# PN PROGRAM POLICIES AND PROCEDURES

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**PN Program Holistic Admission Policy**

Allied Health Career Training has adopted a holistic approach to our admission policy. Holistic admission is defined as "a flexible, individualized way of assessing an applicant's capabilities by which balanced consideration is given to experiences, attributes, and academic metrics" (Addams, Bletzinger, Sondheimer, White, & Johnson, 2010, p.10). AHCT will take into consideration academic metrics, experiences, and attributes. Allied Health Career Training Admissions Team will meet to review all admissions. Applicants must have a score of at least 5 points to be considered for enrollment in the LPN Program. 20 points is the maximum number of points available. English language oral and written proficiency is assessed through an online reading assessment, written essay, and interview, which is a part of the admission requirements. Additional information for these will be available in the LPN Student Application.

Academic Metrics:

- Grades on prerequisite courses to the PN program:
    - Anatomy and Physiology, Human Growth and Development, Medical Terminology
        - A, or 90 to 100: 3 points
        - B, or 80 to 90: 2 points
        - C, or 70 to 80: 1 point
- Grades and completions of other programs:
    - Highest degree held:
        - Bachelor's and higher – 4 points
        - Associates – 3 points
    - Completion of Certificate Programs – 1 point for each up to 3 points maximum
        - such as CMA and other KDADS certificate courses, NHA or other certification body completion such as Pharmacy Tech, Phlebotomy, EKG Tech, Certified Clinical Medical Assistant, Cosmetology

Experiences – 1 point maximum
Volunteering, Caregiving, Overcoming Extreme Hardships, Community Engagement. Attach verification including location, approximate hours spent, and activity. Please include reference contact information. The goal is to assess caring, commitment, drive, and perseverance aka grit.

Interview – 1 point maximum

Interview Questions:

- Tell us about yourself.
- Why do you want to be a nurse?
- Why do you want to take Allied's LPN Program?
- How much work do you think it will be?
- What steps have you taken to secure the time needed to devote to the program to be successful?
- Do you have a Plan A B C to mitigate issues that arise?

- What would it take for you to drop the course?

Essay – 1 point maximum
Grit Assessment – 1 point maximum
Questions for the essay:

- Explain a great difficulty you have experienced and overcome.
- How does your grit quiz score apply to your experience.

Essay Rubric: The essay will also be graded separately based on rubric below to identify if student meets written English proficiency. Must meet a 12/20 minimum.

| Traits | 4 | 3 | 2 | 1 |
|---|---|---|---|---|
| **Focus & Details** | There is one clear, well- focused topic. Main ideas are clear and are well supported by detailed and accurate information. | There is one clear, well-focused topic. Main ideas are clear but are not well supported by detailed information. | There is one topic. Main ideas are somewhat clear. | The topic and main ideas are not clear. |
| **Organization** | The introduction is inviting, states the main topic, and provides an overview of the paper. Information is relevant and presented in a logical order. The conclusion is strong. | The introduction states the main topic and provides an overview of the paper. A conclusion is included. | The introduction states the main topic. A conclusion is included. | There is no clear introduction, structure, or conclusion. |
| **Voice** | The author's purpose of writing is very clear, and there is strong evidence of attention to audience. The author's extensive knowledge and/or experience with the topic is/are evident. | The author's purpose of writing is somewhat clear, and there is some evidence of attention to audience. The author's knowledge and/or experience with the topic is/are evident. | The author's purpose of writing is somewhat clear, and there is evidence of attention to audience. The author's knowledge and/or experience with the topic is/are limited. | The author's purpose of writing is unclear. |
| **Word Choice** | The author uses vivid words and phrases. The choice and placement of words seems accurate, natural, and not forced. | The author uses vivid words and phrases. The choice and placement of words is inaccurate at times and/or seems overdone. | The author uses words that communicate clearly, but the writing lacks variety. | The writer uses a limited vocabulary. Jargon or clichés may be present and detract from the meaning. |

| | | | | |
|---|---|---|---|---|
| **Sentence Structure, Grammar, Mechanics, & Spelling** | All sentences are well constructed and have varied structure and length. The author makes no errors in grammar, mechanics, and/or spelling. | Most sentences are well constructed and have varied structure and length. The author makes a few errors in grammar, mechanics, and/or spelling, but they do not interfere with understanding. | Most sentences are well constructed, but they have a similar structure and/or length. The author makes several errors in grammar, mechanics, and/or spelling that interfere with understanding. | Sentences sound awkward, are distractingly repetitive, or are difficult to understand. The author makes numerous errors in grammar, mechanics, and/or spelling that interfere with understanding. |
| **Reviewer's Comments** | | | | |

## Credit Transfer Policy

Allied Health Career Training does not accept transfers of articulated students. Any student that enters the program must start at the beginning. Allied Health Career Training accepts students transferring course credits for PN program prerequisites. Applicants must have completed all course prerequisites with a 75% or higher. Because of various grading policies and scoring at different institutions, if a percentage score is not listed or cannot be obtained, a letter grade of "C" or better is considered acceptable. Transcripts are required if the class was taken anywhere other than Allied Health Career Training:

- Medical Terminology (or equivalent) – minimum 3 credit hour course
- Human Growth and Development (or equivalent) – minimum 3 credit hour course
- Anatomy and Physiology (or equivalent) within last five years – at least 4 credit hour course

If a student wishes to transfer course credits taken at Allied Health Career Training to another institution, the student will be provided with a course syllabus and a transcript that they may send to the institution. It is up to that institution if they are willing to accept credits earned by the student at Allied Health Career Training.

## Background Check Policy

The completion of a criminal background check is one of the admission requirements to the practical nursing program. The background check is required to ascertain:
1) The ability of students to eventually become licensed in the profession AND
2) The ability of students to attend mandatory clinical rotations at external facilities in accordance with the requirements of the program.

Kansas laws governing nursing state that an individual may be denied licensure if that person has had certain criminal convictions: "KSA 65-1120 Denial, revocation, limitation or suspension of license (a) (2) to have been guilty of a felony or to have been guilty of a misdemeanor involving an illegal drug offense unless the applicant or licensee establishes sufficient

rehabilitation to warrant the public trust, no license, certificate of qualification or authorization to practice nursing as a licensed practical nurse shall be granted to a person with a felony conviction for a crime against persons as specified in article 34 of chapter 21 of the Kansas Statutes Annotated and acts amendatory thereof or supplemental thereto."

Licensure may also be denied because of past disciplinary action on a license or certificate. The Kansas State Board of Nursing (KSBN) staff may be able answer questions relating to licensure. The student may wish to contact an attorney to find out more about their legal situation and rights. Students are asked to notify the PN Program Administrator if convicted of an offense as described above during the program year.

Because a criminal history can have different effects at the educational, licensure, and employment levels, when a person is considering pursuing a nursing career, it is best to have as much information as possible prior to deciding to enroll in a nursing program. Allied Health Career Training encourages individuals who have criminal histories and who are interested in pursuing a nursing career to:
1) Contact approved nursing education programs and ask about the programs' enrollment criteria with respect to criminal convictions.
2) Review the criminal history information available on KSBN's website https://ksbn.kansas.gov/legal-background-info/
3) Contact healthcare facilities and inquire about hiring criteria with respect to criminal convictions.

**Online Professionalism Policy**

Online and network etiquette (or netiquette), is to be adhered to anytime the student is interacting as a student of AHCT. This includes abstaining from any hate speech, belittling, or name-calling, or rude or abusive language of any other student or faculty member, or any person involved in a clinical experience.

Think carefully about what you write about others. Always assume that your electronic messages will be forwarded. Do not write anything that you do not want broadcast to the entire class. Allied will not tolerate slander, discrimination, and/ or sexual harassment.

**Accommodation Request Policy**

To meet the needs of students with disabilities, AHCT requires the student seeking accommodation to submit an Accommodation Request form. The form is located at https://ahct.formstack.com/forms/accommodation. You must submit disability documentation with the form. The required information on the form will be:

- Personal Demographic Information: Name, Date of Birth, Phone, Email
- Disability Information: Nature of disability: ADD/ADHA, Hearing Impairment, Speech/Language, Physical Disability, Aspergers/Autism Spectrum Disorder, Visual Impairment, Psychological/Mental Health, Other

- A description in your own words of how your disability affects your ability to function in an academic setting.

Accommodation can be approved and activated throughout the program duration, but they are not retroactive. Untimely requests may result in delay, substitution, or the inability to fulfill the request(s). The processing time for new accommodation requests is generally 1 to 2 weeks, depending upon the time of the year. There is a possibility for requests for additional information after submitting this form. Any other request will be sent to the email provided on this form. Your response must be timely to those requests so as not to delay processing.

By submitting an Accommodation Request form, you are authorizing AHCT to send a description of your approved academic accommodations to your course instructors, and other need-to-know community members. For academic accommodations, it is your responsibility to discuss with your instructors how the accommodations will be implemented in the classroom.

## Dress Code Policy

**Skills and In-house Classes**
Two Allied T-shirts are given to students as part of the program cost. An Allied T-shirt along with black, grey, or red pants are to be worn each day the student is in class. This includes any make-up skills day but not for days students come in for tutoring or meet for study groups. Students may purchase additional T-shirts for $10 if desired.

**Clinical Uniform**
Students are given a clinical uniform which is included in the program cost. This uniform including the name badge is to be worn at every clinical experience unless there is a specific uniform required by the clinical facility. Undershirts (either long or short sleeved) need to be solid white, black, gray, or red. It is required that the student arrives at the clinical site in a clean and non-wrinkled uniform. Additional uniforms may be purchased if desired. Shoes are to be clean closed-toed, non-skid shoes. Many clinical sites have policies which ban Croc-type clogs with holes, the student is required to stay in compliance with the clinical site requirements regarding shoes. A scrub jacket is included in the student package and may be worn to clinicals. No other hoodie or jacket or other top layer will be permitted on the clinical floor. Long hair is to be tied back away from the face. Students are to be clean and avoid strong fragrances.

**Clinical Experience**
The student must be neat, clean, and appropriately dressed at all times. Contractual agreements with clinical sites require that students are dressed in a standard program uniform with an identifying name badge. All aspects of clinical attire (uniform, socks, shoes) should be clean, free of obvious stains and in good repair. Specific dress code policy from each clinical agency will also be considered as mandatory requirements for students (hair color, piercings, tattoos, etc.)

AHCT prepares graduates to be successful on the licensing exam and in practice; therefore, each clinical setting is considered critical to achieve this goal. Clinical agencies may require students to wear specific facility attire in some areas (for example Operating Room, Labor and Delivery, etc.). Students are required to abide by these agency requirements. A student who does not present themselves at a clinical site as required by the contractual agreement/policy/handbook may be denied access to clinical for that day.

**Student Employment Policy**

Student role: The student role is to be a student during required program hours.
Employee role: Faculty and staff perform duties as assigned.
We do not offer workstudy program.

Allied understands that life does not stop when entering the PN program and bills persist, however, it must be clearly understood that this program is robust and will take a significant amount of dedication in completing assignments and studying. It is paramount that the student understands the commitment and the devotion in time and effort that is required for success in the program. Students need to have a strong and thorough plan for finances, work, and family support during this important time in their life.

Understanding the demand on the student for the 10 months of class, it is advised that students either do not work or work no more than 20 hours a week.

If a student arrives to class or clinicals struggling to stay awake or safely perform in the class or clinicals setting, that student may be sent home which may affect their attendance and grade. Students are not to wear their school uniform when working at their place of employment. If students are an employee at a clinical site, they are not to use their work login during their clinical time. When working as an employee of a healthcare facility the student must only practice at a level according to any certification earned prior to beginning the PN program.

**Representation on Faculty Governance**

Evaluations done throughout the program include student and instructor as part of the evaluation process. Faculty governance meetings are held at the end of each Module and are open for students to attend. Meeting dates and notes are published for students on their online dashboard.

**Emergency Response & Management Plan**

Allied has an Emergency Response and Management Plan which provides direction for faculty, staff, and students in an emergency. A copy of the plan is located at the front desk and posted in all classrooms.

## Student Conduct Policy

To support a productive respectful learning environment Allied has adopted these standards of conduct for the PN program students and faculty from ANA Code of Ethics and KSBN Nurse Practice Act. The Allied PN program Standards of Conduct set specific expectations for nursing student behavior, the process for addressing allegations of student misconduct, and the possible consequences for students who violate the policy. It is expected that every student adheres to these guidelines and maintains professional conduct in all academic and clinical settings.

Specific behaviors include but are not limited to:

**Use of Electronic Devices**
Use of electronic devices should not be disruptive to others. Electronic devices include but are not limited to mobile phones, computers, tablets, laser pointers, Bluetooth devices, smart watches, and recording devices.

The instructor is responsible for the management of the class and has the authority to limit or require all electronic devices to be left out or turned off during a particular time or situation. Allied has a hybrid PN program, this means that the student's time on-site is limited, and every minute is planned and necessary. This program demands close attention; therefore, it is important to follow these rules.

- Cell phone use in class is so tempting and perhaps the biggest distractor for you, the instructor, and the other students. Allied requires students to refrain from personal electronic device use during all settings in this program unless otherwise clearly stated by the instructor.

- NO electronic devices (except the provided laptop used for the exam) may be used during exams or exams review. NOTE: ALL electronic communication devices-phones, watches, tablets etc. must be placed in the provided storage area. These items may be retrieved afterwards.

- Laptops are used in the classroom for the purpose of learning such as note taking, online textbooks and/or resources for learning, and for exams only.

- Allied understands that there may be instances when it is necessary to have a means of communication such as with a child's school or physician. If there is a need to use a device in the classroom, the student must communicate this to the instructor before class for an approved plan to address the situation.

- Students are expected and trusted to self-regulate their electronic device use. Use of electronic devices can be very distracting and disrespectful to the instructor and to fellow students, therefore if a student is causing interference and disruption in the

classroom for the instructor or another student, that student may be asked to leave the classroom, simulation/skills lab, or clinical site. This will be considered an unexcused absence.

- Cell phones or other electronic devices are absolutely not to be accessed while the student is on the floor at a clinical site. Cell phones and other electronic devices may be used in some situations at clinicals when the student is off the floor and not around clients. The instructor will provide information about when it is allowed.

**Illegal Substances**
The possession, production, distribution, and/or use of illegal substances is prohibited at Allied. If a student is perceived to be under the influence of any substance at any setting in the PN program, that student will be removed, and the situation investigated, with possible removal from the program.

**Time and Attendance**
Students are expected to be on time and to attend all required coursework, class, simulations, skills, clinicals and any needed remediations or make-up days.

**Professional Language/Respectful Communication**
It is important to use respectful and professional language when interacting with faculty, staff, other students, clients, and others. Profanity and other disrespectful language will not be tolerated in the clinical setting or anywhere near the clients. Students must be mindful of their volume, words, and tone.

**Civility in Professional Relationships/Bullying**
Civility is to be exercised in all professional, academic, electronic, and therapeutic relationships and communications. Disagreements should be handled directly with the other party and reported to the instructor, administration, or Director of Education, if assistance in mediation is required. The PN program can be stressful, but patience and kindness must prevail. Bullying or belittling of any person involved in the program, including but not limited to an instructor or staff member, student, client, or clinical site personnel, is absolutely not allowed and consequences will follow, including the possibility of being removed from the program.

**Treatment of Nursing Facilities and Equipment**
Students are expected to be respectful of all nursing facilities and property. It is the responsibility of all in the community to ensure that
facilities are well-maintained and that property is not abused or stolen. Students are expected to put items away after use and pick up after themselves.

**Academic Integrity**
This program is intended to build the knowledge, skills and critical judgment needed to successfully pass the NCLEX on the first attempt and even more importantly practice as a safe competent entry level practical nurse. There are no short cuts, and dishonesty in academics

truly robs the student of the process to learn and apply these concepts for a successful outcome. Academic dishonesty not only harms the student involved, but it also places the PN program in danger and even casts a shadow on the profession of nursing. The academic integrity policy is important for each student to carefully read and understand as it will be strictly adhered to.

**Resources and Related Documents:**

• American Nurses Association, Code of Ethics for Nurses
https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/

• Kansas State Board of Nursing: Nurse Practice Act Statutes & Administration Regulations
https://ksbn.kansas.gov/npa/

## Attendance Policy

All instructors will maintain attendance for students in all settings of the program. We understand that illness and issues can happen, but the fast-paced nature of this program requires students to attend all meeting times and complete all the online components on time. Any missed time or late assignments will need to be remediated within the time frame of that particular course. If a student misses more than 20% of a course, remediation may not be possible, and the student may be dropped from the program. If a student does not complete the online learning on time with a grade of at least 75% that student must contact the lead instructor for that course to schedule mandatory tutoring. If a student is consistently late (more than 20% of assignment per course in the program) in submitting assignments, that student will meet with the director of education, and the student will be given an academic warning with a plan of correction. The student will be withdrawn if the issue continues.

This is an intense program, all course work and attendance are of great importance, there is no 'fluff', and it is required that all lectures, skills, simulations and clinical are attended. Online course work has due dates clearly stated in multiple places. Attendance is not optional, it is mandatory.

**Tardy**
Being on time is key in professional development, for this reason, Allied takes tardiness seriously. Tardiness or early exit of more than 15 minutes will result in a notation in the record. An accumulation of 3 tardies or early exit in one module period (there are 4 modules in the program) will result in a written warning and a consultation with the Director of Education to develop a plan of remediation. An accumulation of 6 tardies or early exit in any of the learning settings in one module will place the student on probation. If the tardiness continues the student may be removed from the program.

**Missed Time**
If a student misses more than 1 hour of any setting the student is required to make up the missed time. While remediation and make up days will be available, it is not always possible to recreate a specific learning opportunity, for this reason it is imperative that the student does not miss any scheduled learning opportunities. It is the student's responsibility to clearly communicate with the instructor of any missed time and it is the student's responsibility to work with the instructor to successfully complete the needed missed class. The instructors have limited availability for make-up work, and it is the student's responsibility to be available when the instructor is able to work with the student to complete the necessary content. If a student misses more than 20% of the total required time, that student will be placed on probation for the remainder of that module and the following module, if the student continues with absences exceeding 20% of the total required time, the student may be removed from the program.

**Missed or Late Work**
Assimilated learning is the online reading and assignments a student does on their own before coming to class. All reading and assignments must be done by the due date, if it is late the student may receive a "0" for the unfinished or missing assignments; this is at the discretion of the instructor. Chronic late or missing assignments will greatly affect the student's grade.

**Illness or emergencies**
Allied understands that illness and emergencies happen, if this occurs it is the student's responsibility to immediately contact the instructor and to work with the instructor and to be available to make up any missed learning opportunity. Because the program is compacted into a short time frame, if the student must be out for any reason that is longer than the available time to remediate then the student may be removed from the program and apply with the next cohort.

**Weather Related Cancellations**
When a required attendance must be cancelled, Allied will communicate with the student. It is the student's responsibility to be alert to these communications. If a student is traveling from out of the region to class and the weather is prohibiting reasonable safe transit, the student must contact the instructor immediately to make necessary arrangements for a plan to address the situation.

**Student Progress Measurement and Graduation Requirement Policy**
Students must complete all online didactic ASL coursework within designated timeframes and meet attendance requirements for in person skills and clinical classes. PN students must maintain 75% score on coursework or will need remediation to be completed before the module schedule is complete. Students will be graded by the CA, SL, and CL Rubric. A student must meet the satisfactory standard in each setting and category to pass the course. A remediation opportunity will be available for every course. The student is responsible for

attending and successfully meeting the standard required to advance to the next course. Students will receive a Certificate of Completion when all course requirements are met, including financial obligations. Skills labs for each course (other than clinicals) are a part of the course grade. Clinicals do not have tests; exercises are incorporated within the clinical pass/fail grade.

**CA, SL, and CL Rubric:**

| Category/Points | (3.5) Not Satisfactory | (4) Satisfactory | (4.5) Excellent | (5) Outstanding | Total |
|---|---|---|---|---|---|
| **Communication**<br><br>Apply appropriate verbal and written communication skills in technology, diverse audiences, and various healthcare settings, to include therapeutic communications skills. (includes charting and debriefing participation) | Needed more than two reminders or assistance in communicating effectively or completely. | Needed two reminders or assistance in communicating effectively or completely. | Needed one reminder or assistance in communicating effectively or completely. | Demonstrated ability to communicate effectively and timely, verbally and in writing, to improve understanding &/or facilitate patient care | |
| **Teamwork**<br><br>Participate in collaboration and teamwork with the inter-professional team, the patient, and the patient's support persons to provide and improve patient care during simulations and clinical time. | Does not collaborate with other team members in planning and implementing care even after reminded. | Had to be reminded to collaborate with other team members in planning and implementing care. | Collaborated with patient, support persons, or team members in planning and implementing patient care. | Demonstrated greater understanding of Collaborating with patient, support persons, and team members in planning and implementing patient care. | |
| **Safe Quality Care**<br><br>Provide safe, quality, evidence-based, patient-centered nursing care to diverse patient populations across the lifespan in a variety of healthcare settings (including handling of sharps and correct PPE use). | Made 3 errors in following Infection control or safety procedures or failed to consider the individual patient's needs. | Made 2 errors in following Infection control or safety procedures or failed to consider the individual patient's needs. | Made one error in following Infection control or safety procedures or failed to consider the individual patient's needs. | Consistently demonstrated infection control and safety procedures, planned care in a patient-centered manner. | |

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| **Nursing Skills**<br><br>Demonstrate nursing skills needed for an entry level practical nurse including medication administration, physical assessment, understanding of disease process, procedures requiring sterile technique, and IV insertion and care (skills will vary by student level). | Needed more than two prompts to perform nursing skills properly. | Performed nursing skills w/ assistance or input on two occasions. | Performed nursing skills w/ supervision --was able to perform skills after the first demonstration, input, or supervised experience. | Performed nursing skills independently with observation. | |
| **Final Grade** | | | | | |

## Course Failure

Assimilated learning (online coursework) students must have a score of at least 75% overall in Evolve in any of the courses in the PN program. Students may remediate to 75% before the end of any course within the PN program, failure to do so will be considered failure of the course. Exams that are proctored at Allied must have at least a 75% score to be considered passing, a student has 1 opportunity to remediate the score before the end of the course within the PN program; failure to reach this is considered failure of the course.

All clinical experiences must be successfully completed by the end of the course and/ or that clinical. Make-up and remediation opportunities will be available on a limited basis. It is the student's responsibility to communicate with the instructor and be available for that remediation or make up opportunity.

A clinical can be considered failed for various reasons including but not limited to, unprofessional conduct at the clinical site, late arrival, or early exit, refusing to participate in a learning experience, not in full uniform provided, breach of confidentiality, unable to safely preform a skill that was checked off in lab. Remediation and make up will be available; it is the student's responsibility to communicate with the instructor and be available for the opportunity, however if the failure is so egregious to the profession of nursing or for patient safety the student may be removed from the program entirely. If a student is unable to attend an assigned clinical but has a preceptor that is approved by Allied in advance, the student may be able to complete this clinical with the correct documentation and approval from Allied up to 15% of the clinical hours required. This is reserved especially for students traveling from outside the region taking into consideration weather conditions. It is the student's responsibility to ensure all documents are complete and approved. If a student completes clinical hours at their place of employment, they must remain within scope of practice while on the clock. All required clinical experiences must be successfully completed before the end of the course the clinical is assigned.

Skills/simulation lab and group learning are crucial to the development of critical judgement, a pass/fail grade per the rubric of satisfactory or above will be assigned to all these learning experiences. Students must pass all of these. An open lab with an instructor and times without an instructor present will be available on a limited time frame for students to practice and be ready for a check off on all required skills/simulations, and other in-house learning opportunities, it is the student's responsibility to be available for these opportunities. Remediation and make up opportunities will be available on a limited time frame for any student that is not able to attend or pass on the first attempt, it is the student's responsibility to communicate with the instructor and be available for this opportunity. A student may also be given a failure if the student is disruptive to the class or refuses to participate in their group assignment. If the student does not attend or pass the skill/simulation, or other required assignment before the end of that course in the program the student may be removed from the program.

**Grading Rubric**

- Weekly graded coursework online including quizzes (ASL) and in class (CA) – 35% of grade
- Unit Tests – 35% of grade
- End of course exam – 30% of grade

**Testing Procedure**

While quizzes that are part of the assignments in Evolve are completed online and at the student's discretion, course exams are proctored at Allied at a particular date and time. During these exams, students must turn off all electronic devices and leave them in the provided storage area. There is to be no speaking or communication with other students. No notes or books will be allowed. No food or drinks will be allowed. If a student must use the restroom, they are to raise their hand and gain permission. If the test is timed, the time does not stop for the student's time out of the room. Academic integrity is of utmost importance in this setting. The NCLEX is a high-stake exam, this exam weight will prepare the students to understand testing at this level. Students can sit for remediation and then after retest with a different, but equal exam once per course.

**Program Readmission Policy**

A student who has academically been dismissed or who has withdrawn from the nursing program may apply for readmission. This includes but is not limited to illness, family emergencies, pregnancy, and birth.

- Readmission into AHCTs PN program will be dependent on the space available, both clinical and classroom, and student ratio, to accommodate additional students.
- A student repeating a clinical nursing course must repeat both the theory and clinical components of the course.
- No more than two calendar years can elapse between withdraw and readmission.

- Graduation requirements must be met.
- The Admissions Team must approve any exceptions to the above policies.

Students whose dismissal was related to unprofessional behaviors or violating Academic Dishonesty Policy & Code of Conduct will not be readmitted.

**Steps for Readmission**

A student who has been academically dismissed or who has withdrawn from the Nursing program and would like to seek readmission must submit items listed below.

The following items will be required:

1. A completed Readmission Application Form requesting readmission. Within the application the applicant will be asked to develop an action plan for success consisting of:
    a. Description of the reason(s) leaving the program
    b. Analysis of factors that led to this outcome
    c. Goals to be accomplished during your remaining time in the program
    d. Plan of action to meet your goal(s); be specific.
    e. Readmission fee of $2000
2. The Admissions Team will review the student request, determine the readmission status and notify the student of their status.
3. The decision may include readmission (dependent of space availability), a directive to complete remedial coursework and readmission, or denial of readmission.
4. If openings occur after this notification, students will be contacted immediately, and be required to pay the necessary seat deposit.
5. It is not uncommon for students to be notified just prior to the start of a semester due to sudden unexpected openings.
6. Available seat openings do not guarantee readmission.
7. Consideration of extenuating and unusual student circumstances is at the discretion of AHCT. The team decision will be based on the review of the following documentation:
    a. Student's Readmission application
    b. Student's clinical evaluations for all courses completed and attempted
    c. Student's updated transcripts and prior academic performance (GPA, exams)
    d. Student's compliance with current health requirements
    e. Test scores
    f. Other pertinent data
8. Readmitted students may be subject to repeating nursing and/or other selected general education courses, successfully pass competency exams in theory and/or clinical skills, subject to meeting the requirements of an academic progression plan, or any other factors as determined by the team. The Admissions Team will make the determination of these possible requirements on an individual basis.

9. Readmission acceptance is also dependent on any new policy or curriculum changes, at the discretion of the AdmissionsTteam.
10. Any grievance of the decision must be filed in writing following the Grievance Procedure published in the handbook.

**Student Remediation Plan**

The student remediation plan is a period during which student activity is directed toward improvement and/or correction of identified deficiencies in academic or clinical performance.

Length of Remediation Plan

- Academic – until the student's cumulative average in a course is raised to a passing level (minimum of 4 weeks or until the module is complete).
- Clinical/Skills Lab
    - Patient care areas – the subsequent rotation, or the remaining part of the last rotation of a course. Skills/Simulation Lab – the review, practice of any skill not successfully demonstrated during the scheduled time.
    - Resolution of clinical/ skills/simulation lab: probation – the outcome of the plan will be pass,
      extension of the plan, or failure, with final clinical course grades identified as pass or fail.

Failure of Remediation Plan
Reasons for failure include, but are not limited to:

- Inability to change identified negative behavior(s) during the success plan period.
- Inability to comply with existing college, program, or agency policies.
- Any behavior which significantly compromises patient or staff safety. This could include, but is not limited to:
    - leaving assigned client unprotected.
    - lack of preparation for client care.
    - leaving assignment without proper notification.
    - physical or verbal abuse of individuals.
    - substance abuse.
- Academic dishonesty or falsification of records, including plagiarism.
- Failure to successfully demonstrate competency with core skills.
- Failure to maintain confidentiality of patient records or information.

Procedures to be Followed for the Remediation Plan
The student will receive a copy of the plan. It is to be understood that if a behavior or lack of safety is so egregious that it is deemed the student must not continue, that student may be removed from the program.

Academic Remediation Plan

- The student will be informed when the cumulative course grade is below 75%.

- The student will create an action plan for improvement, which is recorded on the success plan form.
- The student will sign the plan during a conference with the faculty advisor.
- Classroom work will be closely monitored during the success plan period.
- The student will remain on the success plan for the identified period (at least four
- weeks).

Clinical Remediation Plan
1. The student will be informed verbally by the clinical instructor whenever unsatisfactory or unsafe nursing care is noted.
2. At the completion of each clinical rotation, a scheduled conference will be held by the student and instructor to review the student's progress in meeting clinical performance standards. The conference includes the giving of a grade (pass, probation, or fail) and the signing of the evaluation form by both the student and the instructor. A student may be placed on a remediation plan during a rotation if the instructor judges the student's performance to be consistently below established level objectives or clinical absence that results in failure to meet the objectives for the clinical rotation.
3. The student placed on a remediation plan will have a conference with the faculty advisor or clinical instructor, will create an action plan for improvement, and sign the success plan form.
4. Clinical work will be closely monitored during the next rotation or the remaining weeks of the current rotation, consistent with the time determined.
5. If the performance standards have been met satisfactorily at the end of the next clinical rotation, the student is informed and removed from the success plan by the instructor.
6. If the negative behavior that caused the issue is still being shown or progress utilizing new learning is not evident, the clinical instructor may recommend failure. This recommendation must be acted upon by the full program faculty. If the faculty decision is to support the instructor's recommendation of failure, the student will be notified of the decision in a conference.
7. If a student is grossly negligent concerning patient or staff safety, the clinical instructor may recommend failure for the student to the faculty without the student's having been on a success plan. The student will be notified of the decision in a conference.

## Student Health Policy

If a student develops any problems with functional abilities the student should communicate their concerns to the instructor. Examples could include but are not limited to injury, pregnancy, or birth of a child. If the concern is related to a documented disability, applicants are responsible for contacting Allied administration. Determination of reasonable and appropriate accommodation will be made on an individual basis in consultation with the program team.

Additionally, applicants should assess their aptitude and ability to perform professional duties by reviewing the Nursing Essential Skills and Functional Abilities and discussing them with their healthcare provider.

## Infectious Disease Policy

The spread of infection is minimized when persons exhibiting signs of an infectious disease are isolated until they are no longer infectious. Students showing signs of infectious disease processes including but not limited to influenza and gastrointestinal infections will be expected to remain at home until the illness is no longer infectious. The faculty will work with ill students as much as possible to reschedule exams, and review information presented in class. Extended class or clinical absences will be handled on an individual basis. The faculty reserves the right to request a physician statement before the student returns to class/clinical.

Procedure:
1. Students showing signs of an infectious disease to include but not limited to:
fever, aching, coughing, diarrhea, vomiting, will not attend class or clinical.
2. The student will notify instructors via email (or instructor specified method) prior to the beginning of class and/or clinical.
3. Ill students will not be allowed to return to class or clinical until they are no longer infectious.
    a. Fever free for 24 hours without use of fever-reducing medications
    b. Absence of nausea, vomiting or diarrhea for 24 hours.
    c. If on antibiotic therapy, must have completed a full 24 hours of doses and meet criteria stated in a and b.
4. Are required to contact their instructor within 24 hours of absence with illness to receive directions for missed content or make-up assignments.
5. If absence occurs on exam or test date, contact instructor for remediation dates.

## Bloodborne Pathogen and Exposure Plan

In the nursing profession, there are risks, but these risks can be significantly mitigated by adherence to infection control best practices. PPE will be provided and available for all students. Students are taught basic infection control in the Nurse Aide course, which is a prerequisite of PN. All students are required to follow these standards. Students will continue to learn more on infection control as they pertain to each of the skills taught in the program. Should a bloodborne pathogen exposure occur, it is that student's responsibility to immediately contact the instructor and begin following the exposure plan.

Wash needlesticks and cuts with soap and water. Flush splashes to nose, mouth, or skin with water. Irrigate eyes with clean water, saline, or sterile wash. Report all exposures promptly to ensure that you receive appropriate follow-up care. Report to the administration for your next

steps. It is imperative that the student completes the Exposure Form immediately and stay in communication with the instructor and administration.

**Academic Integrity/Academic Dishonesty Policy**

Allied believes collaboration and group learning, sharing notes and thoughts enhances learning, but there are instances such as completing assignments or proctored testing that must be completed by the student alone without help. Academic integrity is of utmost importance in the nursing program at Allied. Academic dishonesty includes bringing unauthorized materials such as notes into testing, having coursework completed by another person, copying another person's work. If a student is dishonest in their academics, they will discuss with the chair of the PN program and/or other administration/instructors. A decision will be made depending on the severity of the academic dishonesty for discipline ranging from probation for the remainder of the module and the following module to permanent removal from any program at Allied. If the student is to ever again be found to have academic dishonesty, that student will be immediately and permanently removed from the current program and any other program at Allied.

**Financial Responsibility Policy**

Allied understands that it can be a struggle to fund education and will work with students to secure the required funding, however, it is the student's responsibility to ensure that all financial obligations are satisfied by all stated deadlines. A student may be dropped, withdrawn, or removed from the program for failure to secure financial obligations. It is the student's responsibility to contact the administration and discuss the situation immediately to find a possible solution.

**Refund Policy**

Students may cancel enrollment or withdraw from a course or program by completing the Withdrawal Request on the help desk form located on the Allied Health Career Training website at https://ahct.formstack.com/forms/help_desk_ticket. The date of withdrawal is the date the form is received by Allied Health Career Training. For students that are administratively withdrawn, the withdrawal date will be the date that an email is sent by Allied Health Career Training to the email address on file for the student, informing the student that they have been administratively withdrawn.

Any student that is withdrawn before 25% of the course or program is complete will be eligible to receive a refund of all monies paid minus a nonrefundable registration fee that varies by course.

Any student that is withdrawn from a course or program after 25% of the course or program is complete, the student will not be eligible for a refund.

Completion percentage is based on the total number of calendar days in the course and the total number of days completed. Completion days are calendar days of the program that have lapsed, not the number of days the student attended or participated.

Any refund due to a student will be issued within 30 days from the date of withdrawal. All refunds are issued by check and mailed to the address on file for the enrolled student. Each student will be reimbursed for any items for which the student was charged but did not receive, including textbooks and software.

**Counseling and Guidance Policy**

Resources are available on our online learning platform. We provide an anonymous drop box located near the front desk for comments or concerns. Students can submit a help desk request on our website. Students are encouraged to reach out to their instructors for any counseling and guidance needs.

**Student Grievance Procedure**

This procedure provides students with a means of seeking an appropriate remedy for any alleged violation of their rights. Before filing a formal, written grievance, students should first attempt to resolve the issue with an informal conference conducted with the person against whom the grievance is directed, if the student is comfortable with such a meeting. If a student's grievance has not been satisfactorily addressed at this meeting, or if the meeting is unable to occur, the student should then file a formal, written grievance with the Executive Director. Grounds for a student grievance include but are not limited to prejudiced or capricious decision in the academic evaluation of a student's performance, an act or threat of intimidation, harassment, or physical aggression, or arbitrary action without proper regard to due process as specified in school procedures. Attempting to resolve any issue with AHCT first is strongly encouraged. Should the student feel their grievance has not been resolved at the institutional level, they may contact the Kansas Board of Regents and file a formal complaint. Below is the link to the KBOR website:
(http://www.kansasregents.org/academic_affairs/private_out_of_state/complaint_process)

**Parking Policy**

AHCT assumes no responsibility for the care or protection of any vehicle or its contents during time parked or operated on the grounds of any AHCT-leased property, or clinical facilities. Building owners reserve the right to remove, or have removed, any vehicle that is parked in such a way as to constitute a hazard; impedes vehicular or pedestrian movement; blocks the operation of emergency equipment; or hinders making essential repairs. Vehicles deemed abandoned may also be removed from the property. Owners of such vehicles are responsible for paying all costs involved in the removal, impounding, and storage of such vehicles.

**Privacy Policy**

Student records will be kept confidential unless the student gives written permission for their release. Records will only be provided upon request. The following records may be disclosed to financially responsible third parties, such as but not limited to, Workforce, DCF, or Facility Employers for billing purposes: academic performance, attendance, class schedule, transcripts, and financial records.

**Postponement/Cancellation Policy**

AHCT reserves the right to reschedule, cancel, or postpone courses regardless of the advertised start date due to technical issues, weather, enrollment numbers, or staffing issues. If it becomes necessary to cancel a course or program, all tuition and fees are refundable.