Citizens School of Nursing Catalog

2016-2017
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About the School

The purpose of the School is to graduate individuals prepared for registered nurse (RN) licensure and competent for entry-level practice in a variety of healthcare settings.

History of the School

Citizens School of Nursing was opened under the original name of Citizens General Hospital School of Nursing sometime in late 1913 by Citizens General Hospital. Citizens General Hospital, originally established as Trinity Hospital, was chartered in December 1912. The School opened with two students under the direction of two "nurse executives" who were responsible for the Hospital and the School. The first formal graduation of four students was held in May 1917. Since that time, 2462 students have graduated.

In October of 1922, the Nurses Home was donated by the H. E. Kinlock family and furnished by the Hospital. Auxiliary. In June 1962, the Aluminum Company of America presented their "Clubhouse" at 200 Freeport Road to the Hospital.

The early curriculum of the school was implemented with three formal nursing instructors, physicians and hospital departmental supervisors. In the mid 1950s, the nursing faculty positions were expanded so that nursing instructors taught classroom theory and supervised clinical experience. The first male student was admitted in 1957 making this one of the first co-educational programs in Pennsylvania.

The School of Nursing earned its first NLN accreditation in 1960 and continues to enjoy the privilege of full accreditation.

The original 36-month curriculum has been revised often over the School's history so that the educational program could keep pace with innovations in nursing and health care. Today the program is 2 years long and consists of 2205 hours of nursing theory and practice and 33 college credits earned at Penn State University and Westmoreland County Community College.

In November 2000, Citizens General Hospital closed and the ownership of Citizens School of Nursing was transferred to Allegheny Valley Hospital. The change of ownership of the School of Nursing was approved by the Pennsylvania State Board of Nursing and the National League for Nursing Accrediting Commission in early 2001.

Philosophy of the School

The Faculty of the Citizens School of Nursing believes that the individual is in constant interaction with the environment and lives within the context of a family. This family is a set of significant others, a person, group, or community, defined by the individual and identified as having a major impact on the individual's well-being. Individuals are diverse composites of the dynamic interrelationships among physiological, psychological, socio-cultural, developmental and spiritual variables in their environment. The individual's interaction with these variables determines the individual's perception of health. The individual is viewed as being in constant change striving to move toward the highest possible state of well-being.

Health is a perceived state along the wellness-illness continuum. It may or may not be defined as the absence of disease but may be defined in terms of the highest state of functioning or comfort in the presence of a serious illness. It is defined by the individual and family.

Nursing is a dynamic, evidence-based, caring profession rooted in the scientific theory of bio-psycho-social sciences. Critical thinking, interprofessional and therapeutic communication, leadership and management skills are everyday tools of nursing. The focus of nursing is the provision of high quality, safe, patient-centered care consistent with evidence-based, best practice and nationally established standards of care. The nursing process includes interventions to promote, maintain, and restore health in a variety of settings. Nursing is autonomous and therefore morally, ethically and legally responsible to the individual, family, multidisciplinary health care team and society for the quality of care provided. Nursing influences and is influenced by the current political, social, and economic trends that impact health care.
Learning is an active, participative, life long process that results in the acquisition of knowledge and skills, as evidenced by changes in an individual’s behavior, values, and attitudes. The learning process progresses from simple to complex, general to specific, and directed to self-directed. It is influenced by past experiences, readiness, and motivation of the learner. Nursing education is a student-centered, collaborative process based on a mutual trust, respect, and acceptance of responsibility between the educator and the student. In the educational process the teacher is responsible for planning and guiding the learning experience, which reflect the application of theory to practice. The students are supported as they strive for proficiency in critical thinking and critical decision-making skills essential to entry-level practice. The students are expected to be active participants in the educational process.

The School of Nursing serves the community by preparing competent entry-level professional nurses who live and work primarily in the Alle-Kiski Valley and the general Southwestern Pennsylvania region. The School also serves the community by encouraging faculty and student participation in health-related activities that promote the health of the community and demonstrate the role of the professional nurse in the community.

### School Goals

The planned total program:
- Prepares graduates with the knowledge, values and skills essential for entry-level practice as a professional nurse
- Provides high quality nursing education that is responsive to the individual consumer and the community’s need for qualified nurses
- Fosters educational mobility and the pursuit of independent initiatives for continuing education to ensure personal and professional growth
- Satisfies the standards of the State Board of Nursing and Accreditation Commission for Education in Nursing (ACEN) by providing essential curriculum and program resources to support students and faculty
- Facilitates successful licensure of graduates

### Educational Mobility Plan

Citizens School of Nursing has established a mobility plan with the Penn State University Bachelor of Science in Nursing (BSN) program. Under this plan, qualified graduates of Citizens School of Nursing will be eligible for consideration for admission to the extended Penn State University BSN program with advanced standing.

### Educational Effectiveness: The Student’s Right to Know

#### NCLEX-RN

In order to practice as a registered nurse (RN), graduates must pass the National Council Licensure Examination for Registered Nurses (NCLEX-RN). The pass rates for the last three Citizens School of Nursing classes are as follows:
- Class of 2014 – 83.3%
- Class of 2013 – 80.23%
- Class of 2012 – 91.46%

#### Retention Rates

Retention rates for the last three Citizens School of Nursing Classes are as follows:
- Class of 2014 – 86%
- Class of 2013 – 88%
- Class of 2012 – 90%

#### Employment Patterns

Employment of Citizens School of Nursing graduates at program completion is as follows:
- Class of 2014 – 83%
- Class of 2013 – 88%
- Class of 2012 – 93%

#### Standardized Tests

Various standardized tests are administered throughout the program. Standardized comprehensive review tests are given at the end of the program to assess readiness for the nursing licensing examination. The School uses standardized testing to counsel individual students and to evaluate program strengths and weaknesses. Information related to this performance will be made available upon request.
Graduate and Employer Satisfaction
Parallel studies of recent Citizens School of Nursing graduates and their employers showed that graduates were satisfied with the education they received at the School of Nursing. Both graduates and their employers responded that the graduates were well prepared for entry-level nursing practice.

Non-discrimination Policy
In furtherance of our nation’s commitment to end discrimination on the basis of disability and in accordance with the provisions of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1992 and all regulations properly issued there under to protect the rights of disabled persons, it is this hospital’s policy that:

The School of Nursing Educational Program administered by Allegheny Valley Hospital shall not exclude from participation, deny benefits to or subject to discrimination any qualified individual solely by reason of his or her disability. Also, the school does not discriminate on the basis of race, creed, sex, marital status, religion, national origin, sexual orientation, age or ancestry.

Accreditation and Memberships
Citizens School of Nursing is approved by the Pennsylvania State Board of Nursing, accredited by the Accreditation Commission for Education in Nursing (ACEN) and a member of the National League for Nursing (NLN) and Hospital Association of Pennsylvania.

Allegheny Valley Hospital is accredited by The Joint Commission, certified by the Commonwealth of Pennsylvania Department of Health and a member of the Hospital Council of Western Pennsylvania.

The School of Nursing is required by the ACEN to provide accurate and consistent information to prospective students. Our recruitment information is housed with the commission:

ACEN (Accreditation Commission for Education in Nursing, Inc.)
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
Phone: 1.404.975.5000
www.acenursing.org

The purpose of this catalog is to inform and it should not be considered a contract.
Curriculum

Curriculum Overview

The Faculty of Citizens School of Nursing asserts that the planning, direction, implementation, evaluation, review, and revision of the program are the responsibility of the faculty in order that the purpose, philosophy, and objectives of the School of Nursing might be achieved.

The curriculum is organized around the major concepts from Neuman’s theory. These concepts include the open system perspective, system variables and stressors and their impact on system stability. The three levels of prevention and the recognition of the patient as individual, family, and community are integrated throughout the program.

Additional central concepts form the basis of the program objectives and the clinical nursing course objectives across the curriculum. These central concepts include the development and application of a scientific theory base, critical thinking, the nursing process, professional accountability and responsibility, therapeutic and professional communication, and interdisciplinary team skills. Pharmacology and nutrition therapy are integrated throughout the program.

College courses provide 24 credits in the natural sciences, humanities, and nursing and have been placed in a specified sequence to support the nursing theory. Six of those credits are upper-division nursing courses taught by Penn State University (PSU). Students may complete some or all of the college courses, with the exception of the PSU nursing courses, before entering the nursing program. The entire two-year nursing program is organized into two academic years, which are subdivided into terms. The length of the total program consists of 435 theory hours and 945 clinical hours for a total of 1380 hours.

The first academic year consists of three semesters. The first semester, Fundamentals of Nursing, is a clinical nursing course that focuses on basic nursing and assessment skills. Anatomy and Introduction to Psychology are the college support courses. The second semester Introduction to Medical-Surgical Nursing covers the concepts of gerontology, fluid and electrolytes, renal, mobility, pneumonia, perfusion, metabolism and cellular regulation. The third semester of the first year is a six-week Community Nursing course. Nursing informatics is the support course.

In the second year there are two semesters. The Fall Semester is Advanced Medical-Surgical Nursing with break-out courses of Maternal-Child Nursing or Adults in Crisis. Microbiology is the college support course for this semester. The Winter Semester, Integration into Professional Practice includes the general principles of leadership, management, delegation, health care delivery and quality and collaboration. Students who did not take Maternal-Child Nursing or Adults in crisis will do so at this time. The college support course is Professional Transitions.

Support courses in the second year, first semester are Microbiology and Introduction to Psychology. In the second semester the support courses are Introduction to Computing and Nursing Informatics and Transition and the Professional Nurse.

Concurrent Completion of College and Nursing Courses (Master Rotation Plan)

On the following page is the master rotation plan for concurrent completion of college and nursing courses.
### Citizens School of Nursing New Kensington, PA

**Master Rotation Plan**

<table>
<thead>
<tr>
<th>Citizens School of Nursing</th>
<th>Master Rotation Plan: New Curriculum</th>
<th>Summer - 6 Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>CLASS OF 2017</td>
<td></td>
</tr>
<tr>
<td>Fall Semester – 18 Weeks</td>
<td>Spring Semester – 18 Weeks</td>
<td></td>
</tr>
<tr>
<td>Nursing 100: Fundamentals of Nursing 12 credits*</td>
<td>2 Wks. Nursing 200: Medical-Surgical Nursing 12 credits*</td>
<td>1 Wk. Nursing 201: Community Nursing 3 credits*</td>
</tr>
<tr>
<td>Theory – 105 hrs. 7 cr.</td>
<td>Theory – 105 hrs. 7 cr.</td>
<td>Theory – 30 hrs. 2 cr.</td>
</tr>
<tr>
<td>Clinical – 225 hrs. 5 cr.</td>
<td>Clinical – 225 hrs. 5 cr.</td>
<td>Clinical – 45 hrs. 1 cr.</td>
</tr>
<tr>
<td>Anatomy 4 credits</td>
<td>V Physiology 4 credits</td>
<td>V Nursing Informatics** 3 credits</td>
</tr>
<tr>
<td>Intro to Psychology 3 credits</td>
<td>A Growth and Development 3 credits</td>
<td>A</td>
</tr>
<tr>
<td>Total credits 19 credits</td>
<td>Total credits 19 credits</td>
<td>C Total credits 6 credits</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 2</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester – 18 Weeks</td>
<td>Spring Semester – 18 Weeks</td>
<td></td>
</tr>
<tr>
<td>Nursing 300: Critical Care Nursing of the Adult 8 credits*</td>
<td>2 Wks. Nursing 400: Integration Into Professional Practice 5 credits*</td>
<td>1 Wk. Suggested Electives: (all are 3 credits)</td>
</tr>
<tr>
<td>Theory – 75 hrs. 5 cr.</td>
<td>Theory – 30 hrs. 2 cr.</td>
<td>Recommended but not required:</td>
</tr>
<tr>
<td>Clinical – 135 hrs. 3 cr.</td>
<td>Clinical – 135 hrs. 3 cr.</td>
<td>Introduction to Sociology</td>
</tr>
<tr>
<td>Every student enrols in 1 of the courses below.</td>
<td>Every student enrols in 1 of the courses below.</td>
<td>Nutrition</td>
</tr>
<tr>
<td>Nursing 301: Maternal Child Nursing 5 credits*</td>
<td>A Nursing 301 5 credits*</td>
<td>A English Comp I</td>
</tr>
<tr>
<td>Theory – 45 hrs. 3 cr.</td>
<td>Theory – 45 hrs. 3 cr.</td>
<td>English Comp II</td>
</tr>
<tr>
<td>Clinical – 90 hrs. 2 cr.</td>
<td>Clinical – 90 hrs. 2 cr.</td>
<td>Math Elective (Statistics recommended)</td>
</tr>
<tr>
<td>OR Nursing 302: Nursing Care of the Patient and Family in Crisis 5 credits*</td>
<td>C Nursing 302 5 credits*</td>
<td>Ethics</td>
</tr>
<tr>
<td>Theory – 45 hrs. 3 cr.</td>
<td>Theory – 45 hrs. 3 cr.</td>
<td>Nursing Health Assessment - PSU</td>
</tr>
<tr>
<td>Clinical – 90 hrs. 2 cr.</td>
<td>Clinical – 90 hrs. 2 cr.</td>
<td>Intro to Nursing Research - PSU</td>
</tr>
<tr>
<td>Microbiology 4 credits</td>
<td>Professional Transitions** 3 credits</td>
<td>Electives may be taken at Penn State University</td>
</tr>
<tr>
<td>Total credits 17 credits</td>
<td>Total credits – 13 credits</td>
<td>or Westmoreland County Community College.</td>
</tr>
<tr>
<td><strong>The use of the word “credit” with CSON nursing courses implies credit equivalents not earned college credit awarded by a college/ university.</strong></td>
<td>** Indicates an upper division Penn State University Nursing Course which may not be taken prior to enrollment.</td>
<td>Enrollment arrangements are made via the School of Nursing.</td>
</tr>
</tbody>
</table>

Total: Nursing credits – 50 College Support course credits – 24 Total 74
College Course Descriptions

After acceptance to the School of Nursing, each person is strongly encouraged to complete any of the following courses before entering the nursing classes. The courses must be taken at an accredited college or university.

Introductory Psychology (Credits – 3)
Presentation of topics and concepts fundamental to an understanding of human behavior and experience. The course should introduce the student to the structure and dynamics of behavior as expressed in modern psychological theory as well as the processes of learning, development, and personality structure.

Anatomy (Credits – 4)

Physiology (Credits – 4)
Courses that study structure and function of the skeletal, muscular, nervous, endocrine, respiratory, circulatory, excretory, reproductive, and digestive systems of man. These courses must have a laboratory component.

Courses titled Anatomy and Physiology I and II may be taken so long as both courses totaling 8 credits are earned. Anatomy and Physiology I may be substituted for Anatomy. Anatomy and Physiology II may be substituted for Physiology.

Microbiology (Credits – 4)
An examination of the morphology and physiology of microorganisms with emphasis on their relationship to the physical environment. This course must have a laboratory component.

Developmental Psychology (Credits – 3)
A course that presents the psychological principles of human growth and development from infancy to maturity.

The following two (2) courses can only be taken with their assigned class. They **cannot be taken prior to enrollment:**

Transition and the Professional Nursing Role (Credits – 3)
Transition to baccalaureate education and professional nursing practice, emphasizing leadership, management, and issues influencing nursing education and practice.

Introduction to Computing and Nursing Informatics (Credits – 3)
An introduction to computers and nursing informatics focusing on applications to the nursing profession.

Suggested Electives (all are 3 credits)

Recommended but not required.

Introduction to Sociology
Nutrition
English Comp I
English Comp II
Math Elective (Statistics recommended)
Ethics
Nursing Health Assessment –PSU
Intro to Nursing Research – PSU

Electives may be taken at Penn State of Westmoreland County Community College. Enrollment arrangements are made via the School of Nursing.
Each nursing course must be successfully completed prior to advancement to the next course. Nursing 301 and 302 may be taken out of sequence. No student may enter Nursing 400 without prior completion of all of the preceding nursing courses.

First Year

Fall Semester (18 weeks)
Nursing 100: Nursing Fundamentals (12 credits)
This course is a clinical course that provides the beginning student with introductory concepts and basic procedural skills along with the nursing process and therapeutic communication. This course introduces the nursing concepts of coordination/collaboration of care, thermoregulation, tissue integrity, oxygenation, health/wellness, comfort, elimination, inflammation/infection, sensory perception, sexuality, and perioperative care. Nursing skills are introduced in a simulated laboratory and reinforced on a medical-surgical unit.

Spring Semester (18 weeks)
Nursing 200: Medical-Surgical Nursing (12 credits)
This clinical nursing course focuses on the concepts of fluid/electrolytes, mobility, perfusion, digestion, metabolism, cellular regulation and immunity in acute and chronic medical-surgical patients. Clinical experience provides students with the opportunity to care for patients in the medical-surgical, oncology, orthopedic, radiology, and endoscopy units. Prerequisite: Nursing 100.

Summer Semester (6 weeks)
Nursing 201: Community Nursing (3 credits)
This course introduces the student to practical approaches to supporting patients in the community. The student explores the obstacles experienced by at-risk community patients that block compliance with their treatment plans and identifies strategies and measurements of outcomes related to enabling these patients to assume greater responsibility for their health care. Clinical experiences introduce students to the operation of an interprofessional high-risk care team in the community. Prerequisites: Nursing 100 and Nursing 200.

Second Year

Fall Semester (18 weeks)
Nursing 300: Critical Care Nursing of the Adult (8 credits)*
Critical Care Nursing of the Adult exposes the student to the care of the acutely ill patient in critical care nursing units. Theory explores the concepts of perfusion, acid-base balance, oxygenation, immunity and metabolism in relation to complex critically ill patients. Students are assigned to intensive care, cardiac care, and progressive care units as well as community experience. Prerequisites: Nursing 100, 200, and 201.

Nursing 301: Maternal Child Nursing (5 credits)*
This course is taught to one-half of the class in the Fall and Spring Semesters of the Second Year. It is taught concurrently with Nursing 300 or Nursing 400. This course exposes the student to the care of the mother/child/family in the community and inpatient settings. Students learn the role of the nurse in caring for the family through pregnancy, labor and delivery, and postpartum periods. The concepts of oxygenation, perfusion, digestion, immunity, fluids and electrolytes are examined in relation to the care of children.

Nursing 302: Adults in Crisis (5 credits)*
This course is taught to one-half of the class in the Fall and Spring Semesters of the Second Year. It is taught concurrently with Nursing 300 or Nursing 400. This course focuses on the concepts of intracranial regulation, cognitive function, maladaptive behavior, emotion, tissue integrity, and coordination/collaboration of care. The clinical experiences are provided in varied emergency departments, a long-term mental health facility, and several community treatment centers.

Spring Semester
Nursing 400: Integration into Professional Practice (5 credits)*
This final course focuses on the concepts of health care delivery and health care team collaboration with emphasis on leadership, management, organization and delegation of care. The clinical experiences will be provided in many units of the hospital. Students will have the opportunity for a multiple patient assignment and to work closely with a registered nurse as part of the health care team. Prerequisites: Nursing 100, 200, 201, 300. Either Nursing 301 or Nursing 302 will run concurrently.

*The use of the word “credit” with CSON nursing courses implies credit equivalents not earned college credit awarded by a college/university.
Admission

Applicants who meet admission criteria will be offered admission to Citizens School of Nursing. A class of regular students starts in August of each year. Advanced placement LPN students begin in Semester II.

Academic Prerequisites

Applicants must graduate from an accredited high school and must present 16 Carnegie Units distributed as follows:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4 units</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>3 units</td>
</tr>
<tr>
<td>Electives</td>
<td>5 units</td>
</tr>
<tr>
<td>Mathematics</td>
<td>2 units (1 unit of Algebra is required)</td>
</tr>
<tr>
<td>Science</td>
<td>2 units (Biology, Algebra and Chemistry are required with achievement of a &quot;C&quot; or better in each course)</td>
</tr>
</tbody>
</table>

In lieu of a high school diploma, an applicant who successfully passes the GED examination will be considered for admission.

Applicants who are deficient in Algebra, Biology, or Chemistry may be considered for provisional admission providing arrangements can be made for the satisfactory make-up of deficiencies prior to enrollment. These courses may be taken at the high school or college level. Anatomy taken in Term I is acceptable remediation for Biology when a student is provisionally accepted. All other courses must be remediated before enrollment.

Testing Requirements

The Assessment Technologies Institute (ATI) Test of Essential Academic Skills (TEAS) will be given to all qualified prospective applicants. The school recommends the score be at the Proficient level. The test results will be discussed with the potential student and suggestions given to help them in areas of weakness. The test may be repeated once. A study guide is available from ATI.
**Citizenship and Language Requirements**

Applicants must be citizens of the United States or have Permanent Resident status with the United States Immigration and Naturalization Service. Applicants for whom English is a second language must take the Test of English as a Foreign Language (TOEFL). This test will measure the ability of the person to use and understand North American English. Foreign-educated students who submit an official transcript translated by a recognized agency that offers foreign credentials evaluation services are to obtain a Certificate of Preliminary Education (CPE) from the Pennsylvania Department of Education. The CPE can be obtained from the school.

**Application Procedures**

Those interested in seeking admission to Citizens School of Nursing should obtain an application from the School’s Web site or by contacting the School’s Registrar, as follows:

Registrar
Citizens School of Nursing
651 Fourth Avenue
New Kensington, PA 15068
724.337.5090

The completed application along with the application fee should be sent to the Registrar of the School of Nursing at the above address. Each applicant is also required to have transcripts, the results of SAT tests, and three (3) references sent to the School as described below.

**Transcripts**

Each applicant is required to have official transcripts sent from the high school and all other higher education institutions where the applicant has taken courses. An official transcript is signed, bears the seal of the school, and is mailed directly to the School of Nursing.

**References**

Three (3) written references are required to be sent directly to the School. The 3 written references are required from mature persons not related to the applicant and are to reflect the applicant’s seriousness of purpose and personal characteristics, which indicate potential to fulfill the role demands of the professional nurse. Suggested sources of references are guidance counselors, teachers, clergy, and an employer or person in a supervisory capacity.

References from family members and significant others are not acceptable.

**Interview**

After completed applications are screened in relation to general admission requirements, applicants may be interviewed. The purpose of the interview is to assess the applicant’s suitability, aptitude for professional nursing and potential for success in the educational program.

**Admission Decisions**

Applicants will be notified of their admission status in writing. Applicants may request to have the decision on their application reviewed by contacting the Director of the School of Nursing.

After acceptance to the School of Nursing, each person is strongly encouraged to begin taking the college courses.

**Waiting List**

In the event that a class is full, a qualified applicant may be accepted and placed on a waiting list. This means the applicant will be guaranteed a seat in the following class and will be given a place on the waiting list for the class in which he/she originally sought admission.

As seats become available, students will be formally offered a seat in the class. The possibility of waiting list status will be discussed at the time of interview.

**Transfer Between Classes**

Sometimes because of academic, health, or personal reasons, students are unable to enter the program at the time specified in the admission letter. When this happens, students must submit a written request asking to be transferred to the next class. This type of request will be granted once. Subsequent requests will necessitate the payment of a $35 processing fee and a meeting with the Assistant Director, Citizens School of Nursing, to discuss the matter. Students are requested to notify the School of Nursing as soon as they know they will not be entering the program at the specified time.
Health Requirements

There must be evidence of a health status that does not interfere with the ability to participate in the educational program. Completed records documenting immunization must be on file prior to the first day of enrollment.

Preadmission/Pre-enrollment Requirements

Students will be requested to attend a preadmission day meeting to provide students with information related to financial aid applications, required health screenings, child abuse and criminal background checks, and liability insurance.

The health screening, criminal clearance, and liability insurance must be on file in order for the student to enroll. Findings in the child abuse and criminal background checks may prevent enrollment.

Orientation

All accepted applicants will be required to attend an orientation in late spring prior to enrollment.

Cardiopulmonary Resuscitation (CPR)

Faculty and students are required to have certification of cardiopulmonary resuscitation (CPR) for Health Care Providers and to maintain current certification barring any major physical handicaps. Those with handicaps must attend an annual review of the cognitive portion of CPR. Students may obtain CPR for Health Care Providers certification using community resources such as the American Heart Association.

Clearances/Felony Convictions

All newly accepted students will be required to submit the original copy of a Criminal Record Check and a PA Child Abuse History Clearance. An FBI Clearance will be required to meet the requirement of the rotating Nursing Courses. All checks must be done no earlier than 60 days prior to the date of enrollment. A positive report may prevent enrollment.

Students must keep the school informed if there is a change in the status of their clearances. Failure to do so can result in dismissal.

Each applicant is to be aware that conviction of a felony prior to or during the course of the educational program may result in the denial of licensure by the State Board of Nursing.

Transfer Credits/ Advanced Standing

Applicants may be eligible for transfer of college credits or for advanced standing.

College Course Credits

Applicants who have previously attended an accredited college or university and have maintained a "C" or better in the required courses may have these college courses credited toward the school diploma.

Acceptance of these college courses will be on an individual basis. A course description must be submitted if not currently on file at the school. Acceptance of these courses will be based on the course content. College credits obtained by challenge examination at a college/university, CLEP or Regent’s College Examination will be reviewed for credit toward the nursing diploma.

Anatomy, Physiology and Microbiology credits may not be older than 7 years on the day of acceptance.
**Advanced Standing**

Advanced standing will be considered for applicants who are licensed practical nurses (LPNs) or transfer students from other professional nursing programs.

An applicant for transfer from another professional nursing program must have:

- Been enrolled in an educational program within the last year.
- A grade of "C" or better in courses completed in the former nursing program.
- A "C" or better in required college courses.
- A letter from the applicant explaining the reason for transfer.
- A letter of recommendation from the Director or Dean of the former nursing program.
- Placement in the program will be determined on the individual's educational background.
- The transfer applicant will be required to complete, at a minimum, the last academic year of the educational program granting the diploma (Pennsylvania State Board of Nursing Regulation, Section 21-103).

LPNs applying for advanced standing are required to have:

- Verification of current Pennsylvania Practical Nurse Licensure
- Recent experience in an acute/skilled care setting or graduation from LPN School within one year of entering the program. Note: If deficient in recent employment experience area, the applicant may be eligible to enter Semester I.
- A decision score of 65% correct or better on the NLN Mobility I, Book I
- An Assessment Technologies Institute (ATI) Test of Essential Academic Skills (TEAS) recommended score at the Proficient level. The test may be repeated one time. A study guide is available from ATI.
- Documentation of competency in basic clinical nursing skills. The applicant will request that his/her current immediate nursing supervisor submit the following (Note: If an applicant cannot provide validation of the basic clinical competencies, the applicant may be eligible to enter the program in Semester I):
  - LPN Advanced Placement Clinical Competency Evaluation Form
  - Professional Reference Form
  - An official transcript from the practical nursing program sent directly to the School
- A cumulative point average of 2.0 or better in practical nursing school
- A high school diploma or GED
- A personal interview
- Two (2) Professional References (in addition to personal references) completed by someone other than the immediate nursing supervisor
- Documentation of satisfactory completion of college level Anatomy and Nutrition courses prior to enrollment.
- Physiology and Developmental Psychology may be taken at a college or university prior to enrollment (provide documentation) or concurrently with the first nursing course.
- All LPNs who are granted Advanced Placement will be required to complete Semesters II through V.
- Accepted Advanced Placement LPNs will be required to attend an orientation prior to enrolling in Semester II.

An applicant for transfer from another professional nursing program must have:

- Been enrolled in an educational program within the last year
- A grade of "C" or better in courses completed in the former nursing program
- A "C" or better in required college courses
- A letter from the applicant explaining the reason for transfer
- A letter of recommendation from the Director or Dean of the former nursing program
- Placement in the program will be determined on the individual's educational background.
- The transfer applicant will be required to complete, as a minimum, the last academic year of the educational program granting the diploma (Pennsylvania State Board of Nursing Regulation, Section 21-103).
Finances

The Citizens School of Nursing tuition and fee schedule for the academic year 2016-2017 is shown on the following page. Tuition and fees are subject to change.

Citizens School of Nursing 2016-2017 Tuition and Fee Schedule*

The following Tuition and Fee Schedule was approved for First-Year and Second-Year students enrolled in the 2015-2016 academic year. All tuition is payable on the first day of the term. Students will be withdrawn for nonpayment on the 21st calendarday. Payment plans are available.
## Citizens School of Nursing 2015-2016 Fee Schedule*

### Tuition and Fee Schedule - First Year

<table>
<thead>
<tr>
<th>Estimated Charge</th>
<th>Semester I</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>AVH Tuition</td>
<td>4800</td>
</tr>
<tr>
<td>PSU Anatomy Course</td>
<td>1508</td>
</tr>
<tr>
<td>WCCC Nutrition Course</td>
<td>342</td>
</tr>
<tr>
<td>Good Thinking Testing Workshop</td>
<td>25</td>
</tr>
<tr>
<td>Activity Fee</td>
<td>60</td>
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<tr>
<td>NSNA Fee</td>
<td>35</td>
</tr>
<tr>
<td>Administrative Fee</td>
<td>80</td>
</tr>
<tr>
<td>Research &amp; Resources Fee</td>
<td>75</td>
</tr>
<tr>
<td>Lab Fee</td>
<td>335</td>
</tr>
<tr>
<td>Health Fee</td>
<td>65</td>
</tr>
<tr>
<td>CPR Fee</td>
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</tr>
<tr>
<td>ATI Testing</td>
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</tr>
<tr>
<td>iPod with software package</td>
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<td>Semester I Total</td>
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<table>
<thead>
<tr>
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<th>Semester II</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
<tr>
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<td>PSU Physiology</td>
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<tr>
<td>WCCC Growth and Development</td>
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<tr>
<td>ATI Testing</td>
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<td>Activity Fee</td>
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<td>Administrative Fee</td>
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<table>
<thead>
<tr>
<th>Estimated Charge</th>
<th>First Year: Summer Term</th>
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</thead>
<tbody>
<tr>
<td></td>
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</tr>
<tr>
<td>AVH Tuition</td>
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### Tuition and Fee Schedule - Second Year

<table>
<thead>
<tr>
<th>Estimated Charge</th>
<th>Semester III</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>AVH Tuition</td>
<td>5800</td>
</tr>
<tr>
<td>PSU Microbiology</td>
<td>1508</td>
</tr>
<tr>
<td>Capping</td>
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<td>ATI Testing</td>
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<tr>
<td>NSNA Fee</td>
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<tr>
<td>Research &amp; Resources Fee</td>
<td>75</td>
</tr>
<tr>
<td>Lab Fee</td>
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<tr>
<td>Administrative Fee</td>
<td>50</td>
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<tr>
<td>Activity Fee</td>
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<td>Semester III Total</td>
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<table>
<thead>
<tr>
<th>Estimated Charge</th>
<th>Semester IV</th>
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<tr>
<td>AVH Tuition</td>
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<td>PSU Transitions</td>
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<td>PSU Informatics</td>
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<td>ATI Testing</td>
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</tr>
<tr>
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<td>NCLEX Review</td>
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<td>Administrative Fee</td>
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<td>Semester IV Total</td>
<td>8402</td>
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</tbody>
</table>

*Notes:

AVH = Allegheny Valley Hospital
ATI = Academic Testing Institute
CPR = cardiopulmonary resuscitation
NCLEX RN = National Council Licensure Examination (Registered Nurse)
NSNA = National Student Nurse Association
PSU = Penn State University, New Kensington
WCCC = Westmoreland County Community College
**Student Financial Responsibilities**

All fees and tuition are to be paid to the accounting office at Citizens School of Nursing by the first day of each billing period, unless the student has sufficient financial aid funds to pay these costs or is set up on a payment plan. All business conducted with the School of Nursing is to be conducted via the use of a check or money made payable to Citizens School of Nursing.

Students are financially responsible for transportation and parking to and from the school and to and from outside experiences.

All students are required to carry student liability insurance. The Nursing School Office will notify the student of this requirement as part of the pre-admission material. The student will give the Nursing School Office a copy of his/her Professional Liability Declaration. Evidence of insurance must be on file before the student may participate in clinical experience.

**Financial Literacy**

At Citizens School of Nursing, we have a commitment to default prevention and to provide educational resources to our students to prepare them for financial success during and after their time at Citizens School of Nursing. We partner with USA Funds' Life Skills program. All students are encouraged, and returning or 2nd year students are required, to complete the life lessons available on the Life Skills website at www.lifeskills.org.

**Financial Aid Information**

Financial aid is intended to help defray the cost of an education. The primary source of support is expected to come from the family and the student. Other sources of support are state and federal government aid programs and scholarships, as well as School of Nursing scholarships.

**FAFSA**

All students should file the Free Application for Federal Student Aid (FAFSA) before May 1 so that they will be considered for all grants, including the Pennsylvania state grant (PHEAA) and the federal Pell grant and other financial aid. The application and instructions are on the Web at http://www.fafsa.ed.gov/ to file the FAFSA.

The results of filing the FAFSA determine the Expected Family Contribution (EFC). The cost of attendance (COA) - EFC = demonstrated need.

**Types of Financial Aid**

The types of financial aid are as follows:

**Federal Pell Grant** – A federal grant applied for by using the Free Application for Financial Aid (FAFSA). The central aid processor will email Student Aid Report. This type of financial aid does not have to be repaid. Students must apply each year for continued consideration.

**Federal Supplemental Educational Opportunity Grant (FSEOG)** – A small additional grant awarded to students who demonstrate the highest financial need. Students who receive a Pell grant are given priority in the awarding of the FSEOG. Maximum grants are $400 but can be limited by the available funding from the federal government.

**Pennsylvania (PHEAA) Grant** – All students receiving Pennsylvania (PHEAA) grants must earn at least 24 credits during the previous period in which they receive two semesters of grant funding. Students are eligible to receive a maximum of eight (8) semesters of PHEAA grant aid. The current award limit is set by PHEAA each year. Apply annually using the FAFSA by May 1 for continued assistance.

**Federal Nursing Student Loan** – Funded and approved under guidelines set by the Federal Government. Applications can be obtained from the Financial Aid Office and returned for processing. Current interest rate is 5% with a 9-month grace period. Maximum loan award is $1500 per academic year; however, loan amounts are subject to available funds in the program and the student’s financial aid eligibility.
Federal Direct Student Loan Program – This program consists of the Subsidized and Unsubsidized Stafford Loan Programs. Master Promissory Notes (MPNs) must be completed at www.studentloans.gov along with entrance counseling. Students must also complete and return a Loan Amount Request Form (LARF) from the Financial Aid Office. The School of Nursing recommends that you apply at least 4 weeks before the start of the first term.

The interest rate is variable for Subsidized and Unsubsidized Loans. There is a six-month grace period after you cease your enrollment at Citizens School of Nursing in which only unsubsidized interest is due. Repayment of principal and interest begins at the completion of the grace period.

Maximum loan levels are as follows:

<table>
<thead>
<tr>
<th>Loan Level</th>
<th>Subsidized</th>
<th>Unsubsidized</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1 Dependent</td>
<td>$3500</td>
<td>$2000</td>
</tr>
<tr>
<td>Level 1 Independent</td>
<td>$3500</td>
<td>$6000</td>
</tr>
<tr>
<td>Level 2 Dependent</td>
<td>$4500</td>
<td>$2000</td>
</tr>
<tr>
<td>Level 2 Independent</td>
<td>$4500</td>
<td>$6000</td>
</tr>
</tbody>
</table>

Scholarships
Qualified Citizens School of Nursing students may apply for School scholarships.

Students enrolled in the Nursing only curriculum advance in the following manner:

- Semester I to II: 19 credits
- Semester II to Summer Term: 38 credits
- Summer Term to Semester III: 44 credits
- Semester III to Semester IV: 61 credits
- Semester IV to Graduation: 74 credits

Students enrolled in the Nursing and full college support course curriculum advance in the same manner as the Nursing only students. The only difference will be that the students will have higher credit totals.

The term credit used in reference to nursing courses is for financial aid purposes only since the School of Nursing does not grant college credit. A nursing equivalent credit is defined as 15 hours of theory or 45 hours of clinical. One hour instruction = 50 min.

Tuition Refund Policy
It is the policy of Citizens School of Nursing to promptly refund any credit balance to a student, as well as refund due on a portion of tuition and fees paid by a student withdrawing from the educational program.

To obtain the tuition refund, the student must notify the School of Nursing in writing of his/her intention to withdraw from the program.

The date of the withdrawal, as per written letter, will determine the amount of refund:
- If a student withdraws after 60% of the term is completed, no reduction of charges or refund occurs.
- If withdrawal occurs before the 60% point of the term is completed, then the refunds are calculated based on aid source.

Academic Year Definition
Citizens School of Nursing is a credit hour, standard semester program consisting of 4 semesters and one summer term. Additional required college course instruction can increase the total number of credit hours in the program if a student is required to take the college support courses during the nursing program. Many students complete all or part of the college support courses prior to enrollment in the nursing program and those course credits are transferred into the program but the credits are not used in determining grade level advancement.

The school uses an academic year definition of 24 credits and a minimum of 36 weeks of instruction to process financial aid.
If a student withdraws or is dismissed from the program, no federal or state aid monies will be refunded directly to the student. Aid will be returned to the aid sources in the order stipulated by the federal government in a timely manner.

**Financial Aid Refunds**

When the student’s financial obligation to the school has been met, students who have been awarded financial aid will receive refunds in accordance with the policies and time frames of the financial aid sources.

All refunds will be processed after the beginning of the semester.

Refunds take 3 working days for processing in accordance with federal, state, and hospital policies.

If a student withdraws or is dismissed from the program, no aid monies will be refunded to the student. Aid monies will be returned to the financial aid source in accordance with the rules and regulations of that source.
Student Health

Preclinical Period Requirements

Preclinical health requirements include a health screening and immunizations and tests for infectious disease titers, with completion of the Cumulative Health Record. The choice of the physician or certified nurse practitioner is at the student’s discretion.

It is important to be aware of the physical demands of the nursing program.

All students are strongly encouraged to review the drug screening policy.

Cumulative Health Record

Prior to beginning class and clinical experience, all students will be given a Cumulative Health Record. This record is to be completed and submitted to the School. In order to complete this record, the student will require a complete health screening with physical examination and immunization status.

Health Screening

Prior to beginning class and clinical experience, all students are to submit documentation of a physical examination that certifies the individual is free from, and has been vaccinated against, ordinary communicable disease and have a health status consistent with meeting the physical demands of the program.

Physical Demands of the Nursing Program

Physical demands of the nursing program are as follows:

- Nursing students, under direct faculty supervision, perform essentially the same physical activities in the clinical areas, as do professional registered nurses.
- Nursing students must possess the knowledge and ability to learn to effectively assess patients’ biopsychosocial and spiritual needs. They must possess the cognitive ability and physical skills to learn to utilize a problem solving approach to assessing patients in order to identify health problems, planning and implementing a broad range of therapeutic nursing interventions and evaluating the nursing care provided and the patient’s response. The skills and abilities inherent in the practice of nursing include, but are not limited to observation, communication, critical thinking, quantification and motor activity.
- Nursing students must be able to speak, hear and observe patients in order to elicit information and describe changes in the patient’s status including the observation of non-verbal patient behavior and communication. Nursing students need to have corrected vision and hearing to normal range and should be able to communicate effectively in oral and written form with all members of the health team.
- Students will need to be able to perform motor skills requiring full range of body motion, including handling and lifting patients, manual and finger dexterity and hand-eye coordination. Clinical nursing requires standing and walking for extensive periods of time and the occasional lifting and carrying of items weighing up to 50 pounds.
- Students will need the ability to learn to adapt to working under changing and stressful conditions and should be aware that they will be exposed to communicable diseases and bodily fluids. Students are provided with knowledge and skills related to their own protection when working with patients who have infectious disease processes and when handling body fluids.

Technical accommodation can be made for some disabilities, but a student should be able to perform in a reasonably independent manner. The use of a trained intermediary is not acceptable in that the student’s judgment must be mediated by someone else’s power of observation and selection.

Qualified students with disabilities, on an individual basis, will be provided necessary or reasonable accommodation with primary emphasis taking into consideration the educational and safety needs of the student, and the safety of patients.

The process of providing accommodations to disabled students will include, but not be limited to, medical determination of the disability by the student’s licensed health care provider to include a statement of the student’s abilities and limitations in relation to these program requirements. The student may be evaluated by the Hospital’s Occupational Health Department and possibly referred for additional professional evaluation.
Immunizations and Tests of Infectious Disease Titres
Mumps, Rubeola, Rubella and Varicella titres are required. Immunizations will be required pending blood screening results indicative of a lack of immunity.

Hepatitis B vaccination is required. If the student has already completed the three-part injection series prior to beginning the required pre-entrance physical, the student is to have a titre done to insure immunity. Students may refuse Hepatitis B immunization or hepatitis antibody antigen screening provided they sign a release form.

A current (within the past year) 2-step, purified protein derivative (PPD, Mantoux) tuberculosis test is also required.

Documentation of all vaccination dates and titres is to be included in the health record.

Clinical Period Requirements
During the clinical period, student health concerns (including medical insurance, health screenings, and immediate professional health care for illness, accidents, medical disabilities and communicable diseases) are the student’s responsibility.

Medical Insurance
All students are strongly encouraged to carry personal health insurance coverage.

The hospital will not assume any responsibility for debts due to illness/injury.

Health Screenings
Each student may have a PPD (Mantoux) test for tuberculosis performed by the Hospital at the end of the first year.

Influenza vaccine will be offered by the Hospital.

During Orientation, students will be given information concerning blood-borne pathogens, risks of exposure, and preventive measures.

Immediate Professional Health Care
All students are to utilize their own personal care physician for healthcare needs. Neither Allegheny Valley Hospital (AVH) nor affiliating agencies will be responsible for treating ill students. If a student chooses to utilize the Hospital’s Emergency Department for care, the student and the student’s insurance company will be billed.

Students are not provided the same benefits that Hospital employees are provided under Workman’s Compensation. For this reason, it is expected that the student will carry his/her own insurance.

Needlestick injuries or body fluid exposures will be handled according to the Hospital’s protocols through the Emergency Department.

Illness
After an illness of three (3) days or more, or after an injury requiring the application of a cast or the use of crutches, students must provide the School with a physician’s release. This release is to specify whether the student may attend class or clinical and is to indicate any activity restrictions and the length of time of those restrictions.

Students are to schedule physician’s appointments so they do not conflict with class or clinical time.

School policy provides opportunities for students who are in good standing to complete course requirements following a prolonged absence due to a documented illness.

Accidents
Accidents or injuries that occur to nursing students while on the clinical area or in the School of Nursing Building must be reported within 24 hours to the Nursing School Office so that a Supervisor’s Investigation of Employee Accident Report can be filled out.
Medical Disabilities
Students are encouraged to inform the Director, School of Nursing, of any medical disability or condition, to include pregnancy, that develops that might affect the safety of the student, staff, or patient during the clinical experience.

Depending on the nature of the medical condition, a statement by a physician may be required that includes the nature of the disability and physical or clinical experience accommodations or limitations required by the student. The student may be referred to the Hospital’s Occupational Health Department for evaluation.

Student confidentiality will be maintained regarding the nature of the medical condition, with only the Assistant Director and the Director, School of Nursing, and the Occupational Health Nurse having access to this information. Faculty involved with students will be informed of the physical/clinical limitations and accommodations only. No information will be released to any person/agency without prior written consent of the student.

Communicable Diseases
Any student who contracts or has an immediate family member who contracts chickenpox, scabies, lice, or any other communicable disease must inform the Assistant Director immediately so that assurances can be made that communicable diseases are not transmitted to classmates, hospital staff, or patients.

Student Drug Screening
In an effort to protect the interests of patients, employees, and students, the School of Nursing will conduct drug screening on all new students.

New students are screened through the Allegheny Valley Hospital Occupational Medicine/Health Works Department.

A positive test result for any drug other than a therapeutic dosage of a legally prescribed drug or over-the-counter medication is considered grounds for dismissal.

The fee for the drug screening is charged to the student as a non-refundable fee.

Screening is repeated before the Obstetrics/Pediatrics clinical experience.
Facilities

Citizens School of Nursing is located in the Ambulatory Care Center (ACC) building.

The School's facilities for instruction include well-equipped classrooms, conference rooms, a nursing skills laboratory, and a computer laboratory.

The School's library has up-to-date books, professional periodicals, interlibrary loan services, and Internet access. Students also have access to the Medical Staff Library at the Hospital.

Students are welcome to use the "Little Shop" and Allegheny Valley Hospital cafeteria for meals and breaks. The Little Shop, located in the ACC building, is open from 7 a.m. to 2 p.m. for the purchase of breakfast, lunch, and snacks. There are refrigerators and microwaves in the School's student lounge area where students may eat lunch and take breaks.

Allegheny Valley Hospital serves as the chief area for experience in the practice of nursing. Located in Natrona Heights, the 228-bed facility serves patients with a variety of health problems. This affords an abundance of opportunities for the practice of nursing.

Various cooperating agencies are also used to provide clinical experiences in specialized areas of nursing and in the community.
**Academic Progress, Promotion, and Graduation**

**Academic Progress/ Probation**

Academic progress is determined by the documented successful completion of the required Nursing and College courses with a minimum grade of “C” on a term-by-term basis. Students who fail to complete the required college course work and/or who are placed on clinical probation will be permitted to continue enrollment with financial aid eligibility for one (1) term in order to demonstrate satisfactory academic progression. Failure to demonstrate progress will result in dismissal.

**Nursing Courses**

Academic progress in all nursing courses is evaluated at the end of each term. If a student earns a grade below “C”, the student is dismissed from the program. If the student is placed on clinical probation, the student may enroll in the next term with financial aid eligibility. Failure to be removed from probation will result in dismissal.

**College Courses**

Academic progress for college course requirements will be evaluated at the end of each term. In order to enter the second year of the program, a student must have completed required college courses. Anatomy, Physiology, Nutrition, and Human Growth and Development must be completed prior to entering year two.

To be eligible for graduation, all nursing and college courses must be completed with a minimum grade of “C”.

No student may have more than one (1) term of probation during the entire program.

There are individualized guidelines for LPNs and Advance Placement students.

Appeals for academic progress issues may be handled through the Grievance Policy and Procedure.

**Grading System/Quality Point System**

Each student will be informally evaluated at midterm and formally evaluated at the completion of each term. Evaluation will be based on academic, professional, and clinical performance. The Director, School of Nursing, will be notified if a student is in academic, professional, or clinical difficulty.

In clinical nursing courses, progression is based on achievement of a minimum of 79% and a clinical performance evaluation of “Satisfactory” in all course objectives. A student with a grade of “D” may not be promoted and will be immediately dismissed.

Calculation of academic performance grades in clinical nursing courses will be by exams and quizzes.

Non-clinical course grade procedure is defined on the syllabus.

Classroom and clinical attendance is required.

**College Course Grading Scale and Quality Point System**

The Grading Scale and Quality Point System for college courses taken at Penn State University and Westmoreland County Community College is determined by the college or university. The grades for college courses are **not** calculated into the nursing school QPA. Policy requires that students pass all college courses with a grade of “C” or better.
**Nursing Course Grading Scale and Quality Point System**

The following table lists the letter grade and quality points for each percent grade in nursing courses.

<table>
<thead>
<tr>
<th>% Grade</th>
<th>Letter Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>A</td>
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<tr>
<td>≥69</td>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

**Nursing Credit Hours**

Nursing credit hour values are calculated according to the following formula:

- Theory – 15 hours = 1 nursing credit hour
- Clinical – 45 hours = 1 nursing credit hour

Nursing credit hours do not constitute “college credits” or the equivalent of college credits. The term “credit” is used for calculating grade point average. Only an authorized degree-granting institution in which a student enrolls can determine whether the completed nursing courses may be accepted for college credit.
Clinical Performance
Clinical performance is formally evaluated at the end of each term.

The clinical evaluation is rated as “Satisfactory” or “Unsatisfactory” based on achievement of course objectives. A student who is evaluated as unsatisfactory in one (1) clinical objective may be promoted on probation. If unsatisfactory in more than one (1) objective, the student will be dismissed.

Students will be permitted one (1) term of probationary status during their academic tenure.

Concurrent Completion of College Courses with Nursing Courses

All students must demonstrate documented evidence of completion of required college courses prior to graduation.

College courses may be completed prior to enrolling in the School of Nursing.

A student will be required to enroll in the concurrent college courses planned for every term in which the student has not provided the School of Nursing Registrar with official documentation of satisfactory course completion with a grade of “C” or better. These courses will be taken at PSU and WCCC. Official documentation can be an official transcript or a student grade report. The student grade report shall be temporary proof pending final transcript receipt.

The student pays the School of Nursing for the college courses and the school in turn pays the college. The school will pay for a college course one time only and only when it is scheduled unless approved by the Assistant Director in writing. Course withdrawal may alter financial aid eligibility.

All repeated and out-of-sequence courses as well as courses taken at other colleges will be the sole financial responsibility of the student.

If a student withdraws from the School of Nursing, the nursing program will assume no financial responsibility for courses for which it has not received tuition payment.

Promotion Policies

Scholastic performance, clinical performance, conduct, professional behavior, and health status are criteria utilized in evaluating students for promotion.

The progress of the student is evaluated at the completion of each term or as deemed necessary by the course faculty. Clinical nursing students are evaluated at the end of the term in both academic and clinical achievement. In order to be promoted into the next term, a student must have demonstrated satisfactory clinical performance in meeting the course objectives and have maintained a 2.0 Quality Point Average (QPA) academically.

Graduation

A student is eligible for graduation at the completion of the required courses of study, thus having demonstrated satisfactory achievement in both academic and clinical performance while meeting the objectives of the School of Nursing. A student must have a 2.0 QPA at the completion of the program. All outstanding bills must be paid prior to graduation. All college course transcripts must be on file and all library resources must be returned or replaced prior to graduation. All community service hours must have been completed prior to graduation.
Qualifications for Licensure

The following information from “The Professional Nursing Law” in Pennsylvania, which became effective January 1, 1986, clearly identifies the impact of felonies related to drugs and alcohol on licensure.

Section 6. The Board shall not issue a license or certificate to an applicant who has been convicted of a felonious act prohibited by the act of April 14, 1972 (P.L. 233, No. 64), known as “The Controlled Substance, Drug, Device and Cosmetic Act,” or convicted of a felony relating to a controlled substance in a court of law of the United States or any other state, territory or country unless:
• At least ten (10) years have elapsed from the date of conviction;
• The applicant satisfactorily demonstrates to the Board that he has made significant progress in personal rehabilitation since the conviction, such that licensure of the applicant should not be expected to create a substantial risk of harm to the health and safety of patients or the public, or a substantial risk of further criminal violations; and
• The applicant otherwise satisfies the qualifications contained in or authorized by this act. As used in this subsection the term “convicted” shall include a judgment, an admission of guilt or a plea of nolo contendere. An applicant’s statement on the application of declaring the absence of a conviction shall be deemed satisfactory evidence of the absence of a conviction, unless the Board has some evidence to the contrary.

Felonies and misdemeanors, which do not fall under the provision above, may be a finding of impaired moral character. The determination of whether such conduct constitutes poor moral character is a discretionary matter for the Board of Nursing. Any felony may impact the licensure process.

Leave of Absence

A leave of absence is granted for illness, pregnancy, or personal reasons, provided the student is in good standing. No leave of absence will be granted to a student who is performing at an unsatisfactory level academically or clinically; this student must withdraw and apply for readmission.

Termination

A student will be terminated from the School for the following reasons:
• Failure to receive a “C” or better in required college courses by graduation.
• Violation of Student Conduct Policies.
• Inability to be removed from probationary status at the end of the probationary term.
• Clinical performance that would necessitate a second probationary period.
• Unsatisfactory clinical performance in two (2) or more course objectives.
• A final theory grade of “D” or lower in any nursing course.

Dismissal Policy

The School of Nursing faculty and administration make every effort to help students who experience difficulty in adjusting to the School and its requirements. However, the faculty may dismiss a student whose health, conduct, or level of achievement does not meet the standards essential to the individual’s performance as a student and as a nurse.

The Director or Assistant Director, School of Nursing, will hold a final conference with the student to explain the decision of the faculty.

A letter specifying the nature and conditions of the dismissal will be placed in the student’s file.

An exit interview will be conducted with the student to resolve any questions about financial aid obligations.

The librarian will contact the student regarding return of borrowed books.
Readmission

A student may be considered for readmission to the educational program only one time after academic/clinical failure or leave of absence. Students dismissed for conduct policy violations will not be readmitted. Students requesting readmission will apply in writing along with the application for readmission to the Registrar.

Students who experience an academic failure in the following situations may not be considered for readmission unless a life-altering event occurred:
• Students who fail Nursing 101 or Nursing 102
• Students who fail both theory and clinical in any other term
• Students who leave the program failing theory and clinical
• Students who fail clinically in any term

The Admission Committee will evaluate the candidate’s appropriateness for readmission based upon the application.

Readmission after more than one year after withdrawal will be treated as a new application for Term I.

All returning students must submit official transcripts of completed college courses.

A student may be required to audit a course prior to re-entry.
Student Life/Professionalism

Professional Appearance

A dress code policy is provided to students at pre-admission day. Applicants need to be aware that nursing students must follow the professional dress codes of Allegheny Valley Hospital and affiliating agencies. These dress codes typically require conservative hairstyles and prohibit visible tattoos, visible piercings (eyebrow, nose, lip, tongue), and artificial fingernails.

Policy on Drug-Free Workplace

Allegheny Valley Hospital and Citizens School of Nursing will provide a drug-free workplace in accordance with the Drug-Free Workplace Act of 1988. Students will be made aware of the effects of drug use and the hospital policies regarding the unlawful possession of controlled substances on hospital property outlined as follows:

- General information concerning substance abuse, the related legal implications and the School policies will be provided each academic year.
- Students are expected and required to report for clinical experience and class on time and in appropriate mental and physical condition. Policies for immediate on-site testing of impaired individuals are in place.
- The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance on Hospital property or while participating in a School related activity off Hospital premises is absolutely prohibited.
- Violations of this policy will result in disciplinary action up to and including termination. Students involved in violations of this policy may also be subject to legal consequences.
- Students with drug dependency or substance abuse problems are encouraged to seek help in dealing with such conditions through the Employee Health Service where appropriate referrals can be made and where health insurance plans can provide assistance with treatment options as appropriate. Students who voluntarily seek assistance will not jeopardize their positions in seeking such help. However, clinical performance problems and other violations of school policy will continue to be noted and may subject the student to the disciplinary process.
- As a further condition of continuing enrollment, students abide by the terms of this policy and also must report to the Director, School of Nursing, any conviction under a criminal drug statute for violations occurring on or off Hospital premises.
- The Hospital is required to take appropriate action against any student convicted of criminal drug offense and is required to impose sanctions which can range from discharge to a requirement of satisfactory participation in a drug/alcohol abuse assistance or rehabilitation program as a condition of readmission to the educational program.
- Any student receiving Financial Aid will acknowledge in writing his/her understanding of the imminent loss of financial aid when arrested or convicted of a drug related offense.

Student Employment

Students are permitted to be employed, however:

- If employment is within a health agency, the student is not permitted to perform the functions normally assigned to a professional nurse.
- If employment is within a health agency, the student is not permitted to perform the functions normally assigned to a practical nurse unless the student is a licensed practical nurse (LPN).
- No part of the student nurse uniform, nor the Citizens School of Nursing student identification badge, is to be worn while carrying out off-site employment duties.
- The School assumes no responsibility for the student’s employment.
- The employer assumes complete responsibility for the student during working hours.
- The student’s working hours must not conflict with scheduled class or clinical experiences.

All students who elect to work while enrolled in the nursing program are encouraged to ensure that their work schedules do not interfere with required scheduled activities of the educational program. Students also must provide sufficient after-school study time to be successful in the program. It is highly recommended that students work less than 16 hours per week.
Advisor Program

Upon admission to the School of Nursing, each student is assigned a faculty member who will serve as an academic advisor. The objectives of this program are to assist the student as follows:

• In obtaining maximum benefit from learning experiences
• In identifying academic strengths and weaknesses
• In developing plans to remedy any academic weakness
• In determining the need for specialized counseling services

Students who need more than academic guidance are referred to qualified counselors.

Formal Complaint/ Grievance Policy

The Student Bill of Rights, Student Conduct Policy, and Grievance Policy are contained in the Student Handbook. If a student feels that there has been an infringement of the Student Bill of Rights that has not been successfully resolved through the established lines of communication, then the student may file a formal complaint/grievance.

The School of Nursing intends to be open to and responsive to formal complaints about the school, applicants, or students that are submitted by students or others.

A formal complaint must be in writing and signed by the person submitting the complaint.

The complaint is to be submitted to the Director, School of Nursing, who will investigate the complaints and respond to the person submitting the complaint as per the Hospital policy on investigation of complaints. The complaint may also be referred to an appropriate committee of the Faculty Organization for consideration and action.

Documentation of the complaint and its disposition will be housed in the School of Nursing Office.

Professional and Social Activities

All students have representation on Student Council and have membership in the Student Nurse Association of Pennsylvania (SNAP). Each class elects representatives to Student Council. Through the Student Council, students have an opportunity to participate in community service, school, and social functions; to become involved in faculty committees; to develop leadership qualities; and to become self-directed. Students have representatives on the Library, Curriculum, Grievance, and Recruitment Committees of the Faculty Organization. The activities program is planned by the student council under the guidance of a faculty member and is considered an integral part of the School Program.

SNAP presents the student with an opportunity for professional development. Students may attend state meetings or serve on various local and national organization committees.

Campus Security

Citizens School of Nursing is located in the Ambulatory Care Center, New Kensington, Pa. The School is not aware of, and does not recognize, any other building or property that may be controlled by student organizations. The Allegheny Valley Hospital is located in Natrona Heights, Pa., approximately four (4) miles from the School.

There has not been a reported instance involving students or any known occurrence of an arrest of a student for any of the following criminal offenses for the last three reporting years:

• Murder/negligent, non-negligent manslaughter
• Rape (forcible and nonforcible sex offenses)
• Aggravated assault
• Motor vehicle theft
• Robbery
• Arson
Also, there has been no school or student involvement on campus for the last 3 reporting years for the following crimes:

- Liquor law violations
- Drug abuse violations
- Weapons possessions

The yearly statistical report, which also contains policies related to security and safety, drugs and alcohol, and sexual assault, is on file in the School of Nursing Office and available upon request.

The School has developed and implemented policies and procedures to facilitate the reporting and documentation of any criminal activity such as listed above.

The Director of Security of ACC has full authority for enforcing safety and security policies and practices at the School. In addition, the Director of Security maintains close working relationships with both local and state police agencies in the event that immediate assistance is required for either emergency or investigative services.

The School has adopted policies to ensure that all students and employees are informed regarding safety and security measures. Special programs are conducted relative to dating and domestic violence, drug and alcohol abuse, rape and sexual assault, the incidence of violent crimes, and other forms of abuse. Policies concerning safety and security are published in the Student Handbook.
Faculty - School of Nursing

Lynne Rugh, MSN, RN .......................................................... Director, School of Nursing
Donna Dexter, MNEd, CRNP .................................................. Assistant Director
Melissa Adams, MSN, RN ...................................................... Medical-Surgical Instructor
Catherine Boyd, MSN, RNC .................................................... Medical-Surgical Instructor
Barbara Clifford, MNEd, RN .................................................... Medical-Surgical Instructor
Regina Defalco, MSN, RN ...................................................... Maternity Instructor
Brenda Dunmire, MSN, RN ..................................................... Medical-Surgical Instructor
Susan Greenhill, MSN, RN ..................................................... Medical-Surgical Instructor
Janet Kovatch Janovsky, MSN, RN ........................................ Medical-Surgical Instructor
Craig Jones, MLS ................................................................. School Librarian
Grace Kamer, MSN, RN ........................................................ Medical-Surgical Instructor
Mary Kennedy, MSN, RN, CCRN ......................................... Medical-Surgical Instructor
Margaret Levi, MSN, RN ........................................................ Medical-Surgical Instructor
Robert Namey, MSN, RN ..................................................... Medical-Surgical Instructor
Sherry Nolf, MSN, RN ............................................................ Medical-Surgical Instructor
Nancy Perestock, MSN, RN ................................................... Medical-Surgical Instructor
Heather Prue, MSN, RN ......................................................... Maternity Instructor
Michele Rega, MSN, RN ........................................................ Medical-Surgical Instructor
Susan Sabella, MSN, RN ........................................................ Medical-Surgical Instructor
Carol Shearer-Dilliott, MS, RD, LDN .................................... Nutrition Instructor
Merlyn Slater, MSN, RN, CNE ............................................. Mental Health Instructor
Carolyn Smith-Hickman, MSN, RN ....................................... Medical-Surgical Instructor
Sandra Toy, MSN, RN ............................................................. Medical-Surgical Instructor