

Central Susquehanna LPN Career Center



**2020-2021
Program Catalog**

Do you want a high-tech job that
makes a difference in people's lives?

Start your career as a
Licensed Practical Nurse
by enrolling today at

Central Susquehanna LPN Career Center

2020-2021 Program Catalog

1339 Saint Mary St., Suite 2 • Lewisburg, PA 17837
570-768-4960 • FAX 570-768-4961
www.csiu.org/lpn

Central Susquehanna LPN Career Center



The Central Susquehanna LPN Career Center is administered by the CSIU and accredited by the Accreditation Commission for Education in Nursing (ACEN) and approved by the Pennsylvania Department of Education and Pennsylvania State Board of Nursing.

**Accreditation Commission for Education in Nursing
3390 Peachtree Rd., NE, Suite 1400
Atlanta, Georgia 30326
www.acenursing.org**

The Central Susquehanna Intermediate Unit will not discriminate in educational programs, activities or employment practices based on race, color, national origin, gender, disability, marital status, age, religion, sexual orientation, ancestry, union membership or other legally protected classifications. Announcement of this policy is in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Employees and program participants who have an inquiry or complaint of harassment or discrimination, or who need information about accommodations for people with disabilities, should contact the Director of Human Resources, CSIU, 90 Lawton Lane, Milton, PA 17847, 570-523-1155.

Revised August 2018, 2019, 2020

Dear Prospective Applicant,

We are pleased to share information about the Central Susquehanna LPN Career Center (LPN Center) with you.

Located in Lewisburg, the LPN Center is operated by the Central Susquehanna Intermediate Unit (CSIU), a regional education service agency that conducts many programs and services for schools, educators and students in our region.

Since 1967, our program's experienced nursing instructors have guided many men and women to begin their careers in health care as Licensed Practical Nurses. Many graduates have then continued with their education to become Registered Nurses or Advanced Practice Nurses.

Classes are held at the LPN Center located at 1339 Saint Mary St., Suite 2 in Lewisburg, PA. Clinical experiences are offered at a variety of community, skilled nursing and acute care sites throughout the Central Susquehanna Valley as well as through simulation laboratory activities.

In this catalog you will find information about the LPN Center opportunities, philosophy, and policies including eligibility for admission and the application process. Additionally, program and course objectives are provided with a summary of required courses and course descriptions.

Should you have any questions about the LPN Center or application process, please call 570-768-4960.

We look forward to hearing from you.

Timothy B. Campbell, PhD, RN
Director

AT THE LPN CENTER YOU CAN ...

TRAIN IN 12 MONTHS OR 23 MONTHS

The full-time program lasts one year. You attend classes and clinical rotations from August to August. Courses are held weekdays between 8 a.m. and 4 p.m. Clinical experiences at affiliated facilities are usually offered during the day or first shift, but might occasionally be scheduled for evenings. A part-time program spanning two years is also available and starts in January of each year and runs through December of the following year.

ATTEND CLASSES LOCALLY

Classroom instruction and laboratory experiences are offered at the LPN Center in Lewisburg. Clinical experiences are provided at area hospitals, nursing care facilities, doctors' offices and childcare settings.

STUDY WITH EXPERIENCED FACULTY

Learn from registered nurses with advanced degrees in teaching and/or clinical experience. Faculty members meet qualifications of the Pennsylvania State Board of Nursing and Central Susquehanna Intermediate Unit. In clinical areas, the ratio of faculty to students is at or below one to 15, as required by the Pennsylvania State Board of Nursing.

PROGRESS THROUGH AN APPROVED CURRICULUM

Students progress through three levels of study, moving from basic to more complex principles. The curriculum includes 1,547 hours of classroom instruction, laboratory experience and clinical practicum and is approved by the Pennsylvania State Board of Nursing.

TRANSFER CREDITS

Transfer of credits earned prior to entering the LPN Center must be approved by the admissions committee.

EARN ADVANCED PLACEMENT

Advanced placement may be granted for previous education in a health care program for professional nurses or practical nurses, at the admissions committee's discretion.

PREPARE FOR YOUR LICENSING EXAM

LPN Center graduates are eligible to take the National Council of State Boards of Nursing Licensing Exam for Practical Nurses (NCLEX-PN). The LPN Center provides computer simulations of the NCLEX-PN based on the current matrix of the test. Ninety-five percent (95%) of students who take the licensing exam pass it the first time*.

LOOK AHEAD TO YOUR "CAREER IN CARING"

The LPN Center has a 94% job placement rate*. Graduates earn competitive salaries and employers report a high satisfaction rate with our graduates. Students also report a high satisfaction rate with the program.

JOIN A PROUD TRADITION

The LPN Center (formerly the Danville Area School District Practical Nursing Program) is celebrating more than 50 years of service to the Susquehanna Valley. Our graduates are making a difference in multiple health care delivery systems and touch the lives of those they serve daily.

*Data compiled from information collected over the last three years from the Pennsylvania State Board of Nursing, ACEN systematic evaluation plan and LPN Center surveys.

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PROGRAM

LPN CENTER PHILOSOPHY

We believe that...

- Each individual has unique talents, perspectives and contributions that he or she brings to the educational process. Education results in a change of behavior when a student has the ability and motivation to learn and faculty members believe in what they teach, enjoy teaching, and create enthusiasm and interest to stimulate students.
- Education involves active participation of both learners and teachers and enables people to develop their potential to become productive members of society.
- Nursing education is built on a firm foundation of basic education that prepares people to make ongoing adjustments in response to societal needs.
- Nursing is an art and progressive science that serves people of all ages regardless of race, religion, gender, economic status or disability.
- Practical nursing education is an integral part of all nursing.
- Practical nursing should prepare participants to function cohesively with all members of the health team and to use sound judgment based on knowledge, skills, attitudes and experiences in selected nursing situations.
- The practical nurse, under the supervision of a professional nurse and/or licensed physician, gives direct patient care; observes, reports and records appropriate information; performs treatments; administers medications; assists with the rehabilitation of patients; and participates in the planning, implementation and evaluation of nursing care in all settings where nursing takes place.
- Students have rights such as the right to learn on an individual basis, the right to question, the right for a voice through the student organization and the right to evaluate the curriculum and instruction.
- Ongoing evaluation of the curriculum by faculty is important to keep courses current and flexible within the standards of nursing education and changes within society.

PROGRAM OBJECTIVES

At the completion of the program, you will:

- Assist in assessing the needs of health care recipients by identifying responses to altered basic needs.
- Participate in planning nursing care that will prevent, reduce or resolve altered basic needs of health care recipients.
- Implement nursing care based on accepted standards of care and principles from the biophysical and psychosocial sciences.
- Assist the RN in complex situations.
- Participate in the evaluation of nursing care, remaining accountable for your own care given and care delegated to unlicensed health care providers.
- Incorporate critical thinking in meeting the needs of all health care recipients.
- Use communication skills effectively in interactions with recipients of health care, their families and health care personnel.
- Function within the ethical and legal framework of practical nursing.

LEVEL OBJECTIVES AND COURSE DESCRIPTIONS

Level 1 Objectives:

At the end of the first level, you will:

- Assist with the assessment and reporting of simple identifiable abnormal conditions of patients.
- Plan, implement and evaluate basic nursing procedures for patients with simple nursing problems, under supervision.
- Incorporate critical thinking in meeting the needs of patients with simple nursing problems.
- Demonstrate acceptable rapport with patients and co-workers.
- Demonstrate a limited knowledge of the physical, biological, social science, ethical and legal aspects of practical nursing.
- Demonstrate a basic knowledge of drugs and solutions.

- Demonstrate personal grooming and hygiene habits acceptable to patients.
- Demonstrate leadership skills through activities such as serving as a class representative.
- Use basic computer skills to meet educational needs.

Level 1 Course Descriptions:

Fundamentals of Nursing: Prepare to perform basic nursing skills under supervision, apply basic concepts of health to yourself and others, and communicate with other members of the health team; emphasis is placed on problem solving, knowledge, attitudes and skills common to all health care agencies in the community and legal, moral and ethical responsibilities; transfer principles of health care to patient care during clinical experiences. 280 hours (110 classroom, 170 laboratory, including clinical experience).

Pharmacology: Prepare to perform medication administration procedures; apply basic principles of pharmacology to patient care. 70 hours (30 classroom, 40 laboratory).

Anatomy and Physiology I: Study the structure and function of the human body, including the cells and musculoskeletal, nervous, sensory, integumentary, endocrine and reproductive systems. 80 hours.

Microbiology: Identify various microorganisms and investigate their relationship to daily living and disease in this basic introductory course. 48 hours.

General Psychology: Explore principles that determine the complexity of human behavior; learn about human communication, behavior and personality, and appropriate responses to stress; more fully understand your own behavior and that of people with whom you interact. 48 hours.

Level 1 total hours: 526 (316 classroom, 210 laboratory and clinical).

Level 2 Objectives:

At the end of the second level, you will:

- Assist with the assessment and reporting of simple to moderately complex nursing needs of patients with musculoskeletal, nervous, integumentary, endocrine, reproductive and psychiatric disorders.
- Use the nursing care plan to plan, implement and evaluate simple to moderately complex nursing needs of patients with specific medical and surgical disorders.
- Incorporate critical thinking in meeting the needs of patients with simple to moderately complex nursing problems.

- Identify patterns of growth and development of people of all ages.
- Accept ethnic groups within the health care setting.
- Administer medications safely under direct supervision.
- Communicate effectively with patients and co-workers.

Level 2 Course Descriptions:

Medical Surgical Nursing I: Study nursing care of adults, including common symptoms, treatment and nursing care related to specific diseases and disorders ... preventive as well as restorative nursing care is stressed. 336 hours (80 classroom, 256 clinical).

Principles of Sociology: Study group behavior and the organization of society and culture. 45 hours.

Anatomy and Physiology II: Study basic anatomic and physiologic principles related to the circulatory, digestive, respiratory and urinary systems, and better understand the rationale for pathological disorders. 48 hours.

Nutrition: This introductory course includes principles of nutrition and application of those principles to meet dietary needs throughout the life cycle. 32 hours.

Life Span Psychology: Study normal growth and development and its relationship to biological, cognitive, personality and social factors ... the psychology of human development from conception to death is included. 48 hours.

Level 2 total hours: 509 (253 classroom, 256 clinical).

Level 3 Objectives:

At the end of the third level, you will:

- Assist with the assessment, planning, implementation and evaluation of the complex nursing needs of patients with respiratory, cardiovascular, gastrointestinal and genitourinary disorders, under minimal supervision.
- Incorporate critical thinking in meeting the needs of patients with complex nursing needs.
- Demonstrate basic knowledge and skills in caring for mothers and newborns.
- Effectively care for the ill child and demonstrate knowledge of pediatric safety.
- Identify the needs of people with developmental disabilities.
- Perform safe, effective, total nursing care to those who are elderly, under minimal supervision.

- Identify specific physical, emotional and psychological changes in the aging process.
- Identify community agencies to which patients with special needs, including drug and alcohol abuse, can be referred.
- Identify the principles of emergency and disaster nursing.
- Participate as a member of the health team and share leadership responsibilities within the legal framework of practical nursing.
- Demonstrate the technique for obtaining licensure.
- Demonstrate the technique used to apply for and resign from employment.

Level 3 Course Descriptions:

Medical Surgical Nursing II: Study nursing care of adults relating to specific disorders ... nursing care for adults with respiratory, cardiovascular, gastrointestinal and urinary disorders is stressed, as is preventive care ... disaster nursing is reviewed. 352 hours (80 classroom, 272 clinical).

Maternal-Child Nursing : Care of the mother and newborn is included in normal and complicated conditions of conception, pregnancy, labor, delivery and the post-partum period. This course also introduces the nursing care of children with specific disorders, including common symptoms and treatment. Prevention and restorative care with developmental play and diversional activities are stressed. 160 hours (64 classroom, 96 clinical).

Level 3 total hours: 512 (144 classroom, 368 clinical).

TRANSFER OF ACADEMIC CREDITS

Applicants accepted to the Central Susquehanna LPN Center who have attended other academic institutions may submit records from that institution to apply for credit for courses taken.

Submission Criteria:

- The student must submit an official transcript from the prior, accredited institution to the Admissions, Academic & Ethics Committee no later than the identified first day of class.
- The course is less than five years old at the time of admission for general education and allied health courses.
- The course is less than two years old at the time of admission for sciences and nursing courses.

- A course grade of B or higher was earned for each course.
- A credit transfer fee of \$100 per course must be submitted. The credit transfer fee may be paid by money order made payable to: CSLPNCC.

The Admissions, Academic and Ethics Committee must approve all requests for transfer credit.

ADVANCED PLACEMENT

You may receive advanced placement for education in a health care program for professional nurses or practical nurses, within the last two years, at the discretion of the admissions committee. Credit may also be granted for satisfactorily completed college courses, if taken within 10 years of admission to the LPN Center.

GRADUATION REQUIREMENTS

The diploma and graduate pin are conferred upon students who satisfactorily complete 1,547 educational hours and meet all objectives throughout the educational year. Final examinations are given only to students who meet all financial obligations or have provisions to satisfy those obligations. Attendance at graduation is required.

APPLICATION, ADMISSION AND FEES

APPLICATION PROCESS

1. Complete the **application** located on the last page of this catalog and submit it with the **application fee** and **two letters of reference** to:
Office of Admissions
Central Susquehanna LPN Career Center
1339 Saint Mary St., Suite 2
Lewisburg, PA 17837
2. Submit your **official high school or GED transcript**.
3. Upon receipt of the completed application, students will be directed to take the **Test of Essential Academic Skills (TEAS)** entrance exam. Information about available TEAS test dates will be sent after a receipt of a completed application.
4. The deadline for submitting an application for the full-time program is in April and the deadline for submitting an application for the part time program is in August. Please call for specific deadline and admission decision dates.
5. Applicants accepted into the nursing program who have attended other academic institutions may submit an official transcript from that institution to apply for credit for courses taken (See Transfer of Academic Credits).

ADMISSION STANDARDS

The following standards are used to determine an applicant's eligibility to become an LPN Center student:

- Completed application and paid application fee.
- Official high school or GED transcripts.
- A minimum of two references that attest to the positive character of the applicant.
- An acceptable score on the TEAS entrance exam.

FEES

A **Supply Fee** includes lab supplies, identification pin, photo, graduation fees, student liability insurance, achievement exam, technology fee, and licensing fees.

A **Credit Transfer Fee** will be charged if applicable.

Applicants accepted to the Central Susquehanna LPN Center who have attended other academic institutions may submit records from that institution to apply for credit for courses taken.

Submission Criteria:

- The student must submit an official transcript from the prior, accredited institution to the Admissions, Academic & Ethics Committee no later than the identified first day of class.
- The course is less than five years old at the time of admission for general education and allied health courses.
- The course is less than two years old at the time of admission for sciences and nursing courses.
- A course grade of B or higher was earned for each course.
- A credit transfer fee of \$100 per course must be submitted. The credit transfer fee may be paid by money order made payable to: CSLPNCC.

The Admissions, Academic and Ethics Committee must approve all requests for transfer credit.

Students are responsible to purchase books and uniforms from identified companies. Additional supplies such as a stethoscope, wrist watch with a second hand, bandage scissors, personal clothing and other school supplies must also be purchased by students prior to admission.

Students must pay for a **CastleBranch Account**. The fee will cover all mandatory compliance reports and background checks including:

- Criminal Background Checks
 - Pennsylvania State Police criminal background check
 - FBI Federal criminal history record
- Pennsylvania Child Abuse History Clearance
- Health Assessment and immunization record
- CPR Certification

Applicants are required to complete all compliance requirements before starting the nursing program. Additional information is provided in the next section on information after acceptance.

DEFERRED ENROLLMENT REQUESTS

An applicant accepted for admission to the LPN Center may defer enrollment into the program for not more than one calendar year from the original anticipated start date. The request for delayed entrance must come to the school from the applicant in writing.

Procedure for deferred enrollment:

- Applicant is accepted for admission into the practical nursing program for the date indicated on the application form.
- Applicant will be required to submit a written request for deferred enrollment, with the reason for requested deferment prior to the registration fee deadline date.
- When the deferred enrollment request is received, a formal response will be made including reference to this policy and its relevance to the applicant.
- Copies of both the written request for deferred and the response will be placed in the applicant's file.

Individuals who are not enrolled within the indicated one calendar year will be required to re-apply for admission to the practical nursing program.

INFORMATION: AFTER ACCEPTANCE

PERSONAL APPEARANCE

Your personal appearance reflects your commitment to your career.

You must purchase your uniform directly from a uniform company. After you are accepted and your registration fee is received, ordering information will be sent to you. An identification pin and photo are provided by the LPN Center.

BOOKS

We recommend that students purchase all textbooks directly from identified book companies or distributors. After you are accepted and your registration fee is received, a book list will be sent to you with purchase options. You will have adequate time to order books before classes start.

CASTLEBRANCH COMPLIANCE

DOCUMENTS

CastleBranch is a vendor who handles compliance and documentation records for over 80% of all nursing schools in the United States. The student account fee covers all expenses for background checks and compliance reports except for the expense of fingerprint scanning. Directions to obtain all required background checks and identified vendors are provided through the student's individual account.

Health Assessment and Immunizations

You must submit a completed form from your physician attesting to your health, as required by the State Board of Nursing. You are encouraged to have health insurance because the LPN Center assumes no such obligation. Financial obligation for injuries, accidents or illness is your responsibility. The LPN Center also requires documentation for all immunizations recommended by the Center for Disease Control and Prevention (CDC) or attestation of proof of disease by a medical practitioner.

CPR Certification

You must be trained and certified in **American Heart Association Basic Life Support (BLS) for Healthcare Providers** before you begin classes at the LPN Center. A CPR class will be scheduled before your first day of coursework. If you have any questions about this certification, please contact the LPN Center.

Criminal Background Checks

You must submit a Pennsylvania State Police Criminal Background check, a Pennsylvania Child Abuse History Clearance and a Federal Criminal History Record, completed no more than six months before the first day of class and no later than the orientation day or first day of class.

No person shall be admitted to the Practical Nursing Program who has been convicted of a felony, two misdemeanors within the 3900 series on the prohibitive offenses list, and/or drug convictions within the last ten years. Conviction includes judgment, admission of guilt, or plea of *nolo contendere*.

Persons with a documented history of child abuse will not be admitted to the program.

Affiliated clinical agencies have the right to refuse to allow any student with a criminal and/or abuse record to participate in clinical activities within the agency. Students must be able to participate in clinical activities at affiliating agencies in order to meet course objectives of the practical nursing program.

Urine Drug Screening

Students are required to have a urine drug screening prior to the start of classes. If the urine drug screening is positive, admission into the nursing program will be denied. During enrollment, students who demonstrate signs and behaviors that appear to indicate chemical impairment /use may be required to undergo additional testing. The expense of any additional testing will be the responsibility of the student.

STUDENT HOUSING AND LUNCH

Students are responsible for their own housing facilities.

Students must provide their own lunch when assigned to the LPN Center and carry or pay for lunches when at affiliated agencies.

TRANSPORTATION AND PARKING

Students are responsible for transportation to the LPN Center and affiliated agencies. Members of car pools are individually responsible for attendance at classes and clinical experiences.

Free parking is available near the LPN Center. You will receive information about parking at affiliated agencies during orientation.

SMOKING

Smoking is not permitted in the LPN Center or any affiliated agency.

EMPLOYMENT

You may be employed during your enrollment at the LPN Center. Important guidelines related to employment are included in the Student Handbook.

STUDENT PROGRESS

Several procedures are used to inform students of their progress in classroom and clinical settings.

Classroom progress is determined by grades given every eight weeks by each instructor, according to the course syllabus. The LPN Center reports the numeric grade received by the student in each class on the transcript. **A final grade below 80 percent in any subject, at the end of a level, will result in automatic termination from the program.** On Blackboard, grades are reported using a letter system. The following table provides the letter grade reported for the numeric range:

Letter Grade	Numeric Grade
A+	97-100
A	94-97
A-	90-94
B+	87-90
B	84-87
B-	80-84
C+	77-80
C	74-77
C-	70-74
D+	67-70
D	64-67
D-	60-64
F	Below 60

Clinical progress is determined to be Satisfactory or Unsatisfactory based on clinical evaluation criteria. Clinical evaluations and status are determined by instructors at the end of clinical rotations and at the end of each level. The instructor will give you your evaluation and then submit it to the Director.

At the end of each level, special recognition for exceptional student progress is recognized by:

- **Distinguished Honors:** A student has achieved a 94 or higher in each course taken during that Level.

- **Honors:** A student has achieved a 90 or higher in each course taken during that Level.

Unsatisfactory progress is communicated through guidance and intervention forms, academic probation and clinical/behavioral probation.

Areas for improvement and recommendations to improve performance, including attendance, are shared with students, and efforts are made to help students succeed. Academic probation occurs if students do not attain a grade of 80 at midterm or accrue four unexcused classroom absences within a Level and continues until the end of the Level. Clinical probation occurs when clinical evaluations indicate unsatisfactory performance or a student accrues two unexcused clinical absences. If improvement does not occur by the end of the Level, enrollment is terminated.

Dismissal Without Probation

A student may be dismissed from the practical nursing program immediately, without probation, based upon the professional judgment of the nursing faculty and Director if conditions merit such action. A student/faculty conference with the Director will precede the dismissal of any student from the program.

Student actions that may lead to dismissal without probation include, but are not limited to, the following:

- A student is found to possess, sell, intend to sell, experiment with or take drugs, such as marijuana, barbiturates, amphetamines, narcotics or any drugs not prescribed by a physician for a specific condition;
- A student accrues two days of absence without notifying the LPN Center;
- A student receives a final grade below 80% in any subject;
- A student receives an unsatisfactory clinical evaluation for the Level; or,
- A student receives two documented anecdotal reports indicating unsafe nursing practice. Unsafe nursing practice is an occurrence or pattern of behavior involving unacceptable risk and includes behaviors that place the client or staff in either physical or emotional jeopardy – physical jeopardy is the risk of causing physical harm while emotional jeopardy means that the student creates an environment of anxiety or distress that places the client or client's family at risk for emotional or psychological harm. **There is no readmission for clinical failure.**

LEAVE OF ABSENCE

A leave of absence may be granted due to unforeseen circumstances and according to certain criteria.

SERVICES

STUDENT SUPPORT SERVICES

Students are informed of their progress by confidential class postings. Faculty advisors are assigned to students to help them become self-directive, provide assistance with personal problems and encourage student self-evaluation.

FINANCIAL AID

The administrative specialist and the administrative assistant help with financial aid matters and payments.

Types of Financial Aid: Federal loans and federal Pell Grants are available to eligible students entering the LPN Center. Additional funding sources for those who qualify may include the Trade Readjustment Act, Office of Vocational Rehabilitation, Workforce Investment Board, Army Star Program and Veterans Benefits.

Application Procedures: To apply for federal financial aid, you must complete the Free Application for Federal Student Aid (FAFSA), which is available at the LPN Center and online. If applicable, you must provide a signed copy of your and your parents' federal income tax returns and other supplemental information.

Eligibility: To be eligible for federal loans and Pell Grants, you must meet minimum standards of satisfactory academic progress, which include a grade of 80 in every subject and satisfactory clinical practice, by the end of each Level.

To be eligible for federal loans, you must be enrolled in at least half-time study. Students enrolled in the one-year program, taking only nursing courses, are eligible for federal loans.

Academic Year: An academic year at the LPN Center is 900 clock hours. The length of the program is 1,547 clock hours.

Excess Student Financial Aid Funds: All excess student financial aid funds will be refunded to you within 14 days of the date the balance occurs in your account.

Refunds: Refunds are made according to the LPN Center's refund policy, included in the Student Handbook.

All financial aid funds are to be used for payment of tuition, books, supplies, fees and other costs incurred by attending the LPN Center. For more information, contact the administrative specialist.

STUDENT LEADERSHIP PROGRAM

A student leadership program encourages leadership among peer groups. Students are selected by class members to serve as class representatives.

STUDENT RECORD MAINTENANCE AND ACCESS

POLICY

The LPN Center adheres to the regulations of student record maintenance, access and disclosures as detailed in Family Education Rights and Privacy Act (FERPA). The following procedures recognize and facilitate the following student rights:

1. The right to inspect and review his or her own educational records (with written request).
2. The right to request amendment of his or her educational record that he or she believes is inaccurate.
3. The right to consent to disclosures of personally identifiable information contained in his or her educational records, except to the extent that FERPA authorizes disclosures without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the LPN Center to comply with the requirements of FERPA.

DESCRIPTIONS OF STUDENT EDUCATIONAL RECORDS

Permanent student records of graduated students are kept in locked, fireproof files. The permanent record of graduated students includes a transcript of the student's clinical and academic achievement.

Records of enrolled students are electronically filed or kept in locked, fireproof files in the administration office. The records of enrolled students include the following:

1. Application materials
2. High school, GED and college transcripts
3. References
4. Pre-entrance exam scores
5. Acceptance letter
6. Copies of academic progress
7. Counseling reports
8. Physical exam forms
9. Copies of current CPR certification (American Heart Association)
10. Copy of criminal history check, child abuse clearance and Federal Criminal History Record

11. Signed hepatitis information form
12. Signed Student Handbook and Internet Use agreements

Clinical performance evaluations and daily clinical progress notes are maintained and kept in the main office throughout the program year.

Enrolled student records are moved to permanent student record files after the graduated student has taken and passed NCLEX-PN.

Student financial aid records are maintained in locked files in the administration office and contents are retained until after the completion of the third year after the student's final award year. The permanent student financial aid record contains only the student's accounts receivable record.

PROCEDURES

A student or graduate must request an official transcript in writing, including the student's name at the time of enrollment or graduation, the name and address of where the transcript is to be sent, and a money order for the appropriate handling fee.

Students have the right to inspect and review their own educational record upon written request. A student must submit a written request to the director to inspect his or her educational record. Within 45 days of receiving the written request, the director will arrange for access and notify the student of the time and place where the record may be inspected.

Students have the right to request amendment of their own educational records that they believe are inaccurate. A student must write to the Director, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the Director decides not to amend the record, the Director will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

Program faculty and administration may access student files as needed to obtain information necessary to assist the student with clinical, academic or other school-related issues as part of their professional responsibilities.

Students have the right to consent to disclosures of personally identifiable information contained in their educational records, except to the extent that FERPA authorizes disclosure without consent. Information from a student's educational record will not be disclosed without the student's written consent.

Exception: The LPN Center will release the name, address and social security number of each graduating student to the Pennsylvania State Board of Nursing as means of verifying the student's successful completion of this practical nursing program and eligibility to take the practical nursing examination for licensure in Pennsylvania.

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the LPN Center to comply with the requirements of FERPA. The name and address of that government office:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

LPN PROGRAM TECHNICAL STANDARDS

REQUIRED SKILLS

A candidate for admission into the LPN Center Practical Nursing Program must have abilities and skills in five categories: observation, communication, motor, intellectual and behavioral/social. Reasonable accommodation for persons with documented difficulties will be considered on an individual basis, but a candidate must be able to perform in an independent manner. The following skills are required, with or without accommodation.

Observation

Candidates must have sufficient sensory capacity to observe and participate in lecture hall, the laboratory, the outpatient setting and the patient's bedside. Specifically:

- Sensory skills are adequate to perform physical assessment of a client.
- Vision, hearing and tactile sensation are functional and adequate to observe a patient's condition and to elicit information through procedures regularly required in physical assessment, such as inspection, auscultation and palpation.

Communication

Candidates must be able to communicate effectively in both academic and health care settings.

- Show evidence of effective written and verbal communication skills as needed to interact with patients and to communicate patient's needs in a prompt and effective manner.
- Demonstrate professional manner and insight in the communication process.

Motor

Candidates must have the ability to participate in basic diagnostic and therapeutic maneuvers and procedures (e.g. palpation, auscultation) and sufficient motor function to execute movements required to provide care to patients.

- Strength and coordination is required to lift patients and respond promptly to patients' needs in routine and emergency situations.
- Negotiate patient care environments and be able to move between settings, such as clinic, classroom building and health care sites.
- Have physical stamina sufficient to complete the rigorous course of classroom and clinical study.

- Long periods of sitting, standing or moving are required in classroom, laboratory and clinical experience.

Intellectual

In order to complete the practical nursing program, candidates must demonstrate mastery in reading and understanding of nursing and medical literature and to use it in a timely fashion in problem-solving and patient care.

- Able to perform measurements and calculations, and read charts and graphs.
- Adhere to professional ethics.

Behavioral and Social

Candidates must possess the emotional health required for full utilization of their intellectual abilities.

- Exercise good judgment and complete all academic and patient care responsibilities promptly.
- Develop mature, sensitive and effective relationships with patients and members of the health care team.
- Demonstrate flexibility, compassion, integrity and motivation.
- Demonstrate interpersonal skills, concern for others, and the ability to function in the face of uncertainties and stress inherent in clinical practice.

ENVIRONMENT

Health care is, at times, delivered in high stress areas, requiring management of multiple roles, tasks and decisions. The equipment and supplies used by nurses may present a danger to individuals with sensitivities and allergies, especially to certain fumes or latex products.

Prospective practical nursing students must alert instructors and the Director regarding any physical or other restrictions regarding high risk in the health care environment, as the exposure may prevent successful completion of the program requirements.

Students admitted to the practical nursing program will receive a copy of the standards with a request for acknowledgement and return.

Students may request accommodation to one or more technical standards based on documented disability. Such accommodation will be provided in accordance with Central Susquehanna Intermediate Unit and LPN Center policies, as well as state and federal statutes.

ADAAA STATEMENT

The LPN Center does not discriminate against individuals with disabilities. Faculty recognizes that, in addition to physical disabilities, individuals might also experience hidden disabilities such as mental, emotional or learning disabilities.

If you have a disability and do not require special accommodations, you are not required to disclose your disability. **If you have a disability and require accommodations, you are required to submit documentation of your disability including recommendations for accommodation to the program director no later than one week prior to the first class day.**

In accordance with the Association on Higher Education and disability regulations, an Individual Education Plan requires a full psychological workup before accommodations can be provided to a student.

A licensed clinical psychologist or psychiatrist must complete the documentation. It should verify the disability and suggest appropriate accommodations. Documentation must be less than three years old. **It is the student's responsibility to obtain the documentation and to pay the provider's fees.**

Questions regarding your rights and responsibilities as a student at the LPN Center should be directed to:

Dr. Timothy Campbell
Program Director
570-768-4960.

LICENSURE REQUIREMENTS

Students who have completed this approved Practical Nursing Program are qualified as applicants for the licensure exam conducted by the Bureau of Professional and Occupational Affairs, State Board of Nursing:

The applicant for examination as a licensed practical nurse shall furnish evidence satisfactory to the Board that the applicant is 18 years of age or older, is of good moral character, has completed at least 12 years of education with a diploma in public, parochial or private school, or its equivalent as evaluated by the Department of Education, and has satisfactorily completed a course in practical nursing prescribed and approved by the Board in a school, hospital or other institution of not less than 1,500 hours and within a period of not less than 12 months (Rules and Regulations of the State Board of Nursing for Practical Nurses, Sec. 21.158).

NOTE: The State Board of Nursing shall not issue a license or temporary certificate to an applicant who has been convicted of a felonious act prohibited by P.L. 233, No. 64, The Controlled Substance, Drug, Device and

Cosmetic Act of April 14, 1972, or convicted of a felony relating to a controlled substance in a court of law of the United States or any other state, territory or country unless:

- at least 10 years have elapsed from the date of conviction;
- the applicant satisfactorily demonstrates to the Board that he or she has made significant progress in personal rehabilitation since the conviction such that his or her licensure should not be expected to create a substantial risk of further criminal violation;
- the applicant otherwise satisfies the qualifications contained in or authorized by this act.

The term "convicted" shall include a judgment, an admission of guilt or a plea of *nolo contendere*. In addition, conviction of misdemeanors may also influence licensure qualifications because the State Board of Nursing considers the character requirements of the candidate. A person licensed by the State of Pennsylvania is expected to have good moral character. Therefore, candidates will now be requested to supply information related to felony and misdemeanor conviction.

The LPN Center cannot guarantee that any student will pass the PN licensing exam. Your success will be determined by several factors beyond the instruction you are given in the classroom such as your willingness to study outside of class. Licensure exam questions are drawn from databases of hundreds of possible questions. Therefore, a thorough understanding of the subject matter is required. The goal of the LPN Center is to provide you with a foundation for your studies as you prepare for the exam.

Issuing a Temporary Practice Permit and PN License rests with the Pennsylvania State Board of Nursing. The LPN Center cannot guarantee that, although the student has successfully completed the practical nursing program, he/she will be issued a Temporary Practice Permit and/or PN License.

SAFETY INFORMATION/ CONTROLLED SUBSTANCES

In accord with P.L. 101-542, the Student Right-To-Know and Campus Security Act, as amended by P.L. 102-26, the Higher Education Technical Amendments Act of 1991, and regulations in the Federal Register, April 29, 1994, effective July 1, 1994, the following information is provided:

- **Security:** The LPN Center is leased by the CSIU. Access is available during regular hours of operation. The building is locked during non-operating hours. Adequate lighting is in place around the building and an efficient fire alarm system is maintained in working order.

- **Reporting Criminal Actions or Other Emergencies:** Since there is no campus security department, incidents related to criminal actions must be reported to the LPN Center Director, who will contact East Buffalo Township Police at 570-524-2943. In case of an emergency such as fire, illness or natural disaster, Union County Communication will be notified. In the absence of an administrator, an employee may notify the police.
- **Statistics Concerning Incidents at the LPN Center:** There have been no occurrences in the past four years of murder, rape, robbery, aggravated assault, burglary, motor vehicle theft, arrest for liquor or drug abuse violations, or arrest for weapon possession.
- **Information on Sexual Assaults and Rape Awareness Programs:** There are no programs to inform students, faculty or staff about sexual assaults or rape awareness. Referrals are made to East Buffalo Township Police at 570-524-2943, emergency 911 or local programs in the home communities of students, faculty or staff.
- **Use and Sale of Controlled Substances and Alcoholic Beverages:** The LPN Center participates with the CSIU in designating all school property as a Drug-Free Workplace and in all policies concerning use and sale of controlled substances and alcoholic beverages. Unlawful distribution, dispensing, possession or use of controlled substances are prohibited. Those violating this prohibition are subject to disciplinary actions, namely, immediate termination of enrollment. Students deemed under the influence of alcohol while under the LPN Center's jurisdiction are subject to similar disciplinary action.

In addition to this Catalog notice for applicants and interested people, this information is included in the LPN Center Student Handbook for current students and Policy and Procedures Manual for faculty and staff.

Person to be notified in case of an emergency:

Address _____
Street City State Zip

Cell Phone No. _____ Alternate Phone No. _____

If you are currently employed, supply the following information:

Name of present employer _____

Date started _____ Telephone no. _____ Type of work _____

Include References:

Please provide two (2) letters of reference from anyone **familiar with experiences you have had in nursing or healthcare**. If you have had no experiences in nursing or healthcare, please use people who can verify your character (**NOT family members**). We would prefer that you use supervisors, teachers, or other health care professionals as your references.

Part II: Please include on a separate sheet a short essay about your goals and/or reasons for becoming a practical nurse.

Remember to:

- Attach a **money order** for **\$75.00** (application fees) payable to **CSLPNCC**. **Personal checks will not be accepted**.
- Have your high school send an **official transcript**. If you completed a **GED**, request a copy of an official transcript online at www.diplomasender.com.
- Obtain **two letters of reference** and include with your application material.
- Include **Part II** on an attached page and submit it with your application.

If you need assistance completing this application, please call the Central Susquehanna LPN Career Center at 570-768-4960.

You will be notified by mail or email about date(s) for entrance exam testing as soon as your complete application is received and processed.

Signature _____ Date _____

Applicant email _____

The Central Susquehanna LPN Career Center and Central Susquehanna Intermediate Unit will not discriminate in educational programs, activities or employment practices based on race, color, national origin, gender, disability, age, religion, sexual orientation, ancestry, union membership or any legally protected classifications. Announcement of this policy is in accord with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Employees and program participants who have an inquiry or complaint of harassment or discrimination, or who need information about accommodations for people with disabilities, should contact:
Human Resources Director, CSIU, P.O. Box 213, Lewisburg, PA 17837.

