

TRANSITIONS CAREER INSTITUTE

Student Handbook

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Transitions Career Institute Mission Statement

The Mission of the Transitions Career Institute is to provide a high quality accessible vocational training program. The institute is committed to increasing the nursing work force by meeting the educational needs of our students in addition to the holistic needs of the client population. Transitions Career Institute will provide opportunities for individuals to learn and develop healthcare skills that will allow them to become valued members of the medical profession. We will forever seek to assist our students to conquer educational challenges to make them compassionate and professional members of the healthcare continuum while meeting the needs of people in healthcare facilities and community at large.

Completion of the program of study leads to a certificate in Practical Nursing. Program graduates are eligible to sit for the State Board licensure examination.

Our Vision is to create a healthcare training system that selects and trains individuals to provide support services to hospitals, clinics, home care facilities and individual practitioners who have committed their lives to assisting others to improve their health and wellness. Also to increase the diversity of the health care system by infusing well trained, qualified individuals through the use of innovative and creative teaching and learning strategies.

The Philosophy

The faculty believes that the philosophy of the practical nursing program flows from the mission of the institution which is to provide the opportunity for individuals to learn and use nursing knowledge and skills which allows them to become valued licensed members of the nursing team. The curriculum is designed to integrate the art and science of nursing as practical nurses assist individuals to attain, maintain and retain wellness. Inherent in this belief are the following concepts:

Humans are individuals who exist in society and are diverse, complex beings, each having psychological, physiological, socio-cultural and spiritual needs.

Environment is comprised of dynamic ever-changing surroundings in which humans exist. This environment consists of family, social and work groups as well as members of the global community. The environment includes those forces, internal and external, which may have a positive or negative influence on individuals and their state of health.

Health is a dynamic state of being viewed holistically and promoted through understanding, caring, adaptive coping, and appropriate system/illness management.

Nursing is an art and science requiring the treatment of human response to actual or potential health problems. Nursing involves a holistic, goal-oriented approach by responding to economic, social and other environmental influences. The practical nurse performs tasks and responsibilities within the framework of case finding, reinforcing patient/family teaching, implementation and evaluation of caring interventions as well as assisting in the collection of data used in formulating plans of care under the supervision of the registered nurse or licensed physician.

Teaching / Learning is a planned process of interaction that promotes behavioral change and facilitates growth. A variety of teaching strategies are employed to maximize learning as contemporary technology is incorporated.

Organizing Framework:

Maslow's Hierarchy of Basic Needs serves as the basis for the organizing framework as the faculty believes that health occurs on a continuum from wellness to illness with humans constantly striving to attain and maintain health. The curriculum design progresses from basic to complex and guides the learner to build on prior course, material, skills and experience. This framework provides the foundation upon which students will care for individuals of all ages, in a variety of settings, across the lifespan.

Program Objectives:

Upon completion of the Practical Nurse Program the graduate will:

- 1. Practice nursing safely using a holistic human needs framework.**
- 2. Communicate effectively with clients, families and members of the health care team.**
- 3. Implement caring behaviors in a variety of settings using the nursing process.**
- 4. Adhere to the legal and ethical standards of practice.**
- 5. Use critical thinking in the decision making process.**
- 6. Demonstrate responsibility for continuing professional and personal development.**

Program Outcomes:

- 1. Eighty (80%) of graduates will pass the NCLEX-PN on their first attempt.**
- 2. Within six months of passing NCLEX-PN eighty percent (80%) of the graduates will be employed as Licensed Practical Nurses.**
- 3. Within one year of employment eighty-five percent (85%) of employer respondents will express satisfaction with the graduates.**
- 4. Within one year of graduation eighty-five percent (85%) of graduate respondents will express satisfaction with the program.**

Administration and Staff of Transitions Career Institute

Derrice Gordon MS, RN, FNP	Director of Nursing
Claudia Houston BSN, MSA, RN	Director of Administration
Rhonda Savain BSN, MS, RN Certified Nursing Teacher NYC	Director of Curriculum & Student Development
Lynn Dunworth	Skills Laboratory Coordinator
Margarita Bradley MS, RN	Nursing Faculty
Lynn Dunworth BS, MA, RN	Nursing Faculty
Anne-Marie Emanuel MS RN,FNP	Nursing Faculty
Wanda Georges BSN, RN	Nursing Faculty
Weblyn Michel MSN, RN	Nursing Faculty
Medona Porter BSN, RN	Nursing Faculty
Kareen Robertson MS,BSN, RN	Nursing Faculty
Ashley Smith BSN, RN	Nursing Faculty
Stephanie Sweeting BSN, RN	Nursing Faculty
Medinah Tiangco	Administrative Assistant
Jarrell Jordan	Information Technology
Advisory Board:	Tamisha Witherspoon RN Denny Cummings CPA Lynn Dunworth RN Kurt Abrams Aletha Simmons RN

School Calendar

The school will observe the following holidays and classes will not be held. Holidays are not counted as part of the contracted time schedule.

Holidays:

Martin Luther King Day

Memorial Day

School is closed for recess during the first two weeks of July.

Labor Day

Thanksgiving Day

Day after Thanksgiving

School is closed the last two weeks of the year for winter recess.

Program Starting Dates and Daily Class Schedules

***Note:** Each program hours varies in length. Observed holidays may cause program completion dates to also vary.

The day program for LPN is 7.5 hours with one hour for lunch and breaks. The total weekday hours for Practical Nurse are 30 (24 dedicated instructional hours per week) Monday through Thursday.

The evening program for LPN is Monday through Thursday 6 – 10:00 p.m. with a thirty-minute break per day. The total evening hours for LPN are 16 (14 instructional hours per week).

Business hours are from 8:30 am to 4:30 pm Monday through Friday and 6:00 pm to 10:00 pm during evening sessions.

Secretaries and Attendance Staff are available: (8:30 am to 4:00 pm Monday thru Thursday), 10:00 am to 5:00 p.m. Fridays.

Class Schedule for Practical Nursing:

- Day Classes are: 8:30 to 4:00 pm Monday through Thursday
- Evening Classes are from: 5:30 to 10:00 pm Monday through Friday

Closing Courses:

Courses may be closed for inadequate registration. This is defined as less than 5 students for a clinical course and less than 15 students for an academic course.

Registration for the Program:

Students may register for the program at any time up to one week (5 business days) prior to the start of classes. Students requesting financial assistance will need to register one month (20 business days) prior to the start of classes. You will need to register in person with the admissions officer.

Please bring the following with you:

- Identification (driver's license, birth certificate or United States Passport)
- High School Diploma or G.E.D. certificate.
- Initial payment for registration and tuition fees (we accept cash, money orders and all major credit cards).
- Students receiving financial assistance or, who have a student loan should bring documentation of such when registering. ***Note – Federal Financial Aid is currently unavailable.**

Entrance / Admission Requirements Policy

1. Submit a complete registration application.
2. All students must be at least eighteen (18) years of age on or before the first day of class.
3. Students must possess an official H.S transcript or have a General Education Development Certificate (official G.E.D.), or an official CGFNS evaluation.
4. All students must take an Entrance Examination: Assessment Technologies Institute (ATI's) Test of Essential Academic Skills (TEAS). The four subtests are Math, Science, English and Reading designed to predict the academic readiness of applicants. Inability to achieve the minimum proficiency level on the TEAS test will result in referral for remediation (appropriate resources will be provided). The candidate will be allowed to retest after a period of three (3) months from the original test date. If the candidate is unable to meet the minimum level after the second attempt, they will not be allowed to retest for a period of one (1) year.
5. Student must be able to legally study and work in the United States of America. Student must show proof of citizenship or legal residency.
6. Criminal History Background Check. Students will be informed that in order to work in a hospital, nursing home and/or a home care agency, they may be subject to a criminal background check. A criminal record may prevent the student from working as a Licensed Practical Nurse. Minor traffic violations will not bar admission into the program. Any student who has committed any illegal offenses that are not disclosed upon admission may result in immediate termination from the program once discovered.
7. **Students will be required to:**
 - Have a personal interview
 - Write a brief essay to determine professionalism and writing skills
 - Demonstrate the ability to meet financial obligations
8. Although not required, Students that have CNA certificates, AAS, BS, BA, or Master's degree will be given the highest priority

- ✚ Students should have the ability to:
 - Aid in the lifting of patients
 - Tolerate the sound of alarms and buzzers
 - Interact effectively with faculty and staff at TCI, patients, family members, staff and members of the health care team
 - Function intellectually and socially to ensure patient safety
 - Demonstrate gross and fine motor skills necessary to manipulate equipment, bend, lift and ensure good body mechanics
 - Have sufficient eyesight to monitor clients in dim light, chart in print or electronic form, and read records in fine print
 - Speak, read, and write clearly and intelligibly in a timely manner
 - Comply with additional mandates as determined by individual facilities and clinical sites which include but are not limited to updated immunizations, dress codes, and conformance with professional standards

9. Health Requirement: A health examination form **must** be completed and returned to the Admission Coordinator prior to beginning the program. This health examination must be in effect for the length of time the student is in the Practical Nurse Program.

All students must provide documentation of immunity (titers) to measles, mumps and rubella (MMR) - Rubeola, if born on or after 1/1/ 1957, and Varicella.

To support a claim of immunization a student must provide records showing that vaccination occurred or that the disease was experienced. This documentation is required by the New York Department of Health and includes the official schools' immunization records and / or official records signed by a healthcare provider licensed to practice.

In addition:

- (a) Every student will be required to have a PPD within 30 days of enrollment.
If a student has a positive PPD / TST (tuberculin skin test), a chest X-Ray report is required indicating absence of active disease. This test must be completed regardless of BCG history.
- (b) **Hepatitis B:** vaccine is recommended or a signed declination form is required.

✚ **All students must have access to a personal computer and a printer.**

Student Liability Insurance:

Transitions Career Institute provides every student in the Licensed Practical Nurse Program with Liability Insurance policy throughout the entire program. The term is 1,000,000 per incident and \$5,000,000 per aggregate.

Leave of Absence Policy:

Students will be granted a leave of absence upon request. The following guidelines must be adhered to:

1. A request for a leave of absence must be submitted to the Director of Nursing in writing
2. The request must have the date that the student will begin the leave and the expected date to return to class.
3. Leave of absences will be honored within the student contract. Should a request take the student beyond this contracted bulletin they may be subject to reentry under a new contract. If the student does not reenter within their contract and has not notified the school, the student's contract will be terminated and he/she will be granted a refund according to the school's Refund Policy.

* Note each individual situation will be handled privately. The school will make every effort to help students meet their educational goals. During the absence tuition costs and course syllabi may change with each new term, it will be necessary to meet with the Director of Nursing before returning to class.

Absences and Attendance:

Transitions Career Institute, records the daily attendance of each student in accordance with state guidelines. Regular attendance and punctuality at scheduled class times will be expected of all students. Excessive absences (more than 2 per course) can result in the need for the student to repeat the course or be dismissed from the program. A student will not be allowed to make up more than two make-up sessions per course. Graduation requirements stipulate that the student must complete the required 1300 hours of instructional time in order to receive their Certificate of Completion. Students will be expected to report at the scheduled class time, including returning from breaks and lunch. Any student not ready to begin work at the scheduled times will be considered tardy. If a student expects to be delayed for any reason, he/she will notify and inform his/her attendance representative/ instructor of the reason for the late arrival and the expected arrival time. An absence is the failure to report to school at the scheduled time and is defined as lost time (partial or full day) due to illness, injury, personal business or other reasons for which the school is not responsible. Records of student attendance will be kept on file and are available for student review. Excused absences are permitted with documentation for illness or any unavoidable circumstance. All missed absences must be made up.

Class Cuts:

Each instructional day for the **Licensed Practical Nurse** is (7.5) hours in length. Students who miss any portion of the instructional day are responsible for making up lost time, class work and assignments. Time and lessons missed must be made up in order to gain the knowledge necessary to succeed in the profession and to meet the minimal attendance and graduation requirements. Students will need to meet with the attendance officer before returning to class if lost instruction is due to cutting the class. Lost hours can be made up in accordance with the school's make up policy and need to be made up the very next week after the absence. Each lesson builds on the former lesson and missing instruction weakens the educational structure of the program and the student's opportunity for success.

Make-up Assignments:

Make –Up sessions for students are on Fridays between the hours of 9:00 am to 3:00 pm when the school is closed for regular classes. In order for students to meet their educational goals they must receive instruction in all aspects of the course. If work is missed due to absences or a leave of absence then the student will need to make up missed lessons. Students who do not or cannot attend the make –up sessions may need to arrange for: 1) private instruction or, 2) the opportunity to join another class when the missed lessons are being taught, provided there is a class that you can join and can make up the missed assignments within the terms of their respective contract. Private instruction, if given outside the normal instructional day, will incur additional fees at the rate of (\$50.00) per hour. Private instruction that can be scheduled within the normal instructional day is offered as part of the tuition package.

Tardiness:

Developing good work ethics is an important part of the training at Transitions Career Institute. Students arriving late for class are interrupting the instructor and other students. **Students must attend ALL scheduled clinical dates. Clinical absence is a violation of the attendance policy.** The following system will be used for tardiness.

1. In the clinical setting, tardy will be considered to be arriving after the scheduled time. The student’s ability to remain on the clinical site will be at the discretion of the instructor. After 30 minutes the student will be counted absent. Two clinical tardy incidents per course equals one absence, and each tardy thereafter will be counted as an absence. **Clinical absences must be made up at a cost of \$20 per clinical hour per student.**
2. In the lab and classroom settings, tardy will be considered arriving after the session has begun.

Since tardiness is recorded as an absence it is the responsibility of the student to make up lost time and classroom instruction. Transitions Career Institute encourages students to plan to arrive at the school and clinical at least 15 minutes before the start of class.

Notifications:

Please note that the Faculty member and Clinical Instructor must be notified prior to the scheduled clinical. Notification includes date and time of the message, the date and time of the absence and the emergency circumstances requiring absence from the clinical experience (Physician’s note and proof of emergency is required).

No Call / No Show:

An incident of not calling or coming to clinical will result in the following consequences:

1. 1st occurrence: The student will receive a written warning, and be placed on probation.
2. 2nd occurrence: The student will receive a written warning which will be placed in his/her file, and will be required to meet with the Director of Nursing who will discuss with the student the consequence of any future offense, which could include suspension or dismissal from the program.

Standards of Conduct - The school have adopted standards that include the ANA Code of Conduct for Nurses.

The following are unacceptable and will not be tolerated:

1. All forms of bias including age, race, ethnicity, gender, sexual orientation, disability, national origin, and creed as demonstrated through verbal and written communication and physical acts.
2. Sexual harassment including hostile environment and quid pro quo (forcing an individual to perform sexual favors in return for something)
3. All types of dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution, and forgery alteration or use of institution documents of identification with intent to defraud.
4. Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, public meeting and programs, or other school activities.
5. Physical abuse of any person on school premises or at functions sponsored or supervised by the school.
6. Theft or damage to the school premises or damage to the property of a member of the school community on the school premises.
7. Failure to comply with directions of institutional officials acting in the performance of their duties.
8. Violation of the law on school premises in a way that affects the school community's pursuit of its proper educational objectives. This includes, but is not limited to the use of alcoholic beverages and/or controlled dangerous substances on school premises.
9. "Dangerous weapons" include, but are not limited to, firearms, explosives, knives and other weapons that might be considered dangerous or that could cause harm. Students are responsible for making sure that any item possessed by the student is not prohibited by this policy. To ensure that Transitions Career Institute maintains a workplace safe and free of violence for all students, the company prohibits the possession or use of perilous weapons on company property. A license to carry the weapon on company property does not supersede company policy. Any student in violation of this policy will be subject to prompt disciplinary action, up to and including dismissal. All students are subject to this provision.

Discipline/ Conditions for Dismissal: Students may be dismissed from the school for the following reasons, including but not limited to:

1. Failure to adhere to the school's rules, regulations, policies and code of conduct
2. Missing more than 10 percent of instruction time that is recorded as unexcused absences.
3. Failure to maintain the minimum grade point average of 75% or Pass in clinical
4. Failure to meet financial responsibilities to the school.
5. Unsatisfactory / Unsafe clinical practice.
6. Misuse of privileges extended by participating clinical agencies.
7. Exclusion from a clinical site will result in automatic dismissal from the program.
8. Cheating in any form, include attempting to obtain tests, answers, or information in any form including written, verbal, or otherwise.
9. Insubordination
Disciplinary action may include:
 - Warning- a written notice to the offender that continuation or repetition of a violation may be cause for further disciplinary action
 - Suspension- Exclusion from the program for a specific period of time.
 - Dismissal-termination of student status
 - Legal action- report to the authorities

A student may be dismissed, or imposed a mandatory leave of absence for reasons pertaining to dishonest or immoral behavior, or unsafe conduct affecting a student or patient. Any statement made on a social networking site, which may cause actual or potential harm, or injury to another or to the school will be grounds for dismissal. Students are expected to refrain from posting negative comments regarding TCI or any affiliation agency or its staff on social networking sites.

The Director of Nursing will notify the students in writing should it become necessary to dismiss the student. The dismissal letter will contain the date and the reason for dismissal. It is the responsibility of the student to notify their financial aide institution. Prepaid tuition will be refunded according to the school refund policy.

***Re-entry / Readmission/ Retention Policy:**

1. Students may be considered for re-enrollment up to one year after leaving the program on a voluntary basis if space is available.
2. Students who leave courses due to either academic failure (F) or voluntarily withdraws and desires to re-enroll must contact the Director of Nursing in writing. **The student will be required to submit an individualized action plan for success prior to reentry.** The Director of Nursing will present the request to the appropriate Directors of nursing and or faculty who will render input and the DON will make the final decision.
3. Students who withdraw from the program in good standing may re-apply for readmission within one year.
4. Students who leave the program in excess of one year, regardless of the reason, must re- start the program from the beginning including the entire application process.
5. Students that were dismissed from the program for academic misconduct or unprofessional behavior or disrespect to any faculty, staff or patient will not be readmitted.

Students will be advised that the program is challenging and competitive and all grades are earned. Registration does not guarantee completion of the program.

Credit for Previous Training:

Transitions Career Institute is committed to helping the student reach educational goals as quickly as possible. To ensure that our students graduate with the skills necessary to achieve success in the workplace we have developed a comprehensive curriculum to ensure maximum training in each specific area. **We therefore do not accept any previous training or credits from other schools, universities or life's experience at this time.**

Credit Disclaimer Statement:

Transitions Career Institute does not offer college credit for courses. Many community colleges may give credit for prior training and may convert training to credit hours. (TCI) does not offer this service at this time.

Transfers / (Students Leaving TCI):

Students who wish to transfer out of Transitions Career Institute will be given copies of their transcript upon written request. The school policy is to only release copies of complete and incomplete grades to students and other institutions upon written request by the student. Please note: other schools or institutions may not accept instruction received from TCI. TCI does not accept credit from other institutions at this time.

Grievance Policy:

Students who have a complaint or who would like to appeal a dismissal must make an appointment for an interview with the Director of Curriculum and Student Development. The Director will address the concern within 1-2 school days. The written request should include the following information:

1. Student's full name, social security number and current address
2. State the concern including dates, times, instructors or other students involved
3. The letter must be dated and signed by the student
4. The date in which the student would be available for a meeting with the Director and/or appeal panel.

The Director of Curriculum will notify the student in writing of the appointment date in which the concerns or appeal will be addressed within 2-3 school days after receipt of complaint. Every effort will be made to bring an amicable closure to the concern. Should it be necessary, a panel consisting of the DON and other Administrative Staff, a student (not involved in the dismissal) and instructors will hear the concerns and will be asked to assist in bringing resolutions to concerns and appeals. The student will be notified in writing of the outcome of the meetings within 24 – 72 hours following the decision. The decision of the Director of Nursing and/ or appeal panel is final.

Transitions Career Institute provides a very supportive environment and respects the rights of all students. It is our practice to calmly and professionally address concerns to the person(s) directly involved in any grievance. The purpose of the appeal policy is to resolve grievances and / or complaints regarding academic, behavior, clinical or financial issues. We welcome suggestions on how to improve our program and have established both an open door policy and suggestion box. However, despite our best attempts to resolve all concerns satisfactorily, positive results are not always possible. The student has the right to appeal the decision of a Nursing Instructor.

1. The student will first discuss his / her concerns with the nursing instructor on or before the third (3rd) official school day following the incident.
2. If an agreement cannot be reached with the Instructor, the student may appeal to the Director of Curriculum and Student development, in writing, within 3 school days, following step 1.
3. If an amicable agreement is not reached with the Director of Curriculum and Student development, the student may appeal to the Institute's Appeals / Grievance Committee within 3 school days following step 2.
4. A decision will be made by the Appeals / Grievance Committee. The student will be notified of the decision at each level within 5 official school days.
5. If the student is not satisfied with the decision of the Grievance Committee they may contact the Director of Nursing who will make the final determination.

Grading System / Progression Policy:

The competencies taught in all courses will be evaluated by written examinations, laboratory skills testing and clinical performance. The minimum passing score is 75 in the theoretical component of the course and a satisfactory (P) or unsatisfactory (F) in the clinical component.

Letter Grade	Numerical Grade	Description
A+	97-100	Excellent
A	93-96	Very Good
A-	90-92	Very Good
B+	87-89	Very Good
B	83-86	Good
B-	80-82	Good
C+	78-79	Above Average
C	75-77	Average
C-	71-74	Below Average (failing)
D+	68-70	Below Average (failing)
D	65-67	Below Average (failing)
F	Below 65	Failure
INC	-----	Incomplete
WP	-----	Withdrawal Passing
WF	-----	Withdrawal Failing
P (Clinical)		Pass
F (Clinical)		Fail

A Student's Grade Point Average (G.P.A.) is based on the summary of grades received through testing. The G.P.A. is determined first by multiplying the number of tests by the summary of the test grades.

Incomplete Grades:

Incomplete grades are given only when a student is unable to complete a course because of illness or other serious concerns. A failing grade is given when through negligence or procrastination students fail to turn in work or take examinations. A student who misses a final examination must contact the instructor within twenty-four hours of the examination to schedule a re-examination date and time. If the absence is unavoidable, the student will be given an incomplete grade until they take the exam and then the grade will be adjusted. If the student does not arrange to take the exam then the incomplete grade will be changes to a failure. Instructors must file an incomplete form with the director of the school. Students are given one week to make up missed examinations. Work and examinations that are still incomplete at the end of the one-week deadline will be assigned a grade of F. It is the student's responsibility to contact the faculty member about completing the course work and taking examinations.

Probation:

TCI standards require that a student pass each course with a minimum grade of C or 75% and that a student's cumulative grade point average or CPGA (overall grade average for all courses taken) be a 2.50 or higher. In addition, students are required to successfully complete 100% of all clock hours that they take. When a student fails any one of these standards for the first time, the student is placed on academic probation and must repeat the course the next time that it is offered. The student will be able to take advantage of the schools' make up policy and in-school tutoring up to (4) hours without additional costs. Should additional tutoring be necessary the student will be obligated to pay (\$50) per hour for the assistance. **Additionally a minimum grade of 75% must be maintained on all future courses. Failure to adhere to any one of these standards, will result in academic dismissal from TCI.**

Repeating a Course:

The student is allowed to repeat any course in the program under the following conditions:

- a. They have not accumulated two failing grades
- b. The course must be repeated within six months
- c. The student must pay the fees to repeat the respective course. Cost are based on the number of clock hours.
- d. Space is available to repeat the course

Withdrawing from School:

Students who wish to withdraw from the school must submit a letter of withdrawal to the school's Director of Curriculum and Student Development within 24 hours. The date the letter is received will be the official withdrawal date. The letter must include the date that the withdrawal will take place. It is this date that will be used to calculate financial responsibilities on the part of the student and the school. Students, who withdraw from Transitions Career Institute, before the midpoint of the course, will be given a grade of either WP or WF. WP - student withdraws with passing grades. WF - student withdraws with unsatisfactory grades.

Student Records:

The school will maintain student records indefinitely. Upon graduation, students will be given a copy of their records, upon request. The student should maintain these records indefinitely. The records that the school will maintain are as follows:

1. Attendance
2. Academic Progress and Grades
3. Financial Records
4. Placement Data
5. The Enrollment Agreement
6. Records of meetings, appeals, disciplinary actions and dismissals
7. A copy of the Graduation Certificate
8. Medical Records (where applicable)

Maintenance of School Records:

Student records are maintained by the school Registrar and are available for review by the student at any time. Students are encouraged to submit updates to their records, such as address changes or changes in financial aid, as soon as possible. All records are handled privately with confidentiality.

Tutoring:

Tutoring is offered upon request from the student. The student will make arrangements to seek tutoring by speaking to the School's Director of Student Development. The Director will inform the student of the time(s) and Instructor who will provide the necessary tutoring. Up to two hours per week is offered by TCI without cost to the student. Additional tutoring may be provided at \$50/hour at the student's expense.

Cell Phones:

Students are prohibited from using cell phones during designated school hours. This includes classroom, lab and clinical settings. Students caught violating this policy will face disciplinary action. (Refer to Discipline Policy page 12).

Email Etiquette:

- When sending an email, students should be respectful in their headings and sign off with their full names.
- Students must use their assigned tcilpn.org email address when communications pertain to school business.
- Students email addresses specify their first initial and last names.
- Do not access offensive, sexually explicit or otherwise inappropriate websites when identified as a TCI student.
- All students will be assigned a TCI email account. They will be expected to check daily for email.
- Students should not send anonymous emails since faculty and administration will not respond to these communications. Emailing and text messaging is not to be conducted during class or clinical experiences.

Social Media Guidelines:

- All students are expected to refrain from posting inappropriate comments about the school, faculty, other students or any affiliating agencies.
- The student is personally responsible for any content that is posted by them on any social media platform. Do not post inflammatory, insulting or obscene comments. Do not take or post unauthorized pictures. You could be held liable in a court of law.
- Students should not friend request, follow or accept friend request from faculty, patients, family of patients or affiliating agency staff while registered as a student at TCI. These relationships can result in potential confusion of your role and or relationship.
- Do not post any confidential information pertaining to TCI, its students, faculty, alumni or persons associated with an affiliating agency.
- Never post anything under an assumed name. You should be transparent with your identity.
- Texting with your classmates should maintain respectfulness and avoid a bullying tone
- **Any statement made on a social networking site, which may cause actual or potential harm, or injury to another or to the school will be grounds for dismissal.**

Damaged Property:

Students who deliberately or through negligence damage school property or equipment will be required to pay the repair or replacement costs. (This includes anything on school premises or affiliated facilities). These costs will need to be satisfied before the Certificate of Completion is given to the student.

Student Activities:

Transitions Career Institute offers students the opportunity to use the skills laboratory when classes **are not** in session (by appointment) to practice previously taught skills. In addition, we offer career development classes to build employment strategies following successful completion of the course. We will have a school library and will provide information regarding a public library that is closest to our facility when available to assist the student with assignments and to help the student reach beyond the classroom instruction.

Evaluation Techniques:

Every student will take a series of quizzes, exams, ATI assignments and final exam as the primary basis for determining their level of understanding, retention and recall. Additionally, the instructors may give grade credit for class participation and special projects. Class participation and timely completion of all homework/ class assignments are part of the evaluation process. These combined scores will determine the student's final grade. The quizzes and exams are given at strategic times to enable the student time to digest the course content in small doses. Test scores that are below 75% indicate that the student has not learned or retained the required material for the course. The student will have the opportunity to receive remedial instruction at designated times set forth by the instructor in an effort to help the student reinforce previously learned material. The instructor will also encourage the student to seek remedial instruction before or after class, when necessary, as an added means of learning the material for that day. Students should make arrangements for additional practice, independent study or tutoring, as they deem necessary. Tests will be both cognitive and psychomotor, with the psychomotor skills being measured against industry standards. TCI will use a test bank system or instructor prepared exams, formulated following the NCLEX style review questions, from the beginning courses through the end, to familiarize students with questions and techniques they will need by the conclusion of the program. TCI will take every measure necessary to evaluate the effectiveness of our programs, lessons plans and instructors. Transitions Career Institute's overall goal is to help the students reach "maximum" success in their studies.

- Fridays, between 9 – 3, make – up classes available (by appointment)
- The Directors will make periodic unannounced visits to classrooms during instructional hours to evaluate the instructors teaching techniques and class participation. Their evaluation will be based on the instructors' ability to answer the student's questions, engage the student in class activities, following the curriculum and presents the knowledge and confidence in the subject being taught.
- If a concern with an instructor is identified by any of the Directors, the instructor will be counseled immediately.
- At the conclusion of each course the student will be asked to complete a questionnaire /survey. The questionnaire will include course content, instructor's teaching skills, class starting and ending on times and the student's satisfaction.

Systematic Plan of Evaluation:

Transitions Career Institute takes great pride in assuring all of our standards are current with industry standards, practices and guidelines. We elicit the assistance of the professional staff; members from within out affiliate organizations and administration to review the curriculum, student activities/ preparation, faculty effectiveness, complaints, and an overall review of policies and procedures. We track and trend the findings of the group and incorporates their recommendations into future quality improvement activities.

In addition to the aforementioned evaluation process Transitions Career Institute performs ongoing evaluations of the instructors. The students evaluate each instructor following the completion of every course. Additionally, the Program Directors conduct annual performance evaluations of the instructor staff that have successfully completed one full year of uninterrupted employment. This process is one of the indicators used to ensure we hire/ retain the best possible people to work with our students, represent our school and meet each program objectives.

The Directors compile the results of the evaluations and reports are generated annually. The results will be discussed at the annual program evaluation meeting and data shared with all members in an effort to remediate future problems.

The group meets, at least, annually, but more often if necessary. The membership includes representation from:

- ✚ Local Hospitals and Nursing Homes
- ✚ Physicians
- ✚ Community Leaders
- ✚ Faculty
- ✚ Administration
- ✚ Members from School Advisory Committee
- ✚ Others (when necessary)

We believe the concept of continuous quality improvement as the venue to ensure we are keeping abreast of the latest and best technology and personnel available.

Facilities:

Transitions Career Institute features a fully air-conditioned, well-ventilated and appropriately suited environment. The school has a reception area, administration offices, skill labs for simulation, computer training room, instructors lounge and several classrooms. Each classroom is able to accommodate students and instructors comfortably in an environment that is conducive for learning.

The school has a student cafeteria with microwave oven, vending machines and a sufficient amount of tables and chairs. Separate male and female lavatories are available in the facility.

The school is within walking distance to the train station with a bus line in the immediate area.

Parking is available with additional accessibility to street parking.

Lighted exits and evacuation plans are located in the corridors and cafeteria throughout the building as per fire code. Fire extinguishers are available in strategic areas throughout the building.

Tuition And Refund Policy

Students who apply to the school will be given a tour of the facilities and complete registration form. There is a \$100 non-refundable registration fee due upon acceptance to the program. Registration requires meeting with the Admissions Coordinator to complete all necessary documents for entry into school. Admission is contingent upon meeting all of the admission criteria identified on page eight (8) of this handbook.

Tuition Fees:

Textbooks and student workbooks	included
ATI- instructional materials	included
CPR	included
Uniforms	included
Nursing Supplies and materials	included
Malpractice Insurance	included
NCLEX preparation	included

Total Tuition **\$20,000**

Additional fees (estimates only)

NCLEX Licensure / Application Fees	\$400 not included
Registration / Application fees (non-refundable)	\$100
Admission Testing fees (non-refundable)	\$100
Private Tutoring (Optional)	\$50.00 /hour
Criminal Background Check	\$50.00
Medical Exam	Private MD, not included
Graduation Dues	\$275

Cost of Practical Nurse Program

	<u>Tuition</u>	<u>Number of Hour for Program</u>
Practical Nursing Program	\$20,000	(1300 instructional hours)

Practical Nursing Program also varies in length (day and evenings). The student is required to pay 25% -\$5,000 of the tuition prior to starting the program. The balance is to be paid in accordance with the selected payment plan. All monies must be paid prior to beginning the final course. Failure to complete tuition payments may result in delays in processing the required paperwork for state certification.

*Additional fees will be assessed in the event a course is repeated. The cost to repeat a class is based on the number of clock hours per course.

All payments are due the first Monday of the payment month. Should the tuition due date fall on a holiday; the tuition payment will be due the first day after the holiday.

Payment and Fee Schedule

 **Transitions Career Institute accepts Cash, Major Credit Cards, PayPal and Money Orders as payment for tuition at this time.**

Refund Policy:

Should the student's enrollment be terminated or should the student withdraws for any reason, all refunds will be made according to the following refund schedule.

1. Students who wish to cancel their enrollment in a course or at the school must do so in writing. The request must include the date of withdrawal and must be dated and signed by the student. This letter must be received within one week of the withdrawal (5 business days) to receive tuition reimbursement for that week. Tuition reimbursement will begin the week the notification is received. It is best to **hand deliver the withdrawal letter** and have a copy signed by the admissions coordinator or **mail the letter by Certified Mail, return receipt requested.**
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after both parties sign the enrollment agreement, even if instruction has begun.
3. Cancellation after the third (3rd) business day, but before the first class, will result in a refund of all monies paid, with the exception of the registration fee.
4. Withdrawal after attendance has begun will result in the following refund policy

Reimbursement Scale Practical Nurse Program

If Withdrawal or Cancellation Occurs:

The School will retain:

- | | |
|---|----------------------------|
| 1. During the first week | (10%) of the total tuition |
| 2. During the second or third week | (20%) of the total tuition |
| 3. After the third week but prior to completion of 25% of the program | (45%) of the total tuition |
| 4. After 25% of the program, but not more than 50% of the program has been attended | (70%) of the total tuition |
| 5. After completion of more than 50% of the program = No refund | |

The school will retain the registration fee plus a pro-rata portion of the tuition calculated on a daily basis. The registration fees are due at the time of registration and are non-refundable. Tuition is due before the class begins. ***Tuition and fees are nontransferable

Students who have a student loan (when available) and withdraw from the program are responsible for notifying the loan institution of their withdrawal. This notification must be done in writing. It should include the date of withdrawal, the student's social security number and signature. Students should maintain a copy of this letter for their files. Transitions Career Institute encourages the development of good business practices in their students. It is to this extent that we remind the withdrawing student that the date of withdrawal on the letter to the Directors must be the same date as their letter to the loan institution.

Transitions Career Institute will only refund monies to the parties or institutions who directly submitted payments to the school. Refunds are issued by company check.

Grants, Student Loans and Scholarships:

Transitions Career Institute does not award Grants or Scholarships at this time. We do honor grants and scholarships that our students have been awarded from outside organizations. We do assist our students with obtaining student loans.

*Note: Students who have obtained a school assisted loan and withdraws from the school or have had their enrollment terminated must notify the lending institution of their withdrawal. Transitions Career Institute will reimburse the lending institution for balances due in accordance with the refund policy. The student will be responsible for any tuition balances that remain outstanding after the school's refund.

It should be noted that student loans with the bank must be satisfied regardless of the success or lack of success at Transitions Career Institute.

When students are given a loan they sign a promissory note with the bank. This loan is the same as any other loan and the student has full responsibility for managing the loan and its repayment.

Graduation Requirements:

Every student must meet the 1300 hour requirement, satisfactorily pass all theory courses with a minimum grade of 75% and clinical with a pass (P). All financial responsibilities must be met to be eligible for graduation. Upon successful completion of all courses and after meeting all financial obligations the student is eligible for the school's Certificate of Satisfactory Completion of the LPN program.

Program(s) offered at Transitions Career Institute, Inc

Practical Nurse Program Description:

Practical Nurses are essential to the Healthcare Profession. They are the vital links between Physicians, Registered Nurses and Patients. They function as members of the client care team in planning, implementing and evaluating nursing care. The Practical Nurse engages in a multitude of task including but not limited to; assisting the client to learn, appropriate self-care techniques. They observe record and report to appropriate supervisory personnel the general physical and mental condition of the client, and signs and symptoms, which may be indicative of change.

The LPN administers medications, performs wound care, prepares patients for operative procedures and participates in other treatments, which they have been taught to give. The Transitions Career Institute's Practical Nurse Program offers a special program designed to serve the needs of students from all walks of life. It is uniquely designed to accommodate students who want to be in a profession where they can provide compassionate patient care and earn competitive wages, without taking an extended school curriculum. The Practical Nurse Program is fast paced (completion time is approximately one year for the day program). Our students will be supported by concerned staff members who understand the pressure, problems and needs facing adult students and will be there to assist as necessary to ensure success.

The Practical Nurse Curriculum - Syllabi

Course Number	Course Name	Number of Hours
PN (101)	Vocational Training	78
PN (102)	Nutrition	52
PN (103)	Anatomy & Physiology	104
PN (104)	Medication Administration – Pharmacology I *	78
PN (105)	Fundamentals of Nursing I*	130
PN (106)	Fundamentals of Nursing II*	130
PN (107)	Pharmacology II*	104
PN (108)	Psychosocial Integrity *	104
PN (109)	Physiological Integrity I*	156
PN (110)	Health Promotion and Maintenance*	104
PN (111)	Pediatric Nursing*	78
PN (112)	Physiological Integrity II*	156
PN (113)	Leadership/ Transition	26
		1300 Hours

* **Clinical/ lab courses**

ALL classes must be completed successfully with a grade of C or higher to progress to other classes.

Upon the successful completion of all courses, the student will be eligible to take the NCLEXLPN examination.

Courses Descriptions

Vocational Training (PN101)

This course is designed to introduce the Practical Nursing student to basic concepts related to the coordination of safe patient care. The course follows the guidelines of the NCLEX test plan and includes content in the category of Safe Effective Care Environment: Coordinated Care.

Nutrition (PN 102)

This course is designed to introduce the student to the concepts of nutrition and how they relate to the clients' level of wellness. The student will have the opportunity to identify and discuss the nutritional health practices among diverse populations. Students will learn the dietary significance of carbohydrates, proteins, lipids, vitamins, minerals and the impact on all body systems. Students will explore how culturally diverse populations differ in their nutritional intake and how these differences may impact the clients' health status.

Anatomy and Physiology (PN 103)

This course is designed to provide the student with the basic understanding of the structure and function of the human body. Body systems will be reviewed and their interrelationships presented with a problem focused learning approach.

Pharmacology I (dosages and calculations) (PN 104)*

This course is designed to provide the student with the principles of medication administration. It is inclusive of the theoretical and practical applications of administering medication safely, while learning the principles of calculation, conversions, and nursing implications. The application of formulas, calculations of fractional dosages, and methods of calculating dosages from all drug forms will be explored. Calculations dealing with ratio and proportion, percentages, reducing and enlarging formulas, and dilution and concentration problems will be discussed. Interpretation of prescriptions and subsequent calculation of appropriate doses will be mastered. This course follows the NCLEX test plan section of Physiological Integrity: Pharmacological and Parenteral Therapy.

Fundamentals of Nursing I (105)*

This course introduces students to the theoretical and therapeutic aspects of the art and science of nursing. Students will be introduced to the profession of nursing, health care delivery systems, critical thinking and assessment of basic human needs across the lifespan. The concepts and fundamental skills used by the practical nurse will be presented and the nursing process will be reinforced. Structured laboratory activities and clinical experiences will be used to enable students to apply their knowledge about humans, environment and health as related to their care giving role. Students will begin to employ critical thinking skills and will apply the concepts, principles and practices needed to prevent medication errors. This course follows the NCLEX test plan section of Safe Effective Care Environment: Safety and Infection Control and Physiological Integrity: Reduction of Risk Potential.

Fundamentals of Nursing II (106)*

This course continues to introduce students to the theoretical and therapeutic aspects of the art and science of nursing. The concepts and fundamental skills used by the practical nurse will be presented. The laboratory focuses on the beginning acquisition of psychomotor practical nursing skills. Clinical experiences permit the student to transfer nursing content and communication skills into practice within a nursing process framework. Students begin to relate the integration of knowledge obtained from basic nursing to plan nursing care in various care settings. Structured laboratory activities and clinical experiences will be used to enable students to apply their knowledge about humans, environment and health as related to their care giving role. This course follows the NCLEX test plan section of Safe Effective Care Environment: Safety and Infection Control.

Pharmacology II (107)

Pharmacology is the study of drugs and their origin, nature, properties and effect on living organisms. This course is designed to instruct the student in the study of drug uses, doses, adverse reactions, contraindications, precautions and interactions. Common generic and trade drug names, categories and federal organizations that regulate their use. Using critical thinking skills students will apply the concepts, principles and practices needed to prevent medication errors. This course follows the NCLEX test plan section of Physiological Integrity: Pharmacological and Parenteral Therapies.

Psychosocial Integrity (PN 108)*

This course is designed to provide the student with an understanding of mental health and mental illness. Nursing interventions in the most common psychiatric disorders and treatment modalities are covered. Included is an in-depth review of psychotropic medications and other related medications. Addictive illnesses, substance abuse and their resulting behaviors and societal implications are explored. Interpersonal relationships and therapeutic communication will serve as core concepts in this course. Clinical experience in acute, long term care, and / or community based psychiatric care facilities will be provided. This course follows the NCLEX test plan section of Psychosocial Integrity.

Physiological Integrity I (PN 109)*

This course is designed to as an introduction into medical/surgical nursing as it applies to caring for acute and chronically ill patients across the lifespan. This course builds on the previous knowledge and experiences taught in Fundamentals of Nursing. This course will focus on factors that contribute to illness and measures to be taken to assist the patient to reach an optimal level of health and wellness. The student will be guided to plan and provide care integrating relevant concepts from the physiological, psychosocial and spiritual domains. Clinical experiences in medical/surgical specialty units, health clinics, diagnostic testing and treatment centers, and renal dialysis units will be arranged. These experiences will aid the student to develop a well-rounded view of nursing and enable her/him to transfer higher concepts of theory into practice. This course follows the NCLEX test plan of Physiological Integrity: Basic Care and Comfort, Pharmacological and Parenteral Therapies.

Health Promotion and Maintenance (PN110)*

The Practical Nursing Student will explore the study of the biological, psychological & sociological concepts applicable to basic needs of family including childbearing & neonatal care. Topics include physiological changes related pregnancy, fetal development & nursing care of the family during labor, delivery and the puerperium period. A thorough review of expected stages of growth and development and prevention and/or early detection of health problems will be studied. This course follows the NCLEX test plan of Health Promotion and Maintenance.

Pediatrics (PN 111)*

This course enables the student to care for pediatric patients and explore health related conditions of children through adolescence. The principles of safety, disease prevention, parenting and child care for well and ill children will be discussed. Growth and development of children is emphasized. Pharmacology as it relates to the pediatric population will be explored. This course follows the NCLEX test plan of Health Promotion and Maintenance.

Physiological Integrity II (PN 112)*

This course is designed to continue the introduction into medical/surgical nursing as it applies to caring for acute and chronically ill patients across the lifespan. This course builds on the previous knowledge and experiences taught in Physiological Integrity I. This course will focus on factors that contribute to illness and measures to be taken to assist the patient to reach an optimal level of health and wellness. The student will be guided to plan and provide care integrating relevant concepts from the physiological, psychosocial and spiritual domains. Clinical experiences in medical/surgical specialty units; observational experiences in the OR, step- down unit, diagnostic testing centers, and renal dialysis units will be arranged. These experiences will aid the student to develop a well-rounded view of nursing and enable her/him to transfer higher concepts of theory into practice. This course follows the NCLEX test plan of Physiological Integrity: Physiological Adaptation.

Leadership/ Transition (PN 113)

This final course includes theory, practice questions, test taking techniques, and computer exercises to prepare practical nursing students for the NCLEX-PN Exam. The most recent NCLEX test plan is used as a guide for course presentation. Review questions will reflect the components in the test plan as well as current nursing practice. Students will be assisted to complete applications and will be supported throughout the registration process. This will help to ensure the student will have the best opportunity to be successful the first time taking the exam. Computer laboratories will be available for student's required practice and self-paced learning. Students will be reminded to take the NCLEX exam within one month of graduation or when all paperwork is approved from the State Board of Nursing and Pearson Vue. (Whichever is sooner)

* Lab or clinical component involved

Classroom and Clinical Dress Code Policies

Student Nurse Dress Code

All students will dress in a manner consistent with the dress code of the Practical Nurse program.

- Smoking is prohibited in the class and clinical setting
- No use of telephones, (text messaging is not allowed)
- No fragrances may be worn
- Students must be free from offensive odors

The uniform of Transitions Career Institute consists of the following:

- The official school uniform and clean white shoes
- Transitions Career Institute Identification badge
- Watch with a second hand
- A Hijab may be worn at shoulder length, tucked into scrubs, or worn up

Appearance in Uniform:

- The complete official school uniform is required for practice in the clinical area and for official school functions
- The student must wear their uniform while on school and clinical site premises
- All students must wear a valid identification badge with photograph and name when at the school of nursing or clinical agencies.

Hair & Nails:

- Hair must be clean, neat, arranged above the collar when in uniform and should not fall in the face when the neck is flexed forward (must be pulled back)
- Extreme hairstyles and colors are not appropriate
- Elaborate hair ornaments are prohibited
- Beards and/or mustaches should be neatly trimmed
- Fingernails must be kept clean, short and rounded

Make-up and Jewelry:

- Cosmetics and jewelry should be worn with discretion
- Only a wedding ring, wristwatch with second hand, and one earring per lobe
- Earrings must be small post earrings. No dangling earrings may be worn.
A Medic-Alert necklace/bracelet may be worn.
- No body piercing ornaments are allowed in eyebrows, nose, lips, tongue or any exposed part of the body
- Tattoos** should not be visible when in uniform
- Heavy perfume may not be worn
- Nail polish, if worn, must be of natural tone or colorless.

Shoes and Hose:

- Socks or stockings must be worn. Hose are to be white, design less, clean and without stains, runs or tears
- All white rubber-soled shoes are required while in uniform. Shoes and shoestrings must be kept clean
- High-topped sneakers, sandals, clogs, or open-toed shoes are not allowed while in uniform

Scrub Suits/Gowns:

- Service (Scrub) gowns/suits are worn in designated areas. The student must abide by the regulations of the department regarding wearing apparel

Prohibited Dress:

The following styles of dress are inappropriate and are prohibited in the clinical areas:

- Dungarees/jeans, shorts, tee shirts, very short skirts, sweat pants, spandex leggings/pants, hats, caps and visors
 - clothing bearing provocative, obscene, or lewd statements, and/or symbols are prohibited
- This list is not all-inclusive. The Director of Nursing retains the right to notify a student of any inappropriate dress that has not been included on the foregoing list. Student must correct the dress matter by the next class, lab, or clinical session. If the Director, or faculty acting on the Director's behalf, considers the inappropriate dress to be extreme and disruptive, either official can require the student to leave the session for the remainder of the day. The student will be counted as absent.

STUDENT GUIDELINES FOR THE CLINICAL EXPERIENCE

Pre-Clinical Preparation: (If assignment received in advance)

- A. Read the patient's chart thoroughly:
 1. Take note of the patient's demographic data, admission date, chief complaints on admission and admitting diagnoses.
 2. Read the nursing admission notes and the nursing plan of care. You need to know the current aspects of care, why they are being addressed and the underlying principles behind the selection, so you can design your plan of care accordingly.
 3. Take note of the diagnostic/laboratory studies and results.
 4. Read the nurses notes and the doctor's progress notes. This will give you an idea of the patient's course during this hospital stay.
 5. Read the doctor's orders, consult notes, and documentation of other allied health care providers (*Physical, Respiratory, Dietary & Speech therapy, Case Management, Social Services, etc.*).
- B. Copy your medications from the MAR, noting the expiration dates. Check the medications listed in the MAR with the Doctor's orders. If you find any discrepancy, bring it to the attention of the instructor, primary nurse or charge nurse.

- C. Introduce yourself to your patient, conduct your initial interview and perform some preliminary assessments as appropriate, using your observation and listening skills.
- D. Talk with the nurse assigned to the client for the day. Find out any pertinent information regarding the care of the patient.
- E. Check your patient's medications, especially the IVPB which you may have to prepare or come as mini bags. Note the volume of the IVPB's, you will need this information to calculate the IVPB rate.
- F. Write out a schedule for your clinical day.

On the day of clinical:

- A. Pre-conference will begin at the designated time by your clinical faculty. All students are required to attend.
- B. Students must come prepared to clinical with patient's medical diagnosis (if provided), Stethoscope, and drug book.
- C. Introduce yourself to the primary nurse. Make sure you inform the primary nurse which patient (s) you have, how long you will be in clinical, if you will be giving medications, documenting, etc.
- D. Take report from the primary nurse and write down the primary nurse's name in the Student Assignment Sheet. You will be collaborating with the primary nurse on the care of your patient (s). Do not leave the floor without reporting off to the primary nurse and instructor.
- E. Be sure to check the chart for any new orders (medication, treatments, diagnostic tests, etc.), and to get an update on the patient's condition.
- F. Unless otherwise specified, students are expected to have assessed their patients, checked IVs, NGT/GT, Foley catheters, O2 delivery, TPR and BP, (written in the TPR notebook) prior to the post conference.
- G. Prior to doing a new procedure, the student is expected to read the Procedure Manual. The student then discusses this with the clinical faculty prior to carrying out the procedure under supervision. **A student should not independently perform a procedure that he/she has not done before without faculty supervision.** Students are not allowed to give IV push medications.
- H. Students are required to know about all the assigned patient's medications. Medications can be administered with faculty supervision. Inadequate medications knowledge is considered unsatisfactory performance in the clinical area.
- I. Students are responsible for writing the nurses' notes on assigned patients for the period of time spent with them. The narrative portions of the nurse's notes are written on a separate sheet of paper for review by the faculty prior to writing notes in the chart. Nurse's notes, as well as medications, have to be countersigned by your faculty. Make sure you leave enough room for faculty signature after you sign yours.
- J. Students are expected to develop the initiative to seek out learning experiences in the clinical area.

Required Equipment for the Clinical Experience:

Two (2) black pens
Bandage scissors
Watch with a second hand
Stethoscope
Penlight
Small measuring device
Small / portable drug book, as necessary
Small notebook

Emergency Protocols

Transitions Career Institute understands that unforeseen occurrences happen throughout the year and in every region. With that in mind Transitions has developed an Emergency Closing / Inclement Weather protocol that will enable students, faculty and staff of the steps to be taken in the event of an emergency. We consider emergencies as anything that:

- Cause a delayed opening or early closure
- Flood watches
- Hurricanes, tornadoes, hail storms etc.

In the event of an occurrence or any other catastrophe, Transitions will:

- Post details of closures or delays on the web-site immediately
- Place an announcement on the school telephone system
- Send direct emails or text messages to all faculty, staff and students

Assessment Technologies Institute Review and Remediation Policy

What is ATI?

- Assessment Technologies Institute® (ATI) offers an assessment driven review program designed to enhance student NCLEX-LPN success.
- The comprehensive program offers multiple assessment and remediation activities. These include assessment indicator for academic success, critical thinking, and learning styles, online tutorials, online practice testing, and proctored testing over the major content areas in nursing. These ATI tools, in combination with the nursing program content, assist students to prepare more efficiently, as well as increase confidence and familiarity with nursing content.
- Data from student testing and remediation can be used for program's quality improvement and outcome evaluation.
- ATI information and orientation resources can be accessed from your student home page. **It is highly recommended that you spend time navigating through these orientation materials.**

Modular Study:

ATI provides online review modules that include written and video materials in all content areas. Students are encouraged to use these modules to supplement course work and instructors may assign these during the course and/or as part of active learning/remediation following assessments.

Tutorials:

ATI offers unique Tutorials that teach nursing students how to think like a nurse; how to take a nursing assessment and how to make sound clinical decisions. **Nurse Logic** is an excellent way to learn the basics of how nurses think and make decisions. **Learning System** offers practice tests in specific nursing content areas that allow students to apply the valuable learning tools from Nurse Logic. Features are embedded in the Tutorials that help students gain an understanding of the content, such as a Hint Button, a Talking Glossary, and a Critical Thinking Guide.

Assessments:

Assessments will help the student to identify what they know as well as areas requiring active learning/review. There are practice assessments available to the student and proctored assessments that may be scheduled during courses.

Active Learning/Remediation:

Active Learning/Remediation is a process of reviewing content in an area that was not learned or not fully understood as demonstrated on an assessment. It is intended to help the student review important information to be successful in courses and on the NCLEX.. The student's individual performance profile will contain a listing of the topics to review. The student can remediate, using the Focused Review which contains links to ATI books, media clips and active learning templates.

The instructor has online access to detailed information about the timing and duration of time spent in the assessment, focused reviews and tutorials by each student. Students can provide documentation that required ATI work was completed using the "My Transcript" feature under "My Results" of the ATI Student Home Page or by submitting written Remediation Templates as required.

Grading Rubric: May vary by course: maximum percentage of grade is 10%

Mandatory course outlines may be used to bring total to 10% if ATI score is less than 10% of grade

IE. Practice exams are worth 4 % so mandatory course outlines will be worth a total of 6%

Student Acknowledgement

Initial all and sign below:

_____ I have received a copy of and have read the ATI Assessment and Review Policy

_____ I understand that it is my responsibility to utilize all of the books, tutorials and online resources available from ATI.

Student signature

Date

Student Printed Name