



Student Handbook

CLASS 124

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60 Years Educating Future Nurses

1958-2018

Revised 1/9/19

TABLE OF CONTENTS

CAPITAL AREA SCHOOL OF PRACTICAL NURSING HANDBOOK INTRODUCTION.....	4
Capital Area Career Center Mission Statement.....	4
Capital Area Career Center Philosophy	4
Capital Area School of Practical Nursing Mission Statement	5
Capital Area School of Practical Nursing Vision Statement	5
Capital Area School of Practical Nursing Philosophy	5
Florence Nightingale Pledge	6
History	6
Governance and Accreditation	7
Articulation Opportunities	8
Non Discrimination Policy	8
Essential Functional Abilities	8
Capital Area School of Practical Nursing Organizational Chart.....	9
APPLICATION AND ADMISSION.....	10
TUITION AND FEES.....	11
PROGRAM OUTCOMES.....	12
STUDENT LEARNING OUTCOMES.....	15
CURRICULUM.....	16
Course Descriptions.....	16
Book Purchases.....	18
ATI.....	18
ACADEMIC STANDARDS.....	19
COURSE GRADES.....	20
APPLE Points.....	21
Moodle.....	22
Tutoring.....	23
Student Council.....	26
SKILLS LAB	27
Clinical Scenario Float Out (CSFO)	29
CLINICAL EXPERIENCE.....	29
Clinical Requirements	29

Clinical Violations	32
HIPAA POLICY	34
ACADEMIC HONESTY AND INTEGRITY POLICY.....	34
INTERNET ACCEPTABLE USE POLICY	35
SOCIAL NETWORKING POLICY	37
BULLYING, INTIMIDATION AND HARASSMENT POLICY	38
SEXUAL HARASSMENT POLICY	39
ALCOHOL/SUBSTANCE ABUSE POLICY	40
SMOKING POLICY	42
DRESS CODE POLICY.....	42
Uniforms.....	42
Clinical Dress Code.....	42
ATTENDANCE POLICY	44
DISCIPLINE FOR VIOLATIONS.....	46
PROBATION/DISMISSAL.....	46
PERMANENT DISMISSAL FROM CASPN.....	47
APPEAL OF DISMISSAL.....	47
WITHDRAWAL/READMISSION REQUIREMENTS.....	48
GRIEVANCE PROCEDURE.....	49
PROGRAM COMPLETION	49
CASPN TRANSCRIPTS	51

CAPITAL AREA SCHOOL OF PRACTICAL NURSING HANDBOOK

INTRODUCTION

The Capital Area School of Practical Nursing (CASP) Student Handbook is intended to familiarize you with the services, policies, procedures and regulations of the program. The Handbook should be used in conjunction with the materials distributed during orientation and with materials distributed by the classroom and clinical faculty at the start of each quarter. This handbook is designed to provide students with information about the practical nursing program of study at CASPN and, in general, how the school operates.

This handbook should not be regarded as a contract between CASPN and/or any student or other person.

Purpose of the Handbook:

- To provide guidance for new and continuing students.
- To describe general policies and procedures for the practical nursing program.
- To inform students of their rights and responsibilities.

The faculty reserves the right to amend or add policies at any time during the program and the student will be provided written copies of policy changes.

Capital Area Career Center Mission Statement

To provide students the opportunity to pursue career choices, to develop employability through technical and workplace skills, to transition into employment or post-secondary education, and to prepare for life-long learning.

Capital Area Career Center Philosophy

The Faculty of the Capital Area School of Practical Nursing share the philosophy of the Capital Area Career Center and endeavor to provide students with knowledge, skills, understanding, attitudes, appreciation, and work ethic necessary to enter into and make progress in employment in an existing and changing society.



Capital Area School of Practical Nursing Mission Statement

In addition to the mission of the Capital Area Career Center, the mission of the Capital Area School of Practical Nursing is, “To provide quality educational opportunities for students to develop the knowledge, skills and attitudes necessary to succeed and advance in the nursing profession while serving a culturally diverse community in a variety of healthcare settings.”

Capital Area School of Practical Nursing Vision Statement

“Shaping the future of healthcare through nursing excellence in education, advancement and practice.”

Capital Area School of Practical Nursing Philosophy

Nursing practice is grounded in the biological, psychological, sociological, and spiritual sciences. It is devoted to promoting, maintaining, and restoring the health of individuals, families, and selected groups as well as supporting a peaceful, dignified death.

Licensed Practical Nurses (LPN's) are members of the health care team and as such, care for diverse individuals and families across the lifespan in a variety of inpatient and community-based settings by providing culturally sensitive, individualized, client centered care.

Licensed Practical Nurses recognize that interdisciplinary collaboration among health team is critical to delivering safe, quality client care. Application of evidence-based practice, and quality improvement require skills in communication and client care technology. These skills are essential to the delivery of quality care while ensuring safety. Nursing values guide interactions with individuals, families, and the health care team.

LPNs demonstrate professional conduct by exhibiting accountability for their actions, practicing within their scope of practice, and assuming legal responsibility for the care they provide. LPNs uphold their commitment to the public by adhering to an established code of ethics which provides a context for making judgments and offers guidelines for maintaining professionalism.

The major roles of the LPN include provider of nursing care, coordinator of client care, and member of the nursing profession. As providers of care, LPNs promote wellness, identify current and emerging client problems, and function as advocates for individuals, families, and selected groups. In addition, LPNs manage client care using clinical judgment, incorporating the nursing process and caring as essential tools. As coordinators of care, LPNs communicate, collaborate, and provide leadership within the interdisciplinary health care team to promote and maintain client health and ensure continuity of care. They provide client education to achieve positive clinical outcomes. As members of the profession, LPNs are accountable for maintaining professionally established standards of nursing practice, adhering to practice regulations specified by each respective state, as well as adhering to established legal and ethical directives.

Lifelong learning is a means of assuring that practice is continually based on current knowledge. In addition, continued formal education provides an opportunity for personal advancement within the profession.

Florence Nightingale Pledge

"I solemnly pledge myself before God and in the presence of this assembly, to pass my life in purity and to practice my profession faithfully. I will abstain from whatever is deleterious and mischievous, and will not take or knowingly administer any harmful drug. I will do all in my power to maintain and elevate the standard of my profession, and will hold in confidence all personal matters committed to my keeping and all family affairs coming to my knowledge in the practice of my calling. With loyalty will I endeavor to aid the physician in his work, and devote myself to the welfare of those committed to my care."



Florence Nightingale

History

The Springfield School of Practical Nursing was organized in December of 1957, under the "Requirements and Recommendations for Accredited Schools of Practical Nursing in Illinois" set by the Illinois Department of Registration and Education. "Practical Nurse Education in Illinois Public Schools" published by the Board of Vocational Education, State of Illinois, was also used as a guide in establishing the program. The first class was admitted on March 10, 1958.

The program was sponsored by the Springfield Public School District #186, Board of Education, and the State Department of Vocational Education, and was established at the request of, and in cooperation with, St. John's Hospital and Memorial Hospital of Springfield. Division Nine of the Licensed Practical Nurse Association of Illinois (LPNAI) gave loyal support to the organization of the program.

On July 1, 1977, the Nursing Program was moved to the Capital Area Vocational Center (now known as the Capital Area Career Center) and the name was changed to Capital Area School of Practical Nursing.

Governance and Accreditation

The Capital Area School of Practical Nursing program is operated under the administration of the Capital Area Career Center in cooperation with the Illinois Community College Board, and with the approval of the Illinois Department of Financial and Professional Regulation. The program currently holds an accreditation from NCA CASI / AdvancED through June 30, 2021. CASPN has been continually accredited by the Accreditation Commission for Education in Nursing (ACEN) since 1984.



<http://www.advanc-ed.org>



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During the program, students are affiliated with hospitals, long-term care facilities, physicians' offices and other related health care agencies. Following successful completion of the program, students are eligible to apply to take the NCLEX-PN Examination. After passing the examination, students may apply for licensure as a Practical Nurse.

Articulation Opportunities

Graduates of the Capital Area School of Practical Nursing program are able to receive advanced standing toward an Associate Degree in Nursing through Lincoln Land Community College in Springfield, Richland Community College in Decatur and many other community colleges throughout Illinois.

For students interested in obtaining a Bachelor of Science in Nursing (BSN) degree, MacMurray College in Jacksonville IL offers nursing students with an LPN license who meet their admission criteria up to 15 hours of credit toward a BSN. There are other programs that have similar provisions for CASPN graduates.

Non Discrimination Policy

The Capital Area School of Practical Nursing is an equal opportunity school and will not discriminate in its' educational programs and activities based on race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, marital status, or veteran status, which do not interfere with the attainment of the educational program objectives. This policy extends to all legally protected classifications.

Essential Functional Abilities

Physical Abilities. Students should possess the physical movements needed by a nurse to practice safely. This includes fine and gross motor abilities that would be required to provide nursing care and treatment in all health care settings. This also includes physical strength such as lifting 50 pounds, physical endurance, and mobility to move patients from one place to another and perform CPR.

Sensory Abilities. Students should be able to visualize changes in a patient accurately, including close up and at a distance. Students must be able to smell, hear and touch in order to collect objective data. Examples include listening to a patient's heart, palpating a pulse, and detecting odors such as body fluid drainage which may be indicative of disease.

Interactive Communication Abilities. Students should be able to interact and communicate with sensitivity in oral and written modes. Students must be able to process and communicate patient data accurately and timely. Students must have interpersonal abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural and intellectual backgrounds. Students must be able to convey information orally and in writing in English.

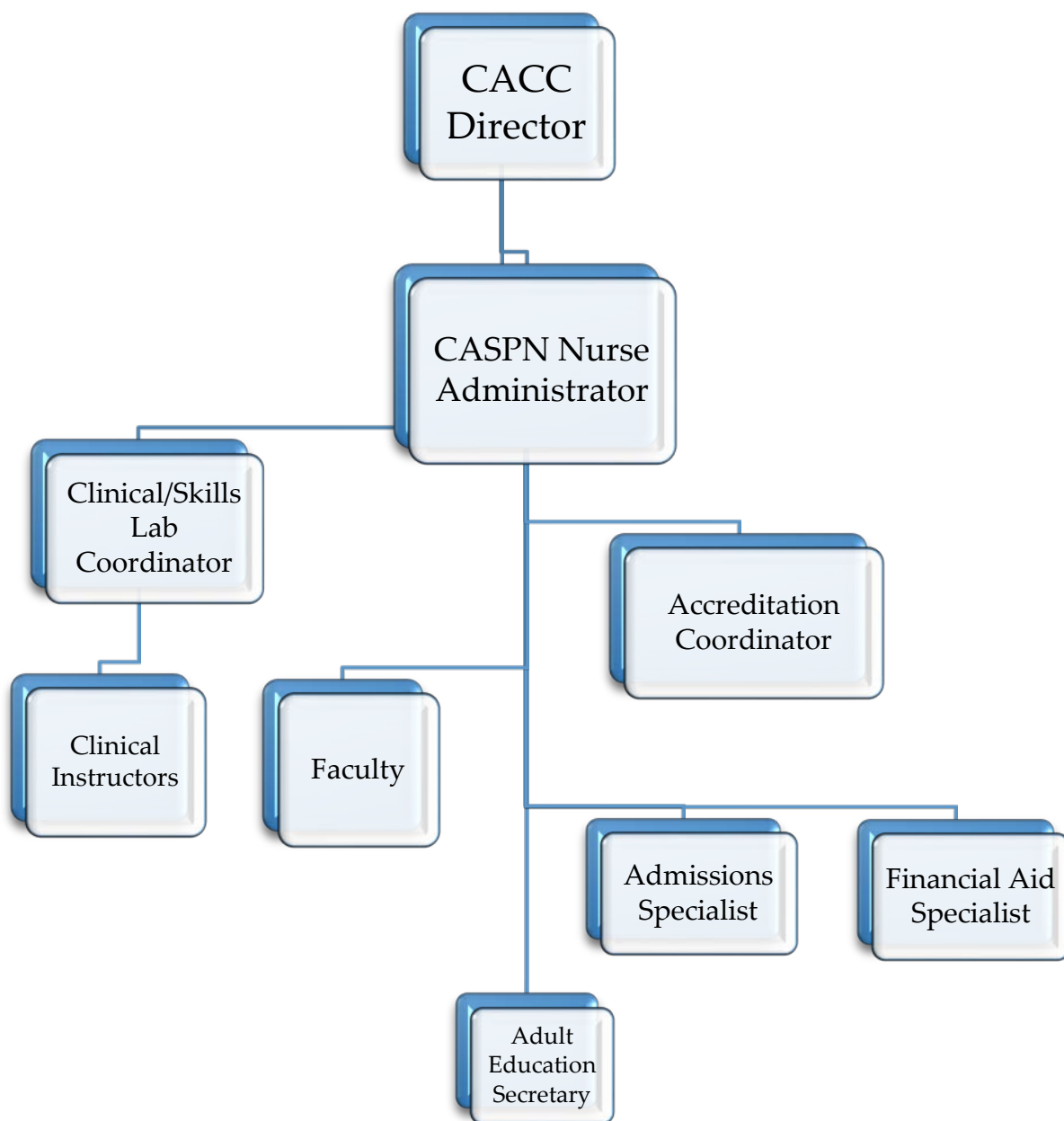
Cognitive Abilities. Students should be able to read quickly and understand and apply information. Students must possess satisfactory math skills including measurement and calculations within the context of nursing practice. Students must be able to critically think, analyze and evaluate in the clinical setting. Students must be able to read and understand documentation written in English.

Emotional Coping Abilities. Students should be able to function effectively under stress while exercising good nursing judgment. This includes using effective teamwork skills and experiencing empathy.

Professional Abilities. Students must abide by nursing law and policies guiding nursing practice. Students must be able to deliver care to individuals of all ages, races and cultures in all health care settings. Students must be caring, compassionate, responsible, honest, accountable and respectful.

Capital Area School of Practical Nursing

Organizational Chart



APPLICATION AND ADMISSION

Applicants must complete an application and meet the qualifications as outlined below:

1. At least seventeen (17) years of age.
2. A high school graduate or hold a GED certificate.
3. Successfully complete the Test of Essential Academic Skills (TEAS) pre-entrance examination. All applicants are required to pass the Pre-Entrance Examination regardless of college hours or ACT scores. Applicants may take the TEAS exam up to three (3) times per year and must achieve a score of 54% in Mathematics, a 54% in Reading Comprehension, and a 54% in the English sections of the exam. A score of 40.4% is required in the Science portion of the TEAS exam.
4. Submit three (3) character references – References from employers or co-workers are preferred. If never employed, then by a teacher, guidance counselor, pastor, etc. References given by family members will not be accepted.
5. Submit a physical examination completed on the school's form within the 12 months prior to starting the program along with the following immunizations or titers: MMR, Hepatitis B, Chicken pox or Varicella, and two-step TB test within the year prior to starting class. A two-step TB skin test must be performed unless written verification that a TB skin test is performed annually. The applicant must have at least started the Hepatitis B series; at minimum, two of the three Hepatitis B injections must have been received prior to starting the program. The third Hepatitis B injection must be completed on schedule or the student will be dismissed from the program. An immunization record that includes dates of vaccination or lab reports with immunization titers must be submitted for verification of immunity. The physical examination and immunizations are the financial responsibility of the student.
6. Certified in CPR as a Healthcare Provider by the American Heart Association. Students MAY NOT go to the clinical setting without a current CPR card on file. It is the students responsibility to keep CPR certification valid throughout the program.
7. Certified Nursing Assistant (CNA) and be listed on the Illinois Department of Public Health Healthcare Worker Registry.
8. Complete the criminal background check and drug screen. Information from applicants will be submitted to a company selected by CASPN for a criminal background check. Applicants will not be accepted into the program until the background check is clear or a waiver is received. A 5 panel urine drug screen will also be required at the applicant's expense. Drug screens may be obtained at a physician's office, clinic, or Midwest Occupational Health Associates (MOHA) in Springfield.
Individuals who test positive on a drug screen shall be denied acceptance into the CASPN program for failure to meet program entrance requirements.
9. Eligible for financial aid if needed. An applicant who has defaulted on a previous student loan(s) or owes a refund on a Pell Grant may be ineligible for financial aid. The applicant should contact the Financial Aid Specialist before completing the application.

TUITION AND FEES

Estimated Institutional Expenses – Per Payment Period			
	1 st Payment Period		2 nd Payment Period
Tuition	\$5,500.00	Tuition	\$5,500.00
Books, Uniforms and Supplies	\$1,093.00	Books and Supplies	\$301.00
Fees	\$715.00	Fees	\$650.00
Total	\$7,308.00	Total	\$6,451.00
Estimated Non-Institutional Expenses Per Academic Year			
	Dependent Student Living with Parents		Independent Student/ Dependent Student Off Campus
Room and Board	\$4,500.00	Room and Board	\$14,229.00
Transportation	\$8,298.00	Transportation	\$8,298.00
Personal	\$2,502.00	Personal	\$2,502.00
Est. Loan Fees	\$56.00	Est. Loan Fees	\$100.00
Total	\$15,356.00	Total	\$25,129.00
Estimated Pre-Licensure Expenses (Incurred in 3 rd and 4 th Quarters)			
	3 rd Quarter		4 th Quarter
Fingerprint Background Check	\$55.00	NCLEX Application – Continental	\$98.00
		NCLEX Application – Pearson Vue	\$200.00
Total	\$55.00	Total	\$298.00
Estimated Graduation Related Expenses (Optional)			
	3 rd Quarter		4 th Quarter
Graduation Pin	\$40.00 - \$105.00	Nursing Cap	\$25.00
		Graduation Pictures	\$5.00 - \$55.00+
Total	\$40.00 - \$105.00		

PROGRAM OUTCOMES

In compliance with the United States Department of Education, the disclosure of completion and placement rates of students is available. Nursing Education Program Reports are annually documented as outlined in 225 of the Illinois Compiled Statutes and statistics are compiled in various categories.

Capital Area School of Practical Nursing trends and analyzes statistics in the following categories to assess program outcomes:

- Completion Rates
- NCLEX-PN Pass Rates
- Graduate Program Satisfaction
- Job Placement

Completion Rates

Class Number	Graduation Date	Beginning Enrollment	Number Graduated	Completion Rate
Class 113	June 2014	75	60	80%
Class 114	December 2014	66	53	80%
Class 115	June 2015	64	57	89%
Class 116	December 2015	61	51	84%
Class 117	June 2016	71	59	83%
Class 118	December 2016	64	60	94%
Class 119	June 2017	62	54	87%
Class 120	December 2017	65	62	95.5%
Class 121	June 2018	66	54	83%
Class 122	December 2018	62	55	89%
Class 123	June 2019	66		

NCLEX-PN Pass Rates

State licensure examination data are reported by the Illinois Department of Financial and Professional Regulation and list the number of candidates who successfully pass the NCLEX-PN examination on their first attempt.

Year	Attempted	Passed	Percentage
2013	112	105	94%
2014	115	110	96%
2015	108	100	93%
2016	106	98	92%
2017	114	107	93%

Job Placement

Job Placement data is obtained from CASPN graduate surveys sent 6 months after graduation. The data is reported to the Illinois Department of Financial and Professional Regulation, and the Accreditation Commission for Education in Nursing.

CASPN Graduate Survey Response Job Placement Rates				
Job Placement Rate per Class				
Class Number	Number of Surveys Distributed	Number of Surveys Returned	Job Placement Rate	Response Rate
Class 118	60	20	95%	33%
Class 119	55	13	100%	24%
Class 120	62	28	100%	45%

Program Satisfaction

Program Satisfaction is monitored by CASPN in a Graduate Survey of every class.

CASPN Graduate Survey Program Satisfaction			
Year	Class Number	Responses	Satisfied with CASPN Program & Recommend the Program.
2013-2014	112-113	81 / 112	78.18%
2014-2015	114-115	105 / 110	76.99%
2015-2016	116-117	76 / 110	86.93%
2016-2017	118-119	32 / 118	95.00%
2017-2018	120	28/62	100%

Student Demographics

In addition to the program outcome indicators, CASPN tracks statistics regarding the demographic composition of each class as displayed in the table below:

Class Number	Age		Gender		Race		Residence location in miles from Springfield	
Class 115	18-29	42	Male	6	Caucasian	43	0– 25 miles	26
	30-39	18	Female	58	African American	16	25– 50 miles	18
	40-49	4			Other	5	50– 75 miles	6
	50+	0					>75 miles	14
Class 116	18-29	39	Male	5	Caucasian	36	0– 25 miles	21
	30-39	16	Female	54	African American	19	25– 50 miles	15
	40-49	4			Other	4	50– 75 miles	12
	50+	1					>75 miles	12
Class 117	18-29	1	Male	2	Caucasian	46	0– 25 miles	26
	30-39	26	Female	70	African American	22	25– 50 miles	22
	40-49	4			Other	4	50– 75 miles	16
	50+	1					>75 miles	8
Class 118	18-29	35	Male	1	Caucasian	40	0-25 miles	11
	30-39	23	Female	60	African American	15	25-50 miles	18
	40-49	3			Other	6	50-75 miles	15
	50+	0					>75 miles	13
Class 119	18-29	38	Male	4	Caucasian	45	0-25 miles	23
	30-39	19	Female	58	African American	16	25-50 miles	25
	40-49	4			Other	1	50-75 miles	8
	50+	1					>75 miles	6
Class 120	18-29	46	Male	2	Caucasian	43	0-25 miles	13
	30-39	15	Female	63	African American	20	25-50 miles	25
	40-49	4			Other	2	50-75 miles	14
	50+	0					>75 miles	12
Class 121	18-29	33	Male	2	Caucasian	32	0-25 miles	16
	30-39	15	Female	52	African American	20	25-50 miles	15
	40-49	5			Other	2	50-75 miles	16
	50+	1					>75 miles	7

STUDENT LEARNING OUTCOMES

The Licensed Practical Nurse, as a member of the health care team, is responsible for providing patient-centered care for clients in healthcare settings, utilizing critical thinking skills, and being accountable for her/his own actions and competencies. The student who has successfully completed the Capital Area School of Practical Nursing demonstrates the following :

Provide patient-centered care across the lifespan of diverse patients utilizing evidence-based practice, and informatics to support clinical decision making.

- Perform a focused assessment of patients across the lifespan experiencing common health problems with predictable outcomes.
- Contribute to the development of individualized patient-centered plans of care for patients across the lifespan experiencing common health problems with predictable outcomes.
- Provide culturally sensitive care to individuals and families from diverse populations.
- Advocate for individuals and families regarding nursing care issues.
- Use verbal and nonverbal communication that promotes caring, therapeutic relationships with individuals and families.
- Use established evidence in the provision of patient-centered care to support clinical decision making.
- Use informatics to securely and accurately document the provision and outcome of patient care.
- Use informatics to communicate with other members of the health care team.

Collaborate with members of the healthcare team to promote continuity of patient care and quality improvement.

- Collaborate with members of the health care team in the provision of patient-centered care.
- Communicate patient related information to designated members of the healthcare team in a timely manner.
- Identify patient care concerns related to quality care.
- Participate in activities to promote quality improvement.

Apply physiological and psychosocial principles to provide safe nursing care while utilizing the nursing process.

- Report actual and potential safety risks in the health care environment.
- Implement actions that promote safe practice and a safe environment for patients, self, and others.

Demonstrate professionalism consistent with legal and ethical standards that promote the profession of nursing.

- Practice nursing in accordance with the State Nurse Practice Act, established standards of practice, and institutional policies and procedures.
- Use an established Nursing Code of Ethics, the Patient Bill of Rights, and the Self Determination Act as a framework for practice.
- Maintain professional accountability in the delivery of patient care.

CURRICULUM

The nursing program is divided into four quarters which must be taken in sequence. Students spend time in classroom, clinical skills laboratory practice, and supervised clinical experience in various health care settings. Classroom hours are 8:15 a.m. to 4:00 p.m. Courses are as follows:

CURRICULUM	WEEKS	THEORY HOURS	CLINICAL HOURS
1st Quarter	10		
Anatomy and Physiology – Intro to Nutrition		108.5	
Fundamentals of Nursing-Medical Terminology		143.5	
Long Term Care Clinical Experience			84
2nd Quarter	10		
Nursing 1		203	
Acute Care Clinical Experience			126
3rd Quarter	10		
Mental Health Nursing		101.5	
Mental Health Clinical Experience			28
Nursing II – including IV therapy		101.5	
Acute Care Clinical Experience – including IV therapy			98
4th Quarter	10		
Leadership		105	
Leadership/Team Leading Clinical Experience			91
Maternal Newborn Nursing		70	
Mother/Baby Clinical Experience			21
Nursing Care of Children		35	
Pediatric Clinical Experience			14

Course Descriptions

Fundamentals of Nursing with Medical Terminology

This course provides an introduction to nursing and roles of the nurse as well as profession related and patient care concepts. Emphasis is placed on the knowledge and skills needed to provide safe, quality care. The theoretical foundation for basic assessment, nursing skills and medical terminology is presented, and the student is given an opportunity to demonstrate these skills in a laboratory setting. An introduction to the nursing process provides the student with a beginning framework for decision making.

Anatomy and Physiology with Normal Nutrition

This course will introduce basic human anatomy and physiology to prepare students for a career in nursing. Emphasis is placed on developing an understanding of normal human anatomy and physiology, nutrition, pharmacology, and dosage calculations. Principles of biology, chemistry, and microbiology are also integrated throughout the course.

Nursing I

This course focuses on the care of adult patients with common medical/surgical health alterations as well as health promotion and illness/injury prevention. The student builds upon nursing concepts needed to deliver safe, individualized care of patients with alterations in selected body systems (care of the surgical patient; gastrointestinal and accessory organs; cardiovascular; respiratory; urinary; endocrine; immunology; oncology). Utilizing the nursing process, the student will explore the pathophysiology, pharmacology and nutritional needs of diverse patients. Skills lab allow students the opportunity to apply course concepts in caring for patients with selected medical/surgical conditions.

Mental Health Nursing

This course focuses on the emotional responses to stress and crisis along the developmental continuum within a variety of mental health settings. Course concepts include the use of therapeutic communication in the delivery of safe, patient-centered care as a member of the interdisciplinary team. The student will explore mental and behavioral health alterations to determine the health care needs of diverse patients as well as various treatment modalities and community resources.

Nursing II

This course focuses on the care of adult patients with common medical/surgical health alterations as well as health promotion and illness/injury prevention. The student builds upon nursing concepts needed to deliver safe, individualized care of patients with alterations in selected body systems (blood/lymph; musculoskeletal; neurological; integumentary; reproductive; eye/ear). Utilizing the nursing process, the student will explore the pathophysiology, pharmacology, intravenous therapy and nutritional needs of diverse patients. Skills lab allow students the opportunity to apply course concepts in caring for patients with selected medical/surgical conditions.

Leadership

This course facilitates the transition of the student to the role of an LPN. Emphasis is placed on issues related to nursing and health care as well as skills necessary to provide care to multiple patients and assign tasks to other LPNs and unlicensed personnel. Concepts related to leadership and management are presented as well as career development options that enhance career mobility. Standards of practice and the importance of practicing according to state regulations and statutes are examined.

Nursing Care of Children

This course provides an integrative, family-centered approach to the care of children. Emphasis is placed on normal growth and development, reinforcing health teaching, accident/injury prevention and common pediatric disorders.

Maternal Newborn Nursing

This course provides an integrative, family-centered approach to the care of childbearing women and newborns. Emphasis is placed on uncomplicated pregnancies and the normal newborn.

**Pharmacology is integrated throughout the program.

** Nutrition is integrated throughout the program.

Book Purchases

Books must be purchased through Capital Area School of Practical Nursing. Books will be sold in two (2) bundles/sets, at the beginning of 1st and 3rd quarter.

ATI

Assessment Technologies Institute® (ATI) offers an assessment driven review program designed to enhance student NCLEX-PN success.

The comprehensive program offers multiple assessment and remediation activities. These include assessment indicator for academic success, critical thinking, and learning styles, online tutorials, online practice testing, and proctored testing over the major content areas in nursing. These ATI tools, in combination with the nursing program content, assist students to prepare more efficiently, as well as increase confidence and familiarity with nursing content.

Data from student testing and remediation can be used for program's quality improvement and outcome evaluation.

ATI information and orientation resources can be accessed from your student home page. **It is highly recommended that students spend time navigating through these orientation materials.**

Modular Study:

ATI provides online review modules that include written and video materials in all content areas. Students are encouraged to use these modules to supplement course work and instructors may assign these during the course and/or as part of active learning/remediation following assessments.

Tutorials:

ATI offers unique Tutorials that teach nursing students how to think like a nurse; how to take a nursing assessment and how to make sound clinical decisions. **Nurse Logic** is an excellent way to learn the basics of how nurses think and make decisions. **Learning System** offers practice tests in specific nursing content areas that allow students to apply the valuable learning tools from Nurse Logic. Features are embedded in the Tutorials that help students gain an understanding of the content, such as a Hint Button, a Talking Glossary, and a Critical Thinking Guide.

Assessments:

Standardized Assessments will help the student to identify what they know as well as areas requiring active learning/remediation. There are practice assessments available to the student and standardized proctored assessments that may be scheduled during courses.

Active Learning/Remediation:

Active Learning/Remediation is a process of reviewing content in an area that was not learned or not fully understood as demonstrated on an assessment. It is intended to help the student review important information to be successful in courses and on the NCLEX. The student's individual performance profile will contain a listing of the topics to review. The student can remediate, using the Focused Review which contains links to ATI books, media clips and active learning templates.

The instructor has online access to detailed information about the timing and duration of time spent in the assessment, focused reviews and tutorials by each student. Students can provide documentation that required ATI work was completed using the "My Transcript" feature under "My Results" of the ATI Student Home Page.

ACADEMIC STANDARDS

Students are evaluated on nursing practice skills, professional qualities, personal qualities, attendance and classroom/clinical performance. These qualities and skills are based on the objectives of the nursing program.

Testing and Grading

ATI testing is incorporated into the CASPN curriculum to ensure that national standards in practical nursing education are being met and to prepare students for the format and content of the NCLEX-PN examination.

ATI practice examinations are assigned each quarter.

ATI Proctored Assessments are administered:

First Quarter

ATI: Fundamentals

Third Quarter

ATI: Mental Health

ATI: Pharmacology

ATI: Medical-Surgical

Fourth Quarter

ATI: Mother/Baby

ATI: Care of Children

ATI: Leadership

ATI: Comprehensive

Courses with ATI proctored examinations include the exam score in the grade compilation for the course. Students scoring at Level 3 will receive the total possible points which will count towards 10% of the course grade. Students scoring at Level 2 will receive 9.5% of total course points and students scoring at Level 1 will receive 8% of total course points. Those scoring below Level 1 will receive 7.7% of total course points.

The Comprehensive ATI test is similar to the NCLEX-PN licensure examination. It requires a passing grade by current ATI recommendations. Students who score below the passing grade are required to create/complete a study plan before they re-take the Comprehensive ATI exam. Failure to pass this exam will be reflected in the points given.

CASPN students are provided with an ATI NCLEX Live Review on the last class three days of class before graduation.

COURSE GRADES

The following letter grade system is used in classroom theory:

A	Academic Excellence	93	-	100%
B	Above Average	86	-	92%
C	Average	77	-	85%
D	Below Average	70	-	76%
F	Failure	0	-	69%

Students who do not achieve a final grade of at least a “C” in each theory course will be dismissed from the program.

Course Evaluation Tools:

1. Written examinations
2. Written assignments
3. Group projects
4. Case Studies
5. Presentations
6. ATI Proctored Exams
7. APPLE Points

APPLE Points

While in the classroom, the student can earn 3 APPLE points each day in each course for meeting all classroom requirements. Students must:

A: Appearance: Follow the dress code policy.

P: Presence: Be present and be on time for class. Remain seated. Students are not to leave the classroom until break or lunch times other than emergencies. Leaving the classroom at other times is considered disruptive behavior.

P: Positive: Be respectful and corporative with a positive attitude. Contribute to the environment that is conducive to learning. Give the faculty your attention and refrain from side conversations. Show appropriate verbal and nonverbal communication skills.

L: Learning: Stay awake and alert. No sleeping in class.

E: Environment: Refrain from participating in distractive behavior. Cell phones and other personal electronic devices are to be put away. Abide by all CASPN policies.

If a student violates one of the requirements, the student will not earn the 3 APPLE points for the course.

Audiotaping requires the individual faculty member's approval.

Use of cell phones, tablets, and other electronic devices will be at the discretion of instructor.

NO children are allowed in the classroom or skills lab.

Students will evaluate classroom instruction and faculty using data gathering method utilized by CASPN. Evaluation will be completed at the end of each quarter and will be used for program improvement.

Late or Missed Assignments Due To Student Absences

Late or missed assignments must be turned in on the first returning day of class. Any assignment not turned in on the first returning day of class will receive zero (0) points for the assignment. The student is responsible to inquire about missed work.

Make up tests must be scheduled with the Admission Specialist on the morning of the first returning day of class or may be taken at a specific time designated by the instructor. Any test not taken on the first returning day of class will receive a zero (0) for the test. An alternative format test may be administered for all make up tests. The student is responsible to inquire about missed work. After the first make up test in a course, on each subsequent make up test the student's grade will be lowered by 10%.

Moodle

Moodle is a web-based learning application used by the faculty and staff at CASPN to share individual information with student regarding their classes, progress and current status. Through Moodle the students have access to their grades, course descriptions, attendance information, and course resources. Moodle allows students to send messages to their instructors if they have questions regarding assignments, grades, or to request an office appointment. Instructors may also send messages to the entire class regarding announcements, notifications, or additions or changes in assignments. Individual student messages can be communicated to students as well, if necessary.

Learning Resources

During orientation, the CASPN Nurse Administrator will review the student handbook and answer questions about the program. The Student Handbook will be distributed. The Financial Aid Specialist will discuss financial aid policies. The Admissions Specialist will review the logistics of the program (parking pass, security fob, email, copy card...). The Clinical /Skills Lab Coordinator will provide information related to skills lab and clinical.

The Capital Area School of Practical Nursing Mini-Resource Center offers current resources in textbooks, reference books, magazine subscriptions, and DVD's for onsite viewing.

Additionally, CASPN students have access to Learning resources through Lincoln Land Community College, LLCC, Library. The library has a wide availability of resources, such as print, multimedia, and electronic formats that are designed to meet the needs of nursing students. Online streaming is also available and includes allied health collections. Online streaming available on site, and CASPN students can login with a student guest account. CASPN students can obtain a community library card with a photo ID for use in checking out books. LLCC staff provide service to support use and or access to the library resources. LLCC Library physical space provides open student seating, including individual and group study areas. Included are tables for small groups and 28 computer work stations. LLCC Library is 0.7 miles from CASPN at 5250 Shepherd Rd. Springfield IL 62794-9256 , Circulation desk 217-786-2354, Reference desk: 217-786- 2352, and can be accessed online at <http://library.llcc.edu> .

Computer Resources

CASPN offers a computer lab with 36 computers including the computer used just for printing. Students may use the computers during their free time on class days and skills lab days. The computers are to be used for TEAS testing for potential students, class projects, practice ATI testing, and completing computer based learning requirements for the local hospitals. There are 30 laptops and 140 Chrome Books that are available for student use at any time during the day. The students have access to the printer/copier from 7:30 am to 4:30 pm at the discretion of the instructor during classroom hours.

No food or drink is allowed in the computer lab. Cell phone use in the computer lab is prohibited.

Academic Counseling

The objectives of the counseling program are:

1. To provide the student with knowledge of individual aptitudes and progress in the program as a basis for self-evaluation and self-direction.
2. To provide assistance to the student with problems concerning individual progress in the program.
3. To provide assistance and guidance to students to assist with program success.
4. To provide an opportunity for professional growth.

Counseling Procedures:

1. The CASPN Nurse Administrator, CASPN Clinical/Skills Lab Coordinator, and faculty members are available for conferences during office hours.
2. Individual student conferences may be held with an instructor when it is evident that the student is having difficulty in theory or clinical experience.
3. Additional conferences may be held as necessary. Either a faculty member or student may initiate a conference.
4. Individual student records are kept confidential.

Community resource information is available to all students and is kept in the Serenity Room.

Tutoring

When indicated, students will be offered tutoring provided by CASPN.

Students having difficulty with a concept should arrange a time to discuss with the instructor prior to requesting a tutor.

Students who have a course grade of **80% or below** are eligible for free tutoring.

Grades will be monitored weekly to evaluate continued eligibility for tutoring. Students whose grades are above 80% and who request additional tutoring will be financially responsible for the cost of tutoring.

Students who wish to continue being tutored must submit a new tutoring request each quarter.

The tutoring procedure at CASPN is as follows:

1. Student requests Tutor Request Form from the CASPN Admission Specialist.
2. After student completes Tutor Request Form, contact is made with an available CASPN tutor by the Nurse Administrator within 24 hours of request. Students may not request a specific tutor.
3. CASPN students requesting tutor assistance receive copy of the tutoring policy to ensure they are aware that tutoring service is provided free of charge. However, if planned tutor meeting is cancelled, students will be charged \$10 for each missed tutoring session.
4. Within 24 hours of each session with the student, the designated tutor will complete a detailed progress report of each session and send it to the CASPN Nurse Administrator .
5. At conclusion of tutoring sessions, student will submit Tutoring Evaluation Form.

As a general rule, telephone tutoring will not be allowed. Rare exception occurs but must be approved by the CASPN Nurse Administrator.

Lunch and Snacks

Vending machines are available and hot lunch is served in the cafeteria area of CACC on days that high school students are in session. Students may leave campus for lunch. No food may be eaten in the classroom, computer lab or skill lab areas. Students may have bottled water, soda, and coffee in classroom. All drinks must have lids. No drinks allowed in the skill lab or computer lab. Refrigerators and microwaves are available in the commons area.

Leave of Absence

A Leave of Absence (LOA) is defined in the Federal Student Aid Handbook as “a temporary interruption in a student’s program of study.” In order to qualify for a LOA, a student must submit a written, signed and dated request that includes the reason for the leave of absence and the length of the leave of absence. The request must be submitted to the CASPN Nurse Administrator for review. The Nurse Administrator will consider such criteria as medical necessity, armed forces requirements, and the length of the LOA. A leave cannot exceed 180 days in any 12-month period per the Federal Student Aid Handbook. If approved for a LOA, the student must return to the program at the beginning of the quarter that the LOA began with the next class. Students are advised to speak to the Financial Aid Office regarding the effect of the leave on their financial aid eligibility.

Emergency Closing

In case of inclement weather, you will receive an automated phone call from CACC-school messenger. Also you can tune into the local television channel WICS or WAND. It must state that the Capital Area School of Practical Nursing is closed. If the school is closed, clinical is also canceled.

Students are not to inquire about school closings due to weather during a classroom or clinical day. Decisions to close the school due to weather will be made by the CACC Director. When the Director has notified the CASPN Nurse Administrator that school is dismissed due to weather, the Nurse Administrator or Clinical Skills/Lab Coordinator will notify all instructors.

Telephone Calls

Only emergency messages will be delivered during classroom or clinical hours. **Cell phones are to be silenced during clinical and class; turned off for exams.**

Use of a cell phone or electronic device while in the clinical setting could interfere with facility equipment or create a situation where the student is in violation of HIPAA policy. The clinical instructor’s permission is required to use a cell phone in the student conference room. If a student’s electronic device makes noise in the clinical setting, the student will be subject to discipline. Students should inform friends and relatives that they cannot be reached during clinical and classroom hours, except for emergencies. In the event of a true emergency, CASPN staff will contact the student’s instructor. Please give your family, daycare, etc. the CASPN phone number. Students may not use the phones at the clinical facility for personal calls unless permission has been given by the instructor.

Parking Regulations

CASPN students are to park on the north side of the parking lot. Students must register all vehicles and obtain a parking permit in order to park in the lot. Permits may not be transferred from one student to another.

Parking for clinical assignments will be regulated by each facility. Parking passes are provided for students attending clinical at Memorial Medical Center. Any student who loses their parking pass will be reissued another one at a cost of \$5.00 per parking pass.

Campus Security Information

The Capital Area School of Practical Nursing makes every effort to provide a safe, crime-free campus for our students. However, in the event a crime does occur, the students should do the following:

If a student is personally involved in or a witness to a crime in progress in our immediate building or surrounding parking areas, they are to call “911” . Student should immediately report the crime to the CACC security officer, or the CASPN Nurse Administrator or the most senior employee at the Capital Area School of Practical Nursing or the Capital Area Career Center as soon as possible.

Students are encouraged to use the ‘buddy system’ when leaving the building. When attending a clinical facility, students should be aware of and follow the security procedures of the clinical facility.

Crime reports, security files and statistical documents are maintained and kept on file in the Capital Area Career Center’s main office on campus. Students or staff committing any crime or sexual offense while enrolled in or employed at Capital Area School of Practical Nursing face possible dismissal or termination at the discretion of the CASPN Nurse Administrator. The possession, use, and sale of alcoholic beverages and illegal drugs are prohibited at Capital Area School of Practical Nursing or at the Capital Area Career Center, any clinical agency or any school-sponsored function. Details of our drug free policy are addressed under Alcohol Use Policy/Substance Abuse Policy in this handbook.

Crisis Warning Codes

Active Shooter:	Run, Hide, Fight
Soft Lockdown:	Stay in classroom, close doors
Hard Lockdown:	Quiet, do not open door, do not react to fire alarm
Shelter in Place:	Take cover away from windows; tornado, earthquake
Evacuation:	Exit the building; fire, internal danger

Security Badges

Students will be issued a photo ID and a security fob the first day of class. Replacement ID badges will have a \$5.00 charge. Students will not receive any transcripts after graduation until the security fob is returned or the \$22.00 replacement fee is paid.

Student Council

The CASPN Student Council aims to cultivate student nurse leaders by providing opportunities to plan and facilitate events for students, participate in leadership activities, have an active voice in school policy and procedure decisions, and interacts with CASPN faculty, staff and administration. Student Council members are elected at the beginning of the second quarter of the program. Meetings are held monthly. Student Council representation at faculty meetings is encouraged. Student Council members are encouraged to identify opportunities to participate in cultural, social, and community service projects. All members of student council will uphold policies and rules of CASPN as stated in the Student Handbook. ANY violation of these policies and rules after membership that are founded and require disciplinary measures will result in immediate removal from Student Council.

Student Employment

Due to the physical, mental, and studying time demands upon the student during the program, the faculty discourages employment by CASPN students. The faculty recommends that the working student have sufficient rest to meet the requirements of the program.

Students will not be excused from theory classes or clinical experience due to conflict with employment schedule. A nursing student who is a nurse aide may be employed only in the capacity for which he/she is qualified and cannot be employed by an agency in any position equivalent to a practical nurse. If a student must be employed during enrollment, those employed in health care delivery shall **not**:

1. Wear the CASPN student uniform or any part thereof.
2. Accept those responsibilities normally assigned to a professional or practical nurse.
3. Represent himself/herself as a practical nurse.

Medical Insurance

It is advised that the student carry some form of medical insurance coverage while in the Practical Nursing Program.

Pregnancy/Postpartum

A student who is pregnant must notify the office, instructors, and Nurse Administrator as soon as student is aware. She must also submit written permission to continue enrollment in the nursing program from her physician stating that student may fully participate in clinical activities of a student nurse with '**NO RESTRICTIONS**' that adversely affect the student's ability to perform required duties. This document must be updated around the 4th month and 7th month of pregnancy. The student should notify the Nurse Administrator immediately should their status change to the point that risk factors exist.

Following any delivery, vaginal or cesarean section, the student must provide a release from their obstetrician. The release must be on office letterhead, be signed by the physician, and it must state "**NO RESTRICTIONS**".

Post-Operative

Students who undergo surgery while in the program must obtain a written release from their surgeon stating that the student may return to school with **“NO RESTRICTIONS”**. The school assumes no liability for illness or injury to the student.

Accident/Illness/Injury

Students are to report any accident, injury or illness to the nursing office or instructor immediately, whether at the Center or clinical agency. Accident forms will be required according to the facility policy and a copy will be kept by the school. Students who contract communicable diseases or suffer injuries outside the classroom or clinical setting that require medical attention, must obtain a release from their physician stating they may participate in clinical with **“NO RESTRICTIONS.”**

Capital Area School of Practical Nursing assumes no responsibility for illness or injury occurring at the Capital Area Career Center or at any clinical affiliate/agency, and no liability for related expenses. Students are responsible for their own health/accident insurance and/or payment of medical and/or hospital expenses.

SKILLS LAB

CASPN students are given simulated experiences to develop clinical expertise prior to performing procedures on patients in the clinical setting. Skills taught previously with CNA certification will not be emphasized as specific check-offs, but will be incorporated throughout various lab sessions. Students will be provided with a clinical skills tote bag containing all essential equipment that will be utilized in both skills lab and clinical settings. The skills tote bag will contain the following items: Pocket organizer, penlight, gait belt, shears, BP cuff, dual head stethoscope, sterile gloves, catheter kits, IV start kit, tracheostomy tray. The skills tote bag will be handed out prior to the first skills lab day. Keep in mind, the skills tote bag is not designed to be a book bag.

Skills lab testing will be centered on instructional materials provided by ATI. Each student will have access to ATI tutorials and check-off sheets prior to each lab session so that they will have adequate preparation before performance of skills. Students will have to pass a ATI post test in order to test on the specific skill. Students will have a practice skills day and a skills check off day. Students will not be allowed to perform a skill in the clinical area until they have received instruction and/or demonstrated competence in that skill.

Agenda Skills lab sessions are held in three out of the four quarters at CASPN. Each quarter is broken down into the following skills sessions:

Quarter 1	Quarter 2	Quarter 3
Assessment (Head to Toe)	Medications (PO)	Mixing Insulin
Dressing Change	Eye & Ear Drops	IV Insertion & Therapy
Sterile Gloves/Sterile Field	Topical Medications	
Glucose Monitoring	Tracheostomy Care & Suctioning	
Foley Catheter Insertion & Removal	NG Tube Management	
Suture/Staple Removal	Enteral Feedings	
Drains (Management & Removal)	Intradermal Injections	
IV Saline Lock Removal	Non-insulin SQ Injections	
Ostomy Care	IM Injections	
Oxygen Delivery Devices		

Scheduled Individual Lab Sessions Students will be able to request individual lab sessions in order to practice and master skills that are required for successful completion of nursing courses. Requests for individual lab sessions should be made with the Clinical/Skills Lab Coordinator and will be scheduled accordingly.

Laboratory Failure A laboratory failure is earned when a student does not successfully demonstrate the skill in **three** attempts. If a student is unsuccessful after a second attempt, the Clinical/Skills Lab Coordinator will remediate with that student. If a student is unsuccessful after remediation on their third attempt he/she will not be allowed to attend clinical which will be a fail for that particular quarter, regardless of classroom grades and/or attendance.



Clinical Scenario Float Out (CSFO)

One day per quarter, students attend a clinical scenario float out day to the skills lab at CASPN. The float out day provides an opportunity for integration of knowledge and skills with professional standards that support the end of program student learning outcomes. Students must adhere to the clinical dress code as explained in the Dress Code policy of this handbook.

CLINICAL EXPERIENCE

The clinical assignments in each course have been designed by the faculty to meet course outcomes. Students are assigned with an instructor in groups of 10 students or less to a clinical facility with which CASPN has a contracted arrangement for student experiences. Students will be informed of hours for each clinical assignment in advance. The time varies to meet the objectives of each quarter but is typically 7:30 am until 3:00 pm. Quarter 1 has 12 clinical days generally in a long-term care facility. Quarters 2 and 3 have 18 clinical days each in an acute care setting. Quarter 4 has 18 clinical days with the focus on team nursing and leadership skills. **Students may be required to travel to outlying clinical sites** and may be required to attend evening clinicals if necessary. Transportation is the responsibility of the individual student. Students will be informed of appropriate parking facilities at each clinical location. **No student may refuse a clinical site or instructor.**

All students are expected to be knowledgeable and prepared regarding clinical experiences planned for the day according to the level of instruction. Should a student come to the clinical area unprepared, the instructor may dismiss the student and the student will be charged one day absence. Students must act professionally while in the clinical site by establishing and maintaining effective professional communication and interpersonal relationships with patients and family members, staff, classmates, and faculty. They should use proper phone etiquette and avoid fraternizing with patients, staff, and other students. Students should avoid discussion of their personal life and problems with patients, facility personnel, other students, or physicians. They should maintain professional behavior by not chewing gum, by walking, not running in rooms or hallways and by speaking quietly to maintain as restful an environment as possible.

Clinical Requirements

Students must provide proof of current CPR and immunizations to be allowed into the clinical setting. It is the students responsibility to keep his/her CPR card current. CPR certification is valid for 2 years.

Students must pass each clinical rotation. Clinical instructors will have orientation and review the clinical syllabus, assignments, objectives, and attendance policy. At that time, an explanation of the clinical instructor's expectations will be given at the beginning of each rotation. Any written assignment not handed in by the due date may warrant a plan of improvement, a probation, or other disciplinary action. Evaluation forms will be explained by the clinical instructor at the beginning of each rotation.

The following letter grade system is used for clinical performance for each rotation based on the Clinical Evaluation Tool:

S = Satisfactory: Clinical performance is safe and demonstrates application of the nursing process, communication, psychomotor skills, and application of learning at the expected level. Student shows growth toward meeting the clinical and program objectives.

N/I = Needs Improvement: Clinical performance is safe yet essential information and background knowledge is deficient. Student demonstrates some growth toward meeting clinical and program goals. Student completes plan of improvement for each N/I received.

U = Unsatisfactory: Clinical performance is unsafe and/or inadequate in application of the nursing process. Communication and psychomotor skills are poorly demonstrated. Evidence of growth toward meeting and the clinical program goals is not evident. An unsatisfactory in any area will fail the student for the quarter.

If at any time the instructor determines that a student is ill, injured or unstable which may be compromising patient's health and/or compromising the ability to care for patients, the instructor has the authority to send the student home. Each day equals one absence. There are no half-days in the clinical setting.

Students must meet the criteria at each clinical site utilized by the program. Students are to abide by the policies and procedures of the clinical facilities and observe regulations regarding patient safety and welfare. Property belonging to the clinical facility must be used carefully and correctly. Students must notify the instructor and the nurse in charge of their patient assignment when leaving the assigned clinical area for any reason. If a question or problem arises concerning a patient, facility staff, or another student, it is the responsibility of the student to seek guidance from their clinical instructor.

The student should make sure there is a written order on the patient's chart before administering any treatment or medication and follow these guidelines:

1. Assemble needed medication/supplies and equipment
2. Review the procedure step-by-step with the instructor before entering the patient's room
3. Always have instructor present when administering any medication
4. Inform the patient of what medication is being given or procedure is to be done prior to giving the medication or beginning each step in the procedure
5. Handle equipment carefully to prevent injury to self or others. Use principles of body mechanics when lifting, pulling, or pushing objects
6. Minimize distractions; concentrate on procedure being performed
7. Dispose of contaminated sharps properly
8. Document the skill/medication appropriately when performed
9. Be prepared to critique performance with the instructor after leaving the patient's room

Students must arrive prepared for clinical AT ALL TIMES. Being prepared consists of bringing:

- Stethoscope
- Paper and black pen
- Pen light
- Watch with second hand (No smart watches)
- Bandage scissors/shears
- Gait Belt

Leaving the clinical site without permission of your instructor will be considered patient abandonment and is cause for immediate dismissal from the program. All assigned clinical work and documentation is to be completed before leaving the clinical facility.

Lunch and Snacks

A meal break of 30 minutes and one break of 15 minutes will be scheduled by the instructor in each clinical site in accordance with agency policy. Students usually remain at the clinical facility for lunch and may bring a lunch or take advantage of agency facilities, if available. Exceptions to this policy may be allowed at the discretion of the clinical instructor.

Safety

Students must follow standard precautions at all times to prevent the transmission of infections. Students are expected to know and follow the agency's procedure to report a cardiac or respiratory arrest and to follow in case of fire or other facility emergencies. They must be alert at all times to the needs and safety of patients and report any unusual conditions immediately to the clinical instructor.

Assignments

Students will not be able to refuse any assigned clinical site or clinical assignment. If there is a problematic situation, the student should discuss it with the clinical instructor, Clinical/Skills Lab Coordinator or Nurse Administrator. A student who contacts a patient after completing their assigned care is not demonstrating professionalism and may be considered in violation of that patient's confidentiality. Students may not develop personal relationships with patients in any setting, including but not limited to, email and social networking sites. For the purpose of confidentiality issues, students must advise the instructor if they are assigned to provide nursing care to an acquaintance, friend, or relative. Students may not visit friends, relatives, or former patients during clinical hours. Students may not receive visits from friends or relatives in the clinical area during clinical hours, including break and meal times.



Clinical Day
Class 118

Clinical Violations

If at any time an instructor feels that a student's behavior or care has endangered the well-being of a patient or others, or *the behavior is inappropriate*, the instructor may choose to dismiss him/her for the day, and refer them to the Nurse Administrator, and/or the Clinical/Skills Lab Coordinator. *Inappropriate behaviors include but not limited to any verbal or non-verbal behaviors deemed inappropriate by the instructor or clinical facility staff such as sleeping, stealing, HIPAA violation, dress code violation, leaving site without notifying the instructor, or altercation between students, staff or instructor.* The instructor will consult with the Nurse Administrator and the Clinical/Skills Lab Coordinator. The student will be given due process before a decision is made. In place of probation, the Nurse Administrator may issue a notice to the student that he or she is being dismissed.

Grounds for dismissal may include and are not limited to:

1. Taking medications, equipment or supplies from client, health agency, or CASPN without permission of the instructor
2. Violating confidentiality (the disclosure of information received for treatment, assessment, chart review, observation, conversations or any other sources.) related to client/patient care, families or the clinical setting or any unauthorized access of client/patient records including student's personal or family records
3. Failing to report mistakes made in a clinical setting
4. Manipulating drug supplies, narcotics, or falsifying client records or intentionally charting incorrectly
5. Actions and/or events that demonstrate emotional instability such as threats or harassment of clients, staff, faculty or peers
6. Indifference or insensitivity to client safety, comfort or right to privacy.

7. Lack of professional judgment
8. Unsatisfactory or incomplete preparatory work
9. Being unfit to perform because of physical or psychological impairment which could jeopardize client or student safety including using alcohol or other drugs to the point that there is interference with job performance. The instructor or Nurse Administrator has the right to request an alcohol/drug screen at the student's expense
10. Any other condition or circumstance which constitutes an unreasonable risk to the safety and well-being of the client, student, or others

If a student's performance does not meet stated expectations at any time during a clinical rotation, the student may be given a Plan of Improvement (POI). If the Plan of Improvement is regarding a clinical skill, the student will be required to attend remedial sessions in the skills lab until the skill is attained. The improvements needed and the time allowed to meet those expectations will be clearly stated by the instructor verbally and in writing. Failure to meet those expectations in the allotted time will result in probation or a grade of unsatisfactory clinical performance.

Skills Remediation

If at any time the instructor feels the student is in need of remediation for any skill, the instructor will complete a skills remediation form, and require the student to contact the Clinical/Skills Lab Coordinator the same day to make an appointment to be remediated. If the student does not remediate that skill, they may not return to clinical and will receive a grade of fail for that clinical quarter.

A Student Who Fails Clinical Performance Will Be Dismissed From The Program, Regardless of Student's Grades In Theory.

Accidents, Incidents, and Errors

These guidelines are to be followed when reporting accidents, incidents, or errors:

1. All accidents, incidents or errors should be reported immediately to the instructor and to the nurse in charge of the unit. This is the student's ethical and legal responsibility
2. The patient's doctor will be notified by the nurse in charge for appropriate action to be taken in regard to the incident if deemed necessary
3. An incident report will be completed by the student involved and given to the designated person. The instructor will provide documentation for CASPN files and a copy will remain in the student's individual file
4. All errors will be considered on an individual basis; the faculty will determine action to be taken
5. If a student is seriously injured during the clinical rotation, he or she will be taken to the emergency room. Students are responsible for their own medical expenses resulting from treatment of illness or accidents, including injuries at school or in the clinical setting

WIOA Sponsored Students

Mileage Sheets. WIOA mileage sheets may be signed by the Admissions Specialist, Nurse Administrator, faculty instructor for their classroom days and Admissions Specialist, Clinical Skills/Lab Coordinator, Nurse Administrator, or their Clinical Instructors for their clinical days. Criteria are based on attendance and mileage to classroom and clinical site.

Liability Insurance

CASPN is required to carry liability insurance for students in the clinical area. This is purchased as a blanket policy and is included in costs.

HIPAA POLICY

HIPAA, Health Insurance Portability and Accountability Act, is a health care regulation enforced by the Department of Health and Human Services to protect patients' confidential and medical information.

Access to and sharing of such information must be limited to only those personnel with the medical need to know and family members who are authorized by institutional policy and patient consent according to HIPAA guidelines. In discussing client cases in the academic setting, care must be taken to avoid breaching confidentiality and violating HIPAA regulations; this includes appropriate selection of the time and place of discussion, people attending the discussion, and omitting data that is not necessary to the purpose of the discussion or that discloses the client's personal identity. Information regarding a patient's status may not be discussed with other patients, non-authorized family members, or staff who is not directly involved in the patients' direct care.

All CASPN affiliates and health care agencies have policies and procedures to maintain patient confidentiality and ensure the patient's trust and confidence in that process. These policies extend to how medical records and/or information are stored, used, and transmitted.

Any Student Violating HIPAA Standards Is In Violation Of Federal Law And Is Subject To Fines And/Or Imprisonment And PERMANENT Dismissal From The Nursing Program Without Possibility Of Readmission.

ACADEMIC HONESTY AND INTEGRITY POLICY

All students are expected to be honest in academic work and to display integrity in all aspects of student performance especially testing. All tests will be proctored.

Dishonesty or cheating is unacceptable. If a student is found guilty of plagiarism (copying word for word from someone else's work, including text books, magazines, information from the internet, or other students work) or is guilty of giving or receiving help during an examination or activity, she/he will receive a grade of zero on the examination or activity and may be dismissed from the program based on unethical conduct.

Students will occasionally resort to other methods of academic and intellectual dishonesty in order to gain advantage which they are not due. Some examples of this might be:

1. Copying another student's work and presenting it as their own work or allowing another student to copy their work
2. Citing sources that do not exist or were not used or citing sources to support a statement when in fact the source does not address or support the material
3. Taking an exam for another, passing information about an assignment, scenario, quiz or exam to another student or accepting the same from another
4. Working collaboratively when that has not been specifically allowed by the instructor. Students are required to complete and submit their own work unless authorized to work in a group
5. Taking photos of any exam

Students who do not comply with the above academic standards are subject to discipline, including dismissal from the nursing program without a right to apply for re-admittance.

INTERNET ACCEPTABLE USE POLICY

Purpose. CASPN supports the use of the Internet and other computer networks in the instructional program in order to facilitate learning and teaching through interpersonal communications, access to information, research and collaboration.

Authority. The electronic information available to students and staff does not imply endorsement of the content by, nor does CASPN guarantee the accuracy of information received on the Internet. CASPN shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet. CASPN shall not be responsible for any unauthorized charges or fees resulting from access to the Internet. CASPN reserves the right to log network use and to monitor fileserver space utilization by users.

Responsibility. CASPN shall make every effort to ensure that this educational resource is used responsibly by students and staff. Students and staff have the responsibility to respect and protect the right of every other user at CASPN and on the Internet. The CASPN Nurse Administrator shall have the authority to determine what inappropriate use is, and his/her decision is final.

Guidelines. Network accounts will be used only by the authorized owner of the account for its authorized purpose. Network users shall respect the privacy of other users on the system.

Prohibitions. Students and staff are expected to act in a responsible, ethical and legal manner in accordance with CASPN policy, accepted rules of network etiquette, and federal and State law.

Specifically, the following uses are prohibited:

1. Use of the network to facilitate illegal activity.
2. Use of the network for commercial or for-profit purposes.
3. Use of the network for non-work or non-school related work.
4. Use of the network for product advertisement or political lobbying.
5. Use of the network for hate mail, discriminatory remarks, and offensive or inflammatory communication.
6. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
7. Use of the network to access obscene or pornographic material.
8. Use of inappropriate language or profanity on the network.
9. Use of the network to transmit material likely to be offensive or objectionable to recipients.
10. Use of the network to intentionally obtain or modify files, passwords, and data belonging to others.
11. Impersonation of another user, anonymity, and pseudonyms.
12. Use of network facilities for fraudulent copying, communications, or modification of materials in violation of copyright laws.
13. Loading or use of unauthorized games, programs, files, or other electronic media.
14. Use of the network to disrupt the work of other users.
15. Destruction, modification, or abuse of network hardware and software.
16. Quoting personal communications in a public forum without the original author's prior consent.

Security System security is protected through the use of passwords. Failure to adequately protect passwords could result in unauthorized access to personal or center files. To protect the integrity of the system, the following guidelines shall be followed:

1. Employees and students shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in another student's or teacher's name.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

Safety To the greatest extent possible, users of the network will be protected from harassment or unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall immediately bring them to the attention of the faculty or CASPN Nurse Administrator.

Noncompliance The network user shall be responsible for damages to equipment, systems, and software resulting from deliberate or willful acts. Illegal use of the network; intentional deletion or damage to files of data belonging to others; copyrighting violations or theft of services will be reported to the appropriate legal authorities for possible prosecution. General rules for behavior

and communications apply when using the Internet, in addition to the stipulations of this policy. Vandalism will result in disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy equipment or data of another user, Internet or other networks. This includes but is not limited to the uploading or creation of computer viruses.

Copyright The illegal use of copyrighted software by students and staff is prohibited. Any uploaded to or downloaded from the network shall be subject to "fair use" guidelines.

Limitation of Liability CASPN makes no guarantee that the functions or the services provided by or through the computer system will be error-free or without defect. CASPN will not be responsible for any damages suffered, including but not limited to, loss of data or interruptions of service. CASPN is not responsible for the accuracy or quality of the information obtained through or stored on the system. CASPN will not be responsible for financial obligations arising through the unauthorized use of the system.

Publication of Student Work and/or Pictures The CASPN website serves to increase communication between students, faculty and other entities. From time to time the school may wish to publish examples of student projects, photographs of students, and other work on an Internet accessible World Wide Web server. Due credit will be given to the author of published work(s). Photographs of students will not carry identifiable information such as the student's full name or other personal information.

SOCIAL NETWORKING POLICY

Capital Area School of Practical Nursing recognizes that social networking plays a role in the lives of many of our students. CASPN has established a policy to assist students in navigating the use of the internet, blogging, and social networking sites. Students are not restricted from writing blogs and using social networking sites on their own time, outside of the school day. However, students are not permitted to access these sites during class time or through the network resources.

When blogging or using social networking sites, students must not engage in activities in violation of the CASPN Acceptable Use, Harassment, or any other CASPN policy. Students are strictly prohibited from sharing any confidential information through social networking, including curriculum, exams, financial information, and client information. Students should be aware that they will soon be professionals and should consider the impact of social networking activities on their future job opportunities.

The following ANA Principles for Social Networking must be followed:

- (1) Nurses must not transmit or place online individually identifiable patient information.
- (2) Nurses must observe ethically prescribed professional patient-nurse boundaries.
- (3) Nurses should understand that patients, colleagues, institutions and employers may view postings.
- (4) Nurses should take advantage of privacy settings and seek to separate personal and professional information online.

- (5) Nurses should bring content that could harm a patient's privacy, rights, or welfare to the attention of appropriate authorities.
- (6) Nurses should participate in developing institutional policies governing online conduct.

The ANA suggests that nurses follow these six tips to avoid problems:

- (1) Remember that standards of professionalism are the same online as in any other circumstance.
- (2) Do not share or post information or photos gained through the nurse-patient relationship.
- (3) Maintain professional boundaries in the use of electronic media. Online contact with patients blurs this boundary.
- (4) Do not make disparaging remarks about patients, employees, employers, CASPN staff or students, even if they are not identified.
- (5) **Do not take photos or videos of patients or clinical sites on personal devices, including cell phones.**
- (6) Promptly report a breach of confidentiality or privacy.

References:

American Nurses Association. (2011, September). Principles for social networking and the nurse. Silver Spring, MD: Author.
National Council of State Boards of Nursing. (2011, August). White Paper: A nurse's guide to the use of social media. Chicago, IL: Author.

BULLYING, INTIMIDATION AND HARASSMENT POLICY

Bullying, intimidation and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important goal of the Capital Area School of Practical Nursing. Bullying is any act, either physical or non-physical, by either an individual or a group towards any other individual or group in such a manner as to cause that person or group to feel threatened, intimidated or cause fear of being harmed or further harassed. The Capital Area School of Practical Nursing strictly prohibits all forms of bullying. Prohibited behavior includes, but is not limited to: unkind actions or remarks, verbal or non-verbal taunting, physical aggression and exclusion from groups.

Bullying includes cyber-bullying and means any severe or pervasive physical or verbal act of conduct, including communications made in writing or electronically, directed toward a student or students who has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property
2. Causing a substantially detrimental effect on the student's or students' physical or mental health
3. Substantially interfering with the student's or students' academic performance
4. Substantially interfering with the student's or students' ability to participate in or benefit from services, activities, or privileges provided by a school

Students who have been subjected to or have witnessed any acts of bullying should contact any CASPN Instructor, the Clinical/Skills Lab Coordinator or the Nurse Administrator.

Full implementation of the above policy includes: (a) conducting a prompt and thorough investigation of alleged incidents of bullying, intimidation, or harassing behavior, (b) providing each student who violates this policy with appropriate consequences, and (c) protecting students against retaliation for reporting such conduct.

SEXUAL HARASSMENT POLICY

The Capital Area Career Center/Capital Area School of Practical Nursing believes that a school environment where sexual harassment is tolerated fosters disrespect, interferes with a student's opportunity to learn, and creates an intimidating hostile learning environment. Accordingly, the Capital Area School of Practical Nursing will not tolerate sexual harassment of students by other students, by employees of the Center and/or CASPN. Students engaged in sexual harassment are subject to dismissal from the nursing program and will not be allowed to return. Retaliation against reporting sexual harassment is strictly forbidden. Privacy safeguards will be applied in handling harassment complaints.

Definition of Sexual Harassment

Sexual harassment, as defined in the Illinois Human Rights Act, means any unwelcome sexual advances or requests for sexual favors, or any conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or scholastic achievement.
2. Submission to, rejection of, such conduct by an individual is used as the basis for employment or scholastic related decisions affecting the individual.
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working or classroom environment.

Sexual Harassment May Be Between Student To Student, Staff To Student, Student To Staff.

Conduct that constitutes sexual harassment includes unwelcome sexual advances or requests for sexual acts or favors, unwanted touching or intimacy, insulting or degrading sexual remarks or conduct, epithets, slurs, or negative stereotyping based upon gender, and the posting of sexually offensive or degrading materials within the school.

The sexual harassment of one student by another student will be considered a violation of the Academic Standards as stated in this Student Handbook: Students are expected to develop and maintain high standards of integrity. A student who violates this policy will be subject to the appropriate disciplinary action as stated, "A student who commits any unethical behavior is subject to immediate suspension followed by dismissal from the Nursing Program."

Procedure to Report Sexual Harassment

A student who feels he/she is being sexually harassed is encouraged to bring the complaint to the attention of the instructor. If the instructor is allegedly involved in the harassment, the complaint should be taken to the Nurse Administrator. The complaint shall be made in writing, detailing the specifics of the charge. The instructor or, if applicable, the Nurse Administrator will investigate the report and determine a resolution of the case, including any necessary and appropriate disciplinary action. If the student is dissatisfied with the decision of the instructor, the matter may be appealed to the Nurse Administrator. If the student is dissatisfied with the decision of the Nurse Administrator, the matter may be appealed in writing to the Director of the Capital Area Career Center. If the student is dissatisfied with the decision of the CACC Director, the matter may be appealed in writing to the CACC Executive Council. When there is evidence of violation of this policy by an employee of the nursing program, the Nurse Administrator, or an employee of the center, the Director and/or the Executive Council will take appropriate action including, but not limited to, warning, transfer, suspension, dismissal, termination, and/or such other disciplinary action as may be warranted.

ALCOHOL/SUBSTANCE ABUSE POLICY

Section I. Prohibition against Use of Drugs and Alcohol.

No student shall possess, use, distribute or be under the influence of any drug or alcohol while within school boundaries, or within any clinical setting, or at any school sponsored activity, such as field trips, workshops, or graduation.

Any violation of the above prohibition shall be grounds for discipline, including **immediate suspension followed by dismissal** from the Capital Area School of Practical Nursing Program. Any violation of the above prohibition may be reported to the authorities. Any student dismissed under this section may reapply to the program only upon proof of rehabilitation. It shall be no defense that the violation occurred outside normal school hours, such as during the evening or weekend, nor shall it be a defense that any drug or alcohol was consumed prior to the student attending school or a school sponsored activity, if the student is under the influence of the drug or alcohol while attending school or a school sponsored activity.

For purposes of this policy, “drug” means any substance that, when used or ingested, impairs or alters a person’s mood, cognitive ability or perception. “Drug” therefore includes both illegal and prescription drugs, as well as substances that may not have been manufactured for the purpose of altering a person’s mood, cognitive ability or perception, but can and are used to do so (such as inhalants). However, the possessing, using or being under the influence of a prescription drug shall not be deemed a violation of this policy, provided that the prescription drug is used in accordance with the terms of a valid medical prescription, and provided further that the student has notified the Nurse Administrator, in accordance with Section III below, of any impairing effects of the prescription drug.

For purposes of this policy, a student is deemed to be “under the influence” of any illegal drug if any amount of the drug is consumed or ingested, whether or not the student exhibits any signs of intoxication or impairment. For purposes of this section, a student is deemed to be “under the influence” of alcohol if the student shows any signs of alcohol-induced impairment, or if the student’s blood alcohol level is greater than 0.02, or if there is any measurable blood alcohol level and the student is under 21 years of age. It shall be no defense that the student does not meet any legal definition of intoxication. For purposes of this section, a student is deemed to be “under the influence” of a substance (other than an illegal drug or alcohol) if the student is visibly impaired or exhibits any erratic behavior reasonably attributable to the use of the substance.

Section II. Testing for Drug or Alcohol Use.

Upon reasonable suspicion that any student is under the influence of any drug or alcohol while within school boundaries, or within any clinical setting, or at any school sponsored activity, the Capital Area School of Practical Nursing will immediately require laboratory testing for drugs and/or alcohol. The student may be required to undergo blood analysis, urinalysis, or any other form of laboratory testing that the Capital Area School of Practical Nursing deems appropriate. If the laboratory analysis of any sample indicates no concrete evidence of drug or alcohol use, but there is any indication that the sample is abnormal, the student will be subject to additional testing. If the result of any testing reveals any violation of this policy, the student shall be subject to discipline, as set forth in Section I above. Testing shall take place at Springfield Clinic-Midwest Occupational Health Associates or at such other testing facility as CACC/CASPN shall designate in its sole discretion. The refusal of the student to submit to laboratory testing for drugs and/or alcohol, where such testing is duly demanded by the Capital Area School of Practical Nursing pursuant to this Section, is a violation of this Substance Abuse Policy and grounds for discipline, including immediate probation followed by dismissal from the Capital Area School of Practical Nursing.

Section III. Duty to Report Impairment

Students must report the use of any medically prescribed drug or other substance which can impair classroom or clinical performance to the Nurse Administrator. It is the student’s responsibility to determine from the physician whether a prescribed drug may affect classroom or clinical performance. Failure to report the use of such drugs or other substances, or failure to provide proper evidence of medical authorization, may result in the student’s dismissal from the program.

If an instructor feels that a prescribed drug is altering the student’s ability to function in the classroom or clinical area, the student may be dismissed for the day. If impairment is severe enough, the instructor may request that the student call someone to pick them up. If the student must remain on the prescribed drug, a written notice from the physician allowing the student to participate in the classroom or clinical area may be required. The instructor has the sole discretion of determining whether the student is able to safely administer patient care while taking prescription medicine regardless of any written physician note. The student will receive an absence for the day if sent home under these circumstances.

SMOKING POLICY

Under Illinois state law, the Capital Area Career Center is a smoke free facility, and tobacco use, including chewing tobacco, vapor or e-cigarettes products, is NOT permitted within the facility or on the grounds. This includes in the parking lot in a vehicle. Students WILL NOT be allowed to use tobacco products, chewing tobacco or e-cigarettes of any kind at any clinical facility/site.

DRESS CODE POLICY

Uniforms

Uniforms are to be purchased through Capital Area School of Practical Nursing. Uniforms will be ordered at Orientation. Uniforms must be paid for at orientation unless the financial aid office has provided you with a Uniform Voucher.

Classroom Dress Code/School Uniform

Students will have a professional, well-groomed appearance in the classroom. Clothing that is clean, well fitting and meets the following criteria is expected in the classroom.

1. Royal blue or white scrub pants and scrub top or **CASPN logo t-shirts/sweat shirts**
2. Socks and full shoes (no open toe or open heel) must be worn at all times
3. No holes, rips or tears in the attire
4. All hats and caps are to be removed while in the building
5. Smart watches are not allowed in classroom or clinicals

Clinical Dress Code

CASPN students must report to clinical and Clinical Scenario Float Out wearing the following:

1. Clean, well-fitting regulation white school uniform with a CASPN logo on the left arm sleeve. No t-shirts with any type of coloring are to be worn with the uniform. White t-shirts under uniforms are allowed. Dress uniforms must be worn with a full-length white slip and white pantyhose. Uniform pants must not be too tight or baggy. If a belt is worn it must be white. Only white CASPN lab coat may be worn over the uniform. All undergarments must be white or flesh color and without pattern. **The School Uniform is Not to be Worn Except when Performing in the Role of a CASPN Student Practical Nurse.**
2. Clean all white leather or leather-like nursing shoes or tennis shoes, including shoelaces if present, worn with all white hose/socks. No sandals, open toe or open heel shoes will be allowed. White tennis shoes are allowed only if they do not have any logos, color, or designs. Uniform shoes must be worn for clinical assignments only.
3. Student picture ID badge worn above the waist except where agency regulations prohibit. Badge to have student first name, last initial, and SPN. Clips for badges are provided by CASPN. No lanyards or decorated clips are allowed.

4. No jewelry other than wedding band or engagement ring and watch. No class rings, heirloom rings, neck chains or bracelets. Only one stud earring in the lobe of each ear is allowed. Earrings must not be dangling earrings. No other body piercing sites allowed.
5. Hair must be clean, well groomed, under control, and of a natural hair color. Long hair must be secured off the shoulders, and away from the face. Facial hair must be neatly trimmed. Hairstyles must present a professional image.
6. NO nail polish of any kind may be worn. Nails should be short, clean, and have smooth edges. No artificial nails or overlays may be worn in clinical sites.
7. Any visible tattoo(s) must be covered in the clinical area. They may be covered CASPN white lab coat. Skin tone tattoo coverings are also acceptable.
8. Excess makeup and perfume should be avoided. Lightly fragranced body sprays or lotions are acceptable. The smell of cigarette smoke may cause allergic reactions. Students should avoid smelling of smoke while caring for patients.
9. Other restrictions may be applied at the discretion of the instructor as deemed appropriate for the clinical setting or according to agency policy.
10. Gum chewing is not allowed at any time during clinical time frame. (Including pre and post conference)
11. No smoking, chewing tobacco, and e-cigarettes or vapor type nicotine are allowed at the clinical setting or CASPN campus.
12. Headbands must be a solid color, either black, white, blue or gray.

Mother/Baby & Peds Clinical Dress Code

Same as above.

Mental Health Clinical Dress Code

The clinical dress code for mental health clinical is your blue scrub school uniform and clinical shoes. All other clinical dress code guidelines remain the same.

1. Wear your clinical shoes for mental health float out. Tennis shoes that are worn in clinical may be allowed in Mental Health facilities. No tennis shoes with color.
2. Jewelry, tattoos, piercing guidelines remain the same.
3. Lanyards and badge reels are strictly prohibited in the clinical. Students must use badge clips provided by CASPN.

Noncompliance with dress code that CANNOT be immediately altered.

1. First offense - Dismissal for the day and charged one day clinical absence
2. Second offense - Probation & Dismissal for the day
3. Third offense – Meet with CASPN Nurse Administrator to discuss possible dismissal from the program.

Noncompliance with dress code that CAN be immediately altered.

1. First offense - Plan of Improvement will be given
2. Second Offense - Probation and dismissal for the day
3. Third Offense – Meet with CASPN Nurse Administrator to discuss possible dismissal from the program.

ATTENDANCE POLICY

Attending morning and afternoon class is an expectation and responsibility when enrolled at CASPN. **Students not present in the classroom at the start of class will be marked tardy.** Absences and tardiness of up to 15 minutes will be closely monitored. A student who is more than 15 minutes late is considered absent for a half day in the classroom. Students leaving class more than 15 minutes before class ends will be counted absent for a half day.

Students may be excused a maximum of three (3) days per quarter. Students are expected to complete any assignments or complete make up work for the days they are absent (refer to p.22). The course grade will include 3 APPLE points daily per course for meeting the classroom requirements (refer to p.21). Students who miss more than three (3) classroom days per quarter must attend make-up days on final exam days. After the final exam, students will be mandated to stay for the remainder of the day i.e. until 4 pm. Students will be required to complete an assignment and participate in activities designated by the instructor on one or both final exam days as deemed necessary.

Students who will be absent or tardy for clinical must notify their clinical instructor or Clinical/Skills Lab Coordinator's office preferably at least one hour prior to start of the clinical day. Students should leave a message with name, clinical site or instructor's name. Of the three (3) days absence allowed per quarter, **only one (1) day may be a skills lab or clinical day.** If a student misses a second skills lab or clinical day within a quarter, they will be required to attend make-up days after the final exams. Make-ups for missed days will not carry into other quarters. If a student is unable to attend the make-up day, the student will fail the clinical portion of the program, which results in dismissal from the program. Missing a third (3rd) clinical day in any one (1) quarter may result in dismissal from the program. If the students does not notify either their clinical instructor **or** the Clinical/Skills Lab Coordinator, one hour before the start time of clinicals and up to one hour after the start of clinicals, they will be considered a "no call, no show" and **will be placed on probation.**

Please note the attendance requirements for the Financial Aid Satisfactory Academic Progress (SAP) policy may be stricter than the policy listed above. Please refer to the Financial Aid and Tuition portion of this Student Handbook.

Tardiness

Tardiness is not acceptable. The student is expected to be in his/her seat and ready for class at the designated time. The student is expected to be ready for work at his/her clinical affiliation at the time assigned. **Please contact your clinical instructor if you are going to be late to your clinicals.** Tardiness, up to 15 minutes, will be determined by the clock in the classroom or clinical setting, not by student's individual watches. You may have one tardy, up to 15 minutes, on a skills lab day or a clinical day without penalty. **The second tardy on a skills lab day or a clinical day will be counted as a full day absence.** If a student is late for a second time and counted absent, he/she may remain in the clinical setting so that they do not miss the experience; however, the absence due to lateness will not be charged. **Tardiness over 15 minutes will count as a full day absence.**

If the student arrives to clinicals unprepared, the student will be considered tardy. Definitions of this includes but not limited to, pen, name badge, stethoscope, and lab coat. If the student can retrieve the item (in the car), the student will be counted tardy. If the needed article can't be retrieved and the student needs to leave the facility (item at home), student will receive an absence.

Only two periods of tardiness of up to 15 minutes are allowed in the classroom setting per quarter either at the beginning or end of a class. The student must check with their instructor prior to leaving the classroom. If a student fails to check with the classroom instructor prior to leaving early it will be counted as an absence. **Any tardy beyond two will count as one half day absence each.**

However, if absences exceed three days due to documented military training (in and out of the country), the student may be required to repeat the quarter in order to meet clock hour requirements.

Skills Lab Attendance

Attendance in skills lab sessions is essential to practice and master the skills needed for clinical preparation. If a student is absent on a skills lab practice day, he/she will be responsible for covering that material on his/her own time. If a skills testing day is missed, it is the student's responsibility to contact the Skills Lab Coordinator to schedule a make-up. This make-up should be done on the next day. If this is not done, the student may attend clinical, but is not able to preform that skill until that skills check-off is successfully completed. **An absence on a skills lab day is considered a clinical absence.**

DISCIPLINE FOR VIOLATIONS

CASPN investigates and responds to all reports of violations of the social networking policy and other policies. Violations of CASPN's policies will result in disciplinary action up to and including immediate dismissal. The appropriate discipline to be administered will be determined based on the nature and any exaggerating or extenuating factors present regarding any violation of this or applicable CASPN policies. CASPN reserves the right to take legal action where necessary against students or faculty who engage in prohibited or unlawful conduct.

PROBATION/DISMISSAL

Probation may be given at the discretion of the Nursing Instructor or Nurse Administrator or Clinical /Skills Lab Coordinator for failure to comply with school and/or agency policies. A student receiving a probation will be referred to the Nurse Administrator. A student receiving two (2) probations in a quarter or three (3) probations overall may be dismissed.

With or without first receiving probation, a student may be dismissed from the program at any time because of failure to comply with the classroom performance and clinical performance. If the Nurse Administrator determines that a student's behavior or performance warrants dismissal, the student shall be sent a dismissal letter. The letter may be hand-delivered or sent by mail to the address on file as provided by the student. However, any failure of the mail system to properly send the letter shall not invalidate the dismissal. The dismissal is also not invalidated if the student has not provided an updated address or refuses to accept the letter. The letter shall inform the student that he or she is being recommended for dismissal from the Nurse Administrator. The letter shall also include a brief explanation of the reason or reasons for the dismissal. The letter shall state that the student has two business days to appeal, in writing, the decision to dismiss by requesting an appeal before the Director of the CACC. The letter shall state that, if no timely request for an appeal is made, the dismissal will be effective and final two days after the letter's receipt. The letter may, if appropriate, inform the student that he or she may seek readmission to the nursing program. The letter need only substantially comply with this paragraph; no special language is required so long as the student is informed of the reason for dismissal and his or her right to request a hearing.

A student may deliver an appeal request to the Nurse Administrator. If the student does not request an appeal within two business days of receiving the letter of dismissal, the dismissal becomes effective and final. The Nurse Administrator may, but is not required to do so, send a second letter to the student, explaining that the dismissal is now final.

If a student is dismissed and is eligible for return, the student 10 business days from the date of Director's final dismissal letter to send a letter requesting readmission to the program. The letter must be dated, written and signed by the student, and addressed to the Nurse Administrator. No verbal requests or emails will be accepted. If the letter is not received in 10 business days,

the student will not be considered eligible for readmission. The student's request will be reviewed by the Admission, Promotion and Retention Committee. The committee will be appointed by the Nurse Administrator and shall consist of volunteers, some of whom may be employees of CACC or CASPN. The committee shall evaluate the readmission request by objective criteria set by the CACC Director. If necessary, the committee may interview the student and gather such information as necessary to complete a report. The committee shall not rule on the readmission request, but shall submit a report to the Nurse Administrator based on the criteria for readmission. The committee report will be forwarded to the CACC Director for a final decision. Readmission will be offered to eligible students, if vacancies permit. Readmission is a privilege, not a right, and a determination that the student is not eligible for readmission is not subject to appeal.

PERMANENT DISMISSAL FROM CASPN

A student who is dismissed from CASPN for any of the following infractions is dismissed without the possibility of appeal or readmission.

- Violation of the Bullying, Intimidation, and Harassment policy
- Violation of any HIPAA regulations
- Violation of the Sexual Harassment policy
- Dishonesty of any kind, either academic dishonesty, lack of honesty of any kind in the classroom or clinical setting, or falsification of admission or financial aid records.

APPEAL OF DISMISSAL

If a student who is eligible for readmission makes a timely written request to appeal a dismissal notice to the Nurse Administrator, the Director of CACC will act as Hearing Officer. If the Director is unavailable, or if the Director (in her or his sole discretion) believes she should not act as Hearing Officer because of any real or perceived bias, the CACC Principal shall act as Hearing Officer. The hearing will be scheduled as soon as possible after the request is received with the following conditions:

- The student may bring witnesses, and the student may be represented by an attorney at the meeting, but CASPN shall be under no obligation to delay the hearing to accommodate the student's witnesses or attorney. When practical and efficient, witnesses and attorneys may participate by telephone.
- The hearing shall be informal and it shall not be conducted like a trial. The hearing shall be limited to the issues of whether grounds for dismissal exist and whether dismissal is an appropriate remedy. If the student raises a grievance against CASPN or CACC faculty or staff during the hearing, the grievance may be referred for handling under this Handbook's grievance procedure, but the hearing (and any decision to dismiss the student) shall not be delayed for resolution of the grievance.

- The Hearing Officer can consider documents and written statements in support or dismissal or in opposition of dismissal, without requiring the presence of the person or persons who prepared them. However, the student shall be entitled to examine any documents used in the hearing, except that other students' records or private patient information may be redacted. The student may present personal evidence regarding the cause of the dismissal; however, the Hearing Officer may limit evidence that is repetitious or unrelated the grounds for dismissal. The Hearing Officer may end the hearing and sustain the dismissal if the student engages in verbally or physically abusive behavior during the hearing.

After the hearing, the Hearing Officer will make a final decision regarding the dismissal based on the evidence heard. A certified letter will be sent to the student within 10 business days to notify him or her of the result of the hearing. The decision shall be final without further appeal. If student is allowed to return after appeal, they maybe required to attend a makeup day in the quarter of appealed dismissal.

WITHDRAWAL/READMISSION REQUIREMENTS

A lapse in attendance, for whatever reason, is defined as a withdrawal even if the student plans to repeat the quarter. The student must give written notice to the Nurse Administrator of their withdrawal.

In order to repeat a quarter, for any reason, a student must complete a written request for a return within 10 business days from the last day of attendance. If a student withdraws more than twice during the program, a meeting with the Nurse Administrator must be scheduled in order to return. A request for return will then be reviewed by the Admission, Promotion and Retention Committee.

The student must return to the program the next time that quarter is offered. If unable to return the next time that quarter is offered, a student may be required to repeat the entire program. A student who has been absent from the program for more than one (1) year may be required to repeat the entire program including admission requirements.

A student is allowed to repeat a quarter one time only and allowed to repeat no more than 2 quarters.

GRIEVANCE PROCEDURE

Definition and Purpose

"Grievance" will mean a complaint by a student or students that there has been an alleged violation, misinterpretation, or misapplication of the Student Handbook or program operation. The Grievance Procedure is intended to resolve problems at the lowest possible level and with the least disturbance as fairly and equitably as possible.

Procedure

Step 1. The student(s) should discuss the problem with the person(s) directly involved in the grievance issue. An oral response to the problem should be made within one (1) school day.

Step 2. If the problem is not resolved to the satisfaction of the student(s), the student(s) may present a written statement of the problem to the Nurse Administrator within one (1) school day after the response from the person(s) involved. A meeting will be held within three (3) school days after receipt of the written statement and a written response will be made within two (2) school days after completion of the meeting.

Step 3. If the problem is not solved by a meeting with the Nurse Administrator and the issue involves readmission or retention, the student(s) may make a written request for a hearing of the Admission, Promotion and Retention Committee. This request must be made within one (1) school day after the response from the Nurse Administrator and a hearing will be scheduled within two (2) school days after receipt of the request. The CASPN Accreditation Coordinator serves as chair of the Committee, unless involved in the grievance, in which case, the Director of CACC or their appointee will serve as chairperson. The Committee will hear the grievance and the testimony of the student(s) and person(s) involved as well as the previous responses. A decision will be made based on majority vote, excluding any faculty member(s) and/or the Nurse Administrator, if involved. A written response will be made within two school days after completion of the hearing.

Step 4. If a satisfactory solution is not reached, the student(s) may appeal the problem in writing to the Director of the Capital Area Career Center within two (2) school days from the receipt of the response of the Committee. A meeting will be held within three (3) school days after receipt of the appeal and a written response will be made within five (5) school days after completion of the meeting. The Director of Capital Area Career Center makes the final decision, and therefore, step 4 is the final step of the grievance procedure.

PROGRAM COMPLETION

Graduation Requirements

1. Must complete all quarter in succession.
2. Must have a 77% or higher in each course to pass.
3. Must pass ATI comprehensive review, if not, students have to do remediation that is assigned by the school.

Graduation Ceremony

A ceremony is held at the end of fourth quarter for students who have successfully completed the program. Graduates are presented a diploma and school pin. School pins are purchased through the school at the expense of the student and therefore are optional.

Graduates and any students in the ceremony must wear the regulation white school uniform unless prior approval has been made with the Nurse Administrator. Those not in the regulation school uniform **will not** participate in graduation ceremony without prior approval. Students and others who appear under the influence of alcohol or drugs will be barred from the ceremony, and will be subject to the school policy regarding the incident.



Pinning Ceremony
Class 120

NCLEX-PN Examination and Licensure

A student who has successfully completed the program is eligible to apply to take the NCLEX-PN Examination. A candidate is responsible for the expense of the examination and has one year to apply for licensure after passing the exam. The candidate has three years from the date of the application to pass the exam and may only work as a CNA or technician until passing the exam.

Qualifications for Licensure of Practical Nurses in Illinois

The following personal questions appear on the application for the NCLEX-PN Examination. If you will be required to answer **YES** to any of these questions, please contact the Illinois Department of Financial and Professional Regulation **before** completing the application to take the NCLEX-PN examination.

1. Have you been convicted of any criminal offense in any state or in federal court (other than minor traffic violations)?
2. Have you been convicted of a felony?
3. Have you had or do you now have any disease or condition that interferes with your ability to perform the essential functions of your profession, including any disease or condition generally regarded as chronic by the medical community, i.e., (1) mental or emotional disease or condition; (2) alcohol or other substance abuse; (3) physical disease or condition, that presently interferes with your ability to practice your profession?
4. Have you been denied a professional license or permit, or privilege of taking an examination, or had a professional license or permit disciplined in any way by any licensing authority in Illinois or elsewhere?
5. Have you ever been discharged other than honorably from the armed services or from a city, county, state or federal position?

In accordance with the Illinois Administrative Procedures Act and the Nursing Practice Act, applications for renewal of a license or a new license shall include the applicant's Social Security number, and the licensee shall certify, under penalty of perjury that individual is not more than 30 days delinquent in complying with a child support order. Failure to certify shall result in disciplinary action, and making a false statement may subject the licensee to contempt of court.

In accordance with the Illinois Department of Financial and Professional Regulation Law, "The Department shall deny any license or renewal authorized by the Civil Administrative Code of Illinois to any person who has defaulted on an educational loan or scholarship provided by or guaranteed by the Illinois Student Assistance Commission or any governmental agency of this State; however, the Department may issue a license or renewal if the aforementioned persons have established a satisfactory repayment record as determined by the Illinois Student Assistance Commission or other appropriate governmental agency of this State." (Proof of a satisfactory repayment record must be submitted).

CASPN TRANSCRIPTS

Each student/graduate may receive one official transcript free. The fee for each official transcript thereafter will be \$5.00. No transcripts will be issued until the fee is paid.

No transcripts will be issued if a student has an outstanding debt to the school of nursing, is known to be in default on a student loan (obtained during their time at CASPN), owes a repayment on a Pell grant, or has not returned their security badges, or any books, audio visuals, etc. to the school library.

Access to Records

Access to school student records is governed by the Family Educational Rights and Privacy Act (FERPA) of 1974 and the Illinois School Student Records Act. School student records are divided into "student permanent records" and "student temporary records". "Student permanent records" contain the minimum personal information necessary for the education of students. Such information includes a student's name and address, birth date and place, gender,

academic transcript, graduation date, level achieved and scores on college entrance examinations, attendance records, accident reports and health record, record of release of permanent record information, and such other entries as the Illinois Community College Board may require or authorize; and may include honors and awards received, and information concerning participation in CASPN sponsored activities.

“Student temporary records” contain all information within school student records not contained in student permanent records. Such information includes a record of release of temporary record information, information regarding serious infractions that resulted in expulsion, suspension or the imposition of punishment or a sanction; and may include other information of clear relevance to the education of the student.

Parents Rights under FERPA

When a student turns 18 years old or enters a postsecondary institution at any age, all rights afforded to parents under FERPA transfer to the student (“eligible student”). However, FERPA provides ways in which a school may – but is not required to share information from an eligible student’s education records with parents, without the student’s consent. For example:

- Schools may disclose education records to parents if the student is claimed as a dependent for tax purposes.
- Schools may disclose education records to parents if a health or safety emergency involves their son or daughter.
- Schools may inform parents if the student is under age 21 and has violated any law or policy concerning the use or possession of alcohol or drugs
- A school official may generally share with parent, information that is based on that official’s personal knowledge or observation of the student.
- The release of final results of a disciplinary proceeding against a student who is an alleged perpetrator of a “crime or violence or non-forcible sex offense” and who was found responsible for violating CCCTC policies in perpetrating the crime.

Right to Inspect and Copy School Student Records; Limitations; Cost for Copying

A student or any person specifically designated as representative by a student in writing has the right to inspect and copy all school student permanent and temporary records of that student.

No person who is prohibited by an order of protection from inspecting or obtaining school records of a student pursuant to the Illinois Domestic Violence Act of 1986 shall have any right of access to, or inspection of, the school records of that student. No employee shall disclose to any person against whom CASPN has received a certified copy of an order of protection the location or address of the petitioner for the order of protection or the identity of the school in which the student is enrolled. A copy of the order of protection shall be maintained in the record of the student enrolled in CASPN whose parent is the petitioner of an order of protection.

The cost for copying school student records shall be the actual cost of providing a copy or copies, provided that such costs shall not exceed \$.35 per page. No student shall be denied a requested copy of school student records due to inability to bear the cost of such copying.

Control of Access and Release of School Student Records

CASPN reserves the right to control the access to and release of school student records. CASPN has the right to request a copy of any information released. All rules and regulations developed pursuant to the Illinois School Student Records Act, the Family Educational Rights and Privacy Act and the Freedom of Information Act will be observed by CASPN.

No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under the Illinois School Student Records Act or its regulations.

School student records or information contained therein may, consistent with Illinois law, be released, transferred, disclosed or otherwise disseminated, without student consent, to the following:

1. A student or person specifically designated in writing as a representative by a student;
2. An employee or official of CASPN or Illinois Community College Board with current demonstrable educational or administrative interest in the student, in furtherance of such interest;
3. Official records custodians of other schools in which the student has enrolled or intends to enroll, upon request of such official or student;
4. Any person for the purpose of research, statistical reporting or planning, provided that no student can be identified from the information and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records;
5. Any person pursuant to a court order;
6. Any person specifically required by State or Federal law;
7. Subject to regulations of the Illinois Community College Board, in connection with an emergency, to appropriate persons if the information is necessary to protect the health or safety of the student or other persons;
8. Any person with the prior specific dated written consent of the student designating the person to whom the records may be released.

Rights and Procedures for Challenging School Student Records

Students have the right to challenge the accuracy, relevance or propriety of any entry in their school student records, exclusive of academic grades and references to expulsions or suspensions if the challenge is made at the time the student's records are forwarded to another school to which the student is transferring. Students also have the right to insert in their student

record a statement of reasonable length setting forth their position on any disputed information contained in that record.

CASPN shall abide by the procedures prescribed by the Illinois Community College Board when a challenge is made. Students who desire to challenge school student records may request a hearing by submitting a written request to the CASPN Nurse Administrator, said request shall contain notice of the specific entry or entries challenged and the basis of the challenge. Challenge procedures shall include the following:

1. An initial informal conference with the student, within 15 school days of receipt of the request for a hearing.
2. If the challenge is not resolved by the informal conference, formal procedures shall be initiated.
 - a. A hearing officer, who is not an instructor employed by CASPN shall be appointed by CASPN.
 - b. The hearing officer shall conduct a hearing within a reasonable time, but no later than 15 days after the informal conference, unless an extension of time is agreed upon by the student and CASPN officials. The hearing officer shall notify the student and CASPN officials of the time and place of the hearing.
 - c. At the hearing each party shall have the following rights:
 - i. The right to present evidence and to call witnesses;
 - ii. The right to cross-examine witnesses;
 - iii. The right to counsel;
 - iv. The right to a written statement of any decision and the reasons therefore;
 - v. The right to appeal an adverse decision to an administrative tribunal or official established or designated by the Illinois Community College Board.
 - d. A verbatim record of the hearing shall be made by a tape recorder or a court reporter, at the expense of the party seeking to preserve the record. A typewritten transcript may be prepared by either party in the event of an appeal of the hearing officer's decision, at the expense of the party seeking the appeal. However, a typewritten transcript is not required in an appeal.
 - e. The written decision of the hearing officer shall, no later than 10 school days after the conclusion of the hearing, be transmitted to the student and CASPN. It shall be based solely on the information presented at the hearing and shall be one of the following:
 - i. To retain the challenged contents of the student record;
 - ii. To remove the challenged contents of the student record; or
 - iii. To change, clarify or add to the challenged contents of the student record.
 - f. Any party shall have the right to appeal the decision of the local hearing officer to the Illinois Community College Board within 20 school days after such decision is transmitted. If the student appeals, the student shall so inform CASPN and within 10 school days CASPN shall forward a transcript of the hearing, a copy of the record entry in question and any other pertinent materials to the Illinois Community College Board. CASPN may initiate an appeal by the same procedures.

- g. Upon receipt of such documents, the Illinois Community College Board shall examine the documents and record to determine whether CASPN's proposed action concerning the student's record is in compliance with the Act, make findings and issue a written decision to the student and CASPN within 20 school days of the receipt of the appeal documents.
- h. Final decisions of the Illinois Community College Board may be appealed to the Circuit Court of Sangamon County (see Section 7(c) of the Act).

Directory Information and Disclosure

Information that may be designated as directory information shall be limited to identifying information: name, address, gender, grade level, birth date and place, parents' names and addresses; academic awards, degrees, and honors; information in relation to school-sponsored activities and organizations; major field of study; and period of attendance in the school.

"Directory Information" may be released to the general public, unless a student requests that any or all such information not be released.

Destruction of School Student Records

CASPN annually reviews all school student records. Student permanent records are retained for not less than 60 years. Student temporary records are retained for 5 years. Students who graduated or otherwise terminated enrollment at CASPN prior to 5 years ago are notified that if they desire a copy of their temporary records before the records are deleted/destroyed, they must make that request to CASPN in writing. The scheduled destruction date of temporary records is July 1 of each year. Questions regarding school student records and procedures should be directed to the CASPN Nurse Administrator.

The nursing program reserves the right to modify, amend, or delete statements in the handbook and to make changes in the curriculum, calendar, and program policies as necessary. Each student is held responsible for information contained in the Student Handbook. Any changes will be posted. Failure to read the Student Handbook or posted changes will not excuse the student from accountability.



THIS HANDBOOK CONTAINS THE POLICIES AND REGULATIONS SET FORTH BY THE CAPITAL AREA SCHOOL OF PRACTICAL NURSING.

FAILURE TO COMPLY WITH THESE POLICIES AND/OR REGULATIONS MAY RESULT IN PROBATION AND/OR DISMISSAL FROM THE PROGRAM.

I have received the information contained in the Student Handbook of the Capital Area School of Practical Nursing.

I am aware that failure to comply with these policies and/or regulations may result in dismissal from the program.

Student's Signature: _____ Date: _____

Photo Release

I, _____, grant permission to Capital Area School of Practical Nursing to use my likeness in a photograph in any of its publications, including but not limited to printed and digital publications. I understand and agree that any photograph using my likeness will become property of Capital Area School of Practical Nursing.

I waive my right to inspect or approve the product prior to use. I waive my right to any royalties or other compensation related to the use of their photograph.

I am competent and have read and understand this release prior to signing.

Student's Signature: _____ Date: _____