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CATALOG

Central School of Practical Nursing (CSPN)
4700 Rockside Road, Summit I, Suite 250 Independence, OH 44131 Phone: (216) 901-4400
cspnohio.edu

Auxiliary aids and services are available upon the request of individuals with disabilities.

Equal Opportunity Employer/Program
The Ohio Relay Service number is 711

ACCREDITED THROUGH 2/2021

*Accrediting Bureau of Health Education Schools
7777 Leesburg Pike, Suite 314N
Falls Church, VA 22043
(702) 917-9503*

Institutionally accredited by ABHES as a non-degree, certificate granting program

APPROVED THROUGH 5/2021:

*The Ohio Board of Nursing
17 South High Street, Suite 400
Columbus, OH 43215-3413
(614) 466-3947*

APPROVED THROUGH 3/22/2022

*Ohio State Board of Career Colleges and Schools (OSBCCS) #2158
35 E. Gay Street, Columbus, Ohio 43125 (614) 466-2752*

U. S. Department of Education Registration Number: 012248
CSPN delivers the practical nursing program in English only

Michelle Altshuler, MSN-Ed, RN, CNE, Executive Director

CSPN reserves the right to revise the School Catalog at any time

*The CSPN Student Lounge is located in Suite 120 of Summit I

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Contents

<i>Philosophy</i>	3
<i>CSPN Building</i>	4
<i>Central School of Practical Nursing Goal</i>	4
<i>Written Standards of Academic Progress</i>	5
<i>Career Services/Employment Assistance</i>	5
<i>Rules and Regulations</i>	5
<i>Non-Discrimination Policy</i>	5
<i>Student Services</i>	5
<i>Testing Fees</i>	5
<i>Application Processing</i>	5
<i>Tuition and Fees</i>	6
<i>Withdrawal Policy</i>	6
<i>Military Assignment/Involuntary Withdrawal</i>	6
<i>Location & Facilities for Instruction</i>	6
<i>Educational Program</i>	7
<i>Program Objectives/Competencies</i>	7
<i>Applicant Admissions Criteria</i>	7
<i>Enrollment Requirements (to secure enrollment in class)</i>	8
<i>Fingerprinting</i>	8
<i>Advanced Placement/Transfer Credit</i>	8
<i>Refund Policy</i>	8
<i>Cancellation Policy</i>	8
<i>Return of Title IV Funds Policy</i>	9
<i>Last Day Attended</i>	9
<i>Determination Date of Withdrawal</i>	9
<i>Dismissal Policy</i>	9
<i>Financial Assistance</i>	9
<i>Scholarship Funds</i>	9
<i>Graduation Requirements</i>	10
<i>Health Insurance</i>	10
<i>Liability Insurance</i>	10
<i>Attendance</i>	10
<i>Absences Due to Illness/Injury, Prolonged and Extended</i>	11
<i>Students Receiving Financial Aid</i>	11
<i>Leave of Absence</i>	11
<i>Privileges of the Graduate</i>	12
<i>Drug Policy</i>	12
<i>Policy Regarding Special Needs of Students with Disabilities</i>	13
<i>Promotion Policy</i>	16
<i>Readmission</i>	16
<i>Transcripts</i>	17
<i>Ohio Board of Nursing (OBN) Licensure Refusal</i>	17
<i>Grievance Resolution Procedure</i>	17
<i>Grievance Procedure Relating to Policy for Students with Disabilities</i>	18
<i>Description of Courses – Level II – 12 weeks</i>	21

<i>Typical Class/Clinical Schedule</i>	24
<i>Instructional Methodology</i>	24
<i>Administration</i>	26
<i>Administrative/Support Staff</i>	26
<i>Curriculum Design of Practical Nurse Program</i>	29
<i>2020 School Calendar</i>	30
<i>2021 School Calendar</i>	31
<i>VA Policy Addendum</i>	32
<i>Addendum to Attendance Policy</i>	33
<i>Addendum to Social Networking and Electronic Media Usage Policy</i>	34
<i>Virtual Classroom Etiquette and Expectation Policies</i>	35
<i>Faculty Supervision of Students</i>	36
<i>Grievance Form</i>	37

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Mission Statement and Purpose

The Board has identified in its Code of Regulations, the following as the Mission and Purposes:

Mission

The mission of Central School of Practical Nursing is to educate a diverse group of adult learners from Cleveland and its surrounding areas in the field of practical nursing, thereby increasing the capacity of Cleveland's healthcare workforce.

Reviewed 1/14, 1/15, 9/16, 1/17, 9/17, 8/18, 1/2020, 12/20

Revised 2/06

Purpose

- To conduct and operate on a not-for-profit basis a School, or Schools, offering a practical nursing education and assistance in preparing for a competitive job market.
- To instill in its student population the highest standards of practical nursing while being involved in the advancement of nursing standards and helping to meet the healthcare needs of the community.
- To support national standards for practice nurse education, to provide continuing education for CSPN graduates and other LPNs in the community and to interpret the Program to the community.
- To solicit, receive and maintain funds and other property, real and personal, and to apply the income and principal thereof to aid and promote the activities of the Corporation through such means as shall seem expeditious to its Board of Trustees.

Reviewed 1/15, 9/16, 1/17, 9/17, 8/18, 1/2020

Philosophy

The faculty of Central School of Practical Nursing. holds the following beliefs:

- Each person is a unique individual, a member of a family, and a member of a community. Society is a system of community life within which an individual lives. It is composed of culturally diversified individuals who interact in families, groups and communities and is affected by environmental, economic and political factors, which influence the ability to meet health care needs. Each individual requires fulfillment of basic human needs in order to maintain independent living and optimal functioning as one progresses through the life cycle. Each individual has the right to be involved in decisions affecting himself/herself and makes choices directed toward meeting physiological, psychological, cultural and spiritual needs. Individuals constantly strive to attain the highest level of wellness, which is the maximum level of functioning attainable at that time and place on the health/wellness continuum.
- Nursing, as a caring profession, is sensitive to cultural and ethnic influences and is characterized by the use of therapeutic interpersonal relationships. The practical nurse is an integral part of the health care team. Practical nursing consists of a basic knowledge of biological, behavioral, and social sciences, and nursing procedures and attitudes acquired through correlation of theory and practice. The practical nurse utilizes the nursing process to assist the individual or individuals in the community to meet their health care needs or attain a peaceful death. This service is performed at the direction of a registered nurse, advanced practice nurse, licensed physician, podiatrist, dentist, optometrist, or chiropractor.
- Learning is an ongoing process of acquiring, analyzing, theorizing, implementing, and evaluating information. Learning results in problem solving, decision making, and survival. Curiosity and enrichment provide the stimulus which initiates the process of learning. Learning results in a cognitive, attitudinal, or behavioral change which occurs through the reinforcement of practice when faculty and students interrelate and recognize one another's uniqueness and dignity.
- Education is a lifelong process requiring active participation of both the instructor and the student. It is a continuously evolving system enabling the student to acquire knowledge, attitudes, and skills; to maximize potential; and to maintain competency through ongoing study. Emphasis upon self-awareness, self-direction, self-discipline, self-evaluation and responsibility for continuing growth facilitates the learning process.
- Practical nurse education utilizes a process, coordinating theory with practice, enabling the student to use knowledge and skills required to deliver competent nursing care to patients in a variety of settings. Nursing requires a close relationship with what is taught in the classroom and the practice of nursing in the clinical setting. Expecting the student to be goal-directed and accountable, the faculty accepts the responsibilities of

planning, directing, and evaluating the student's learning experiences according to the objectives of the educational program.

History

In 1937 there were very few registered nurses available for home care of invalids. Two Cleveland philanthropists, Mrs. Edward B. Greene and Mrs. S. Homer Everett, recognized the need and initiated an educational program for practical nurses. The first class of ten women graduated under the guidance of the first Director, Miss Etta A. Creech, R.N., B.S., M.Ed. The course, which provided the first training for practical nursing in Ohio, later became known as the Central School of Practical Nursing.

In 1951, the Board of Trustees of the Visiting Nurse Association invited the school and the Family Health Association to complete and occupy the third floor of the newly built Visiting Nurse Association Building at 3300 Chester Avenue. A number of generous donors made this move possible. In 1961, Central School became an independent, non-profit institution, separate from the Family Health Association.

In January 1969, Central School announced its accreditation by the National League for Nursing. It was the first school of practical nursing in Ohio to be given this mark of approval for its' program. CSPN is no longer accredited by the NLN. Since 2004, CSPN has been accredited by the Accrediting Bureau of Health Education Schools (ABHES).

From 1946 to 1988, Central School was affiliated with University Hospitals for the clinical training of its students. Supervision of the home nursing program was carried out by the nursing staff of the Visiting Nurse Association from 1961 through 1987. In 1969, MetroHealth, Saint Luke's Medical Center and Margaret Wagner House of the Benjamin Rose Institute became cooperating agencies offering their facilities for the clinical experiences of Central School students. In 1977, Meridia Hillcrest Hospital became another cooperating agency offering its facilities for obstetrical clinical experience of Central School students. St. Vincent Charity Hospital facilities were added in 1988 to afford the student medication passing experiences in an acute care setting. Today, CSPN is affiliated with MacGregor PACE, Eliza Jennings/Devon Oaks, Horizons, Jennings Center for Older Adults, St. Augustine Manor, The Avenue of Broadview Heights, and other community affiliations.

Now, as in the past, changes in community health needs are being paralleled by continuous reappraisal of the curriculum, the school facilities, and affiliations with other health agencies. Central School graduates are well prepared to work in a variety of health care settings.

CSPN, a non-profit organization, is overseen by the Board of Trustees and is operated as a 501(c) (3).

CSPN Building

CSPN is located at 4700 Rockside Road, Independence, Ohio, in Summit Office Park, Suites 250 and 120. The school offers two classrooms, a simulated learning lab, a library resource center, and a large student lounge. The student lounge has two (2) refrigerators, a sink, and microwave ovens.

Each student will have the option to select a locker upon starting the program. Students are responsible for supplying their own lock for their locker (suite 120).

Central School of Practical Nursing Goal

The goal of CSPN is to prepare the student for a career as a practical nurse. This is accomplished by offering a 46-week residential blended program comprised of 1,240 clock hours. CSPN enrolls in October and April. Type of instructional delivery is residential blended (didactic virtual and on-site clinical lab/off-site clinical and Vsim). At the completion of the program, the graduate receives a certificate of completion, which allows the individual to sit for State licensure. Licensure allows the individual to work in the field of practical nursing in various settings (e.g., acute care, long-term care, community settings) (See [Privileges of the Graduate](#)).

Written Standards of Academic Progress

CSPN has written standards of satisfactory academic progress and attendance requirements for all students as published within this Catalog as well as the Student Handbook. These standards are consistently applied equally to all students regardless of financial aid status. The institution strictly adheres to its published standards of satisfactory academic progress.

The School has an appeal policy entitled the "Grievance Resolution Procedure" as published within this Catalog as well as the Student Handbook

Career Services/Employment Assistance

The Director of Operations/Student Services offers assistance with resume writing. Job postings are made available to the students through the Learning Management System and the student lounge postings. Students receive instruction within their coursework in the areas of interviewing skills, application completion, and professional appearance. Completion of this program does not guarantee employment.

Rules and Regulations

Rules and regulations of the School are found in the Student Handbook. The Student Handbook and Catalog are given to each student prior to the start of the PN program. Students sign a letter of acknowledgement upon receipt of the Student Handbook and Catalog. Changes in policy and emailed to the students at least one level ahead of implementation.

Non-Discrimination Policy

CSPN is committed to diversity and inclusion, and adheres to all applicable laws that prohibit discrimination on the basis of race, color, religion, national origin, gender, age, genetic information, disability, veteran status, and any other protected classifications under federal, state or local law. CSPN does not consider any applicant's protected classification in making admission or other decisions relating to students.

Student Services

CSPN offers the following services:

- **Academic advising** and support, including tips on note-taking, study skills, and optimizing the study time and environment. Academic advising is required throughout the program. **Faculty advisors** are assigned to each student upon entrance to the program. Each student meets with an advisor once per level. If it is determined that he/she needs further counsel, he/she will be advised as needed throughout the level.
- General counseling for School and non-School related concerns is addressed by the executive director and the director of operations/student services. **Students are referred to 211 to address needs beyond the scope of the School's ability to offer support.**

Testing Fees

There are no pre-entrance testing requirements at CSPN.

Application Processing

Status of financial information has no bearing on the applicant's ability to apply to the PN program. Only individuals that have served in the military are eligible for advanced placement.

Tuition and Fees

Tuition and fees are \$17,500 and consist of the first three items in the list below:

1. A \$500 Administration Fee, \$300 of which is payable within 10 days of notification of acceptance into the program. The remaining \$200 is due at the same time as the first half tuition. This fee is refundable.
2. A first half tuition payment of \$8,500 which is for the first two levels of the academic year is generally due prior to the start of the program.
3. A tuition payment for the second half of \$8,500 is due two (2) weeks prior to the start of the third level and covers the third and fourth levels.
4. Additionally, books, uniforms and supplies are estimated to cost \$930
5. The required background check (BCI) costs \$30. Additional FBI check (non-resident of state for 5 consecutive years) is \$45. Drug testing fee is \$40 upon admission to the program.
6. There are no graduation fees.
7. There are no lab fees.
8. Parking at the school is free. There may be a fee for parking at some clinical sites. Fees are determined by the clinical sites. CSPN has no control over parking fees charged by clinical sites.
9. CSPN does not offer payment plans. Tuition is due for the first half (six months) upon admission and again at the halfway point to completion. Payment extensions are considered upon request.

Tuition and fees may increase upon discretion of the School, but will not change after Enrollment Agreement is signed. There are no additional charges for distance education at CSPN.

Withdrawal Policy

Students requesting to withdraw must email the Director of Operations/Student Services. The Admissions and Promotions Committee documents student withdrawals. Arrangements for meeting financial obligations and return of School or facility property must be made before withdrawal is complete. Students who withdraw from the program may be readmitted only once at the discretion of the Admissions & Promotions Committee and/or executive director.

Military Assignment/Involuntary Withdrawal

Students withdrawing from the program due to active military assignment will be permitted to return to the program at no cost to either the student and/or the institution providing the scholarship to the student.

Students returning to the program following a military assignment will be placed in the level that is deemed appropriate as determined by the Admissions and Promotions Committee. Every attempt will be made to reinstate the student in the level that will facilitate their competency as a nurse and passage of the licensure examination (NCLEX-PN), as well as minimizing repetition of previous learning.

Location & Facilities for Instruction

The School is located at 4700 Rockside Road Summit 1, Suite 250 in Independence, OH 44131. The main floor is dedicated entirely to student education with two classrooms, learning lab, library, faculty and administrative offices. On the first level, there is a student lounge. This lounge (Suite 120) includes lockers, a TV, desk/chair combination, 2 refrigerators, and 2 microwaves.

The library collection includes numerous nursing journals, OVID, current textbooks, as well as other reference materials that can be utilized by the students. CSPN's library is a reference library only.

Experience in patient care takes place at the School's cooperating agencies under direct guidance and supervision of a nursing instructor who works closely with each student. Students receive clinical instruction at facilities located on the east and west side of Cleveland; therefore, all students must have their own transportation. One instructor supervises a maximum of 8-10 students in the clinical area at any one time. Classrooms, conference rooms, nursing laboratories, lockers and library facilities in the cooperating agencies are available to students and instructors. Fourth Level students receive experience in a community setting (utilizing virtual simulation and clinical lab during COVID).

Educational Program

Central School of Practical Nursing offers a 46-week residential blended (virtual didactic, virtual vsim/simulation and on-site clinical lab/off-site clinical) comprised of 1,240 clock hours that prepares the student for a career as a practical nurse. The program is divided into two 12 week levels and two 11 week levels. There are vacation periods between the four levels. Students attend virtual classes two days a week, beginning at 8 a.m. and ending at 4 p.m. The day time clinical day begins at 7 or 7:30 a.m. and ends at 3:00 or 3:30 p.m. Two days per week are spent in a clinical facility administering patient care under faculty guidance and supervision. The type of instructional delivery is residential blended learning for didactic and virtual simulation experiences. Clinical labs onsite. The program is offered in English only. Returning students must complete the practical nursing program within 18 months from the original start date. Students unable to complete the program within 18 months will be terminated and ineligible for readmission or graduation.

Program Objectives/Competencies

The Program Objectives are formulated from the Philosophy, which reflects the faculty's concept of the practical nurse graduate as a beginning practitioner. Upon completion of the Program, the graduate:

- Applies principles of therapeutic relationships with members of the health care team, family, and significant others
- Performs nursing procedures safely to patients in a variety of settings
- Incorporates principles of safety in the administration of medications to patients in a variety of settings
- Integrates scientific principles in the care of patients, families, and significant others
- Complies with the role of the practical nurse as outlined in the Nurse Practice Act
- Integrates the nursing process in the delivery of care to the individual, family, and significant others in a variety of settings

Applicant Admissions Criteria

- Applicant Signature on "Eligibility Criteria Form." *Found on online application
- Applicant must be 18 years of age to sit for the entrance exam.
- If English is not applicant's first language, applicant must have taken the TOEFL iBT within the past 2 years, and achieved a minimum score of:
 - 18 listening → 18 reading → 26 speaking and → 17 writing
- High school graduate with official transcript or official GED results.
 - High school GPA of 2.5 is required, unless college GPA meets or exceeds 2.5
 - GED results will be reviewed and considered according to test series
 - If an applicant's high school grades/GPA were achieved in another country, they must be translated to English prior to submission (translated at applicant's expense). CSPN does not offer translation services.
- Prospective students with an online high school transcript/diploma must have a minimum of six academic college-level courses from an accredited college, completed after high school. ESL courses will not be accepted as part of the six college courses.
- College transcript(s) – official, or a copy of the official transcript
- Student Nursing Perspective (writing sample)
- Proof of medical insurance
- Background check (BCI - \$30 and FBI- \$40) through Integrity Verifications
 - BCI report must not contain any convictions other than traffic violations, DUI/OVI and disorderly conduct
 - Drug screening: All applicants must submit a drug test through Integrity Verifications (\$40) at the time of the BCI. CSPN has a zero tolerance policy and drug test results must be negative.

To be considered for enrollment, the applicant must submit through the online application, the information listed above (Applicant Admissions Criteria). Each applicant is reviewed on an individual basis by the Admissions and Promotions Committee (sub-committee Admission Committee). The Admissions and Promotions Committee does not guarantee enrollment, as CSPN is a private, non-profit school, and reserves the right to select the best candidates.

Enrollment Requirements (to secure enrollment in class)

- Physical exam, including immunization records or titers
- Two-step TB test, or blood work
- CPR certificate
- Signed Enrollment Agreement (students are enrolled twice per year in October and April)
- Signed State of Ohio Student Disclosure Form
- Administrative Forms
- See financial section for administration fee

Fingerprinting

All prospective students are required to submit a background check, conducted through the Ohio Attorney General's Bureau of Criminal Identification and Investigation (known as "BCI") prior to attending the practical nurse program. Students placed on the waiting list will be required to submit an additional BCI report twelve to sixteen weeks prior to enrollment. If the status of the BCI report changes from the initial submission, the Admissions Committee reserves the right to rescind admittance into the practical nursing program. Once submitted, background checks become part of the prospective student's confidential admissions file and are subject to review. At no time will Central School of Practical Nursing (CSPN) copy, mail, or release this information to a third party.

No student shall be admitted to CSPN without a completed file, including but not limited to, a BCI check. At no time will CSPN incur the cost for background checks or electronic fingerprinting.

Advanced Placement/Transfer Credit

Individuals with military experience and training will have credentials assessed individually for awarding of advanced placement credit(s). No advanced placement for civilians.

Refund Policy

If the student is not accepted into the program, all monies paid to the School shall be refunded. Since books and supplies and other consumables are purchased from sources other than the School, the student may seek refunds from those vendors. There are two academic payment periods for this program. Refunds for tuition and refundable fees shall be made in accordance with the following provisions as established by Ohio Administrative Code section 3332-1-10.

(1) A student who withdraws before the first day of class and after the 5-day cancellation period shall be obligated for any tuition paid, the Seat and Administrative fees. (2) A student who starts class and withdraws before the academic term is fifteen per cent (15%) completed will be obligated for twenty-five per cent (25%) of the tuition and refundable fees for the current academic term. (3) A student who starts class and withdraws after the academic term is fifteen per cent (15%) complete but before the academic term is twenty-five per cent (25%) completed will be obligated for fifty per cent (50%) of the tuition and refundable fees for the current academic term. (4) A student who starts class and withdraws after the academic term is twenty-five per cent (25%) complete but before the academic term is forty per cent (40%) completed will be obligated for seventy-five per cent (75%) of the tuition and refundable fees for the current academic term. (5) A student who starts class and withdraws after the academic term is forty per cent (40%) completed will not be entitled to a refund of the tuition and fees for the current academic term.

Refunds will be made to the student via check. If CSPN is able to determine that a payment was made by an individual on behalf of the attending student, the refund will be made to that individual and not the student.

Cancellation Policy

The student is allowed to cancel enrollment in the program within three (3) business days of signing the Enrollment Agreement. A student who cancels enrollment after the three-day period, but prior to the start of class, is entitled to a refund of all monies paid less a \$200 registration fee.

Return of Title IV Funds Policy

Federal funds are returned to the Department of Education, as required by law, using the Departments R2T4 (Return Two Title Four) computer program. The program is available to the school on the Internet. Title IV funds may not be granted to students with a drug conviction.

Last Day Attended

A student's last day of attendance is considered the last day a student had academically related activity.

Determination Date of Withdrawal

When a student's enrollment status is in question, the determination date, which is the date that CSPN determines that a student is no longer enrolled, is made by The Admissions & Promotions Committee. The Admissions and Promotions Committee meets at a minimum of once per month. As required by the Department of Education, the date of withdrawal cannot be longer than two weeks after the last day attended.

Dismissal Policy

Academically, when a final course grade is below a 77% in any Level or a clinical grade of Unsatisfactory, dismissal from the program will result.

Clinical dismissal will result when the student has received an "Unsatisfactory" in one or more starred clinical objectives for that level. Those dismissed due to clinical failure do not have the option of reapplying to the program.

Students dismissed from the program may be readmitted only once. All students must complete the program within 18 months (150% of the normal program length) of their initial admission. Students unable to complete the program within 18 months will be terminated and will be ineligible for readmission or graduation. The individual's written request for readmission will be presented to the Admissions and Promotions Committee.

Grounds for dismissal include, but are not limited to: failure to turn in all required medical and/or administrative documentation before the start of the first day of class, academic failure; attendance infractions; failure to comply with School's and/or affiliated agencies' policies; if the student's behavior is, at any time, detrimental to the well-being of the patient or others. When dismissal is considered, it is the responsibility of the entire faculty to vote on the dismissal of a student. If dismissed, a letter is sent to the student following a call to the student by the executive director.

Financial Assistance

A Student Financial and Financial Aid Handbook is available online through the website. The Financial Aid officers communicates with prospective (and current students) through email/phone/in-person. Additionally, financial aid information is provided within the School brochure and is available through the Financial Aid Office. These resources are in the Policy and Procedures Manual in the Financial Office. The tuition refund policy is written in the School Enrollment Agreement form which is signed by every student (contained in the acceptance packet) and is also in the above mentioned handbook. Students must be in good academic/attendance standing in order to be eligible for federal student aid funds.

Scholarship Funds

The John Huntington Fund awards CSPN grant monies (earmarked as tuition scholarships for Cuyahoga County residents only). Monies go to enrolled students only. These monies are distributed directly towards tuition and have no cash value. The Fund's Board of Trustees determines the amount of grant monies distributed to CSPN, and at any time, reserves the right to discontinue granting monies to CSPN. CSPN applies for a renewed grant annually in April. The Director of operations/student services submits a grant request and prior year report of fund distribution at this time.

The John Huntington Fund for Education has permitted CSPN to distribute student scholarship monies based on the discretion of the CSPN Financial Officer, along with the oversight of the President of the Board of Trustees. Each student that is a Cuyahoga County resident is eligible. There are no academic prerequisites to qualify. Typically, the monies are evenly distributed between students and distributions are made at each half of the program when payment is required.

Graduation Requirements

The student is eligible to graduate when the School Objectives and the Curriculum Objectives have been met, demonstrating satisfactory achievement in both nursing theory and clinical practice.

To qualify for graduation from Central School of Practical Nursing a student must achieve at least 77% in all coursework and a satisfactory final clinical evaluation in each rotation. All four levels of study must be taken at the School. The format of educational delivery does not change this policy. Graduating students must complete the "Graduate Exit Survey" prior to the signing of the Certificate of Completion.

Health Insurance

It is required that the students carry their own health insurance in effect by the first day of class. No student will be permitted to go to clinical without health insurance.

Liability Insurance

Each student is covered during clinical hours by a Nurse's Professional and Personal Liability Insurance Program made available through the School.

Attendance

General Rules

A significant component of the development of the Licensed Practical Nurse is the integration of a responsible attitude toward learning and attendance. The policy of CSPN is that students are to attend all scheduled theory classes and clinical experiences.

Hours for returning students will be pro-rated.

Students are allotted 64 hours of unexcused absence throughout the program. Missed hours are tabulated in half-hour increments (example: 1 minute-30 minutes missed equals ½ hour missed. 31 minutes to 1 hour missed equals one hour missed, etc.). Additional hours of excused absence (see below) are permitted at the discretion of the executive director.

Classroom Attendance

There will be no excused absences.

- A. Students are responsible for all materials covered in class and will be expected to reach out to their individual instructors via email when missing class. They will be expected to make-up all missed assignments. Students must email his/her instructor to report their absence no later than 9:00 AM on the date of absence. If a student fails to call by 9:00 AM on the date of absence/tardy, the student will be considered a "no-call, no-show" (see below). Additionally, students must alert school if they are arriving late, or leaving early. Students are permitted to arrive late or leave early once in a school day. No coming and going will be tolerated.
- B. **Make-up Exams**
Students who are absent will be required to make up all missed exam(s) at 7 a.m. on Friday (of the week the exam was missed).
 - A five percentage point penalty will be subtracted from the examination score. The format of the make-up exam(s) is up to the discretion of the instructor. If a student does not make up exam(s) on the corresponding Friday at 7 am, a zero grade will be given.
 - When a student is tardy on class days and a test or quiz is in progress, the student will take the test on Friday at 7 a.m. A five percentage point penalty will be subtracted from the examination score.
- C. No call, no show for class:
 - a) First offense: Referral to the Admissions and Promotions Committee. If it is an exam day, a 20 percentage point reduction will be imposed on the make-up exam.
 - b) Second offense: Referral to the Admissions and Promotions Committee. Student will automatically be put on academic warning. If it is an exam day, there will be no make-up test, and the student will receive a zero on that exam.

- c) Third offense: Referral to the Admissions and Promotions Committee, and probable dismissal from the program. If it is an exam day, there will be no make-up test, and the student will receive a zero on that exam.
- d) After three (3) consecutive no call, no show absences, the executive director will send a certified letter of dismissal. The student will be ineligible to reapply.

Clinical Attendance

There will be no excused absences.

Attendance is required for clinical. However, for the health and safety of your patients, you are not to report to clinical if you are ill. If you consulted a physician for illness or injury, you must obtain a medical release from the physician or emergency room or utilize the CSPN Medical Release Form. Students are expected to meet all clinical objectives.

- A. If clinical time is missed, the missed hours must be made up. (See d.) Successful completion of course/clinical objectives is mandatory for progression in the program. Continuous monitoring of attendance will occur.
- B. Missed clinical time:
 - a) Tardy - If patient care has commenced and the student arrives late, he/she will be sent off the unit and not allowed to participate in clinical practice that day. Early departures will be dealt with on an individual basis.
 - b) Absence - **If you will be absent from clinical, at least ONE (1) HOUR prior to the time due on the clinical unit, call the following:**
 - Email the instructor that you will not be present at clinical
 - c) No call, no show will result in clinical probation.
 - d) Students are required by the Ohio Board of Nursing (OBN) to make-up any missed clinical lab or clinical time. Clinical make-up hours are found on the student schedule. Failure to make up clinical will result in dismissal.
 - e) There will be 2 absences allowed per level. After the 1st clinical absence, the student will be placed on clinical probation per the Admissions and Promotions Committee (A&P). After the second clinical absence, the student will be referred the A&P Committee for possible dismissal/LOA.
 - f) All clinical absence hours must be made up (mandatory). The make-up hours are reflected on the student schedule. Dates and times will vary to allow for no disruption in meeting objectives. If a student cannot make up a clinical time on set make-up dates, the student will be dismissed from the program for inability to meet objectives.

The ED will evaluate individual absences (for patterns) and reasons for these absences in determining regarding students' ability to complete program.

Absences Due to Illness/Injury, Prolonged and Extended

- A. Prolonged illness which exceeds three (3) consecutive days requires a signed medical release completed by the student's physician (Refer to Handbook for example of form).
- B. Extended illnesses will be handled on an individual basis.

Students Receiving Financial Aid

CSPN adheres to all requirements made by the Department of Education.

Leave of Absence

A student requesting a leave of absence must email the director of operations/student services.

The request may be granted by The Admissions and Promotions Committee and/or the executive director. The executive director may place a student on an LOA when it has been identified that this is in the best interest of the student and/or the school. Executive Director will notify the student, by phone and/or email. The student may return to the program at the discretion of the Executive Director, and/or the Admissions and Promotions Committee.

Upon return, the student must meet the requirements of the class into which they are placed. All students

enrolled in the nursing program must complete the program within eighteen months (150% of the normal program length) of their initial admission. Students unable to complete the program within 18 months will be terminated and will be ineligible for readmission or graduation. A new background check (paid for by the student) and drug screen (paid for by the School) must be submitted to CSPN twelve weeks or less prior to returning to the program. Re-admittance to CSPN will align with all guidelines set forth by House Bill 327. Upon return, tuition is calculated by the Financial Officer for repeat courses.

Privileges of the Graduate

The graduate of Central School of Practical Nursing will receive a Certificate of Completion following the completion of the "Graduate Exit Survey." Graduation ceremony is at the discretion of the executive director. A graduate is qualified to take the NCLEX Examination to become a Licensed Practical Nurse (LPN). The format of educational delivery does not change the privileges of the graduate.

Drug Policy

It is the policy of Central School of Practical Nursing to maintain an educational environment that is free from drug and alcohol use. The possession, use/and or distribution of illicit drugs and alcohol or controlled substance abuse represents a danger to all students and employees of Central School of Practical Nursing, Inc. CSPN recognizes its responsibility to maintain a drug-free environment. In keeping with the Drug-Free Schools and Communities Act Amendments of 1989, Central School of Practical Nursing will not tolerate the distribution, dispensation, possession or use of illegal drugs, controlled substances, or alcohol in the School environment which includes clinical settings off of CSPN property and any occasion on which an individual is in the role of a student. Central School reserves the right to have students screened for drugs/alcohol whenever there is reasonable suspicion.

Per the guidelines of CSPN's clinical affiliations, all students will be required to submit a clean drug test as part of the admission process. In addition, random drug testing may be conducted throughout the program. Students will be selected by computer for random testing.

The following guidelines are non-negotiable and must be followed under penalty of discipline, up to and including dismissal from CSPN:

- Central School of Practical Nursing has a **zero-tolerance policy** for drug and alcohol abuse.
- Students undergoing drug/alcohol testing must remain with the Director of Operations/Student Services or her designee from the time they are notified until they begin the test. Students are **not** permitted to go to lockers, etc.
- Refusal to submit to a drug/alcohol screening **at the time requested** will result in immediate dismissal.
- Any student who tests positive for drugs or alcohol will be dismissed from the nursing program immediately.
- Drug/alcohol testing results are considered final and binding. **The School will neither consider nor grant requests from students to be retested.**
- Students taking controlled prescription drugs, prescribed for them, must acknowledge these medications upon admission or whenever prescribed. If a student tests positive for controlled substances, and no acknowledgement has been made, this will result in immediate dismissal. ******(See below).
- Any attempt to tamper with a specimen will be viewed as a positive test for drugs/alcohol and will result in immediate dismissal. An adulterated specimen will be treated as a positive specimen. Similarly, any specimen that is deemed unacceptable for testing, due to abnormal temperature or other tampering may also result in dismissal.
- Testing must occur in the manner and location prescribed by CSPN in order for the test to be valid.
- Decisions about students under the drug and alcohol policy are final and not subject to the Grievance Resolution procedures.

****Please note:** The following medications are examples of drugs that must be disclosed:

- Opiates/painkillers (examples: Vicodin, Percodan/Percocet, Darvon/Darvocet, Oxycontin/Oxycodone, Demerol, codeine, morphine, etc.)
- Benzodiazepines/anti-anxiety medications/muscle relaxants (examples: Ativan, Xanax, Valium, Flexeril)
- Amphetamines/stimulants (examples: Adderall, Ritalin, diet pills)
- Barbiturates (example: Fioricet)

Please note: The above are examples only, and do not constitute an exhaustive list of controlled medications. If in doubt, ASK about the medication you are taking or have been prescribed.

If a newly enrolled student fails the drug test, no monies will be returned for seat and materials fee(s).

Policy Regarding Special Needs of Students with Disabilities

The Central School of Practical Nursing does not discriminate against any applicant or student on the basis of a covered disability, and reasonable accommodations will be made available for applicants and students with a disability. A reasonable accommodation is any academic adjustment and/or auxiliary aid and service that is necessary to ensure that the School does not discriminate on the basis of a disability, unless such a request would: a) fundamentally alter the nature of the School's service, program or activity; or b) would result in an undue financial or administrative burden to the School. In this regard, it should be noted that the School is not required to lower or substantially modify essential requirements of its program(s).

If an applicant or student feels he/she needs academic adjustments and/or auxiliary aids and services, he/she is to contact the School's Disability and Section 504 Coordinator, Wendy J. Staffilino, at 4700 Rockside Road, Independence, Ohio 44131, (216) 901-4400 x104, wstaffilino@cspnohio.edu. The initial request may be verbal or in writing. After an initial discussion with the Section 504 Coordinator, the applicant or student may be requested to provide documentation as discussed below. Disabilities are defined as physical and mental impairments that substantially limit one or more major life activities. Major life activities, as defined in the Section 504 regulations at 34 C.F.R. 104.3(j)(2)(ii), include functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. This list is not exhaustive. Other functions can be major life activities for purposes of Section 504. These include, but are not limited to, the following: hearing or visual impairments; reading or learning disabilities; conditions necessitating the use of medication or snacks and/or the use of any kind of special equipment or aids. As noted above, requests for reasonable accommodations should be made to the School's Disability and Section 504 Coordinator, Wendy J. Staffilino, at 4700 Rockside Road, Independence, Ohio 44131, (216) 901-4400 x104, wstaffilino@cspnohio.edu.

Documentation requested **by the School** to substantiate a covered disability includes, but may not be limited to, the following letters:

- A letter from the student identifying the specific disability and specific modifications desired. The modifications requested must be appropriate to the specific disability.
- A letter from an appropriate professional practitioner confirming the specific diagnosis of the disability and identifying each diagnostic test administered, if applicable, with the test results, including the practitioner's interpretation. This letter should state the specific activities affected by the disability and the impact the disability has upon the student's ability to perform in the program, as well as any suggested accommodation(s).

Should the disability documentation submitted by a student be determined by the School to be inadequate, the School will notify the student in a timely manner of why it believes the documentation is inadequate and what additional documentation is needed to support the existence of a disability and/or the need for the requested accommodation.

The School, in consultation with appropriate faculty and other program personnel as necessary, will engage in an interactive process with a student requesting an accommodation due to a disability in order to determine, based on each student's individual disability-related needs and the nature of the program(s) in which the student is enrolled, what, if any, reasonable accommodation(s) may be needed and can be made without fundamentally altering a program. Determination of whether academic requirements are "essential" will be made by pertinent faculty or other relevant personnel after a careful and thoughtful deliberation that includes a review of program/course requirements and available options and alternatives, and determinations of any accommodation will be made by persons trained in the requirements of Section 504 and knowledgeable about

the disability or disabilities in question, which decisions and the reasons supporting them will be documented by the group.

The School will provide timely notification to the student in writing of all specific academic adjustments that have been agreed to and of any denial of requested adjustments and the reason(s) for the denial, and informing them of the internal appeal procedure through the School's Grievance Procedure Relating to its Policy for Students with Disabilities, which is set forth below, that can be used to challenge the denial of adjustments or accommodation requests, as well as to address any complaints of disability discrimination under Section 504.

Upon notification from a student that any agreed-upon adjustments are not effective, the School staff will work with that student to resolve the problem within a reasonable time period and through an interactive process.

The School will maintain documentation in the student's case file regarding the date of the request of any accommodation, the nature of the request and any supporting documentation received from the student, the reason(s) for any denial, and regarding the interactive process between the School and the student.

Please note that if you previously had a 504 plan, it may not be sufficient to demonstrate the existence of a disability at the post-secondary level of instruction. You also will have more responsibility in the program at the School than under any 504 plan in high school. Additionally, your parents may not be involved in the process, and you will need to be prepared to advocate for your own needs.

For further information about this Policy or to request an accommodation, please contact the School's Disability and Section 504 Coordinator, Wendy J. Staffilino, at 4700 Rockside Road, Independence, Ohio 44131, (216) 901-4400 x104, wstaffilino@cspnohio.edu.

Academic Achievement Criteria (Standards of Satisfactory Academic Progress

Classroom Grading Scale

A. Percentages and letter grades

Percentages and letter grades:

Percentage Letter

93 - 100 A

85 - 92 B

77 - 84 C

70 - 76 D (not passing)

69 and below F

CSPN utilizes the Learning Management System for all grade calculations

1. Final examinations will be given during finals week or as scheduled. Course grades will be submitted to the executive director by Wednesday of the final week of the level. Grades will be available on the Learning Management System within two days of all final examinations being completed.
2. All courses must be satisfactorily completed at each level in order to be promoted to the next level. No incomplete grades are given.
3. Math for Nursing: A student can retake the math final if he/she is passing all other courses both theory and clinical. Final is retaken within one week of the original final. A student will progress to Level II if passing grade (77%) is achieved. A student will be eligible to retake the math final only once. If entire math course is repeated due to another course failure, final cannot be retaken at any time.
4. A student may petition the Admissions and Promotions Committee to repeat one failed course throughout the entire program. A student may be readmitted to the program only once.
5. There are no non-credit or remedial courses offered.
6. There are no non-punitive (pass/fail grades given).

B. Academic Warning and Dismissal

1. Academic Warnings
 - a) Students are expected to track their own academic progress. No warning letters are sent out at mid-term. Students will all be expected to be at passing level upon course completion.
2. Dismissal
 - a) When a final course grade is below 77%, or a clinical grade of Unsatisfactory, dismissal from the program will result.
 - b) The student is notified by the executive director or her designee either verbally or in writing.
 - c) Students failing two courses can petition to the Admissions and Promotions Committee for readmission a maximum of one time only.
 - d) Failure of two academic courses requires repeating the failed course and clinical component for that level. The student must achieve a passing grade in theory, and a satisfactory in the clinical component that is being repeated. Clinical failure/dismissal deems the student ineligible to return at any time. Student cannot fail and return more than once in the academic year.

C. Classroom Assignments

1. All class assignments must be electronically submitted at the time designated by the instructor or the assignment is considered late. Two late assignments will result in a referral to the A&P Committee.
2. If a student is ill, assignments are due at the discretion of the faculty.
3. Incomplete assignments will be returned ungraded and considered a late assignment.
4. All class assignments must be presented in the designated professional format and will be graded on content, grammar, spelling, use of assigned forms, and neatness. Unprofessional papers are considered unsatisfactory and late. Faculty reserve the right to ask the student to resubmit the assignment.

Clinical

A. Grading/Evaluations

1. The student will receive a grade of satisfactory or unsatisfactory at the end of each clinical rotation.
2. Evaluation of a student's clinical performance is made at the end of each clinical rotation and is based on the behavioral trends.
3. The evaluation will include mention of any disciplinary action taken by the instructor during each clinical rotation.
4. The evaluation is discussed with the student, and both student and instructor are to sign the evaluation form to acknowledge the discussion. The student is strongly encouraged to write comments on the evaluation form.
5. All students will complete a self-evaluation form for each rotation before the evaluation conference.
6. All clinical must be satisfactorily completed at each level in order to be promoted to the next level.

B. Probation

1. Probation is a defined period of time during which the student is required to demonstrate improvement in (a) specific area(s) of difficulty.
2. Students will be placed on probation after presentation to Admissions and Promotions Committee during the course of the curriculum when difficulties are identified in meeting clinical objectives.
3. The appropriate faculty member will meet with the student to define and clarify the purpose and expectations of the probationary period. This person will also be available for guidance and direction. Written confirmation, indicating areas of difficulty, will be presented to the student. The student shall be expected, for his/her own development and to display an effort toward progressive improvement.
4. Clinical performance of students on probation will be reviewed by School administration, the instructor, and the Admissions and Promotions Committee. The student must be removed from probation in order to graduate.
5. A student will be placed on probation for below average clinical performance or clinical attendance only one time per level. **A second probation per level may result in dismissal from the program or required LOA.**

C. Performance Criteria

When acceptable performance has been established in a previous level, its continued demonstration is required. Failure to maintain previous level performance is a major deficit and warrants a student being placed on "Probation" which will lead to failure if not corrected by completion of the level.

D. Clinical Dismissal

1. Dismissal will result when the student has received an unsatisfactory in one or more clinical objectives for that level in starred areas.
2. Immediate dismissal may occur at any point in the level due to unsafe practice, unsatisfactory performance, unprofessional conduct, or insubordination.
3. Failure to maintain mastery of previous clinical work and/or repetition of identified problem behaviors can result in immediate dismissal.
4. Students are supervised directly by instructor and adhere to all policies set forth by clinical site. A student breach of any clinical policy/guideline may result in dismissal.

E. Clinical Assignments

1. All clinical assignments must be submitted via email to the instructor at the designated time on the due date or will be considered late. Two late papers will automatically place the student on clinical probation, which may result in dismissal from the program. The student will also be presented to the Admissions and Promotions Committee for disciplinary action.
2. If a student is ill, the assignment is due at the discretion of the faculty.
3. All clinical assignments must be presented in the designated professional format. They will be graded on content, grammar, spelling, use of assigned forms, and neatness. Unprofessional or incomplete papers are considered Unsatisfactory and late. Faculty reserves the right to request assignments be resubmitted.

Promotion Policy

The Promotion Policy delineates the level of achievement a student must maintain in order to remain in the nursing program and progress from one level to another.

Progression is dependent upon successful completion of each of the four levels and continued satisfactory demonstration of mastery of previous course work and nursing skills. All students enrolled in the nursing program must complete the program within 18 months (150% of the normal program length) of their initial admission. Students unable to complete the program within 18 months will be terminated and ineligible for readmission or graduation.

Readmission

A request for readmission must be submitted in writing or email to the Executive Director within ten (10) School days of the last date of attendance.

Applicants for readmission will be evaluated on an individual basis and availability of class space. Applicants may be considered and readmitted only if one course is failed. Students must return the next time the failed class is offered.

Requests for readmission will be presented to the Admissions and Promotions Committee and the Executive Director will notify the applicant, in writing, of the committee's decision. Steps taken to improve deficiencies previously noted must be identified in the readmission request letter. A student may be readmitted to the program only once. The student must meet curriculum requirements affective at time of readmission.

All students in the nursing program must complete the program within 18 months (150% of the normal program length) of their initial admission. Students unable to complete the program within 18 months will be terminated and ineligible for readmission or graduation.

Prior to readmission students are required to submit a drug test & BCI report. CSPN will give specific directions to meet this requirement.

Transcripts

A final transcript of grades will be available upon request to students/graduates within fifteen (15) School days following completion of the last final examination. A fee will be charged for additional copies.

Ohio Board of Nursing (OBN) Licensure Refusal

The Ohio Board of Nursing (OBN) passed House Bill 327 giving them the right to refuse to license any applicant that has a felony conviction. The list of egregious felonies listed on the bill are:

- Aggravated murder
- Murder
- Voluntary manslaughter
- Felonious assault
- Kidnapping
- Rape
- Sexual battery
- Gross Sexual Imposition
- Aggravated arson
- Aggravated robbery
- Aggravated burglary

The OBN reserves the right to refuse licensure to any applicant not meeting criteria deemed appropriate by the Board. All candidates who wish to sit for the NCLEX-PN examination will be required to submit their fingerprints to the Bureau of Criminal Identification and Investigation (BCI&I) for processing.

Grievance Resolution Procedure

The purpose of this procedure is to grant the student the right to appeal decisions that directly affect his/her progress in the program. This appeal process is a means to arrive at a fair and equitable solution in a timely manner. Confidentiality is to be maintained throughout the entire appeal process. A student who has been dismissed may not attend class or clinical while pursuing the grievance. Final course grade and math grade are not subject to the grievance resolution procedure. Clinical dismissal for unsafe practice cannot be grieved.

STEP 1

The student, within one (1) school day of the alleged occurrence, must inform, in writing, the involved faculty or administrative personnel of her/his dissatisfaction and possible intent to appeal.

The student and involved instructor or administrator must meet within two (2) school days of the occurrence to attempt to resolve the conflict.

When the situation is not resolved, the student must meet with the involved parties and the administrator within two (2) additional school days.

STEP 2

When the situation is not resolved, the student continues the appeal by submitting in writing a description of the occurrence including date, time and signature within one (1) school day after completing Step 1. This statement is given to an administrator who will submit it to the Appeal Committee.

The Appeal Committee will convene on the following Wednesday when school is in session. The involved parties may be present to discuss the occurrence.

The Appeal Committee will consist of two instructors, one from Levels I & II, and one from Levels III & IV, the class president/vice president from each class. The Executive Director will chair this committee and will vote only in case of a tie. The decision of the committee will be final and binding upon the student and must be within school policy. This official decision will conclude the matter unless it is appealed by the student or faculty member. The appealing student's verbal communication regarding the occurrence will be limited to 15 minutes at each step, and the meetings will be limited to 60 minutes. Students involving a private counsel invalidate their right to the appeal procedure.

STEP 3
Rehearing/Appeals

Rehearing

Students or faculty members may request in writing a rehearing within five (5) working days after receiving the decision from the Executive Director, School of Nursing, if they can demonstrate misrepresentation of facts or the existence of evidence that was not made available at the original hearing. The rehearing is in the presence of the original committee.

Appeals Process

- A. If after a rehearing, or if the student or faculty member is not satisfied with the recommendations of the grievance committee and the decision of the Executive Director, or if the recommendations and subsequent decision differ, the student or faculty member may appeal the decision to the Executive Director School of Nursing. The written Notice of Appeal will explain the appellant's dissatisfaction with the decision. Neither additional evidence nor modification of the challenge or complaint may be included in the appeal.
- B. The Executive Director will convene an Appeals Board within ten (10) working days of receipt of notice of the appeal. This board will be a standing body composed of the Executive Director, School of Nursing, two (2) faculty members nominated by the Faculty Organization, and a representative from each class. The Director of operations/student services will Chair the Appeals Board.
- C. The Appeals Board will review the objectivity and fairness of the Step 1 and Step 2 processes. It will review the reasonableness of the decision and the official decision with respect to the substance of the challenge or complaint and evidence of testimony entertained at Step 2.
- D. The Appeals Board will not contemplate any modification of the challenge or complaint or entertain additional evidence or testimony. Within these constraints, the Appeals Board may hear the student or the faculty member or a spokesperson for the student or faculty member.
- E. The Appeals Board will report its finding to the Executive Director within five (5) working days of the conclusion of its study. Its finding may support or refute in whole or in part or augment the decision at Step 2 and/or order a review by a new grievance review committee. (This Board does not render a new decision).
- F. The Executive Director will notify relevant parties of the finding so that the Appeals Board will reconvene within five (5) working days. Relevant parties are: the student, the faculty member, the Clinical Coordinator and the Grievance Review Committee. The Executive Director's report will state the action taken, or to be taken, in the matter, including a timetable for action.

The decision following Step 3 is final. The grievance stops here.

If the scope of the issue requires immediate action or the student is not satisfied with the school's resolution, the student should contact the following outside entities:

The State Board of Career Colleges and Schools (State Board). Students may write the State Board at 30 East Broad Street, Suite 2481, Columbus, Ohio 43215-3414. They can also be contacted by phone (614) 466-2752, Fax (614) 466-2219, Toll Free (877) 275-4219, Email bpsr@scr.state.oh.us or Website: <http://scr.ohio.gov/>

Grievance Procedure Relating to Policy for Students with Disabilities

The School has adopted an internal grievance procedure to address any complaints arising under the above Policy Regarding Special Needs of Students with Disabilities. Any person who believes he or she has been subjected to discrimination, harassment or retaliation on the basis of a disability, or who believes he or she has not been provided a reasonable accommodation, may file a grievance under this procedure. The School will not retaliate against anyone who files a grievance or cooperates in the investigation of a grievance. Additionally, the School will maintain the confidentiality of the person who may file a complaint to the degree possible given the nature of the complaint.

Procedure:

- Grievances must be submitted to the Section 504 Coordinator, Wendy J. Staffilino, at 4700 Rockside Road, Independence, Ohio 44131, (216) 901-4400 x104, wstaffilino@cspnohio.edu. The complaint must be in writing, contain the name and address of the person filing it, state the problem or action alleged to be discriminatory and the remedy or relief sought. The complaint should also include the identity of any potential witnesses to the alleged discriminatory action, and any documents that the grievant believes supports his/her grievance.
- The Section 504 Coordinator or, if appropriate, his or her designee, shall promptly conduct an impartial and thorough investigation of the complaint that will provide interested persons the opportunity to identify witnesses and to submit evidence relevant to the complaint, which evidence shall be maintained by the Section 504 Coordinator.
- The Section 504 Coordinator will issue a written decision on the grievance no later than thirty (30) calendar days after its filing.
- Should the School determine that discrimination, harassment or retaliation has occurred, it will take appropriate corrective and/or remedial action.
- If the complaining person is not satisfied with the decision of the Section 504 Coordinator, he or she may appeal the decision within ten (10) calendar days of receiving it by submitting a written notice of the appeal to the Executive Director of the School. The Executive Director shall respond in writing with his or her decision no later than thirty (30) calendar days after receiving the appeal.

The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Education, Office for Civil Rights, Cleveland Regional Office, 1350 Euclid Avenue, Suite 325, Cleveland, Ohio 44115.

Description of Courses – Level I – 11 weeks

<u>Course Number</u>	<u>Name and Summary</u>
140	<p><u>Clinical Experience</u> - 83 clock hours</p> <p>One (1) day per week is spent in adult patient contact situations. The student has supervised clinical experiences on a long term care division, and is introduced to the practical nurse role as part of the health care team. One (1) day per week is spent in a supervised clinical lab at the Learning Center. The nursing process and nursing procedures taught in course 162 will be practiced in the clinical area and in the Learning Center at a basic level.</p>
121	<p><u>Mathematics for Nursing</u> – 22 clock hours</p> <p>This course is designed to review basic mathematic skills which are necessary in solving dosage calculation problems. The student is then introduced to the three systems of measurement used in dosage calculation problems. The student must become proficient in calculating drug dosages in order to prevent medication errors and ensure safe administration of medications.</p>
131	<p><u>Nutrition</u> – 33 clock hours</p> <p>This course is designed to alert the student to the central role that diet plays in the growth, development, maintenance and repair of the body. By studying the roles of the six basic nutrients in the daily diet, the student practical nurse will be able to make safe and economical choices regarding foods for patients. Through discussion of the nursing process and Daily Food Guides, the student develops a basic ability in the selection and planning of diets necessary for normal development and maintenance of health.</p>
134	<p><u>Human Growth and Development</u> – 33 clock hours</p> <p>This course presents an overview of one's growth and development throughout the life cycle. During each life stage, one's general physical, psychosocial, and sexual development is discussed and integrated with Erickson's developmental tasks and Freud's developmental stages. Emphasis is placed on identifying the norms found in each phase of development. The effects of changing environments and hereditary factors on one's development are examined. Specific life stages are emphasized in nursing courses 434, 435 and 436.</p>
143	<p><u>Anatomy and Physiology I</u> – 44 clock hours</p> <p>This course is the study of the normal structure and function of the adult body beginning at the cellular level and continuing through the integumentary, skeletal, muscular and nervous systems. The interaction between the physical and physiological processes and the need to maintain homeostasis are stressed. Basic anatomical planes, positions, and directional terms are presented. The course serves as a foundation for Anatomy and Physiology II.</p>
162	<p><u>Introduction to Patient Care</u> – 66 clock hours</p> <p>This is a course of correlated theory, as well as laboratory and clinical practice, planned to present concepts basic to clinical nursing. The course is designed to provide students with an introduction to the practice of nursing, and to give a solid foundation of basic knowledge and skills on which to build in subsequent courses.</p>

Description of Courses – Level II – 12 weeks

<u>Course Number</u>	<u>Name and Summary</u>
250	<p><u>Clinical Experience</u> – 144 clock hours</p> <p>Two (2) days every week are spent in adult acute care settings. As a member of the health care team, students implement the nursing process and practice nursing procedures taught in Courses 162 and 242.</p>
242	<p><u>Nursing Care Procedures</u> – 44 clock hours</p> <p>This course of correlated theory, laboratory and clinical practice is planned to present principles and therapeutic skills of nursing care, based on the nursing process that builds on Course 162.</p>
243	<p><u>Anatomy and Physiology II</u> – 44 clock hours</p> <p>Anatomy and Physiology II is a continuation of Anatomy and Physiology I. The normal structure and function in the adult of the endocrine, digestive, respiratory, cardiovascular, urinary and reproductive systems are presented. Anatomical and physiological processes and the need to maintain homeostasis are continued.</p>
244	<p><u>Pharmacology I</u> – 44 clock hours</p> <p>This course presents major classifications of pharmacologic agents with prototype drugs in each class, as well as their actions, uses, side effects, dosages, and nursing interventions. The nursing process is presented as it applies to the study and administration of drugs.</p>
251	<p><u>Medical-Surgical Nursing I</u> – 55 clock hours</p> <p>This course is designed to assist the student in applying the nursing process to the common health problems associated with the immune, integumentary, musculoskeletal, respiratory, sensory, urinary, and gastrointestinal systems. Basic knowledge of anatomy and physiology is expanded to include the disease process, symptoms, nursing care, and treatments that are necessary to assess and meet the needs of the medical-surgical patient. An attempt is made to correlate class presentations with the twelve weeks of planned clinical experience in the medical-surgical areas.</p>

Description of Courses – Level III – 11 weeks

<u>Course Number</u>	<u>Name and Summary</u>
350	<p><u>Clinical Experience</u> – 137 clock hours</p> <p>Two (2) days per week are spent in adult acute care settings. Nursing process, advanced nursing procedures, practice of pharmacological principles and IV therapy, and beginning team leading are implemented in the clinical areas.</p>
332	<p><u>Psychological Aspects of Nursing</u> – 33 clock hours</p> <p>This course is intended to help the student provide more holistic nursing care. The concept of nursing is seen as an interpersonal process with emphasis on meeting the psychosocial needs of the individual. The principles of mental health are taught so that the student can gain an understanding of the various reactions which patients have to stress, illness, and hospitalization. Concepts of psychological development, communication, and behavior dynamics are introduced. Specific mental disorders are presented, along with current techniques used to treat and rehabilitate the mentally ill.</p>
335	<p><u>Advanced Nursing Procedures</u> – 33 clock hours</p> <p>This course is the continued study of principles and therapeutic skills of nursing care; it correlates with clinical experience on Medical-Surgical divisions. The focus is to teach the student to perform advanced nursing skills utilizing scientific principles.</p>
344	<p><u>Pharmacology II</u> – 44 clock hours</p> <p>This course is a continuation of Pharmacology I, #244. The presentation of drug categories is correlated as much as possible with the altered levels of wellness presented in Medical-Surgical Nursing. The remainder of the course is spent reviewing pharmacology content. The student administers medications to adult and geriatric patients under direct supervision of the clinical instructors.</p>
353	<p><u>Medical-Surgical Nursing II</u> – 55 clock hours</p> <p>This course is a continuation of Medical-Surgical Nursing I, #251, and is designed to assist the student in acquiring knowledge and skills to carry out the nursing process in both acute and chronic health problems associated with the gastrointestinal, neurological, endocrine, cardiovascular, circulatory, lymphatic and reproductive systems. This course continues to provide knowledge of the disease process and related nursing care as well as diet therapy as it relates to specific health problems.</p>

Description of Courses – Level IV – 12 weeks

<u>Course Number</u>	<u>Name and Summary</u>
480	<p><u>Clinical Experience</u> – 183 clock hours</p> <p>Five (5) to six (6) days each are spent in supervised patient situations (facility and simulation) in geriatric, long-term, skilled, obstetric, and pediatric areas. The student has supervised clinical experiences and is asked to be more proficient in application of the nursing process, communication skills, patient teaching and nursing sciences taught in the previous levels. The clinical settings include both acute and long-term facilities. The student will have the opportunity to perform advanced nursing care procedures, to implement the dynamics of a nurse-patient relationship, to refine skills in medication administration, and to implement patient teaching. In addition, the students have a clinical component in the community. This experience allows the student to accompany a home health nurse to patient's homes. During this time, the student will recognize that community health nursing encompasses both nursing and public health practice, which includes the treatment and prevention of illness and injury, and the rehabilitation and promotion of health.</p>
422	<p><u>Nursing and Health Care Trends</u> – 22 clock hours</p> <p>This course is designed to acquaint the student with the history, changing trends, and current issues in nursing and health care. The role of the practical nurse as it relates to job performance, job opportunities, interpersonal skills, and legal and ethical responsibilities is discussed.</p>
426	<p><u>Home Care/Community Nursing</u> – 22 clock hours</p> <p>This course gives the student the opportunity to utilize past academic and clinical knowledge in caring for and teaching wellness behaviors to patients in the community and from different cultures. Students are taught necessary skills to encourage creative planning for and implementation of individualized nursing care. Basic principles of sociology are discussed, introducing the student to the concepts of community health nursing. The student learns to appreciate the patient's needs after discharge into the community. Emphasis is placed on utilization of the nursing process for stress management and crisis intervention in community nursing. The student learns to recognize resources available for support and assistance; and learns to view the patient in relation to family and society.</p>
434	<p><u>Pediatric Nursing</u> – 33 clock hours</p> <p>The effects of alterations in wellness and inpatient admissions to health care facilities on children and their families are examined. Using a body systems approach, the nursing process, well child care, and growth and development are discussed. Nursing interventions are delineated that include nutrition, homecare and pharmacological therapy.</p>
435	<p><u>Geriatric Nursing</u> – 33 clock hours</p> <p>This course is designed to assist the student in increasing knowledge of the aging process and its effect on the individual. The aging process is inspected from a physical, psychological and spiritual aspect, allowing the student to identify optimum functioning in the elderly adult. The student is taught to identify problems and benefits of healthy aging. This course also explores the effect of illness on the older adult's total life style. Utilizing the nursing process students are taught how to administer care to chronic and acutely ill elderly, with special emphasis on rehabilitation, nutrition and maintenance of</p>

health. Students also explore the different environments of care where the elderly adult resides. Community agencies offering aid to the aged are identified and discussed. The End-of-Life process will be taught as the student becomes comfortable with life's final stage.

436

Obstetrical Nursing – 33 clock hours

This course focuses on the physical and psychosocial aspects of the childbearing family. Basic concepts of reproduction and the childbearing cycle are presented. The role of the practical nurse is presented as it relates to caring for, supporting, and teaching the childbearing family. The nursing process is utilized in discussing the care and treatment of the patient and family throughout the obstetrical cycle. Nutrition is discussed as it applies to each obstetrical stage. Common complications of these stages are presented emphasizing the nursing interventions and pharmacological applications.

Typical Class/Clinical Schedule

LEVEL	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 st & 2 nd	Clinical	Clinical	Class	Class	Study day
3 rd & 4 th	Study day	Class	Class	Clinical	Clinical

Instructional Methodology

The faculty of CSPN utilize multi-media while lecturing. Media may include but is not limited to DVD, CD-ROM, and PowerPoint. Instructors may invite guest speakers to lecture on topic-specific issues. Finally, instructors engage students in classroom participation through question and answer opportunities.

During COVID-19 instructional methodology is online learning utilizing Zoom, Gradelink (Teacher Pages), and Classmarker (Online Testing Assessment Tool).

Faculty

Faculty Name	Education	Work Status	Course/Clinical Level Delineation
Danielle Danzy, RN	ADN-Hondros College LPN-CSPN	Full-time Teaching Assistant	Anatomy & Physiology I and II Psychology of Nursing Clinical Instructor/labs Levels 1, 2
Melissa Morgan, BSN Class/Clinical Instructor	BSN – The University of Akron AA – Lorain County Community College	Full-time	Clinical Instructor Levels I-IV Math for Nursing Trends (first section only)
Julie Paonessa, RN Class/Clinical Instructor	Diploma – Fairview Hospital School of Nursing	Full-time (1/3) Part- time (2/4) <i>Teaching Assistant</i>	Nutrition Growth and Development Obstetrics Nursing & Healthcare Trends (sections 2/3) Clinical Instructor Levels I & IV
Sarah Paradis, RN Class/Clinical Instructor	ADN-Lorain County Community College LPN-Wayne County Schools Career Center	Full-time Teaching Assistant	Intro. to Patient Care Procedures Pediatrics Clinicals Level I and II
Julie Patton, RN Class/Clinical Instructor	ADN-Cuyahoga Community College LPN-CSPN	Full-time Teaching Assistant	Medical-Surgical Nursing I and II Advanced Procedures starting 10/5/2020 Clinical Instructor Levels 2, 3
Brenda Rowland, BSN Clinical Instructor	BSN – The University of Akron	Full-time	Pharmacology I and II Geriatric Nursing Clinical Instructor Levels III & IV
Lani Seymore, RN		Part-time	

Administration

Administrative Name	Education	Work Status	Responsibilities
Michelle Altshuler Executive Director	MSN-Ed. – Western Governors University BSN – Mt. Carmel College of Nursing CNE credentialed	Full Time	The Executive Director is expected to maintain an environment in which students can learn and progress in their studies. She is responsible for administering, directing, coordinating and evaluating all activities of the school in accordance with the philosophy, objectives, and school goals. Jointly, with the Financial Officer and Board of Trustees, the Executive Director is responsible for annual budget preparation. In addition to the above responsibilities, the Executive Director reports to the Board of Trustees regarding the daily operation of the School. Community (level4) *Substitute in all other areas when needed

Administrative/Support Staff

Staff Name/Title	Education	Work Status
Carrie Caldwell IT Administrator	BA – Bowling Green State University	Part Time (additional hours as needed)
Amy Randazzo Admissions Coordinator	BA – Baldwin-Wallace College	Full Time
Wendy J. Staffilino Director of Operations/Student Services	BS – The Ohio State University MA – The Ohio State University Cornell University Online- Certificate	Full Time
Stacy Vickroy Marketing/Financial Coordinator	BS – Ohio University	Full Time
Thomas B. Vickroy Financial Officer	BBA – Ohio University	Full Time

Board of Trustees

Henri Pell Junod, Jr., Chairman
Chandler H. Everett, President
Henri Ott-Hansen, Vice President & Treasurer
Rebecca B. McNish, Secretary
Deb Ferenc
Paul Havener
Jonathan Lee
Donna Leseman
Seana Rutherford
Sharell Thaxton
Alberta Plocica (Executive Director)

Clinical Affiliations

AGENCY	LEVEL	TYPE OF CARE	UNIT	Corresponding Course(s) Name
Avon Place 32900 Detroit Avenue Avon, Ohio 44011	1	locked dementia unit (LTC)	pathways	162-Intro. to pt. care
Eliza Jennings/Devon Oaks 2345 Crocker Road Westlake, Ohio 44145	3	assisted living	2 nd & 3 rd floor	344- Pharmacology 353 – Med/Surg II 355- Adv. Nursing Procedures
Jennings at Brecksville 8736 Brecksville Road Brecksville, Ohio 44141	2	assisted living		
McGregor PACE 26310 Emery Rd Warrensville Heights, Ohio 44128	4	outpatient managed care clinic		344 – Pharmacology 353 – Med/Surg II 355 – Adv. Nursing Procedures 426 – Community Nursing
The Jennings Center 10204 Granger Rd Garfield Hts., Ohio 44125	2 & 3	long-term skilled care rehab	Garden Level	242 – Nursing Care Procedures 251 – Med/Surg I 344 – Pharmacology 353 – Med/Surg II 355 – Adv. Nursing Procedures
Riverview Pointe Care Center	2 & 3			
St. Augustine Manor 7801 Detroit Ave. Cleveland, Ohio 44102	2 & 3	long-term skilled care rehab care post-acute care	1 st and 2 nd floor	162 – Intro to Pt. Care 242 – Nursing Care Procedures 251 – Med-Surg I
The Woods on French Creek 37845 Colorado Avenue Avon, Ohio 44011	1	skilled and long term care	All facility	162-Intro. to pt. care

Curriculum Design of Practical Nurse Program

SUBJECT	Theory Clock Hours	Lab Clock Hours	Clinical Clock Hours	Total Clock Hours
LEVEL 1 (11 weeks)				
Clinic/Lab	-	41.0	42.0	83.0
Introduction to Patient Care	66.0	-	-	66.0
Anatomy & Physiology I	44.0	-	-	44.0
Nutrition	33.0	-	-	33.0
Human Growth & Development	33.0	-	-	33.0
Mathematics for Nursing	22.0	-	-	22.0
TOTAL HOURS LEVEL I	198.0	41.0	42.0	281.0
LEVEL II (12 weeks)				
Clinic/Lab	-	-	144	144.0
Medical Surgical Nursing I	55.0	-	-	55.0
Anatomy & Physiology II	44.0	-	-	44.0
Pharmacology I	44.0	-	-	44.0
Nursing Care Procedures	44.0	-	-	44.0
TOTAL HOURS LEVEL II	187.0		144	331.0
LEVEL III (11 weeks)				
Clinic/Lab	-	-	137.0	137.0
Medical Surgical Nursing II	55.0	-	-	55.0
Pharmacology II	44.0	-	-	44.0
Psychological Aspects of Nursing	33.0	-	-	33.0
Advanced Nursing Procedures	33.0	-	-	33.0
TOTAL HOURS LEVEL III	165.0	-	137.0	302.0
LEVEL IV (12 weeks)				
Clinic/Lab	-	-	-	-
Geriatric Nursing	33.0	-	39.75	72.75
Nursing and Health Care Trends	22.0	-	-	22.0
Pediatric Nursing	33.0	19.75	20	72.75
Obstetrical Nursing	33.0	35.75	4.0	72.75
Home Care/Community Nursing	22.0	24.0	39.75	85.75
TOTAL HOURS LEVEL IV	143.0	79.50	103.5	326.0
TOTAL PROGRAM HOURS (46 weeks)	693.0	120.5	426.50	1240.0

2020 School Calendar

January 6, 2020 (Monday)

January 20

February 17

March 2

March 23

March 20

March 23 – March 27

March 30 (Monday)

April 2

May 25

June 12

June 15 – July 3

July 6 (Monday)

September 7

September 1

September 21

September 18

September 21 – September 25

September 28 (Monday)

October 1

November 26 & 27

December 11

December 14, 2020 – January 4, 2021

December 14, 2020 – January 1, 2021

January 4, 2021 (Monday)

Bold = School and office closed

Class resumes for 2nd and 4th levels

Martin Luther King Jr. Holiday

President's Day Holiday

Tuition due for 176th class

Tuition due for 177th class

Last day of class for 2nd and 4th level students

Students' vacation week

Class resumes for 1st and 3rd level

Graduation for 175th class

Memorial Day Holiday

Last day of class for 1st and 3rd levels

Students' vacation weeks

Class resumes for 2nd and 4th levels

Labor Day Holiday

Tuition due for 177th class

Tuition due for 178th class

Last day of class for 2nd and 4th levels

Students' vacation week

Class resumes for 1st and 3rd levels

Graduation for 176th class

Thanksgiving Day Holiday

Last day of class for 1st and 3rd levels

Students' vacation weeks

School and Offices are closed

Class resumes for 2nd and 4th levels

2021 School Calendar

January 5, 2021 (Monday)

January 18

February 15

March 8

March 25

March 25

March 29 – April 2

April 5 (Monday)

April 8

May 31

June 17

June 21 – July 2

July 5 (Monday)

September 6

September 8

September 23

September 23

September 27 – October 1

October 4 (Monday)

October 7

November 25 - 26

December 16

December 20, 2021 – January 2, 2022

December 17, 2021 – January 2, 2022

January 4, 2022 (Monday)

Bold = School and office closed

Class resumes for 2nd and 4th levels

Martin Luther King Jr. Holiday

President's Day Holiday

Tuition due for 179th class

Tuition due for 178th class

Last day of class for 2nd and 4th level students

Students' vacation week

Class resumes for 1st and 3rd level

Graduation for 177th class

Memorial Day Holiday

Last day of class for 1st and 3rd levels

Students' vacation weeks

Class resumes for 2nd and 4th levels

Labor Day Holiday

Tuition due for 180th class

Tuition due for 179th class

Last day of class for 2nd and 4th levels

Students' vacation week

Class resumes for 1st and 3rd levels

Graduation for 178th class

Thanksgiving Day Holiday

Last day of class for 1st and 3rd levels

Students' vacation weeks

School and Offices are closed

Class resumes for 2nd and 4th levels

VA Policy Addendum

NOTE: A Covered Individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation, or chapter 33, Post 9/11 GI Bill benefits. Additionally, this requirement is limited to the portion of funds paid by VA.

- A covered individual may attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 and ending on the earlier of the following dates:
 1. The date on which payment from the VA is made to the institution.
 2. 90 days after the date the institution certified tuition and fees following the receipt of the COE
- CSPN will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of funding from the Department of Veterans Affairs under chapter 31 or 33.
- If there is a policy in this catalog or the Student handbook that conflicts with this VA Policy Addendum for a VA Covered Individual, then the VA Policy will supersede that policy.

Addendum to Attendance Policy

Due to the shift to an **online format** students will be expected to **follow these attendance guidelines until further notice.**

- Students are expected to be prepared for virtual class at least 10 minutes before joining class. That means your computer is charged, Internet is connected, and paper, pencils, etc. are available for lecture.
- Students are required to join virtual classes as notated on the schedule. **For example: If “Nutrition” is scheduled from 8 a.m. -10 a.m., the student must join the class by 8 a.m.** By joining late, you will be marked tardy. Tardy hours accumulate in 30 minute increments. You will be given breaks every 45 minutes. You are expected to remain in class (virtual) until the lecture is complete.
- If your instructor assigns a recorded lecture, you will be required to watch the lecture and turn in an assignment. As long as the assignment is turned in on time and complete, you will be given credit for attendance.
- If you are **unable to attend lecture**, you will reach out to your instructor via email. Those missed hours will be reflected on your attendance data sheet. As a reminder, you can only miss a total of 64 hours for the entire year. You are highly discouraged from missing live lecture hours. You will be able to access all lectures in a recorded format, but will be docked the hours.

Effective April 13, 2020 Revised: 12/2020
Class 177 and 176/Levels 1&3
wjs

Addendum to Social Networking and Electronic Media Usage Policy

CSPN recognizes the desire of students to communicate via social media during this time of on-line classes, and it therefore adopts the following addendum to its existing Social Media Policy.

Students may create and communicate via a CSPN Facebook or other social media page under the following guidelines and rules:

- CSPN expects students to exercise common sense and good judgment with respect to social media. It is important to keep in mind that information that you post could be viewed by anyone with an internet connection.
- Post in such a manner that it is clear to your readers that the views that you express are yours alone and that you do not speak on behalf of CSPN.
- Do not post or share Protected Health Information (“PHI”), including, but not limited to, information about a patient’s identity, his/her physical or mental health, the receipt of health care, or the payment for that care.
- Do not post information about clinical procedures or the names of clinical facilities.
- Do not post answers to assignments.
- Do not include information or items in your posts that is confidential, non-public, sensitive, and/or proprietary information about CSPN.
- You must not post anything that is discriminatory, harassing, vulgar, obscene, sexually explicit, profane, bullying, threatening, intimidating, defamatory or unlawful, whether about CSPN, its staff, students or patients.
- You must adhere to copyright laws and not post any images or photos that you do not have the right to use.

CSPN reserves the right to monitor the Facebook page and to request students to take down any posts in violation of this policy, and students who violate this this policy are subject to disciplinary action.

Virtual Classroom Etiquette and Expectation Policies

- Instructor will admit you to session after she confirms it is YOUR name on the screen. Please remove any nicknames or family member's names from your account.
- Student will be muted upon arrival. The student can "raise his/her hand" to ask a question, then will be unmuted. The instructor may also unmute if she is posing a question to the class.
- Student will be expected to keep his/her video on unless stepping away for a short break.
- Student must adhere to the rules and regulations of the virtual classroom as established by each instructor.
- Student is expected to be dressed appropriately. Student cannot wear pajamas, revealing clothing, or anything that distracts from the teaching/learning environment (scrubs, jeans, sweatshirts are acceptable).

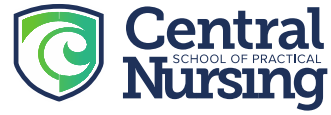
DO NOT COPY

Faculty Supervision of Students

Students are required to sign an acknowledgement that they will be supervised by a CSPN Class/Clinical instructor while serving in the role of “student nurse” in the assigned clinical facility and/or virtual classroom. Further, students will adhere to all virtual classroom and clinical guidelines and policies set forth by the instructor (and the clinical facility, where applicable).

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Grievance Form



Proven • Private • Practical
w.cspn ohio.edu

Date:

First name:

Middle initial:

Last name:

Address:

This grievance is being filed for Central School of Practical Nursing? YES

Start date:

Class number:

Outcome of Contact:

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