are dependent on space available in the nursing course where entry is requested. Students will be notified by the nursing office of the decision of the Program Administrator of Nursing and nursing faculty by Edison email.
4. Order/priority of readmissions:
    i. Students that attended class till the end of the semester but did not pass with a 78% or higher.
    ii. Students who failed or withdrew during the semester and did not attend class till the end of the semester.
5. The student must respond to the Nursing office with their decision to accept or decline the readmission no later than three weeks prior to the start of the semester. The Program Administrator of Nursing will make the final readmission decision. Each decision is on a case-by-case basis.
6. Readmitted students must meet the curriculum requirements effective at the time of readmission.
7. If space is not available for the semester in which the student has requested readmission, a new "Student Request for Readmission" form will need to be turned into the Nursing office if the student wishes to be considered for the following semester.
8. Admitted nursing students who choose to skip a semester may return the following semester if they have requested readmission. If a student does not return within one semester, that student must reapply to the nursing program.
9. If it has been a period of one year since a readmitted student has completed a drug screen, background check, and physical, he/she will be required to complete an additional drug screen, background check, and physical prior to readmission.
10. A student is not eligible for readmission if:
    - A grade of "less than a C" is earned in any two practical nursing courses (can be the same course or different courses)
    - The student withdraws twice with a grade of "failing" (in the nursing office) from any nursing course. A withdraw failing is only after the student has taken the first test.
    - A combination of the two items above occurs. For example, a student withdraws failing from one course and later on earns a "D" or "F" in a second course.
    - The student fails to maintain a 2.0 GPA at Edison State. The failed nursing course will not be considered in the GPA.

A student who needs to withdraw from a nursing course due to an unavoidable/unforeseen circumstance of a serious nature which prevents completion of the course (e.g., automobile accident) and is failing at the time of the withdrawal may petition the Program Administrator of Nursing for an administrative withdrawal. If approved, an administrative withdrawal will not count as a "withdraw failing" for readmission consideration.

A student who was previously ineligible for readmission may apply to the program again after an absence of 3 years from the beginning of the semester in which the second failure occurred and will be considered for acceptance based on the selection criteria in effect at the time of application. If accepted, the student will begin the program again with the first nursing course in the program of study.

Remediation Policy and Academic Success Plan

Introduction: Edison State Nursing Program is establishing a plan to address students at-risk of failure and appropriately remediate knowledge deficits.

Purpose: To provide students and faculty guidelines for referral for academic or personal assistance.

Policy Statements: Edison State Community College (ESCC) Nursing Program is committed to fostering a culture which provides academic opportunities and an environment for all qualified students to be successful in the classroom and in the healthcare workplace. The Nursing Program is committed to supporting students through academic coaching and services.

Summary: The Nursing Program is committed to supporting student academic success. This program is designed to identify students at risk of failure and appropriately provide a plan for filling learning gaps. This program is designed to prepare the student for clinical practice and the National Council Licensure Examination (NCLEX).

Remediation Policy

The Remediation Policy is designed to promote the success of pre-licensure students at risk of being unsuccessful in a course or having difficulty achieving course objectives and/or core competencies in the Nursing Program. The Remediation Policy is intended to supplement the students' learning, not replace course curriculum. A course faculty member, the Program Administrator, or the Dean of Health Sciences may initiate the Academic Success Plan as soon as an at-risk student is identified.

The Remediation is initiated to address the following situations:

1. All students previously unsuccessful in another nursing program
2. All students repeating a nursing course
3. Any student who is not passing a nursing course for the following reasons:
    - Test average below 78% after two or more tests
    - In danger of failing clinical or lab
    - Score level 1 or below on more than one ATI exam

Student Role in Remediation

All students repeating a nursing course must do the following:

- Meet with Program Coordinator
- Identify obstacles to success and complete the Student Self Reflection Form (Appendix D).
- Meet with course faculty within the first two weeks of class

All students not passing a nursing course must do the following:

- Identify obstacles to success and complete the Student Self Reflection Form (Appendix D).

- Meet with course faculty within one week
- Work with course faculty to create Academic Success Plan Form (Appendix E).
- Meet with course faculty at least once a month to evaluate remediation plan success

*Note: The student must have an Academic Success Plan meeting before being released to sit for further exams in the affected course.

Faculty Role in Remediation

Faculty members will meet with the student to create a plan based on individual student needs. Schedule a meeting with the student to discuss performance within one week.

- Assign Student Self Reflection Form to complete and bring to student-faculty meeting, if not already completed
- Meet with student and create the Academic Success Plan Form
- Meet with student at least once a month to evaluate remediation plan success

*Note: The student must have an Academic Success Plan meeting before being released to sit for further exams in the affected course

The Academic Success Plan must be documented using the Academic Success Plan Form and meet the following guidelines:

1. Clearly describe the area(s) of deficiency
2. State if referral is recommended
3. Outline activities individualized to the student's deficits such as practice tests, written study materials, laboratory skills practice or demonstration, or any other methods suggested by the faculty
4. Identify specific desired and measurable goals
5. Include a record of all meetings with faculty
6. Include a time frame for progress meeting and/or completion of plan
7. Include signatures of student and faculty member

All meetings will be recorded on the forms, and the forms will be saved on the Nursing One Drive.

Retention and Progression Policy

Policies related to nursing progression and/or program completion will be identified in the Nursing Student Handbook which is updated at the beginning of each academic year. Policies related to student progression and/or program completion in place at the time of student entry into the nursing program (enrollment in NUR 100S) will remain in effect for the duration of the student's enrollment in the program unless the student fails to progress for any reason and is readmitted. If a student petitions for readmission and is accepted, the student will re-enter the program and must meet the requirements of the program at the time of readmission.

This policy clarifies that the program will not implement changes to policies related to student progression and/or program completion for those students who are enrolled in the program at the time the changes are adopted by the program.

To remain and progress in the nursing program, a student shall:

- Be placed in the program by the Nursing Selection Committee.
- If a new student has an Edison State GPA and it falls below 2.5 (due to taking additional classes) before they start the nursing program, the student will be dropped and will need to reapply once they improve their GPA to a 2.5 or above.
- Students selected to start the nursing program who decide to decline their seat and drop before they begin the nursing program, must reapply. They cannot ask to start the next semester. This creates a

"waitlist" if they keep withdrawing and asking to be added to the next semester.
    - If the student declines their seat and drops after the application deadline for the next semester, they can be admitted to the following semester. They must meet the same admission requirements at the time they are admitted.
- New students who do not meet the Health Requirements submission deadline date will be dropped from the program. Students who fail to meet this date must submit a written explanation detailing why the deadline was not met. After review, the Program Administrator may grant a three-working-day grace period to complete the required tasks.
- New students who do not complete their drug screen or background check by the deadline will be dropped from the program.
    - After review, the Program Administrator may grant a three-working-day grace period to complete the required tasks.
- Comply with college policies on academic standing and graduation requirements.
- Maintain a cumulative 2.0 GPA from Edison State Community College. If a student is being readmitted for a failure of a nursing course the failed nursing course will not be included in the GPA.
- Furnish medical and immunization records, renewed annually as required by clinical facilities prior to attending a clinical experience at the facility.
- Furnish proof of current CPR certification.
- Maintain a satisfactory background check.
- Maintain no less than a "C" in each nursing course, Anatomy and Physiology courses (BIO 124 or BIO 125S & 126S), Microbiology (BIO 242S),
- Maintain a satisfactory evaluation for campus/clinical lab practices in NUR 100S, 102S, 110S, 112S, and 114S.
- Maintain the sequence of courses as listed in the nursing program.
- Maintain Professional Standards of Behavior – See Student Conduct in the Edison State Community College Student Handbook and/or in the Edison State Community College Nursing Student Handbook.

A student may be dismissed from the nursing program as a result of noncompliance with any of the above.

Program Completion Policy

Each student must fulfill all courses and terms/conditions as specified in the respective plan of study. This includes the achievement of designated outcome competencies if applicable. To qualify for an Certificate of Practical Nursing, students must achieve a minimum 2.0 grade point average. All fees must be paid in full, including library fee, in order to graduate.

In accordance with Edison State Community College's (ESCC) Office of Registration and Records, a student must submit a graduation application by October 4 for Fall graduation and by February 4 for Spring graduation. Refer ESCC website "Graduation Application" for complete details at https://www.edisonohio.edu/gradapp

A Certificate of Program Completion is required by the Ohio Board of Nursing. These will be sent to the Board by the Nursing Administration office as soon as the students' records are cleared by the ESCC Registrar. This may take two to four weeks.

If a student has a documented disability defined by the "American Disabilities Act" (ADA), accommodations are authorized only by the Board and the National Council of State Boards of Nursing for the NCLEX-PN. The Board recommends that the applicant notify the Board, in writing, six months prior to program completion. The applicant is required to submit the following documentation:

1. Letter from the applicant specifying requested accommodation;
2. Letter from the Program Administrator of the nursing education program specifying accommodations granted by the nursing program; and
3. Diagnostic report from a qualified professional practitioner.

Social Networking and Cell Phone Use

Nursing student cell phone use, including camera and text functions, during clinical time is prohibited. Personal contact with patients and families is prohibited through social networking systems (i.e. Facebook, Twitter, Instagram, or others). Confidentiality must be maintained along with maintaining professional boundaries through all social networking systems. This includes any post about patient condition, patient behavior, patient's visitors, or anything else about or related to the patient even if you do not use the patient's name. The student shall not provide any type of identifying information, including details from medical records. The student shall not share a general account of a patient encounter or a clinical situation when the post includes enough information to single out a specific individual.

Facilities used for clinical sites must be protected. A student is not permitted to post anything that represents a clinical facility, including their opinions about an organization or harassing a clinical facility employee on social media sites.

Student Identification and Uniform Policy

Dress Code

In addition to the OBN expectations for nursing students, clinical agencies expect students to always be in proper uniform, including appropriate identification badges to be visible at all times and worn between the shoulder and waist; no badge lanyards may be worn. Head scarf must be either navy or gray. It is imperative that a well-groomed and professional appearance is maintained. All clothing must be clean, neat, and well kept. It is never appropriate to wear stained, wrinkled, frayed, or revealing clothing in the clinical setting. Safety and infection control principles must be satisfied.

Jewelry

- Hoop earrings are not permitted
- No more than 2 earrings per ear are allowed
- Jewelry must be able to be worn with a gloved hand
- Only one ring or ring set per hand is allowed
- Necklaces that do not interfere with patient care may be worn
- Bracelets or armbands are not permitted unless they are Medical Alerts
- Watches are permitted

Piercing

- Body piercing hardware must be covered or taken out when in the clinical setting, except for earrings (see above).
- A clear spacer may be inserted in the piercing while at the clinical setting as long as it is not obvious.

Tattoos

- Tattoos are permitted unless they contain profanity, nudity or are otherwise deemed offensive.
- Tattoos deemed offensive will be covered at all times with band-aid or wrapping supplied by student prior to arriving at site.

Nails

- Artificial or excessively lengthened nails are prohibited.
- Natural fingernails, without nail polish, are to be well groomed and no longer than ¼ inch.

Hair

- Only natural shades of hair color are permitted.
- Must satisfy infection control standards and maintain patient and personal safety.

Eyelashes

- False eyelashes are not permitted.

Miscellaneous

- Socks or hose must be worn.
- Open toe shoes or sandals are not acceptable in any patient care area
- Examples of unacceptable attire include but are not limited to: Obvious absence or presence of undergarments or excessive pockets or zippers on pants, and jogger style scrub pants or leggings.
- Excessive fragrances, body odors, or smell of smoke/tobacco products are prohibited.

Uniforms

Uniforms are required for all nursing courses with a clinical component and for on-campus laboratory experiences. Students are advised to limit wearing uniforms outside of campus lab or clinical experiences.

Uniforms must be purchased from the Edison Bookstore. Uniforms consist of a sage top and navy pants. No jogger style nursing scrub pants are permitted. A gray, navy, or black, preferably short-sleeve shirt may be worn under the sage top. A ¾ or long- sleeve gray, navy, or black shirt may be worn, if necessary. Lab coats are not permitted, and uniforms are not to be altered in any way except for hemming. One uniform is required; two uniforms are recommended. A clean uniform must be worn to clinical.

Footwear must meet the requirements below:

- Shoes should be non-permeable (leather) and mostly black
- Must be clean, appropriate for clothing, protective, and fit securely
- Shoes must have a closed toe and closed heel
- Canvas shoes or “crocs” with holes are not permitted in patient care areas
- Shoes and shoelaces must be kept clean. Shoelaces must be black
- Students must wear hosiery or socks at all times

Students will also need bandage scissors (provided in the skills kit) and a watch with a sweep second hand.

Photo ID badges are a part of the uniform and are to be worn when in any clinical areas. These are to be attached to the uniform with an ESCC clip, lanyards are not permitted. No other pins or tags are to be worn. The cost of replacement name badges is the student’s responsibility.

Student Success Policies

Academic Advising Policy

Edison State offers a variety of advising options. Students are directed to a Health Sciences - Nursing Advisor when they apply to the college for advising on how to begin their journey at Edison State. http://www.edisonohio.edu/Campus-Services-Advising.

Current students will be served by a team of success advisors from the Student Affairs Office and faculty advisors from the Nursing Department. Nursing faculty advisors offer unparalleled expertise in their respective field of study. Your nursing faculty advisor will make sure that you take courses in the correct sequence and connect you with opportunities to excel through internships and other career builders.

Your nursing faculty advisor will work with you and help keep you on track towards graduation.

Edison State advisors also help students navigate transferring to another college to complete advanced degrees and can direct students to the Edison State Job Board. This is a collection of job postings and job services that allows employers to advertise current job openings and students can upload their resume for review.

Each student admitted to the Practical Nursing Program is assigned a nursing faculty advisor. The advisor will:

1. Inform advisee of their available office hours in person and via Teams.
2. Help advisees develop an individualized learning plan and periodically review students' individualized learning plans/academic progress and discuss with students any problems.
3. Verify program requirements and assist students with class registration in MyESCC.
4. Help advisees gain maximum use of the College resources by referring them to individuals who can help with such services as financial aid, student activities, library resources, tutoring, career placements, etc.
5. Advise students in long-range career planning.

Attendance Policy

Attendance in nursing classes is necessary to achieve the objectives for learning.

CLASSROOM THEORY

If the student is unable to attend class or participate in the scheduled online testing on the day of an announced test due to an emergency situation, he/she is responsible for calling the instructor prior to the class or testing hour. Failure to follow this line of communication will result in a loss of points up to 20% of the possible score for that test. The instructor(s) teaching the course will determine the loss of points. Tests shall be made up on the first day of return to campus nursing class or as determined by the instructor. Policies regarding unannounced testing are stated in course syllabi.

CAMPUS LAB/CLINICAL

Students are expected to be present in campus and clinical lab and be prepared to actively participate in their own learning. Each student is responsible for meeting campus/clinical objectives in a satisfactory manner.

Clinical Experience: If an emergency prevents the student from attending a clinical experience as scheduled, it is his/her responsibility to leave a message for the clinical instructor. Guidelines are provided during orientation for each clinical and lab experience.

Evaluation of a student's performance in the campus lab/clinical setting is made by assessing whether or not the student meets the clinical objectives/outcome criteria for the course. To enable faculty to evaluate student performance and determine attainment of the clinical outcomes, a maximum number of clinical absences permitted in a course will be determined by faculty.

Should circumstances arise when a student is unable to attend a clinical experience, it is the student's responsibility to demonstrate that he/she has met the learning objectives for that experience.

The student shall contact the individual instructor to arrange alternative learning experiences. Contact with the instructor shall be made as soon as the student is able to return to class. In the event that the instructor determines the student's success in meeting outcome criteria requires a written plan for making up the missed experience(s), the student, working with the instructor, shall develop the plan and submit it to the instructor for approval. The plan may take the form of a written assignment and/or an alternate clinical assignment. The alternative learning experience (which will be graded as either satisfactory or unsatisfactory) will be evaluated by the instructor.

The instructor may require a student to leave a campus lab or clinical experience if the student is unprepared, if the student has health problems which may jeopardize the health of others, or if the student's behavior is unacceptable or inappropriate. The student should take appropriate action for the health problems. The instructor will determine unacceptable or inappropriate behavior by observation and/or input from agency staff. The circumstances described constitute an absence. A physician's permission will be required to return to clinical experience for situations which might alter the student's ability to safely achieve the campus lab or clinical experience objectives.

Channel of Communication Policy

Valuable information is posted on individual class Blackboard pages. The student should make checking Blackboard and Edison State email a habit. All written communication to students will occur through their Edison State email account. No personal email accounts will be used. Changes in program policy will be given in as timely a manner as possible.

Lines of communication are in place to help the student deal with concerns that may arise. For a question about academic advising, the student shall seek the assistance of his or her assigned nursing faculty advisor (see Academic Advising). A concern related to class or clinical performance shall be discussed with the instructor of that class or clinical group.

The student who remains unsatisfied after taking a concern to the nursing faculty advisor, class or clinical instructor shall contact Leah Wells, Program Administrator, in room 027C. The student wishing to pursue the matter further should then contact the Dean of Health Sciences.

Updated Information

When you have a change in address, phone number or name, you should notify Enrollment Services and the Nursing Office. You can make this change by visiting the Change of Name Form. It is important to have this correct information for the forms we fill out for the Ohio Board of Nursing.

Class Cancellation Policy

When college classes are cancelled because of weather or other emergencies, all nursing classes/labs will be cancelled. If the college is delayed, class/lab will begin as soon as the campus opens. For students attending clinical, each clinical faculty member will make a determination regarding cancelation due to weather. Individual clinical faculty will notify students of clinical cancelation, delays, or early dismissal.

Check the Edison State Website for weather-related class or college closures. Edison State Community College has partnered with Rave Mobile Safety to provide an emergency alert system capable of delivering messages to your Edison State Community College and personal email addresses, as well as your cell phone and land line by text or voice.

We have enrolled you in the RAVE Mobile Safety program using your Edison State Community College e-mail. We encourage you to log in to the Rave Mobile Safety site to add telephone numbers and any additional e-mail addresses where you would like to receive Edison Alerts and choose your notification preferences. (Note that your cellular phone provider may charge a per-text message fee for the delivery of emergency notifications to your phone). To manage your account, please visit the **Campus Security and Safety** page for more information on the RAVE Guardian system.

You may sign in using your current Edison State Community College email address. You will then be prompted to complete the registration process. Once logged in, you can manage your account (for example, you can choose to receive text and/or voice alerts). It is very important that you complete the registration process because Edison Alerts is used to communicate emergency notifications and weather-related closing announcements.

Conduct Policy

A student shall adhere to the Student Code of Conduct found in the Edison State Community College Student Handbook, http://stage.edisonohio.edu/digipub/StudentHandbook/index.html, and to behave in a professional and ethical manner while enrolled in the Nursing Program.

A student is expected to represent Edison State Community College and all affiliated hospitals and clinical settings in a positive manner to others, bringing issues of quality or practice forward to the faculty or Program Administrator of Nursing.

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 thereunder, 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 Paragraph #11 below, 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 Paragraph #12 below, 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 students assigned clinical responsibilities.

Professional Conduct

In The Code of Ethics for Nurses, the American Nurses Association states the following:

> "The principle of respect for persons extends to all individuals with whom the nurse interacts. The nurse maintains compassionate and caring relationships with colleagues and others with a commitment to the fair treatment of individuals, to integrity-preserving compromise, and to resolving conflict."

The faculty and administration of the nursing program embrace this code of ethics, and implement facets of the Code in classroom, campus lab, and clinical situations. As future nurses, it is essential that students understand the Code of Ethics and abide by the principles in the same manner. Therefore, to preserve respect for all individuals engaged in the nursing program, disruptive or offensive behavior is deemed unacceptable.

Disruptive or offensive behavior is speech or action that is disrespectful or rude and ranges from insulting remarks and verbal abuse to explosive, violent behavior. This includes any speech or action that disrupts the harmony of the teaching-learning environment. This behavior can be spoken, written, communicated electronically, visual, and/or physical and is directed toward an individual or a particular group.

Disruptive or offensive behavior that is reprehensible and threatening to the careers, educational experience and well-being of students, staff or faculty will not be tolerated.

Possible sanctions for the person(s) found to exhibit disruptive or offensive behavior include but are not limited to the following:

- Oral or written warning (documented)
- Oral or written reprimand (documented)
- Apology and/or restitution to the victim
- Suspension or dismissal from the program
- Suspension or dismissal from the College

American Nurses Association (2001). The Code of Ethics for Nurses, Retrieved June 1, 2026, from http://www.nursingworld.org/ethics/ecode.htm

Critical Elements

For a thorough understanding of the evaluation of clinical performances, the student is referred to the clinical evaluation form found in each clinical course's syllabus. In no way shall the student expect that the presence or absence of critical elements is a complete clinical evaluation. Evidence of meeting the minimum standards is required in the first semester and progression demanded in each succeeding semester.

Critical elements are those aspects of nursing care which affect the safety of the client's biophysical, psychosocial, and/or spiritual well-being. These elements must be adapted for clients who are in a variety of clinical settings. Any action or inaction which does not meet established standards of care, thus seriously threatening the client's well-being, is a failure to provide safe nursing care.

Students are responsible for knowing and successfully performing the critical elements specific to each clinical course. In the event of an infraction of any one critical element, the student will be counseled about the behavior, and the incident will be documented. Repeating the same infraction will result in the student failing the clinical experience. In the event of (3) infractions of unrelated critical elements, the student will fail the clinical experience.

A copy of the infractions of critical elements will be held in the nursing office. Students who demonstrate a pattern of critical element infractions from course to course will be counseled by the faculty and/or the Program Administrator. A contractual agreement for student improvement will be developed. Continuation of the pattern of unsafe care can result in dismissal from the program.

An infraction of the critical elements having occurred will be documented in the following areas:

- Maintain client confidentiality and privacy.
- Practice in a manner consistent with a code of ethics for registered/practical nurses.
- Recognize limitations of self/others and seek assistance.
- Intervene as appropriate for unsafe care.
- Provide care within the legal scope of practice.
- Act in the role of client advocate.
- Report concerns about the client.
- Provide report on assigned client(s).
- Protect a client from injury.
- Facilitate appropriate and safe use of equipment.
- Apply principles of infection control.

- Properly use patient identifiers when providing care.
- Report an error/event/occurrence.
- Use clinical decision-making/critical thinking in a situation related to a security threat.
- Follow requirements for use of restraints and/or safety device.
- Identify a client in crisis or a life-threatening situation.
- Act in a professional manner.
- Monitor a client to prevent potential or actual injury.
- Prepare and administer medication(s), using the "Rights" of medication administration.
- Review pertinent data prior to medication administration.
- Reassess a client following intervention (e.g., following a PRN medication).
- Accurately document care that was delivered.
- Perform calculations needed for safe medication administration.
- Follow policy and procedure of the institution/agency.
- Other

Extra Lab Time

If a student needs extra time to practice skills, the Nursing Lab in room 008 will be open during the dates and times posted outside of the lab.

Grading Policy

Faculty evaluate students throughout the semester using a variety of methods. Nursing courses may have three separate components, class, campus lab, and clinical experience. A satisfactory grade in each component must be achieved in order to successfully complete the course. A satisfactory grade in the class is designated by a letter grade. A letter grade of "C" or better is passing. A satisfactory grade in campus lab or clinical lab is an "S". The campus/clinical lab grade is not reported separately from the overall course grade but included in it.

Evaluation methods may include the following:

- Tests/Comprehensive Final Exam
- Lab Quizzes
- ATI Quizzes
- Clinical Nursing Process Papers /Portfolios
- Dosage Calculation Test and Quizzes
- Clinical Evaluation
- Clinical Reflective Journal

The student will be given a satisfactory/unsatisfactory clinical grade based on achievement of the clinical objectives. An unsatisfactory grade in clinical will be reported as a "D" unless the student has earned an "F" in theory. If a student earns a "D" in the clinical portion of the course the student automatically fails the course. The student may choose to remain in the course but must complete all of the didactic requirements. This includes taking quizzes, tests, and completing all assignments. The final course grade will be posted as a "D" regardless of course points earned unless the student earns an "F" then the final course grade will be recorded as an "F".

Grades are determined by total course points. There is no rounding of points on individual exams, quizzes or assignments. A student must achieve 779.5 points to pass the class. Total course points will be rounded to the nearest whole number to determine the students' letter grade in the course. Grade Course Cut-off points are as follows: A = 929.5 B = 849.5 C = 779.5 D = 699.5

If the course is less than 1000 points total, refer to the course syllabus.

It is expected that students will submit all written assignments on the date designated by the instructor. Grades will be available within one week of taking the exam. No changes in grades will be made after this time.

Exams and quizzes should account for a minimum of 80% of course grade. Peripheral assignments should account for no more than 20% of the course grade. In other words, a student cannot pass a course based on peripheral grades.

Continuation in and graduation from the Practical Nursing Program is contingent on the student earning a grade of at least a "C" in each Nursing, Biology, and Microbiology course.

FINAL GRADE STANDARD

Grade	Percentage	Course Points Cut-Off	GPA Points
A	93-100	929.5	4.0
B	85-92	849.5	3.0
C	78-84	779.5	2.0
D	70-77	699.5	1.0
F	69 or below	699.4 or below	0.0

Learning Outcomes

Opportunities for learning are available through a variety of resources. The student is responsible for taking advantage of experiences provided and completing assignments promptly. Outcomes provide an outline of the course content and are the basis for testing whether or not a particular outcome is discussed in class. For these reasons, the student must develop the habit of reading the outcomes, textbook references, web information, Blackboard postings, and viewing audio-visual material prior to class presentation.

Library Services

The Edison State Library encourages students, faculty, and staff, as well as community members—to explore and utilize their elaborate array of academic resources. The library houses books, periodicals, audiovisual materials, computers with access to the internet along with Edison State Databases and Ohio LINK electronic research databases. Many library resources are available through the website.

Personal Health Risks

Nursing students have learning experiences in health care facilities and provide nursing care for clients who are ill. It is possible that clinical experiences will include caring for clients with infectious diseases. It is the responsibility of the student nurse to meet the health requirements and to practice universal precautions (taught prior to clinical learning experiences) to minimize the risks to one's personal health. By enrolling in the nursing program, the student acknowledges these risks.

A pregnant student should be aware that the fetus may be exposed to risks in a clinical facility. These risks should be discussed with the student's physician. The nursing faculty, especially the clinical instructor, shall be notified as soon as pregnancy is suspected

Phone Calls

A student may only receive a phone call if it is an emergency; otherwise, a message will be taken and delivered if the call is received at a time when you are in class. If you are at clinical, the Nursing Office will try to contact the clinical instructor who will deliver the message. If you anticipate illness of a child or family member, please make back-up plans in the event we are unable to contact you.

Chain of Command

The chain of command is an important process in nursing practice. Invoking the chain of command means moving up the administrative ladder when you believe that your patient's clinical needs aren't being met. The chain of command is equally important in the academic setting. Student issues, complaints, and grievances will all be handled in following order of chain of command. The basic idea of chain of command is that you first take your concern to the person who is closest to the situation and give them an opportunity to address it. If you are not able to arrive at a satisfactory resolution, you then take your concern to the next level of administration and continue this process until the matter is resolved. This structure helps to ensure that issues are addressed in a timely and effective manner. By understanding this structure, you can more effectively advocate for your needs and engage with the administration of the College.

Academic and/or grade disputes:
Step 1: Nursing Faculty – Discuss the issue directly via email or face-to-face during office hours.
Step 2: Department Chair or Program Director – Escalate if the instructor cannot resolve it.
Step 3: Academic Dean – Escalate if the Department Chair or Program Director cannot resolve it.
Step 4: Provost – Escalate if the Academic Dean cannot resolve it.
Step 5: President – Escalate if the Provost cannot resolve it.

Student Complaint Process

Should you find yourself in conflict with a college process or policy—academic or non-academic—or if you are dissatisfied with the delivery of services provided by a college faculty or staff member, you can fill out a **Student Complaint Form** to seek resolution. Please read the following guidelines prior to filing a complaint. Students can complete the complaint form at www.edisonohio.edu/student-life/student-complaint-form

Student Academic Complaint Procedures

If you encounter a problem related to the classroom, follow these guidelines

1. When appropriate, talk directly with the instructor and try to resolve the issue informally.
2. If dissatisfied with the outcome, complete all of the appropriate sections of the Student Complaint Form at www.edisonohio.edu/student-life/student-complaint-form You will be contacted within two business days concerning an appointment with the appropriate Dean
3. If still dissatisfied, schedule an appointment with the Provost.

***NOTE** The basis on which a grade has been awarded may not be challenged under this complaint procedure. (See "Student Academic Grievance Procedure" in the Edison State Student Handbook).

Student Non-Academic Complaint Procedures

If you have a non-academic concern with the college or with another student, follow these guidelines:

1. When appropriate, attempt to resolve the complaint informally with the person who may be responsible for the dissatisfaction.
2. If dissatisfied with the outcome, complete all of the appropriate sections of the Student Complaint Form at www.edisonohio.edu/student-life/student-complaint-form. You will be contacted within two business days concerning an appointment with the appropriate supervisor.

3. If steps 1–2 do not resolve the complaint, schedule an appointment with the Chief Student Affairs Officer (CSAO).
4. If still dissatisfied, schedule an appointment with the Provost.

Based upon the nature of the written complaint, the respective administrator will meet with all parties involved and will issue any decisions/actions taken in writing.

Student Wellness

Physical health is important, and we recognize that mental health is equally critical. Student Wellness Services are here to help you navigate obstacles that might cause issues or create anxiety during the school year. We are committed to addressing the needs of our students in multiple areas. We have built a network of health professionals to support you and create an environment that is open to discussion and nurturing, continually meeting your needs.

We can help.

In conjunction with various partners, we can provide you with information and education on the following topics.

- Alcohol and drug abuse and prevention
- Sexual assault prevention and awareness
- Building healthy relationships
- Hazing
- Survivor support
- Inclusion and belonging
- Self-care

Do you need some support?

We can help you make connections with community partners who may be able to assist in the following areas.

- Recovery referral
- Counseling referral
- Housing
- Food
- Physical well-being

Getting Help

If you are struggling and need to speak with someone in person, please reach out to the Dean of Student Affairs.

Emergency Resources

If this is a medical emergency, please call 911. If this is a mental health emergency, please call 988.

Student with Disabilities

Edison State Community College will make reasonable accommodations for students with documented disabilities. If you believe you may need an accommodation based on the impact of a disability, contact the instructor privately with your self-identification letter. If you do not have a self-identification letter, contact Accessibility and Disability Support Services by emailing accessibilitysupport@edisonohio.edu or by calling 937.381.1548. Accessibility and Disability Support Services is located on the Piqua Campus in Room 160. For additional information, visit the Accessibility and Disability Services page.

Tutoring Services

All Edison State students are eligible to receive free tutoring and learning support services through our Tutoring Center. Available services include Edison State tutors, both online and in-person, covering a wide variety of courses including various levels of math and paper reviews, online tutoring through OhioLINK eTutoring,

distraction-reduced study rooms, and the use of Tutoring Center resources including subject-specific and general study guides. For more information on tutoring services, visit the Tutoring Center in the Library, email us at tutoringcenter@edisonohio.edu, call 937-778-7959, or visit our webpage at https://www.edisonohio.edu/tutoring-center/

Testing Policy

TEST RULES

1. Any student who violates the testing policy regulations or rules, or engages in irregular behavior, misconduct and/or does not follow the test administrator's warning to discontinue inappropriate behavior may be dismissed from the testing room. Additionally, the test results may be canceled and a score of "zero" may be issued.
2. Behaviors that constitute irregular behavior or misconduct include but are not limited to:
    a. Giving or receiving assistance of any kind.
    b. Using, accessing, or attempting to access any prohibited aids. Prohibited aids are any devices or materials that may be helpful in taking the test. Examples of aids that are prohibited are electronic devices (e.g., cell/mobile/smart phone, tablets, smart watches, etc.), calculators other than those issued by the test administrator, conversion tables, dictionaries, etc.
    c. Attempting to take the test for someone else.
    d. Failing to follow testing regulations or the instructions of the test administrator.
    e. Creating a disturbance of any kind.
    f. Tampering with the operation of the computer or attempting to use it for any function other than taking the test.

ELECTRONIC DEVICES

1. Students who refuse to store their cell/mobile/smart phone or other electronic devices in the area designated by the test administrator will not be allowed to test.
2. During the test, students are not permitted to access electronic devices, including cell/mobile/smart phones, smart watches, MP3 players, fitness bands, jump drives, or cameras.
3. When a calculation is required, only a simple calculator will be allowed. Test administrators will provide (or approve) the calculators that the students are permitted to use.

PERSONAL ITEMS

1. Personal items must be stored in the area designated by the test administrator.
2. During the test, students are not permitted to access study notes (any educational and/or test preparation materials).
3. During the test, students are not permitted to access weapons of any kind.
4. The following items are not allowed during testing:
    a. Bags/purses/wallets
    b. Coats/hats
    c. Medical aids/devices
    d. Food or drink, gum/candy
    e. Lip balm
    f. Scarves/gloves

Provisions are made for religious/cultural dress.

TEST CONFIDENTIALITY

1. Disclosure of test items before, during, or after the examination is prohibited and may result in disciplinary action.
2. Students are not permitted to:
    a. Remove test items and/or responses (in any format) or notes about the test from the testing room.

b. Disclose or discuss with anyone information about the items or answers seen on the test (including posting or discussing questions on the Internet and social media websites).
c. Reconstruct test items using their memory of the test or the memory of others.
d. Seek help from another party in answering items (in person, by phone, text or email) during the test).
e. Copy or reconstruct the test items during or following the test for any reason.

TESTING ROOM POLICY

1. The test administrator may issue blank paper to the students to use.
    a. Students are not permitted to write on the paper until after the test has begun.
    b. Writing on any materials other than the paper that was issued is strictly prohibited. Examples include writing on the hands or anywhere on the body about items that are on the test.
    c. Upon completion of the test, the test administrator will collect and file the papers according to policy.
2. If a student experiences computer problems during the test, the student shall notify the test administrator immediately by raising his/her hand.
    a. The student shall write down the question and the answer(s) the student chose on the scratch paper that was issued.
    b. The instructor will review the written information and will enter the points manually as appropriate.
3. Noise reduction earplugs are permitted. They may not be attached/connected to any type of electronic device.

BREAK PROCEDURE

1. The test clock will not stop while a student is on an unscheduled break.
2. To exit the testing room for any reason, students must raise their hand and wait to receive permission to leave the room.

DOSAGE CALCULATION & DOCUMENTATION OF NUMERICAL ANSWERS

1. Appendix F contains information related to dosage calculations and documentation of numerical answers.

GRADES

1. Grades are determined by total course points. A student must achieve 779.5 points or a 78% to pass the class (see individual course syllabus if course is less then 1000 points total).
2. There is no rounding of points on individual exams, quizzes, or assignments.
3. Each student will receive a letter grade at the end of the semester based on the table below.

929.5-1000 points	A
849.5-929.4 points	B
779.5-849.4 points	C
699.5-779.4 points	D
Less than 669.5 points	F

4. Any student that does not progress in a course can request the opportunity to review the tests that were administered that semester.

Dosage Calculation & Documentation of Numerical Answers

**See Appendix F for information related to dosage calculations and documentation of numerical answers.

ATI Policy

Policy for Integrating Assessment Technology Institute (ATI) into the Practical Nursing Program
Students at the Edison State Community College Associate Degree in Nursing Program are prepared throughout the curriculum for success on the national licensing exam (NCLEX-PN). ATI is a comprehensive program that offers multiple assessment and remediation activities. The ATI Engage Series is an innovative, interactive, digital learning product designed specifically for nursing education. The Edison State Community College Practical Nursing Program has selected the ATI Program and the ATI Engage Series to enhance student academic and NCLEX success. Available to all students are online tutorials, practice testing, and proctored testing with multiple other assessment and remediation activities. ATI information and orientation resources can be accessed from atitesting.com. ATI testing is the integrated testing package that is used throughout the curriculum. The ATI assignments/ATI Engage Series assignments and proctored assessment(s) will be worth varying percentages in courses as outlined in the individual course syllabi. Proctored Assessments and graded ATI/ATI Engage Series activities must be completed in order to meet the course objectives and progress in the nursing program. The percentage of the course grade assigned to ATI/ATI Engage Series activities is determined by the individual course faculty. The ATI /ATI Engage Series program will not be used for high stakes testing*.

ATI PRACTICE ASSESSMENTS
ATI practice assessments are online practice tests designed to mimic the format and content of the actual ATI proctored assessments, providing students with a realistic experience to gauge their readiness by offering questions similar to those on the real exam, complete with detailed rationales for both correct and incorrect answers, allowing them to identify areas needing further study; these practice assessments are accessible through the ATI student portal and can usually be taken multiple times with the same set of questions to reinforce learning.

Scoring of the practice assessment is reported as a percentage on the Individual Performance Profile. Remediation and grade value are based on that score and varies with each course.

ATI ENGAGE SERIES
The ATI Engage Series is a set of digital, interactive learning solutions designed by ATI Testing to replace traditional textbooks for nursing students. Interactive format, a focus on clinical judgement, consistency, and modular content provide the essential information to prepare students for the nurse generalist role.

Scoring of the Modular assessments is reported as a percentage on the Individual Performance Profile. Remediation and grade value are based on that score and varies with each course.

ATI PROCTORED ASSESSMENTS
An ATI proctored assessment is a standardized online exam administered by the Assessment Technologies Institute (ATI) that is monitored by a proctor, designed to evaluate a nursing student's knowledge and competency across various nursing concepts, often used to gauge preparedness for the NCLEX-PN licensing exam, and typically includes detailed feedback on areas needing further study based on the student's performance across different subject areas like pharmacology, fundamentals of nursing, and medical-surgical nursing; all while being monitored via webcam and microphone to ensure academic integrity.

ATI Proctored assessments are monitored by faculty after they have completed proctor training through ATI.

Scoring of the proctored assessment is reported as a proficiency level. The four proficiency levels are: Remediation and grade point value are based on this level and varies with each course.

Proficiency Level	Proficiency Level Definition
Below Level 1	Scores below the Proficiency Level 1 standard can be considered below minimum expectations and can 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.
Level 1	Scores meeting the Proficiency Level 1 standard can be considered to meet the absolute minimum 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 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
Level 2	Scores meeting the Proficiency Level 2 standard can 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 3	Scores meeting the Proficiency Level 3 standard can 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.

COMPREHENSIVE PREDICTOR

This 180-item test offers an assessment of the student's comprehension and mastery of basic principles including fundamentals of nursing, pharmacology, adult medical surgical nursing, maternal newborn care, mental health nursing, pediatric nursing, nutrition, and management. The percentage of questions from all major NCLEX® client need categories (Coordinated Care, Safety and Infection Prevention and Control Health Promotion and Maintenance, Psychosocial Integrity, Basic Care and Comfort, Pharmacological Therapies, Reduction of Risk Potential, and Physiological Adaptation) will be similar to the percentage of questions on the NCLEX-PN®. This test will generate the following data: Individual Total Score (% Correct), Predicted Probability to Pass NCLEX-PN®, National and Program Means, Topics to Review, and Individual Scores (% Correct) within an Outcome (Thinking Skills, Nursing Process, Priority Setting, NCLEX-PN® Client Need Categories, Clinical Areas, QSEN, NLN Competency, Clinical Judgment, Bloom's taxonomy, acute chronic, and body function). Total number of items (X scored, X unscored). The student has 240 min (4 hr) to complete this assessment.

Remediation and grade value are based on the probability of passing NCLEX-PN and are determined by the course faculty.

*High-stakes testing is a test that has significant consequences for the test taker, such as determining whether a student graduates or passes a course.

Transfer Credit for Prior Learning

Military Credit

The college policy awarding Military Credit is as follows:

Edison may award credits to veterans for military training and experience. To be considered for credit, please order a copy of your **Army/AARTS** transcript, or **Sailor/Marine/ARTS** transcript or **Air Force/CCAF** transcript, and provide a copy of your DD214 to the Registration and Records office. Credit will be awarded and will appear on your transcript as military credit. There is no charge for posting military credit.

For students interested in entering the nursing program, the Program Administrator in collaboration with the Nursing faculty will review all military education, training, and service of applicants for transfer credit. Credit will be awarded to the applicant for military education or skill training that is substantially similar to the curriculum.

Transfer Policy

To petition for transfer from another accredited institution of higher learning, the prospective student must:

- Communicate intent to Leah Wells, Program Administrator via email at lwells2@edisonohio.edu
- Meet the minimum requirements for admission to the nursing program and Edison State Community College.
- Meet the college's requirements for at least 20 of the last 30 credit hours in a degree program to be taken at Edison State Community College.
- Meet all prerequisites and co-requisite courses applicable to the semester in which the student is placed.
- Request official transcripts from other institutions of higher learning not on file at ESCC (send to Registration and Records).
- Provide the course content (course description and syllabi) of all nursing courses taken elsewhere for consideration by the faculty.
- Submit a letter from the Program Administrator of Nursing or Director of the former nursing program that addresses the students' theoretical standing, clinical standing, and eligibility for readmission to that program.

The Program Administrator and Nursing faculty, using their judgment and expertise, will make a determination about transfer acceptance and placement level in the nursing program. All placement decisions are dependent on space available in the nursing course where entry would occur. Further information is available from the Nursing Office and shall be communicated to the student petitioning for transfer. Students who have unsuccessfully completed two nursing courses (at other institutions) will not be considered for transfer.

Helpful Information

Costs for Program

Approximate costs for Practical Nursing program.

Fee	PN Students
Uniform (1 set)	$70
Shoes	$70
Watch	$25
Stethoscope	$162
CPR Certification	$50
Drug Screening	$54.60
Books and Skills kit (approximate for NUR classes only)	$1,879.31
Tuition and lab fees (approximate)	$7025.08
Pearson VUE NCLEX-PN registration fee	$200
Ohio Board of Nursing application for PN license fee	$75
TOTAL	$9,611.99

Fees

Please make sure you keep your payments and fines/fees paid. If they are not fully paid by graduation, you cannot receive your degree and will not be able to take the licensing exam.

Bookstore

Edison State utilizes eCampus as its official online bookstore. Students may order books and course materials and rent textbooks at eCampus Bookstore. To learn more about how to order and access course materials, return policies, and how to navigate your eCampus account, visit eCampus.

Payment Options for Classes

Payments may be made online via MyESCC or in person at all campus locations. A Deferred Payment Plan option is available. Please see www.edisonohio.edu/payment-options/ for more details.

Dropping a Class, Withdrawing from College

Drops during the refund period and withdrawals after the refund period must be completed using MyESCC. Failure to withdraw formally can result in a failing grade for the course and financial obligations if classes are not officially dropped during the refund period. Pertinent withdrawal and refund dates may be found at the Business Office, or on our website by choosing the specific year's academic calendar under the Calendar tab.

- If you drop a class during the refund period, the class cost will be removed from your student

account and any payments adjusted accordingly.
• Withdrawing from a class after the refund period has ended does not release you from your financial obligation.
• Non-attendance of class or notification to instructor or department does not constitute official withdrawal. You must officially withdraw from the course using MyESCC.

No-Show Policy

Instructors are required to report students who have failed to attend their class within the first two weeks of the course. Students identified by the instructor as a no-show will be de-registered from the class with no tuition liability and the student notified of the removal via Edison State email. Appropriate changes will be made to their registration records, billing accounts and financial aid (if applicable). Federal financial aid will be denied for no-show students until attendance is proven. Federal financial aid students will be notified via Edison State email of the steps to take for reinstatement of federal aid.

Nursing Office Hours at Piqua Campus

Nursing office hours during the Fall and Spring semesters are 8:00 a.m. to 4:30 p.m. Monday through Thursday and 8:00 a.m. to 4:00 pm Friday, the office is closed Saturday and Sunday. Please check the Edison Website for summer semester hours.

Personal Safety Reminders for the Clinical Experiences

There is a risk of personal injury when working in community health in modern urban and suburban neighborhoods. Often a student's close family members also share safety concerns. All community health care providers, staff, or students should take certain sensible measures for safety— measures which will enable her/him to carry out a most rewarding job.

You are responsible for your safety. Continue to apply the safety knowledge and advice that you have learned over your lifetime. Share safety ideas with your fellow students. The instructors would like you to consider the following safety reminders as a way of helping you maintain your safety in clinical experiences.

- Always use Universal Precautions.
- If any situation occurs that raises your concern for your safety, go to a safe place and call 911. If you are at a clinical facility, you can request help from the hospital's campus police or security.
- Never place yourself at risk. This includes hazardous driving conditions. As an adult, you are to be the judge of safe road conditions where you live and determine if it is safe to attend clinical. The Edison State Campus is rarely closed. Students should register their cell phone to receive Edison Alerts using RAVE.
- Inform your instructor and the assigned clinical area of your absence for any reason.
- Use your judgment in approaching and entering a home or building. Trust your intuition.
- Do not give out personal information (last name or address) unless you are comfortable doing so. This rule strictly applies in the psychiatric setting where all personnel are referred to on a first name basis. You may use your judgment in other settings. You do not need to feel obligated to share this information. You may refer anyone to your instructor.
- Make sure that your family or a friend is aware of your schedule; where you are going and when you will return. Your instructor may not be aware of your absence.
- Be safe in your car. Keep it in repair. Keep the gas tank full.
- Lock all doors while traveling and when parked.
- Always wear your safety belt.
- Leave nothing of value in a car.
- Be careful not to lock your keys in the car.
- Allow yourself adequate time to get to the healthcare facility.

- Have your keys in hand when returning to your car to avoid delay. Look inside the car before getting into the car. If you feel uncomfortable going to your car, request help from campus police or security. Report any suspicious individuals to campus police or security. If you have been threatened by anyone, report this to a management person and your clinical instructor immediately.
- Know the way—travel the route with your family or a friend before the assigned time.
- Drive safely.
- Do not carry a purse. Have money and I.D. in your pockets.
- In case of an accident or if you are a victim of a crime, call the police and inform your instructor as soon as reasonably possible.
- Police advise that in a robbery, allow the person to take your purse, money, packages without resistance.
- Travel, when possible, in a pair or group.
- Do not stop your car to give a stranger a ride or lower your window to respond to someone who approaches your car.
- Do not linger in a neighborhood. Do your visit and go on.
- Have someone watch you as you return to your car if possible.
- Always carry a charged cell phone.
- Keep a blanket and other winter emergency supplies in your car.
- Wear sensible shoes, a modest dress or uniform, minimal jewelry, and do not flash money. Do not carry large quantities of cash to clinical at any time.
- Do not bring any weapons onto clinical agency grounds or to a community clinical.

All employees/associates are responsible for being aware of violence in the workplace policy. Report immediate incidents or threats of violence to security. Report non-urgent concerns to your supervisor. Practice effective methods of anger control with peers, supervisors, patients, physicians, vendors, and visitors.
Clinical Agencies are committed to maintaining a work environment free from harassment. Conduct or behavior that creates an intimidating, hostile or offensive work environment is strictly prohibited. Understand the definition and the serious nature of harassment in the workplace. Contact your hospital supervisor and school coordinator if you are subject to harassment in the workplace. Cooperate in investigations and act proactively to keep the workplace free of harassment.

Appendix A: Drug Screen Policy

Edison State Community College Nursing Program
Drug Screen Policy

Education of health profession students at Edison State Community College requires collaboration between the college and clinical agencies in order to provide quality clinical experiences and many clinical affiliation agreements require drug screen testing. Additionally, the college shares an obligation with the clinical agency to provide safe patient care and to protect, to the extent reasonably possible, against unsafe care due to a student who is under the influence of illegal drugs or alcohol while in the clinical setting.

Therefore, it is the policy of Edison State Community College that students enrolled in the nursing program submit to drug testing.

"Drug test" or "test" means any chemical, biological, or physical instrumental analysis for the purpose of determining the presence or absence of alcohol, drugs, or its metabolites, as well as for substitution, adulteration, or dilution of the sample. Tests are based on urine or breath samples and are conducted by qualified personnel.

Students enrolled in the nursing program at Edison State Community College must abide by the program's drug screen policy and will receive notice of the drug screen policy prior to enrollment in their first nursing course. Nursing students are subject to drug screening as follows:

- As part of the mandatory health requirements for enrollment in the first nursing course (NUR 100S for practical nursing students, NUR 135S for ADN students; NUR 210S for LPN-RN students or initial course for transfer students). Upon readmission to the program students may be required to take another drug test as part of updating health requirements.
- As a pre-clinical screening to fulfill contractual obligations with certain clinical agencies.
- For reasonable suspicion testing if the student exhibits behaviors indicative of substance abuse anytime while enrolled in the nursing program.

I. HEALTH REQUIREMENTS

1. Prior to entry into the first nursing course, students must provide documentation of meeting health requirements as specified in the Nursing Student Handbook. Drug screen testing is part of the health requirements.
2. Drug Screens are to be completed at Premier Occupational Health and the cost of the test is the student's responsibility. Instructions for completion of the test will be provided to students at the initial orientation meeting.
3. If a student has a positive test result or the test results list safety sensitive potential or with any safety concerns by the resulting physician, or if the student fails to complete a drug screen by the specified deadline, he/she will not be permitted to begin the nursing program and will forfeit their placement in the program. If the student chooses to reapply to the program, documentation of a negative drug screen without listing safety sensitive potential or any safety concerns by the resulting physician, may be required prior to acceptance into the program. The drug screen will not be considered negative if "safety issues" by the resulting physician are listed on the drug screen results.

II. PRE-CLINICAL SCREENING

1. Students assigned to certain clinical agencies will be required to complete a drug screen prior to the first clinical assignment as specified by the agency in order to meet contractual agreements.
2. Drug screening will be scheduled by the Academic Project Specialist who will notify

students when to report to Premier Occupational Health for the drug screen.

3. The drug screen fee is the responsibility of the student and is to be paid directly to UVMC Occupational Health.
4. Dilute or inconclusive results will require the student to retest within 24-48 hours of notification. The student is responsible for the cost of the screening.

III. REASONABLE SUSPICION SCREENING

1. Students may also be required to submit to reasonable suspicion testing as stipulated in the drug screen policy of the nursing program and/or clinical agency while participating in clinical experiences. Reasonable suspicion is defined as but not limited to the following behaviors:
    a. Observable phenomena, such as direct observation of drug use and/or the physical symptoms or manifestations of being under the influence of a drug; such as, but not limited to, unusual, slurred or rapid speech; noticeable change in appearance and hygiene; impaired physical coordination; inappropriate comments, behaviors or responses; trembling hands; persistent diarrhea; flushed face; red eyes; unsteady gait; declining health; irritability; mood swings; isolation; decreased alertness; and/or pupillary changes.
    b. Abnormal conduct or erratic behavior on the clinical unit, absenteeism, tardiness, or deterioration in performance;
    c. Evidence of tampering with a drug test;
    d. Information that the individual has caused or contributed to an incident in the clinical agency;
    e. Evidence of involvement in the use, possession, sale, solicitation, or transfer of drugs while enrolled in the nursing program.
    f. Odor of Alcohol.
2. If a faculty member or clinical agency staff member observes such behavior, the faculty member must dismiss the student from the educational or clinical setting immediately and contact the Program Administrator of Nursing who will determine if there is reasonable suspicion to screen the student. If the Program Administrator of Nursing is not available, the faculty member will contact the Dean of Health Sciences who will determine if there is reasonable suspicion to screen the student.
    a. If the decision is made to screen the student the Program Administrator of Nursing or Dean of Health Sciences will direct the faculty member to make arrangements to have the screening performed immediately. The student will be responsible for obtaining transportation to the designated lab for screening; the student will not be allowed to drive to the designated lab. A student's failure to consent to the screening will result in immediate dismissal from the nursing programs. Reasonable suspicion testing includes a witnessed urine drug test and/or breath alcohol testing.
    b. Students will be informed of the screening results by the Program Administrator of the Nursing Program.
    c. The drug screen fee will be the responsibility of the college.

IV. CONSEQUENCES FOR A CONFIRMED POSITIVE DRUG TEST, REFUSAL TO BE TESTED or DILUTE SPECIMENS CONSIDERED POSITIVE

1. Definition of a positive test: A positive drug test is defined as "The presence in the test sample of illegal drugs and/or metabolites, or of prescription drugs and metabolites for which the student does not have a current prescription at levels exceeding current testing guidelines. A dilute specimen that is positive for drugs is considered to be a positive specimen for those

drugs detected. A breath alcohol test result of anything greater 0.00 alcohol concentration is considered a positive test.

2. Failure to complete drug screening or confirmation of a positive result as specified in sections II and III above will result in immediate dismissal from the nursing program and a grade of "F" will be reported for the currently enrolled course.
    i. A student dismissed from the program as a result of noncompliance with the drug screen policy may petition for readmission to the program (if academically eligible) after successful completion of a substance abuse treatment program that meets the definition of an "approved treatment program" as defined by the Ohio Board of Nursing. Documentation of successful completion must be sent directly to the Program Administrator of Nursing by the substance abuse program. Results of a drug screen completed one-month prior to the petition for readmission must also be received by the Program Administrator of Nursing from Premier Occupational Health.
3. If a positive drug test result is confirmed and the circumstances indicate a standard of student conduct was violated, the Program Administrator of Nursing will submit a report of the student's violation to the Provost. To be considered for readmission to the nursing program the student must satisfy all corrective actions as specified by the Non-Academic Misconduct Procedure.

V. STUDENT DRUG SCREEN PROCEDURES

1. Policies and procedures related to drug screen testing at Premier will be followed which includes submission of a photo ID and social security number at the time of specimen collection.
2. The collector will be a licensed medical professional or technician who has been trained for collection in accordance with chain of custody and control procedures.
3. Urine specimens will be screened for ten (10) classes of drugs as per the standard 10 panel pre- employment test.
4. Drug detection through urine drug testing is related to the quantity of metabolites present in the urine. A dilute specimen is invalid for determining the absence of drugs in a specimen. If the Program Administrator of Nursing is notified of a dilute specimen that is negative, the student will be contacted and must repeat the drug screen within a specified timeframe (generally 24-48 hours) and at his/her own expense. The student will be requested to refrain from drinking excessive amounts of fluid prior to testing.
5. Positive screens will be confirmed by the Medical Review Officer.
6. Tests for breath alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA) approved testing device. If the initial test indicates an alcohol concentration of anything greater than 0.00, a second test will be performed to confirm the results of the initial test. The confirmatory test will be observed and performed between fifteen minutes and no more than 30 minutes from the completion of the original test.
7. All drug screen results will be sent to the Program Administrator of the Nursing Program.

VI. CONFIDENTIALITY

The Program Administrator of the Nursing Program will receive all test results. Confidentiality of the test results will be maintained with only the Program Administrator for Nursing, and the Nursing Academic Project Specialist, and the student having access to the results with the exception of legal actions which require access to test results or upon the request of clinical agencies for the purpose of clinical placement.

VII. CONSENT

Each nursing student is required to sign a statement indicating that he or she has received a copy of the drug testing policy and consents to provide urine specimen(s) for the purpose of analysis. If the nursing student is under eighteen (18) years of age, the nursing student's parent or legal guardian must sign the drug testing consent form in addition to the nursing student. The original signed consent form will be maintained in the student's file in the Nursing Office.

Appendix B: Influenza Policy

Influenza is a highly contagious acute viral disease of the respiratory tract and is spread from person to person by droplets or by direct contact with environmental surfaces and items recently contaminated by respiratory secretions.

It is in the best interest of patient safety to prevent the transmission influenza virus and this is most effectively accomplished by health care providers receiving an influenza vaccine. Many hospitals and other health care agencies are now requiring mandatory vaccination for personnel and students. Therefore, effective fall semester 2012 all students currently enrolled in a nursing course or scheduled to begin the nursing program in January 2013 or after will be required to obtain the influenza vaccine.

POLICY: All students enrolled in the nursing program or scheduled to begin the nursing program will be required to provide written documentation of influenza vaccination by October 31 of each year. Should a student enter the program after October 31, the vaccination should be obtained upon enrollment.

PROCEDURE DOCUMENTATION: Flu season runs from October 1st to March 31st. Written documentation of influenza vaccination must be submitted to the nursing office no later than **October 31st each year.** The documentation must include the student's name and date of vaccination.

WHERE and WHEN TO GET VACCINATED: Influenza vaccines are offered through local health departments, doctor's offices, and pharmacies such as Kroger's and Walgreens. Students may choose where to receive the vaccine and are responsible for the cost incurred. The cost of receiving the influenza vaccine varies depending on the provider but generally local health departments will offer the vaccine at a lower cost than a private provider. Influenza vaccine is usually available starting in September or October and students are encouraged to receive the vaccine as soon as they become available so protective antibodies are in place before flu activity is at its highest.

TYPE OF VACCINE TO OBTAIN: Three types of vaccines are available and acceptable: intramuscular, intradermal, and nasal-spray. The nasal-spray flu vaccine may be received as long as the student is not scheduled to begin clinical experiences within a week of receiving the vaccine. The nasal spray is approved for use in healthy individuals who are 2 through 49 years of age and not pregnant.

EXEMPTIONS: A student requesting a religious or medical exemption from receiving the vaccine will be required to submit the applicable forms, as well as supporting documentation to the nursing program office **no later than September 24th**. The student will submit the completed forms to Premier Health and/or Kettering Health for review by the Influenza Vaccination Review Board. The review board will make a decision regarding an individual's exemption from the vaccination requirement, and the nursing program will accept this decision as final. If an exemption is denied, the student must comply with the influenza vaccination policy to remain in the program. The exemption forms may be obtained from the nursing program office by emailing nursing@edisonohio.edu.

ADDITIONAL INFORMATION: To find out more about influenza vaccination please visit the following: Centers for Disease Control and Prevention website: http://www.cdc.gov/flu/.

Appendix C: Clinical Requirement Deficiency Statement

Clinical Requirement Deficiency Statement

While Edison State Community College does not require vaccinations as a condition for enrollment at the institution, hospitals and many other clinical agencies do currently require immunization or approved exemptions to immunization in order to participate in clinical activities at their locations. Edison State does not have control over which facilities make these requirements nor do we control the response of the facilities to requests made for exemptions from those rules. Our agreements with those facilities do, however, require that any student we send be in compliance with the rules and regulations of the facility including, but not limited to, immunization requirements.

As a result of these requirements at facilities, all students participating in on-site activities are required to show proof of compliance with immunization requirements of that site or provide documentation of approved exemptions from the site. Edison State maintains copies of those records solely for the purpose of our ability to demonstrate compliance with the requirements of sites as required by our signed agreements.

The purpose of this statement is to ensure any student that begins a course or program at Edison State Community College without the required immunizations, exemptions, or other requirements of the site is aware of the potential consequences.

The undersigned recognizes that they are beginning a course and/or program of study at Edison State Community College which includes requirements for vaccination at clinical facilities. Those facilities may or may not offer exemptions to those requirements. I understand that Edison State cannot provide a placement that is in violation of their agreements with those facilities. I assume full responsibility for meeting the requirements of the site and will be in compliance with their standards prior to beginning any on-site activity. I understand that:

- *If I cannot meet the requirements of the facility within twelve business days prior to the start of the on-site activity, I will be suspended from the academic program for the remainder of that term and until I am in compliance, or until the requirements of the facility are revised which will bring me into compliance.*
- *Said suspension will mean that I cannot continue in the enrolled class or academic program.*
- *I will not be eligible for reimbursement of any costs paid to the institution resulting from that suspension and will continue to be responsible for any outstanding charges.*
- *Provided all academic requirements are met, and upon my compliance with requirements of the site, I will be eligible to be reinstated to the academic program in accordance with policies of the institution and the program. That reinstatement will be on a space-available basis at the beginning of the term in which remaining courses for the program are offered.*
- *I understand that suspension during any course would result in a failing grade for the course and would require I repeat that course from its beginning at my own cost.*
- *I understand that Edison State is not required to provide me clinical placement in a facility with which it does not have institutional agreements to ensure my completion of the academic program.*

_____ _____ _____

Student Printed Name Student Signature

Appendix D: Student Self Reflection Form

Name:			
Nursing course repeating:			
Are you currently employed:	☐ Yes	☐ No	
If yes, how many hours do you work in a week during the semester?			
How long is your commute to campus?		To clinical?	

Academic Obstacles Assessment:

In reviewing your academic performance, what do you feel has impacted your grades? Select all that apply.

- ☐ Ineffective study skills/unprepared for exams
- ☐ Undeveloped time management skills
- ☐ What worked before is not working any more
- ☐ Difficult classes/not prepared for course level
- ☐ Unable to understand course content
- ☐ Unable to understand professor/conflict with professor
- ☐ Hard to concentrate
- ☐ Taking classes outside the major
- ☐ Poor class attendance
- ☐ Other _____

Personal Obstacles Assessment:

In reviewing your academic performance, what do you feel has impacted your grades? Select all that apply.

☐ Financial	☐ Working too much
☐ Health issues	☐ Roommate/relationship Issues
☐ Difficulty sleeping/not enough sleep	☐ Personal/family situation
☐ Pressure, stress, anxiety, or tension	☐ Childcare issues
☐ Lack of motivation	☐ Difficulty with transportation
☐ Over-involved with extra-curricular activities	☐ Other _____

Please explain, in detail, the three most significant obstacles that affected your academic performance, with a brief description of how you will work improving this when repeating the semester.

1.

2.

3.

This form and supporting documentation will become part of your student file.

Student Signature		Date:

Appendix E: Academic Success Plan Form

Student Name:		
Instructor(s):		
Course:		
Program:		
Reason for Referral:		
☐ Repeating a Course or previously unsuccessful in another nursing program	☐ Test average <78% on 2 or more tests	☐ In danger of failing clinical or lab
☐ Score level 1 or below on more than one ATI exam	☐ Other:	
Student Success Plan:		
Step 1: Faculty Meeting (date/time):		
Focus areas identified:		
Step 2: Referral		
☐ Tutoring Center	☐ Nursing Tutor	☐ Student Affairs
Documentation of Progression check in's monthly:		
Date:	Summary:	
Acknowledgment of Receipt of Student Success Plan:		
By signing this form, you confirm that you understand the information in this document. You also confirm that you and your faculty have discussed the Academic Success Plan. Signing this form does not necessarily indicate that you agree. This form and supporting documentation will become part of your student file.		
Student Signature		Date:
Faculty Signature		Date:
Faculty Signature		Date:

Appendix F: Dosage Calculation & Documentation of Numerical Answers

Documentation/ Calculation	Rules	Examples
Units of measurement	For computerized tests, enter the number only. Do not include the units of measurement in the answer. For other types of tests, units of measurement must be included in the answers, unless instructed otherwise.	
Leading zeros	If the final volume is less than 1 mL, a zero must precede the decimal.	0.6 mL
Trailing zeros	Never follow a whole number with a decimal point and a zero (trailing zero).	Incorrect: 1.50 mL Correct: 1.5 mL
Military time	Four digits; no colon; no a.m./p.m.	0500 1400
Rounding	IV push calculations should be rounded up. Other than IV push, other calculations follow the normal rules of rounding. ▪ When rounding a number that is 5 or above, round up. ▪ When rounding a number below 5, round down.	▪ 0.1 mL every 6.2 seconds = 0.1 mL every 7 seconds ▪ 0.2 mL every 8.8 seconds = 0.2 mL every 9 seconds 35.5 rounds to 36. 40.2 rounds to 40.
Infusion pump flow rates	The final answer will be rounded to tenths or hundredths according to the infusion pump. When calculating gtts/min, follow the normal rules of rounding: ▪ Less than 0.5 gtt/min, round down. ▪ 0.5 gtt or greater, round up When an infusion pump is not available, calculate drops per minute as a whole number. (Drops cannot be fractionated.)	
Weight-based dosage	Examples: mg/kg; mcg/kg Do not round during the calculation. Round only at the end of the calculation.	
Tablets	Use whole numbers and/or fractions (i.e., ¼ or ½) with tablets.	1 tablet 1½ tablets
Capsules	Use only whole numbers with capsules.	2 capsules
Temperature	Round all temperatures to the nearest tenth. Drop unnecessary zeroes.	98.68° F = 98.7° F 31.00° C = 31° C

Height	When calculating height for all ages, carry cm to hundredths and round to tenths. For all ages, calculate height in feet and inches to the nearest fourth or half inch.	Measured 182.88 cm; round to 182.9 cm 5’ 7½” 5’ 11¾”
Weight	When converting body weight from lb to kg, round it to the nearest tenth.	30 lb = 13.6078 kg; round to 13.6 mg

EQUIVALENTS
1 mg = 1000 mcg
1 gm = 1000 mg
1 kg = 1000 gm
1 kg = 2.2 lbs
1 lb = 16 oz
2.54 cm = 1 inch
5 mL = 1 tsp
15 mL = 1 TBSP
30 mL = 1 oz
240 mL = 8 oz
1000 mL = 1 liter
4 mL = 1 dram
1 gm = grains XV or grains 15
60 mg = grains i
1 minum = 1 drop = gtt
16 oz = 1 pt
32 ounces = 2 pt = 1 qt
4 qt = 1 gal
1 cup = 8 oz