ATHENA CAREER ACADEMY

Practical Nursing Program

STUDENT HANDBOOK

School Registration Number- 10-09-1943T

October 2013

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

INTRODUCTION

Welcome to Athena Career Academy. The director, faculty and administrative staff at Athena Career Academy are proud to greet you as you begin your path to a career as a Practical Nurse. Athena Career Academy is dedicated to the individual success of each of our students. Athena Career Academy has developed a comprehensive curriculum designed to prepare students for a satisfying career in today’s economic environment. We strive to create a nurturing educational environment that will meet the needs of our student body and we will strive to provide opportunities for success as our students gain new knowledge toward the goal of helping other individuals, the community, and themselves.

We believe that learning is enhanced by a nurturing, positive relationship that is developed between the student and faculty. Athena Career Academy employs skilled instructors that are experts in their fields, and our instruction is intertwined with lessons in dignity, cultural diversity, and customer service. We believe that caring for others is a sacred art. We provide a base of scientific knowledge combined with a humanistic value system to prepare our graduates to become caring, competent Practical Nurses. Athena Career Academy is an equal opportunity institution, which does not discriminate on the basis of creed, gender, ethnic origin, race, marital status, sexual orientation, age, or any physical disability that does not inhibit performance or attainment of course/clinical objectives. The handbook is updated periodically through input from students, staff, advisory committee, and data analysis. Once input and data is reviewed, changes are made in a process with approval from the Program Director, Student Services Director, President of the school, and the governing board. Students will be notified of any and all updates in writing.

ACCREDITATION AND LICENSURE

Athena Career Academy has governing associations, agencies, or governmental bodies that accredit, approve, or license the school and its programs.

- The Ohio Board of Nursing
- NCA-CASI
- Ohio Board of Career Colleges and Schools

Athena Career Academy will provide a copy of the school’s documents describing its accreditation, approval, or licensing. Athena Career Academy does an annual report for NCA-CASI as well as the Ohio Board of Career Colleges and Schools, and the Ohio Board of Nursing. The three agencies also conduct visits (NCA-CASI every five years, Ohio Board of Career Colleges and Schools renewal every two years, and the Ohio Board of Nursing every three to five years. Students are encouraged to contact the Ohio Board of Career Colleges with any complaints.
OVERVIEW OF THE PROGRAM

Athena Career Academy is located at 5700 Monroe Street, Suite 500A, Sylvania, Ohio 43560 in the Starlight Plaza. Athena Career Academy provides state of the art equipment and complies with all federal, state, and local ordinances and regulations, including those related to fire, safety, building and health codes. Each class will admit up to 40 students. For exact class times, dates, and locations please see respective course syllabi. Class, lecture, lab, and clinical schedules may vary, and are determined by the Program Director. Clinical experiences follow a day and evening or a weekend schedule as available. Admission to the school is granted to those who meet the admission requirements, including satisfactory scores on the pre-admission examination. Athena Career Academy is accredited by NCA-CASI and the Ohio Board of Nursing.

Graduates of the PN program who meet all of the Ohio Board of Nursing requirements are eligible to take the national nursing examination provided by NCLEX-PN. Successful passage of this exam enables the graduate to be employed as a Licensed Practical Nurse providing care for patients in a variety of settings within the scope of practice defined by the Ohio Board of Nursing.

MISSION STATEMENT

Athena Career Academy’s mission is to provide a quality educational program that produces a competent and educated workforce to the community, resulting in positive outcomes for the students, employers, patients and the school. Our goal at Athena Career Academy is to deliver excellent educational outcomes and optimal career placements by employing qualified and experienced professionals as faculty and providing individualized guidance to each student throughout the educational process.

VISION STATEMENT

Athena Career Academy’s vision statement is to excel in providing students with a quality holistic nursing education program that inspires a respect and value for cultural diversity.

PROGRAM PHILOSOPHY

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

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

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

**CONCEPTUAL FRAMEWORK**

The curriculum in the Athena Career Academy Practical Nursing Program is designed to prepare students in the core competencies performed by entry-level Licensed Practical Nurses toward assisting others in meeting their physical, mental, social, and spiritual needs in a variety of healthcare settings.

Integrated within the courses are objectives based on Watson’s science of caring and the five concepts and processes identified by the 2011 NCLEX-PN Plan as fundamental to the practice of nursing. These are defined as follows:

- **Nursing Process:** The clinical problem-solving process provides a scientific approach for delivering care to individuals. The steps of the process include data collection, planning, implementation, and evaluation.
- **Caring:** Encounters between the nurse and other persons are grounded in a humanistic value system of altruistic behaviors that fosters mutual respect and trust, provides support and compassion and is the essence of nursing.
- **Communication:** The verbal and/or nonverbal interactions between the individual, significant others, and members of the healthcare team.
- **Documentation:** The validation of the events and activities associated with healthcare are maintained by written or electronic records that reflect standards of practice and accountability in the provision of care. This is a critical component of a nurse’s responsibility.
- **Teaching and Learning:** When a nurse serves the role of teacher, strategies to facilitate the acquisition of knowledge, skills, and attitudes will be used to produce professionalized behavior in students and future nurses.

**NCLEX-PN**

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

**FACILITIES**

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

**OFFICE HOURS**

Monday – Friday 8:00 a.m. – 5:00 p.m.
Financial Aid Office Monday, Thursday, Friday 8:00 a.m. – 5:00 p.m. Tuesday, Wednesday 10:00 a.m. – 7:00 p.m. (Must make an appointment to see financial aid)

**PUBLICATIONS**

Each student will receive an electronic copy of the Student Handbook during the informational session. A hard copy of the student handbook will be provided at orientation and the student will sign for his/her student handbook.

**PRE-REGISTRATION COSTS**

*Pre-Registration Costs are non-refundable

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

**PROGRAM COSTS**

- REGISTRATION FEE $25.00
- BOOKS, UNIFORMS, SUPPLIES & LAB FEES $1,500.00
- TUITION $19,800.00

TOTAL PROGRAM COSTS $21,515.00

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

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

PAYMENT POLICY

The school accepts the following forms of payment*: cash, check**, money order, Master Card, Visa, Discover, and American Express. Students who are receiving financial assistance from any agency or funding source must be advised that it is their responsibility to make sure that all proper paperwork is filed in a timely fashion so that the school receives the proper tuition fees. All tuition and fees are the responsibility of the student regardless of anticipated grants and/or student loans. All balances must be current to progress to the next quarter, graduate, and/or receive a transcript or diploma.

*A $15.00 late fee will be applied to student's account for late payments.

**A $35.00 fee will be accessed for any returned check.

**Checks are accepted from registered students only

REFUND POLICY

If a student is not accepted into the training program, all program costs paid by the student shall be refunded. Refunds for books, supplies, and consumable fees shall be made in accordance with Ohio Administrative Code section 3332-1-10.1. Refunds for tuition and refundable fees shall be made in accordance with the following provisions as established by Ohio Administrative Code section 3332-1-10:

1. A student who withdraws before the first class and after the five (5) day cancellation period shall be obligated for the registration fee.
2. A student who starts class and withdraws before the academic term is 15% completed will be obligated for 25% of the tuition and refundable fees plus the registration fee.
3. A student who starts class and withdraws after the academic term is 15% completed but before the academic term is 25% completed will be obligated for 50% of the tuition and refundable fees plus the registration fee.
4. A student who starts class and withdraws after the academic term is 25% completed but before the academic term is 40% completed will be obligated for 75% of the tuition and refundable fees plus the registration fee.
5. A student who starts class and withdraws after the academic term is 40% completed will not be entitled to a refund of the tuition and fees.

The school shall make the appropriate refund within thirty (30) days of the date the school is able to determine that a student has withdrawn or has been terminated from a program. Refunds shall be based upon the last date of the student’s attendance or participation in an academic school activity.
RETURN OF TITLE IV FINANCIAL AID FUNDS

If a student withdraws or stops attending all of their classes within a quarter, federal financial aid regulations require that a recalculation be done on financial aid funds received for that quarter. The financial aid is recalculated based on the student’s last day of attendance and any unearned aid must be returned to the federal government. Federal financial aid is not 100% earned until the attendance has exceeded 60% of the quarter. As a result of a financial aid recalculation, a student may be responsible to pay tuition charges that were originally covered by financial aid funds that the school was required to return, and they could also owe money directly to a grant program.

Students should contact the Financial Aid Office at the school for additional information about the recalculation policy.

The amount of Title IV aid earned is figured by taking the percentage of enrollment that is completed multiplied by the total Title IV funds disbursed plus the Title IV funds that could have been disbursed by federal guidelines. The difference between disbursed and earned is the unearned portion. Any Title IV aid that is unearned must be returned. If the student does not receive the full Title IV that he/she earned, then a post withdrawal disbursement may be made.

If there is aid that is unearned, it may be the responsibility of the school and/or the student to return the funds. The institution is responsible for returning the lesser of the following:

- Total amount of unearned aid.
- The amount of institutional charges multiplied by the unearned aid.

The student will be notified if he/she owes unearned aid back to the federal government. Refunds from the student accounts for unearned student aid will be repaid in the following order:

1. Stafford Loan (unsubsidized)
2. Stafford Loan (subsidized)
3. Plus Loan
4. Pell Grant
5. Employer
6. Student

All refunds* are made within 30 days of the date of withdrawal.
*For refund purposes, institutional charges according to the federal guidelines are tuition, lab fees, textbooks, supplies, uniforms, and graduation fees.

ADMISSIONS POLICY

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

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1. Complete an application for admission.
2. Submit a $25.00 registration fee.
3. Submit a copy of a high school transcript or GED transcript.
4. Citizenship requirements include I94 card with date of entry, current passport, and proof of alien registration number.
5. Take the pre-entrance test which includes reading for information, applied mathematics, and locating information. The test fee is $45 and a score of 4 or better is required to pass. The student may retake any section one time at least 3 weeks after the original test date. If the student is unsuccessful a second time, he or she can retake any section at least 8 weeks from the second test date. If the student is unsuccessful a third time, the student will not meet the requirements for admission and must wait one year before re-applying for the program. The cost for retakes is $15 per section.
6. Provide proof of American Heart Association Healthcare Provider CPR.
7. Complete the pre-admission health form signed by a physician or qualified medical representative.
8. Complete and pass a drug screen within **90 days** of start date.
9. Provide documented and up-to-date immunizations records, which include a 2 step PPD and/or initial 2 step PPD and proof of annual PPD, MRR, Varicella, Hepatitis B series, recent Tetanus, and/or Titters.
10. Complete a BCI&I and FBI criminal background check and fingerprinting. The background checks are subject to approval and/or consultation with a director.
11. Attend an informational meeting with an admissions representative.
12. Attend an individual meeting with a financial aid administrator for funding arrangements.
13. Sign a disclosure statement.
14. Sign an enrollment agreement.
15. Attend the orientation session.
16. **NO** student will be allowed to sit in class prior to completion of all required paper work. (This will be verified through Certified Background).

**RETAKE POLICY**

A student may appeal to the Academic Review Committee for permission to retake a course. The student must sign a current student handbook and current enrollment agreement that is in alignment with the cohort the student joins for the retake. Orientation with the new cohort is mandatory.

**Procedures to Appeal to Retake a Class:** In the event a student wants to retake a course, the student must follow the procedures outlined below:

- If the student failed **one** course in a quarter (PN 101, PN 102, PN 103, PN 104, PN 105, PN 106, or PN 107), then the student must appeal to the Academic Review Committee (ARC) for approval to retake the course the next quarter as long as there is a seat available. Seats are filled on a first come, first serve basis and is never guaranteed.
• If a student failed **two** courses in a quarter (PN 101 & PN 102, PN 103 & PN 104, or PN 106 & PN 107), then the student must sit out one full quarter and appeal for approval before re-enrolling in the program. A $25 registration fee is required.
• The appeal must be submitted to arc@athenacareers.edu within three (3) business days from the date final grades are posted. Appeals received after the three (3) business days will not be accepted.
• The letter of appeal must include the reason for the failure and an action plan to succeed in the future. **Failure to provide this information will be an automatic denial for the retake.**
• The student will receive an email notification of the ARC’s decision for the appeal within (2) two business days.
• Once the student receives approval to retake a course, the student must make an appointment to meet with the Financial Aid Department to make payment arrangements. Title IV funding will not pay for retakes for any reason. It is the sole responsibility of the student to pay out of pocket for all retakes. Financial Aid appointments must be completed prior to the first day of class. **Walk-ins are not acceptable. The student forfeits the opportunity to retake if he/she is a No Show for the scheduled appointment. NO EXCEPTIONS!**
• If the student is denied approval, the Program Director will issue a withdrawal form to the Student Services Director. The Financial Aid Department will mail to the student the final paperwork detailing any financial obligation of either party (the school or student).
• If the student decides to withdraw from the program, the student must contact the Program Director to fill out a Withdrawal Form. The Program Director will issue a withdrawal form to the Student Services Director. The Financial Aid Department will mail to the student the final paperwork detailing any financial obligation of either party (the school or student).

**READMISSION**

Students who fail all courses in a quarter must wait one full quarter before readmission. The student will be considered for readmission a maximum of **two (2)** times, and as with any other applicant, admission criteria will be based on current requirements; however a student may repeat a class only once. Readmission is evaluated on an individual basis by the Academic Review Committee and is not guaranteed. The student will be re-admitted at the beginning of the quarter where he/she was unsuccessful. **Re-admission is based on seat availability. (See maximum time for completion for more information).**

Students applying for readmission after a lapse in enrollment will be financially responsible for a **$25.00** registration fee prior to readmission into the PN Program and the cost of the coursework to be retaken. Students are ineligible to receive financial aid for course retakes.
Students dismissed for punitive or disciplinary reasons will not be permitted back into any program offered by Athena Career Academy. Athena Career Academy reserves the right to deny a re-entry to any person for any nondiscriminatory reason.

Students are required to sign a current student handbook and a current enrollment agreement when they are readmitted to Athena Career Academy.

**TRANSFERS TO ATHENA CAREER ACADEMY**

Athena Career Academy does not accept transfers.

**TRANSFERBILITY OF CREDIT**

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

**STUDENT GUIDANCE AND COUNSELING**

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

**Academic Guidance and Coaching:** If a student identifies a need for academic assistance, it is the student's responsibility to contact his/her instructor(s) for a discussion of the issue and for guidance in correcting the academic problem. Faculty who identify an academic problem with a student may arrange a meeting with the student to address the issue. For the official record, the student and instructor must complete a Conferencing Form and develop a plan for improvement. The Conferencing Form will become part of the student’s record. If student takes out loans, Entrance and Exit Counseling will be provided by the Financial Aid Office. Loan counseling is provided in person and/or on the web at www.studentloans.gov.

**JOB PLACEMENT**

Athena Career Academy will assist students and expects students to be very active in their employment search as graduation nears. Athena Career Academy will provide for career development assistance.

All graduating students participate in the following career-planning activities:

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

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

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

- Students who have completed the course of study at Athena Career Academy and have graduated
- Have had no discipline reports during their program enrollment
- Have a zero ($0) outstanding balance owed to Athena Career Academy.

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

SATISFACTORY ACADEMIC PROGRESS

The school measures academic progress for each student by monitoring both academic performance and maximum time for completion. In order to be considered in compliance with the SAP policy, a student must maintain a passing grade of 75% or better and complete the program within 150% of the length of the student’s program of study FROM ORIGINAL START DATE OF THE PROGRAM. (Theory evaluation forms will be completed for each course per the instructor and results will be reviewed with the students at midterm). Satisfactory Academic Progress is checked at the scheduled 451st hour and the 901st hour of the program.

Academic Performance: Academic performance is reviewed at the end of each payment period after official grades are posted. If a student has not completed 67% of the total clock hours attempted with a cumulative grade percentage of 75% or better, he/she may be placed on academic warning by the Program Director for the following quarter. At the end of the warning quarter, if the student has not completed 67% of the total clock hours attempted with a cumulative grade percentage of 75% or better, he/she may be terminated from the program.

Maximum Time for Completion: Students will have a maximum of 150% of the normally allotted scheduled calendar time to complete their program of study. Maximum Time Frame is measured in hours attempted. Grades of F, I (Incomplete) or W (Withdrawal) are considered attempted hours and are included when calculating Maximum Time Frame. If it is determined that a student will not be able to complete the program within the maximum timeframe, the student will no longer be eligible for Title IV funds and will be dismissed from the program. The full-time program offers (12) twelve consecutive months and the part-time program offers (18) eighteen consecutive months for completion. A student may request to the Academic Review Committee to start the program from the beginning. Restarting the program is subject to approval from the Academic Review Committee. All tuition and fees are out of pocket as Title IV will not cover the cost for retakes.

Grading Policy: Grades are given in letters. Students will be evaluated periodically by the course instructors with midterm and final student conferences, and a final evaluation at the end of each term. A minimum grade of 75% must be achieved in every academic course 85%
attendance, and a grade of “satisfactory” must be achieved in every lab and clinical component of each course to remain in the program and progress to the next term. Lab & clinical hours must have 100% attendance.

**Grading Scale:**

<table>
<thead>
<tr>
<th>Theory</th>
<th>Clinical</th>
</tr>
</thead>
<tbody>
<tr>
<td>92-100= A</td>
<td>Satisfactory= S</td>
</tr>
<tr>
<td>84-91= B</td>
<td>Unsatisfactory= U</td>
</tr>
<tr>
<td>75-83= C</td>
<td></td>
</tr>
<tr>
<td>66-74=D</td>
<td></td>
</tr>
<tr>
<td>65 &amp; Below= F</td>
<td></td>
</tr>
</tbody>
</table>

**Financial Aid Warning:** Any student who does not have a cumulative grade of 75% AND 85% attendance at the end of the first payment period (450 hours) may be placed on financial aid warning until the end of the second payment period (900 hours). Students placed on financial aid warning are eligible for one additional financial aid disbursement. Students will be given one academic warning. A student who has not met Satisfactory Academic Progress at the end of the first payment period (450 hours), but not the second payment period (900 hours) will be put on financial aid probation and will not receive additional funding until a cumulative grade of 75% and 85% attendance has been met.

**Financial Aid Probation:** The student who is placed on probation will be given an academic plan per the Program Director which must come into compliance with the school’s satisfactory academic progress standards by the end of the next payment period. The student will remain eligible for financial aid during the probationary period. At the end of the probationary period, the student must meet the academic/attendance progress standards or the academic plan developed for the student. If the student is not in compliance with the academic/attendance standards or the academic plan, the student’s financial aid eligibility will be terminated and the student may be dismissed from school. A representative from the Academic Review Committee will inform the student, in writing, of her/his warning/probation status and her/his dismissal from the school.

**Financial Aid Awards:** Financial Aid is awarded to students making satisfactory progress and who has successfully attended and passed half of the clock hours and weeks in an academic year such as: 450 clock hours and 13 weeks; 900 clock hours and 26 weeks.

**Students Classification:**
0-900 Clock Hours- Undergraduate Freshman
901-1300–Undergraduate Sophomore
ACADEMICS

Reestabishing Academic Good Standing: Students who are dismissed for unsatisfactory academic progress from all courses in a quarter must wait a minimum of one quarter before reapplying for admission to the institution. Students who are readmitted will be on probation until such time they meet satisfactory academic standards by the end of the next payment period. Seats are not guaranteed and are on a first come, first served basis. Readmitted students are ineligible for financial aid and will remain ineligible until they have completed 67% of the total clock hours attempted with a cumulative grade percentage of 75% or better and can complete the program within the 150% maximum timeframe.

Incomplete Grades/Class Repetition: Students are graded by objective, fact-based tests that are developed around the information disseminated from class lectures and reading assignments. Any missed assignments or exams not completed by the student will result in an incomplete grade for the class.

All assignments are to be completed before the end of each quarter.

All syllabi and calendars are subject to change.

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

Termination Appeals Process: Students terminated due to the inability to meet satisfactory progress requirements may appeal this decision to the Academic Review Committee by indicating in writing the reasons why the minimum requirements were not met. The Academic Review Committee will review the appeal and evaluate the termination decision. The student will be advised by email of the Academic Review Committee’s final ruling according to the Appeals Process. Students who are reinstated through the appeal process will be reinstated on probation and will be ineligible for financial aid until they meet the satisfactory academic standards.
CURRICULUM

CURRICULUM OUTCOMES

Upon completion of the PN Program, the graduate will receive a diploma and will be eligible to file an application with the Ohio/Michigan Board of Nursing (or whichever state you are applying) to write the National Council Licensure Examination for Practical Nurses (NCLEX-PN). The graduate will meet the program objectives as follows:

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

Students progress through each course in succession through each quarter. See the individual course syllabi for the grading policy and the course schedule for the scheduled times per week. All communication between the school and student will be via e-mail.

<table>
<thead>
<tr>
<th>Level</th>
<th>Course #</th>
<th>Course Name</th>
<th>Theory Hours</th>
<th>Lab Hours</th>
<th>Clinical/Hours</th>
<th>Observation Hours</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarter I</td>
<td>PN 101</td>
<td>Anatomy &amp; Physiology</td>
<td>90</td>
<td>12</td>
<td>0</td>
<td>0</td>
<td>102</td>
</tr>
<tr>
<td></td>
<td>PN 102</td>
<td>Fundamentals of Nursing I, Intro to Pharmacology and Clinical</td>
<td>106</td>
<td>72</td>
<td>72</td>
<td>0</td>
<td>250</td>
</tr>
<tr>
<td>Quarter II</td>
<td>PN 103</td>
<td>Fundamentals of Nursing II and Clinical</td>
<td>48</td>
<td>0</td>
<td>80</td>
<td>2</td>
<td>130</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Obstetrics</td>
<td>40</td>
<td>4</td>
<td>4</td>
<td>0</td>
<td>48</td>
</tr>
<tr>
<td></td>
<td>PN 104</td>
<td>Medical-Surgical Pharm-I and Pharm Lab</td>
<td>106</td>
<td>48</td>
<td>0</td>
<td>0</td>
<td>154</td>
</tr>
<tr>
<td>Quarter III</td>
<td>PN 105</td>
<td>Medical-Surgical Pharm II</td>
<td>144</td>
<td>0</td>
<td>74</td>
<td>0</td>
<td>218</td>
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<tr>
<td></td>
<td></td>
<td>Pediatrics</td>
<td>40</td>
<td>0</td>
<td>8</td>
<td>0</td>
<td>48</td>
</tr>
<tr>
<td></td>
<td></td>
<td>IV Therapy, Lab, and Clinical</td>
<td>16</td>
<td>18</td>
<td>6</td>
<td>0</td>
<td>40</td>
</tr>
<tr>
<td>Quarter IV</td>
<td>PN 106</td>
<td>Medical-Surgical Pharm III and Clinical</td>
<td>114</td>
<td>0</td>
<td>80</td>
<td>0</td>
<td>194</td>
</tr>
<tr>
<td></td>
<td>PN 107</td>
<td>Professional Transitions and Leadership Clinical/ Preceptorships</td>
<td>52</td>
<td>0</td>
<td>40</td>
<td>24</td>
<td>116</td>
</tr>
<tr>
<td>Totals</td>
<td></td>
<td></td>
<td>756</td>
<td>154</td>
<td>364</td>
<td>26</td>
<td>1300</td>
</tr>
</tbody>
</table>
REQUIRED CURRICULUM SEQUENCE

Each quarter's individual components to a course must be completed with at least a grade of 75% in lecture and a satisfactory passing grade in clinical in order to progress to the next quarter even if courses are combined with a cumulative grade of 75%. All courses must be completed within 150% of the normally allotted scheduled calendar time with at least a 75% and a satisfactory passing grade and all Clinical requirements. Students who do not meet the requirements must repeat all components of the course.

COURSE DESCRIPTIONS

PN 101: Anatomy & Physiology: Course Hours: 102 (Theory 90; Lab 12)
This is a course designed to promote understanding of the structure and function of the human body systems and how they differ in health and disease. Included are the principles of nutrition and microbiology. The course progresses from the study of the basic cell through study of all systems of the body. Emphasis is placed on the interdependence of the systems necessary to maintain homeostasis. Emphasis is also placed on vocabulary building and spelling of the names of body parts, physiologic processes and related disorders. Co-Requisite PN102

PN 102: Fundamental Nursing I & Intro to Pharmacology: Course Hours: 250 (Theory 106; Lab 72; Clinical 72)
This course is a study of the basic art and science of practical nursing. Emphasis is placed on knowledge and skills that are the foundation of transpersonal nursing care, including creative communication, (Jean Watson “Curative Factors”), assessment and the nursing process, and developmental changes as they occur from young adulthood to senescence. The student applies classroom theory of basic nursing skills to both the practice and clinical laboratory settings. In addition, Pharmacology is introduced relating to the nurse’s role in pharmacotherapeutics, drug classifications, pharmacological principles, math calculation, and medication administration techniques as well as legal, ethical, and cultural considerations related to pharmacology. Co-Prerequisite: PN101

PN 103: Fundamental Nursing II: Course Hours: 178 (Theory 88; Lab 4; Clinical 84; Observation 2)
This course focuses on health promotion and care during pregnancy, labor and delivery and post-partum, and advances to the care that assists with promotion and support of the emotional, mental and social well-being of the client, family, and communities, including end-of-life care. Clinical experiences focus in the mental health and community settings to emphasize care for the whole person in a social context. Prerequisite: PN101, PN102, Co-Requisite PN103

PN 104: Medical Surgical/Pharmacology Nursing I: Course Hours: 154 (Theory 106; Lab 48)
This course provides an introduction to adult health nursing incorporating the following systems: Diagnostic testing, Care of the Surgical Patient, Digestive system, and Musculoskeletal system. Medications related to the specific systems are taught with the system. A 48 hour portion of this class is medication administration which includes introduction to pharmacology, medical math and all forms of medication administration. Prerequisite: PN101, PN102, Co-Requisite PN103
**PN 105: Medical Surgical/Pharmacology Nursing II:** Course Hours: 306 (Theory 200; Lab 18; Clinical 88)
This course continues with the adult health nursing incorporating the following systems: Fluid and electrolytes, pediatric care, alteration with skin integrity, urinary disorders, endocrine disorders, neurological disorders, cancer, and immune disorders. Medications related to the specific systems are taught with the system. There is a 48 hour component of health care related to the care of the pediatric patient. Within the framework of class PN 105 - Med-Surge II, IV therapy and its components are introduced, practiced, and evaluated through a competency check off and clinical hours. Students will learn how to assess, insert, and care for the IV sites of patient with the roles and responsibilities granted to LPNs. The ethical and legal responsibilities are also discussed within this portion of PN 105 - MS II. Prerequisite: PN101, PN102, PN103, PN104

**PN 106: Medical Surgical/Pharmacology Nursing III:** Course Hours: 194 (Theory 114; Clinical 80)
This course is a continuation of the study of adult health nursing incorporating the following systems: Blood and Lymph, Cardiovascular, Respiratory, Visual and Auditory Systems. Medications related to the specific systems are taught with the system. Prerequisite: PN101, PN102, PN103, PN104, PN 105, Co-Requisite PN107

**PN 107: Professional Transitions:** Course Hours: 116 (Theory 52; Clinical 40; Observation 24)
This course is designed to prepare the student for the role of the licensed practical nurse. Leadership and management skills are presented and practiced in various clinical settings. Employment issues and career opportunities are discussed in the context of a challenging health care system. Leadership clinical and/ or Preceptorship based on student preparedness. Prerequisite PN101, PN102, PN103, PN104, PN105, Co-Requisite PN106

Upon completion of this course an ATI exit exam which is designed to evaluate your NCLEX readiness will be administered. The results are graded on (3) different levels. See below for explanation of levels.

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

**Level 2**
Scores meeting the Proficiency Level 2 standard may be considered to exceed minimum expectations for performance in this content area. Scores at this level were judged by the content expert panel to indicate a student as fairly certain to meet NCLEX-RN® standards in this content area. ATI advises these students to engage in continuous focused review in order to improve their knowledge of this content.
Level 1
Scores meeting the Proficiency Level 1 standard may be considered to meet the absolute minimum expectations for performance in this content area. Scores at this level were judged by the content expert panel to indicate a student as likely to just meet NCLEX-RN® standards in this content area. ATI advises these students to develop and complete a rigorous plan of focused review in order to achieve a firmer grasp of this content.

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

ASSESSMENT TECHNOLOGIES INSTITUTE (ATI) POLICY

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

**Students must complete all assignments in each course in order to successfully complete and pass the course**

CLASSROOM PROTOCOL

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

ATHENA EMAIL POLICY

Email is the mechanism for official communication within Athena Career Academy. Athena will provide each student with an email address that will be used for numerous and pertinent correspondences. We strongly encourage students to check their email frequently and consistently to help facilitate the lines of communication between students and the Athena staff. Students will be held responsible for all of the information provided in the emails which may
include but not limited to homework assignments, exam information, or business office related materials. Athena provides each student with an email address which follows the format below:

Your email address is:  firstname.lastname@athenacareers.edu

Example for Jane Smith is:  jane.smith@athenacareers.edu

In the event you need your password reset, please fill out an administrative request form and submit it to the Student Services Director.

CLASSROOM ATTENDANCE POLICY

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

Students need to be aware that there will be no make-up quizzes. Any missed tests must be made up on the first day back on campus. Failure to make up the test will result in a "0" score.

Written assignments that were due when a student was absent from class must be submitted on the first day of return to campus. Written assignments not submitted on the first day of return will not be accepted and the student will receive a failing grade (F) for the assignment. Projects that were assigned during the absence are to be submitted on the first day of return and are subject to the grade deduction listed above.

Any student who is absent more than the maximum 15% of the total clock hours for a course will become ineligible to remain in that course and will be terminated from that course. The student will receive a failing grade (F) for this course. The course will have to be repeated in its entirety the next quarter if applicable. (Please refer to the financial aid satisfactory academic progress policy for the financial aid obligations).

CLASSROOM COURTESY

Friends and family members can be distracting to others who are trying to study. Please do not bring any guests with you into the building. Be on time for class and skills lab. NO FOOD, BEVERAGES, CHEWING GUM, or CELL PHONES are allowed in the lab, training resource center (TRC) room, or during lecture time. One (1) covered beverage is allowed in the lecture rooms. Be respectful of others. Keep your space clean and neat.
CLASSROOM SAFETY RULES

- Horseplay and related acts are prohibited.
- Students may not eat, drink, or smoke during class, clinical or lab. Designated areas and times will be provided.
- All injuries must be reported.
- Personal Protective Equipment (PPE) must be used in lab and at clinical when appropriate as per facility policy.
- Do not use chemicals or equipment you are not authorized to use. Do not bring hazardous or illegal chemicals with you.
- Do not place equipment or materials within 3 feet of fire extinguisher. Do not block access to fire extinguishers hoses, electric panels, or emergency exits and entrances.
- Student will attend safety related meetings and training sessions as required by clinical facility.
- Our PROGRAM maintains a good housekeeping policy. Students must clean up after all spills immediately. Keep student access areas clean and free of debris, unused materials and unneeded equipment. Do not block aisle ways or doorways.
- Obey all warning and instructional signs.
- Hair below shoulder length should be tied back or banded on lab and clinical days.
- Personal electronic equipment, appliances, and extension cords are not permitted.
- Safe lifting and good body mechanics are required at all times. Ask for assistance if the need arises.

CLASSROOM QUIZ POLICY

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

CLASSROOM TEST POLICY

Tests will be administered according to the course syllabus. Each exam will be given only once. Students are not permitted to use cell phones or any hand-held computer instruments during testing unless otherwise indicated by the instructor. No cell phone calculators are permitted!
Calculators are permitted only to check work. All math calculations must be shown on the tests for credit to be given. Students will not be permitted to leave and reenter the room during test taking. It is very important that other students are not distracted during the testing period. Students should maintain a record of all grades obtained in the course so that they know their standing in the course at all times. Students who are having problems learning the course material are encouraged to seek assistance from the course instructor or designated faculty as soon as the problem is identified and not just before the final week of the course. It is the students' responsibility to be aware of their own strengths and weaknesses in test taking and to seek assistance as needed.

**SKILLS LAB**

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

**OPEN LAB HOURS**

Open lab hours are to be utilized exclusively for practice time. Open lab is NOT to be used for missed lab make up time. Any student who misses more than (1) one hour of scheduled lab time will be dismissed from the program.

**MAKE UP LAB HOURS**

The make-up lab hour will be scheduled at the discretion of the Lab Coordinator and will be posted in advance per Lab Coordinator. In the event the student fails to attend to make up time it will result in dismissal of the program.

**SKILLS LAB POLICIES**

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

TRAINING RESOURCE CENTER PROTOCOL

Hands must be clean and dry before entering the Training Resource Center (TRC) area. NO FOOD, BEVERAGES, CHEWING GUM, or CELL PHONES are ALLOWED. If borrowing books or materials, use the SIGN OUT sheet. Be certain to use the SIGN IN sheet when returning or you will be responsible for replacing any missing or damaged items. School computers are for professional and educational development only, no personal use of school computers is allowed. Ask for instruction before turning the computers on or off.

CLINICALS

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

CLINICAL ATTENDANCE POLICY

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

**Athena Career Academy will provide (1) one scheduled make up day at the discretion of the clinical instructor**

A second missed clinical with missed objectives will result in dismissal from the program.

**Students must be punctual.**

Once the clinical instructor begins his/her clinical class and a student reports to the floor late the student will receive a written warning regardless of the reason, and a student action plan will be implemented. Students must meet all clinical objectives for the course. In the event objectives are not met a failing grade (F) will be issued for the course.

Students who intend to be absent must **send an e-mail** to **absent@athenacareers.edu** **one hour** prior to the scheduled time. Students **MUST** also contact their instructor per instructor preference. Students must document communication with instructors. **REMEMBER**, a student **MUST** report off every day absent.

A “**NO CALL, NO SHOW**” prior to the start of your clinical time will result in **IMMEDIATE DISMISSAL FROM THE PROGRAM.**

An absence may jeopardize successful achievement of course objectives; therefore, students are responsible and will be held accountable for making up the time and meeting the learning objectives from missed clinical experiences. The student is responsible for communicating with the faculty in the case of any absence and the student is responsible for the consequences of the absence. The Academic Review Committee maintains the ability to review cases on an individual basis.

**EVALUATION OF CLINICAL PERFORMANCE**

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

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

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

The preceptorship is a relationship between a practicing nurse and a nursing student in order that the student may learn the roles and responsibilities of clinical nursing. This learning occurs as nursing students practice alongside the expert nurse. Preceptors serve as role models for students. A role model allows students to see and experience what the expert does on a daily basis while encouraging the student to ask questions. Preceptors challenge, guide, and direct. Preceptorship provides the student with a more realistic and intensive clinical experience, which will enhance the student’s employment readiness as a Licensed Practical Nurse. The student is expected to practice at the novice level of a Licensed Practical Nurse including areas of organizational skills, decision-making, delegation, and accountability while functioning more independently as a member of the healthcare team. The student works under the guidance of a preceptor. The preceptor is an LPN or RN currently employed at a clinical facility with a minimum of 2 years experience.

PRECEPTOR SCHEDULE

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

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

PRECEPTORSHIP ATTENDANCE POLICY

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

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

**PRECEPTORSHIP STUDENT RESPONSIBILITY**

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

**PRECEPTORSHIP GRADING AND EVALUATION**

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

**TERMINATION OF PRECEPTORSHIP**

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

**CONTACT WITH FACULTY**

The faculty assigned to the course will be available to the student and preceptor by telephone and e-mail throughout the preceptorship. The faculty will visit the clinical sites regularly for on-site
supervision and/or communication with student and preceptor. Periodically and at completion of the clinical experience, the faculty will meet with the preceptor to obtain evaluation data of the student’s experience.

**EVALUATION OF PN PROGRAM**

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

**GRIEVANCE PROCEDURE/APPEALS PROCESS**

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

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

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

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

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

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

ATHENA POLICIES

LEAVE OF ABSENCE

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

ESTIMATED GRADUATION/COMPLETION OF PROGRAM

Students are eligible for graduation from ATHENA CAREER ACADEMY PN Program when they have:
• Completed every theory course with a final grade of at least 75% and 85% attendance.
• Completed every laboratory component of each course with a final grade of "Satisfactory" and 100% lab hours completed.
• Completed preceptorship with a satisfactory final grade and 100% of hours completed.
• Completed clinicals with a satisfactory grade and 100% of hours completed.
• Paid all tuition and fees.
• Returned all parking permits, library books, keys, and hospital I.D.’s.

SWITCHING BETWEEN PROGRAMS

Athena Career Academy will not permit students to switch from day PN Program to night PN Program or night PN Program to day PN Program. Students may not transfer from one program to another within the institution.
WITHDRAWAL

Students withdrawing (personal or medical) from the program must do the following:
1) Submit a written letter of withdrawal to the Program Director;
2) Complete a student withdrawal form;
3) Meet with the Program Director to discuss circumstances and options for returning;
4) Meet with the Financial Aid Administrator
5) Meet with the Student Services Director

CODE OF STUDENT CONDUCT

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

ACADEMIC DISHONESTY POLICY

Academic dishonesty includes, but is not limited to, cheating, lying, plagiarism, falsifying records, breaching confidentiality, stealing, abusing alcohol or drugs, abusing patients/residents, behaving in a disorderly manner in the school or clinical area and providing care outside the scope of practice for licensed practical nurses. These behaviors are unacceptable and will be grounds for dismissal. No verbal or written warnings are required other than the explanations in this handbook.

ANTI-BULLYING POLICY

It is the policy of Athena Career Academy that bullying behavior by or against any member of the Athena Career Academy community, whether student, employee, faculty or guest, will not be tolerated. Violation of the anti-bullying policy can result in discipline up to and including expulsion for students.

Prohibited bullying behavior can take a variety of forms, and may include, but is not limited, to the following examples:
- verbal abuse, such as the use of derogatory remarks, insults, and epithets; slandering, ridiculing or maligning a person or his/her family; persistent name calling; using an individual or group as the butt of jokes;
- verbal or physical conduct of a threatening, intimidating, or humiliating nature;
- sabotaging or undermining an individual or group’s work performance or education experience;
- inappropriate physical contact, such as pushing; shoving, kicking, poking, tripping, assault, or the threat of such conduct, or damage to a person’s work area or property, and
• inappropriate electronic communication, such as the use of electronic mail, text messaging, voice mail, pagers, website, online chat rooms in a threatening, intimidating, or humiliating manner.

Any individual that feels that he/she has been the victim of prohibited bullying, or who witnesses any incident of bullying, should promptly report it. Athena Career Academy will investigate any allegation of bullying.

An individual complaining of bullying may be required to make the complaint in writing, and anonymous charges will not be the basis of any administrative action. In investigating complaints of bullying, attempts will be made to respect the privacy of all individuals involved, but due to the nature of fact-finding and investigation that may be needed, confidentiality cannot be guaranteed.

No individual will be disciplined or retaliated against for making a good faith complaint regarding bullying.

If inappropriate bullying behavior is found to have occurred, prompt remedial action will be taken. Any student found to have engaged in prohibited bullying or retaliatory behavior is subject to immediate discipline, up to and including dismissal.

**UNETHICAL CONDUCT/UNACCEPTABLE BEHAVIOR/ATTITUDE**

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

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

An undesirable behavior or attitude would be shown if the student refused to cooperate with co-workers or peers, causes dissension among classmates, co-workers or peers, uses profanity or vulgarity, and displays antagonism toward school personnel or classmates. These behaviors, as well as those listed on the ACA disciplinary action student counseling report (See appendix B), are unacceptable and may be grounds for dismissal. Those behaviors from group 1 will result in a failing grade-immediate, permanent dismissal from Athena with no opportunity for readmission. No other verbal or written warnings are required other than the explanations in this handbook.
BOARD OF NURSING REQUIREMENTS RELATED TO NURSING STUDENTS

4723-5-12 Program policies.

(A) The administrator of the program and the faculty shall establish and implement written policies for the following:

(1) Student admission;
(2) Student readmission, including a requirement that the readmitted student meet the curriculum requirements effective at the time of readmission;
(3) The process for determining the amount of credit to be granted to an applicant for advanced standing in a program;
(4) Student progression, which shall include the following:
   (a) The level of achievement a student must maintain in order to remain in the program or to progress from one level to another; and
   (b) The requirements for satisfactory completion of each course required in the nursing curriculum;
(5) Requirements for completion of the program;
(6) Payment of fees, expenses, and refunds associated with the program;
(7) Procedures for student illness in the classroom and clinical settings;
(8) Availability of student guidance and counseling services;
(9) Process for students filing grievances and appeals;
(10) A description of faculty responsibilities related to the supervision of students in accordance with section 4723.32 of the Revised Code and rule 4723-5-20 of the Administrative Code;
(11) Periodic evaluation by the faculty of each nursing student’s progress in each course and in the program; and
(12) Procedures for notifying students of changes in program policies.

(B) The program shall not implement changes to policies for student progression, or requirements for completion of the program, regarding students enrolled in the program at the time the changes are adopted.

(C) In addition to the policies required in paragraph (A) of this rule, the program administrator and faculty shall implement policies related to student conduct that incorporate the standards for safe nursing care set forth in Chapter 4723. of the Revised Code and the rules adopted under that chapter, including, but not limited to the following:

(1) A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the client, and the client’s response to that care.
(2) A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.
(3) A student shall not falsify any client record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports, time records or reports, and other documents related to billing for nursing services.
(4) A student shall implement measures to promote a safe environment for each client.
(5) A student shall delineate, establish, and maintain professional boundaries with each client.
(6) At all times when a student is providing direct nursing care to a client the student shall:
   (a) Provide privacy during examination or treatment and in the care of personal or bodily needs; and
(b) Treat each client with courtesy, respect, and with full recognition of dignity and individuality.
(7) A student shall practice within the appropriate scope of practice as set forth in division (B) of section 4723.01 and division (B)(20) of section 4723.28 of the Revised Code for a registered nurse, and division (F) of section 4723.01 and division (B)(21) of section 4723.28 of the Revised Code for a practical nurse;
(8) A student shall use universal blood and body fluid precautions established by Chapter 4723-20 of the Administrative Code;
(9) A student shall not:
(a) Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a client;
(b) Engage in behavior toward a client that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.
(10) A student shall not misappropriate a client’s property or:
(a) Engage in behavior to seek or obtain personal gain at the client’s expense;
(b) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the client’s expense;
(c) Engage in behavior that constitutes inappropriate involvement in the client’s personal relationships; or
(d) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the client’s personal relationships.
For the purpose of this paragraph, the client is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.
(11) A student shall not:
(a) Engage in sexual conduct with a client;
(b) Engage in conduct in the course of practice that may reasonably be interpreted as sexual;
(c) Engage in any verbal behavior that is seductive or sexually demeaning to a client;
(d) Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a client.
For the purpose of this paragraph, the client is always presumed incapable of giving free, full, or informed consent to sexual activity with the student.
(12) A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:
(a) Sexual contact, as defined in section 2907.01 of the Revised Code;
(b) Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.
(13) A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section 4729.01 of the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student.
(14) A student shall not habitually indulge in the use of controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.
(15) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of habitual or excessive use of drugs, alcohol, or other chemical substances that impair the ability to practice.
(16) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability;
(17) A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance;
(18) A student shall not obtain or attempt to obtain money or anything of value by intentional misrepresentation or material deception in the course of practice;
(19) A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.
(20) A student shall not aid and abet a person in that person’s practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.
(21) A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion;
(22) A student shall not assist suicide as defined in section 3795.01 of the Revised Code.
(23) A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its administrators, faculty, teaching assistants, preceptors, or to the board.

Additionally, a nursing student shall maintain the confidentiality of client information obtained during the course of nursing practice.

SMOKING POLICY

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

CELL PHONE POLICY

All cell phones must be TURNED OFF while in lecture, lab, or clinical. Ringing from a cell phone is disruptive and inconsiderate to your classmates and your instructor. Students may be excused from class and may return at break. It is not acceptable for a student to leave class to answer a call unless prior arrangements (before class/lab/clinical) with the instructor have been made. Calls from work are not considered an emergency situation. Return calls must be made at break or after class. Students may not use the camera function on their electronic device for any reason during class/clinical. All telephone functions must be disabled during clinical. At all times, guidelines of the individual clinical agencies must be followed.

Please note in the event of an important situation (ie., sick child, health issues etc) please discuss with your instructor “prior” to class for permission to allow your phone on “vibrate”.

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LAPTOPS AND ELECTRONIC DEVICES

Laptops and electronic devices **ARE NOT** permitted.

TRANSPORTATION

Students are responsible for obtaining their own transportation to the school and to the affiliating agencies used for clinical experiences.

CHANGE OF STATUS AND ADDRESS

After enrollment in the PN Program, the student must notify the Student Services Director as soon as possible of their marital status and address or telephone number changes for any reason. It is important that our records are correct and current, so that the student can be contacted in case of a schedule change, job recommendation, etc. Our office must be able to maintain the student's current status during enrollment and after graduation. To meet Federal and State regulations, we will utilize not only student’s name but student’s S.S.N. to track employment and education status.

PERSONAL PROPERTY

All personal property is the sole responsibility of the student, and Athena Career Academy does not assume liability for any loss or damage. Clothing and other small items should be marked clearly with the student's name and address.

Vehicles should always be locked to avoid the possibility of property loss due to theft. While Athena Career Academy maintains a safe environment, students should be aware that theft can occur anywhere in public places and should always use available safeguards and common sense against such events.

MEALS & BREAKS

On class days students can bring their own lunch or eat out at one of the local restaurants. All food is to be eaten in the student lunchroom. A microwave and snack vending machines are available for student use in the lunchroom. It is each student's responsibility to keep the lunchroom clean. **Food or Cell Phones are not** to be taken to the classroom, computer room, or learning laboratory, with the exception of one (1) covered beverage.

DRESS CODE FOR CLASS AND PRACTICE LABORATORY

Students are required to wear **royal blue** scrubs and **white** shoes with **white** socks. Jewelry and piercings in the face, mouth, and tongue are prohibited. All tattoos must be covered while at the laboratory and clinical site. **PLEASE NOTE: NO artificial nails/tips permitted during this program.**
DRESS CODE FOR CLINICAL LABORATORY DAYS

- Name pin and proper clinical identification must be worn at all times.
- Uniforms: PN Program, royal blue uniforms must be clean and worn at all clinical experiences, including times when students are at clinical sites obtaining research for clinical assignments.
- Shoes: Shoes must be all white close-toe/heel professional shoes with quiet heels. Clogs or slides are not permitted. Shoes must be polished daily and kept in good condition. Shoelaces are to be washed regularly.

Grooming:

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

Jewelry:

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

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

FEDERAL HOLIDAYS OBSERVED

Athena Career Academy will observe Martin Luther King Day, Memorial Day, Independence Day, Labor Day, and Thanksgiving Day. Athena Career Academy will not observe holidays that fall on the weekends or during breaks.
SCHOOL CLOSING DUE TO INCLEMENT WEATHER

The school reserves the right to close during weather emergencies or other emergencies for the safety of students and staff. Under these conditions, students will not be considered absent. Instructors will cover any missed material to ensure completion of the entire program.

Should the school need to be closed due to weather-related circumstances, please check local TV stations (13 ABC www.wtvg.com, 11 CBS www.toledonewsnow.com). The school will notify the media as soon as possible in the event that the school will be closed. When school is on a two hour delay, students must report to clinical site at previously assigned time.

TRANSCRIPTS

Upon graduation the student receives one (1) unofficial transcript. An official transcript must be requested in writing. Official transcripts will be mailed only to another educational institution or employer. If a student owes a balance, Athena reserves the right not to give transcripts until balance is paid in full.

ELIGIBILITY OF LICENSURE

In order to take the examination to become a Licensed Practical Nurse in Ohio, the graduate must make application to the Ohio Board of Nursing and the National Council of State Boards of Nursing. The examination is given at selected computer centers located in this area and throughout the United States. The Ohio Board of Nursing requires that the criminal records check be completed and filed for each graduate, and may deny a convicted felon the privilege of sitting for the examination. (See Criminal Record Policy)

ESTIMATED LICENSURE FEES

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

RECORDS CHECK PRIOR TO STATE EXAM (Ohio or Michigan) (Paid by student) $85.00
APPLICATION FEE (Ohio) (Athena pays initial fee) $75.00
APPLICATION FEE (Michigan) (Athena pays initial fee) $54.00

PROGRAM RECORDS

The Program Director and Students Services Director maintains all student records. The maintenance of individual student records is initiated with the student’s official application to the PN Program and continues throughout all of the student’s activity within the context of the PN Program. Student Services will maintain all necessary student records for the Department of Education, and the State of Ohio Board of Career Colleges and Schools; while the PN Program
Director will maintain all necessary student records per OBN standards. All permanent records that are required to be maintained; student transcripts and student files, are kept digitally and in locked, fire proof cabinets located at Athena Career Academy, 5700 Monroe Street, Suite 500 A, Sylvania, Ohio 43560.

LEGAL AND SAFETY POLICIES

NON-DISCRIMINATION POLICY

The PN Program of ATHENA CAREER ACADEMY is committed to equal opportunity for all and does not discriminate on the basis of race, color, religion, ancestry, marital status, gender, creed, sexual orientation, disability, age, Vietnam-era veteran's status, or national origin. Nursing courses meet the needs of students with physical and/or learning disabilities as provided by the Americans with Disability Act of 1990. The Law clearly details the responsibility of post-secondary education to provide reasonable accommodation for qualifying students with disabilities. If the student self-discloses his/her disability and provides professional documentation, the college is required to provide the accommodations unless the accommodations represent an undue financial burden or fundamentally alters the nature of the program, exam, etc. The student must be able to perform the following activities to progress through the program:

- Lift and/or transfer patients up to 6 inches from a stooped position, then push or pull the weight up to three (3) feet;
- Frequently work in a standing position and frequently walk;
- Physically apply up to the ten (10) pounds of pressure to bleeding sites, or in performing normal CPR activities;
- Respond and react quickly to auditory instructions/requests or monitoring equipment, and perform auditory auscultation without auditory equipment;
- Physically be able to perform up to an eight (8) hour clinical experience at least three (3) times per week;
- Perform close and distance visual activities involving objects, persons, and paperwork, as well as discriminate depth and color perception;
- Discriminate between sharp/dull and hot/cold when using hands;
- Manual dexterity required for preparing and administering medications;
- Speak English clearly enough for patients to understand, and understand the verbal communications of English-speaking clients/patients;
- Communicate effectively in writing, using appropriate grammar, vocabulary, and word context usage;
- Make quick appropriate decisions under stressful situations;
- Carry out procedures that prevent the spread of infection, e.g., frequent hand washing or using masks and gloves, etc.

Please note that all applicants are responsible to determine their own level of eligibility with respect to these qualifications and MUST identify to the school any particular accommodation that they may need or require. Students with a disability who enter the PN Program do so with
the full understanding that they will be expected to meet all course requirements with any reasonable accommodation that may be provided by the school. The nursing faculty, Program Director, Student Services Director and Executive Director will evaluate all requests for reasonable accommodation.

**FAMILY EDUCATION RIGHT TO PRIVACY ACT (FERPA)**

Under authority of the Family Education Right to Privacy Act, Athena Career Academy has established a policy for the release of student and/or graduate information:

- All students attending Athena Career Academy, The right to student file information is not conveyed to any spouse or family member by the right of relationship. A spouse does not have access. As a postsecondary educational institution, parental access to students' records will be allowed without prior consent of the students if the students are dependents.
- Education records are defined as files, materials, or documents that contain information directly related to students and are maintained by the institution. The PN Program Director supervises records and access is afforded by program officials for the purpose of recording grades, attendance, and advising.
- Each student and the parent or guardians of a dependent student have the right to review their academic and financial assistance records. The review will be allowed during regular program hours under appropriate supervision. The student and/or parent must notify Athena Career Academy one day in advance. During and after inspection of the file, no original document may be removed by the examining party. Athena Career Academy will provide one copy of each document free of charge and will do so within five (5) working days of the student's or their parent's request.
- Written consent is required before education records may be disclosed to third parties with the exception of the accrediting commissions and government agencies so authorized by law. Anytime access is granted to a student file, for purposes of review by other than appropriate management, state, or federal authorities, an access log will be kept of the date, place, and time during which access occurred. The name of the person(s) who accessed the file and the reason for the file review will be recorded in the log.
- Under no circumstances will Athena Career Academy disclose to any agency or person any statistic or report in the student files that relate to Campus Crime Information reporting requirement. This does not preclude disclosure under order of the court or to agencies entitled to access by right of legislation.

**CONFIDENTIALITY**

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

Fire Policy
This policy serves to protect the students and staff of Athena Career Academy. It is Athena Career Academy policy that once a fire has been located to do the following:

- Rescue anyone in immediate danger
- Call 911
- Activate alarm located at the front door; Announce “CODE-RED” via the paging system
- Contain the fire if it can be done safely
- Extinguish the fire if it can be done safely

Fire evacuation routes are located in each classroom, faculty offices, front offices, staff lounge, bathrooms, and front lobby.

Athena Career Academy undergoes bi-annual fire inspections by the state fire Marshall, the most recent inspection and all certificates can be found in the accounting office and may be viewed by appointments. Athena Career Academy holds unannounced fire drills throughout the year, during these drills ALL staff and students must evacuate the building and check in at their designated location (South Parking Lot by the light pole). Attendance will be taken following the fire drill. Failure to participate/evacuate and follow emergency instructions will result in disciplinary action.

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

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

Students who have failed to disclose criminal records on their application will be immediately terminated from the program for falsification of the application.

The Ohio Board of Nursing reserves the right to refuse licensure to any person with a criminal record that indicated the person has entered a guilty plea, been convicted of, or has a judicial finding of guilt for committing any felony. It is the student’s responsibility to contact the Ohio Board of Nursing if they feel they may have a record that could hamper their approval by the Ohio Board of Nursing.
Any misconduct on or off school property and/or clinical sites that is directly related to and impacts the welfare and morale of the school is within the scope of authority and the discretion of the Program Director with respect to discipline and/or program termination.

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

**Campus Security Act and Crime Awareness**

In compliance with the Federal Crime Awareness and Campus Security Act, the PN Program publishes and makes annually available a campus security report. Students, employees, or other individuals who want to review the report on the Athena Career Academy website.

Whenever any of the following crimes* occur on this campus, the information is reported to local police agencies and recorded on an incident report. These statistics are included in the annual reports.

The Emergency Plan is provided in a separate publication and is distributed to all students. General emergency procedures are posted throughout the building.

*Murder, Sexual Assault Robbery, Aggravated Assault, Burglary, Property Theft, and Arson

**Weapons Policy**

While the State of Ohio through the Ohio Revised Code Section 2923.126(A) establishes the privilege of carrying a concealed handgun, there are certain restrictions regulated by state and federal laws. Ohio Revised Code Section 2923.126(B) lists the places where concealed handguns are NOT allowed. These include "any public or private college, university, or other institution of higher education, unless the handgun is in a locked motor vehicle or ...[the licensee] is in the immediate process of placing the handgun in a locked motor vehicle."

In the event this policy is violated the student is subject to immediate dismissal.

**Alcohol and Drug Policy**

Athena Career Academy has a commitment to each student and to each patient at a clinical or externship affiliation to assure that the learning clinical or externship environment is free from the effects of abuse of alcohol and drugs by a student of Athena Career Academy. Therefore, it is the school’s policy to prohibit unlawful use, sale, dispensing, transfer, or possession of controlled substances, alcoholic beverages, drugs not medically authorized, or drug abuse or impairment caused from medically prescribed drugs; or any other substance that may impair an individual’s academic or work performance, or pose a hazard to the individual, public, students, or employees of the school on its property (owned or leased), or at any of its clinical or externship affiliates or any activity sponsored by Athena Career Academy.
All students are required to comply with Athena Career Academy’s Campus-Wide Drug and Alcohol Policy. Violations of this policy will lead to disciplinary actions, which may include termination of enrollment and possible criminal prosecution. When necessary, Athena Career Academy will offer un-sponsored referral to treatment programs for alcohol or drug abuse. Athena Career Academy is in compliance with the provisions of the Drug Free School and Communities Act Amendments of 1989, which applies to all students and includes policy enforcement, and drug and alcohol education, drug and alcohol testing, and referral for treatment.

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

- Secure safe transportation to the NorthWest Ohio Urgent Care in Sylvania, Ohio
- Provide a drug/alcohol screen to NWO Urgent Care at student’s expense

No student will be allowed to return to campus or the clinical setting without supporting documentation of a negative alcohol and/or drug screen.

In the event the alcohol screen is >.02 or the drug screen is positive for elicit street drugs, the student will be immediately dismissed from the program.

Athena Career Academy has a vital interest in maintaining a safe, healthy, and efficient learning and working environment. Substance abuse and misuse involves the use of alcohol and other drugs including prescription, over-the-counter, and illegal drugs in the classroom, on clinical practicum, or externship in the work place.

Being under the influence of an illegal drug, abuse of a prescribed drug, being under the influence of alcohol in the classroom, on clinical practicum or externship, or in the work environment poses a serious safety and health risk to the user and all those who are around the user. The use, sale, purchase, transfer, or possession of any illegal drug on Athena Career Academy’s property (owned or leased) or at any of the student’s clinical or externship sites and the use, possession, or being under the influence of alcohol poses unacceptable risks for safe, healthy and efficient operations.

**Classroom Safety Rules**

- Horseplay and related acts are prohibited.
- Students may not eat, drink, or smoke during class, clinical or lab. Designated areas and times will be provided.
- All injuries must be reported.
- PPE must be used in lab and at clinical when appropriate as per facility policy.
- Do not use chemicals or equipment you are not authorized to use. Do not bring hazardous or illegal chemicals with you.
• Do not place equipment or materials within 3 feet of fire extinguisher. Do not block access to fire extinguishers hoses, electric panels, or emergency exits and entrances.
• Student will attend safety related meetings and training sessions as required by clinical facility.
• Our PROGRAM maintains a good housekeeping policy. Students must clean up after all spills immediately. Keep student access areas clean and free of debris, unused materials and unneeded equipment. Do not block aisle ways or doorways.
• Obey all warning and instructional signs.
• Hair below shoulder length should be tied back or banded on lab and clinical days.
• Personal electronic equipment, appliances, and extension cords are not permitted.
• Safe lifting and good body mechanics are required at all times. Ask for assistance if need arises.

Blood/Body Fluid Exposure Protocol

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

INSURANCE

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

EMERGENCY MEDICAL FORMS

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

HEALTH/MEDICAL CARE

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

**INJURY**

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

**EXCERPTS FROM THE OHIO BOARD OF NURSING DOCUMENTS**

**SCOPE OF PRACTICE OF THE LICENSED PRACTICAL NURSE**

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

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

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

STANDARDS OF COMPETENT PRACTICE AS A LICENSED PRACTICAL NURSE

A. A licensed practical nurse shall function within the scope of practice of nursing for a licensed practical nurse as set forth in division (F) of section 4723.01 of the Revised Code and the rules of the board.
B. A licensed practical nurse shall maintain current knowledge of the duties, responsibilities, and accountabilities for safe nursing practice.
C. A licensed practical nurse shall demonstrate competence and accountability in all areas of practice in which the nurse is engaged which includes, but is not limited to, the following:
   1. Consistent performance of all aspects of nursing care; and
   2. Appropriate recognition, referral or consultation, and intervention, when a complication arises.
D. A licensed practical nurse may provide nursing care in accordance with division (F) of section 4723.01 of the Revised Code which is beyond basic preparation for a licensed practical nurse provided:
   1. The nurse obtains appropriate education which emanates from a recognized body of knowledge relative to the nursing care to be provided;
   2. The nurse demonstrates appropriate knowledge, skills, and abilities to perform the nursing care;
   3. The nurse maintains documentation satisfactory to the board of meeting the requirements set forth in paragraphs (0)(2) of this rule;
   4. When the nursing care to be provided is in accordance with division (F)(3) of section 4723.01 of the Revised Code, the nurse has a specific current valid order or direction from an individual who is authorized to practice in this state and is acting within the course of the individual's professional practice; and
   5. The nursing care does not involve a function or procedure which is prohibited by any other law or rule.
E. A licensed practical nurse shall, in a timely manner:
   1. Implement any order or direction for a client unless the licensed practical nurse believes or should have reason to believe the order or direction is:
      a) Inaccurate;
      b) Not properly authorized;

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

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

G. A licensed practical nurse shall, in a timely manner report to a consult as necessary with other nurses or other members of the health care team and make referrals as appropriate.

H. A licensed practical nurse shall maintain the confidentiality of client information obtained in the course of nursing practice. The licensed practical nurse shall communicate appropriate client information with other members of the health care team for health care purposes only.

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

J. When a licensed practical nurse is directed to observe, advise, instruct, or evaluate the performance of a nursing task, the licensed practical nurse shall use acceptable standards of safe nursing care as a basis for that observation, advice, instruction, teaching, or evaluation and shall communicate information which is consistent with acceptable standards of safe nursing care with respect to the nursing task.
The information presented here will be helpful as you progress through the PN program. Our expectation is that you will use this handbook as your first point of reference when you have questions concerning your program of study or academic policies. Please retain this handbook throughout your enrollment in the program.

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

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

### Collaborations

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

<table>
<thead>
<tr>
<th>Acceptable</th>
<th>Unacceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Respecting the instructors/staff status (they are a valuable resource)</td>
<td>• Not making or keeping an appointment</td>
</tr>
<tr>
<td>• Making and keeping appointments</td>
<td>• Not giving the instructor a chance to hear your</td>
</tr>
<tr>
<td>• Displaying a positive attitude</td>
<td>issue (not using the appropriate channels)</td>
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<tr>
<td>• Showing respect</td>
<td>• Spreading gossip</td>
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<td>• Being tolerant of others’ opinions</td>
<td>• Swearing or cursing</td>
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<tr>
<td>• Using an appropriate volume of voice</td>
<td>• Making negative comments about peers,</td>
</tr>
<tr>
<td>• Using appropriate language</td>
<td>instructors, or college on social media sites</td>
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<td>• Treating others as you would like to be treated</td>
<td></td>
</tr>
<tr>
<td>• Raising hand and wait to be called on</td>
<td></td>
</tr>
<tr>
<td>• Not talking about other instructors/staff members during class</td>
<td></td>
</tr>
<tr>
<td>• Showing respect</td>
<td></td>
</tr>
<tr>
<td>• Returning from breaks on time</td>
<td></td>
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<tr>
<td>• Being tolerant of others’ opinions</td>
<td></td>
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<tr>
<td>• Using an appropriate volume of voice</td>
<td></td>
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<tr>
<td>• Using appropriate language</td>
<td></td>
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<tr>
<td>• Treating others as you would like to be treated</td>
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<tr>
<td>• Raising hand and wait to be called on</td>
<td></td>
</tr>
<tr>
<td>• Not talking about other instructors/staff members during class</td>
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### Respect

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

The following counseling report was issued, and it is to be made part of the following student’s file.

**NAME** ____________________________________ **SITE** * ________ **DATE:** __________

*Site is defined as an off-campus clinical affiliate, and all on-campus lectures, labs, and clinicals.

**TIME:** __________

<table>
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<th>GROUP II</th>
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<tr>
<td>1. (  ) Obtaining, possessing, selling or using marijuana, narcotics, amphetamine, hallucinogenic substances, or alcohol on site. Reporting to site under the influence of any of these substances,</td>
<td>1. (  ) Engaging in disorderly conduct that could ultimately threaten the physical well-being of any patient, visitor, student, site employee or faculty.</td>
</tr>
<tr>
<td>2. (  ) Possession of weapons, wielding or threatening to use firearms, knives, etc., on site.</td>
<td>2. (  ) Threatening, intimidating, coercing any student, patient, visitor, site employee or faculty.</td>
</tr>
<tr>
<td>3. (  ) Assault on any patient, visitor, student or site employee</td>
<td>3. (  ) Inconsiderate treatment of any patient, visitor, student, site employee or faculty.</td>
</tr>
<tr>
<td>4. (  ) Theft, abuse, intentional misuse, or destruction of the property or equipment of any patient, visitor, student, site employee, or the site.</td>
<td>4. (  ) Failure to maintain professional demeanor</td>
</tr>
<tr>
<td>5. (  ) Immoral, indecent, illegal, or unethical conduct on site premises.</td>
<td>5. (  ) Insubordination and/or refusal to obey assignments.</td>
</tr>
<tr>
<td>6. (  ) Retrieving, divulging or disclosing confidential information about any patient, student, or site employee without proper authorization.</td>
<td>6. (  ) Failure to perform responsibilities or to exercise reasonable care in the performance of responsibilities.</td>
</tr>
<tr>
<td>7. (  ) Misuse or falsification of patient, student, or official site records without proper authorization.</td>
<td>7. (  ) Violation of safety rules and regulations or failure to use equipment safely.</td>
</tr>
<tr>
<td>8. (  ) Removal of patient, student, or official site records without proper authorization.</td>
<td>8. (  ) Creating or contributing to unsafe or unsanitary conditions</td>
</tr>
<tr>
<td>9. (  ) Failure to remove patient identification from documents before leaving site.</td>
<td>9. (  ) Unauthorized use of equipment</td>
</tr>
<tr>
<td>10. (  ) Failure to provide for the physical and psychological well-being of the patient.</td>
<td>10. (  ) Unauthorized soliciting, vending, or distribution of written or printed matter.</td>
</tr>
<tr>
<td>11. (  ) Unauthorized soliciting, vending, or distribution of written or printed matter.</td>
<td>11. (  ) Obstructing the learning of others.</td>
</tr>
<tr>
<td>12. (  ) Plagiarism or cheating.</td>
<td>12. (  ) Participation in unauthorized procedures.</td>
</tr>
<tr>
<td>14. (  ) Misuse of site time or property</td>
<td>14. (  ) Missed clinical day.</td>
</tr>
<tr>
<td>15. (  ) Pattern of tardiness (any tardiness in excess of one time)</td>
<td>15. (  ) Inappropriate dress or appearance based upon program regulations.</td>
</tr>
</tbody>
</table>

**Group I (  ) Failing Grade – Immediate, permanent dismissal from Athena with no opportunity for readmission.**

**Student Comments/Goals**

**Group II (  ) 1st Offense – Verbal Warning**

2nd Offense – Written Warning

3rd Offense – Failing Grade – Immediate, permanent dismissal From Athena with no opportunity for readmission

**Faculty Comments**

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RECEIPT OF PROGRAM HANDBOOK
(Please Print Your Name)

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

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

______________________________
STUDENT SIGNATURE              DATE

______________________________
SCHOOL OFFICIAL SIGNATURE       DATE