

SECTION V – STUDENT POLICIES

Communication of Student Information

Students and Faculty have input into policy development and revision. All new or revised policies are communicated formally in writing or electronically to each student as an addendum to this Handbook. Postings on student bulletin boards and verbal presentations are informal means of dissemination of information.

Transcripts and Educational Records

In accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, Trinity Health System School of Nursing is required to maintain confidentiality of the academic records of a student or alumnus. Students are informed of their FERPA annually via the Student Handbook. A student has the right to review his/her record(s) according to established School of Nursing policy.

When a student has a legal name change, documentation must be submitted to the school office so that the appropriate name change may be placed on student records.

All requests for transcripts must be in writing. A transcript may be obtained for a fee of three dollars, payable in advance. An official transcript is sent directly to an educational institution or to an employing institution.

Trinity Health System School of Nursing follows the Family Education Rights and Privacy Act of 1974 (Buckley Amendment) in reference to Student Record Policies.

Procedure to Inspect Education Records

Students may inspect and review their education records upon request to the appropriate record custodian.

Students should submit to the record custodian or an appropriate School staff person a written request which identifies, as precisely as possible, the record or records he or she wishes to inspect.

The record custodian or an appropriate School staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in 45 days or less from the receipt of the request.

When a record contains information about more than one student, the student may inspect and review only the records which relate to him or her.

Right of School to Refuse Access

Trinity Health System School of Nursing reserves the right to refuse to permit a student to inspect the following records.

1. The financial statement of the student's parents.
2. Letters and statements of recommendation for which the student has waived his or her right of access, or which were placed in his or her file before January 1, 1975.
3. Records connected with an application to attend Trinity Health System School of Nursing if that application was denied.
4. Those records that are excluded from the FERPA definition of education records.

Refusal to Provide Copies

Trinity Health System School of Nursing reserves the right to deny transcripts or copies of educational records not required to be made available by FERPA in any of the following situations:

1. The student has an unsettled financial obligation to Trinity Health System.
2. There is an unresolved disciplinary action against the student.
3. The student has not fulfilled requirements of withdrawal/graduation policies.

Fees for Copies of Records

The fee for copies of educational records is three dollars per transcript.

Disclosure of Education Records

Trinity Health System will disclose information from a student's educational records only with the written consent of the student, *except*:

1. To School officials who have a legitimate educational interest in the records.
A School official is: a person employed by the School in an administrative, supervisory, academic research or support staff position; a person elected to the Board of Trustees; a person employed by or under contract to the school to perform a special task, such as the attorney or auditor. A School official has a legitimate educational interest if the official is: performing a task that is specified in his or her position description or by a contract agreement; performing a task related to a student's education; performing a task related to the discipline of a student; providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial aid.
2. To officials of another school, upon request, in which a student seeks or intends to enroll.
3. To certain officials of the U.S. Department of Education, the Comptroller General, state and local educational authorities in connection with certain state or federally

supported education programs.

4. In connection with a student's request for or receipt of financial aid as necessary to determine the eligibility, amount, the conditions of the financial aid, or to enforce terms and conditions of the aid.
5. If required by a state law requiring disclosure that was adopted before November 19, 1974.
6. To organizations conducting certain studies for or on behalf of the School.
7. To accrediting organizations to carry out their functions.
8. To parents of an eligible student who claim the student as dependent for income tax purposes.
9. To the students.
10. To comply with a judicial order or a lawfully issued subpoena.
11. To appropriate parties in health or safety emergency.
12. Directory information so designated by the School.
13. Results of a disciplinary hearing.
14. The results of any disciplinary proceeding conducted by the School against an alleged perpetrator of a crime of violence to the alleged victim of that crime.
15. Disclosure to a parent of a student under 21 if the institution determines that the student has committed a violation of its drug or alcohol rules or policies (regardless of student's dependent status)

Record of Requests for Disclosure

Trinity Health System School of Nursing will maintain a record of all requests for and/or disclosure of information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom it may be re-disclosed, and the legitimate interest the party has in requesting or obtaining the information. The record may be reviewed by the parents or eligible student.

Directory Information

Trinity Health System School of Nursing designates the following items as directory information: student name, address, telephone number, e-mail, date and place of birth, major field of study, participation in officially recognized activities, dates of attendance,

degrees and awards received and the most recent previous educational agency or institution attended. Trinity Health System School of Nursing may disclose any of these items without prior written consent, unless notified in writing to the contrary during the first two-weeks of the Fall Semester.

Correction of Education Records

Students have the right to ask for records to be corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. The following are the procedures for the correction of records:

1. The student must ask the Director of the School to amend a record in writing. The student should identify the part of the record he/she wants changed and specify why he/she believes it is inaccurate, misleading or in violation of his/her privacy or other rights.
2. The Faculty Organization must reach a decision and inform the student of this decision, in writing, within a reasonable time after receipt of the request. If the Faculty Organization decides not to comply, the Director will notify the student of the decision and advise the student of the right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.
3. Upon request, the School will arrange for a hearing and notify the student, reasonably in advance, of the day, place, and time of the hearing.
4. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the institution. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by one or more individuals, including an attorney.
5. The School will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
6. If the School decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.
7. If the School decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student or a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
8. The statement will be maintained as part of the student/s education records as long as the contested portion is maintained. If the School discloses the contested portion of

the record, it must also disclose the statement.

Note:

1. Notification of student rights under the Act need not be sent to former students.
2. Schools need only make a “reasonable effort” to notify students of a subpoena in advance of compliance.
3. Parents of students attending the School are not given a right to inspect student records (e.g. negative grades) without student consent.
4. The opportunity for a hearing as specified in 99.21 of the regulations should not be construed to apply to questions concerning the underlying reasons for the granting of a particular grade. Instead, a hearing to determine the accuracy of any grade should be confined to the issue of whether or not the recorded grade corresponded to the grade reported by the faculty member.

Alleged failures to comply with the requirements of FERPA may be filed by students with the U.S. Department of Education. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

Types, Locations, and Custodians of Education Records

Types	Locations	Custodians
Admission Records	Before entrance: Office of Student Affairs	Coordinator, Student Affairs
	After Enrollment: School Office	Director, School of Nursing
Academic Records (current students)	School Office	Director, School of Nursing
Academic Records (graduates/withdrawal students)	School Office	Director, School of Nursing
Health Records	Health Services Office	Employee Health Coordinator
Financial Records	Office of Student Affairs	Coordinator, Student Affairs

Probationary/Progression Records	School Office	Director, School of Nursing
Disciplinary Records	School Office	Director, School of Nursing
Student Grievance/Appeals Records	School Office	Director, School of Nursing

Retention of Records Policy for Students (Effective Class of 2007)

The following records will be kept in the School Office while a student is enrolled/withdrawn:

- Correspondence
- Application for Admission
- Acceptance
- High School Transcript/GED
- Official Notification of Transfer Credit
- Student Final Record
- Remittance/Registration Form
- Evaluation Summary(s) of Student Clinical Competence
- College Transcript(s)/Placement Test Result(s)
- Essential Functions and Abilities of a Nursing Student Form (beginning with the Class of 2012)
- Midterm/End of Term Report(s)
- Student Probation/Progression Report(s)
- Academic Advisement Student Progress Report
- Permits signed by parents or legal guardians of minor students
- Authorization of Release Form(s)
- Auditing Contract
- Violations of Code of Conduct
- Standardized Test Results
- Program Withdrawal Report (withdrawal students only – prior to 8/2011)
- Student Program Exit Report (effective 8/2011)
- Student Photo (withdrawal students only)
- Study Habit Profile

Financial Aid Folder (Student Affairs Office)

- Financial Aid Information
- Policy Signature Sheet

Health Record (Trinity Occupational/Employee Health Services Office-Trinity East).

- Health Forms

Retention of Records Policy for Graduates

Students' records preserved beyond graduation from the School are as follows:

Correspondence

Application for Admission

Acceptance Letter

Remittance/Registration Form

Student Final Record

High School Transcript/GED

Authorization of Release Form(s)

College Transcript(s)/Placement Test Result(s)

Student Probation/Progression Report(s)

Standardized Test Results

Student Photo

Essential Functions and Abilities of a Nursing Student Form (beginning with the Class of 2012)

Financial Aid Information: (Student Affairs Office)

Retain all information about financial aid (except the Nursing Student Scholarship/Loan Fund) for three years after leaving the program.

Retain information about Nursing Student Scholarship/Loan Fund for five years after the loan is paid in full.

Information pertinent to withdrawal.

Financial Record Policy is maintained in the Office of Student Affairs.

School Office

The School of Nursing office is open from 8:00 a.m. to 4:00 p.m., Monday through Friday.

Appointments to see the Director of the School of Nursing may be scheduled with the School of Nursing Secretary. Faculty office hours are posted on each office door.

Appointments to see any of the Instructors may be made directly.

Hospital No Solicitation Policy

PURPOSE. To prevent Hospital employees, patients, and visitors from being subjected to solicitation of any form while on Hospital property.

GENERAL. Trinity Health System prohibits soliciting in any form, including the sale of wares or publications, distribution of written or other materials, or posting of notices on the grounds or within the buildings owned by the Hospital by individuals not employed by Trinity Medical Center East. Hospital employees are also prohibited from the sale of wares

or publications, canvassing, posting of notices on the grounds or within the buildings owned by the Hospital, and soliciting, in any form, in work-related areas during working hours.

- A. An exception to this policy is made each year in regard to the Greater Steubenville United Way Campaign.
- B. All other exceptions must be approved in advance by the Office of the President.
- C. Notices posted by employee labor organizations in accordance with the provisions of applicable labor agreements will not be considered a violation of this policy.

Pre-admission Drug Screening Policy

Purpose - To provide guidelines for pre-admission drug screening for all provisionally accepted applicants. To assure the safety and well-being of patients, students, faculty and staff in the academic and clinical environments.

Philosophy - Trinity Health System School of Nursing is committed to maintaining a health and substance-abuse free environment that promotes the welfare of students, patients, employees and the community. We believe the use of illegal drugs causes harmful physical, mental and psychosocial effects, and may render an individual unable to perform the essential functions of a student nurse in a safe and competent manner.

Procedure

1. All provisionally accepted applicants must obtain a 10 panel urine drug screen prior to August 1st of the year they intend to enter the program. If drug screen results are not received by the School prior to the first day of the Fall Semester, the applicant will not be eligible to begin classes.
2. Drug screening will be done through WorkCare Occupational Health Clinic adjacent to Trinity Medical Center West (740-264-0087). WorkCare uses occupational Med Program Drug and Alcohol Testing Services, a federally certified laboratory, and a strict chain of custody.
3. Arrangements for the drug screen appointment and the cost of the drug screen (approximately \$50.00) are the responsibility of the provisionally accepted applicant.
4. A driver's license or other photo I.D. must be presented for verification of identity at the time of the drug screening. Applicants will sign a consent for the results of the drug screen to be released to the School of Nursing. If the provisionally accepted applicant is a minor, parental permission will be required.
5. **Refusal to consent to drug screening will result in denial of admission to the program.**

6. A Medical Review Officer (MRO) who is a trained and certified physician will review all results. The screening results are transmitted confidentially from the laboratory directly to the MRO's office. In accordance with Trinity Health System's policy (HR.EH-33), cut off levels are used to determine when an individual has enough of a certain drug in his/her system that it should be considered a positive test. The drug cut-off levels are derived from federal guidelines.

7. Information is provided to School officials only on a need-to-know basis. Drug screening records will be kept on file in the Director's office for one (1) year from the collection date and will then be shredded.

Confidentiality: The handling of all records and subject information will be strictly confidential and revealed only to those required to have access. Any breach of confidentiality will be considered serious and appropriate disciplinary action will be taken.

Outcome

Provisionally accepted applicants with a positive result that has been verified by a Substance Abuse and Mental Health Services Administration (SAMHSA) certified referral lab and verified by the MRO will be contacted by the MRO. The candidate may provide evidence of a valid prescription for the presence of the substance in his/her system to the MRO. The MRO is an expert in substance abuse; the School of Nursing will recognize the validity of the MRO's findings.

1. When a drug screen reveals a negative result, the enrollment procedure will proceed.
2. In any case where a drug screen result is positive and no authorized prescription is produced to validate the presence of the drug in the individual's system, admission will be **denied**. A certified letter will be sent to the applicant indicating the presence of a controlled substance in the urine specimen and the denial of admission into the program.
3. Applicants denied admission to the School of Nursing due to a positive drug screen may reapply for the next academic year.

The School reserves the right to modify these requirements to determine eligibility as prescribed by the Faculty.

Substance Abuse

The School accepts its responsibility to assist the student in recognizing substance dependence and views substance abuse as preventable and treatable. The School supports the student's right to confidentiality in all matters dealing with suspected substance abuse.

The Policy for Handling Suspected Abuse provides guidelines for students and faculty in dealing with problems of substance abuse which interfere with the student nurse's

performance in the clinical/classroom areas and pose a threat to the safety and welfare of the public.

Students who are experiencing problems, clinically or academically, due to substance abuse are referred to appropriate counseling or treatment programs. Students are informed of the School's position on substance abuse and are advised of possible consequences of violation of the Substance Abuse Policy.

The School has the right to dismiss any student found to be involved in the sale, distribution, or use of illegal and/or dangerous substances. Each student receives a copy of the School's Program for the Prevention of Substance Abuse.

Program for the Prevention of Substance Abuse.

I PURPOSE

The purpose of the program is to:

1. Comply with the Drug-Free School and Communities Act Amendments of 1989, Public Law 101-226.
2. Provide students and employees the following information during annual orientation:
 - A. Standards of conduct that clearly prohibit the unlawful possession, use, or distribution of drugs and alcohol by students and employees on the institution's property or any part of the institution's activities.
 - B. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol.
 - C. A description of any drug and alcohol counseling, treatment, or rehabilitation programs that are available to students and employees.
 - D. A clear statement that the institution will impose sanctions on students and employees and a description of these sanctions, up to and including expulsion or termination from the program and referral for prosecution for violations of the standards of conduct.
3. Inform students and employees of the School's/Hospital's position on the abuse of illicit drugs and alcohol and advise them of the consequences.
4. Provide guidelines for faculty to deal with problems of drug and alcohol abuse which interfere with the student's performance in the clinical/classroom areas and/or pose a threat to the safety and welfare

of the public.

II STANDARD OF CONDUCT

As indicated in Trinity Health System's Personnel Policies and Trinity Health System School of Nursing's Student Handbook, the standards of conduct prohibit the unlawful possession, use, or distribution of drugs and alcohol by students and employees on the institution's property or as any part of the institution's activities.

As stated in the Student Handbook Code of Conduct Section II, Group III.

3. Sale, distribution, or use of illegal and/or dangerous substances.

4. Use of alcohol on School/Hospital property.

The School also may, at its discretion, discipline or discharge a student for infractions not mentioned above.

An individual who violates any of the rules listed above will also be referred to the appropriate law enforcement agency if a local, State or Federal law has been violated.

III APPLICABLE LEGAL SANCTIONS UNDER LOCAL, STATE AND FEDERAL LAW

Federal Law:

Federal law prohibits the trafficking and illegal possession of controlled substances as outlined in 21 United States Code, Sections 811 and 844. Depending on the amount, first offense penalties for trafficking marijuana range from the five year's imprisonment and a fine of \$250,000 to imprisonment for life and a fine of \$4 million. Again, depending on the amount, first offense maximum penalties for trafficking class I and II controlled substances (Methamphetamine, Heroin, Cocaine, Cocaine Base, PCP, LSD, Fentanyl Analogue) range from five years to life imprisonment and maximum fines range from \$2-\$4 million. First offense penalties and sanctions for the illegal possession of a controlled substance range from up to one year in prison and a fine of at least \$1,000, but not more than \$250,000 or both.

Ohio Laws:

CONTROLLED SUBSTANCES

Ohio Revised Code (ORC) Section 2925.02

provides that no person shall knowingly corrupt another with drugs by inducing or forcing them to use a controlled substance.

Penalty for Violation: Imprisonment from 6 months to 12 years, depending upon the amount and type of drug involved and history of previous drug abuse offenses.

ORC 2925.03

provides that no person shall knowingly “traffic” in controlled or illicit substances, including marijuana. Trafficking includes selling, delivering, distributing, preparing, cultivating, manufacturing, or simple possession of controlled substances.

Penalty for Violation: Fines range from \$1000 to \$50,000, depending upon offense and drug involved. Jail sentences range from 6 months to 10 years.

ORC 2925.11

provides that no person shall knowingly obtain, possess or use a controlled substance.

Penalty for Violation: Drug abuse involving amounts of marijuana less than 100 grams or marijuana resin less than 5 grams or less than 1 gram of liquid marijuana carries a penalty of \$100. Other violations involving marijuana result in jail terms of not more than 30 days and fines of \$250.00. Drug abuse offenses involving other drugs may result in jail terms of up to 10 years and fines of \$5000.

ORC 2925.12

provides that no person shall make, obtain, possess or use drug abuse instruments.

Penalty for Violation: Jail term of up to 90 days and fines of \$750.00.

ORC 2925.14

provides that no person shall knowingly use, possess with purpose to use, sell or manufacture drug paraphernalia.

Penalty for Violation: Jail term of up to 6 months and fines to \$1,000.

ORC 2925.31

provides, except for lawful research, clinical medical, dental or veterinary purposes, no person with intent to induce intoxication or similar effect, shall obtain or use a harmful intoxicant.

Penalty for Violation: Jail term of up to 6 months and fines to \$1,000.

ORC 2925.37

provides that no person shall knowingly possess, make, sell or deliver counterfeit controlled substances.

Penalty for Violation: Jail term of up to 18 months and fines to \$5,000.

ALCOHOL

ORC 4511.19

prohibits any person from driving while under the influence of alcohol or drugs.

Penalty for Violation: Imprisonment of at least 3 consecutive days and fine of not less than \$150 or no more than \$1000 for first offense.

ORC 4301.63

prohibits persons under age 21 from purchasing beer or intoxicating liquor.

Penalty for Violation: Fine of not less than \$15 or more than \$100.

ORC 4301.633

provides that no person shall knowingly furnish false information as to name, age, or other identification of a person under 21 for purpose of obtaining beer or intoxicating liquor for a person under 21 years of age by purchase or as gift.

Penalty for Violation: Up to 6 months in jail and \$1000 fine.

ORC 4301.634

provides a minor under 21 years of age from knowingly showing or giving false information concerning his or her name, age, or other identification for purpose of purchasing or otherwise obtaining beer or intoxicating liquor.

Penalty for Violation: Up to 6 months in jail and \$1000 fine.

ORC 4301.64

prohibits the consumption of any beer or intoxicating liquor in a motor vehicle.

Penalty for Violation: Fine of not more than \$250 and jail term for not more than 30 days.

ORC 4301.69

prohibits any person from selling, furnishing, or buying beer or intoxicating liquor to or for an underage person. Owner/occupant of any public or private place shall not knowingly allow any underage person to remain in or on the premises while possessing or consuming beer or intoxicating liquor, unless it is given to the underage person by that person's parent, legal guardian, or spouse who is not underage and that parent, guardian, or spouse must be present at the time of the person's possession or consumption. It is unlawful for any person to use or engage accommodations at a hotel, inn, cabin, campground, or restaurant when he knows or has reason to know that beer or intoxicating liquor will be consumed by an underage person on the premises or that drugs will be abused on the premises by any person (underage person means person under the age of 21 years) Penalty for Violation: Fine of not more than \$250 and jail term for not more than 30 days.

Local Laws:

The local laws governing the abuse of drugs and alcohol are the same as the State of Ohio.

IV DESCRIPTION OF HEALTH RISKS ASSOCIATED WITH THE USE OF ILLICIT DRUGS AND ALCOHOL ABUSE:

MEDICAL CONSEQUENCES OF ALCOHOL

NERVOUS SYSTEM EFFECTS

- Intoxication: drunkenness, excitement, coma
- Abstinence or withdrawal syndromes, hallucinosis, seizures, delirium tremens
- Nutritional diseases: Wernicke-Korsakoff syndrome
- Cerebellar
- Marchiafava-Bignami disease (rare)
- Central pontine myelinolysis (rare)
- Cerebral atrophy, ventricular enlargement
- Disorders secondary to liver disease: encephalopathy
- Psychiatric disorders: depression, antisocial behavior, anxiety
- Insomnia
- Peripheral neuropathies

GASTROINTESTINAL EFFECTS

- Esophagitis, gastritis, ulcer
- Increased incidence of cancer of the oral cavity, pharynx, larynx, and esophagus
- Disorders secondary to portal hypertension: esophageal varices and hemorrhoids
- Diarrhea
- Pancreatitis
- Liver disease: fatty degeneration, cirrhosis in 10% of alcoholics

CARDIOVASCULAR EFFECTS

- Arrhythmias: tachycardia, ventricular premature contractions or conduction defects; ventricular tachycardia in delirium tremens
- Cardiomyopathy
- Worsened angina
- Hypertension

METABOLIC EFFECTS

- Carbohydrates: decreased gluconeogenesis (hypoglycemia)
- Proteins: decreased albumin and transferring synthesis, increased lipoprotein synthesis
- Lipids: increased serum and liver triglycerides (fatty liver)
- Decreased serum magnesium and phosphate
- Ketoacidosis

ENDOCRINE EFFECTS

- Decreased plasma testosterone (impotence)

MUSCULOSKELETAL EFFECTS

- Myopathy (weakness, wasting, swelling, pain)
- Osteoporosis, nontraumatic osteonecrosis of the head of the femur

DERMATOLOGIC EFFECTS

- Rosacea, spider angiomas, nevi, pruritus

HEMATOLOGIC EFFECTS

- Thrombocytopenia
- Macrocytic anemias
- Coagulopathies (resulting from decreased hepatic synthetic function)

EFFECTS ON FETUS

- Growth retardation
- Mental retardation
- Fetal alcohol syndrome

DRUG INTERACTIONS

- Increase in CNS depressant effects of benzodiazepines, antipsychotics, antidepressants, sedative-hypnotics
- Decrease in effectiveness of phenytoin (epileptics are more likely to have seizures), anticoagulants, tricyclic antidepressants
- Production of effects similar to mild disulfiram reaction (flushing, vomiting) when taken with oral antidiabetic agents or metronidazole
- Potentiation of hypoglycemic effects of oral antidiabetic agents and insulin

MEDICAL CONSEQUENCES OF ILLICIT DRUG USE

The consequences of illicit drug use are varied and specific to the drug being used/abused.

A Detailed Controlled Substance—Use and Effect Chart can be viewed on the website of the U.S. Drug Enforcement Agency.

A copy of the Program for the Prevention of Alcohol and Illicit Drug Use is available in the Office of Student Affairs.

V DESCRIPTION OF DRUG AND ALCOHOL COUNSELING, TREATMENT, AND REHABILITATION PROGRAMS

Students seeking assistance for themselves and others may contact:

Alcoholics Anonymous (phone 304-234-7511)

Support group for alcoholics

Catholic Charities Substance Abuse and AIDS Ministry (740-282-3631)

Provides referrals for drug/alcohol problems

Family Service Association (740-283-4763)

Individual or group counseling for drug/alcohol problems or other problems

Fox Run Hospital (1-800-245-2131)

Provides referrals and offers individual and group therapy for adolescents with dual diagnosis

Jefferson County Board of Prevention and Recovery (740-282-1300)

Referrals to appropriate agencies, information

Trinity Health System (740-283-7024)

Detoxification, inpatient and outpatient group therapy, court services program

Jefferson Behavioral Health Systems (740-284-7165)

Jefferson Behavioral Care Network (740-284-7165) Help Line (740-264-1627)

Residential treatment offering individual and group therapy for drug/alcohol problems and outpatient individual and group therapy

Narcotics Anonymous (614-252-1700)

Support group for those addicted to drugs

Vietnam Veterans' Support Group (740-284-VETS)

Support group for veterans – provides referrals for alcohol and drug problems

Peer Assistance Program for Nurses (614-448-1027)

Assessment, referrals for treatment for drug/alcohol problems, follow-up, support groups, and advocacy

A copy of Community Resources/Providers is also available in the Trinity Health System Meditech Library.

Substance Abuse Policy:

POLICY FOR HANDLING SUSPECTED SUBSTANCE ABUSE

I PURPOSE

To provide guidelines to deal with problems of substance abuse which interfere with the student nurses' performance in the clinical/classroom areas and/or pose a threat to the safety and welfare of the public.

To promote the health and welfare of the student population and protect future potential for licensure.

To refer student nurses who are experiencing problems clinically or academically, due to substance abuse, to appropriate counseling or treatment programs.

To inform all students of the School's position on the abuse of drugs and alcohol and to advise them of possible consequences of violation of this policy.

II DEFINITIONS

Substance Abuser – According to the National Council on Alcoholism, a substance abuser is a person who experiences impaired function with health, work, family, or social relations as a result of drug or alcohol use.

Abuse – Abuse is defined as improper or illegal use.

Substance – Substance refers to alcohol, prescription drugs, over-the-counter medications, illicit drugs, or controlled substances.

III PHILOSOPHY

The faculty believes that its responsibility is to assist the student in recognizing substance dependence. We believe that these impairments are preventable and treatable.

We believe that student nurses are valued members of the health care team who are accountable to patients and their families, to the School, and to themselves.

We believe that the faculty assists the student nurse in assuming responsibility for his/her behavior, restoring health, and improving work performance.
We support the students' right to confidentiality in all matters dealing with suspected substance abuse.

IV POLICY

The following behaviors which may affect competency, the educational process, or threaten patient welfare will be considered as factors in determining just cause for action by the faculty:

1. attends class or clinical experience exhibiting signs of physical intoxication (such as slurred speech, inappropriate speech or behavior, etc.) and/or stale or fresh alcohol on their breath.
2. use of alcohol or mind altering drugs while in the clinical experience setting.
3. abrupt mood changes – depression to euphoria or inappropriate affect.
4. irritability/hostility without cause.
5. marked decrease in productivity in academic and/or clinical performance.
6. pattern of deterioration in personal hygiene.
7. diminished interaction with faculty or peers.
8. increased/excessive absenteeism or tardiness.
9. persistent irresponsible behavior – difficulty meeting deadlines and schedules or negative attitude.

V PROCEDURE

A faculty member who suspects a student of substance abuse in the School's educational setting will follow these procedures:

1. Notify the Director of the School of Nursing concerning the student's performance deficiencies or clinical experience/classroom incident (s), which indicate the possible presence of a substance abuse problem.
2. If the incident occurs in the patient care setting, remove the student from the clinical experience, nursing unit or healthcare agency to assure the safety and welfare of the patients/clients.

3. Meet with the Director of the School of Nursing and the student concurrently to inform the student of the initial observation of behaviors, the continuance of further investigation, and the consequences of the behavior. The results of the meeting will be documented on the Confidential Student Incident Form. To assure student confidentiality, this form is secured in the Director's office.
4. If the student denies incidence of substance abuse, the student will be advised that a second faculty member will participate in the continuance of observation of the student's behavior. The faculty members will document observed behavior on the Confidential Student Incident Form.
5. If the student exhibits physical signs of substance abuse, ie., slurred speech, inappropriate speech or behavior, disorientation, dilated/pinpoint pupils, and/or has stale or fresh alcohol breath, the student will be given the option at that time, to participate in a drug/alcohol screening laboratory procedure.
 - a. The Director or appointed faculty member will accompany the student for drug testing.
 - b. Drug screening will be conducted through WorkCare Occupational Health Clinic adjacent to Trinity Medical Center West. WorkCare used occupational Med Program Drug and Alcohol Testing Services, a federally certified laboratory and a strict chain of custody.
 - c. The cost of the drug screen is approximately \$50.00 and is the responsibility of the student.
 - d. A driver's license or photo I.D. must be presented for verification of identity at the time of the drug screening. Students will sign consent for the results of the drug screen to be released to the School of Nursing. If the student is a minor, parental permission will be secured.
 - e. A medical Review Officer (MRO) who is a trained and certified physician will review all results. The screening results are transmitted confidentially from the laboratory directly to the MRO. In accordance with Trinity Health System's policy (HR.EH-33), cut off levels are used to determine when an individual has enough of a certain drug in his/her system that it should be considered a positive test. The drug cut-offs are derived from federal guidelines.
 - f. Students with a positive result that has been verified by a substance abuse and Mental Health Services Administration (SAMSHA) certified lab and verified by the MRO will be contacted by the MRO. The student may provide evidence of a valid prescription for the presence of the substance in his/her system.
 - g. The School of Nursing will recognize the validity of the MRO's findings and act accordingly.

Confidentiality: The handling of all records and subject information will be strictly confidential and revealed to those required to have access. Any breach of confidentiality will be considered serious and appropriate disciplinary action will be taken.

6. If the student refuses a drug/alcohol screening or further observation measures, and /or admits to substance abuse while a student in the classroom/clinical setting of the nursing education program, the student will be dismissed from the program.
7. Based on evidence of a positive drug/alcohol screening, and/or faculty documentation of student behavior affecting competency, the educational process, or patient welfare, and findings that the student was abusing substances while a student in the classroom/clinical setting of the nursing education program, the student will be dismissed from the program.
8. The student's readmission to the School will be evaluated on an individual basis and will be based on the verification of the student's continued attendance to a treatment/counseling program as defined by the Ohio Board of Nursing's Rules Promulgated From the Law Regulating the Practice of Nursing.

VI PROGRAM EVALUATION:

According to **TRINITY HEALTH SYSTEM SCHOOL OF NURSING SYSTEMATIC PLAN FOR EVALUATION**, all policies and the student handbook are reviewed for possible revision by the Student Services/Integrity Committee and presented to the Faculty Organization Committee for final approval. Programs, policies, and handbooks are reviewed in a systematic manner with appropriate time and frequency evaluations. In compliance with the United States Department of Education requirements, an evaluation of the **PROGRAM FOR THE PREVENTION OF ALCOHOL AND ILLICIT DRUG ABUSE** will be conducted biennially.

AIDS and Related Conditions

The Faculty of Trinity Health System School of Nursing support the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 and its application to individuals who are HIV positive. Accordingly, the School may not discriminate against any individual based on the perception that the person is HIV infected, in a category of persons at risk of HIV, or because he/she is caring for a person in one of the aforementioned categories. **Each student receives a copy of the School's Policy on AIDS.**

Policy on AIDS

The faculty of Trinity Health System School of Nursing believes in the ANA Code of Ethics which states: the nurse provides services with respect for human dignity and the uniqueness of the client unrestricted by consideration of social or economical status, personal attributes, or the nature of health problems.

The faculty also supports the Rehabilitation Act of 1973, and Americans with Disabilities Act of 1990 and its application to individuals who are HIV positive. Accordingly, the School may not discriminate against any individual based on the perception that the person is HIV infected, in a category of persons at risk of HIV infection, or because he/she is caring for a person in one of the aforementioned categories.

School Guidelines Infection Control

Students are to follow the infection control policies of Trinity Health System, which comply with the recommendations of the Centers for Disease Control. Literature on needle sticks and lab protocols are available in the Office of Student Affairs.

Accidental Exposure

Students accidentally exposed to HIV infected body fluids will be referred to the Emergency Department at Trinity Medical Center West. Student nurses must utilize private insurance to cover Emergency Department expenses. Copies of the standard post exposure testing protocol are available for students who choose to utilize a private physician. The student is required to complete an incident report, which is submitted to the Director of the School of Nursing, who will then finalize and forward the form to the appropriate hospital department.

HIV Testing

There shall be no mandatory HIV screening of prospective or current students. Should a student request testing or be advised to seek testing for HIV, all test results shall be kept in strictest confidence. The School may not inform any other individual concerning results of the test unless authorized to do so by the student. However, according to Senate Bill 353, the Department of Health must be notified if the test is positive. The School shall follow Trinity Health System's policy on HIV testing, informed consent, and counseling.

Assignments to HIV Positive Patients

Before being assigned to a patient known to be HIV positive, students will be informed, according to Trinity Health System policy, about universal blood and body fluid precautions.

Refusal to Administer Care

Any student who refuses to care for a patient who is HIV positive will:

- be counseled
- receive a review of the literature concerning AIDS
- review with faculty the nurse's ethical responsibility
- receive a Group II disciplinary action which may result in dismissal from the nursing program
- be informed about grievance procedures

Admission

Consistent with the non-discrimination policy of Trinity Health System and the School of Nursing, the existence of HIV positive antibodies shall not be part of the initial admission decision for application.

Handicapping Conditions

Neither current nor prospective students shall be required to respond to questions regarding the existence of AIDS or HIV antibody testing.

Access

Students with HIV infections will be allowed equal access, as long as their medical condition permits, to facilities or activities, including participation in clinical experiences or other academic and social activities offered by the School of Nursing.

Student Health

The student health service will not provide HIV antibody testing nor will it assume responsibility for treating any chronic illness.

Confidentiality

Specific information concerning complaints, diagnosis, or treatment will not be released to any faculty, administrator, or other individual without written consent of the student.

Counseling

Since actual or feared HIV infection can produce a devastating psychological and emotional impact which may interfere with academic and/or work performance, Trinity Health System School of Nursing will provide confidential information regarding available referral services to all students.

**THE STUDENT RIGHT-TO-KNOW AND JEANNE CLERY
DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS
CRIME STATISTICS ACT: (ORIGINALLY THE CAMPUS SECURITY
ACT) and the HIGHER EDUCATION OPPORTUNITY ACT.**

In compliance with the Crime Awareness and Campus Security Act of 1990, as amended in 1998, the campus crime statistics are disclosed at the end of the School catalog as required by law. The Policy/Report and Campus Crime Statistics are shared annually with students, employees, and prospective students upon request. Copies are maintained in the Office of Student Affairs. Campus Security Statistics for the School can be viewed online at the OPE Campus Security Statistics Website at www.ope.ed.gov/security.

Campus Security Policy

In compliance with Title II of the Student Right-to Know and Campus Security Act (Public Law 101 – 542), Trinity Health System School of Nursing has formulated its Campus Security Policy effective September 1, 1992. This publication is in the form of a manual suitable for mailing/distributing.

This policy will be distributed to all current students, employees, and to any applicant for enrollment or employment, upon request, beginning the above date and each year thereafter. All freshman nursing students will receive a copy of this Policy at Orientation the year of their enrollment. Policy copies are maintained in the Trinity Health System Health Science Library and the Office of Student Affairs. Anyone desiring more information may contact the Coordinator, Student Affairs at 740-283-7275.

POLICIES REGARDING PROCEDURES AND FACILITIES FOR STUDENTS AND OTHERS TO REPORT CRIMINAL ACTIONS ON CAMPUS AND POLICIES CONCERNING THE INSTITUTION'S RESPONSE TO THE REPORTS. A STATEMENT OF CURRENT POLICIES CONCERNING CAMPUS LAW ENFORCEMENT, INCLUDING THE ENFORCEMENT AUTHORITY OF INSTITUTIONAL SECURITY PERSONNEL AND POLICIES THAT ENCOURAGE PROMPT REPORTING OF ALL CAMPUS CRIME TO THE CAMPUS POLICE AND LOCAL POLICE.

The Security Department of Trinity Health System provides security services on Hospital/School grounds. Trinity Health System reserves the right to prosecute any person who violates any ordinance of the City of Steubenville, or statute of the State of Ohio, when such person has engaged in an illegal activity encompassed within the confines or on the property of the Hospital. The relationship of the person(s) engaged in an illegal activity to the Hospital will dictate the procedures which will be followed. Further details can be found in the **PROSECUTION OF LAW VIOLATORS**, Trinity Health System Policy No. EC-SEC-2

Potential criminal actions and other emergencies can be reported directly by any student or employee. The Hospital/School Security personnel can be reached at 740-283-7000 East

Campus or (740) 264- 8000 West Campus. Incidents of criminal action may also be reported by any student or employee to the School of Nursing Receptionist and /or official in charge. The Receptionist's number is 740-283-7462. The School official will immediately contact Hospital security personnel in emergency situations. Security personnel will respond at the receipt of either report, from student /employee or School of Nursing Receptionist/official. The security personnel will assess the situation and determine if there is need for other emergency services to be summoned or contacted. In non-emergency situations, the incident should be reported to the School of Nursing Receptionist or official in charge. Reports of criminal incidents are channeled directly to the Director of the School. Officials of the School who have significant responsibility for student/employee and campus activities are the Director and the Coordinator, Student Affairs. The campus security personnel prepare and submit incident reports to the school administration and to the local and State Police Departments when necessary. Written reports of all security incidents occurring on the campus are logged daily.

TIMELY WARNING POLICY

The School will inform the students or employees in a timely manner, of any known criminal activity that might endanger students or employees. Such notification will be posted on student/employee bulletin boards and/or on the Hospital's intranet system (Meditech) as well as through the use of the One Call Now TM System. Notification will occur without delay and take into account the safety of the students as well as the community.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

The School will immediately notify students and employees upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of the campus community. Notification will occur without delay and take into account the safety of the students as well as the community. The School of Nursing Director, Coordinator, Student Affairs, and/or Security Department personnel will assume the responsibility for determining: (1) the existence of a significant emergency; (2) who should be notified; (3) the content of the notification, and for (4) initiating the One Call Now TM System and/or a verbal announcement.

If the Security Department determines that local and/or state agencies should be contacted, those entities will assume the responsibility for disseminating emergency information to the larger community. Specific evacuation procedures are outlined in Section VI of the Student Handbook. Unannounced testing of the emergency response and evacuation procedures is conducted annually at the direction of the Director.

STATEMENT OF CURRENT POLICIES CONCERNING SECURITY AND ACCESS TO CAMPUS FACILITIES, INCLUDING OFF-CAMPUS PROPERTY.

Trinity Health System School of Nursing is a department of Trinity Health System. The School does not own, rent, or control any "off-campus" property. On-Campus housing is not

available. The School does not recognize any "off-campus" student organizations. Trinity Health System School of Nursing has declared no part of its campus or grounds a public place.

The School of Nursing strives to provide a safe environment for all students and employees and expects the cooperation of these individuals to maintain it. Student identification (ID) badges **MUST** be worn at all times while engaged in class or clinical activities on the East or West Campuses of Trinity Health System and for any off Campus clinical experiences. Classes and clinical experiences are held Monday through Friday during the day. The School is officially closed on all designated holidays and weekends.

Maintenance checks are made routinely. Items in need of repair should be reported to the School of Nursing Receptionist by the student or employee. The Security personnel make routine checks for maintenance/safety purposes. Any defective equipment and/or any potentially hazardous environmental condition should also be reported to the appropriate School/security personnel.

DESCRIPTION OF THE TYPE AND FREQUENCY OF PROGRAMS ARE DESIGNED TO INFORM STUDENTS AND EMPLOYEES ABOUT SECURITY PROCEDURES AND PRACTICES AND TO ENCOURAGE THEM TO BE RESPONSIBLE FOR THEIR OWN SECURITY AND THE SECURITY OF OTHERS. DESCRIPTION OF PROGRAMS ARE DESIGNED TO INFORM STUDENTS AND EMPLOYEES ABOUT THE PREVENTION OF CRIME.

The School of Nursing will offer during orientation, in conjunction with the Security Department, a program introducing campus security procedures and practices. Security personnel will inform students and employees of the proper reporting of incidents and their response to such reporting. This program will also encourage the students to be responsible for their own security and the security of others. Title: **Security and You.**

A program consisting of independent review of pamphlets and brochures dealing with crime prevention and safety will be offered during the year. These publications will be available to students and employees in the Trinity Health System Health Science Library.

Students are also encouraged to visit the OPE Campus Security Statistics Website at www.ope.ed.gov/security. In addition, students can find law enforcement agency information concerning registered sex offenders by calling the Jefferson County Sheriff's office at 740-283-8600 or by visiting www.jeffersoncountysheriff.com/.

The School strives to provide a safe, secure environment for students and employees. The cooperation and involvement of these individuals are essential for the success of a campus safety program. Students and employees must assume responsibility for knowing the procedures outlined in this policy and for taking simple, common sense precautions.

STATEMENT OF POLICY REGARDING THE POSSESSION, USE, OR SALE OF ALCOHOLIC BEVERAGES AND ILLEGAL DRUGS; AND A DESCRIPTION OF ANY DRUG AND ALCOHOL ABUSE EDUCATION PROGRAMS.

School policies and procedures regarding the use of alcohol and drugs are contained in the policy on the Prevention of Substance Abuse. The School accepts its responsibility to assist the student in recognizing substance dependence and views substance abuse as preventable and treatable. The School supports the student's right to confidentiality in all matters dealing with suspected substance abuse.

The Program for the Prevention of Substance Abuse provides guidelines for faculty in dealing with problems of substance abuse which interfere with the student nurse's performance in the clinical or classroom areas, and pose a threat to the safety and welfare of the public. Those students who are experiencing problems due to substance abuse are referred to appropriate counseling or treatment programs.

Students are informed of the School's position on the abuse of drugs and alcohol and are advised of possible consequences of violation of the Prevention of Substance Abuse Policy.

The School has the right to dismiss any student found to be involved in the sale, distribution, or use of illegal and/or dangerous substances.

Each Student receives a copy of the School's Program for the Prevention of Substance Abuse. In addition, copies of the School's Program for the Prevention of Substance Abuse are maintained in the Trinity Health System Health Science Library and in the Office of Student Affairs.

CAMPUS SECURITY DISCLOSURES/ SEXUAL ASSAULT PROGRAM

Effective July 1, 1993, the institution must have in place the following campus sexual-assault programs established to prevent sex offenses and the procedures to follow when a sex offense has occurred. These programs and procedures must be explained in the annual security report provided by institutions to current and prospective students and staff beginning September 1, 1993 and each year thereafter.

(A) EDUCATION PROGRAMS TO PROMOTE THE AWARENESS OF RAPE, ACQUAINTANCE RAPE, AND OTHER SEX OFFENSES.

Trinity Health System School of Nursing will offer during Orientation, in conjunction with the Security Department, a program introducing hospital/campus security procedures and practices. This program will include definitions of rape, acquaintance rape, and other sex offenses to promote awareness of these offenses to students and employees. In addition, a program consisting of independent review of literature dealing with rape, acquaintance rape and other sex offenses will be made available to students and employees in the Trinity Health System Health Science Library.

(B) POSSIBLE SANCTIONS FOR RAPE, ACQUAINTANCE RAPE, OR OTHER SEX OFFENSES (FORCIBLE OR NONFORCIBLE) FOLLOWING AN ON-CAMPUS DISCIPLINARY PROCEDURE.

When a student has been accused of rape, acquaintance rape, or other sex offenses, a hearing will be held based on procedural due process (refer to Student Grievance/Appeals Process). Outcome of the hearing will determine sanctions regarding the student. Sanctions are as follows:

1. If the student is found innocent of the incident, all charges will be dismissed without prejudice to the student.
2. If the student is found guilty of said incident, he/she will be dismissed from Trinity Health System School of Nursing.

In addition to on-campus disciplinary procedures, students should be aware that prosecution by civil authorities could occur.

CRIMINAL CHARGES AND PROSECUTION

If a victim of sexual assault reports the crime to the police, the police will investigate and make a determination about the case. At that point, the decision can be made about pressing charges. The suspect must be identified, arrested and is usually released on bond. A judge holds a preliminary hearing and determines if there is probable cause for pressing charges. If so, the case goes to the Grand Jury. If the Grand Jury returns an indictment against the suspect, formal charges are made and the case will go to trial. Trial outcome may be a verdict of guilty, not guilty, or hung jury. Sentencing will vary.

CIVIL SUIT

A sexually assaulted student can also file civil law suits against the assailant within one year. An attorney must be hired. The standard of proof in a civil suit is determined by a "preponderance of evidence" and is generally considered easier than "beyond a reasonable doubt" for proving wrongdoing. Restitution in the form of a monetary award is the punitive action.

(C) PROCEDURES STUDENTS SHOULD FOLLOW IF A SEX OFFENSE OCCURS, INCLUDING WHO SHOULD BE CONTACTED, THE IMPORTANCE OF PRESERVING EVIDENCE AS MAY BE NECESSARY TO THE PROOF OF CRIMINAL SEXUAL ASSAULT, AND TO WHOM THE ALLEGED OFFENSE SHOULD BE REPORTED.

1. Call the police or Hospital/School security.
2. Go to a hospital emergency room if necessary. Refer to interdepartmental policy PE-regarding sexual molestation and assault (rape).
3. Contact counseling services if necessary.

This incident may be reported by any student or employee to the official in charge. The School official will immediately contact the Director of Trinity Health System School of

Nursing and hospital security personnel. The security personnel will assess the situation and determine if there is need for other emergency services to be summoned or contacted.

When assisting rape victims, one should strongly encourage that person to seek medical attention to receive tests and alleviate fears about sexually transmitted disease and pregnancy, and to collect evidence, which can be used if the victim chooses to prosecute the rapist. The victim should be counseled not to change clothes, bathe, or douche before a medical examination. The victim should be informed of available psychiatric services by emergency room personnel and/or School officials.

(D) PROCEDURES FOR ON-CAMPUS DISCIPLINARY ACTION IN CASES OF ALLEGED SEXUAL ASSAULT THAT SHALL INCLUDE A CLEAR STATEMENT THAT:

- (I) The accuser and the accused are entitled to the same opportunities to have others present during a school disciplinary proceeding; and
- (II) Both the accuser and the accused shall be informed of the outcome of any School disciplinary proceeding alleging a sexual assault.

When an incident may result in serious penalties, the accused will have a hearing. The accuser will have the same right to such a hearing. The procedural due process is outlined in the Student Grievance/Appeals Process in Section II of the Student Handbook.

(E) INFORMING STUDENTS OF THEIR OPTIONS TO NOTIFY PROPER LAW ENFORCEMENT AUTHORITIES, INCLUDING ON-CAMPUS AND LOCAL POLICE, AND THE OPTION TO BE ASSISTED BY CAMPUS AUTHORITIES IN NOTIFYING THESE AUTHORITIES, IF THE STUDENT CHOOSES TO DO SO.

Potential criminal actions and other emergencies can be reported directly by any student, or employee. The Hospital/School security personnel can be reached at (740) 283-7000. Incidents of any criminal action may also be reported by any student or employee to the School of Nursing receptionist. The School of Nursing receptionist's number is (740) 283-7462. Students may choose to directly notify the local police department. They can be reached at (740) 282-5353.

When notified of rape, acquaintance rape, or other sex offenses, the School official will immediately contact the Director of Trinity Health System School of Nursing and Hospital Security personnel. Security personnel will respond at the receipt of report from student, employee, or school official. The security personnel will assess the situation and determine if there is a need for other emergency services to be summoned or contacted.

(F) NOTIFYING STUDENTS OF EXISTING COUNSELING, MENTAL HEALTH OR STUDENT SERVICES FOR VICTIMS OF SEXUAL ASSAULT, BOTH ON CAMPUS AND IN THE COMMUNITY:

If the victim of sexual assault is treated at a hospital emergency room facility, the hospital personnel will inform the victim of available psychiatric services (if included in the hospital's rape policy).

School officials will inform the victim, also, of existing psychiatric services. The Human Resources Network of Jefferson County information is contained in the Trinity Health System Health Sciences Library. Agencies listed in this publication for counseling include:

Family Services Association –740-283-4763

Jefferson Behavioral Health System 740-264-7751

A 24-hour hotline number is available through Jefferson Behavioral Health System 740-264-1627.

(G) NOTIFYING STUDENTS OF OPTIONS FOR, AND AVAILABLE ASSISTANCE IN, CHANGING ACADEMIC AND LIVING SITUATIONS AFTER AN ALLEGED SEXUAL ASSAULT INCIDENT IF REQUESTED BY THE VICTIM AND IF THESE CHANGES ARE REASONABLY AVAILABLE.

Students will be notified of options for change of academic situations by the Director of Trinity Health System School of Nursing. These changes will be on an individual basis. Request for these changes should be made in writing to the Director who makes the final decision.

The institution must now disclose statistics concerning the occurrence of forcible or nonforcible sex offenses on campus. Previously, an institution was required to collect and disclose statistics concerning rape only. The institution must use the definitions of a forcible or nonforcible sex offense used in the FBI's Uniform Crime Reporting System, as amended by the Hate Crime Statistics Act.

FORCIBLE SEX OFFENSE

Forcible Rape – Definition – the carnal knowledge of a person forcibly and against his/her will.

Nonforcible sex offense – Definition – Included offenses against chastity, common decency, morals, and like, such as:

Adultery and fornication

Incest

Indecent exposure

Indecent liberties

Seduction

Sodomy or crime against nature

Statutory rape

All attempts to commit any of the above

Title IX and Section 504 Grievance Procedure

In accordance with Federal and State OCR (Office for Civil Rights) Guidelines, any student who believes Trinity Health System School of Nursing or any of the School's staff, faculty, and administrators have inadequately applied the principles of and/or regulations of Title VI

of the Civil Rights Act of 1964 (race, color, national origin), Title IX of the Education Amendment Act of 1972 (sex/gender, sexual harassment including sexual violence), and Section 504 of the Rehabilitation Act of 1973 (disability) she/he may bring forward a complaint which shall be referred to as a formal grievance. However, whenever possible and practical, an informal solution to the alleged grievance is encouraged and should be attempted at the staff, faculty, or administrative level. However, if an acceptable informal solution cannot be attained, formal Title IX and Section 504 grievance procedures shall commence. The complainant may file a complaint directly with the Office for Civil Rights, U. S. Department of Education, and/or may use the internal grievance procedure indicated below.

STEP 1

An alleged formal discrimination grievance complaint should first be made within two school days of the date the incident occurred to the Coordinator of Student Affairs along with written notification of the alleged discrimination.

STEP 2

The Director, Title IX/Section 504 Coordinator will initiate the Student Grievance/Appeals Process and subsequent procedural processes will occur including an appeal option.

Title IX/Section 504 Coordinator

Melissa Hassan MSN, RN
740- 283-7275

STEP 3

If not resolved at Step 2, the decision may be appealed by the complainant to the Office for Civil Rights, U. S. Department of Education
600 Superior Avenue East
Suite 750
Cleveland, Ohio 44114-2611

NOTE: Parents/guardians do not have to be present at the informal complaint meeting. However, parent(s) and/or guardian(s) must be present for students under age 18 at all levels of the formal alleged discrimination process.

Sexual Harassment and Sexual Violence

In accordance with Title IX of the Education Amendments of 1972, Trinity Health System School of Nursing will not tolerate sexual harassment, including sexual violence of students engaged in by school employees, other students, third parties, or vendors. For the purpose of this policy, sexual harassment, including sexual violence must be sufficiently severe, persistent, or pervasive that it adversely affects a student's education or creates a hostile or abusive educational environment. The Sexual Harassment and Sexual Violence Policy is distributed at Orientation each fall and is accessible in the Student Handbook.

Sexual Harassment and Sexual Violence Policy

PURPOSE

The School of Nursing strives to maintain an environment in which all are treated with courtesy, respect, and dignity. The School of Nursing does not discriminate on the basis of race, color, religion, sex, national origin, age, ancestry, or disability in the admission of students, employment of individuals, or in activities conducted by the School in accordance with Title IX of the 1972 Education Amendments, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975. The School will not tolerate conduct by any person, which constitutes sexual harassment, including sexual violence of any student/employee.

In accordance with Title IX of the Education Amendments of 1972, Trinity Health System School of Nursing will not tolerate sexual harassment, including sexual violence of students engaged in by School employees, other students, third parties, or vendors. For the purpose of this policy, sexual harassment, including acts of sexual violence must be sufficiently severe, persistent, or pervasive that it adversely affects a student's education or creates a hostile or abusive educational environment.

DEFINITION

For the purposes of this policy, harassment is defined as slurs or other verbal or physical conduct relating to an individual's race, color, national origin, veteran status, ancestry, religion, disability, age or sex (including unwelcome sexual advances, requests for sexual favors and other verbal, written or physical conduct of a sexual nature) by an employee, student, third party, or vendor.

Acts of harassment can take a variety of forms, ranging from subtle pressure for sexual activity to physical assault or racial or ethnic slurs. Examples of conduct that are defined as harassment include:

- verbal kidding regarding race, sex, age, etc.
- continued or repeated verbal abuse of a sexual nature, including graphic commentaries about a person's body, sexually suggestive objects or pictures in the work area that may offend the person, sexually degrading words to describe the person, or propositions of a sexual nature;
- unwelcome physical contact, such as patting, pinching, touching, or frequent brushing against another person's body;
- threats or insinuations that the person's status or conditions may be adversely affected by not submitting to sexual advances.

In accordance with the U.S. Department of Education's Dear Colleague Letter (April 4, 2011); sexual violence is defined as physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to a victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability.

A number of acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, and sexual coercion. All such acts of sexual violence are forms of sexual harassment.

PROCEDURE

When a student files a complaint or School officials learn of possible sexual harassment discrimination including sexual violence, the School will immediately investigate and take appropriate steps to end the harassment, eliminate the effects, and to prevent the harassment from recurring.

Any student who believes that he or she has been the subject of harassment should submit, in writing, the alleged act as soon as possible to: the Director, School of Nursing, phone – (740) 283-7275 and/or the Coordinator, Student Affairs, Office of Student Affairs, phone – (740) 283-7275. The Title IX Coordinator is the Director of the School of Nursing.

Copies of this policy are given to students at Orientation and are accessible in the Student Handbook.

Obligations under Title IX regarding sexual violence

Once the school knows of possible sexual violence, immediate and appropriate action will be taken to investigate or otherwise determine what occurred. If sexual violence has occurred, prompt and effective steps will be taken to end sexual violence, prevent its recurrence, and address its effects, whether or not the sexual violence is the subject of a criminal investigation. The school will take steps to protect the complainant as necessary, including interim steps taken prior to the final outcome of the investigation. The school will provide a grievance procedure for students to file complaints of sex discrimination including complaints of sexual violence. These procedures will include an equal opportunity for both parties to present witnesses and other evidence and the same appeal rights. The school's grievance procedures will use the preponderance of the evidence standard to resolve complaints of sex discrimination.

Informal Mechanisms for Resolving Sexual Harassment

The complainant can use voluntary informal methods (e.g., mediation) for resolving some types of sexual harassment complaints. However, the complainant has the right to end the informal process at any time and begin the formal stage of the complaint process. In cases involving allegations of sexual assault, mediation is not appropriate.

Formal Grievance Procedures (Complaints of sex discrimination, including sexual harassment or sexual violence)

If an informal acceptable solution cannot be attained, formal Title IX and Section 504 grievance procedures shall commence.

Notice of Outcome

The school will notify both parties in writing of the outcome and/or appeal of the complaint. In accordance with the FERPA regulations, the school will only disclose information pertinent to the alleged sexual harassment or sexual violence. The Clery Act requires that “both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense.”

Disciplinary Process

Any student who, after appropriate investigation, is found to have engaged in harassment of a student will be subject to disciplinary action ranging from written reprimand to dismissal.

Any employee of the School who, after appropriate investigation, is found to have engaged in harassment of a student will be subject to appropriate disciplinary action ranging from oral warning to discharge.

Any incident involving a third party or vendor who, is found to have engaged in harassment of a student will be referred to Trinity Health System for further investigation.

Prevention of Recurring Harassment

The School will take steps to prevent any further harassment and to prevent any retaliation against the student who made the complaint, or against those who were witnesses.

Confidentiality

In the case of a student requesting confidentiality or asks that the complaint not be pursued, the School will inform the student that the request may limit the School’s ability to respond. The School will also tell the student that the School will take steps to prevent retaliation, and if retaliation occurs the School will take strong responsive action. If the student continues to request confidentiality, the School will take reasonable steps to investigate, consistent with that request, as long as doing so does not hinder the School from responding effectively to the harassment.

False Accusations

Given the nature of this type of alleged activity, false accusations of harassment can have serious effects on innocent parties. Students are encouraged to act responsibly in the presentation of complaints. An individual who is found guilty of false accusations will be subject to the School’s disciplinary code.

Education and Prevention

In compliance with Title IX of the Education Amendments of 1972 and Dear Colleague letter from the Office for Civil Rights (OCR) on April 4th 2011, Trinity Health System School of Nursing maintains proactive policies and procedures in the education and prevention of Sexual Harassment and Sexual Violence.

Trinity School of Nursing in conjunction with Trinity Health System Security office distributes Campus Security Disclosures/Sexual Assault Program to all new students, faculty and staff at orientation. These programs and procedures are outlined in the Student Handbook and available to students, faculty and staff in the Trinity Health System Health Science Library. A copy of Know Your Rights from the U.S. department of Education Office for Civil Rights Dear Colleague Letter of April 4th, 2011 is distributed to new students at orientation.

Policies, programs and procedures are annually reviewed at a Faculty Development presentation. In addition, the Security Department receives annual updates regarding policy revisions and/or federal updates. Enrolled students are informed of policies revisions and updates from members of the Student Services/Integrity Committee.

Trinity School of Nursing's primary concern is student safety in all policies including those dealing with Sexual Harassment /Violence. Any rule violation will be addressed separately from the sexual violence allegation, allowing students to report incidents of sexual violence to the appropriate school and law enforcement authorities. **(Refer to the Student Grievance/Appeals Process in the Student Handbook and Catalog/Website)**

Disability Harassment

In accordance with Section 504 of the Rehabilitation Act of 1973 and Title II of the American With Disabilities Act of 1990, which are enforced by the Office of Civil Rights, Trinity Health System School of Nursing will not tolerate disability harassment of any student by other students or school employees. The Disability Harassment Policy is distributed at Orientation each fall and is accessible in the Student Handbook.

Disability Harassment Policy

PURPOSE

The School of Nursing strives to maintain an environment in which all are treated with courtesy, respect, and dignity. The School of Nursing does not discriminate on the basis of race, color, religion, sex, national origin, age, ancestry, or disability in the admission of students, employment of individuals, or in activities conducted by the School in accordance with Title IX of the 1972 Education Amendments, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975. One form of such discrimination is harassment based upon one of the factors above. The School will not tolerate any action by any person, which constitutes harassment of any student/employee.

In accordance with Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title II of the Americans with Disabilities Act of 1990, which are enforced by the Office of Civil Rights, Trinity Health System School of Nursing will not tolerate disability harassment of any student by other students or school employees.

DEFINITION

Disability harassment under Section 504 and Title II is intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the institution. Harassment may take many forms, including verbal acts (name-calling) and non-verbal acts (written statements/conduct that is physically threatening, harmful, or humiliating.)

A student's rights may be violated under the Section 504 and Title II regulations if the harassing conduct is sufficiently severe, persistent, or pervasive so that it creates a hostile environment affecting the student's ability to participate or benefit from the educational program.

PROCEDURE

When a student files a complaint or if School officials learn of possible disability harassment, the School will immediately take the appropriate steps to investigate, eliminate the effects, and to prevent future harassment. Any student who believes he or she has been the victim of disability harassment should submit, in writing, the alleged act to the Coordinator, Student Affairs.

GRIEVANCE

The student who believes he/she has been a victim of disability harassment may file a formal grievance utilizing the Student Grievance/Appeals Process and Title IX and Section 504 Grievance Procedure.

DISCIPLINARY PROCESS

Trinity Health System School of Nursing states that disability harassment is unacceptable, violates federal law, and will result in disciplinary action. The School of Nursing will take prompt and effective action to end the harassment and prevent it from recurring, and remedy the effects on the student who was harassed.

Any student of the School who, after appropriate investigation, is found to have engaged in disability harassment of a student will be subject to disciplinary action ranging from written reprimand to dismissal and referral to the appropriate law enforcement agency (Section II Code of Conduct – Group II no. 11 and Group III no. 5 – Trinity Health System Student Handbook).

Ways to prevent and eliminate disability harassment are as follows:

- Create a campus environment that is aware of disability concerns in programs outside the classroom
- Regularly assess existing policy and procedures and, if appropriate, modify same.

Essential Functions and Abilities of a Nursing Student

Students accepted into this program will need the cognitive ability, emotional stability, and physical endurance to complete the program and practice professional nursing. When determining professional suitability for the practice of professional nursing, the nursing student must be able to do the following: exercise safe judgments based on assessment data, remain visibly calm in emergency situations, interact in a caring manner with others, follow directions, be flexible, and demonstrate honesty, integrity, commitment, cooperation, respect and accountability. The student must not pose a significant risk to the health and safety of himself or others.

The following are essential functions, abilities, and physical requirements for the nursing student:

- **Critical thinking ability** sufficient to collect, analyze, integrate, and generalize information and knowledge to make clinical judgments and management decisions that promote positive patient outcomes. Ability to identify cause/effect relationships and clinical situations, develop nursing care plans, and apply mathematical skills for calculating safe drug dosages
- **Interpersonal ability** sufficient to provide safe care to populations, as well as safety to self. Ability to establish a therapeutic relationship with patients, families, and health care team, maintain a positive relationship with instructors and peers, demonstrate self-control, and accept constructive criticism for professional development.
- **Communications skills** sufficient to speak, comprehend and write (print and cursive) in English at a level that meets the need for accurate, clear effective communication. Ability to explain procedures, initiate health teaching, document and interpret nursing actions and patient/client responses, and complete assignments and exams within specified time frames.
- **Physical abilities** sufficient to perform required patient care activities in a safe and effective manner for the entire length of the clinical experience. Ability to move around in clinical environment, administer cardio-pulmonary procedures, and walk/stand, twist, bend, stoop, kneel, reach, push and pull for extended periods.
- **Gross and fine motor skills** sufficient to provide safe, effective nursing care. Ability to lift up to 50 pounds, turn, reposition/ambulate patients, and manipulate small equipment and containers (i.e. syringes, vials, ampules, and medication packages to administer medications.
- **Auditory ability** sufficient to monitor and assess patient health needs. Ability to hear faint body sounds, auditory alarms and normal speaking level sounds (i.e. blood pressure sounds, monitors, fire alarms, call bells, cries for help and person-to-person report).

- **Visual ability** sufficient to observe and assess patients and their environments. Ability to detect changes in physical appearance, color and contour, read medication labels, syringes, manometers, and written communication accurately.
- **Tactile ability** sufficient to perform physical assessment. Ability to palpate (i.e. pulses, changes in skin temperature, and anatomical abnormalities). and provide therapeutic interventions needed for examinations and procedures.

This description of the essential abilities of the nursing student is meant to include the major areas of responsibility and is not intended to be limited to the above information.

Disclosure of a Disability

After acceptance into the nursing program, a copy of the form "Essential Functions and Abilities of the Nursing Student" is mailed to each new student to review, sign, and return to the School within two weeks of receipt. This information is outlined in the School Catalog/Website/Student Handbook. Disclosure of a disability prior to the program start date will allow the student time for their individual evaluation and submission of the written documentation to the School.

For reasonable accommodations to be considered, it is first necessary for the student to obtain a current (within 5 years) evaluation of the disability from a licensed/certified psychologist (with experience in the disability identified) or if appropriate, a medical doctor. The specific disability and recommendations should be described in the documentation submitted. The "Essential Functions and Abilities of the Nursing Student" serve as a guide for the written recommended accommodations.

Students who disclose a disability and request accommodation after the educational program begins, may experience a delay in the progress of their program until all required documentation is submitted and processed.

Students with Disabilities

In accordance with the Americans with Disabilities Act (1990) the Trinity Health System School of Nursing will provide reasonable accommodations for qualified students with disabilities. The Students with Disabilities Policy is distributed at Orientation and is accessible in the Student Handbook.

Policy on Students with Disabilities

In accordance with the Americans With Disabilities Act (1990), the Trinity Health System School of Nursing has adopted the following policy regarding students with disabilities.

The Americans With Disabilities Act of 1990 was passed in order to prohibit discrimination against qualified people with disabilities. The Act defines a disabled person as someone: a) who has a physical or mental impairment that substantially limits one or more of his or her major life activities; b) who has a record of such impairment; or c) who is regarded as

having such an impairment. A “qualified individual with a disability” is one who, with or without reasonable accommodations or modifications, meets the essential eligibility requirements for participation in the program. The student must be able to meet all requirements for licensure **despite** disability, not **because of** said disability. The Rehabilitation Act does not impose an obligation on educational institutions to lower or substantially modify adopted standards to accommodate a disabled person. (The Act protects the disabled student by providing reasonable accommodations for said student, giving that student the opportunity to succeed.) In addition, the academic standards of the program should not be compromised and no undue burden should be placed upon the institution. IT IS THE RESPONSIBILITY OF THE STUDENT TO DISCLOSE THE DISABILITY. However, the School of Nursing is committed to protecting the privacy rights of students. In general, student records, files or general information are NOT released to anyone other than the student and faculty. Therefore, the student is encouraged to make needs known to his/her individual instructors.*

Examples of disabilities include, but are not limited to:

Physical impairments: orthopedic, visual, speech, and hearing impairments; cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, HIV (symptomatic or asymptomatic), tuberculosis, addictions.

Mental impairments: retardation, organic brain syndrome, psychiatric disorders, learning disabilities.

Examples of a record of such “impairment”: history of psychiatric illness; addiction to drugs or alcohol, physical illness, erroneously diagnosed with a condition.

Examples of “regarded” as having a disability: deformity not affecting function, i.e.: facial, trunk; mild diabetes mellitus, controlled by medication.

The School of Nursing, in defining nursing as a practice discipline with cognitive, sensory, affective, and psychomotor performance requirements, has adopted the Essential Functions and Abilities of a Nursing Student for admission and progression (copies of essential functions list available in the Office of Student Affairs and can be viewed on the school’s website/catalog). Each essential function has some examples of activities listed. These examples are derived from the School’s curriculum objectives and are measured via the clinical appraisal tool. It is the responsibility of the student’s clinical instructor, as well as each academic instructor involved with the student, to monitor students’ ability to perform these essential functions. While admission to, progression in, and graduation from the nursing program is not based on the essential functions, these essential functions are used to assist each student in determining whether there is a need for accommodations or modifications. Once a student is deemed qualified for admission, a copy of the form “Essential Functions and Abilities of the Nursing Student” is mailed to each new student to review, sign, and return to the school within two weeks of receipt. Disclosure of a disability prior to the program start will allow the student time for their individual evaluations and submission of the written documentation to the school. If the student or faculty believes that the student cannot meet one or more of the essential functions without accommodations or modifications, the School will determine, on an individual basis, whether or not the necessary accommodations or modifications can be made reasonably.

“Reasonable accommodations” are accommodations that would: a) not fundamentally alter the nature of the program, and b) not pose an undue burden upon faculty and other students due to the level of supervision needed.

At this time, the school and the student must work together to find reasonable accommodations to insure the student’s success. Faculty will be available to assure appropriate assistance and guidance. If the accommodations are not reasonable, this may be grounds for denial or dismissal. Through such a process, both the student and the School are entering the education contract fairly.

Adapted from:

Southern Regional Education Board (SREB) Council on Collegiate Education for Nursing (Reapproved 2004) The Americans With Disabilities Act: Implications For Nursing Education. On-Line. Retrieved 6/11/10

http://www.sreb.org/page/1390/the_americans_disabilites_act.html.

S’ Ambrose University Nursing Department. Core Performances Standards
Retrieved 6/11/10

<http://web.sau.edu/nursing/coreperformance.htm>

**Clinical agencies in which the student is to practice, must be included as necessary, in the determination of and development of accommodations and modifications. The student must sign a release of information for these agencies. Procedures for accommodation will be reviewed on an annual basis, or as needed, to assure student feedback and the most appropriate assistance for the student.*

Social Networking Policy

Purpose

The purpose of this policy is to provide guidelines to students, faculty, and staff who engage in online social networking. Information published on social media networks that has to do with any aspect of the School/Hospital must comply with Trinity Health System’s Non Disclosure Acknowledgement, HIPPA compliance, and the School of Nursing’s Code of Conduct. This applies to posts/comments on any social networking site.

Philosophy

Trinity Health System School of Nursing maintains that social networking is strictly a personal activity and any participation in such will be consistent with The American Nurses Association’s (ANA) Code of Ethics as well as Trinity Health System’s core values.

- According to the ANA, “nurses have a duty to remain consistent with both their personal and professional values and to accept compromise only to the degrees that it remain an integrity-preserving compromise” (ANA, 2001, p.19).
- Trinity Health System “believes that nursing utilizes judgment and skill in providing service to individuals, families, and society and is guided by

current legal, ethical, and professional standards” (Trinity Health System Strategic Plan, 2011).

Definition

As used in this policy, “social networking” means communicating with others over the Internet for social purposes. This includes, but is not limited to, Facebook, Twitter, LinkedIn, YouTube, MySpace or “blogs”; and can also include media sites that are offered by television networks, newspapers, and magazines.

Guidelines

Please remember that social networking sites are in fact public forums. This means that the information that is posted or shared can be viewed by others. Please keep in mind these guidelines and consider carefully when posting.

1. Posts/comments by students should not reflect Trinity School of Nursing/Hospital in any manner. When posting on any social networking site posts/comments should reflect the personal views of the social networking member only, not Trinity School of Nursing/Hospital. This includes but not limited to, tagging, check-ins or any comments reflecting Trinity School of Nursing/Hospital.
2. Posts/comments should be respectful and in good taste. Negative or unprofessional posts/comments are unacceptable.
3. Posts/comments should never directly or indirectly reflect patients, diagnoses or any content related to patient care or clinical experiences.
4. Photos posted of the social networking member should be tasteful.
5. Photos in which patients are identified or patient privacy and confidentiality are breached are unacceptable.
6. Interaction between current students and faculty/staff is prohibited. Student questions/concerns are only to be addressed in proper, approved channels of communication set forth by the School (office hours, academic advisement) and never through social networking.
7. Students are to refrain from accessing social networking sites during clinical or classroom time/lecture.

Violation of Policy

Trinity School of Nursing/Hospital will not tolerate violations of the social networking policy. All reports of such behavior will be investigated. If activity on a social networking site is considered an infraction of school policy, it will be handled according to the disciplinary process. **Violation of this policy can result in disciplinary action ranging from written reprimand to dismissal from the program.**

Facilities

Facilities of the School of Nursing include a student lounge, classrooms, clinical laboratories, library, exercise facilities, and recreational areas. Spacious classrooms with wireless internet accessibility are located on the ground floor of the Academic Wing. Vending machines are located on the ground floor of the School. An exercise room funded by the Trinity Health System Auxiliary is located adjacent to the gymnasium on the first floor. Membership to Trinity/YMCA is available at the student rate.

A Skills/Assessment Laboratory is located on the first floor of the School complex. The Laboratory consists of 13 spacious practice rooms, two conference areas, lounge, restroom, and storage areas. It is well-equipped with simulators, models, and materials for instruction. The rooms are provisional for group or individual instruction/remediation. The Health Sciences Library, located on the ground floor, contains textbooks, periodicals, and internet and Hospital intranet access computers. Library holdings/resources are supplemented via cooperative endeavors with other educational research and/or clinical facilities. Faculty and administrative offices are located in the academic wing, first, second, and third floors.

The School of Nursing is connected to Trinity Medical Center East. All entrances to, and exits from the School are electronically monitored to ensure student safety. The School of Nursing receptionist is on duty Monday-Friday 7:30 AM to 4:00 PM.

Physical Access for Handicapped Students

The Main and Southwest entrances of Trinity Medical Center East provide access to the hospital and School for the physically handicapped. The southwest entrance provides the most immediate access to the School and parking for the handicapped.

Career Services

Trinity Health System School of Nursing incorporates career service opportunities into the curriculum via a variety of methods. During the final course of the program, *N301 Transition to Professional Practice*, professional growth and accountability are augmented through a preceptorship within Trinity Health System and through classroom seminars. The seminars entail career-focused topics such as educational advancement, resume writing, and job interviewing. Time is allotted for shadowing and/or interviewing with a potential employer.

Trinity Health System recognizes student achievement with a recruitment luncheon at the end of the last course. All students receive job listings offered by Trinity Health System via Meditech, the Hospital's information system. Other career opportunities are posted on the bulletin board adjacent to the Student Lounge. The Employee Tuition Forgiveness Scholarship/Loan Program is a career service opportunity leading to job placement within the Health System.

Laptop Computer Policy

Students are permitted to use laptop computers for note-taking during lecture sessions. The electrical wiring in the classrooms is not designed to support multiple computer usage; therefore, power supply to the laptop computer must be provided by the student's computer battery. A laptop recharging station is available and arranged through the School of Nursing receptionist on a first come, first serve basis.

Food Service

Students are responsible for their meals. Students may purchase meals in any of the School/Hospital food service areas.

Parking

Students are required to park in the following areas, in the following order:

- 1. Back lower lot of the School**
- 2. Lower Level(s) of the garage (4th level and below)**
- 3. NEVER PARK in PATIENT PARKING**

Students should follow specific agency-parking rules for outside clinical experiences.

Smoking Policy

Effective January 1, 2008, all property owned and operated by Trinity Health System is Smoke Free. This policy applies to all smoking products, including, but not limited to cigarettes, cigars, pipes, and herbal tobacco products. Smoking is prohibited in all facilities owned or used by the Health System, including vehicle spaces, parking lots, and garages. This includes inside/outside personal vehicles parked on any Trinity Health System property. Students of Trinity Health System School of Nursing who do not adhere to this policy will face disciplinary action.

Bulletin Boards

The main bulletin boards (in the classroom hall and directly opposite the student's mail-boxes on the ground floor) are used for all important notices. All notices and materials are to be removed by the person posting the notice within one day after it has become ineffective. Notices are to be posted at least the day before they are to become effective. Students are responsible for checking the bulletin boards on a daily basis.

School of Nursing Newsletter

The Triad is posted periodically in various locations throughout the School. Publications consist of text book information and availability, financial aid updates, announcements and class activities.

Building Security

To assure a safe environment for all students, locked external doors are not to be propped open under any circumstances. All entrance and exit doors are electronically monitored. **Emergency exits are only to be utilized during emergencies.**

Mailbox

Each student is assigned a combination mailbox when he/she enters the School. Communications from Faculty or Administration are placed in student mailboxes. Mailboxes are located on the ground floor at the School of Nursing Receptionist's desk and are to **be checked daily**.

Cell Phones/Pagers

Cell phone use is prohibited within designated patient care areas within the School/Hospital complexes. Personal pagers and cellular phones should not be in an audible state during class, clinical, and/or clinical labs. Use of cell phones for the calculator function is strictly prohibited during class, clinicals, labs, or test reviews.

Telephone Availability

One pay phone is located near the Gift Shop on the first floor of Trinity East.

Luncheon Area

A luncheon area located on the basement level is available for student use.

Recreational Facilities and Equipment

The gymnasium is located on the first floor of the School of Nursing. Students are advised to check with the School of Nursing receptionist regarding availability and scheduling of the gymnasium. A recreational area is adjacent to the student lounge for use by nursing students and employees of the School.

Fitness equipment is available for student use and is located adjacent to the gymnasium on the 1st floor.

Student Lounge

The student lounge is located on the ground floor of the School of Nursing. Refreshments are permitted in the lounge.