

Conemaugh Memorial Medical Center

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Conemaugh School of Nursing



2016-2017 Catalog



Conemaugh
Health System

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Conemaugh Health System and Conemaugh Memorial Medical Center

Conemaugh Health System, of Duke LifePoint Healthcare, is the largest healthcare provider in west central Pennsylvania, serving over a half-million patients each year through the Conemaugh Physician Group and Medical Staff, a network of hospitals, specialty clinics and patient focused programs. This for-profit integrated health system serves families across five counties in southwestern Pennsylvania. Conemaugh Health System employs over 450 physicians, and more than 4,000 clinical and non-clinical staff, all committed to providing the ideal patient experience.



Conemaugh Memorial Medical Center, the 486 bed flagship hospital of the Conemaugh Health System, is a tertiary care regional referral hospital known for clinical excellence and nationally recognized patient outcomes. Conemaugh Memorial is the most technologically sophisticated hospital between Pittsburgh, PA and Hershey, PA and offers specialized services including a regional Level 1 Trauma Center, Level 3 Regional Intensive Care Nursery, and high-risk obstetrical care. Conemaugh Memorial is a recognized Stroke Center, a Bariatric Center of Excellence, Blue Distinction for Cardiac Care, and provides air medical transportation services.

Conemaugh's teaching programs attract diverse professionals who bring skill and an international perspective to the patients they serve. The Journey to Excellence allows no room for excuses. Conemaugh Memorial's commitment to education is evidenced by hospital-based Conemaugh School of Nursing, five Allied Health schools, seven physician residency programs, a pharmacy residency program, and more than 200 medical school rotations every year. The Medical Skills Lab is one of 64 human simulation labs accredited nationally by the American College of Surgeons.

Conemaugh Memorial Medical Center's Main Campus is 26.5 acres and the Lee Campus is 6.6 acres. Included in the Conemaugh Health System are Conemaugh Meyersdale Medical Center, Conemaugh Miners Medical Center, and Nason Hospital. These three medical centers serve as regional tertiary centers. Conemaugh Memorial captures and maintains 60% of the market share. In addition, Conemaugh MedWell Urgent Care Centers are available for those seeking treatment that are not critically ill. The Crichton Rehabilitation Center meets rehabilitation needs and the Transitional Care Unit aids in medical care of patients needing post acute services.

Since 2006, Conemaugh Health System has adopted the Keystone Alliance for Performance Excellence (KAPE) and the Baldrige National Quality Programs as strategies to become an organization that demonstrates excellence. Performance Excellence is demonstrated with the initiation of the Define-Measure-Analyze-Improve-Control (DMAIC) Model and the adopted rapid cycle Lean Team approaches. Our Lean Six Sigma processes are utilized to reduce variation via standardization of flow and systematizing processes.

Local Area Information

Johnstown is located in the Laurel Highlands, nestled on the western slopes of the Allegheny Mountains in western Pennsylvania. The breathtaking scenery and fascinating history offer a unique combination of fun and education. The Johnstown Inclined Plane is the steepest vertical, vehicular incline in the world. The view overlooks the downtown area of the city of Johnstown.

The Laurel Highlands region, with its forests, mountains, lakes and rivers, abounds in recreational opportunities during all seasons. Three ski resorts, a dozen hiking trails, including the 70-mile Laurel Highlands Trail, 15 miles of cross-country skiing trails in the Laurel Mountains, boating, fishing, swimming, snowmobiling and additional outdoor activities are available. Johnstown also offers a wealth of cultural and sporting activities, including the All American Amateur Baseball Association (AAABA) championship tournament and the Sunnehanna Amateur Golf Tournament, and was named Kraft Hockeyville USA in 2015.

Entertainment and historical opportunities are abundant in Johnstown and its surrounding area. The Pasquerilla Performing Arts Center on the campus of the University of Pittsburgh at Johnstown is the home of the Johnstown Symphony Orchestra. Additional entertainment is available from the Johnstown Youth Symphony, the Johnstown Symphony Chorus, the Johnstown Concert Ballet and the big band sound of the Johnstown Jazz Workshop.

Local theaters, with summer stock and local performers, include the Allegheny Highlands Regional Theatre, the Mountain Playhouse, the Penn Wood Players, and St. Vincent College Theater. Johnstown's Community Arts Center caters to painters and craftspeople with specialties such as watercolor, woodcarving, calligraphy, and photography. The Center features an annual fair, Log House Arts Festival, Holly Bazaar, and Festival of Trees.

The work of both local and national artists is highlighted in exhibits at the Southern Alleghenies Museum of Art on the Saint Francis University campus in Loretto, PA, and the Johnstown Art Museum. The Pasquerilla Conference Center near the Cambria County War Memorial Arena hosts numerous conferences, as well as city, state, and national events. In addition, the Point Stadium and Cambria County War Memorial Arena host sporting events and concerts.

The Flight 93 Memorial where 40 passengers and crew lost their lives while stopping an attack on the United States Capitol on September 11, 2001 is within close driving distance.



Philosophy

The Conemaugh School of Nursing Faculty believes:

Man is a valued person in and of him- or herself to be cared for, respected, nurtured, understood, and assisted without condition or limitation. Man is viewed as greater than, and different from, the sum of his or her parts. Man is a spiritual, moral, mental, physical being who is constantly evolving and adapting to the world and the environment in which he lives. Man is part of a culturally diverse population of individuals, groups, family, and community.

Health is the unity and harmony of mind, body, and soul. It focuses on the entire nature of the individual in the physical, social, esthetic, and moral realms. Health is a subjective self-defined state associated with the degree of congruence between the self as perceived and the self as experienced. Man demonstrates health when there is harmony with the world and openness to diversity.

Nursing is a dynamic, changing, and caring profession in which the utmost concern is for human dignity and preservation of humanity. Nursing consists of knowledge, caring, healing, thought, value, philosophy, commitment, action, passion, and health promotion. Through human-to-human caring transactions, the nurse assists persons to gain a higher degree of harmony within the mind, body and soul which generates self-knowledge, self-reverence, self-healing, and self-care processes while allowing increasing diversity. Nursing possesses a deep respect for the wonders of life and focuses on the power to grow and change while maintaining human dignity and spirituality. Nurses give support and hope in helpless situations. As a professional discipline, nurses collaborate with other health team members and are complementary to the medical profession. Through evidence-based practice, nursing provides excellence to every patient, every time.

Nursing education is a process of transpersonal teaching-learning human care experiences, which provides the learner the ability to assess and realize another's condition of being-in-the-world and to feel a union with another. The School facilitates a comprehensive program of study which requires knowledge of human behavior and human responses to actual or potential health problems; knowledge and understanding of individual needs; knowledge of how to respond to other's needs; knowledge of our strengths and limitations; determining the meaning of the situation for the person; and knowledge of how to comfort and offer compassion and empathy. The learner is expected to be motivated, demonstrate initiative, have a capacity to learn, and actively engage in the educational process in a climate of mutual respect, growth, change, and excellence. The teaching-learning process of transpersonal human care experiences and the exchange of mutual ideas provide a knowledge base for competent clinical nursing practice.

The faculty cultivates an attitude which prepares the graduate to engage in self-directed, analytical inquiry throughout their professional life to keep pace with ever-changing trends, innovative technologies, and to maintain clinical competency. Through concurrent theory and clinical practice the School prepares the Conemaugh graduate to function within the scope of current legal, ethical and nursing standards for an entry-level clinical nurse position in a variety of health care settings.



Conemaugh School of Nursing

The Conemaugh Valley Memorial Hospital originated from community need following the Great Johnstown Flood on May 31, 1889. The flood necessitated the emergency construction of a makeshift tent facility to care for a 14-year-old girl with diphtheria on June 7, 1889. Within two weeks, numerous other tents were constructed in an orchard, between the Little Conemaugh and Stonycreek Rivers, as a health care facility. The flood resulted in the loss of 2,209 human lives. One out of every three persons was never identified and 99 families were completely annihilated; 98 children were orphaned, 322 individuals faced widowhood and 10,000 people were left homeless.

People throughout the world responded by donating funds for the construction of a hospital. Clara Barton, at the age of 67, quickly traveled to the disaster site with a small number of volunteers, making this the first disaster aid response organized by the Red Cross. Lavinia Dock requested a leave from duty at Bellevue Hospital, New York, NY to assist Miss Barton in caring for the numerous diphtheria victims in Johnstown. On February 4, 1892, Conemaugh Valley Memorial Hospital opened its doors to patients. Today, it is a Level 1 Trauma Center staffed with 486 beds.

Four years later, on February 7, 1896, the Conemaugh Valley Memorial Hospital Conemaugh School of Nursing admitted its first class of six female students. The curriculum had a well-developed two-year plan of rigorous study and clinical laboratory experience. Four students, the Class of 1898, proudly completed the course of study as the first graduating nurses.

Jessie L. Green, (seated, third from left, first row) a graduating senior from that class, was asked to design a Conemaugh School of Nursing pin. She and her classmates wished to honor the massive contribution of the Red Cross to the recovery of their community, the founding of the Hospital and the formation of their School; thus the pin took the form of a pink cross.

For over 100 years, graduates of the Conemaugh School of Nursing have contributed their knowledge and skills to the improvement of health care.



Classes of 1898 and 1899

Purpose

Conemaugh School of Nursing's purpose is to prepare the nursing graduate to seek licensure as a Registered Nurse. It is the School's educational responsibility to prepare a caring, competent, entry-level clinical practitioner who functions in a variety of health care settings and is complementary to the medical profession.

Program Outcomes

The program demonstrates evidence of achievement in meeting the following program outcomes:

1. Performance on the licensure exam: The program's three-year mean for the licensure exam pass rate will be at or above the national mean for the same three-year period.
2. Program completion: 70% of the class cohort will graduate within 150% of the time from the beginning of the program.
3. Graduate Program Satisfaction: 80% satisfaction with the program by graduate at 6-12 months post-graduation.
4. Employer program satisfaction: 90% or greater of the employers will be satisfied with graduates' overall ability to function as an entry-level clinical nurse at 6-12 months post-graduation.
5. Job placement rates: 90% of the new graduate cohort will be employed in nursing by nine months post-graduation.

Student Learning Outcomes

The graduate of Conemaugh School of Nursing:

1. Synthesizes theoretical knowledge of nursing, ethico-legal issues, leadership, management, and the biological, physical and behavioral sciences to anticipate and safely meet the needs of patients, families, and the community.
2. Demonstrates appropriate nursing decision-making actions utilizing Watson's Carative Factors, critical thinking skills, evidence-based practice, and current nursing standards to achieve positive outcomes.
3. Embraces learning in a self-directed manner as a life-long process of personal and professional development.
4. Practices in a responsible, accountable, competent and professional manner as an entry-level clinical nurse who is collaborative with other health team members and is complementary to the medical profession.

Administrative Policies

The Conemaugh School of Nursing reserves the right to select only those candidates who give evidence that they will be able to fully meet requirements and standards of the nursing program. Preference is given to those applicants who best demonstrate an overall aptitude for nursing.

The Conemaugh School of Nursing reserves the right to terminate the enrollment of the student who does not meet academic standards, financial obligations or professional behaviors. The Conemaugh School of Nursing complies with the Family Educational Rights and Privacy Act of 1974, as amended in 1976 (Public Law 93-380).

Student records are subject for review by approving accrediting and financial reviewing bodies. The Conemaugh School of Nursing reserves the right to make changes within the Catalog, Student Guide, and Program without notice; however, when possible, advance notice will be given.

The Conemaugh School of Nursing is committed to equal opportunity and does not discriminate against qualified persons on the basis of race, color, religion, creed, sex, age, national origin, ancestry, veterans status, disability, pregnancy, genetic information, or any other status legally protected by federal, state or local law in its educational admission policies, enrollment policies, financial aid, student activities, and services. Any issues should be reported to the Conemaugh School of Nursing Director.

Curriculum

Conemaugh School of Nursing faculty have designed a curriculum plan based on Jean Watson's Human Care Theory, Concepts of Relationship-Based Care, National Patient Health Safety Goals, Pennsylvania Nurse Practice Act, Diploma nursing graduate competencies, evidence-based standards of nursing, ACEN Standards, Institute of Medicine Reports, educational theories, Department of Health Standards, ANA Standards, NCLEX-RN test plan, Department of Education Regulations, and congruence with the governing organization.

The full-time nursing program is two years in length. An academic prerequisite to first-year enrollment into the Conemaugh Nursing program is completion of college Anatomy and Physiology I and II (theory and lab valued at 8-college credits) with a minimum passing grade of "C". There are no prerequisites for the second-year. During the academic nursing program 50 nursing credits and 33 college credits are provided.

Various college and university nursing programs provide career ladder opportunities for nursing graduates toward attaining a baccalaureate degree in nursing (BSN) and/or Master's degree in Nursing (MSN). Recognition of Conemaugh nursing courses or successful achievement on challenge exams affords the Conemaugh graduate additional college credits for advanced placement in RN-BSN or RN-MSN programs. Conemaugh School of Nursing has partnerships and articulation agreements with colleges and universities which transfer a specific number of college credits and/or offer substantial discounts toward BSN, MSN and DNP programs. Articulation agreements include: Carlow University, Chatham University, Grand Canyon University, and Mount Aloysius College. Partnerships include: Chamberlain College of Nursing, Drexel University, and Pennsylvania Highlands Community College.

Conemaugh School of Nursing actively encourages career advancement in nursing education. The nursing courses are taught by knowledgeable and experienced Conemaugh nursing faculty. The instructor/student ratio in the classroom setting ranges from 1:20 - 1:110, based on the nature of the course. The instructor/student ratio in the clinical setting is 1:3-1:13, based on the nature of the educational experiences.

The college courses are provided by Pennsylvania Highlands Community College (PHCC). There are some online options available through Chatham with approval from the Academic Admissions Coordinator/Recruiter. The student progresses in knowledge and clinical competency toward meeting the student learning outcomes. Students enrolled in the program are expected to dedicate their full attention to meet the curriculum demands of the Conemaugh nursing program.

Upon completion of the program requirements, the graduate receives a diploma and is eligible to take the Registered Nurse Licensure Exam (NCLEX-RN).

Admission

Conemaugh School of Nursing actively recruits men and women of diverse backgrounds to create a varied student body. Applicants must be citizens of the United States or in good standing with the United States Department of Immigration. The test of English as a Foreign Language (TOEFL CB, TOEFL iBT) may be required. A composite score above 500 is required. (Or, a standard of 55 for the Pearson Test of English Academic [PTE Academic] or the International English Language Testing System [IELTS] with a score of 7.5 may be required). For new class selection, the application will be considered for admission based on seat availability. If the class is filled and seats are unavailable, the candidate will be considered for waiting list status and granted admission in the class the following year. If you are not eligible for hire or rehire in the Conemaugh Health System, you are ineligible to complete clinical practicum experiences in our organization. Inability to engage in clinical experiences to meet course outcomes will result in involuntary program withdrawal. For non-Conemaugh Health System sites, students must meet the requirements of all partnership agreements relating to planned clinical learning experiences to meet course outcomes. If an alternate comparable experience can be provided, the student can continue in the course and remain enrolled in the academic program.

Qualified applicants are considered for acceptance into the Conemaugh School of Nursing when all application requirements are completed and a decision is rendered by the Admissions Committee. Consideration shall be given to scholastic aptitude, academic achievement, personal qualities, and physical and emotional health necessary to fulfill the outcomes of the program. Provisional admission status may be granted under special circumstances at the discretion of the Admissions Committee. All data submitted to the Admissions Committee is utilized in creating a complete picture of the applicant's eligibility and likelihood for success and is retained by the School. Any falsification, misrepresentation or omission of information in the application and financial aid process may result in denial of program admission and/or enrollment in the program.

The Admissions Committee has the final authority in deciding a candidate's acceptance or rejection.

Education Requirements for Admission

The applicant's rank should be in the upper half of the high school class upon graduation. A "C" grade or better in algebra, biology and chemistry is required. Applicants shall have completed work equal to a standard high school course with a minimum of 16 units, including 4 units of english, 3 units of social studies, 2 units of mathematics (one of which is algebra), and 2 units of science with a related laboratory or the equivalent. A passing score on the General Education Development (GED) test is acceptable.

Subject	Units
English	4
Social Studies	3
Mathematics	1
Algebra	1
Biology with Lab	1
Chemistry with Lab	1
Academic Electives	3 - 5
Foreign Language I & II (recommended)	2

If algebra, biology or chemistry is missing or must be retaken, the applicant can seek approved courses available at a community college, university, college, or technical school. Internet college level courses are available. The applicant must discuss course selection with the Academic Admissions Coordinator/Recruiter prior to course enrollment. Preference is given to an applicant with a high school grade point average of 3.0 or above, ranks in the upper 1/5 of the graduating class, or a 20 composite score on the American College Test (ACT) and/or above the 80th percentile composite score on the NLN Pre-admission Examination.

Pre-Entrance Examination

The applicant is required to submit the Scholastic Aptitude Test (SAT) results achieving a minimum combined score of 1000 if taken after March 1, 2016 (A combined score of 800 is comparative if taken prior to April 1, 1995; a combined score of 920 if taken between April 1, 1995 and May 1, 2005; and a combined score of 1350 if taken between May 1, 2005 and March 1, 2016). An ACT with a combined minimum score of 18 is also accepted.

Applicants who have been out of high school more than three years are not required to take an SAT or an ACT but must submit a minimum score in the 70th percentile on the National League for Nursing pre-admission examination for RN or KAPLAN pre-entrance test, with an overall score of 60. Verbal, math and science scores are reviewed as factors of program suitability. The applicant may take the NLN Pre-admission exam for RN or KAPLAN only two times per year.

The Admissions Committee may decide to waive preadmission testing for applicants who possess a Bachelor's Degree or an applicant who has completed 12 college credits as a full-time student. Applicants that wish to have preadmission testing waived must submit a written request for admission committee review. A request for waiver is not a guaranteed exemption; and will be reviewed by admission committee on a case by case basis.

Post-secondary Education

Applicants who had post-secondary college and/or practical nursing education are considered on an individual basis for admission and curriculum placement. All official transcripts of previously attended and current institutions are required to be submitted prior to enrollment and maintained enrollment in the program of study.

College Credit Transfer Policy

Applicants who had post-secondary college and/or practical nursing education are considered on an individual basis for admission and curriculum placement. Prospective student candidates are required to submit official transcript(s) of all completed post-secondary college course work with the Conemaugh School of Nursing application for review by the Admissions Committee. Candidates may be required to provide college course description(s) for review prior to decision on eligibility of course transfers. If more information is required to determine eligibility of a course for transfer, the course syllabus must be provided for review. Course work must meet approved, established course criteria guidelines with the student achieving a minimum of a "C" grade for consideration of transfer.

Candidates not submitting official transcripts of completed course work prior to Admissions Committee review and acceptance will not be eligible for advanced standing unless the Director of the Conemaugh School of Nursing gives special dispensation.

Candidates or students undertaking course work at other institutions during the acceptance process, or after the Admission Committee's acceptance, must request and receive approval for transferability and provide proof of enrollment for courses to be granted advanced standing upon successful completion. Prior to the fall start date, each enrolled student will receive an official transfer letter stating which courses have been approved for transfer as well as the governing organization from which the credit was transferred.

References

Three references are required: one from a teacher or a post-secondary educator or employer; and two from individuals of the applicant's choice. (References from family are not accepted.) The applicant gives the reference forms to the individual who then sends the completed form directly to the School. Individuals chosen for references should be able to evaluate the applicant's ability to pursue the study of nursing.

Personal Interview

The interview is a vital element in the admission process and will assess the applicant's motivation, personal qualities, academic potential, and aptitude for the nursing profession. Each candidate must pass a scored personal interview with the Academic Admissions Coordinator/Recruiter and/or members of the Admissions Committee.

Health

Each applicant is required to have a pre-entrance health examination. Records of the following items must be submitted; Tdap vaccine, urinalysis or urine dipstick, rubella (qualitative – positive or negative) if non-immune reaction then immunized, rubeola (qualitative - positive or negative) if non-immune reaction then immunized, varicella zoster (qualitative - positive or negative), (IGG if there is a negative history or vague about having chickenpox), Hepatitis B surface antibody (if the student has not received the Hepatitis B vaccine, it will be provided by the School) and chest x-ray if clinically indicated or if a history of a positive tuberculin skin test. Urine drug testing is required with a negative test result and testing is conducted by the Student Health Nurse. A dental examination with repair measures is to be documented by a dentist. An eye examination with correction is to be documented by an optometrist or ophthalmologist. All health status examinations must be submitted prior to enrollment into the Conemaugh School of Nursing. Engerix B (Hepatitis B Vaccine recombinant) may be available and is recommended.

The flu vaccine is MANDATORY. This will be provided by the Student Health Nurse from October-December. If a student receives the vaccine at a location other than the School, documentation must be submitted to the Student Health Nurse. Anyone not receiving and providing documentation of the flu vaccine will not be permitted to participate in clinical experiences.



Criminal Clearances

Students are required to provide a Federal Cogent Criminal Clearance, a Criminal History and Record Information Check (Act 34 Clearance) and a Pennsylvania Child Abuse History Clearance (Act 33 Clearance) prior to enrollment in Semester I. Criminal clearances must be completed no earlier than six months prior to the start date of classes. Any individual convicted of one of the prohibitive offenses will not be eligible for program enrollment or if enrolled, will be terminated from the program. Additionally, if a student comes to our facility and they have not been a resident of Pennsylvania for the past two consecutive years, they must go through the Department of Aging for an additional clearance per the Older Adults Protective Services Law.

Felonious acts prohibit licensure as a registered nurse by the State Board of Nursing at any time. Conviction of a felony includes judgment, and admission of guilt or a plea of nolo-contendere. Ten years must have elapsed from the date of conviction and/or an applicant for licensure satisfies the qualifications contained in the Act of the State Board of Nursing. (Refer to “The Controlled Substance Drug, Device and Cosmetic Act,” Act of April 14, 1971, P.L. 233, No. 64.) The offenses that will result in non-admission or program termination may be obtained upon request from the Conemaugh Health System Human Resources. There may be other convictions that could lead to denial of licensure. Potential students should be aware that prohibitive offenses (as identified by the Department of Health, Act 169, of 1996, as amended by Act 13 of 1997) would prevent employers in many health care facilities from hiring them even though they obtained a license from the State Board of Nursing. The following questions asked by the Pennsylvania State Board of Nursing should be answered as “No” (if “Yes,” the applicant should contact the Pennsylvania State Board of Nursing for guidance):

- “Have you ever been convicted, pleaded guilty or entered a plea of nolo-contendere, or received probation without verdict, accelerated rehabilitative disposition (ARD) as to any felony or misdemeanor including any drug law violations, or do you have any criminal charges pending and unresolved in any state or jurisdiction? You are not required to disclose any ARD or other criminal matter that has been expunged by order of a court.”
- “Have you withdrawn an application for a license, certificate or registration, had an application denied or refused, or for disciplinary reasons agreed not to reapply for a license, certificate or registration in any profession in any state or jurisdiction?”
- “Have you had disciplinary action taken against your license, certificate or registration issued to you in any profession in any other state or jurisdiction?”

Additional Testing

The Conemaugh School of Nursing reserves the right to require such additional information, examinations or measures as prescribed by the Admission Committee.

CPR Certification

Consistent with Hospital policy, students are required to have current certification in Basic Life Support. Curriculum and testing must include Adult 1 and 2-Rescue CPR, Infant/Child CPR, and Adult, Infant and Child Conscious and Unconscious Obstructed Airway. A CPR certification session is scheduled by the school during enrollment prior to patient care provisions on the clinical area. Failure to comply may interfere with meeting course outcomes.

Social Security Number

All students must have a Social Security number prior to entering the Conemaugh School of Nursing.

Transfer Students

The applicant must adhere to the same admission procedure as all program candidates. A minimum of three nursing courses must be completed in this program in order to qualify for graduation. Transfer students must submit an application and arrange to have the following sent to the Conemaugh School of Nursing: Official grade transcripts from all high schools, colleges, nursing schools and postgraduate institutions attended, and descriptions of nursing courses. Course transfers may be granted if courses have comparable content and credit to courses required by the Conemaugh School of Nursing curriculum. Courses considered for transfer must have been completed with a grade “C” or better. Educational vendors contracted with Conemaugh will be consulted for acceptance of course transfer. Time limits are placed in granting transfer credit for many college-level courses. The candidate may be required to take achievement tests in subjects previously studied. Transfer credits are not utilized in the computation of the student’s overall grade point average.

Advanced Placement for Licensed Practical Nurses (LPNs)

To qualify for advanced placement, the LPN applicant must meet the admission and prerequisite criteria of the School, be a graduate of an accredited school of practical nursing, have a current LPN license, and have employment in a health care setting within a two year period prior to program enrollment. Clinical experience as an LPN should be in an acute or long term care setting for at least one year prior to application submission. Even with advanced placement, additional theory and clinical time may be recommended in addition to the transition course hours. All written work and testing must be met with satisfactory performance/and a passing grade in the Fundamentals transition course to maintain program enrollment and progress in the curriculum with advanced standing. The cost of the transition course is based on the number of clinical days and theory days. An evaluation of “Satisfactory” clinical performance must be achieved within a three-week period.

The LPN who exempts the Fundamentals of Nursing course will be required to attend classes which are not taught or emphasized in a practical nursing program. These classes act as a transition course, which focuses on the role of the registered nurse, assessment, the nursing process, teaching/learning process, Watson’s Theory of Caring, and concepts of Relationship-Based Care.

Reinstatement

Students submit a written request for admission to the Admissions Committee. The student’s academic and performance records are reviewed prior to granting admission. During the withdrawal period, the applicant must demonstrate continued academic ability, be viewed by the faculty as possessing an aptitude for nursing and evidence of commitment to the learning process. One readmission to the program is permitted. The Admissions Committee determines the placement and conditions under which the student may reenter. In the case of a student who earns an “F” or “unsatisfactory” clinical grade in a nursing course, eligibility for readmission is forfeited.

The School believes that often students who return to the program may have corrected previous academic performance or resolved personal difficulties. Their current enrollment reflects the quality of the student who pursues continued educational development.

The Conemaugh School of Nursing's academic transcript will reflect all course grades earned. The course grade and credit value determines the calculated grade point average each semester, and as the student progresses in the curriculum plan, a cumulative grade point average is determined. For the student who previously withdrew from the program, their former grades remain on the academic transcript for repeated courses but are no longer counted in the student's current enrollment grade point average.

Acceptance into the Program

Acceptance for admission to the Conemaugh School of Nursing is based on the individual applicant's potential to complete the curriculum as indicated by the Admission criteria and availability of class openings. The Admission Committee selects the best candidate to offer program admission: one who demonstrates a commitment to the educational process and who has an aptitude for nursing. Candidates are notified in writing of the decision. All students who accept admission must pay the registration fee, including readmissions. Candidates are required to have scheduled laboratory tests, a dental and eye exam, immunizations (if required), and a physical examination completed. These examinations must be completed prior to enrollment. Any physician recommendations must be followed. One class is admitted in the fall of each year. A student currently enrolled at Conemaugh as a full-time student cannot be enrolled as a full-time student in any other educational program.

Provisional Acceptance means that a candidate is given conditions to be met as deemed by the Admissions Committee. Failure to fulfill conditions will result in non-enrollment in the program. Since admission is based on an overall view of the applicant's record and potential for success, the committee may choose to not grant the applicant full-time admission into the two-year curriculum plan. In the event no seats are available in a class, a qualified applicant may be placed on a waiting list. Being on a waiting list guarantees a seat in the next class as long as there are no violations to the admission policies. In the case whereby seats become available in the class in which the original admission is sought, the applicant may be formally offered a seat. All preadmission requirements and prerequisite college course credits with a passing grade must be met prior to enrollment.

Prerequisite to First-Year Enrollment

Anatomy and Physiology I and II - 8 college credits

An official college transcript must be received prior to program enrollment, giving evidence that at least a "C" grade was attained in the Anatomy and Physiology courses. These courses must be equivalent to eight college credits and possess separate laboratory components.

There are no Prerequisites to Second-Year Enrollment



Description of Courses

Taught by Pennsylvania Highlands Community College

BIO 202 - Human Anatomy and Physiology I - 3 credits

This course introduces the student to the structure and function of the human body. This is a semester long introduction to Human Anatomy and Physiology and prepares the student for Human Anatomy and Physiology II. Course topics will include the organization of the body at the molecular, cellular, and tissue levels and homeostatic mechanisms associated with the endocrine, integumentary, skeletal, muscle, and nervous systems.

Prerequisite(s): BIO 104 Principles of Biology I or accepted by CSON or high school biology within the last five years

Co-requisite(s): BIO 212 Human Anatomy and Physiology Lab

BIO 212 - Human Anatomy and Physiology Lab I - 1 credit

This course introduces the student to the structure and function of the human body. This is a semester long introduction to Human Anatomy and Physiology Lab applications. Students will experience and apply the material learned in lecture through experimentation and application of the scientific method to the following topic areas. Course topics will include the organization of the body at the molecular, cellular, and tissue levels, focusing on the integumentary, skeletal, muscle, and nervous systems.

Prerequisite(s): BIO 104 Principles of Biology I; or accepted by CSON; or high school biology within the last five years

Co-requisite(s): BIO 202 Human Anatomy and Physiology I

BIO 204 - Human Anatomy and Physiology II - 3 credits

This course is the second half of a yearlong introduction to Human Anatomy and Physiology. Course topics will include the organization of the body systems at the molecular, cellular, and tissue levels and homeostatic mechanisms associated with the cardiovascular, respiratory, lymphatic, digestive, urinary and reproductive systems.

Prerequisite(s): BIO 202 Human Anatomy and Physiology I or accepted by CSON

Co-requisite(s): BIO 214 Human Anatomy and Physiology II Lab

BIO 214 - Human Anatomy and Physiology Lab II - 1 credit

This course is the continuation of BIO 212 Human Anatomy and Physiology I Lab. Students will experience and apply the material learned in lecture through dissection and application of the scientific method to the following topic areas: cardiovascular, muscular, lymphatic, respiratory, digestive, urinary, reproductive, and endocrine systems.

Prerequisite(s): BIO 202 Human Anatomy and Physiology I or accepted by CSON

Co-requisite(s): BIO 204 Human Anatomy and Physiology II Lecture

ENG 110 - English Composition I - 3 credits

This course emphasizes the techniques of writing expository essays with stress upon careful thinking, word choice, sentence structure, and methods of organization. Students practice the writing of clear, coherent, and unified paragraphs and essays. Editing skills and the use of correct grammar and mechanics are also emphasized. Students are taught research skills and are required to write an argumentative research paper. This is the standard college English composition course.

Prerequisite(s): Placement Testing

HSC 146 - Pharmacology - 3 credits

This course emphasizes drug therapy as an integral part of health care. Students will develop a theoretical knowledge-base of major drug classifications and be able to relate this knowledge to the pharmacologic aspects of client/patient care. This study of pharmacokinetics and pharmacodynamics assists in analyzing patient responses to drug therapy.

Prerequisite(s): BIO 202 Human Anatomy and Physiology I and BIO 212 Human Anatomy and Physiology Lab I; BIO 204 Human Anatomy and Physiology II and BIO 214 Human Anatomy and Physiology Lab II

BIO 206 - Microbiology - 3 credits

This course is designed to introduce students to the fundamental concepts of microbiology, and the application of those concepts to human disease. Lecture will include the study of microorganisms, their metabolic processes, and their relationship to disease.

Prerequisite(s): BIO 104 Principles of Biology I Lecture or accepted by CSON

Co-requisite(s): BIO 216 Microbiology Lab

BIO 216 - Microbiology Lab - 1 credit

This course is designed to introduce students to the fundamental concepts of microbiology, through the application of those concepts to human disease. Laboratory work includes culturing, staining, studying, and identifying microorganisms.

Prerequisite(s): BIO 104 Principles of Biology I or accepted by CSON

Co-requisite(s): BIO 206 Microbiology

PSY 100 - General Psychology - 3 credits

This course is a general introduction to the scientific study of the brain, behavior, and mental processes of humans and animals, with emphasis on the goals of psychology: to describe, explain, predict, and control behavior. Students examine the substance of psychology such as biopsychology, sensation and perception, learning, memory, cognitive processes, affective behaviors, and mental illness through an examination of the theories, principles, and methods of research used in the field. Examples and applications enable the student to acquire the elements of critical thinking as adapted to the research environment. Students produce an APA formatted research paper. This course applies the fundamental principles of psychology as a natural science. Students explore current research through reading original empirical research and write an APA formatted analytic research paper.

PSY 130 - Human Development Across the Lifespan - 3 credits

This course covers various aspects of human development across the life span. It focuses on theoretical issues, developmental tasks, human differences, and applications of the knowledge with the area of human development. Human development is a broad field that looks at the changes, processes, and challenges encountered in daily living. Life span development examines the body of knowledge we call development. This course will expose students to the wide range of environmental factors, from physical to multicultural, aging, typical and atypical interactions between the organism and the environment, the normal and the challenges, the success and the failures of living.

SOC 100 - Introduction to Sociology - 3 credits

This is an introductory course that will familiarize the student with the basic principles and theories associated with sociology. This course will prepare students to look critically at a variety of social issues. Critical thinking is emphasized as students are provided thought provoking opportunities in challenging them to examine their diverse world.

HSC 270 - Diet Therapy for Nursing Students - 3 credits

Nutrition plays a vital role in maintaining good health and preventing chronic disease. Nutritional therapy in clinical situations is an adaptation of the principles of normal nutrition. Proper application of these principles can maximize restoration of health. This course introduces the nursing student to the fundamentals of medical nutrition therapy with direct application to the nursing process. The course provides an introduction of human nutrition including nutritional requirements, metabolism, and nutritional biochemistry. Nutritional needs and problems across the lifespan are addressed. Nutritional therapeutics for specific disease states are thoroughly examined.

HSC 165 - Critical Thinking & Ethics in the Health Sciences - 3 credits

This nonclinical course examines the components of critical thinking, decision making, logic, ethico-legal principles and regulations, and handling difficult situations in the health care environment. The learner clarifies personal values, cultural perspectives, and gains increased appreciation for human uniqueness, autonomy, and freedom of choice.

Taught by Conemaugh School of Nursing

Fundamentals of Nursing: 16 weeks - 10 credits

This course introduces the student to the role of the professional nurse as a member of the health care team. The theory of Relationship-Based Care and Watson's Theory of Nursing are the foundation of providing holistic, culturally sensitive, compassionate care. Key components are data collection, assessment skills, reflective critical thinking, logical problem-solving, utilization of the nursing process, ethico-legal aspects, health promotion through the teaching-learning process, development of basic nursing knowledge, and the historical background of the nursing profession. Mathematics for drug calculation and basic pharmacological principles are presented. Students are introduced to specific patient care concepts through the care of patients experiencing surgery and those with select musculoskeletal and eye and ear disorders. The clinical practicum provides students the opportunity to demonstrate basic technical skills and accountability through the human-to-human caring transaction with the patient and family.

Medical Surgical Nursing I: 8 weeks - 5 credits

This course builds upon previously learned knowledge and technical skills. Physical assessment, data collection and interview skills are enhanced to obtain a comprehensive health history. The patient's life style and potential for rehabilitation are analyzed. A range of acute and chronic alterations in health care are addressed. Attention is given to musculoskeletal, diabetes mellitus, gastrointestinal, cardiovascular, and respiratory system alterations in health. Supervised clinical experiences correlate with nursing theory. Students begin to care for a multiple patient assignment and gain experience in intravenous and phlebotomy skills. Critical thinking skills are enhanced through case studies addressing excellence in nursing care in the human-to-human interaction of nurse and patient.

Medical Surgical Nursing II: 8 weeks - 5 credits

This course encourages collaboration with a multidisciplinary health team. Students focus on meeting individualized health needs of every patient in an expanding patient assignment. Nursing consideration is given for patients with oncology, male/female reproductive problems, hematologic, valvular heart disease and abdominal aortic aneurysm. Emphasis is placed on maintaining dignity, respect and sensitivity to one's self and others. Clinical case studies address acute and chronic situations to help the patient and family reduce health risks and make modifications in life style to reinforce basic prioritization, decision-making and delegation activities. The student begins to provide and prioritize care for a multiple-patient assignment in the clinical setting.

Medical Surgical Nursing III: 8 weeks - 5 credits

This course enhances, as well as emphasizes, the ongoing progression of multiple medical-surgical problems that patients may encounter. There is an increased emphasis on collaboration with the multidisciplinary health team. Students focus on meeting individualized health needs of every patient in expanding patient assignments. Course content focuses on community oriented health, epidemiology, urinary, Alzheimer's, delirium, dementia, brain tumors, endocrine disorders, head and neck cancer, leukemia and multiple myeloma. The student provides priority care for a multiple patient assignment focusing on maintaining care utilizing caring values. Clinical emphasis is on the acute and chronic care of patients by using priority decision-making and delegation activities. Critical thinking skills are fostered in this course by utilization of clinical case studies, use of the patient simulator and care of patients on the clinical units.

Mental Health Nursing: 8 weeks - 5 credits

This course focuses on patients with mental health needs, personality disorders, psychiatric disorders, homelessness, substance abuse, and violence. The human caring occasion allows the identification of behavioral patterns, developmental theories and therapeutic communication. The student aids the patient in attaining a higher degree of harmony. Experience in 1:1 interaction as well as group processes allow the opportunity to analyze the dynamics of patient and self. Clinical experiences in acute, chronic and community settings foster mastery of interpersonal skills based on the patient's thoughts, feelings and behaviors. Communication skills are enhanced through student participation in individual and group health teaching exercises. Clinical conferences allow discussion of ethico-legal issues, innovative treatment, political issues, holistic nursing care, healing and giving hope in helpless situations. The student gains competency in transpersonal human care interactions to enhance harmony and openness to diversity.

Maternal/Child Nursing: 8 weeks - 5 credits

This course focuses on the uniqueness of mother-infant developmental process and the family structure. Conception, pregnancy, childbirth and infant to adolescence are studied. In addition, social health issues of sexually transmitted disease and teenage pregnancy are addressed. Emphasis is on prevention and the promotion and maintenance of health during this developmental process, fostering critical thinking, anticipatory guidance and the exploration of community resources. Clinical experiences in maternity, pediatrics and Regional Intensive Care Nursery (RICN) settings allow the student to synthesize knowledge of normal, abnormal complications and illness. Additional clinical experience is provided in the community setting. Clinical case studies emphasize the individuality of mother, father, infant, child, adolescent, and significant others. Physical, psychosocial and cognitive development theories are integrated with the nursing care of different age groups. The course's family-centered approach brings forth a deep respect for the wonders and mysteries of life.

Complex Medical Surgical Nursing: 8 weeks - 6 credits

This course emphasizes the complex and multiple medical-surgical problems experienced by patients. Knowledge is expanded on the acute phase of illness and the advanced nursing care of adults with acute and chronic alterations in health. Course content is focused on HIV, obesity, burns, hepatic, neurological and renal difficulties, as well as other complex system disorders. Students are also introduced to the role of the nurse in case management. The psychosocial and spiritual dimension involves the co-creation of coping skills for the individual and family. Community resources are stressed. The clinical practicum provides an expanded opportunity to prioritize and organize the health care needs of multiple acutely ill patients. The student anticipates and alters their plan of care to the ever changing health status of the complex patient. Time management and a higher level of clinical judgment are required. Critical thinking and problem-solving is fostered by the use of a patient simulator and clinical case studies.

Critical Care Nursing: 8 weeks - 6 credits

This course analyzes advanced nursing concepts for the comprehensive care of individuals with life threatening illness. Central to the scope of the course is the development of advanced knowledge and clinical skills in the critical care environment. Course content consists of respiratory, cardiac, shock, traumatic brain injury, spinal cord injury, trauma emergencies, and natural or man-made disasters. Ethico-legal issues involved with life threatening illness are addressed. Critical care and emergency services foster growth in nursing judgment, prioritization of care and decision-making. The clinical practicum requires the utmost collaboration of the interdisciplinary health team for patients and families coping with a life threatening situation. Case studies and the patient simulator allow synthesis of theory to clinical practice in caring for patients at high risk for multi-system failure.

Advanced Nursing and Leadership: 8 weeks - 3 credits

This course cultivates the transition of novice to an entry-level professional nurse position who provides excellence in care provisions to every patient. It addresses theories of leadership, management and advanced concepts of nursing care. Prioritization of care, delegation, quality improvement, personnel performance, ethico-legal issues, and the power of nurses to influence public health policy is addressed. Clinical experiences involve the accountability for the total care of a group of patients. Students gain confidence with experience in leadership and management skills. Clinical judgment, collaboration with the health team, and evaluating the effectiveness of the nursing process enhances critical thinking, decision-making and flexibility. Central to the development of independence is the demonstration of self-directed learning. Clinical case studies and the examination of advanced nursing concepts lead to preparation for the NCLEX-RN examination.



Nursing Curriculum

15 hours college theory = 1 college credit

45 hours college lab = 1 college credit

15 hours nursing theory = 1 credit

45 hours nursing clinical = 1 credit

Prerequisite

Human Anatomy & Physiology I (3 credits)

Human Anatomy & Physiology I Lab (1 credit)

Human Anatomy & Physiology II (3 credits)

Human Anatomy & Physiology II Lab (1 credit)

Total 8 college credits

First Year – 40 Weeks

Fall Semester I (16 Weeks)

Course	Credits	Theory	Lab	Clinical	Hours
Fundamentals	10	90	42	138	270
General Psych*	3**	45	0	0	45
Human Development*	3**	45	0	0	45

Semester I - Average weekly contact hours: 24

Total college credits: 6 Total nursing credits: 10

Total semester credits: 16 Nursing theory/clinical ratio: 1:2

Holidays: Labor Day, Thanksgiving Recess

Semester Break: 1-2 weeks

Spring Semester II (16 Weeks)

Course	Credits	Theory	Lab	Clinical	Hours
Medical Surgical I	5	45	10	80	135
Medical Surgical II	5	45	10	80	135
Microbiology*	3**	45	0	0	45
Microbiology Lab*	1**	0	45	0	45

Semester II - Average weekly contact hours: 24

Total college credits: 4 Total nursing credits: 10

Total semester credits: 14 Nursing theory/clinical ratio: 1:2

Semester Break: 1 week

Summer Semester III (8 Weeks)

Course	Credits	Theory	Lab	Clinical	Hours
Medical Surgical III	5	45	0	90	135
Pharmacology*	3**	45	0	0	45

Semester III - Average weekly contact hours: 24

Total college credits: 3 Total nursing credits: 5

Total semester credits: 8 Nursing theory/clinical ratio: 1:2

Holiday: Memorial Day Semester Break: Summer

* indicates college course

** indicates college credit

Program Hours

Nursing Theory hours: 420

Nursing Clinical hours: 990

Science Lab hours: 45

College Theory hours: 360

Total Program hours: 1815

Prerequisite to Second Year

None

Second Year – 40 Weeks

Fall Semester IV (16 Weeks)

Course	Credits	Theory	Lab	Clinical	Hours
Mental Health	5	45	0	90	135
Maternal Child	5	45	0	90	135
Diet Therapy*	3**	45	0	0	45
Sociology*	3**	45	0	0	45

Semester IV - Average weekly contact hours: 24

Total college credits: 6 Total nursing credits: 10

Total semester credits: 16 Nursing theory/clinical ratio: 1:2

Holidays: Labor Day, Thanksgiving Recess

Semester Break: 1-2 weeks

Spring Semester V (16 Weeks)

Course	Credits	Theory	Lab	Clinical	Hours
Complex Medical Surgical	6	45	0	135	180
Critical Care	6	45	0	135	180
English*	3**	45	0	0	45

Semester V - Average weekly contact hours: 26

Total college credits: 3 Total nursing credits: 12

Total semester credits: 15 Nursing theory/clinical ratio: 1:3

Semester Break: 1 week

Summer Semester VI (8 Weeks)

Course	Credits	Theory	Lab	Clinical	Hours
Advanced Nursing	3	15	0	90	105
Critical Thinking*	3**	45	0	0	45

Semester VI - Average weekly contact hours: 20

Total College Credits: 3 Total nursing credits: 3

Total Semester Credits: 6 Nursing theory/clinical ratio: 1:6

Holiday: Memorial Day

Semester Break: Summer

The weekly class schedule may vary because of final examination week and holidays. Vacation periods are incorporated throughout the Curriculum Plan. While the credit hours listed for the Pennsylvania Highlands Community College are accurate, the number of class hours may vary due to departmental policy and holidays. Time may be allotted for lab set up and clean up.

Academic Policies and Promotion

Students advance through the program by meeting standards of academic achievement, attendance, professional behavior, financial obligations, hospital policies, school policies, and program requirements. Promotion of the student is based on:

1. Meeting course requirements.
2. Demonstrating mastery of all course outcomes.
3. Maintaining satisfactory performance in previously learned courses and clinical competencies.
4. Adhering to program requirements.
5. Achieving a passing grade of no less than a “C” in all courses within the curriculum plan.
6. Receiving a clinical performance grade of “Satisfactory” in each nursing course.

A student with an “Incomplete” grade is not eligible for promotion until all course requirements are fulfilled/completed within the time frame established by faculty.

The student is expected to inform family members and/or significant others of grades and School status. For financial aid, the student must complete the education program requirements within 150% of the published length of the program.

Academic Standing

Academic standing is determined by a grade point system. Theory grades are determined on a percentage basis with a letter grade equivalent. The student’s academic quality point average (QPA) is obtained by multiplying the number of credit hours by the number of quality points. The total number of quality points is then divided by the total number of credit hours to determine the QPA. A cumulative QPA will be maintained for each student to establish class rank. Courses transferred into the program are not calculated in the determination of the term QPA. The honor roll scale at Conemaugh School of Nursing is: 3.0-3.5 QPA, Honors; 3.51-3.99 QPA, High Honors; and 4.0 QPA Highest Honors. A student must take a minimum of 6 credits to be placed on the honor roll.



The theoretical grading scale at Pennsylvania Highlands Community College (PHCC) (percentage grade for each letter grade is determined by the course faculty):

Grade	Quality Point	Description
A	4	Superior/Excellent
B	3	Good/Above Average
C	2	Satisfactory/Average
D	1	Pass/Unsatisfactory
I	0	Incomplete
F	0	Failure
W	0	Withdrawal
S	0	Satisfactory
U	0	Unsatisfactory
RD	0	Report Delayed
AU	0	Audit

Grading scale at Conemaugh School of Nursing:

Letter Grade	Percentage	Quality Point	Interpretation
A	93-100	4.0	Outstanding
B+	90-92	3.25	
B	85-89	3.00	Above Average
C+	82-84	2.25	
C	78-81	2.00	Average
D	70-77	1.00	Below Average
F	0-69	0	Failure
P			Pass
I			Incomplete
W			Withdrawal
S			Satisfactory
U			Unsatisfactory

Auditing Courses

With permission from the Director, Conemaugh School of Nursing and course coordinator, qualified individuals may audit a nursing course. Taking tests, fulfilling assignments and class attendance is required. The following privileges are not available to persons who audit:

1. A final grade recorded on a transcript
2. Clinical experience
3. Individual tutorial sessions

The cost of auditing a nursing course is 25% of the course tuition and the cost of related fees for the course and semester. Auditing college courses is the decision of the college. Determination of the cost is according to college policy.

Repeating Courses

A student who repeats a course will have both grades identified on the academic transcript of the program. The last grade earned will be the grade used in computing grade point average. Since nursing courses are composed of theory and clinical practicum, both components must be repeated. Current tuition and fees are charged for repeating a course.

Conemaugh Nursing Courses

A nursing course consists of theory and clinical practicum. The students must successfully pass both components to progress to the next course and in the program. The student experiencing difficulties should meet with the Director and/or Associate Director to clarify their academic and clinical status. A student who has not met all course learning outcomes and program requirements may be dismissed or given a period of time, by the Director, Conemaugh School of Nursing, in which to correct the areas of unsatisfactory performance.

Evaluation of Clinical Performance

Determination of the clinical performance grade is based on the student meeting established standards of achievement, attendance and program requirements.

The final clinical grade indicates that the evaluation was based on consistency in performance and that adequate time for evaluation in meeting outcomes occurred.

Satisfactory (S) - Successfully meets all mandatory learning outcomes of the course and program requirements

Unsatisfactory (U) - Failure to meet one or more of the course learning outcomes and/or program requirements

Incomplete (I) - Inability to meet course requirements within a scheduled time period.

Probationary Status

Students are informed of their academic status in the theory component of a course through written communication. Students are encouraged to take advantage of faculty assistance and various learning resources that are available. The student is not placed on probationary status for difficulties in mastering theoretical concepts. A student may be placed on probationary status for clinical difficulties and/or violation of school or hospital policies. A specific time period is designated to master expected competencies and behaviors to progress in the curriculum as planned. Failure to achieve a passing grade results in involuntary withdrawal from the program.

Withdrawal

Withdrawal refers to the non-completion of the program. The decision to withdraw is to be discussed between the student and the Director, Conemaugh School of Nursing. Upon withdrawal, the student must return the Hospital photo identification badge, library materials, parking permit, and any other School/Hospital-owned property. Arrangements must be made to meet financial obligations. Applicable tuition refund will be outlined by the financial aid office according to policy. Appropriate withdrawal forms for scheduled classes from Pennsylvania Highlands Community College must be completed by the student at the college. Failure to withdraw from a PHCC college course will result in an "F" grade being recorded on the PHCC academic transcript. Official transcripts are released when all obligations are fulfilled.

Involuntary Withdrawal (Dismissal)

Individuals who have been terminated from employment within the Conemaugh Health System are unable to engage in the clinical practicum experience designed in the school's curriculum. This action will result in denial of enrollment in the school since the individual cannot meet required competencies and program outcomes. If the faculty deems that a student does not meet the standards necessary for successful performance as a professional nurse, involuntary termination may be required. Tuition is not refunded. Reasons for withdrawal:

1. Unsatisfactory performance in theory or clinical practice
2. Failure to meet guidelines identified in probationary status
3. Failure to meet course and program requirements
4. Failure to meet math competency requirements
5. Possession of illegal drugs on Hospital premises
6. Divulging confidential information except to proper authorities
7. Violation of academic integrity
8. Damaging Hospital or School property
9. Violation of Hospital rules, regulations, standards, values or policies
10. Uncivil behaviors to others
11. Non-fulfillment of financial obligations
12. Non-attendance
13. Loss of clinical privileges

Voluntary Withdrawal (Resignation)

A student who plans to withdraw from the program during any term must make an appointment to discuss his or her intention with the Director, Conemaugh School of Nursing and the Financial Aid Administrator. After this meeting, the student has one week to submit a letter verifying the voluntary withdrawal to the Director. The Associate Director, Conemaugh School of Nursing, will notify faculty. Appropriate withdrawal forms for scheduled classes at Pennsylvania Highlands Community College must be completed by the student at the college. The Director will document and submit the withdrawal date based on the letter of resignation and/or the last date of attendance. The last date of attendance is for financial aid purposes. Students may withdraw “W” from nursing courses two weeks prior to completion without incurring course failure “F” as a documented grade. A student who withdraws from the program and wishes to return must repeat the admission process.

Math Competency

For safe administration of medications, competency in math calculation is expected as a nursing course prerequisite requirement to the clinical component for safe administration of medications. Students are expected to earn at least 85% on examinations of dosage calculation. Tutorial sessions, work-sheets, and computer assisted instruction are available. Students must demonstrate satisfactory ability to calculate dosages to be offered the opportunity to administer medications in the clinical setting. A student is afforded three opportunities to achieve a passing grade. Failure to pass math competency results in involuntary program withdrawal. Maintaining math calculation competency for safe administration of medications is required to meet course outcomes and progress in the curriculum as planned. Medication dosage calculation questions will be part of meeting theory grade requirements and clinical learning outcomes.

Professional Accountability

As a potential registered nurse, students are to abide by Hospital and School regulations and expectations. Inappropriate behavior, dress, grooming, language, and attitude are not tolerated. A student who continues to exhibit this behavior can be placed on probationary status or dismissed from the program. Students have a responsibility to monitor other individuals’ patterns of practice. Mistakes and errors can lower the standards of practice expected in providing quality patient care. The person who conceals mistakes of others is as guilty of that error as the actual participant.

Communication left in the student mailbox is the student’s responsibility to retrieve. Except in emergency, individual notes are not hand-delivered to students. The faculty and administration rely on the mailbox system to disseminate information. It is the student’s responsibility to check mailboxes daily for communications.

Classroom Attendance

Students are expected to attend and be punctual for all classes. **Students who arrive after lecture begins are not permitted to enter the classroom.** Absenteeism may affect grades and could result in academic failure. In the event of unavoidable absence, the student is responsible for information presented in class. Appointments should not be made during scheduled course activities or School functions.

If an unavoidable absence is required, prior arrangements should be made with the course coordinator. In the event of an absence, it is the student's responsibility to contact the instructor at the beginning of the school day of return for makeup requirements. Makeup work for an excused absence must be completed within the time frame established by the faculty. Reporting absence for classroom theory is not mandatory except for a scheduled exam.

All students are expected to be prompt for a scheduled class and to remain for the entire period. Attendance will be taken for scheduled class time. Students with an attendance problem may be required to meet with the Director. When 10% of the course theory hours are missed, there will be a 1% reduction in the final theory grade percentage at the completion of the course. When 20% of the scheduled theory is missed, there will be a 2% grade reduction in the final theory grade for the course. The situation will be reviewed by the course faculty and the Director, School of Nursing, prior to the final documented grade reduction.

Clinical Attendance

Regular and prompt attendance during clinical experience facilitates students' accomplishment of student learning outcomes. Assigned time for clinical experience is necessary for students to demonstrate application of classroom theory to develop skills and judgment, and to give instructors the opportunity to evaluate achievement in accomplishing course outcomes. Fifteen percent or more of clinical hours missed per nursing course is reason for dismissal. In the event of a labor dispute in the clinical setting, it may be required that clinical time lost is made up. Students are not expected to cross a strike line. Reporting absence or tardiness is required. Failure to notify the School in a timely manner results in forfeiture of clinical experiences. It is the students' responsibility to contact the course coordinator at the beginning of the school day they return from their absence to obtain a structured alternative assignment.

Reporting absence or tardiness for all scheduled clinical practicum is required. The procedure for notifying the clinical area and course instructor is to phone the Library Assistant at 814-534-9636, a minimum of one hour prior to the scheduled clinical experience. Failure to notify the School in a timely manner will result in forfeiture of clinical experiences.

Clearly identify yourself, your nursing course, clinical site, instructor, and course coordinator.

A structured alternate learning assignment developed by the course faculty is required for each clinical absence day, except in the case of death as follows:

Immediate Family Member:

Students' spouse, parent, child, sister, brother, legal guardian or ward, grandparent, great-grandparent, grandchild, great-grandchild, mother or father-in-law, daughter or son-in-law, sister or brother-in-law, stepchild, stepmother, stepfather, stepsister, stepbrother, or any individual living with the student. Up to three days of excused absence is granted in one week.

Close Family Member:

Student's aunt, uncle, first cousin, niece, nephew, grandparent-in-law, great-grandparent-in-law, or any "ex-in-law/spouse." One day of excused absence is granted in one week.

A student who misses scheduled clinical time due to documented hospitalization, urgent/emergent outpatient treatments or emergency room care for themselves or an immediate family member is not given an alternate assignment.

If a student arrives 15 minutes late for clinical, they are marked for one-half day absent in addition to tardy and are required to complete an alternate clinical assignment. Alternate clinical assignments do not replace the value of skill performance and professional judgment afforded in the clinical setting in meeting course outcomes. All students are expected to be prompt for scheduled clinical or community experience and to remain for the entire period. Alternate clinical assignments will be challenging and will take at least 50% of the time to complete as the hours of clinical missed. Faculty teaching the theory content of the clinical alternate assignment will develop a key for correction of the student's submitted written alternate assignment. Due dates will be determined by the course. Failure to complete the assignment in a satisfactory manner will result in an incomplete and subsequent failure to progress in the program.

Arriving more than 15 minutes late for clinical is recorded as tardy and missing one-half day of clinical time. Total absent time is documented on final transcripts and on the Graduate Readiness for Employment Summary. Since the School of Nursing is part of Conemaugh Memorial Medical Center, the School normally does not close due to inclement weather.

Student Employment

Employment may be necessary while enrolled in the program for some students. These guidelines apply:

1. The School assumes no responsibility for employment.
2. School uniform and/or photo identification badge may not be worn at the employment site.
3. The employment schedule must not interfere with the academic schedule.
4. The student may not perform duties of a professional registered nurse.
5. If currently licensed as a Practical Nurse, a student may work in that capacity.
6. The School is not responsible for the student during employment hours.
7. Excessive hours of employment may negatively impact academic success.

Educational Facilities

The Conemaugh Memorial Medical Center Main Campus houses the library, classrooms, offices, computer center, skills lab, simulation lab, and a variety of audiovisual materials. Conemaugh Health System facilities, Home Health visits, doctors' offices and selected community resources are used for clinical nursing practice. Clinical experiences are correlated with theory. Students participate in selection and evaluation of new materials and recommended additions to the Health Sciences Library. The computers, audiovisuals and printed materials are located in the Library and adjacent to the computer center. Conemaugh Memorial's copyright policy can be found in the School of Nursing Student Guide.

Facilities

Locker rooms allow students to store their belongings while at the School. Students are to provide their own lock. Lockers are to have a secured lock in place at all times. The Organization and School are not responsible for property maintained or brought to the Campus.

Books and Uniforms

Books for courses are purchased by the student. Students are required to purchase Conemaugh School of Nursing uniforms and Conemaugh classroom attire. Approximate costs for books and uniforms are listed on the Tuition & Fee Schedule. Graduation ceremony attire is required and the cost is included as part of graduation fees.

Transportation and Parking

Students are responsible for providing their own transportation to class and clinical experiences. Transportation costs are variable and are determined by distances and modes of transportation. Not all clinical sites utilized by the program are accessible by bus transportation. Students must make their own transportation arrangements. Student parking is designated. A shuttle transports the student to and from the Menoher Parking Lot to the Main Campus.

Housing

All students are responsible for their housing needs. Many apartments in the vicinity of the Hospital offer housing to Conemaugh students. Information pertaining to accommodations in the community is commonly posted on the student bulletin boards.

Meals

Meals may be purchased in the CrossRoads Cafe or students may carry meals from home. A small kitchenette is provided in the Student Lounge. Several restaurants are located within one or two blocks of the Hospital.

Health, Well-Being and Health Insurance

Expense of medical care and hospitalization is the student's responsibility. Conemaugh promotes health and well-being and adheres to the provision of a drug-free, smoke-free environment. It is Conemaugh's policy that students be physically and mentally fit. All students must possess health insurance. Health services are available.

Mental health services are also available. When there is a charge for such services, the student's health insurance carrier is billed. If the student is found not to have health insurance, the student is responsible for payment.

In compliance with the requirements of the Drug Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989, Conemaugh prohibits the unlawful manufacturing, possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as part of its activities. This Substance Abuse Policy is in effect throughout Conemaugh and is distributed yearly to all students. Annual educational sessions on substance abuse are presented. If a problem of substance abuse is suspected or documented, Conemaugh's Substance Abuse Policy is implemented, and drug and alcohol screening/testing is done as deemed appropriate. Confidentiality is maintained.

Legal sanctions, under the Controlled Substance, Drug, Device and Cosmetic Act or comparative legislation, may include probation, fines or imprisonment.

Periodic dental care and examination, eye care, orthopedic appliances and care related to pregnancy are the responsibility of the student or the student's family. In the event of illness, the student is to secure care from a physician of choice at personal expense. Certification of care by the physician should be submitted to the student health nurse where health records are maintained during enrollment.

Latex Allergies: The environment of various clinical sites cannot assure that the area is latex free. Those individuals who have latex allergies may require accommodations that the School cannot provide. The School cannot assure that all learning sites utilized in the education process can be latex free.

Accommodations to Achieve Learning Outcomes

Students needing reasonable accommodations for testing and skill performance are to make an appointment with the Director, Conemaugh School of Nursing, to discuss the nature of the accommodation required by the School. Requests for reasonable accommodations must be documented two months prior to enrollment. Expenses for the learning assessment are the responsibility of the student. Results will be shared with the Employee Health Department and the Human Resources Department. The school complies with all federal, state and local statues and regulations. It is the policy of the school to oversee that the policies and practices are administered consistently without discrimination. Reasonable accommodations will be made for a known applicant with a disability unless the accommodation would impose an undue hardship on the operation of the facility. At the request of the student, documentation of a learning disability or physical limitation with the type of reasonable accommodation provided by the School will be submitted to the State Board of Nursing for NCLEX-RN testing accommodations.

Counseling Services

- Counseling Services are designed to assist the student in academic and professional adjustment.
- Academic counseling is provided by the faculty, the Academic Admissions Coordinator/Recruiter, the Associate Director, and/or the Director. Areas include: NCLEX-RN examination, test taking skills, interviewing skills, and resume writing.
- Referrals and consultations are made as necessary.
- Students may utilize the Conemaugh Employee Assistance Program.
- The Health Nurse for Students will also assist in referral of community resources.

Dress Code

Grooming and attire worn by individuals connected with the School of Nursing should reflect an image of respect and professionalism in an academic and hospital setting. Dress that is appropriate, modest and in good taste is expected in all Memorial Medical Center Campus areas. Students are to be properly groomed with clean hair. The student photo identification badge must be worn at all times. Lack of a hospital photo ID badge requires that a badge be immediately purchased from the security department for a fee. Every impression made on patients and the public is a significant concern, regardless of department, location or assignment.

At the discretion of the instructor/assigned staff, extremes in appearance or in attire will result in student dismissal from the learning experience. Repeated violation may result in program dismissal by the Director, School of Nursing.

Clinical Uniform - The complete School uniform consists of the white top with School logo and teal scrub bottoms for freshmen, and teal scrubs for seniors. All students must have a photo ID badge, white leather shoes and white socks. If cold, a white non-logo dress jersey may be worn under the tunic. No thermal undergarments.

Photo Identification Badge - A Conemaugh Memorial Medical Center photo identification badge is to be worn at all times. The ID badge is to be worn on the upper chest with photo and information visible. The badge is to be unadorned, except for gold stars and honor pins.

Shoes - White low heeled oxford or strap shoes, or leather tennis shoes are acceptable. Backless shoes are not permitted on the clinical area. The shoes are not to have fabric or a conspicuous logo printed on the shoe. Soles of the shoes must be white or neutral in color. White shoes and white laces are expected to be clean and look professional.

Wristwatch – The watch cannot be distracting and must have a second-hand sweep.

Undergarments - Men are to wear white non-logo printed tee shirts under the tunic top. Women are to wear appropriate white or beige undergarments. A white non-logo dress jersey may be worn under the tunic top (No thermal underwear). White socks must be worn with clinical attire.

Lab Coat - A lab coat with the student's photo ID badge can be worn on the clinical setting. Lab coats should not be worn when providing direct bedside care provisions. Clean lab coats and the student's photo ID badge must be worn over tasteful, conservative clothing (classroom attire) when the student goes to the clinical areas for their patient assignment. Professional appearance is essential in patient care areas as a representative of the nursing profession. No warm-up jerseys or hoodies to preassess.

Sweaters - A clean white sweater is acceptable attire over the clinical uniform. Remove sweater when providing direct patient care.

Makeup and Facial Implants - Subtle makeup is acceptable. Exposed and under the skin facial implants are not permitted.

Contact Lenses/Glasses - Contact lenses must be a natural eye color and not distracting. Glasses must have clear lenses and frames that are not distracting in shape, color or pattern.

Hair - Hair is to be clean and neatly groomed, appropriately styled and colored. (Unnatural hair color, i.e., purple, green, blue, pink, etc., is not permitted.) Ribbons and hair ornaments are not allowed with the uniform. Long hair is to be pinned neatly above the uniform collar or held secure with a white scrunchie in a ponytail or braid down the back. Hair should not fall forward when providing patient care. Men must be clean shaven or with mustaches and beards neatly trimmed. Sideburns may not extend past the ear lobe. No man buns.

Hygiene - Daily bathing, use of deodorants and mouth care are expected. Good dental hygiene and clean teeth in good repair are required. In all clinical areas involving patient care, perfumes/colognes are not permitted. Cigarette smoke on hair, breath and clothing can be unwelcome odors to others.

Fingernails are to be trimmed short and kept clean. Due to an infection control hazard, no nail polish, acrylic nails or glue-on nails and nail ornamentation may be worn with the uniform. Fingernail length must promote client and employee safety and not hinder patient care. Nails should not exceed 1/4" in length beyond the finger tip.

Jewelry - Bracelets are not to be worn on the clinical area. The only rings that can be worn are an engagement ring and the wedding band. The rings allowed should not cause injury or compromise the integrity of gloves. For students with pierced ears, only two small tasteful earrings (no hoops or dangles) are permitted on the lower ear lobe. Gauged/spacer earrings are not accepted. Exposed body jewelry is not permitted with the exception of earrings in the ear lobe. Tongue and facial piercing jewelry is not permitted. Neckwear is to be inconspicuous. A necklace, pendant and/or medal can be worn under the uniform.

Gum Chewing - Chewing gum detracts from a professional appearance and is not permitted during clinical experiences, clinical preparation, or on the school campus.

Tattoos - Body tattoos need to be covered by clothing, appropriate makeup or a skin-toned Band-Aid at all times when representing the school such as at preassessment.

Tongue - Having a sliced tongue to be forked is not permitted. No tongue jewelry is permitted.

Altered Clinical Attire - Scrub clothing is the appropriate attire in certain clinical settings. Since areas requiring scrub clothing as clinical dress tend to be cool, a clean white jersey without a logo may be worn. The School of Nursing logo polo shirt may be worn with dress slacks. The faculty will provide guidance for clinical attire for Mental Health, Pediatrics, and Community experiences. Students may be expected to wear a clean, white lab coat over appropriate clothing.

Classroom Attire - Patterns of good attire are part of professional image. Students are expected to be conservatively clothed in the learning center and in the Hospital. Pierced jewelry is to be conservative and tasteful and limited to two pieces in the ear lobe. Exposed jewelry on the body and/or tongue is not permitted. Chewing gum detracts from a professional appearance.

Required Classroom Attire:

Required classroom attire for the academic setting is the Conemaugh School of Nursing polo shirt. The shirt, with the embroidered logo on it, may be worn with dress slacks. Clothes must fit appropriately and may not be so tight as to reveal undergarments. If cold, a non-logo white shirt or turtle neck jersey may be worn under the polo shirt. A white cardigan sweater or a sweatshirt/jacket in the colors specified may be worn in cool weather. Shoes should be tennis, loafers, leather sandals, boots or a shoe that is secure on the foot. Shoes and clothing are to be clean and in good repair. A photo ID badge must be worn at campus locations at all times.



Permitted in Campus Classrooms:

- Non-frayed waist high slacks, black, brown, navy, white, gray, or khaki
- School of Nursing polo shirts, or sweatshirts/jackets, in white, navy blue, grey, black, Conemaugh School of Nursing or hospital logo or non-logo
- Conservative, appropriate colored underwear that is not visualized under garments
- Clean and pressed clothes in good condition
- Clean and well kept shoes or leather sandals that are secure to the foot
- Clean and neatly groomed hair
- Clean shaven or with beards and mustaches neatly trimmed
- Cosmetics must be applied in a tasteful/moderate manner

Not Permitted in Campus Classrooms:

- Technical devices - blue tooth, ear buds or non-approved electronic devices
- Tight fitting or sloppy clothing
- Head coverings/baseball caps
- Clothing that has holes or is frayed or torn
- Not wearing appropriate underwear
- Underwear being visible or skimpy
- Flip flops, croc's
- 3"- 4" spiked heeled shoes or boots
- Bare feet
- Dirty or worn shoes
- Jeans, hip huggers, shorts, or Capri pants
- Lounge pants, sweat pants, scrub pants, leggings, or yoga pants
- Excessive cosmetics or jewelry
- Non-Conemaugh School of Nursing logo sweatshirt/jacket
- Pierced tongue or facial jewelry
- Gauging/spacer in the ear lobes

Conduct

Professional success depends upon more than academic achievement. The student is expected, as are Conemaugh employees, to adhere to high standards of personal and professional conduct. This includes appropriateness of dress, politeness to others, cooperation, dependability, confidentiality, and accountability. Integrity is essential. Hospital policies and standards have been adopted for the welfare of patients. Corrective action will occur if policies and standards are not followed. Students are expected to attend class and meetings, assemblies and graduation.

Smoke-Free Shift Policy

It is the policy of Conemaugh Memorial Medical Center to prohibit smoking as well as the use of smokeless tobacco by all physicians, employees, students, patients, and visitors on all identified Conemaugh Memorial property. Smoking is not permitted during the school day. The use of tobacco products by physicians and employees on all identified Conemaugh Memorial property compromises the image of Conemaugh Memorial as a health care institution.

As a leader in medicine and the community, Conemaugh Memorial has an obligation to its patients and to the public to strongly assert the risks of tobacco use. Establishment of a tobacco free environment makes such a statement. Patients have often expressed their concerns when they smell smoke on their caregiver. Visitors express their concern of the lingering smoke at building entrances. Seeing employees smoke or using tobacco in front of the Conemaugh Memorial campus buildings reflects negatively on us as a healthcare institution. The cigarette butts that frequent the sidewalks and parking lots are an eyesore, taking away from the beauty and cleanliness of our campuses. Compliance with the policy will be monitored and disciplinary action will occur if violated.

Graduation

Candidates for graduation from the School must have satisfactorily completed all academic and clinical requirements. A student who needs to complete less than one term may participate in graduation exercises with his or her class, but the diploma will not be granted until all requirements are met. The senior student receives employment and career counseling by scheduling appointments with the Academic Admissions Coordinator/Recruiter. Completion of a Program Evaluation Form and an exit interview consisting of a review of the "Graduate Summary for Employment" form are required prior to graduation. All students who borrow a federal direct student loan are required to complete the online exit counseling. All fees and outstanding debts must be paid and all Hospital property, i.e., Library materials must be returned before a diploma is granted. Students are expected to attend graduation activities. Clinical professional image standards are up-held for the graduation pictures and participation in the ceremony.

The diploma and pin of the Conemaugh School of Nursing are awarded at the graduation ceremony. Graduates receive recognition for academic honor roll placement. Special awards are presented to those individuals who exemplify excellence in professionalism, academic and/or clinical performance. Conemaugh graduates are encouraged to become active members of the Conemaugh Valley Memorial Hospital Conemaugh School of Nursing Alumni Association and other professional organizations.

Licensure

Graduates of the School are eligible to take the registered nurse licensing examination (NCLEX-RN) by Computer Adaptive Testing (CAT), and may apply for licensure in any state of the United States, in accordance with the requirements of the respective licensing authority.

The Pennsylvania Board of Nursing shall not issue a license or certificate to an applicant who has been convicted of a felonious act prohibited by the Act of April 14, 1972 (P.L. 233, No. 64) known as "The Controlled Substance Drug, Device and Cosmetic Act" or convicted of a felony relating to a controlled substance in a court of law of the United States or any other state, territory or country unless: **(1)** at least ten years have elapsed from the date of conviction; **(2)** the applicant satisfactorily demonstrated to the Board that he/she has made significant progress in personal rehabilitation since the conviction such that licensure of the applicant should not be expected to create a substantial risk of harm to the health and safety of patients or the public or a substantial risk of further criminal violation **(3)** the applicant otherwise satisfies the qualifications contained in or authorized by this act. As used in this subsection, the term "convicted" shall include a judgment, an admission of guilt or a plea of nolo-contendere. Any student, or prospective student, to whom this policy may apply, should contact the State Board of Nursing.

Temporary Practice Permit

The State of Pennsylvania and most other states allow the graduate to practice Professional nursing under a Temporary Practice Permit up to one year or until results of the Licensure examination are received. If the graduate fails the licensure examination, the Temporary Practice Permit expires immediately.

Employment Potential

It has been our experience that graduates who actively sought employment as a graduate nurse were able to procure it. Nursing shortages exist in many areas of the United States. Proposed changes via health reform and the United States Department of Labor statistics indicate that employment opportunities for registered nurses will continue to grow significantly. Statistics on employment are available in the office of the Director, Conemaugh School of Nursing. According to the Bureau of Labor Statistics, the average annual salary for a registered nurse position in the Pittsburgh/Johnstown area of Pennsylvania in 2015 was 61,740 to 68,560.

Transcript Services

Upon program completion, an initial unofficial transcript is issued without charge. Upon written request, all official and unofficial transcripts are furnished free of charge. When requesting a transcript, give name at the time of graduation, year of graduation, social security number, and address where the transcript is to be sent. Official transcripts are not issued to the graduate unless sealed in an envelope that is signed by the Director.

Course outlines will be mailed on a fee per document basis. Contact the Secretary to the Director for specific information.

The School reserves the right to withhold the release of the transcript from student and graduates who are in debt to the School. Persons in this situation may discuss this matter with the Director, Conemaugh School of Nursing.

Tuition and Fees

Tuition, fees, and expenses are published each academic year on an estimated basis and are subject to change. Please refer to the school cost sheet for information regarding the tuition and fee charges for each semester.

Students are billed by semester with payment due two weeks prior to the first day of each semester. Invoices are sent to students approximately 30 days prior to the payment due date which is included on the invoice. Payments can be made by check, money order, cash, or credit card. Checks should be made payable to Conemaugh Memorial Medical Center with the student's name included on the memo line and should be directed to the attention of the Financial Aid Office. Semester payment plans are available with a \$25.00 processing fee.

All invoices not paid by the due date will be assessed a \$25.00 late fee. Invoices that remain outstanding will be assessed an additional late fee of \$25.00 at 30 days outstanding and again at 60 days outstanding.

Students utilizing semester payment plans will be charged a late fee of \$25.00 if the scheduled payment is received after the prearranged payment date(s). The 30-day and 60-day late fee process also applies to each scheduled payment on a semester payment plan. All students are required to pay for the semester billed before they can advance to the next semester or graduate from the program.

All invoices or payment plans not paid in full by the later of the last day of the semester or 90 days after the balance is created will be turned over to a collection agency for processing. In accordance with the collection process, the student will be charged a collection fee based on the outstanding balance and have the delinquency attached to his or her credit report.

Please see the Policies and Procedures Manual available in the Conemaugh Financial Aid Office for more details on the tuition and fee policies of the program.

Financial Aid

The Conemaugh Financial Aid Office supports the institution's mission and strives to adhere to the vision and values of the institution in the operational practices of the Financial Aid Office. The Financial Aid Office seeks to help the schools provide an excellent education by assisting students in receiving aid for which they are eligible.

The basic philosophy of the Financial Aid Office at Conemaugh Memorial Medical Center is to help students achieve their educational potential by assisting students and families in determining the best way to meet their educational expenses. The essential task of the financial aid professional is to guide students and families in applying for the appropriate financial resources needed to meet their educational goals. Financial aid will be offered to an eligible student only after the appropriate federal and state reviews of the student's and parents' (where applicable) assets determine that the family resources are insufficient to meet the student's educational expenses. All need-based financial aid programs will be awarded so that those with the greatest financial need will receive the largest award. The Financial Aid Office is committed to making every effort to financially assist students who lack the necessary resources to afford an education.

Conemaugh Memorial satisfies the definition of an eligible institution under the Higher Education Act of 1965 as an institution of higher education. The institution's approval to participate in the student financial assistance programs authorized by Title IV of the Higher Education Act of 1965, as amended (Title IV, HEA Programs) is documented in the Program Participation Agreement (PPA) and the Eligibility and Certification Approval Report (ECAR).

Conemaugh Memorial is in compliance with the Drug Free Schools and Communities Act Amendments of 1989. It also follows the guidelines of the Return of Title IV Funds Refund Policy established by the United States Department of Education. Information on substance abuse, campus security, program retention rate, and employment statistics are provided upon acceptance to the school and reinforced at the annual school registration and orientation programs.

Upon acceptance to the school, students are provided correspondence directing them to a webpage that provides detailed instructions and links on how to complete the financial aid elements required prior to enrollment. This information is also provided in person at the mandatory student registration sessions. Applicants for federal financial assistance must submit the Free Application for Federal Student Aid (FAFSA). Upon program acceptance, submit the FAFSA online at www.fafsa.ed.gov.

Accepted students should submit the FAFSA by May 1st prior to the academic year for which funds are being requested. Transfer students should submit the FAFSA upon acceptance.

Financial Awards

1. The determination of award is based on the complete information provided on the Free Application for Federal Student Aid (FAFSA).
2. Financial aid is awarded on the basis of financial need and continuing satisfactory academic progress.
3. Financial need is determined by establishing the difference between the cost of attendance and the amount the student and family are expected to provide.
4. Satisfactory academic progress is evidenced by meeting the criteria for promotion at the end of each term.
5. When a student fails to maintain satisfactory academic progress, he or she is withdrawn from the program.
6. Eligibility for federal student loans is determined by making academic progress and corresponds to an enrollment period. The standard is based on the School of Nursing's academic year.

The School of Nursing's full-time program is a two-year program. Each year begins in August/September and consists of two 16-week semesters and one 8-week semester.

- First-Year Student or Level 1 – A first-year or Level 1 student is defined as taking 38 academic credits of combined nursing courses and college courses (including transferable credits) in accordance with the School of Nursing's first-year curriculum plan.
- Second-Year Student or Level 2 – A second-year or Level 2 student is defined as taking 39 academic credits to 75 academic credits following satisfactory completion of all first-year nursing courses and college courses (including transferable credits) in accordance with the School of Nursing's first-year curriculum plan.



As a for-profit institution, our program is subject to the clock-to-credit hour conversion requirements instituted as part of the Department of Education's program integrity regulations. As a result, we are required to use a formula to calculate how many credits a student is completing for the awarding of Title IV financial aid purposes only. The clock-to-credit hour conversion factor for the School of Nursing is 37.5 hours per week as determined by the Department of Education and the program's accreditor, ACEN (Accreditation Commission for Education in Nursing). The nursing courses in the curriculum plan are subject to the clock-to-credit hour conversion only; the college general education courses are not subject to the clock-to-credit hour conversion.

Satisfactory Academic Progress Policy

Students of Conemaugh Memorial Medical Center are required to successfully complete all scheduled courses before advancing to the next level and/or semester. It is the policy of Conemaugh Memorial to monitor the academic progress of a student in his or her program of study. Satisfactory Academic Progress (SAP) is measured at the end of each semester.

In accordance with the school’s academic promotion policies, a student is considered to be making SAP if he or she achieves a passing grade of no less than a “C” in all enrolled courses within the curriculum plan and receives a clinical performance grade of “Satisfactory” in each course where applicable. The student must also complete the education program requirements within 150% of the published length of the program. Please refer to the academic promotion policy of each education program for further detail.

If a student fails to make SAP, the student’s financial aid is cancelled and the student is withdrawn from the program entirely. As a result, Conemaugh Memorial does not offer an appeal process by which a student who is not meeting SAP standards can petition the school for reconsideration of his or her eligibility of Federal Student Aid (FSA) funds.

A student who is withdrawn from the program must reapply for admission. A student who previously failed to make SAP is given a financial aid warning at readmission. The student may continue to receive FSA funds for one payment period after re-admittance. Should the student fail to meet SAP after that payment period, he or she loses his or her financial aid eligibility and is again withdrawn from the education program. A student is only permitted one re-admission to a Conemaugh Memorial program of study.

Institutional Refund Policy

Students who voluntarily withdraw from a Conemaugh Memorial program may be entitled to a tuition refund. Tuition refunds for courses taken at Conemaugh Memorial are subject to a scale based on period of attendance. The last date of attendance is determined according to the federal regulations by the Program Director of the student’s program. Students who involuntarily withdraw are not eligible for a tuition refund.



The sole component of the institutional refund calculation is tuition. Fees paid to the school are non-refundable. Fees that are not attendance related, such as payment plan, late, application, and registration fees, are non-refundable.

The refund schedule is based on weeks of attendance. Weeks begin on Monday at the start of the program’s first scheduled classes.

Withdrawal within first week	100% refund
Withdrawal within second week	80% refund
Withdrawal within third week	60% refund
Withdrawal within fourth week	40% refund
Withdrawal within fifth week	no refund

Please see the Policies and Procedures Manual available in the Conemaugh Financial Aid Office for more details on the refund policies of the program.

Return of Title IV Policy

Students who are eligible for Title IV funds and withdraw from any Conemaugh Memorial program must be evaluated to determine if any of the Title IV funds received on their behalf need to be returned to The Department of Education. This federal student aid process is called the Return of Title IV Funds and supersedes any other school refund policy. The steps in the calculation of the Return of Title IV Funds are as follows:

1. Determine the total charges for the payment period and any charges still owed by the student for the payment period. The return calculation is completed on a payment period basis.
2. Determine the date that the student withdrew.
3. Determine the amount of Title IV aid that was disbursed and could have been disbursed for the payment period.
4. Determine the percentage of Title IV aid earned by dividing the calendar days completed in the period by the total calendar days in the period. Then multiply the percentage of Title IV aid earned by the total Title IV aid disbursed and that could have been disbursed for the period.
5. Determine if the student is due a post-withdrawal disbursement or if the Title IV aid must be returned.
6. Calculate the amount, if any, of unearned Title IV aid due from the school and/or the student.
7. Determine the return of funds by the school and/or the student. The Department of Education requires funds to be returned in the following order:
 - Unsubsidized FFEL/Direct Stafford Loan
 - Subsidized FFEL/Direct Stafford Loan
 - Perkins Loan (not available to Conemaugh Memorial programs)
 - FFEL/Direct PLUS (Graduate Student) (not available to Conemaugh Memorial programs)
 - FFEL/Direct PLUS (Parent)
 - PELL Grant
 - Academic Competitiveness Grant (not available to Conemaugh Memorial programs)
 - National SMART Grant (not available to Conemaugh Memorial programs)
 - FSEOG (not available to Conemaugh Memorial programs)
 - TEACH Grant (not available to Conemaugh Memorial programs)
 - Any other Title IV Program

Students need to keep in mind that the Federal Student Aid may not cover all unpaid institutional charges due to the institution upon the students' withdrawal. In this case, payment of institutional charges not covered by the Federal Student Aid will be the student's responsibility. These remaining charges must be paid in full by the student to the school.



Approval

Conemaugh School of Nursing has appeared on the list of approved nursing schools since the list was compiled in 1918 by the Pennsylvania State Board of Nursing, PO Box 2649, Harrisburg, PA 17105 • 717-783-7142 • FAX 717-783-0822 • www.dos.state.pa.us.

Accreditation

Conemaugh School of Nursing is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN) 3343 Peachtree Road, NE, Suite 850, Atlanta, Georgia 30326 • 404-975-5000 • FAX 404-975-5020 • www.acenursing.org

Graduates of the ACEN-accredited programs outperform other graduates on licensure and advanced-certification examinations. The ACEN focuses on curriculum, faculty and student outcomes.

The ACEN's goals are:

- Common core of standards and criteria
- Strengthen education quality
- Promote peer review
- Foster education equity, access and mobility
- Advocate self-regulation



General Disclaimer

This catalog is subject to revision at any time. The school reserves the right to change, withdraw, or supplement this catalog as it deems necessary or appropriate in its policies and operating procedures, curricula, class schedules, course content, training, equipment, tuition and fees, faculty, and staff. Students are individually responsible for being aware of information contained in the catalog and any amendments thereto. Failure to read and comply with school regulations will not exempt students from penalties that they may incur. Students are advised to read and fully understand the rules, regulations, and policies stated herein and to retain this catalog for use as a reference.