St. Margaret School of Nursing
UPMC St. Margaret

2012 REGISTERED NURSE PROGRAM
SCHOOL CATALOG
and
STUDENT HANDBOOK

BLAWNOX CAMPUS
MCKEESPORT CAMPUS

For students entering June 2012
Dear Prospective Nursing Student:

We are pleased that you are considering St. Margaret School of Nursing. There are two campuses, the UPMC St. Margaret campus in Blawnox and the campus at UPMC McKeesport. The School of Nursing provides an excellent educational program preparing graduates to become professional nurses (RN).

The program is full-time, 76 instructional-weeks in length. It is recommended that students complete the majority of the required college courses prior to beginning the nursing portion of the program. The college courses of Anatomy and Physiology I, English Composition and Introduction to Psychology must be completed before beginning the nursing program. Please refer to the curriculum plan for full detail. Completion of the nursing program enables graduates to take the licensing examination (NCLEX-RN) to become a registered professional nurse (RN).

The nursing faculty are highly qualified educators with experience teaching nursing students and have excellent academic credentials. Clinical experiences include some of the finest opportunities that the UPMC Health System has to offer. There is an on-going demand for nurses with many excellent job opportunities.

UPMC Health System provides a partial tuition loan forgiveness program to students in the nursing program. The goal of this initiative is to attract qualified students to the nursing program and to retain outstanding graduates for the UPMC Health System. Classes begin in February and June at the UPMC St. Margaret Campus in Blawnox and in June at the UPMC McKeesport Campus. Applications are accepted throughout the year.

We are proud to report a 100% NLCEX-RN pass rate for 2010-11. See full disclosure of our NCLEX-RN pass rates on page 28.

Preadmission testing (PSB, SAT or ACT) must be completed before applying to the school. The cost of the PSB (Psychological Services Bureau) preadmission test is $50.00. The PSB test is offered many times throughout the year. Pre-registration and payment are required two weeks prior to testing dates. All testing and application materials can be downloaded at www.upmc.com/StMargSON.

Thank you for considering St. Margaret School of Nursing. We are celebrating over 100 years of educating nurses – a proud tradition of excellence in nursing education.

Ann D. Ciak, RN, PhD, Director
St. Margaret School of Nursing

Eileen M. Maly, RN, MSN, Assistant Director
St. Margaret School of Nursing
St. Margaret School of Nursing
Registered Nursing Program

UPMC St. Margaret has achieved Magnet™ status, the highest international recognition for nursing excellence and leadership from the American Nurses Credentialing Center (ANCC).
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HISTORICAL HIGHLIGHTS

A Look into Our Past

UPMC St. Margaret was established as an Episcopal Church hospital by the will of John H. Shoenberger, a pioneer iron magnate. In accordance with the terms of Mr. Shoenberger’s will, the hospital was constructed in the Lawrenceville section of Pittsburgh as a memorial to his wife, Margaret Cust Shoenberger.

Hospital operations begin in October 1910 – the same year that the hospital’s school of nursing was founded. The school’s three-year curriculum educated young women in the nursing profession. The first class, which began with five students, had three graduates at its first commencement in 1913. At this time, the students lived in the hospital, but in 1920, a nurse’s residence was completed. It was named Polk Hall in honor of a former School of Nursing director.

For nearly half a century, both the school and the hospital functioned within their original organizational structures and physical plants.

Along with a hospital expansion in the 1950s came a need for more professional nurses. Therefore, the school of nursing also expanded, and a new residence, McClintic Hall, was built. When the school occupied the building in 1957, it provided classroom and dormitory space. To accompany this expansion, faculty size increased to meet the additional student enrollment and advances in nursing education.

In 1959, the school’s name officially changed to the Louise Suydam McClintic School of Nursing of St. Margaret Memorial Hospital, in honor of the late Mrs. McClintic’s interest in and support of the school and hospital.

In 1967, the school made major changes in the educational program and student composition. Included in the course of study were two terms of college courses in addition to the classroom and clinical experience at St. Margaret and other health care agencies.

In 1972, an all-commuter school was established, along with the enrollment of men, individuals seeking mid-life careers and changing careers. In 1980, the hospital relocated to a new 267-bed facility on Freeport Road near Aspinwall.

A 76-week curriculum was initiated in 1987. An initial direct articulation agreement from RN to BSN was established in 1991. Facilitated entry agreements are in place with several area colleges and universities.

In March 1997, St. Margaret merged with the University of Pittsburgh Medical Center. The parent institution for the School of Nursing is UPMC St. Margaret. To achieve an increased enrollment, a second class was added in 2002, and graduations are now held in February and October.

In January 2003, the school moved to a larger building located in Blawnox. At that time, the UPMC St. Margaret School of Practical Nursing was established, its first class entered in April 2003. A branch campus at UPMC McKeesport was established in 2004. The School of Nursing celebrated its 100th year in 2010. In February 2011, the McKeesport Campus graduated the first group of Registered Nursing students educated solely at that campus. As of February 2012, the school has graduated 2,039 students who have pursued their nursing careers throughout the world.

The School of Nursing is accredited by the National League for Nursing Accrediting Commission and approved by the State Board of Nurse Examiners of the Commonwealth of Pennsylvania.
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PHILOSOPHY AND GOALS

Philosophy
The School of Nursing (SON) is an integral part of the Division of Patient Care Services of UPMC St. Margaret. The faculty of the School of Nursing and the students participating in the program support the hospital’s mission of “The Right Care Every Time”. The National League for Nursing (NLN) core values are caring, integrity, diversity, excellence, holism, ethics and patient centeredness. The SON supports and integrates these values through the Quality and Safety Education for Nurses (QSEN) framework. QSEN competencies include patient-centered care, teamwork and collaboration, evidence-based practice, quality improvement, safety, and informatics. The School of Nursing affirms the beliefs of the ANA Code of Ethics. Collectively, these beliefs, values and competencies provide the foundation for student learning.

The faculty of the St. Margaret School of Nursing believe that:

Professional nursing diagnoses and treats human responses to health and illness. Caring is essential to nursing. The nurse provides hope, support and compassion to help the patient achieve desired outcomes. The nurse and patient interact in an atmosphere of mutual respect, ethical behavior, and trust. The nurse respects the inherent dignity and worth of individuals from all cultural backgrounds in various developmental stages throughout the life cycle to deliver holistic, patient-centered care.

Health status affects the individual during the entire life cycle and can be perceived on a health-illness continuum. It is fundamental to achieve an optimal state of wellness by which the individual attains a balanced physical, psychological, intellectual, social, and spiritual status.

Therapeutic nursing interventions are based on evidence-based practice and are intended to meet the health care needs of individuals, families and the community. The nurse promotes optimal health, prevents illness through identification of risk factors, predicts potential complications, manages health problems, and assists the individual to a dignified death.

Education, a continuous process, is a major function in student development. Students of various ages and culturally diverse backgrounds bring previously acquired knowledge and life experiences. Additionally, students have differences relative to aptitude, maturity, motivation, and learning needs. The educational process recognizes previous knowledge and skills and builds on them. Utilizing the NLN Core Values of caring, integrity, diversity, and excellence, the faculty provides an educational environment that offers students the opportunity for stimulation of intellectual and personal growth.

The educational process allows the facilitation of the acquisition of knowledge, skills and attitudes promoting a change in professional behaviors. Motivation, critical thinking, communication, self-direction, and self-evaluation enhance student learning. Learning occurs through a mutually supportive relationship between teacher and student in the achievement of collaborative goals in both the classroom and clinical settings.

Nursing education, in a hospital based diploma program, enables students to have early and ongoing opportunities to care for individuals in a variety of health care environments. The nursing curriculum is based on biological, behavioral sciences, and liberal arts courses. The student integrates critical thinking, interpersonal relationships, and therapeutic nursing interventions through the use of the nursing process. The nursing program facilitates the integration of theory to clinical practice ensuring students are accountable and responsible when planning and implementing nursing care and evaluating patient outcomes.
The faculty utilize evidence-based practice and a variety of teaching strategies to motivate and guide students in their learning, understanding, and provision of health care. Faculty members continue their professional development to update content, maintain clinical and educational competence, demonstrate scholarship, promote nursing educational standards, and role model lifelong learning and community service. The faculty is responsible for continual curriculum review and refinement.

St. Margaret School of Nursing, an integral part of UPMC St. Margaret, supports the organization’s mission which is dedicated to meeting the health care and educational needs of the community in a quality, efficient, and cost effective manner. Patient/family centered care that is developmentally appropriate is provided in a multidisciplinary, caring and compassionate environment. The School assumes its responsibility to the community through the provision of a quality nursing education. Students are provided with a variety of experiences in various health and community agencies. Students participating in educational offerings at both campuses are afforded congruent learning experiences. Faculty and students participate in scholarship and service within the community.

**Goals**

The goals of the School of Nursing are to prepare graduates who:

1. fulfill the role and responsibilities of a professional nurse in providing safe and effective care.
2. possess the knowledge, skills and attitudes necessary to assist in meeting the health care needs of the patient, family and community.
3. enhance the quality of professional nursing practice in collaboration with the health care system.

(IV.A, 05/11)
CURRICULUM OVERVIEW AND OBJECTIVES

Curriculum Overview
The St. Margaret School of Nursing program is 76 instructional weeks in length. It is recommended that students complete the majority of required college courses prior to beginning the nursing portion of the program. Anatomy and Physiology I, Introduction to Psychology, and English Composition must be completed before beginning the nursing program. The college courses may be taken at the college or university of the student’s choice as long as they are equivalent to those required by the School of Nursing.

The first level of the nursing program consists of three sequential basic nursing courses. The remainder of the college courses must be completed in conjunction with the nursing courses as delineated in the curriculum plan. Second-level courses involve more complex and interrelated nursing and/or health problems, which affect individuals of all ages, and concludes with the management course. Psychiatric/Mental Health concepts are integrated throughout each nursing course in the curriculum.

The School of Nursing is fully approved by the:
State Board of Nursing of the Commonwealth of Pennsylvania
P.O. Box 2649
Harrisburg, PA 17105
(717) 783-7142
www.dos.state.pa.us

The School of Nursing is accredited by the:
National League for Nursing Accrediting Commission (NLNAC)
3343 Peachtree Road N.E., Suite 850
Atlanta, GA 30326
(800) 669-1656 Extension 153
www.nlnac.org

Curriculum Objectives
Upon completion of this program the beginning nurse:
1. Coordinates patient-centered care utilizing the nursing process.
2. Adapts professional communication skills to promote teamwork and collaboration with the patient, the family and health care team.
3. Incorporates resources to prevent illness; promote and maintain optimal wellness of individuals, families, and groups in the hospital and community.
4. Integrates professionalism in the development of the professional nursing role through critical thinking, self-direction, responsibility, integrity, safety and accountability.

(VILD, 07/11)
CURRICULUM ORGANIZATIONAL THEME

The **Individual** is a unique whole with basic human needs who is in constant interaction with a changing environment.

**Professional Nursing**
diagnoses and treats human responses to health and illness\(^1\) in individuals of all ages in a variety of settings to achieve an optimal state of wellness or peaceful death through:
- Caring
- Communication
- Critical Thinking
- Cultural Sensitivity / Diversity
- Excellence
- Health Promotion and Maintenance
- Informatics
- Patient-centered Care
- Professionalism / Integrity
- Quality Improvement
- Safety
- Teamwork and Collaboration
- Therapeutic Nursing Interventions

**Health Status**
level of wellness on the health-illness continuum as it exists for the individual.

**Threads**
- Community
- Evidence-Based Practice
- Nursing Process
- Pharmacology

**Outcomes**\(^2\)
- Job Placement
- Performance on Licensure Exam
- Program Completion
- Program Satisfaction

References


(VILA, 12/10)
**MAJOR DEFINITIONS**

**Accountability** – Responsibility for one’s own actions; a sense of duty in performing nursing tasks and activities. The ethical duty to be answerable legally, morally, ethically and/or socially for one’s activities (Cherry, 2011).

**Assessment** – A systematic, dynamic process by which the registered nurse, through interaction with the patient, family, groups, communities, populations, and health care providers, collects and analyzes data. Assessment may include the following dimensions: physical, psychological, socio-cultural, spiritual, cognitive, functional abilities, developmental, economic, and lifestyle (ANA, 2004).

**Caring** – Interaction of the nurse and patient in an atmosphere of mutual respect and trust. In this collaborative environment, the nurse provides hope, support and compassion to help achieve desired outcomes (NCSBN, 2010 NCLEX-RN Test Plan).

**Client** - A synonym for patient; this term is used for testing during the nursing program to mirror the NCLEX test plan. (NCSBN, 2010 NCLEX-RN Test Plan).

**Clinical** – Environments within the school, health care facilities, agencies, and the community utilized to facilitate student learning.

**Community** – People and the relationships that emerge among them as they develop and use in common some agencies and institutions and share a physical environment; a general sense of selflessness, sharing and doing good that comes from working together (Stanhope & Lancaster, 2010).

**Community Health Nursing** – Nursing that focuses on the health of the individual, families, and groups and on how their individual health affects the community as a whole. (Stanhope & Lancaster, 2010)

**Communication** – Verbal and nonverbal interactions between the nurse and the client, the client’s significant others, and the other members of the health care team. Events and activities associated with client care are validated in written and/or electronic records that reflect standards of practice and accountability in the provision of care. (NCSBN, 2010 NCLEX-RN Test Plan).

**Competency** – A principle of professional practice that identifies the expectations required for the safe and effective performance of a task or implementation of a role. (NLN: Hallmarks, 2007).

**Completion/Graduation Rate** – The number of students who complete the program within 150% of the time of the stated program length (NLNAC, 2008).

**Course** – The organized subject matter and related learning activities, including laboratory experiences, planned to achieve specific objectives within a given time period.

**Critical Thinking** – Clinical decision making, the ability to think in a systematic and logical manner with openness to question and reflect on the reasoning process used to ensure safe nursing practice and quality care (Heaslip, 2009).

**Culture** – The person’s valued life patterns and set of meanings; these are sometimes different from the values and meanings of the professional health care system (Potter & Perry, 2009).

**Curriculum** –The educational offerings of an NLNAC approved nursing program, congruent with the philosophy and purposes developed by the faculty and appropriate to post-secondary education in nursing. Course objectives and competencies flow in a logical progression over the length of the program enabling the students to achieve outcome measures and school goals (NLNAC, 2008).

**Curriculum Design** – A curriculum design that reflects an organizing framework which provides the basis for the program planning, implementation, and evaluation; identifies educational objectives; and drives selection of the content, scope, and sequencing of course work (NLNAC, 2008).

**Curriculum Plan** – The sequential course offerings that make up the program of study.

**Developmental Stages** – These provide an understanding of the expected growth and behaviors of each level of maturation that provides the nurse with a framework for promoting the health of individuals (NCLEX Program Reports, 11/3/09)

**Dignified Death** – The final life events that meet the biological, emotional, social, and spiritual needs of the dying patient and family.
**Disease** – A biological or psychosocial disorder of structure or function in a patient, especially one that produces specific signs or symptoms or that affects a specific part of the body, mind, or spirit (ANA, 2004).

**Distance Education** – An educational process in which the majority of instruction occurs when a student and instructor are not in the same place (NLNAC, 2008).

**Diversity** – Attitudes, beliefs, and learned patterns of behavior that are characteristic of a particular societal, racial, or cultural group. Every person has a unique belief and value system shaped in part by his/her cultural environment. An understanding of the health care provider’s cultural identity is needed to effectively provide care. The goal is to improve outcomes of for all individuals/families in the community. Variety within any specified category, e.g., cultural, racial, ethnic, gender, educational and experiential background (NLNAC, 2008).

**Educational Objectives** – Terminal objectives; competencies, behaviors, characteristics of the graduate of the completion of the program of study (NLNAC, 2008).

**Employer Satisfaction** – Adequacy of the program(s) as perceived by graduates and or employers (NLNAC, 2008).

**Ethics** – Involves reflective consideration of personal, societal and professional values, principles and codes that shape nursing practice. Ethical decision making requires applying an inclusive, holistic, systematic process for identifying and synthesizing moral issues in health care and nursing practice, and for acting as moral agents in caring for patients, families, communities, societies, populations, and organizations. Ethics in nursing integrates knowledge with human caring and compassion, while respecting the dignity, self-determination and worth of all persons (National League for Nursing, 2010). Professional values are exemplified in the American Nurses Association (ANA) Code of Ethics for Nurses (ANA, 2001).

**Evaluation** – The process of determining the progress toward attainment of expected outcomes. Outcomes include the effectiveness of care, when addressing one’s practice (ANA, 2004).

**Evidence-based practice** – Integrate best current evidence with clinical expertise and patient/family preferences and values for the delivery of optimal health care (Cronenwett, et al., 2007).

**Excellence** – Creating and implementing transformative strategies with daring ingenuity. A culture of excellence reflects a commitment to continuous growth, improvement, and understanding. It is a culture where transformation is embraced, and the status quo and mediocrity are not tolerated (NLN: Core Values, 2007).

**Family** – A set of relationships that the client identifies as family or as a network of individuals who influence each other’s lives whether or not there are actual biological or legal ties (Potter & Perry, 2009).

**Graduate Registered Nurse** – A graduate of an approved program of professional nursing who is eligible to seek licensure as a registered nurse and to function in a health care environment. The graduate nurse functions within the scope of professional nursing practice. (PA Code Title 49, §21.1, 2010)

**Health** – An experience that is often expressed in terms of wellness and illness and may occur in the presence or absence of disease or injury (ANA, 2004).

**Health-Illness Continuum** – The range of one’s total health. This continuum is constantly changing in relation to the client’s physical, mental, and social being. Wellness and illness are at opposite ends of the continuum with a multitude of ranges in between. This continuum is ever-changing throughout the life span. (NCLEX program reports, 11/3/09)

**Health Promotion and Maintenance** – Activities that are directed at increasing a client’s level of well-being; health promoting behaviors should result in improved health, enhanced functional ability, and better quality of life at all stages of development (Potter & Perry, 2009).

**Holism** – culture of human caring in nursing and health care that affirms the human person as the synergy of unique and complex attributes, values and behaviors, influenced by that individual’s environment, social norms, cultural values, physical characteristics, experiences, religious beliefs and practices, and moral and ethical constructs within the context of a wellness-illness continuum (NLN, 2010).

**Homeostasis** – The physiologic, psychologic and spiritual adaptation process of maintaining stability and constancy of the individual.

**Illness** – A state in which health is diminished or impaired due to the client’s inability to adjust to environmental stimuli. (NCLEX program reports 11/3/09)
Individual – A unique whole with basic human needs who is in constant interaction with its changing environment. Synonymous with man, patient, client.

Informatics – Use information and technology to communicate, manage knowledge, mitigate error, and support decision making (Cronenwett, et al., 2007)

Integrity – Respecting the dignity and moral wholeness of every person without conditions or limitation. A culture of integrity is evident when organizational principles of open communication, ethical decision-making, and humility are encouraged, expected, and demonstrated consistently. Not only is doing the right thing simply how we do business, but our actions reveal our commitment to truth telling and to how we always see ourselves from the perspective of others in a larger community (NLN: Core Values, 2010).

Job Placement Rate – Number of graduates employed in a position for which the program prepared them six to nine months after graduation. Synonymous with employment rate. (NLNAC, 2008)

Knowledge – Information that is synthesized so that relationships are identified and formalized (ANA, 2004).

Leadership – A “complex, multifaceted phenomenon [that involves the elements of] vision, communication skills, change, stewardship, and developing and renewing followers” (Grossman & Valiga, 2009). Tasks assumed by the individual who chooses or agrees to “make a difference in the lives of others and in the directions of groups and Organizations. (Grossman & Valiga, 2009). (NLN: Hallmarks, 2007).

Levels of Curriculum – Progressive stages of achievement reached by students as they progress through the nursing program.

Licensure – Entry into the practice of nursing in the U.S. and member board jurisdictions is regulated by the licensing authorities within each jurisdiction. To ensure public protection, each jurisdiction requires candidates (graduates from an approved nursing program) for licensure to pass an examination that measures the competencies needed to perform safely and effectively as a newly licensed, entry-level registered nurse (RN) (NCSBN, 2010 NCLEX-RN Test Plan).

Licensure Pass Rate – Performance on National Council Licensure Examination (NCLEX) for first-time writers. (NLNAC, 2008)

NLNAC (National League for Nursing Accrediting Commission) – A corporation established in 2001 incorporated as a subsidiary of the National League for Nursing and is a nationally recognized accrediting agency for nursing education (NLNAC, 2008).

Nursing / Professional Nursing – Diagnosis and treatment of human responses to actual or potential health problems. Nursing is the protection, promotion and optimization of health and abilities, prevention of illness and injury, alleviation of suffering through the diagnosis and treatment of human response, and advocacy in the care of individuals, families, communities and populations (PA Code Title 49, §21.1, 2010).

Nursing Diagnosis – A clinical judgment about the patient’s response to actual or potential health conditions or needs. Diagnoses provide a basis for determination of a plan of care to achieve expected outcomes (ANA, 2004)

Nursing Process – A scientific problem-solving approach to client care that includes assessment, analysis, planning, implementation and evaluation (NCBSN, 2010, NCLEX-RN Test Plan).

Organizing Framework – The organizing theme that illustrates a set of concepts derived from the program philosophy that are ordered in a logical and meaningful manner so as to direct the delivering of the curriculum (NLNAC, 2008).

Partnership – An agreement (formal relationship) between a nursing education unit/governing organization and an outside agency to accomplish specific objectives and goals over a period of time (NLNAC, 2008).

Patient – Recipient of nursing practice. The term patient is used to provide consistency and brevity, bearing in mind that other terms, such as client, individual, resident, family, groups, communities, or populations, might be better choices in some instances. When the patient is an individual, the focus is on the health state, problems, or needs of the individual. When the patient is a family or group, the focus is on the health state of the unit as a whole or the reciprocal effects of the individual’s health state on the other members of the unit. When the patient is a community or population, the focus is on personal and environmental health and the health risks of the community or population (ANA, 2004).
**Patient-Centered Care** - Recognize the patient [and/] or designee(s) as the source of control and full partner in providing compassionate and coordinated care based on respect for patient’s preferences, values, needs and developmental stage. (adapted from Cronenwett, et al., 2007). This definition also supports the NLN core value of patient centeredness (2010).

**Patterns of Employment** - Measure of types of positions and employment settings and rates of employment of graduates at six and twelve months after graduation. (NLNAC, 2008)

**Professional Nursing** - the practice of professional nursing means diagnosing and treating human responses to actual or potential health problems through services such as case finding, health teaching, health counseling, and provision of care supportive to or restorative of life and well-being, and executing medical regimes as prescribed. (1) amended Dec. 9, 2002, P.L.1567, No. 206, PA Professional Nurse Law, 2010).

**Program Satisfaction** - Adequacy of the program(s) as perceived by graduates and or employers (NLNAC, 2008).

**Quality Improvement (QI)** - Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems (Cronenwett, et al., 2007)

**QSEN** Quality and Safety Education for Nurses is a project with the goal of meeting “the challenge of preparing future nurses who will have the knowledge, skills and attitudes (KSAs) necessary to continuously improve the quality and safety of the healthcare systems within which they work” (www.qsen.org). QSEN identified the 6 core competencies of patient-centered care, safety, informatics, teamwork & collaboration, evidence-based practice, and quality improvement based upon Institute of Medicine (IOM) recommendations (Cronenwett, et al., 2007)

**Research** – is a systematic investigation – including the development, testing, and/or evaluation – designed to develop or contribute to generalized body of knowledge (Turkel, 2004). The purpose of research is to develop an empirical body of knowledge for a discipline or profession (Burns and Grove, 2007).

**Responsibility** – An obligation arising out of considerations of right or wrong.

**Safety** - Minimizes risk of harm to patients and providers through both system effectiveness and individual performance (Cronenwett, et al., 2007)

**Scholarship** - Activities that facilitate the enhancement of expertise and achievement of program goals. This may include but is not limited to: application of knowledge, teaching, service, practice, and research (NLNAC, 2008).

**Self Direction** – Directed or guided by oneself, especially as an independent agent.

**Service** - Activities performed in the community.

**Spirituality** – A basic or inherent quality in all humans that involves a belief in something greater than self and a faith that positively affirms life.

**Teaching / Learning** – Facilitation of the acquisition of knowledge, skills and attitudes promoting a change in behavior. (NCBSN, 2010 NCLEX-RN Test Plan) Opportunities are provided in an environment conducive to student academic achievement (NLNAC, 2008).

**Teamwork and collaboration** - Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care (Cronenwett, et al., 2007)

**Therapeutic Nursing Interventions** – The nursing activities and skills that promote, maintain, or restore health or transition to death; based on scientific rationale designed to assist individuals, families, groups and communities. These skills are theory-based (and supported by evidence-based practice), guided by the nursing process, and include psychomotor and psychosocial interventions.

**Web-Enhanced Education** – This focus of study incorporates a variety of Web learning activities throughout the curriculum to provide students with a flexible means to augment, prepare for, and consolidate on campus and off campus learning. The internet materials are provided as an adjunct resource. (Creedy, et al, 2007).

**Wellness** – A dynamic state that is altered as clients adjust to environmental stimuli and maintain a state of optimal stability. (NCLEX program reports 11/3/09)

**Please note:** There are certain inconsistencies throughout this document related to word usage and punctuation. In order to provide proper attribution to these definitions, statements have not been altered to fit the overall grammatical style of this document.
References
**CURRICULUM PLAN (FEBRUARY ADMISSION)**

**Required College Courses**

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<tr>
<th>Course</th>
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<td>Anatomy and Physiology I with Laboratory (prerequisite for Basic Nursing I)</td>
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<tr>
<td>Anatomy and Physiology II with Laboratory (prerequisite for Basic Nursing II)</td>
<td>4</td>
</tr>
<tr>
<td>Introduction to Psychology (prerequisite for Basic Nursing I)</td>
<td>3</td>
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<tr>
<td>Nutrition (prerequisite for Basic Nursing II)</td>
<td>3</td>
</tr>
<tr>
<td>Microbiology with Laboratory (prerequisite for Adult Nursing I)</td>
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<tr>
<td>English Composition (prerequisite for Basic Nursing I)</td>
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<tr>
<td>Human Growth and Development (prerequisite for Level II)</td>
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<tr>
<td>Introduction to Sociology (prerequisite for Adult Nursing I)</td>
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**Key:**
15 theory hours = 1 academic unit
45 clinical hours = 1 academic unit

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<td>Spring/Summer Semester</td>
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<td>Fall Semester</td>
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<td>Adult Nursing I</td>
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<td>Spring/Summer Semester</td>
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<td>135</td>
<td>270</td>
</tr>
<tr>
<td>Nursing Care of the Growing Family*</td>
<td></td>
<td>135</td>
<td>270</td>
</tr>
<tr>
<td>Fall Term</td>
<td>8</td>
<td>55</td>
<td>160</td>
</tr>
<tr>
<td>Professional Nursing Responsibilities</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Total RN Program Units    | 74.6  |

* Interchangeable within the level

(VILE, 12/11)
## CURRICULUM PLAN (JUNE ADMISSION)

### Required College Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anatomy and Physiology I with Laboratory (prerequisite for Basic Nursing I)</td>
<td>4</td>
</tr>
<tr>
<td>Anatomy and Physiology II with Laboratory (prerequisite for Basic Nursing II)</td>
<td>4</td>
</tr>
<tr>
<td>Introduction to Psychology (prerequisite for Basic Nursing I)</td>
<td>3</td>
</tr>
<tr>
<td>Nutrition (prerequisite for Basic Nursing II)</td>
<td>3</td>
</tr>
<tr>
<td>Microbiology with Laboratory (prerequisite for Adult Nursing I)</td>
<td>4</td>
</tr>
<tr>
<td>English Composition (prerequisite for Basic Nursing I)</td>
<td>3</td>
</tr>
<tr>
<td>Human Growth and Development (prerequisite for Level II)</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Sociology (prerequisite for Adult Nursing I)</td>
<td>3</td>
</tr>
</tbody>
</table>

### Key:
- 15 theory hours = 1 academic unit
- 45 clinical hours = 1 academic unit

### Level I

#### Spring/Summer Term
- Basic Nursing I
  - Weeks: 8
  - Theory: 88
  - Clinical: 68
  - Units: 7.4

#### Fall Semester
- Basic Nursing II
  - Weeks: 15
  - Theory: 135
  - Clinical: 270
  - Units: 15

#### Winter Semester
- Adult Nursing I
  - Weeks: 15
  - Theory: 135
  - Clinical: 270
  - Units: 15

### Level I

#### Spring/Summer Semester
- Adult Nursing II*
  - Weeks: 15
  - Theory: 135
  - Clinical: 270
  - Units: 15

#### Fall Semester
- Nursing Care of the Growing Family*
  - Weeks: 15
  - Theory: 135
  - Clinical: 270
  - Units: 15

#### Winter Term
- Professional Nursing Responsibilities
  - Weeks: 8
  - Theory: 55
  - Clinical: 160
  - Units: 7.2

#### Total RN Program Units
- 74.6

* Interchangeable within the level

(VII.F. 12/11)
# CURRICULUM PLAN (LPN TO RN ADMISSION)

## Required College Courses

<table>
<thead>
<tr>
<th>Course Description</th>
<th>College Credits</th>
</tr>
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<tbody>
<tr>
<td>Anatomy and Physiology I with Laboratory (prerequisite for Basic Nursing I)</td>
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<tr>
<td>Anatomy and Physiology II with Laboratory (prerequisite for Basic Nursing II)</td>
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<tr>
<td>Introduction to Psychology (prerequisite for Basic Nursing I)</td>
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<tr>
<td>Nutrition (prerequisite for Basic Nursing II)</td>
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<tr>
<td>Microbiology with Laboratory (prerequisite for Adult Nursing I)</td>
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<tr>
<td>English Composition (prerequisite for Basic Nursing I)</td>
<td>3</td>
</tr>
<tr>
<td>Human Growth and Development (prerequisite for Level II)</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Sociology (prerequisite for Adult Nursing I)</td>
<td>3</td>
</tr>
</tbody>
</table>

**Key:**
- 15 theory hours = 1 academic unit
- 45 clinical hours = 1 academic unit

## Level I

<table>
<thead>
<tr>
<th>Course</th>
<th>Weeks</th>
<th>Hours</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Nursing I</td>
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</tr>
<tr>
<td>Basic Nursing II</td>
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<tr>
<td>Adult Nursing I</td>
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<tr>
<td>Winter Term</td>
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</tr>
<tr>
<td>LPN to RN Transition</td>
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<td>4.8</td>
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</table>

## Level I

<table>
<thead>
<tr>
<th>Course</th>
<th>Weeks</th>
<th>Hours</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring/Summer Semester</td>
<td>15</td>
<td>135</td>
<td>270</td>
</tr>
<tr>
<td>Adult Nursing II*</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Fall Semester</td>
<td>15</td>
<td>135</td>
<td>270</td>
</tr>
<tr>
<td>Nursing Care of the Growing Family*</td>
<td></td>
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<td>160</td>
</tr>
<tr>
<td>Professional Nursing Responsibilities</td>
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<td></td>
<td></td>
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<tr>
<td></td>
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<tr>
<td>Total RN Program Units</td>
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<td></td>
<td>42</td>
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</table>

* Interchangeable within the level

(VILG, 09/11)
COLLEGE COURSE DESCRIPTIONS

Policy: The required college courses are an integral part of the School of Nursing curriculum. It is recommended that students complete the majority of required college courses prior to beginning the nursing portion of the program. The college courses may be taken at the college or university of the student’s choice as long as they are equivalent to those required by the School of Nursing.

Anatomy and Physiology I, Introduction to Psychology, and English Composition must be completed before beginning the nursing program. The remainder of the college courses must be completed in conjunction with the nursing courses as delineated in the curriculum plan and as described below in the required college course descriptions.

Procedure: The required college courses and their descriptions are as follows:

**English Composition (3 Credits) Prerequisite for Basic Nursing I**
Effective written composition. This course promotes effective written communication by analyzing and synthesizing ideas to present them in an essay form.

**Psychology (3 Credits) Prerequisite for Basic Nursing I**
Introduction to Psychology, the study of human behavior. This is a course providing the student with an understanding of how the scientific method is applied to the study of human behavior. Topics include the structure and function of the nervous system, foundations of learning, intelligence, social behavior, personality, feeling and emotion, motivation, developmental patterns, and the measurement of behavior.

**Anatomy and Physiology I (4 Credits) Prerequisite for Basic Nursing I**
Normal Anatomy and Physiology with Laboratory. Mammalian Anatomy with Laboratory also meets this requirement. This is a course in systemic human biology. The course stresses normal anatomy and physiology, referring to pathological situations when appropriate. Laboratory investigation is divided equally between anatomical and physiological studies. Content includes: body plan, tissues, integumentary system, skeletal system, articulations, muscular system, nervous system, and the endocrine system.

**Anatomy and Physiology II (4 Credits) Prerequisite for Basic Nursing II**
The continuation of the study of Anatomy and Physiology. Basic Physiology with Laboratory also meets this requirement. A continuation of the study of systemic human biology including the endocrine system, reproductive system, lymphatic system, respiratory system, cardiovascular system, acid-base balance, urinary system, and the digestive system, and is designed to complete the two term requirement in systemic human biology.

**Nutrition (3 Credits) Prerequisite for Basic Nursing II**
Introductory Principles of Nutrition. This is a course that focuses on the major nutrients, including carbohydrates, fats, proteins, vitamins, minerals and water. Throughout the course, practical application of information is emphasized. Special topics addressed include: weight control, eating disorders, and sports nutrition.
**Microbiology** (4 Credits) Prerequisite for Adult Nursing I
Elementary Microbiology with Laboratory.
This course studies the form, function, and environment of microorganisms with emphasis on those which are pathogenic.

**Sociology** (3 Credits) Prerequisite for Adult Nursing I
Introduction to Sociology
This course is an introduction to the science of sociology, including a discussion of sociology, sociological theory and method, culture and personality, human ecology and population, and social organization and disorganization. Social institutions and processes are analyzed and related to current national and world problems.

**Human Growth and Development** (3 Credits) Prerequisite for Level II
Human Growth and Development throughout the life cycle.
This course focuses on the physical, cognitive, emotional, and social development through the life cycle. The critical developmental tasks of the infant, toddler, pre-schooler, child, adolescent, young adult, middle-aged adult, and older adult are studied.

(VILC, 10/11)
NURSING COURSE DESCRIPTIONS

LEVEL I

Basic Nursing I (7.4 Units)
Theory hours 88; Clinical hours 68; Total hours 156.
Prerequisites: Successful completion of Anatomy and Physiology I, Psychology, and English Composition

Basic Nursing I introduces the student to the fundamental concepts of professional nursing practice. Anatomy and Physiology I, Psychology and English Composition provide a basis and are prerequisites for this course. This course focuses on nursing concepts such as mobility, tissue integrity and sensory perception, and how they relate to the identification of patients’ basic needs and the provision of safe nursing care. The history of nursing, spiritual and cultural influences are presented. The QSEN Competencies: patient-centered care, teamwork and collaboration, evidence-based practice, quality improvement, safety, and informatics are introduced in theory and clinical. Students complete a detailed assessment of an older adult in the community. An adult teaching project is completed at an assisted/independent living facility.

Basic Nursing II (15 Units)
Theory hours 135; Clinical hours 270; Total hours 405.
Prerequisites: Successful completion of Anatomy and Physiology II, and Nutrition

Basic Nursing II focuses on the development of knowledge, skills and attitudes as they relate to nursing practice. Anatomy and Physiology II and Nutrition are prerequisites that enable students to understand basic concepts of nursing care. This course integrates the nursing concepts such as bowel and bladder elimination, circulation and perfusion and fluid and electrolyte balance with appropriate clinical skills. Pharmacology, medication administration, and safety comprise a large component of this course. QSEN Competencies are reinforced both academically and on the clinical unit. Stress and coping are introduced through a psychiatric experience with the homeless. Care of the older adult is introduced at a long-term care facility.

Adult Nursing I (15 Units)
Theory hours 135; Clinical hours 270; Total hours 405.
Prerequisites: Successful completion of Microbiology and Sociology

Adult Nursing I focuses on the development of the student's ability to integrate new and previously presented knowledge, skills and attitudes while providing holistic, safe and effective care to adult patients and their families. Successful completion of Microbiology and Sociology prerequisites support the student understanding of acute and chronic health care issues. This course emphasizes the comprehensive care required by patients experiencing medical/surgical and behavioral health alterations. QSEN competencies continue to be integrated academically and clinically as students share accountability for activities directed to the achievement of patient centered goals. Learning opportunities are provided through simulation exercises to reproduce acute patient care scenarios that promote critical thinking while emphasizing patient safety.
LPN to RN Transition Course (4.8 Units)
Theory hours 52; Clinical hours 60; Total hours 112
Prerequisite: Successful completion of all required college courses

LPN to RN Transition provides a bridge for Licensed Practical Nurses to meet specific course/experience requirements to complete the RN Program. The focus is on role transition to professional nursing responsibilities, and the acquisition of skills not authorized for Licensed Practical Nursing practice. Completion of all prerequisite courses affords the student a better understanding of both acute and chronic health care issues. Building on knowledge and skills acquired through LPN training and experience, an emphasis is placed on key concepts incorporating critical thinking, developmentally appropriate care, client teaching, and discharge planning/case management, mental health and community health. QSEN competencies are incorporated in theory and clinical. Learning opportunities are provided through simulation exercises to reproduce acute patient care scenarios that promote critical thinking while emphasizing patient safety.

LEVEL II

All college courses must be successfully completed prior to beginning Level II.

Adult Nursing II (15 Units)
Theory hours 135; Clinical hours 270; Total hours 405.
Sequence is interchangeable with Nursing of the Growing Family

Adult Nursing II focuses on advanced nursing care of the adult experiencing episodes of acute health problems and behavioral health issues that require complex nursing care. Core concepts with complex pathophysiology and treatment modalities of advanced nursing care are integrated to provide care to critically ill patients. Patient-centered care, collaboration with multidisciplinary team members, developmentally appropriate therapeutic nursing interventions, critical thinking, health teaching and community resources are emphasized. QSEN competencies are addressed in the classroom and clinical settings. High fidelity simulation is incorporated to allow students the ability to simulate the provision of standardized care with emphasis on client safety. The effects of life-threatening illness on individuals and their families are discussed throughout the course. End-of-life care and related experience with withdrawal of life-sustaining therapy and organ donation is introduced.

Nursing of the Growing Family (15 Units)
Theory hours 135; Clinical hours 270; Total hours 405.
Sequence is interchangeable with Adult Nursing II

Growing Family introduces students to the care of pediatric, maternal-newborn, and child/adolescent behavioral health patients and their families. Successful completion of Human Growth and Development offers the student a solid background for the course’s focus on the promotion of optimal health and development of the growing family along the health-illness continuum. Specific concepts of nutrition, pharmacology, critical thinking and professional/therapeutic communications are discussed. QSEN competencies are integrated in both the clinical and class room settings. High fidelity simulation is incorporated to allow students the ability to simulate the provision of standardized care with emphasis on client safety. Community activities, cultural sensitivity and multidisciplinary collaboration are supported through observation and participation in the services and care at various inpatient and community clinical facilities.
Professional Nursing Responsibilities (7.2 Units)
Theory hours 55; Clinical hours 160; Total hours 215.
Prerequisite: Successful completion of all previous nursing courses.

Professional Nursing Responsibilities, the final nursing course, prepares the student for assuming the role of the professional nurse. The course focuses on professional leadership, decision-making, organization, time management, current trends in healthcare. Sound clinical judgment and communication are reinforced throughout the course. QSEN competencies are integrated into both theory and clinical practice including preceptor orientation of QSEN values. Content specific to employment, career management, licensure requirements and responsibilities are presented. Clinical experiences provide the student the opportunity to manage nursing care for groups of patients including those who are culturally, ethnically, and socially diverse. Students complete an evidence-based project relating to a nursing topic of their interest. Students choose from a variety of UPMC clinical sites to complete the clinical component of this course.
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ADMISSION CRITERIA, POLICIES AND PROCEDURES

Purpose: To recruit and select well-qualified applicants to the school of nursing and maximize their achievement of success in the nursing program.

Procedure: All qualified applicants will be considered without regard to race, color, religion, ancestry, national origin, age, gender, sexual orientation, or marital, familial, or disability status or status as a Vietnam-era veteran, special disabled veteran or veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized. Reasonable accommodations for the needs of qualified applicants with disabilities will be made upon request. The School of Nursing provides equal opportunity to all qualified applicants and individuals in the student role.

Preadmission testing (PSB, SAT or ACT) must be completed before application is made. The Psychological Service Bureau (PSB) test is offered many times throughout the year. Pre-registration and $50 payment are required two (2) weeks prior to testing dates. Preadmission testing can also include SAT and ACT scores within 5 years of application.

The application fee must be submitted with the complete application packet. Prospective students are encouraged to file their applications as early as possible to ensure placement in the incoming class. The courses: Anatomy and Physiology I with Lab, English Composition, and Introduction to Psychology must be taken prior to beginning to the nursing program.

Applicants who are currently enrolled in these courses may be considered.

The complete application packet consists of: the application, application fee, essay, official high school transcripts in a sealed envelope from the high school, official college transcripts in a sealed envelope from the college, two (2) references each in a sealed envelope, testing results (SAT or ACT) or the PSB test results if taken at any UPMC facility other than St. Margaret School of Nursing. Classes begin every February and June at the Blawnox campus and every June at the McKeesport campus.

Meeting the admission criteria does not guarantee admission to the School of Nursing.

ADMISSION CRITERIA

High School Transcript
Applicants shall have completed work equal to a standard high school course with a minimum of 16 units, including four units of English, three units of Social Studies, two units of Mathematics (one of which is Algebra) and two units of Science with a related laboratory or the equivalent.

1. A general equivalency diploma is acceptable from the state of Pennsylvania. If the GED is from another state or if the applicant is foreign educated, the applicant must submit a Certificate of Preliminary Education, which can be obtained from the Pennsylvania Department of Education.

2. Applicants completing the senior year of high school may be considered. A final high school transcript indicating graduation must be submitted prior to enrollment in the nursing program.
**Prerequisites**

1. **Algebra** must be completed with a minimum grade of C. If Algebra was not taken in high school, it must be taken as a high school equivalent in college. Upon completion of Algebra, an applicant may be considered for admission.

2. College Courses: **Anatomy and Physiology I with lab**, **Introduction to Psychology**, and **English Composition** must be completed with a grade of “C” or above prior to beginning the nursing program. Applicants who are currently enrolled in these courses may be considered.

3. **It is recommended that students complete the majority of required college courses, prior to beginning the nursing program.**

**Pre-Admission Testing**

**Required of all applicants.** The following options are possible: PSB, SAT or ACT. The Psychological Services Bureau (PSB) Nursing School Aptitude Examination (RN) can be scheduled through the schools of nursing. Applicants must score in the 60th percentile or above in verbal, arithmetic, reading comprehension, and natural science. If an applicant fails to achieve these passing scores, they may retake the PSB exam after 60 days. Remediation is recommended prior to re-taking the PSB exam. A candidate may retake the PSB prior to 60 days if formal remediation is completed between the initial test and the retest. Documentation of the remediation must be submitted with the request to retest prior to 60 days.

To learn more about the Nursing School Aptitude Examination (RN) and its various components, visit the Psychological Services Bureau, Inc. at [www.psbtests.com](http://www.psbtests.com).

SAT or ACT scores can be no greater than 5 years old from time of application to the School of Nursing. SAT score requirements are combined scores of 450 verbal and 450 math. ACT score requirements are combined scores in four content areas: English =18, Reading = 21, Math = 22 and Science =24.

**Note:** Licensed Practical Nurse applicants for Advanced Placement to the RN Program are required to take the National League of Nursing (NLN) Nursing Acceleration Challenge Exam (ACE I) Foundations of Nursing with a score of 75% or greater prior to application to the program. Contact the School of Nursing for test dates, application and fees. Testing and application forms are available at the school website: [www.upmc.com/stmargson](http://www.upmc.com/stmargson).

**References**

Two references are required. Letters of reference are to be submitted by current or former employers or individuals professionally acquainted with you and familiar with your academic competencies and goals (not relatives, friends, family physicians, or clergy). At least one of the references should be from a person who can attest to your employment characteristics. References should be sealed in an envelope by the reference provider and returned to you for inclusion in your application packet.

**Required Essay**

After reading the Philosophy of the School of Nursing, please write an essay describing your reasons for selecting the School including experiences that have contributed to your personal growth and influenced your decision to become a nurse. Include this essay with your application. The essay should be approximately 500 words, typed and double spaced.
**College Courses**
Applicants must successfully complete the required college courses with attainment of C grade or better. These courses must be taken at the college or university of the student's choice. The required courses are:

- **Anatomy & Physiology I (prerequisite of Basic Nursing I)** Anatomy with Laboratory meets this requirement
- **Introduction to Psychology (prerequisite of Basic Nursing I)**
- **English Composition (prerequisite of Basic Nursing I)**
- **Anatomy & Physiology II (prerequisite of Basic Nursing II)** Physiology with Laboratory meets this requirement
- **Nutrition (prerequisite of Basic Nursing II)**
- **Microbiology with Laboratory (prerequisite of Adult Nursing I)**
- **Introduction to Sociology (prerequisite of Adult Nursing I)**
- **Human Growth & Development (prerequisite of Level II)**

The following College Science courses must be taken within 7 years prior to the start of the program: Anatomy & Physiology I and II, Microbiology and Nutrition.

**ADMISSION PROCEDURES**

A. The applicant is responsible for submission of a **complete** application packet to the School of Nursing before an applicant's record will be considered. A complete application packet will include the following:
   - Application and non-refundable application fee.
   - Essay
   - Official high school transcript and GED certificate with scores, if applicable. Applicants who have a GED from a state other than Pennsylvania or are foreign educated are required to obtain a Certificate of Preliminary Education (CPE) from the PA Department of Education.
   - Testing results (PSB, SAT, or ACT).
   - Official college transcripts for college courses already completed. Minimum of Anatomy & Physiology I, English Composition and Introduction to Psychology.
   - Two (2) references
   - Official record from another School of Nursing, if applicable.
Forward the completed packet to your campus of choice as listed at the top of the application form.

B. After consideration of an applicant's record, the following actions may be taken:
   - Accept for admission
   - hold for reconsideration based on volume of applicants
   - reject for admission

C. The accepted applicant must notify the School of his/her desire to enroll by completing the Verification of Acceptance Letter that accompanies the notice of acceptance. The acceptance fee will hold the applicant’s place in the desired class. This fee is non-refundable and is applied to the amount of tuition owed.
ADMISSION POLICIES
A. Application to the School of Nursing is open to qualified applicants without regard to race, color, religion, national origin, ancestry, sex, disabilities, sexual orientation or age (40 and over). Reasonable accommodations for the needs of qualified applicants with disabilities will be made upon request. All students must be able to meet the objectives of all required courses in order to complete the program.

B. Courses taken by correspondence or College Level Examination Program (CLEP) for which college credits have been granted may be accepted by the School of Nursing. Acceptance of these courses will be on an individual basis. For CLEP credit, the college must grant credit on the college transcript.

C. All official college transcripts from courses taken prior to beginning the nursing program must be in the School of Nursing office before beginning the program. The only exception is if a course has been completed at a college immediately preceding the nursing program. Then, the official transcript must be in the school office one month after the conclusion of the college course(s).

D. Applicants must be legally able to attend school in the United States.

E. The applicant must disclose if he/she has ever pleaded guilty, been convicted of, accepted ARD, PWV or a similar program, or pleaded nolo contendere (no contest) to any violation other than a summary offense. The applicant will also be asked to disclose whether his/her record has been expunged.

F. The State Board of Nursing requires applicants for licensure to disclose if they have ever been convicted of a misdemeanor; felony; felonious act; an illegal act associated with alcohol; or an illegal act associated with substance abuse. The State Board of Nursing then determines the eligibility of the individual for licensure. (www.dos.state.pa.us/nurse)

G. The Board shall not issue a license or certificate to an applicant who has been:
   Convicted of a felonious act prohibited by the act of April 14, 1972 (P.L. 233, No. 64) known as "The Controlled Substance Drug, Device and Cosmetic Act," or convicted of a felony relating to a controlled substance in a court of law of the United States, or any other state, territory, or country unless:
   1. at least ten (10) years have elapsed from the date of the conviction;
   2. the applicant satisfactorily demonstrates to the Board that he/she has made significant progress in personal rehabilitation since the conviction such that licensure of the applicant should not be expected to create a substantial risk of harm to the health and safety of patients or the public or a substantial risk of further violations; and
   3. The applicant otherwise satisfies the qualifications contained in or authorized by this act.

   Convicted shall include a judgment, an admission of guilt or a plea of nolo contendere.
   A person convicted of any felonious act may be prohibited from licensure by the Board of Nursing at any time.

Advanced Placement Process for Licensed Practical Nurses
Advanced Placement is available to licensed practical nurse applicants who have graduated from a state approved practical nursing program and are currently licensed as a practical nurse in the Commonwealth of Pennsylvania.
To receive Advanced Placement for Licensed Practical Nurses, candidates must:

- Meet basic admission criteria.
- Submit complete application with a non-refundable $50 application fee.
- Meet the minimum requirement of 75% on the NLN ACE-I Foundations of Nursing test. Candidates will then be eligible to make application to the RN Program with advanced placement in the LPN to RN Transition Course. Applicants who are not successful will have the option of applying to the RN Program to begin in Basic Nursing I which begins every February at the Blawnox campus and every June at both the Blawnox and McKeesport campuses.

- Submit two references from the following: your current supervisor and from the Director of your Practical Nursing Program.
- Present evidence of licensure and official transcripts from a state-approved practical nursing program.
- Complete ALL required college courses NO LATER THAN January 1st of the intended year of attendance. Minimum acceptable grade is a C.
- It is recommended that you have acute or long term care experience in the past five (5) years.
- Successfully complete the LPN to RN Transition Course.

**Pre-Admission Orientation**
The student will be notified of a date for the Pre-Admission Orientation. Attendance is required.
Information is provided on tuition, fees, uniforms and books as well as class schedule, course outlines indicating dates and times of required attendance.

**READMISSION**

**Academic Repeat**
Students who must repeat a course due to a “D” theory grade are able to return to the program when the course is next offered. An *Intent to Return Form* must be submitted two months prior to the desired date of readmission, only if there is a time lapse before the course is next offered. The student must return to the program within one (1) year of the date of the “D” grade. This can occur only once during the Nursing Program.

**Voluntary Withdrawal or Leave of Absence**
An *Intent to Return Form* must be submitted two (2) months prior to the desired date of readmission to the program. The student must return to the program within one (1) year of the date of withdrawal or leave of absence.

**Termination or Involuntary Withdrawal**
Students who seek readmission to the nursing program must submit a readmission application and *Release of Academic Record Information* Form. Upon receipt of the application and required narrative, the applicant’s record will be submitted for consideration.

**All students with a time lapse between withdrawal and readmission to the program are required to:**

- Attend a clinical orientation day
- Submit Act 33, 34 and 73 clearances
- Submit proof of current CPR
- Schedule an appointment with Employee Health to update student medical file and complete drug/alcohol screening
Entrance requirements
The following items and requirements must be verified prior to beginning the program:
• In conjunction with the hospital's Drug Free Workplace policy, students are required to participate in Urine Drug Screening. The Work Partners Occupational Health Nurse will conduct this screening prior to enrollment. Photo identification is required of each student. Positive test results will preclude admission to the school.
• Act 33, 34 and 73 clearances are required to be presented on the preadmission day. Admission is contingent upon successful completion of all. If a student does not have all clearances on the date of preadmission orientation their acceptance may be transferred to the next start date.
• A cumulative health record is completed by the student and returned to the Student Health Coordinator. Before beginning the program, the student must have a health examination and complete required laboratory testing. Skin testing and verification of immunizations are required.
• Fees for all health care costs are the responsibility of the student. All students must present proof of health insurance or are required to sign a waiver assuming responsibility for all health care costs they may incur.
• Students are required to show proof of successful completion of CPR. The American Heart Association Basic Life Support (BLS) Course for Health Care Providers with automated external defibrillator (AED) training is required upon start of the program with duration of the certification extending at least one year. The course includes one man, two man, child, infant, and the obstructed airway sequence.
• All students are required to attend a Pre-admission Orientation as scheduled by the School.

Initial Expenses
Students are financially responsible for the cost of required uniforms, textbooks, and other school supplies.

(VLA; 0512)
TRANSFER OF CREDIT

**Policy:** The St. Margaret School of Nursing (program) may accept transfer credit for a course or courses completed in another postsecondary governing organization (college, university, or school of nursing) when comparable in scope and content to coursework that required for the nursing program.

**Procedures:** The required college courses must be taken at an accredited college or university of the student's choice. Students must successfully complete the required college courses with attainment of a grade of C grade or above. The College Science courses: Anatomy & Physiology I and II, Microbiology and the Nutrition course must be taken within 7 years prior to the start of the program.

The School of Nursing transcript includes each of the college courses, the college or university where the course was completed and the grade obtained.

(VIC, 11/11)
EDUCATIONAL EFFECTIVENESS OUTCOMES

Completion Rates for Students

<table>
<thead>
<tr>
<th>Class of Year</th>
<th>Completion Rates</th>
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<tr>
<td>02/2009</td>
<td>76% / 81%</td>
</tr>
<tr>
<td>10/2009</td>
<td>57% / 86%</td>
</tr>
<tr>
<td>02/2010</td>
<td>86% / 97%</td>
</tr>
<tr>
<td>10/2010</td>
<td>68% / 77%</td>
</tr>
<tr>
<td>02/2011</td>
<td>56% / 68%</td>
</tr>
<tr>
<td>10/2011</td>
<td>68% / 81%</td>
</tr>
<tr>
<td>02/2012</td>
<td>65% / 100%</td>
</tr>
</tbody>
</table>

Licensure Exam Results

The percentage of St. Margaret School of Nursing graduates successful on first attempt on the National Council Licensing Examination for registered nurses is as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 2009</td>
<td>96%</td>
</tr>
<tr>
<td>October 2009</td>
<td>100%</td>
</tr>
<tr>
<td>February 2010</td>
<td>94%</td>
</tr>
<tr>
<td>October 2010</td>
<td>100%</td>
</tr>
<tr>
<td>February 2011</td>
<td>100%</td>
</tr>
<tr>
<td>October 2011</td>
<td>95%</td>
</tr>
<tr>
<td>February 2012</td>
<td>100% to date</td>
</tr>
</tbody>
</table>

Job Placement

The percentage of graduates who have found jobs in the nursing field within 6 months of graduation are listed below:

<table>
<thead>
<tr>
<th>Date</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 2009</td>
<td>96%</td>
</tr>
<tr>
<td>October 2009</td>
<td>95%</td>
</tr>
<tr>
<td>February 2010</td>
<td>97%</td>
</tr>
<tr>
<td>October 2010</td>
<td>95%</td>
</tr>
<tr>
<td>February 2011</td>
<td>100%</td>
</tr>
<tr>
<td>October 2011</td>
<td>95%</td>
</tr>
<tr>
<td>February 2012</td>
<td>90% to date</td>
</tr>
</tbody>
</table>

Program Satisfaction

100% of the employers and graduates of the Classes of 2007-10 expressed satisfaction with the nursing program.
# 2012-2013 Tuition/Fees

**Full Time Program (19 months)**

## Level I

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Description</th>
<th>Units</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Basic Nursing I</td>
<td>7.4</td>
<td>$2,220.00</td>
</tr>
<tr>
<td>2</td>
<td>Basic Nursing II</td>
<td>15</td>
<td>$4,500.00</td>
</tr>
<tr>
<td>3</td>
<td>Adult Nursing I</td>
<td>15</td>
<td>$4,500.00</td>
</tr>
</tbody>
</table>

**Total Level I**: $11,220.00

## Level II

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Description</th>
<th>Units</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Nursing of the Growing Family</td>
<td>15</td>
<td>$4,500.00</td>
</tr>
<tr>
<td>2</td>
<td>Adult Nursing II</td>
<td>15</td>
<td>$4,500.00</td>
</tr>
<tr>
<td>3</td>
<td>Professional Nursing Responsibilities</td>
<td>7.2</td>
<td>$2,160.00</td>
</tr>
<tr>
<td></td>
<td>Graduation Fee</td>
<td></td>
<td>$325.00</td>
</tr>
</tbody>
</table>

**Total Level II**: $11,485.00

**Total Program Tuition**: $22,705.00

(Fees subject to change)

Maximum Tuition Loan Forgiveness: $12,380.00
OTHER RELATED COSTS
RN Program
2012-2013

Pre-Entrance
PSB Pre-Admission Testing ........................................ $ 50.00
Application Fee ......................................................... $ 50.00
Non-Refundable Acceptance Fee ................................ $ 100.00

NLN ACE-1 Pre-Admissions Test ................................ $ 50.00
LPN-RN Transition Application Fee ........................... $ 50.00
Non-Refundable Acceptance Fee ................................ $ 100.00

LPN-RN Transition Course Cost .................................. $ 1,080.00

In addition, the student is responsible for the following expenses. These are estimated costs, subject to change:

Uniforms:
First Level ....................................................... $ 350.00
Second Level ...................................................... $ 200.00

Books/Supplies:
First Level ........................................................ $ 600.00
Second Level ...................................................... $ 400.00

PA Child Abuse History Clearance Fee ....................... $ 10.00
PA Criminal Check ................................................. $ 10.00
FBI Fingerprinting Clearance ....................................... $ 36.00

PA Licensure Costs – After Program Completion
NCLEX-RN testing ..................................................... $ 200.00
State Board licensure ................................................ $ 35.00
Temporary Practice Permit ......................................... $ 35.00

Initial Expenses
Students are financially responsible for the cost of required uniforms, textbooks, and other school supplies.

Parking
Parking is at the expense of the student. Each campus has parking specific costs and will be discussed at preadmission day, prior to the start of the program.

(Fees Subject to Change)
SCHOOL REFUND POLICY

Students who withdraw from the School of Nursing during the program may obtain a partial refund at the time of withdrawal. Tuition will be refunded for the enrollment period for which the student was charged, according to the following schedule for a 15-week semester:

100% on or before the first week of classes.
90% by the end of the 2nd week (1st week)*
50% by the end of the 4th week (2nd week)*
25% by the end of the 8th week (4th week)*
0% after the 8th week (4th week)*

*(Weeks in parentheses are applicable to an 8-week term)

Fees will not be refunded. Books and uniforms are the property of the student; no refund may be requested or given for these items.

If you receive financial aid funds, your account may be required to undergo the Title 4 Financial Aid Refund Process.
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TUITION POLICIES

TUITION AND FEES

Tuition and fee payments are due at the beginning of each billing period during the nursing program. Tuition and fee notices are distributed in advance and payable before each term/semester begins, unless other arrangements have been made with the Financial Aid Administrator.

We understand that each student has a unique situation and the Financial Aid Office will work with students on a one-on-one basis regarding payment plans.

Tuition and fee payments that are secured by a Direct Loan, PELL or PHEAA Grant must be in process in order to remain in the school. Once the State and Federal grants and loans are approved, a financial aid award notice is given to each student. **All account balances must be paid in full before the end of each term or you will not sit your final exam.**

*Charges for Repeated Courses*

Students who must repeat courses for any reason will be charged the full tuition for each course repeated. Students with an outstanding balance will not be readmitted to the school until the balance is paid in full.

FINANCIAL AID REFUND POLICY

*Return of Title IV Funds*

The calculation of the Return of Title IV Funds will be done in accordance with the formula written in the Federal Student Financial Aid Handbook as published by the US Department of Education.

When you withdraw during a term/payment period the amount of financial aid that you have earned up to the point of withdrawal is determined by a specific formula. If you received less aid than the amount you earned, you may be eligible to receive additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a pro-rata basis. For example, if you completed 30 percent of your period of enrollment, you earn 30 percent of the assistance you were scheduled to receive. Once you have completed more than 60 percent of the period of enrollment, you have earned all the aid that you were scheduled to receive.

Your financial aid administrator will meet with you to discuss the specifics of your individual case at the time of withdrawal.
**Redistribution**
In the case of tuition refunds on the Return of Title IV Funds, the School will refund in the following order:

1. Federal Stafford Unsubsidized Loan
2. Federal Stafford Subsidized Loan
3. Parent Plus Loan
4. Federal Pell Grant
5. PHEAA Grant
6. To the student

**Financial Aid**
Funds may be available for students who need financial support to continue their education, based on financial need as determined by law. All students who wish to apply for Federal/State financial aid, grants and/or loans, must file a financial aid application, FAFSA. You must apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Our school code is 006551.

**SATISFACTORY ACADEMIC PROGRESS**

It is the policy of UPMC St. Margaret School of Nursing to monitor the academic progress of a student in the educational program.

Incompliance with the RN School’s promotion policies, a student is considered to be making satisfactory academic progress (SAP) if they achieve a grade of “C”, or 75%, each term. SAP is measured at the end of each term.

A student's aid will be terminated with a grade of “D” or less than 75% in any course. At this time the student is also terminated from the educational program.

St. Margaret Schools of Nursing does not offer an appeal of SAP policies.

When a student returns to the Program they are required to repeat the course in which they were not successful at a minimum. When repeating courses, students are not eligible for Financial Aid and will have to pay out of pocket. Financial Aid will be reinstated after successful completion of the failed course.

**FINANCIAL AID APPLICATION FORM**

The Free Application for Federal Student Aid (FAFSA) will be used as a basis for establishing financial need. Factors such as income, assets, liabilities, family size, age of the principal wage earner and number of family members in college are components which will be considered in determining the student’s need by the Department of Education. All students, who wish to apply for Federal/State financial aid, grants and/or loans, must file this form.

Financial aid may be in the form of scholarships, grants, loans, or a combination of these. Financial aid awards are granted for one academic year. The continuation of an award requires a yearly review of the applicant’s need and academic progress. The retention and renewal of financial aid depends primarily upon the continuation of financial need and academic progress.
Financial Aid Credit Hour Application
For financial aid calculation, 15 (fifteen) theory hours are equivalent to one academic unit; 45 (forty-five) clinical hours are equivalent to one (1) academic unit; one (1) academic unit is equivalent to one credit hour.

Financial Aid Loan Default
Students who are in default on a Federal Direct Loan or Federal Stafford Loan, Parents Plus Loan, or Perkins Loan are not eligible for financial aid. In order to be removed from “default” status, the student (or parent) must pay six consecutive monthly on time voluntary payments, or pay off the outstanding loan balance. Then a determination will be made by the U.S. Department of Education to remove the student from “default” status.

Deferment of Loans
Students attending St. Margaret School of Nursing are full-time students and may be eligible for deferments of outstanding student loans. Principal and interest are deferred on a subsidized loan while the student is in school. For an unsubsidized loan, principal is deferred but the interest continues to accrue. However, the interest for an unsubsidized loan may continue to be paid quarterly or it may be capitalized (added to the principal and repaid with the original principal balance). See the Financial Aid Administrator for information on deferring payment on previous loans while enrolled at this school.

TYPES OF AID

Pell Grants
This federal aid program is intended to be the foundation of a financial aid package and may be combined with other forms of aid in order to meet the full costs of education. The amount of a Pell Grant is determined on the basis of the student’s own income and/or his or her family’s financial resources.

PHEAA Grant
This state grant program is available to Pennsylvania resident students enrolled in an undergraduate program of 2 years in length or longer. Eligibility is based upon financial need of the student and/or the student’s family.

William D. Ford Direct Loan Program
U.S. citizens or eligible non-citizen students enrolled in an undergraduate program may apply. Eligibility is based upon financial need of the student and/or the student’s family. Apply online at www.studentloans.gov.

Your loan approval and disclosure notice will list the requested disbursement dates for your loan disbursements. These dates are approximate. When your loan funds are disbursed to the school you will receive an electronic email disbursal notice, which also makes you aware of your rights and responsibilities.

Subsidized Direct Loan
The federal government pays the interest while the student is enrolled in the school; the student pays the interest and principal beginning 6 months after ceasing to be a student.

Unsubsidized Direct Loan
The student is responsible for the interest from the date the loan is disbursed. The principal repayment period begins 6 months after ceasing to be a student.
**Federal PLUS Program Loans**

Parent Loans for Undergraduate Students (PLUS) program are loans designed to assist the dependent student. The parents can secure a loan up to the difference between educational costs and other financial aid. The parents pay interest from the time the loan disbursements are made; and they begin principal repayment within 60 days from the final loan disbursement. Apply online at [www.studentloans.gov](http://www.studentloans.gov).

**Scholarship Funds**

The St. Margaret Foundation administers a variety of awards for St. Margaret School of Nursing Blawnox Campus. The Jean Hoover Award is given to the RN student who at the conclusion of Level I best exemplifies excellence in providing nursing care. The Mary Ann Bebenek Fund offers financial assistance to students with special circumstances. The Woman’s Auxiliary Board of the St. Margaret Foundation provides support to the School of Nursing.

The McKeesport Hospital Foundation administers a variety of awards for St. Margaret School of Nursing McKeesport Campus. The Virginia Carpenter Shaw Memorial Nursing Scholarship is intended to encourage students to pursue a career in nursing. The Walter Carlyle Shaw Memorial Nursing Scholarship is intended to encourage current UPMC McKeesport Hospital employees to pursue a career in nursing, or to assist current Licensed Practical Nurses to become Registered Nurses.

Various community organizations also offer scholarship aid to eligible students. The Southern Club of Pittsburgh offers scholarships to all students, along with the Maude Brooks Cutler Award, which is awarded to a Level II RN student. The Henry Fitch Scholarship administered through The Pittsburgh Foundation offers awards to qualified minority students.

The Financial Aid Administrator through the use of an electronic financial aid bulletin board will make you aware of scholarship availability as it arises.

**Other Funding Sources**

The School participates in programs administered under the Workforce Investment Act (WIA), the Department of Veteran Affairs Montgomery GI Bill, Occupational Vocational Rehabilitation (OVR) and the Department of Public Welfare. The Financial Aid Office coordinates verification of attendance, if required for funding.

**Tuition Loan Forgiveness Program**

Students qualified to participate in the Tuition Loan Forgiveness Program have the option of financing a portion of their education through this process. Qualified is defined as being accepted to the program, FBI Fingerprinting is clear* and eligible for hire/re-hire as a UPMC employee. (* A corporate committee may evaluate eligibility).

Students (hereafter referred to as “Borrower”) are required to pay $5,000 (full time) or $2,500 (part-time) per year. Federal and state grant monies will be used to offset required tuition payments. Federal and state grant monies in excess of $5,000 (full time) or $2,500 (part time), per year, will be applied to reduce the balance of the loan. Borrowers who are entitled to benefits under the UPMC Tuition Assistance Program for Staff Members or Dependents of Staff Members may use these funds to offset required tuition payments. Additionally, the total amount of the loan will be reduced by the value of any approved transfer credits accepted by the School.
Borrowers participating in the Tuition Loan Forgiveness Program are required to work for UPMC as a full time registered nurse in a direct clinical care position for at least two continuous years immediately following graduation from the School. Starting with the first paycheck and concluding with the 52nd paycheck, federal taxes will be withheld from after tax earnings. This withholding is to cover the tax liability on the loan amount when the loan is forgiven. When the Borrower has completed his/her work commitment, the entire amount of the loan (principal and interest) is forgiven. If the Borrower defaults, the entire amount of the loan (principal and interest) is due and payable immediately along with a $400 fee. The outstanding loan balance will be offset by the tax withholding balance as well as any paid time off balance. Interest will begin to accrue as of the date of default or the date of graduation whichever occurs first and will be compounded annually. No partial credit is awarded for employment terms of less than two years.

Borrower may be considered in default if any one of the following conditions is met:

1. Borrower is convicted of a criminal offense or child abuse offense while a student at the school.
2. Borrower fails to remain a student in good standing (“In good standing” means that Borrower abides by all School policies and meets all academic standards). 
3. Borrower withdraws from the school for any approved reason and fails to return to the School within one year of the date of the withdrawal.
4. Borrower does not receive and accept full time employment with UPMC as a registered nurse within three (3) months following graduation from the School.
5. Borrower is denied employment with UPMC as a registered nurse because Borrower fails to pass the pre-employment screening process.
6. Borrower resigns, reduces working hours to less than full-time or is discharged from full-time employment with UPMC before the full two (2) year work commitment as a registered nurse is fulfilled.

If the Borrower fails a single nursing or non-nursing course taken at the institution, he/she is no longer eligible to continue in the Tuition Loan Forgiveness Program and is considered to be in default. In the event the Borrower is re-admitted to the School (after failing one course), he/she must find alternative funding sources to finance the remainder of the program. After completion of the program, the Borrower is required to work for UPMC as a full time registered nurse in a direct clinical care position for at least two continuous years regardless of the amount borrowed under this program.

If the Borrower defaults by being dismissed or permanently withdrawing from the School, the principal amount of the loan will be reduced by the amount of any tuition refund the student would have been entitled to under the School’s usual refund policies.

If Borrower’s full time employment as a registered nurse at UPMC is eliminated due to a workforce reduction or closure of a facility, Borrower has three (3) months to secure full-time employment at UPMC. If the Borrower is unable to secure full-time employment within that time frame, the amount of the loan (principal and interest) will be pro-rated and forgiven in proportion to the amount of commitment they have fulfilled.

Students choosing to participate in the Tuition Loan Forgiveness Program must sign both the Terms of Agreement and the Promissory Note.

(TFLoan, 01/12)
DRUG FREE CAMPUS / WORKPLACE

Policy: The School of Nursing of UPMC St. Margaret is a drug-free workplace, as defined under the Drug-Free Workplace Act of 1988 (Public Law 101-690). The Drug-Free Schools and Communities Act (Public Law 101-226) requires schools that participate in any Student Financial Aid (SFA) Program must have a drug and alcohol abuse prevention program in place for its students and employees.

This statute further specifies the content that must be included in the program, and possible legal sanctions for failure to comply. The program is required to provide, at a minimum -

a) An annual distribution, in writing, to each student (regardless of length of student's program of study) and employees of . . .
   1) Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of drugs and alcohol by students and employees on its property or as a part of the school's activities;
   2) A description of the applicable legal sanctions under local, State, and federal law for unlawful possession, use, or distribution of illicit drugs and alcohol;
   3) A description of any drug and alcohol counseling, treatment, or rehabilitation programs available to students and employees;
   4) A description of the health risks associated with the use of illicit drugs and alcohol;
   5) A clear statement that the school will impose sanctions on students and employees (consistent with local, state, and federal law) and a description of these sanctions, up to and including expulsion or termination of employment, and referral for prosecution of the standards of conduct.

b) A biennial review by the school of its program to determine its effectiveness, implement needed changes, and ensure that disciplinary sanctions are consistently enforced.

Procedure: The St. Margaret Schools of Nursing are drug-free campuses. UPMC St. Margaret / UPMC McKeesport are drug-free workplaces. The sale or use of illegal drugs and/or alcohol on school or hospital property is strictly prohibited and can result in termination from the Schools of Nursing. The responsibility for patient safety is paramount, and safe patient care is each student's responsibility.

Students who exhibit unusual or bizarre behavior that may result from illegal drug or alcohol use will be counseled. Referrals to community support agencies and to the Student Counseling Program will be made as appropriate. In order to continue in the nursing program, the student must maintain an acceptable level of performance that is consistently safe.

Students have the responsibility not to engage in conduct that damages or tends to damage the client and patient relationships, public image and/or reputation of the Schools of Nursing and the Hospital. Certain behaviors and events do cause or risk causing such damage. These include being charged with or indicted for or convicted of violating Criminal Drug Laws, and driving while intoxicated. Therefore: Students who are charged, indicted or convicted (i) under any Criminal Drug Law or (ii) under any law prohibiting driving while intoxicated must notify the Director /Assistant Director of the Schools of Nursing, of such charge, indictment, or conviction within five (5) days of the event, will be subject to disciplinary action, up to and including termination.

Students must comply with all other aspects of the Hospital's Drug Free Workplace Policy.

(XII.R, 02/12)
CAMPUS SECURITY

Campus Crime Statistics – Blawnox Campus
The Campus Security Program at UPMC St. Margaret includes the Fire Safety/Crime Prevention presentation by the UPMC St. Margaret Safety Manager. In compliance with the Crime Awareness and Campus Security Act of 1990, the Higher Education Amendments of 1992, and Campus Security regulations of 1994, the UPMC St. Margaret Security Department maintains statistics related to crimes and provides an annual security report. There is a crime log available for review at the hospital Security Office.

The following is a summary of the annual Campus Security Reports:

<table>
<thead>
<tr>
<th>Criminal Offense</th>
<th>2011</th>
<th>2010</th>
<th>2009</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses (forcible and non forcible)</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Burglary</td>
<td>1</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Liquor Law Violations</td>
<td>0</td>
<td>0</td>
<td>6</td>
</tr>
<tr>
<td>Drug-Related Violations</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Weapons Possession</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

(3/07; 5/10; 05/11; 02/12)

Campus Crime Statistics – McKeesport Campus

The following is a summary of the annual Campus Security Reports:

<table>
<thead>
<tr>
<th>Criminal Offense</th>
<th>2011</th>
<th>2010</th>
<th>2009</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses (forcible and non forcible)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
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<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>0</td>
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<td>Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Liquor Law Violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Drug-Related Violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Weapons Possession</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

(03/07; 02/10; 05/10; 02/12)

“Prejudice” crimes of forcible and non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, manslaughter, arson, and other crimes that involve bodily injury that show evidence of prejudice based on race, gender, religion, sexual orientation, ethnicity, or disability.
FINANCIAL AID DISCLOSURE

**Loan Repayment and Default**
Students are required to participate in online Entrance and Exit Counseling regarding loan repayment and default upon entrance into and exit from the nursing program. They are informed of their obligation to repay their loan(s).

Upon departure from the School, each student is given a listing of the total loan amounts owed and an approximate monthly payment amount. They are informed that it is very important they keep in close contact with their lender in order to maintain a good credit history. They are also informed that they should contact their lender if they wish to consolidate loans or if they have a change of address. Upon completion of the exit counseling session, the student is encouraged to see the Financial Aid Administrator with any questions.

The Financial Aid Administrator monitors loan repayment via notices of late and/or no payments, as distributed by American Education Services. The graduate or withdrawn student receives a letter from the Financial Aid Officer upon notification of his/her current loan status. Favorable results are reflected for the School in the statistics listed below, as published by the U.S. Department of Education in the most recent Official Cohort Default Rate Reports:

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Cohort Default Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009</td>
<td>1.5%</td>
</tr>
<tr>
<td>2008</td>
<td>5.0%</td>
</tr>
<tr>
<td>2007</td>
<td>4.2%</td>
</tr>
<tr>
<td>2006</td>
<td>1.3%</td>
</tr>
<tr>
<td>2005</td>
<td>3.6%</td>
</tr>
<tr>
<td>2004</td>
<td>2.7%</td>
</tr>
<tr>
<td>2003</td>
<td>4.6%</td>
</tr>
</tbody>
</table>

(TW, 5/12)
Licensure by the Pennsylvania State Board of Nursing

To be licensed as a registered professional nurse, the individual must be eligible for licensure. This includes:

- Completion of an approved nursing program
- Must successfully passing the NCLEX-RN licensure examination
- Meet state requirements
  - Eligibility for licensure
  - Mental and physical requirements
  - Prior legal convictions, esp. drug related

So that you are adequately informed, the following information from the PA State Board of Nursing is listed below to inform you about licensure requirements in the Commonwealth of Pennsylvania.

***

The State Board of Nursing may refuse, suspend or revoke any license in any case where the Board shall find that the applicant:

- Has been convicted or has pleaded guilty or entered a plea of nolo contendere or has been found guilty by a judge or jury of a felony or a crime of moral turpitude, or has received probation without verdict, disposition in lieu of trial or an Accelerated Rehabilitative Disposition in the disposition of felony charges, in the courts of this Commonwealth, the United States, or any other state, territory or country;
- Has committed fraud or deceit in securing his or her admission to the practice of nursing or to nursing school;
- Is unable to practice professional nursing with reasonable skill and safety to patients by reason of mental or physical illness or condition or physiological or psychological dependence upon alcohol, hallucinogenic or narcotic drugs or other drugs, which tend to impair judgment or coordination, so long as such dependence shall continue.

For a complete list of reasons why the Board may refuse a professional nursing license to an applicant, please see Section 14 of the Professional Nursing Law, 63 P.S. §224.

Criminal Record Check, Child Abuse History Clearance, and FBI Fingerprint Clearance

A criminal record check, Child Abuse History Clearance, and FBI Fingerprint Clearance are required. Admission is contingent upon successful completion of these. Completion, without legal restriction, is required for matriculation and progression in the program. All costs associated with the required clearances are the responsibility of the student.

Educational Facilities

St. Margaret School of Nursing has two campuses. The Blawnox campus is located 1.8 miles from UPMC St. Margaret. The UPMC McKeesport Campus is located on the fourth floor of the Kelly Building at UPMC McKeesport Hospital. Each Campus has classrooms, conference rooms, a demonstration learning laboratory, faculty offices and a computer center.

Students are responsible for their own expenses to and from cooperating agencies and community activities. Instructors in a course will determine whether street clothes, laboratory coats, or uniforms will be worn. Students are expected to adhere to the rules and regulations of each cooperating agency.
LIBRARY AND COMPUTER RESOURCES

**UPMC St. Margaret**
The Paul Titus Memorial Health Sciences Library at UPMC St. Margaret is available to students. The Library, under the supervision of a professional librarian, provides students with a broad selection of current reference books, indexes, professional journals, and pamphlets; computer resources are also available. The library, which is located on the first floor, is open Monday through Friday from 8:00 am to 4:30 pm. It is available to students on a 24-hour basis with key pad. Students receive a comprehensive library orientation so they can be independent in using the library's resources.

The School of Nursing Computer Labs at the Blawnox Campus are equipped with personal computers and printers. Many software programs covering various nursing topics are available. The purpose of the computer lab is to enhance and augment classroom and clinical instruction. Students use the computer resources for independent study, NCLEX-RN preparation, instructor-assigned projects, and word processing. The hours of operation are Monday through Friday from 7:30 am to 3:00 pm. Many of the assigned computer programs are also available in the Health Sciences Library on a 24-hour per day 7 days per week basis.

**UPMC McKeesport**
The Health Services Library of UPMC McKeesport is located on the 2nd floor of the Kelly Building near the Auditorium. The Library’s Mission is to provide timely, current and comprehensive information to enhance the quality of patient care. This is achieved in part by supporting and enhancing all education programs offered by UPMC McKeesport, including the School of Practical Nursing.

The Library is staffed Monday through Friday by the Manager of the Health Services Library during regular daylight hours, generally 8:00 am to 4:00 pm. 24-hour library access for authorized persons (physicians, residents, nursing students and others by request) is available by ID badge entry. The Librarian can be contacted in person, via fax, e-mail or phone.

The McKeesport Campus Computer Learning Center is located in the School building, 4 Kelly. The Center is equipped with personal computers and a printer. Its purpose is to enhance and augment classroom and clinical instruction. Students use the resources for independent study, NCLEX-RN preparation, instructor-assigned projects, academic and clinical enrichment, internet access, HSLS access, and word processing.

The Computer Learning Center is open Monday through Friday from 7:30 am to 3:00 pm. Students may use the Center at their convenience during the hours of operation. Computer assistance is available from the faculty or staff when possible. The Information Systems Department provides technical support. There is a computer usage schedule. Students who have signed up to use the Computer Center will be given priority for usage. Courses assigned computer time take precedence over other student usage and are reflected in the schedule posted in the Computer Center. During school breaks, students need to schedule for individual computer usage. Software programs may also be accessed on the computers located in the Health Sciences Library 24-hours per day, seven days per week.
STUDENT SERVICES INFORMATION

Religious Affiliations
The school is nonsectarian. There is a chapel located at both UPMC St. Margaret and UPMC McKeesport. Various places of worship are located in the Blawnox and McKeesport communities.

Student Organizations
The goal of Student Government Association at St. Margaret School of Nursing is to assure that students are actively involved in the academic and social activities of the school and therefore have a voice to participate in the governance process. All students are members of the Student Government Association.

Students are encouraged to join The National Student Nurses’ Association (NSNA). Membership in the national organization also includes membership in the Student Nurse Association of Pennsylvania (SNAP) which is the statewide organization. This is the student’s professional connection to nursing, uniting our students with nursing students from other schools and professionals who share a vision and who are shaping the future of nursing. Membership advantages include study tools, reduces rates on products, services and health insurance, leadership opportunities and scholarships.

Professional Liability Insurance
Students are covered for professional liability/malpractice insurance under the hospital's policy.

CPR Verification/Reverification
Completion of Cardiopulmonary Resuscitation (CPR) with Automated External Defibrillator (AED) is required of all students prior to the beginning of the program. Recertification is required before beginning Level II of the RN Program. Students must complete the American Heart Association Basic Life Support (BLS) course for Healthcare Providers and the Automated External Defibrillator (AED) training.

Student Employment
The school assumes no responsibility for student employment. A student may on his/her own time seek employment. If a student works, part-time employment is recommended. If employed as a nursing aide or other health care provider, a student may not wear the school uniform. The student is under the complete responsibility of his/her employer. A student may determine his/her working hours, but these must not conflict with class and clinical laboratory hours.

After completion of the course Basic Nursing II, the student is eligible for the Certified Nurse Aide Examination offered by the Commonwealth of Pennsylvania. The individual student must schedule this testing with the American Red Cross and the student is responsible for the testing fee.

Student Rights and Responsibilities
As a consumer of nursing education, the student has certain rights and responsibilities. Student Rights and Responsibilities are listed in the Student Handbook. A student formal complaint process using due process is provided for academic and non-academic problems.

Health Program
The health program for students provides the opportunity to promote and maintain student health. Each student is expected to assume the responsibility of maintaining high standards of physical and mental health necessary to meet the demands of the program. Students are responsible for their own individual health
insurance coverage and assume the cost for their own health care. Each student is encouraged to provide for his or her own health care through selection of a primary care physician/health provider.

Services are provided to students through UPMC Employee Health. It specifically provides for:
1. Health counseling as it relates to the services provided by UPMC Employee Health.
2. Maintaining the student's cumulative health records.
3. TB skin testing at entrance and between the two academic years of the RN Program.
4. Admission physical screening and immunization up-date for each student.

**Counseling and Guidance Program**
The counseling and guidance program is designed to assist students to understand their abilities, to self-direct and self-evaluate, to discuss preventative measures before critical problems arise, and for the enhancement of professional growth. Guidance is offered when the individual first contacts the school and continues throughout the educational program. During orientation, the student will be provided with an explanation of all aspects of the counseling and guidance program. All students have access to the Student Counseling Program provided by UPMC, LifeSolutions.

**Food Service**
A cafeteria is available at both UPMC St. Margaret and UPMC McKeesport; meals are available to students at their own cost.

**Commuter School**
(See “Educational Facilities”)

**Alumni Organization**
The RN graduates are encouraged to become members of the St. Margaret Hospital Nurses Alumni Association after graduation.
COOPERATING AGENCIES

Major Clinical Facilities
- UPMC St. Margaret
- UPMC McKeesport
- UPMC Passavant
- UPMC Presbyterian - Shadyside
- Child’s Way
- Children’s Hospital of Pittsburgh of UPMC
- Magee-Womens Hospital of UPMC
- Seneca Place
- Western Psychiatric Institute and Clinic

Community Agencies
- Children’s Institute of Pittsburgh
- HealthSouth Harmarville
- Interim Home Health
- UPMC/Jefferson Regional Home Health

Community Resources
- Alcoholics Anonymous
- American Cancer Society
- Center for Organ Recovery
- Cumberland Crossing Assisted Living
- Hampton Fields Independent Living
- The Intersection
- Light of Life Ministries
- Seneca Hills Village
- The Peter M. Winter Institute for Simulation, Education, and Research (WISER)

Articulation Agreement (RN/BSN)
- Chatham University
- LaRoche College
- Slippery Rock University
- Waynesburg University

Facilitated Entry Agreement (RN/BSN)
- The Pennsylvania State University

Approved by
- The State Board of Nurse Examiners of the Commonwealth of Pennsylvania
  - P.O. Box 2649
  - Harrisburg, PA 17105-2649
  - (717) 783-7142
  - E-mail: st-nurse@state.pa.us
  - www.dos.state.pa.us

Accredited by
- National League for Nursing Accrediting Commission (NLNAC)
  - 3343 Peachtree Road N.E.
  - Suite 850
  - Atlanta, GA 30326
  - (800) 669-1656 Extension 153
  - www.nlnac.org

Approved
- Workforce Investment Act (WIA):
  - Allegheny County Department of Human Services
  - Pittsburgh Partnership, City of Pittsburgh
  - Westmoreland-Fayette Workforce Investment Board
  - Tri County Workforce Investment Board (Butler, Armstrong, & Indiana)
- Occupational Vocational Rehabilitation (OVR)
- Montgomery GI Bill

The School of Nursing reserve the right to make changes without notice in the calendar, courses, activities, policies, procedures, regulations, and fees.
RN PROGRAM ADMINISTRATION, FACULTY AND STAFF
Blawnox Campus

UPMC Schools of Nursing
Linda Kmetz, PhD, RN, Executive Director UPMC Schools of Nursing

Administration – UPMC St. Margaret
Teresa Petrick, President and Chief Executive Officer
Mary Barkhymer, MSN, RN, CNOR, Vice President, Patient Care Services/Chief Nursing Officer
Colleen Sunday, MSN, RN, Clinical Director, Professional Development

School Faculty

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Education</th>
<th>Affiliation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ann D. Ciak, RN, Director</td>
<td></td>
<td>BSN, MN,</td>
<td>Pennsylvania State University, University of Pittsfield, PhD, University of Pittsburgh</td>
</tr>
<tr>
<td>Deborah Beer, RN, CNE, Instructor</td>
<td></td>
<td>BSN, Carlow University, MSN, University of Pittsburgh</td>
<td></td>
</tr>
<tr>
<td>Gina DeFalco, RN, Instructor</td>
<td></td>
<td>ADN, BSN,</td>
<td>Community College of Allegheny County, LaRoche College, LaRoche College</td>
</tr>
<tr>
<td>Mary Dee Fisher, RN, CPN, Instructor</td>
<td></td>
<td>ADN, BSN,</td>
<td>Community College of Allegheny County, LaRoche College, University of Pittsburgh</td>
</tr>
<tr>
<td>Donna J. Gardner, RN, CNE, Instructor</td>
<td></td>
<td>BSN, MSN,</td>
<td>University of Pittsburgh, Carlow College, University of Pittsburgh</td>
</tr>
<tr>
<td>Geraldine M. Gasparella, RN, Instructor</td>
<td></td>
<td>BSN, MSN,</td>
<td>University of Pittsburgh, LaRoche College, University of Pittsburgh</td>
</tr>
<tr>
<td>Susan Greenhill, RN, Instructor</td>
<td></td>
<td>Diploma,</td>
<td>McClintic St. Margaret School of Nursing, Slippery Rock University</td>
</tr>
<tr>
<td>Marie E. Langdon, RN-BC, Instructor</td>
<td></td>
<td>BSN, MSN,</td>
<td>Edinboro University, University of Pittsburgh</td>
</tr>
<tr>
<td>Patricia Nocleg, RN, Instructor</td>
<td></td>
<td>BSN, MSN,</td>
<td>University of Pittsburgh</td>
</tr>
<tr>
<td>Janey A. Roach, RN, ONC, Instructor</td>
<td></td>
<td>BSN, MSN,</td>
<td>Kent State University, University of Pittsburgh</td>
</tr>
<tr>
<td>Jody Semmelroth, RN, Instructor</td>
<td></td>
<td>RN, BSN,</td>
<td>Butler County Community College, Middle Tennessee State University</td>
</tr>
<tr>
<td>Kimberley Conley, RN, CRNP, Instructor</td>
<td></td>
<td>MSN, BSN,</td>
<td>University of Pittsburgh, Middle Tennessee State University</td>
</tr>
</tbody>
</table>

Casual Faculty

Kimberley Conley, RN, CRNP, Instructor
Annice Heintz, RN, Instructor
Helen Vankova, RN, Instructor

Financial Aid Administrator
Tracey Wassel
BA, Point Park College

Lori Skwirut, Sr. Administrative Assistant /Registrar
Carol Hillwig, Administrative Assistant

Health Sciences Library
Amy Haugh, Director
Medical Library Services
BA, Grove City College
MLS, University of Pittsburgh
RN PROGRAM ADMINISTRATION, FACULTY AND STAFF
McKeesport Campus

UPMC Schools of Nursing
Linda Kmetz, PhD, RN, Executive Director UPMC Schools of Nursing

Administration – UPMC McKeesport
Cindy Dorundo, President
Cheryl Como, DNP, RN, CNAA-BC, Vice President, Patient Services/ Chief Nursing Officer
Doris Gaudy, MS, RN, NEA-BC, Director, Patient Services

School Faculty

Ann D. Ciak, RN, Director
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MN, University of Pittsburgh
PhD, University of Pittsburgh

Eileen M. Maly, RN, Assistant Director
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MSN, Indiana University of Pennsylvania

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ADN, Community College of Allegheny County
BSN, Waynesburg College
MSN, Indiana University of Pennsylvania

Mary Mehok, RN, CCRN, Instructor
BSN, University of Pittsburgh
MSN, Indiana University of Pennsylvania

Kathleen Kozak, RN, CCRN, Instructor
BSN, Carlow University
MSN, Carlow University

Brigid Slack, RN, Instructor
RN, Shadyside School of Nursing
BSN, Carlow University
MSN, Indiana University of Pennsylvania
DrNP, Chatham University

Financial Aid Administrator
Tracey Wassel
BA, Point Park College

Administrative / Secretarial Staff
Susan Munshower, Sr. Administrative Assistant /Registrar

Health Services Library
Karen M. Zundel, MLS, AHIP
Manager, Health Services Library
B.Ed., California University of Pennsylvania
M.Ed., California University of Pennsylvania
MLS, University of Pittsburgh
CAS-LS, University of Pittsburgh
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The faculty joins us in welcoming you to the St. Margaret School of Nursing with campuses at UPMC St. Margaret and UPMC McKeesport. This Student Handbook has been prepared to provide you with important information concerning the school and its policies. Its purpose is also to inform you about your role and responsibilities as a student. You are accountable for the material in this handbook. Take time to read it now and refer to it while you are a student. This handbook has been prepared for your benefit; it is revised for each entering class.

Ann D. Ciak, RN, PhD, Director  
Eileen M. Maly, RN, MSN, Assistant Director  
St. Margaret School of Nursing

UPMC St. Margaret has achieved Magnet™ status, the highest international recognition for nursing excellence and leadership from the American Nurses Credentialing Center (ANCC).

Changes in Policy: The director and faculty of the school reserve the right to make changes in the educational program, policies and financial requirements when necessary. Students will receive notification of all major policy revisions
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ST. MARGARET SCHOOL OF NURSING PHONE DIRECTORY

*** CALL OFF NUMBER  ♦  (412) 784-4984 ***
For Blawnox and McKeesport Campus

Blawnox Campus
Phone ...........................................................................(412) 784-4980
FAX number ......................................................................(412) 784-4994

Faculty
Dr. Ann Ciak, Director ...................................................(412) 784-4992
Deborah Beer .................................................................(412) 784-4888
Gina DeFalco .................................................................(412) 784-5413
Mary Dee Fisher .............................................................(412) 784-4977
Donna Gardner ..............................................................(412) 784-4976
Geraldine Gasparella .....................................................(412) 784-4978
Susan Greenhill .............................................................(412) 784-5428
Mary Beth Langdon .......................................................(412) 784-5264
Deborah Lewis ..............................................................(412) 784-5359
Patricia Nocleg .............................................................(412) 784-4971
Janey Roach .................................................................(412) 784-4975
Jody Semmelroth ...........................................................(412) 784-4974

Staff
Tracey Wassel, Financial Aid Officer ..............................(412) 784-4993
Lori Skwirut, Sr. Administrative Assistant/Registrar .......(412) 784-4838
Carol Hillwig, Administrative Assistant .......................(412) 784-4982

UPMC McKeesport Campus
Phone ...........................................................................(412) 664-2860
FAX ..............................................................................(412) 664-2861

Faculty
Eileen Maly, Assistant Director .................................(412) 664-2860
Denise Cella .................................................................(412) 664-2877
Kathleen Kozak ..............................................................(412) 664-2865
Mary Mehok .................................................................(412) 664-2814
Brigid Slack .................................................................(412) 664-2815

Staff
Tracey Wassel, Financial Aid Officer ..............................(412) 664-2866
Sue Munshower, Sr. Administrative Assistant/Registrar ...(412) 664-2863
ST. MARGARET SCHOOL OF NURSING
ACADEMIC CALENDAR*

JUNE 2012 – FEBRUARY 2014*

Summer Term Begins ......................................................... June 18, 2012
July 4th Holiday (observed) ........................................... Wednesday, July 4, 2012
Summer Term Ends ............................................................. August 10, 2012

Labor Day Holiday.............................................................. September 3, 2012

Fall Semester Begins .......................................................... September 4, 2012
Thanksgiving Holiday ..................................................... November 22-23, 2012
Fall Semester Ends ............................................................. December 14, 2012

Winter Semester Begins ..................................................... January 7, 2013
Martin Luther King Holiday .............................................. January 21, 2013
Spring Break ................................................................. March 29, 2013
Winter Semester Ends ....................................................... April 19, 2013

Summer Semester Begins .................................................. May 6, 2013
Memorial Day Holiday ..................................................... May 27, 2013
July 4th Holiday (observed) ............................................. Thursday, July 4, 2013
Summer Semester Ends ..................................................... August 16, 2013

Labor Day Holiday.............................................................. September 2, 2013

Fall Semester Begins .......................................................... September 3, 2013
Thanksgiving Holiday ..................................................... November 28-29, 2013
Fall Semester Ends ............................................................. December 13, 2013

Winter Term Begins ............................................................ January 6, 2014
Martin Luther King Holiday ............................................. January 20, 2014
Winter Term Ends (Completion of Program) ......................... February 28, 2014

Graduation ........................................................................ February 28, 2014

* Subject to change.

The faculty reserves the right to make changes as necessary.

(5/06; 12/06; 01/07; 11/07; 02/08; 01/09; 02/10)
ACADEMIC POLICIES

GRADING SYSTEM

Policy: The grading system for the nursing courses is based on the student's achievement of course objectives. At the completion of each nursing course, a theory grade and a Pass/Fail evaluation of clinical practice are assigned. Each clinical course has its own student evaluation tool. Failure to pass one objective of the course final clinical evaluation constitutes failure for the course. If a student receives a “D” grade in theory, the entire course must be repeated. Students may only repeat one course throughout the nursing program. A second final grade of a “D” will result in termination from the program. If the student receives an “F” grade in theory or fails the clinical component, the student will be terminated from the program.

Procedure:

Theory Grade
Grading Scale:
A = 93-100%
B = 85-92%
C = 75-84%
D = 70-74%
F = 69% and below

Computation of theory grade and assignment of quality points
The theory grade is computed as follows and assigned quality points per numerical grade achieved:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
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<tbody>
<tr>
<td>A</td>
<td>100-95</td>
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<tr>
<td></td>
<td>94-93</td>
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<tr>
<td>B</td>
<td>92-91</td>
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<td></td>
<td>90-87</td>
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<td></td>
<td>86-85</td>
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<td>C</td>
<td>84-83</td>
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<td>82-81</td>
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<td></td>
<td>80-78</td>
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<td></td>
<td>77-75</td>
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<tr>
<td>D</td>
<td>74-70</td>
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<tr>
<td></td>
<td>70-74</td>
</tr>
<tr>
<td>F</td>
<td>69 and below</td>
</tr>
</tbody>
</table>

For all courses:
The theory grade is calculated based on the total number of points achieved. All nursing courses have unit tests and projects. The fifteen week courses also have a mid-term and final examination.

The student has the right to review all graded material.

Grading for Projects/Written Assignments
1. General Guidelines
   a. All projects/presentations have a grading rubric/grid which is provided and reviewed with students.
   b. All quotes or material from publications must be credited to the author. (To plagiarize is unscholarly and illegal.)
   c. The student APA Guidelines reference is utilized for assignments.
   d. Group presentation projects are evaluated by more than one faculty member.
   e. Graded written projects/assignments may be maintained in the student’s folder until the end of the course.
2. Grading
   a. Required projects/written assignments related to theory or clinical experiences must be submitted for course completion. Failure to do so will result in an incomplete for the course.
      1. Projects and written work must be submitted when due as directed by the faculty
      2. The grade will be reduced by 10% per school day, when not submitted on time, unless previous arrangements have been made with the instructor.
   b. The written assignments and projects in each course are combined to constitute a designated portion of the theory grade. The total project points are not to exceed 15% of the total unit exam scores. This does not include the mid-term and final examinations.

Computation of Clinical Grade
The clinical grade is based on the faculty’s evaluation of clinical performance using course objectives that relate to the clinical laboratory. Specific student behaviors that relate to each objective are outlined. A passing grade for each objective is constituted by an evaluation of all behaviors for that objective. Consideration is given to trends, consistency and indications of growth made by the student as determined by the course instructor(s). To pass the clinical component, on the final clinical evaluation, all behaviors under each objective must be Satisfactory (S).

The definitions for clinical evaluation of behavior are as follows:

<table>
<thead>
<tr>
<th>DEFINITIONS</th>
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<tbody>
<tr>
<td>S</td>
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<tr>
<td>Sn</td>
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<tr>
<td>U</td>
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<tr>
<td>NA</td>
</tr>
<tr>
<td>Pass</td>
</tr>
<tr>
<td>Fail</td>
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</tbody>
</table>

Nursing Program Unit Calculation
The nursing program is 1991 hours in length (74.6 Units). One unit equals 15 hours of theoretical instruction and/or 45 hours of clinical instruction.

Quality Point Average
After admission to the program, quality point averages are computed in two ways: course quality point average and cumulative quality point average. The semester quality point average is computed by multiplying the total number of quality points by the total number of units for which the student has received a final theory grade in a given course.

The cumulative quality point average is calculated by dividing the total number of quality points by the total number of units for which the student has received a final grade for all courses to date. Only the
"cumulative" quality point average is indicated on Progress Reports when they are issued. Quality point average is computed for the nursing courses only.

**Academic Honors**
The School of Nursing recognizes excellent academic performance. Academic honors will be awarded as follows:

- **Honor:** Achievement of 3.0 – 3.24 quality points
- **High Honor:** Achievement of 3.25 – 3.74 quality points
- **Highest Honor:** Achievement of 3.75 – 4.0 quality points

**Standardized Testing**
Throughout the nursing program, the Assessment Technologies Institute, LLC (ATI) testing program is utilized. Participation in this comprehensive testing program is mandatory. Additional testing may be given as the faculty deems appropriate.

**Issuance of Grades**
Grades are posted /made available to each student in the course. Grades and cumulative Quality Point Average are compiled at the end of each level and are issued to students. Final transcripts will be issued to students at the end of the program. The number of absent days for clinical will be summarized on the final transcript.

(VILK, 03/12)
TESTING POLICY

Students are expected to be present and on time for all scheduled exams. Students’ personal belongings are placed in the back of the room. Each student writes his/her name on the exam and answer sheet. Students also write their assigned identification number (ID) on the answer sheet. Students indicate their selected responses on the exam as well as on the answer sheet.

If a student is more than fifteen (15) minutes late from the start of the exam, they will be instructed to report to the school receptionist for further direction. Students who arrive late to an exam are not permitted to enter the testing environment unless directed to do so.

Any student who is absent on the scheduled exam day may be tested using an alternative format such as short answer, fill in the blank, or essay at the discretion of the Course Chairperson. Upon the day of return from the absence, the student is responsible for arranging with the instructor the designated time for taking the make up exam. Failure to do so will result in a 10% per school day reduction of the grade attained on the exam. Grades will be posted after all students’ exams have been submitted and the faculty has completed exam analysis.

Exam reviews are conducted immediately following the exam utilizing the following steps:

1. The review is conducted for all students who are present.
2. Student attendance at the review is optional.
3. The review will be limited to 30 minutes in length.
4. During the review, the student’s exam (not the answer sheet) will be redistributed to the student. The faculty with a key will read the correct answers, allowing the student to compare the correct answer with those selected on their exam. No scrap paper or note-taking is permitted during the test review.
5. Questions may be asked during the review. Students must raise their hand to be recognized and only one person is permitted to speak at a time.
6. If arguing or other inappropriate behavior occurs, the exams will be collected immediately and the review will cease.
7. If a student still has unanswered questions about specific items following the review, they are encouraged to make an appointment with the appropriate faculty member for further discussion.
8. Further review of the exam items is subject to the discretion of the Course Chairperson.

(VI.N, 8/11)
**Standardized Testing**

**Policy:** Participation in the Assessment Technologies Institute, LLC (ATI) testing program is a valuable learning tool and is required of all students. The ATI testing program assesses the knowledge level of students during the nursing curriculum and assists students to perform the individualized remediation that is necessary when preparing for the National Council Licensure Exam (NCLEX-RN).

**Procedure:**

1. Standardized ATI tests are administered in the following courses: Adult Nursing I / LPN-RN Transition (Fundamentals), Adult Nursing II (Medical-Surgical Nursing), Growing Family (Maternity and Pediatrics), and Professional Nursing Responsibilities-PNR (Psychiatric, Pharmacology, Comprehensive Predictor, and Leadership). All students must take the scheduled secure proctored ATI exams.

2. If a student obtains a score at or above the 60\(^{th}\) percentile (individual percentile - national), one point per ATI test or points equal to 1% of the total number of test points in the course that they are enrolled in at the time of the exam will be added to their test grade. (For example, if a course has 6 tests worth 75 points each there are a total of 450 test points possible and two projects – each worth 25 points for a total of 50. \((450 + 50 = 500)\) \(1\% \text{ of } 500 = 5\) (i.e., if a student’s score were 460/500 points, their new score with the additional 5 ATI points would be 465/500).

3. If the student does not obtain a score at or above the 60\(^{th}\) percentile on the first proctored exam, they must make an appointment with the school secretary to take the second secure proctored exam. Students who obtain a score at or above the 60\(^{th}\) percentile on the second proctored exam will receive \(\frac{1}{2}\) of the total points possible (for example, if there are 5 possible points, they will receive 2.5 points).

4. To allow for remediation, there must be a 24-hour period between proctored retake attempts. Students who fail to obtain the 60\(^{th}\) percentile on the second proctored ATI exam must take the non-proctored (non-secured) ATI exam until they achieve a score of 90% or above. When possible, 24-hours are recommended between each non-proctored exam to allow for remediation. This is a course requirement which must be completed prior to the final examination.

5. Failure to satisfactorily complete the requirements listed above will result in the student receiving an incomplete course grade and being unable to progress in the nursing program until this procedure is completed.

6. Students can achieve separate points for each ATI exam.

7. For the Comprehensive Predictor, students must obtain a score indicative of a 95% probability of passing the NCLEX. If this score is not achieved in initial testing, retesting will occur until this score is achieved. ATI points will be awarded as above.

8. A testing-style inventory exam is given at the beginning of the program to assist with development of student study skills. The Community Health Nursing exam is given in the Growing Family course. No remediation is required for these exams. No points are assigned for successful completion of any of these exams.

(V.I.I., 02/12)
ACADEMIC INTEGRITY POLICY AND PROCEDURE

Policy: Students at St. Margaret School of Nursing shall maintain a high standard of integrity in scholastic work. Students have a responsibility to be familiar with the St. Margaret School of Nursing Academic Integrity Policy.

Academic dishonesty offenses may include but are not limited to:

Plagiarism
The use of another’s words without attribution and without enclosing the words in quotation marks. Plagiarism may also be defined as the act of taking the ideas or expression of ideas of another and representing them as one’s own, even if the original paper has been paraphrased or otherwise modified. A close or extended paraphrase may also be considered plagiarism, even if the source is named.

Collusion
Working with another in the preparation of notes, themes, reports, or other written work offered for credit unless such collaboration is specifically approved in advance by the instructor.

Cheating on an examination or test
Giving or receiving information or using prepared material during an examination or test.

Falsification
Manufacturing data, falsification of information, including providing false or misleading information.

Procedure: Instructors are expected to take reasonable measures to prevent the possibility of cheating by any or all of the following means:

1. Require the students to use a cover sheet over their answers.
2. Assign students to sit with adequate spacing in between.
3. Check name on the answer sheet as it is turned in.
4. Require students to list the test number on their answer sheet.
5. Check that every student turns in the test copy along with their answer sheet.
6. Allow only pencils and approved calculators (not cell phone or other electronic device) at students’ desk.
7. Utilize other measures as necessary.

Students are expected to take reasonable measures to prevent the possibility of cheating by any or all of the following means:

1. Use a cover sheet over their answers.
2. Place all study material, note cards, diagrams, etc., at designated area.
3. Diligently avoid eye contact with anyone else’s test

Disciplinary Action
The instructor, in collaboration with the director, will be responsible for assigning a penalty based on the nature and seriousness of the offense. A written counseling form (Learning Contract) will be completed. The
penalty for a second offense will be more severe than the previous offense. One or more of the following penalties may be applied.

1. Require that the student repeat or re-submit the same or an alternate assignment, quiz, test or exam.
2. Mark of zero (no points) for the test, quiz, or assignment with no opportunity to resubmit.
3. Place a student on personal probation.
4. Terminate the student from the program.

(XIII. 02/12)
PROFESSIONAL BOUNDARIES

Policy: Students enrolled at St. Margaret Schools of Nursing must learn and understand the importance of establishing and maintaining professional boundaries. In the student’s role, professional boundaries exist between the student and the patient, including the patient’s family/friends and between the student and the faculty member. The purpose of this policy is to establish and maintain acceptable professional boundaries in the educational setting.

Student and Patient

1. Students will maintain a professional, therapeutic nurse-patient relationship at all times.
2. Students are responsible for initiating, maintaining, and terminating a relationship with a patient in a manner that ensures the patient’s needs are first and foremost.
3. Students must not enter into a friendship, romantic, sexual, or similar personal relationships, with patients.
4. Gift giving between the student and the patient is not acceptable.

Student and Faculty Member

1. Students and faculty members will maintain a professional relationship at all times.
2. Students should not expect the faculty member to act as a personal counselor or therapist. Students should seek assistance from the Student Counseling Program.
3. Social events, including faculty members with students, should be avoided outside of school activities.
4. Students must not enter into friendship, romantic, sexual, or similar relationships, with faculty members.
5. Gift giving and receiving between the student and the faculty member is not acceptable.
6. Faculty members may accept cards or notes of thanks.
7. Faculty members shall not participate in any type of social networking/social communicating with any student enrolled in the School of Nursing.

Violation of this policy will result in disciplinary action up to and including termination.

(XILV, 02/12)
ATTENDANCE POLICY

Class and Clinical Attendance
It is every student’s responsibility to plan their personal schedule around class and clinical assignments. The program is planned to meet the educational needs of the entire student body and cannot be adjusted for an individual’s convenience. All students are expected to comply with the rules and regulations of the School of Nursing.

Students are required to be on time for both class and clinical experience. It is the expectation of this program that students attend all classes, clinical laboratory experiences and course evaluation conferences for which they are scheduled. Each student should be prepared for clinical practice as defined in the guidelines for each course. Car pool riders are responsible for finding an alternative means of transportation if their driver is absent.

All assigned clinical paperwork is due prior to the start of class on the next scheduled day following the return from an absence.

Absence from Clinical Laboratory
The nursing program is such that chronic absenteeism is detrimental to progress in the school. Theory and clinical laboratory experience are closely correlated in each course. The planned clinical experience is often difficult to obtain again for the absent student. This may result in the student's inability to meet all the course objectives due to limited participation in the necessary learning experience. In order to provide for optimal learning experiences relative to the clinical laboratory, the following policies are in effect:

Clinical Absence
❖ For each fifteen (15) week semester nursing courses, the faculty recognizes two (2) clinical absent days. Clinical make up will be required for both missed clinical days (2).
❖ Scheduling of make-up days is at the discretion of the instructor.
❖ Days missed beyond two (2) cannot be made up and will result in an incomplete clinical grade and withdrawal from the course.
❖ Late: three (3) instances of late arrival at clinical and/or early dismissal from clinical experience will constitute 1 clinical absent day.

For the eight (8) week courses, (Basic Nursing I, Professional Nursing Responsibilities, and the LPN to RN Transition), there are no approved clinical/clinical laboratory absences due to the length of the course and the concentrated content within the course. Absence(s) may result in student withdrawal from the course due to the inability by the student to meet the course objectives and satisfactorily pass the clinical component.

Consideration may be given in the event of one (1) situation resulting in either one (1) missed clinical day or assigned clinical laboratory assignment after consultation with and approval from the course chairperson. Clinical/clinical laboratory make-up time will be scheduled at the course chairperson’s discretion. More than one (1) absence will result in withdrawal from the program and an incomplete clinical grade.

Clinical Conferences
4f a student misses two (2) scheduled clinical conferences, this constitutes one clinical absent day.
Basic Nursing II Skills Lab Make-up Procedure

If a Basic Nursing II student misses a Skills Lab, the following procedure must be completed within 7 days of missing the lab in order to meet the objectives for the semester:

1. Meet with assigned Faculty who presented the Skills Lab to discuss the requirements for the missed Skills Lab which will include the clinical skills and an additional written assignment.
2. Schedule a time for the Open Skills Lab and communicate which lab was missed so that Faculty can plan for the experience.
3. Provide documentation of completion of Skills Lab make-up to Course Chairperson.
4. If a student misses two (2) Skills Labs this will constitute one Clinical Absent Day. Missing three (3) skills lab will result in student withdrawal from the course due to the inability by the student to meet the course objectives and satisfactorily pass the clinical component.

Absence from Theory Classes

If absent, the student is responsible for the content missed. Written assignments are due on the day of return from the absence. Make-up tests (exams) will be permitted. With the exception of Math tests, make-up tests may be an alternate format such as short answer, fill-in-the-blank, or essay at the discretion of the course chairperson. Upon the day of return from the absence, the student is responsible for arranging with the instructor the time for taking the make-up test. Failure to do so will result in a 10% per school day reduction in the grade attained on the test or written assignment.

Recess

A recess is given after every term and semester for a total of eleven weeks during the program. Students also receive a day off for each of the following: Martin Luther King Day, Spring Holiday (Good Friday), Memorial Day, Independence Day, Labor Day and two days for Thanksgiving. The Christmas and New Year holidays are during one of the recesses.

Clinical Tardiness/Early Dismissal

Tardiness is defined as appearing for clinical after the scheduled starting time of the assigned shift. Tardiness greater than thirty (30) minutes will constitute an unexcused absence. Students who are tardy on a consistent basis will be monitored according to the tardiness system. Also included in this policy is early dismissal at the end of the clinical day; the terms are used interchangeably in the chart below. Tardiness/early dismissal is monitored as follows:

<table>
<thead>
<tr>
<th>Semester (15 week course)</th>
<th>Term (8 week course)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Violation</strong> – Two (2) tardy days</td>
<td><strong>First Violation</strong> – One (1) tardy day</td>
</tr>
<tr>
<td>A verbal warning and anecdotal notice will be given to the student for both the first and second violation. A record of these violations will be kept in the student’s file</td>
<td>A verbal warning and anecdotal notice will be given to the student. A record of this violation will be kept in the student’s file</td>
</tr>
<tr>
<td><strong>Second Violation</strong> – Three (3) tardy days</td>
<td><strong>Second Violation</strong> – Two (2) tardy days</td>
</tr>
<tr>
<td>Completion of the Learning Contract. Three (3) instances of tardy (late) and/or early dismissal constitute a clinical absence.</td>
<td>Completion of the Learning Contract with pending termination documented</td>
</tr>
<tr>
<td><strong>Third Violation</strong> – Four (4) tardy days</td>
<td><strong>Third Violation</strong> – Three (3) tardy days</td>
</tr>
<tr>
<td>Completion of the Learning Contract with pending termination documented</td>
<td>A review of the reason for the tardiness will be made by all faculty in which a determination will be made regarding the future status of the student in the program</td>
</tr>
<tr>
<td><strong>Fourth Violation</strong> – Five (5) tardy days</td>
<td></td>
</tr>
<tr>
<td>A review of the reason for the tardiness will be made by all faculty in which a determination will be made regarding the future status of the student in the program</td>
<td>(XILK.0611)</td>
</tr>
</tbody>
</table>
PROMOTION AND GRADUATION POLICY

**Policy:** Implementation of the Promotion Policy in this nursing program is the responsibility of the faculty through the Faculty Organization. All students are expected to comply with the rules and regulations of the school. As a program requirement, the student is responsible for consistently applying all principles and all professional skills related to patient care from previous courses during each subsequent nursing course.

**Procedure:** At the end of each course, the instructor in conjunction with the course chairman/coordinator completes a report of student progress. The student is placed in one of these categories:
- Pass (successful completion of both theory and clinical components of the course)
- Academic Probation (theory grade of D)
- Lack of Progression (incomplete or withdrawal)
- Fail (unable to meet clinical objectives and/or theory grade of F).

**Pass (Satisfactory Achievement of both theory and clinical components of the course)**
1. The student has satisfactorily met all of the clinical objectives of the course
2. The student has acquired a grade of C or above in the theoretical component
3. The student has adhered to the program requirements and policies as stated in the Student Handbook.
Academic progress occurs with continuation on to the next semester/term or graduation.

**Academic Probation**
Academic Probation indicates that the student has encountered academic difficulties that inhibit satisfactory progress in the program.
Academic probation occurs at the end of a course when the student receives a D as the theory grade in a nursing course. The student is unable to continue in the program until the course is repeated obtaining a minimum of a C grade. This must be done within one (1) year. The student is responsible for tuition/fees related to repeating the nursing course. Only one (1) D grade may be received in any nursing course during the entire nursing program. If the student receives a second grade of D or below, the student will be terminated from the nursing program.

**Lack of Progression (incomplete or withdrawal)**
1. **Incomplete**
   Students not completing all college prerequisites, current course requirements or financial obligations for the semester/term will not be able to progress in the program until conditions described below are met.
   a. **College Prerequisites**
      Students must successfully complete the college courses that are a prerequisite for the nursing courses. The time frame for completion of the required college courses is listed below:
      - Completion of Anatomy and Physiology II with Laboratory and Nutrition with a grade of C or above is required prior to enrolling in Basic Nursing II.
      - Completion of Microbiology with Laboratory and Introduction to Sociology with a grade of C or above is required prior to enrolling in Adult Nursing I.
      - Completion of Human Growth and Development with a grade of C or above is required prior to enrolling in Level II of the nursing program.
The student will not be able to continue in the nursing program until the college course(s) is/are completed (or repeated) obtaining a minimum of a C grade according to the prerequisite time frame outlined above.

Once the college course(s) is completed the student can then elect to return to the school when the nursing course is next offered. This must be done within one (1) year. If this time frame is exceeded the student may be terminated from the program.

b. Current Course Requirements
The student fails to complete or verify completion of Course/School assignments. Examples include, but are not limited to:
- Completion of all required clinical hours
- Completions of all scheduled theory exams
- Current CPR Certification / Renewal
- Required projects and written work, including clinical paperwork
- Completion of ATI testing and required remediation

All current course requirements must be satisfied prior to student progression to the next course. If the student does not resolve the issues within a reasonable time frame, typically two weeks, the student may not be permitted to continue in the nursing program.

c. Financial Obligations
All financial obligations must be met on a semester/term-by-semester/term basis or the student will not receive a final course grade.

2. Withdrawal
The student may voluntarily withdraw by resigning or by requesting a leave of absence. Voluntary withdrawal will be accepted without incurring a failure up to the end of the 8th week for a 15 week semester and up to the end of the 4th week for an 8 week term. Students wishing to voluntarily withdraw from the program must notify the course chairman/course co-coordinator and make an appointment to discuss the matter with the Director/Assistant Director of the School. A letter must be submitted verifying the intent to withdraw. The last day attended constitutes the official withdrawal date from the program. The student must meet with the financial aid officer and arrange for fulfillment of their financial obligations to the school.

a. Any student who withdraws by the end of the 8th week of a course (4th week for 8 Week Terms) will receive a grade of W (withdrawal) and will be eligible to return the next time the course is offered. Course placement is dependent upon availability of space in the next nursing course. Students wishing to return to the nursing program following the withdrawal must return within one (1) year.

b. A student who withdraws after the end of the 8th week (4th week for 8 Week Terms) will receive a grade of W/F (withdrawal/failing) and will be terminated from the nursing program. In order to return to the nursing program, the student must reapply to the school.
Fail (Termination)

1. The faculty reserves the right to terminate a student from the school if any of the following conditions exist:
   a. A student exhibits incompetent practice which jeopardizes patient safety, the student may be terminated at any time during the course.
   b. A student fails the theoretical component of the course (obtains a theory grade of ‘F’).
   c. A student fails the clinical component of a nursing course.
   d. A student does not resolve an incomplete grade for a nursing course.
   e. A student who demonstrates non-professional conduct such as:
      1) cheating, stealing or plagiarism
      2) use of illegal drugs or alcohol on school or hospital property
      3) participation in a felonious act
      4) falsification of statements and or records
      5) willful damage to hospital and school property
      6) verbal, physical, or emotional abuse of patients
      7) violation of patient confidentiality (HIPPA)
   f. Receives a D grade and does not retake the course with a C or above within one (1) year.
   g. Receives a second grade of D or below during the nursing program
   h. Academic dishonesty.
   i. Unable to fulfill financial obligations
   j. Student withdraws after the end of the 8th week (15 week semester) 4th week (8 week semester)

2. Upon termination, the student is to arrange a final interview with the Director/Assistant Director.

3. Students terminated during a course will receive a refund for that course only if entitled to one by the school refund policy. The student must meet with the financial aid officer and arrange for fulfillment of their financial obligations to the school.

4. Students who are terminated may reapply. The student will be evaluated for re-admission.

Criteria for Graduation

For successful completion of the program, the student must have met all the objectives of the curriculum. The faculty evaluates the student’s qualification for becoming a professional nurse.

1. Course materials, library books and fines, tuition and any other outstanding obligations must be fulfilled before graduation.
2. All tuition and fees must be paid before graduation. Unless these financial obligations are met, verification of program completion cannot be made to the State Board of Nursing.
3. Upon program completion, each student receives a school diploma and pin. The graduate is eligible to take the National Council Licensure Exam for Registered Nurses (NCLEX-RN).

Financial Status

Students must fulfill their financial obligations to the school before graduation. All financial obligations to the school must be resolved prior to a student’s return to the nursing program. Upon termination from the program, all financial obligations to the school must be paid. Transcripts may not be released for students or graduates who have an unpaid or outstanding balance owed to the School of Nursing or UPMC.

Fees for Temporary Practice Permits and the NCLEX-RN Licensure Examination are the responsibility of each individual student.

(XII.E, 02/12)
PERFORMANCE POLICY

Policy: Students are expected to comply with the rules and regulations of the school in both clinical and theoretical components. As a program requirement, the student is responsible for applying the principles and professional skills related to patient care from previous courses during each succeeding course.

Procedures: Throughout the semester, the faculty provides written progress reports via weekly clinical experience/anecdotal forms to document clinical performance of each student. Testing is used to evaluate the student’s academic performance. Disciplinary action will occur if student performance does not meet the course and program behaviors and objectives.

Learning Contract
A student remediation/learning contract is initiated when a student experiences difficulty in achieving the learning objectives for a course as related to clinical experience or academic testing and is at risk for unsatisfactory clinical or academic performance. Other behaviors that are non-professional, detrimental, inappropriate, or unsafe may result in a learning contract and or further action as deemed appropriate.

A student may receive a learning contract when he/she demonstrates non-professional conduct, which includes, but is not limited to:

- Professionalism
  - Absenteeism/Tardiness
  - Untimely Submission of Student Assignments
  - Inaccurate or inappropriate disclosure of Patient Information
  - Safety/Patient Safety Issues
  - Medication Errors: Actual or Potential
- Communication
  - Inappropriate/Negative Comments and/or Interactions with Faculty/Patient/Family/Staff/Peers
  - Inaccurate/Incomplete Student Assignments
- Critical Thinking
  - Inability to consistently apply theory to practice
  - Inability to retain previously taught information
  - Lack of judgment

The Director/Assistant Director and Faculty will consider other examples of non-professional behavior.

Students may receive a learning contract if their average theory score is ≤ 76%.

Upon initiation of a learning contract, discussion occurs between the faculty member, the student, and the course chairperson concerning the behavior or academic standing, and recommendations for correction of the behavior. All discussion points are documented on the learning contract. The student may be referred to meet with the Director/Assistant Director and/ or the Student Counseling Program (SCP). A copy of the learning contract will be placed in the student's folder until the end of the course. Any behaviors which constitute a learning contract may affect the student’s ability to progress in the program.
**Personal Probation**

Personal Probation may be invoked following a single serious incident that is inconsistent with school policy. Personal Probation may also be recommended following the unsuccessful achievement of goal(s) outlined on the learning contract(s) or when a student continues to demonstrate unprofessional behaviors. The Director/Assistant Director and Faculty will determine the seriousness of the offense(s) before the Personal Probation is invoked. Personal Probation may be instituted at any time during a course. Only one Personal Probation period is permitted during the entire nursing program.

If placed on Personal Probation, the student must demonstrate sustained improvement in behavior(s) to have this probation removed.

If improvement is noted in performance, Personal Probation will be removed and the student will progress to the next course.

If the student fails to demonstrate measurable improvement, he/she will be terminated from the program.

Should further unprofessional behaviors become evident, a decision will be made by the Director/Assistant Director and Faculty regarding the student’s termination from the program.

**Suspension**

Involuntary interruption of program status occurs when the student’s performance or conduct results in suspension from the school. A student presenting inappropriate behavior inconsistent with school policies, such as unsafe clinical practice, jeopardizing patient safety, maligning of faculty, verbal, non-verbal, or physical threat to others will be suspended upon the recommendation of the instructor, and at the discretion of the Director/Assistant Director. Suspended days count as clinical absences and the student will be placed on personal probation. The length of time for the suspension and further disciplinary action will be determined on an individual basis dependent upon the seriousness of the incident.

**Termination**

See Promotion Policy

(XII.D, 11/11)
AWARDS AND RECOGNITION

Policy: The St. Margaret School of Nursing of UPMC St. Margaret with campuses at Blawnox and UPMC McKeesport recognizes the performance and achievement of its students and graduates through awards and recognition.

The Jean L. Hoover Memorial Scholarship Fund (Blawnox specific)
The Jean L. Hoover Memorial Scholarship Fund was established in honor of Mrs. Hoover, a beloved faculty member of the School of Nursing. She believed in nursing and in the quality education of nursing students. Her focus was bedside nursing and excellence in the provision of client care. In her honor, a scholarship is awarded to a deserving nursing student selected after completion of Level I of the nursing program. One thousand dollars ($1,000) is awarded each year, consisting of two (2) scholarships of five hundred dollars ($500) each. Awards are determined based upon individual student performance.

Areas of consideration include:
- Academic performance
- Clinical performance
- Professionalism

The Mary Ann Bebenek Fund (Blawnox Specific)
The Mary Ann Bebenek Fund may be available to support students with unanticipated needs.

The St. Margaret Auxiliary Board (Blawnox Specific)
The St. Margaret Auxiliary Board, administered through the St. Margaret Foundation provides for the class composite at the Blawnox campus.

The Virginia Carpenter Shaw Memorial Nursing Scholarship (McKeesport specific)
The Virginia Carpenter Shaw Memorial Nursing Scholarship is intended to encourage high school graduates or current nursing students to pursue careers in nursing. A qualified applicant must have a 2.5 grade point average, demonstrate financial need, be of good character and be accepted or currently enrolled at the nursing campus at UPMC McKeesport. Upon graduation, the student is encouraged to give UPMC McKeesport a year of service for each year of scholarship money.

Walter Carlyle Shaw Memorial Scholarship (McKeesport specific)
The Walter Carlyle Shaw Memorial Scholarship is available to UPMC McKeesport employees who are students at the School of Nursing. It is intended to encourage UPMC McKeesport employees to pursue a career in nursing or to assist current licensed practical nurses to become registered nurses.

Graduation Awards
The graduation awards are determined by the grade point average achieved in the nursing program.

The awards for the Blawnox campus are
- St. Margaret Nursing Alumni Award - Highest academic achievement
- Nancy Ann Brown Award – Second Highest academic achievement
- Dorothy S. Hoehl Award - Third Highest academic achievement

Awards for the McKeesport campus are:
- T. Gerald and Geraldine Heatherington Award – Highest academic achievement
- McKeesport Hospital Foundation Award – Second Highest academic achievement

(XII.C, 11/11)
CLINICAL POLICIES

REQUIRED SKILL SETS

Math/Medication Calculation Test
All students must successfully pass the Math/Medication Calculation Test at the beginning of each of the following courses: Adult I, LPN Transition, Growing Family, Adult II, and PNR. Students must achieve a 90% on the individual course Math/Medication Calculation Test to ensure that the student can safely provide patient care on the clinical unit.

If the student does not achieve a 90% on the first attempt, the student will be instructed to remediate using various pharmacology books and specified computer programs available in the School of Nursing Computer Laboratory. If the student does not achieve a 90% on the 2nd Math/Medication Test, the student will be withdrawn from the course. Once withdrawn from the course, the student has the option to enroll in the course when it is next offered at the school of nursing.

Each course will administer the Math/Medication Calculation Test at a logical time as determined by the course schedule. Students are permitted to utilize a formula guide and a calculator during the administration of any Math/Medication Calculation Test. The course test will have approximately 30 – 35 questions.

Evaluation of Skill Sets
Evaluation of selected nursing skills will be completed during the program. These skills must be completed prior to graduation.

Vital Signs (Basic I)            IV Infusion Primary (Adult I)
Infection Control (Basic I)       IV Infusion Secondary (Adult I)
Electronic Health Record (Basic I)       CPR (Adult I)
Restraints (Basic I)       Math/Medication Calculation Test:
Administering Oral Meds (Basic II)       Adult I or LPN Transition
Blood Glucose Monitoring (Basic II)       Growing Family
Enteral Feeding (Basic II)            Adult II
Dressing Change (Clean/Sterile) (Basic II)    PNR
Urinary Catheterization (Basic II)  Suctioning (Adult II)
IV Bolus (Push Medication) (Adult I)    Tracheostomy Care (Adult II)

*Course indicates initiation of skill set

LPN Transition Course Students
Students entering the program as an LPN will receive a “waived per advanced placement” on the following skill sets:

Vital signs          Enteral feeding
Infection control    Sterile dressing change
Administering oral meds    Urinary catheterization

(VILS 8/11)
The student will appropriately research all medications prior to administration. Administration of parenteral medication is per hospital IV policy and procedure.

1. After satisfactory performance and instructor approval, a student may hang any continuous intravenous infusion -- independently.
2. After satisfactory performance and instructor approval, a student may flush a peripheral intermittent infusion with saline-- independently
3. Administration of all IV Push medications will be supervised at all times.

**Specific Guidelines**

1. The student nurse may administer certain parenteral medications, in non-emergency situations, with supervision of the instructor.
2. Blood and blood products may be administered with instructor/staff supervision.
3. The student nurse is not permitted to administer the following IV push medications:
   - Any experimental medication
   - Thrombolytic therapy
   - Emergency antiarrhythmic drugs
   - Medication during a code
   - IV adenosine
   - Chemotherapeutic medications
4. In the pediatric and antepartum/intrapartum clinical rotations, the student nurse may never administer any medication independently. The instructor must always be present.

(VILU, 05/12)
PATIENT SAFETY/MEDICATION ERROR POLICY

Purpose: This policy outlines the educational process for the nursing student when actual or potential violations of patient safety occur.

Policy: The following will be initiated when an actual or potential patient safety violation occurs by the nursing student:

1. An unusual occurrence report will be completed on the clinical unit as appropriate. The faculty will verbally inform the director of the School of Nursing of the occurrence. The student will complete the Clinical Quality and Safety Tool. This tool assists students in analyzing and critiquing their decision making and critical thinking skills in relation to an event and/or situation occurring in the clinical setting.
2. A learning contract may be completed by the faculty and reviewed with the student.
3. If appropriate, the learning contract will be forwarded to the director who will review the form and may additionally counsel the student.
4. The learning contract will be placed in the student's file and retained until conclusion of the course.
5. The plan of corrective action to re-establish competency will be delineated on the learning contract. Failure to comply will be considered unsatisfactory clinical performance.
6. All Clinical Quality and Safety Tools will be forwarded to XXXX to be reviewed by faculty monthly for trends. Student identification will be removed from all tools to ensure confidentiality.


For students who make an actual or potential medication error, the following will occur:

1. The student will re-establish competency by satisfactorily completing the software program entitled “Medication Administration and Error Prevention” and assigned written work (Appropriate Test and Preventing Medication Errors Worksheet). This assignment establishes medication administration competency, and needs to be completed prior to the next clinical experience. The student will not be permitted to administer medications until the assignment has been completed. The student must achieve a 90% or above on the assigned medication test. If a student fails to achieve a 90%, they must remediate by writing a short essay answer with rationale for items missed. Failure to satisfactorily complete this requirement is considered unsatisfactory clinical performance. The program is installed on two designated computers at the school of nursing and three computers at the hospital library. It is located under the Nursing Folder Icon.
2. When the student makes the first medication error, they view CD 102.1, and then complete Test #1 and the “Preventing Medication Errors Worksheet” (See Curriculum Forms Folder in G drive, accessible by faculty only). The student will receive a learning contract regarding patient safety.
3. If a second medication error is made, the student views CD 102.2, completes test #2 and the “Preventing Medication Errors” Worksheet. The student will receive a revised learning contract regarding patient safety.
4. If a third medication error is made during the course, further action may be considered up to and including termination from the program.

5. The completed test and worksheet are submitted to the student’s assigned clinical instructor.

6. All forms and test keys are located in the Curriculum Forms Folder in the G drive.

Competency must be re-established prior to the next clinical experience. No student will be permitted to administer any medications until corrective actions have been completed within the established parameters. Medication administration by the student will be closely monitored by the faculty for the next week or longer at the discretion of the faculty.

Based on the severity of the error and/or repetitions, further consequences up to and including termination from the program may occur.

(VILV, 5/12)
GUIDELINES FOR CO-ASSIGNED RN / PRECEPTOR RN ROLE

CO-ASSIGNED RN

The **co-assigned** role is utilized to enhance the clinical experience and provide additional learning opportunities for the nursing student. The co-assigned RN is a role model who works with the student and gives feedback about clinical performance to the instructor. The ultimate responsibility for quality patient care remains with the co-assigned RN who provides clinical guidance to the student.

The level and experience of the nursing student in the clinical area dictates the scope of clinical involvement of the student. The nursing student is expected to be prepared for the clinical experience and be an active participant in the learning experience.

The faculty member is responsible for student learning and encourages students to apply classroom content. The faculty facilitates, monitors, and evaluates student learning. The responsibility for the evaluation of the student remains with the faculty. The faculty member is responsible for co-signing the medications administered by the nursing students.

Students in the critical care areas (ICU, IMC, CVU, ED) may only administer medications under the direct supervision of the co-assigned RN/Faculty. The co-assigned RN or faculty is responsible for co-signing all student documentation and medication administration.

RN PRECEPTOR

In the Professional Nursing Responsibilities (PNR) course, a Registered Nurse is selected to be a **preceptor** for each student in the course. The RN preceptor is to be a professional role model for the student. The preceptor works with students in delivery of client care and recognizes that students will need assistance with delegation and prioritization of care.

Preceptors are responsible for co-signing documentation and medications administered by students. Preceptors supervise the administration of all IV Push meds. This includes preparing the medication and administration. Preceptors need to remain with the student and client while the medication is being administered.

Preceptors need to make instructors aware of any issues that arise. Communication between the students, preceptors and instructors will be the key to a successful PNR experience. Instructors will meet with the preceptors weekly to keep updated on the student’s progress. The instructors will be responsible for the written clinical evaluations with input provided by the preceptors.

(VII.X, 05/12)
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STUDENT SERVICES

COUNSELING AND GUIDANCE PROGRAM

Policy: The counseling and guidance program is designed to assist students to understand their abilities, to self-direct and to self-evaluate, to discuss preventative measures before critical problems arise, and to enhance the student’s professional growth. Guidance is offered when the individual first contacts the school and continues throughout the educational program. During orientation, the student will be provided with an explanation of all aspects of the counseling and guidance program. During the first nursing course, a representative of the Student Counseling Program (SCP) discusses the counseling services offered.

Procedures: The Student Counseling Program (SCP) provides counseling services for all students through LifeSolutions, a part of the University of Pittsburgh Medical Center. Students may utilize the Student Counseling Program (SCP) by calling 1-800-647-3327 or on the Internet: www.lifesolutionsforyou.com. Students may call to speak with a counselor or schedule an appointment. For emergencies, a counselor is on call 24 hours per day. Services are free of charge. If there is a problem requiring extensive intervention or professional counseling, students are referred to their primary care physician or a professional counselor of their choice. Students may contact SCP directly to obtain services. The faculty or Director of the School of Nursing can refer students to the Student Counseling Program. All Services provided by the Student Counseling Program are private and confidential.

In the case of an event/crisis impacting a group of students or the entire school, the Student Counseling Program will provide Counseling Services to address this event/crisis.

Academic Advisement
Academic advisement is provided to individual students by faculty and the Director/Assistant Director of the School of Nursing. The class advisor addresses concerns of the class with on-going input from the elected class representatives.

Career Guidance
The Director/Assistant Director and faculty provide guidance throughout the nursing program. Students receive placement assistance in the form of job opportunity counseling from the nurse managers as well as the nurse recruiters from the UPMC Health System. Career enhancing strategies such as resume writing and interviewing skills are presented during the Professional Nursing Responsibilities Course (PNR). The Education Fair offered during PNR exposes students to the variety of options for further educational advancement after graduation. This includes colleges and universities offering RN to BSN and RN to MSN programs, many of whom have articulation / facilitated entry agreements with the School of Nursing. This assists students in their transition to beginning a career as a professional nurse. Career guidance after graduation is available, as requested.

(XII.B, 11/11)
STUDENT GRIEVANCE POLICY AND PROCESS

The Student Grievance Process
1. Provides an opportunity for students to verbalize issues related to the National Student Nurses Association (NSNA) Student Bill of Rights.
2. Protects the individual rights of the students as outlined in the NSNA Student Bill of Rights and Responsibilities.
3. Establishes an objective means of handling student complaints/grievances.

Faculty endeavor to evaluate all students in a fair and objective manner in accordance with the established evaluative criteria. A student who has an academic or non-academic complaint/grievance with the School of Nursing shall take the following channels until a resolution occurs. A time limit of three (3) days should be allowed between steps for possible resolution.

1. Schedule a meeting with the instructor to discuss the situation and attempt to resolve the grievance.
2. If unresolved, a meeting is scheduled with the instructor and course chairperson/course coordinator to further discuss the situation and attempt to resolve the grievance. If the grievance involves the course chairperson or course coordinator, directly proceed to step 3.
3. A meeting is scheduled with the Director/Assistant Director if the grievance is unresolved.
4. At the meeting with the Director/Assistant Director, the student will present the facts of the grievance in an attempt to clarify the problem. If the grievance remains unresolved, the student may request a quorum.
5. Quorum members:
   A. The involved faculty and student. Each will individually present their case.
   B. The involved student’s class representative and two other randomly chosen student members, one from each campus. If the class representative is unavailable, alternate is class president. Second alternate is class secretary/treasurer.
   C. Faculty members will consist of the course chairperson or course coordinator and two randomly chosen faculty members, one from each campus. In the event one of the selected faculty members is unable to attend, the Director will notify an alternate.
6. A simple majority is the deciding vote. The Director will vote in the event of a tie. The decision rendered by the Director is final.
7. All aspects of the procedure are strictly confidential within the committee.
8. As examinations are objective in nature and validated through item analyses, grades received as a result of poor academic performance are not subject to this process.
9. Established policies are not subject to this process.

(XILJ, 12/10)
STUDENT HEALTH PROGRAM

The student health program provides the opportunity to promote and maintain student health. Each student is expected to assume the responsibility of maintaining high standards of physical and mental health necessary to meet the demands of the program. Students are responsible for their own individual health insurance coverage and assume the cost for their own health care. Each student is encouraged to provide for his or her own health care through selection of a primary care physician/health provider.

Services are provided to students through UPMC Employee Health which is directed by a UPMC Employee Health Physician. The student health nurse is the UPMC Employee Health Nurse. The Student Health program specifically provides for:

- Health counseling as it relates to the services provided by UPMC Employee Health.
- Maintaining the student's cumulative health records.
- TB skin testing at entrance and between the two academic years.
- Admission physical screening and immunization up-date for each student.

1. Responsibilities of the School:
   a. Sends information to student for scheduling Urine Drug screening and the health screening to the student prior to their beginning the nursing program.
   b. If a student becomes ill or injured, the student will be referred to his or her primary care physician.
   c. Valid absences due to illness occasionally occur. If a student is persistently absent due to illness, faculty may refer the student to their primary care physician.
   d. Excessive absenteeism will be detrimental to student progress and may result in the student being unable to meet all course objectives. If clinical time is missed, the Absence Policy will be followed.
   e. The Faculty Development Committee will communicate these responsibilities to new faculty members at time of their orientation.
   f. Changes to the student health program will be communicated to faculty through Faculty Organization Meetings.

2. The UPMC Employee Health Nurse is responsible for:
   a. Conducting required controlled substance (urine drug screening) tests.
   b. Initiating, implementing, and completing official student cumulative health record by UPMC Employee Health. These records are retained for two (2) years, and then sent to storage.
   c. Initial review of the Medical Questionnaire.
   d. Verification of immunization and obtaining titers for Measles, Mumps, Rubella, Varicella, and Hepatitis B, as indicated.
   e. Administering immunizations and TB skin testing.
   f. Completing initial work-up for bloodborne pathogen exposure (contaminated needle stick or blood splash).
   g. Keeping accurate records, including the Cumulative Health Record, according to School and Pennsylvania State Board of Nursing requirements.
   h. Orienting the student to health services provided by UPMC Employee Health.
3. The UPMC Medical Review Officer responsibilities include:
   a. Review of the health-screening tool, as necessary.

4. Provisions of the school health program include:
   a. The medical problems found serve to determine the individual student's capability for clinical and other activities. The UPMC Employee Health Nurse, the student’s Primary care physician, the UPMC Medical Review Officer, and the faculty provide health guidance for the student.
   b. The student is referred to his/her primary care physician for all emergency and routine medical care. The student assumes responsibility for all health care costs.
   c. Schedules for class and clinical laboratory that allow time for the student to rest and prepare for class.
   d. Recesses are scheduled between semesters and terms.
   e. Ill time is permitted according to School of Nursing Absence policy.

5. Responsibilities of the student include:
   a. Prior to beginning the program a health screening is required. It is to include:
      1) Health history questionnaire.
      2) Color vision test.
      3) Required immunizations against:
         (a) Measles, Mumps, and Rubella/German Measles (if titer does not show immunity).
         (b) Varicella/chicken-pox (if titer does not show immunity).
      4) Two step TB skin testing (PPD).
         (a) A chest x-ray is required if skin test is positive initially.
         (b) A student with a positive skin test must have evidence of adequate follow-up and treatment prior to clinical practice.
         (c) Any student who has a history of a positive TB test needs to submit a copy of their most recent chest x-ray report and evidence of treatment, if any.
      5) In conjunction with the hospital's Drug Free Workplace policy, Controlled Substance (Drug) Urine Testing is required. The UPMC Employee Health Nurse will conduct this screening. Photo identification is required of each student. Positive test results will preclude entrance into the school.
      6) The student is encouraged to have health insurance. The student must sign a waiver in which the student assumes responsibility for all health care costs incurred.
      7) Each student is encouraged to provide for his or her own health care through selection of a primary care physician/health provider. Costs/fees for all health care are the responsibility of the student.
b. Upon Admission
   1) Hepatitis B vaccine is offered to all students.
      (a) A student wishing to decline must do so in writing.
      (b) Students, who have previously received the Hepatitis B vaccine series, will have a titer done to
          establish current immunity. If the titer is negative for Hepatitis B antibodies, the entire series
          will be given again. If the student does not convert after the second series, no further
          immunization is indicated.

c. Between Level I and Level II
   1) TB skin testing.

d. During the program
   1) The student must choose his or her own primary care physician/health provider. Students who become ill
      or require medical care must receive it from their primary care physician at their own expense. When
      students become ill or injured during class or a clinical experience, emergency care is to be provided at
      the direction/referral of the student’s primary care physician. The student assumes responsibility for all
      health care costs incurred.

   2) Dental, optical, and mental health guidance costs are the responsibility of the individual student.

   3) The health fee paid yearly at the time of billing for tuition covers the cost of the entrance physical
      and testing, immunizations, and required laboratory and skin testing between levels of the
      program.

   4) Students are responsible for reporting illness and absenteeism from the clinical unit or from class.
      (a) When illness occurs between 7:00 am and 3:30 pm, the student is to contact a faculty member.
      (b) If a student will be absent because of illness, the student must call the School of Nursing
          (412-784-4984) before 6:00 am each day of absence. Information recorded on the answering
          machine, must include:
            - Name, date and time
            - Identify clinical unit or a class day
            - Reason for absence.

  e. When emergency medical care is needed while students are at UPMC St. Margaret/UPMC McKeensport
     or at a cooperating hospital/health agency, they must contact their individual primary care physician for
     direction/referral.

(XII.A, 06/11)
DRESS CODE POLICY

It is the policy of the UPMC Health System (UPMCCHS) that personal appearance reflects general cleanliness, good grooming, and professional identity.

The School of Nursing expects students to be appropriately dressed and well groomed at all times. The dress code is both a student and faculty responsibility, since it reflects not only on the student but also the school and the clinical agency. The dress code for each cooperating agency is to be followed when a student is using that agency. Appropriate dress in the clinical areas of the hospital is either complete uniform or laboratory coat over street clothes, (business casual attire). Refer to UPMC St. Margaret Dress Code Guidelines (see Attachment).

The fit of clothing must be modest and allow for ease of movement. Clothing must be clean, neat and wrinkle free. Appropriate undergarments are to be worn and undetectable through the professional attire.

Class Attire
Appropriate street clothes should be worn to all classes. Inappropriate attire that is unnecessarily revealing or offensive is not permitted.

Uniform Guidelines
The School of Nursing uniform is required to be worn by all nursing students when on the clinical unit. Students are expected to present a professional and positive impression. Uniforms are to be clean and wrinkle-free. The male uniform includes a white crew neck undershirt. The female uniform includes a white shirt or undergarment. White shoes and white stockings or socks are worn as part of the uniform. Uniforms, shoes and shoelaces are to be clean.

Regulation laboratory coats, purchased through the school are a type of uniform. They are not to be worn as dresses. Laboratory coats can be worn over uniforms in the hospital. Laboratory coats are not to be worn anywhere off campus unless specified at an outside agency by the instructor. Laboratory coats are not to be worn when doing direct patient care. Regulation white warm-up jackets may be worn while administering patient care.

Exceptions to this policy include but are not limited to surgical, operative and invasive procedure areas including Labor, Delivery, Recovery and Postpartum (LDRP) and areas where other dress is indicated for safety or therapeutic reasons.

The UPMC photo identification badge and/or the approved facility-specific identification badge issued by the Human Resources Department must be worn at all times by each student and faculty member in every clinical site. The photo identification badges must be worn above the waist with name and appropriate titling credentials visible. No stickers are to be placed on the identification badge in a way that obstructs the name, title or picture of the staff member.

(XILS, 05/12)
I. POLICY

It is the policy of UPMC that personal appearance reflects overall cleanliness, good grooming and professional identity. These guidelines were developed in careful consideration of our safety, infection control and public image. Exceptions to this policy may be made based on verified medical and religious needs.

II. SCOPE/PURPOSE

United States based UPMC staff members are expected to present a professional, business-like image at all times in its domestic locations. For patients and visitors, the appearance of the UPMC staff can be an indication of the quality of care they can expect. Each staff member is to dress in a manner that encourages respect for the dignity of staff members, patients, and visitors and enhances the professional environment of UPMC, as well as identifies the level of care for which he/she is responsible. Each business unit and/or department may have additional dress code guidelines.

III. GENERAL GUIDELINES

A professional appearance must be maintained at all times. Clothing must be clean and neat and appropriate undergarments are to be worn.

The UPMC photo identification badge must be worn at all times by all staff members in hospitals and nursing homes. The UPMC photo identification badge must be worn above the waist, with name and other preprinted information visible. No unauthorized attachments are to be placed on the identification badge. Any staff member who does not meet the standards of this policy will be subject to corrective action, which may include being required to leave the premises. Nonexempt staff members (those staff members subject to minimum wage and overtime requirements of the Fair Labor Standards Act) will not be compensated for any work time missed because of failure to comply with this policy.

A. Tattoos

1. Tattoos must be small in size, minimally noticeable, not on the face, non controversial (not advocating an interest), and inoffensive to patients, visitors, families, and other employees.

2. Employees that object to these guidelines must cover tattoos during work hours.
### Guidelines for Staff Members without Uniform Requirements

1. Acceptable personal appearance is an ongoing requirement of employment. Examples of professional, business attire are:

<table>
<thead>
<tr>
<th>Men</th>
<th>Women</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suits</td>
<td>Suits</td>
</tr>
<tr>
<td>Dress shirts with tie</td>
<td>Dress blouse</td>
</tr>
<tr>
<td>Dress slacks</td>
<td>Dress slacks</td>
</tr>
<tr>
<td>Sports Coat</td>
<td>Blazer, sweater</td>
</tr>
<tr>
<td>Dress shoes</td>
<td>Dress shoes, dress open toe shoes, dress sandals (no flip flops/ beach-type sandals)</td>
</tr>
<tr>
<td></td>
<td>Dresses, skirts (appropriate length for business and professional environment)</td>
</tr>
</tbody>
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2. At its discretion, each Business Unit may allow staff members to dress in business casual attire. On these occasions, staff members are still expected to present a neat appearance. Examples of appropriate business casual attire includes:

- Slacks
- Collared shirts (with or without tie)
- Sports coats
- Blazers
- Sweaters
- Skirts
- Dresses
- Hard soled shoes

3. Colored or decorative sweatshirts (including hoodies), shirts, sweaters or denim jeans/skirts may be worn on special holidays or occasions whenever permission is given from individual Business Units.

4. Hair should be neat, clean. Hair color of an unnatural tone to include unnatural tones of natural colors is not permitted (green, blue, purple, etc.)

5. Pants and blouses should be worn in such a way as to prevent undergarments from showing.

6. Beards and mustaches should be short, clean and well groomed.

7. Wearing excessive jewelry and cologne is not appropriate. Facial and oral jewelry is not permitted.

8. Nails should be well groomed.
C. **Guidelines for Staff Members with Direct Patient Care and/or Uniform Requirements**

1. Staff members required to wear uniforms must comply with established uniform color guidelines.

2. The uniform requirements for this policy do not apply to surgical, operative and invasive procedure areas including LDRP’s (Labor Delivery Recovery Postpartum) and areas where other dress is indicated for safety or therapeutic reasons.

3. Cardigan sweaters of matching color may be worn over a uniform. Pullover sweaters cannot be worn with a uniform unless authorized as part of an official uniform.

4. In consideration for infection control and patient safety:
   - Hair should be neat, clean and pulled back with small simple hair accessories so hair does not come in contact with the patient. Hair color of an unnatural tone to include unnatural tones of natural colors is not permitted (green, blue, purple, etc.)
   - Beards and mustaches should be short, clean and well groomed.
   - Wearing excessive jewelry and cologne is not appropriate. Dangling earrings or hoops larger than one inch are not permitted. Earrings are limited to two (2) per lobe. Facial and oral jewelry is not permitted.
   - Nails should be well groomed and kept to a length that is not detrimental to patient safety.
   - When having direct contact with patients at high risk, artificial fingernails or extenders must not be worn and natural nail tips must be less than one quarter (1/4) inch long.
   - Footwear must be a clean, closed-toed duty or leather or vinyl athletic shoe.

5. Colored or decorative sweatshirts, shirts, or sweaters may be worn on special holidays or occasions whenever permission is given from individual Business Units.

**SIGNED:** Gregory K. Peaslee  
Senior Vice President UPMC, Chief Human Resources and Administrative Services Officer

**ORIGINAL:** February 8, 2001

**APPROVALS:**  
Policy Review Subcommittee: June 9, 2011  
Executive Staff: June 29, 2011

**PRECEDE:** July 12, 2010

**SPONSOR:** Senior Vice President UPMC, Chief Human Resources and Administrative Services Officer

(XIIS; 05/12)
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) POLICY

Policy: The Family Educational Rights and Privacy Acts of 1974 (commonly referred to as FERPA or the Buckley Amendment) is designed to protect the confidentiality of the records that educational institutions maintain on their students and permits students access to their records to assure the accuracy of their contents. FERPA allows students certain rights with respect to their education records.

Procedures: The St. Margaret Schools of Nursing (School/SON) maintain the confidentiality of student records in accordance with FERPA. At the Schools, student records are maintained by the Senior Administrative Assistant (Registrar) and Financial Aid Administrator, under the direction of the Director/Assistant Director of the Schools of Nursing. They maintain security and access of all admission, academic, clinical and financial records of Schools of Nursing students.

Students at Schools are notified of their rights under FERPA via the Student Handbook.

Students at the Schools of Nursing have these basic rights under FERPA. Students have the right to:

- Inspect and review their educational records
- Right to limit disclosure of “personally identifiable information” known as directory information
- Request to amend their educational record
- File a complaint with the Department of Education concerning an alleged failure by the School of Nursing to comply with FERPA.

GUIDELINES

1. The educational record is maintained and stored in locked files by the Senior Administrative Assistant (Registrar).

2. No one outside the SON may have access to student records nor will the SON disclose any information to agencies outside the SON without obtaining written consent from the student.

3. EXCEPTIONS to the above limitations of student record access permitted by FERPA include the following: administration and faculty within the SON, persons or organizations providing student financial aid, accreditation agencies carrying out their accreditation function, persons carrying out a judicial order or subpoena, and persons in an emergency to protect the health or safety of students or other persons.

4. Academic and clinical records may be made available without the student’s written consent to administrators and faculty within the SON who have a legitimate educational interest. Legitimate recipients of confidential student information will understand that all information contained in student records is to remain confidential and not be shared with others.

- Requests to access a student’s educational record will be made to either the Senior Administrative Assistant (Registrar), the Financial Aid Administrator or the Director/Assistant Director.
- Upon validation that the requestor has a legitimate need for the information in the record, the Senior Administrative Assistant (Registrar), Financial Aid Administrator or the Director/Assistant Director will give permission to release specifically outlined information to the requestor.
The recipient of the educational record will need to sign documentation verifying access to the record. In addition, the record will need to be examined in the presence of the Senior Administrative Assistant (Registrar), the Financial Aid Administrator or the Director/Assistant Director. Access to records requires 24 hour advance notification.

5. The Senior Administrative Assistant (Registrar) and the Financial Aid Administrator will maintain a record of all requests and disclosures of information to agencies outside the SON in the student record.

6. Students may review their personal record by making a written request to the Senior Administrative Assistant (Registrar) or Financial Aid Administrator. Access to their record will take place within 5 business days of their request. If a student believes that their academic or clinical record contains information that is inaccurate or misleading, they can discuss the matter with the Director/Assistant Director, School of Nursing.

7. Under the Act, FERPA, a school may disclose the following categories of public or “directory” information for any purpose at its discretion: student name, addresses, telephone numbers, dates of attendance, class, date and place of birth, major field of study, previous institutions awards, honors, diploma conferred, photograph, past and present participation in committees and student organizations. However, it is the practice at the SON to release only name, dates of attendance and diploma awarded as directory information in most circumstances.

8. The electronic transmission of any part of a student’s education records to anyone other than the student is prohibited. This includes the transmission of clinical evaluations, sole possession notes of any kind related to a student and student grades. Electronic transmission is defined as any transmission of information in an electronic form which includes but is not limited to e-mail.

9. Failure of faculty, staff and administration to comply with the policy as outlined could result in disciplinary action.

10. Chain of Custody of an educational record is the responsibility of the Course Chair/Coordinator. Course Chair/Coordinators will collect from clinical instructors and review all clinical evaluations for completeness within two weeks of the end of a rotation. The Course Chair/Coordinator will turn over all records to the Senior Administrative Assistant (Registrar) no later than one week following the conclusion of the course.

DEFINITIONS

Educational Records: Are those records directly related to the student’s academic performance and maintained by the SON. These include transcripts, grades, clinical evaluations and learning contracts. Exceptions include:

- sole possession notes or private advising notes created by faculty
- law enforcement records
- medical/psychological treatment records
- alumni records
- directory information
Directory Information: Are those data which are publicly releasable so long as the student does not have a “no release” on his or her record. Directory information WILL NOT include:

- Race
- Gender
- Social Security Number
- Grades
- GPA
- Country of citizenship
- Religion

No Release Clause: The student has the right to request that no directory information be released regarding their attendance at the SON. Technically, this would mean that the SON would not be able to release student information to the State Board of Nursing (SBN) regarding the student’s eligibility to take NCLEX: RN. The student would need to discontinue the no release request prior to application to SBN for a temporary practice permit and to take the licensure examination.

Legitimate Educational Interest: The administratively approved “need to know” by those individuals who act in the student’s best interest, including faculty, administration, and coordinator of financial aid.

Enrolled student: A candidate who has satisfied all institutional requirements for attendance at the SON.

In attendance: An enrolled student is considered in attendance at the SON on the date that they first attend class at the school.

Sole possession records (weekly clinical evaluations/anecdotal): Are records that are kept in the sole possession of the faculty who created them as a memory aid, and are not accessible or revealed to any other person except a temporary substitute for the faculty who created the record.


(XII.T, 02/12)
RECORDS AND RIGHTS

Enrolled Student Records are filed alphabetically by year\(^1\). Contents include:
- Application
- Official High School transcript and/or GED scores
- Official College transcript(s)
- LPN school transcript and LPN license, if applicable
- Nursing course evaluations
- Results of all completed standardized testing (Stored in central binder until completion of or withdrawn from program)
- Student Permanent Record Card (Printed or available electronically)
- Acceptance letter
- Verification of acceptance, signed by student
- All required clearances

Graduate Records are filed alphabetically, each in a file folder\(^1\). Contents include:
- Student Permanent Record Card, signed by the Director
- Results of all standardized testing
- Official High School transcript and/or GED scores
- Official College transcript(s)
- Transcript request forms

Withdrawn Student Records are filed alphabetically, each in a file folder\(^1\).
For the first three (3) years students are considered to be on “leave” and the educational record will contain all enrolled materials including nursing course evaluations and counseling forms. Leave files will be kept separate then converted to withdrawn after 3 years.

Withdrawn contents include:
- Student Permanent Record Card, signed by Director
- Results of all completed standardized testing
- Official High School transcript and/or GED scores
- Official College transcript(s)
- Transcript request forms

Student Health Records are filed alphabetically and maintained by Employee Health at UPMC St. Margaret/UPMC McKeesport\(^1\). Contents include:
- Student Cumulative Health Record Form
- Laboratory testing results
- Requests for Personnel Health Services form(s) if utilized
- Other documents as necessitated by the care required for individual students during the nursing program.

Upon matriculation into the nursing program, references are destroyed.

(XII.F.1, 02/12)

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\(^1\) Original records for students enrolled in the McKeesport campus are housed at the McKeesport campus. McKeesport campus student health records are stored at Employee Health at UPMC McKeesport.
BILL OF RIGHTS AND RESPONSIBILITIES FOR STUDENTS OF NURSING

The NSNA Student Bill of Rights and Responsibilities was initially adopted in 1975. The document was updated by the NSNA House of Delegates in San Antonio, Texas (1991); and item #4 was revised by the NSNA House of Delegates in Baltimore, Maryland (2006).

1. Students should be encouraged to develop the capacity for critical judgment and engage in a sustained and independent search for truth.

2. The freedom to teach and the freedom to learn are inseparable facets of academic freedom: students should exercise their freedom in a responsible manner.

3. Each institution has a duty to develop policies and procedures which provide and safeguard the students’ freedom to learn.

4. Under no circumstances should a student be barred from admission to a particular institution on the basis of race, color, creed, national origin, ethnicity, age, gender, marital status, life style, disability, or economic status.

5. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

6. Students should have protection through orderly procedures against prejudiced or capricious academic evaluation, but they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

7. Information about student views, beliefs, political ideation, or sexual orientation which instructors acquire in the course of their work or otherwise, should be considered confidential and not released without the knowledge or consent of the student, and should not be used as a basis of evaluation.

8. The student should have the right to have a responsible voice in the determination of his/her curriculum.

9. Institutions should have a carefully considered policy as to the information which should be a part of a student's permanent educational record and as to the conditions of this disclosure.

10. Students and student organizations should be free to examine and discuss all questions of interest to them, and to express opinions publicly and privately.

11. Students should be allowed to invite and to hear any person of their own choosing within the institution's acceptable realm, thereby taking the responsibility of furthering their education.

12. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs, e.g., through a faculty-student council, student membership or representation on faculty committees.

13. The institution has an obligation to clarify those standards of behavior which it considers essential to its educational mission, its community life, or its objectives and philosophy.

14. Disciplinary proceedings should be instituted only for violations of standards of conduct formulated with significant student participation and published in advance through such means as a student handbook or a generally available set of institutional regulations. It is the responsibility of the student to know these regulations. Grievance procedures should be available for every student.
15. As citizens and members of an academic community, students are subject to the obligations which accrue to them by virtue of this membership and should enjoy the same freedoms of citizenship.

16. Students have the right to belong or refuse to belong to any organization of their choice.

17. Students have the right to personal privacy in their living space to the extent that the welfare and property of others are respected.

18. Adequate safety precautions should be provided by nursing programs, for example, adequate street lighting, locks, and other safety measures deemed necessary by the environment.

19. Dress code, if present in school, should be established with student input in conjunction with the school director and faculty, so the highest professional standards are maintained, but also taking into consideration points of comfort and practicality for the student.

20. Grading systems should be carefully reviewed periodically with students and faculty for clarification and better student-faculty understanding.

21. Students should have a clear mechanism for input into the evaluation of nursing faculty.

STUDENTS WITH DISABILITIES

Student nurses who have a disability which qualifies under the Americans with Disabilities Act and require special accommodations must provide written documentation from a licensed/certified health care practitioner indicating the diagnosis, treatment, and specific accommodations recommended. The Schools of Nursing will make every reasonable effort to provide accommodations requested.

DISABILITY HARASSMENT

The School of Nursing is committed to ensuring equal educational opportunities for all students, including those with disabilities. This responsibility is based on Section 504, of the Rehabilitation Act and Title II, Americans with Disabilities Act of 1990. “No otherwise qualified individual with a disability…shall, solely by reason of his or her disability, be excluded from the participation in, be denied benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

Consistent with the UPMC St. Margaret Code of Conduct, our goal is to “treat others with respect, dignity and care… (and) not discriminate on basis of gender, disability, religion, race, age, or sexual orientation.”

Disability harassment 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 the benefits, services, or opportunities in the School’s program.

“Harassment, horizontal violence, bullying, threatening acts and behavior are strictly prohibited.” (Code of Conduct, UPMC St. Margaret, 2008). Should harassment or creation of a hostile environment occur, it is to be reported to the Director/Assistant Director of the School of Nursing for corrective action, which may include termination of the individual(s) responsible for this behavior.

(XILN, 05/12)
ETHICAL CODE OF CONDUCT FOR THE PROFESSIONAL NURSING STUDENT

The role of the professional nursing student is synonymous with certain expectations that cannot be evaluated weekly because they are of a continuous characteristic and integral to the role of the caring, competent professional nursing student. The faculty stipulates that students at St. Margaret School of Nursing exhibit the following characteristics at all times that they are engaged in the role of a professional nursing student. 

Failure to maintain these standards may result in counseling, personal probation and/or termination from the program.

The Professional Nursing Student:

1. Adheres to established policies and procedures of the classroom and clinical settings.
2. Takes responsibility for learning and is self directed.
3. Maintains professional appearance, attitudes and behaviors.
4. Demonstrates honesty, integrity and accountability.
5. Utilizes classroom aids in a focused, non-distracting fashion.
6. Takes responsibility for all information conveyed electronically.
7. Displays tolerance of individual differences and learning styles.
8. Adheres to the legal and ethical standards for nursing practice.
9. Arrives prepared and organized to ensure excellence in the delivery nursing care.
10. Displays respectful behaviors related to patient's, peer's and instructor's individuality
11. Maintains patient/family confidentiality.
12. Demonstrates cultural awareness and values diversity while delivering nursing care.

The Ethical Code of Conduct for the Professional Nursing Student form will be distributed at the beginning of each course for review at which time the student will date, sign and return.

(VIH, 02/12)
ESSENTIAL FUNCTIONS AND ABILITIES OF THE PROFESSIONAL NURSING STUDENT

Students starting St. Margaret School of Nursing will need the cognitive ability, emotional stability and physical endurance to successfully complete the nursing program and practice as a Registered Nurse.

To determine professional suitability for the practice of nursing, the student nurse must be able to exercise safe judgments based on assessment data; remain visibly calm and be able to respond appropriately in an emergency situation; demonstrate a caring manner with others; accept and utilize constructive criticism; follow directions; be flexible and demonstrate honesty and integrity.

The student nurse cannot pose a significant risk or direct risk to the health or safety of themselves or others.

LISTED BELOW ARE THE FUNCTIONS, ABILITIES AND PHYSICAL REQUIREMENTS FOR THE NURSING STUDENT:

1. Delivers nursing care, which may involve standing, sitting, kneeling, bending, pushing, pulling, carrying; lifting, walking, reaching and twisting. Is able to lift at least 50 pounds so you are able to assist patients with ambulation, transfers, position changes, and to transport patients within the health care setting. Manual dexterity is essential in the performance of many nursing tasks, such as preparation of certain medications, administration of treatments such as dressing changes and intravenous fluids, obtaining vital signs, etc. Cardiopulmonary resuscitation (CPR) without restriction is required.

2. Follows written and verbal directions.

3. Communicates knowledge both verbally and in writing. This includes the ability to read, write, hear and see. Students must be able to speak clearly enough to participate in individual and group discussions in a variety of settings.

4. Observes and interprets patients’ data and incorporates that data into a plan of care. This includes assessment and analysis of the physiological, psychosocial, spiritual and cultural needs of the patient. The ability to see, hear, feel and smell are essential to the collection of data.

5. Implements and evaluates nursing care based on the plan of care for a group of patients. This includes the ability to utilize standard nursing equipment.

6. Completes assignments and examinations within specified time limitations.

7. Initiates and reinforces education for patients and their families including discharge planning. There are additional educational tasks that the registered nursing student performs which involves teaching peers and others.

***

This description of the ESSENTIAL ABILITIES OF THE PROFESSIONAL NURSING STUDENT is meant to include the major areas of responsibility and is not intended to be limited to the above information. All requests for accommodations must be received in writing from a licensed/certified health care practitioner prior to the beginning of the program. IF YOU BELIEVE YOU NEED A REASONABLE ACCOMMODATION TO BE ABLE TO PERFORM THESE ESSENTIAL FUNCTIONS, CONTACT:

Dr. Ann D. Ciak, Director
St. Margaret School of Nursing
UPMC St. Margaret
412-784-4992

(XII.O, 05/12)
LICENSURE REQUIREMENTS FOR PROFESSIONAL NURSING

To be licensed as a registered professional nurse, the individual must be eligible for licensure. This includes:

- Completion of an approved nursing program
- Must successfully passing the NCLEX-RN licensure examination
- Meet state requirements
  - Eligibility for licensure
  - Mental and physical requirements
  - Prior legal convictions, esp. drug related

So that you are adequately informed, the following information from the PA State Board of Nursing is listed below to inform you about licensure requirements in the Commonwealth of Pennsylvania.

***

The State Board of Nursing may refuse, suspend or revoke any license in any case where the Board shall find that the applicant:

- Has been convicted or has pleaded guilty or entered a plea of nolo contendere or has been found guilty by a judge or jury of a felony or a crime of moral turpitude, or has received probation without verdict, disposition in lieu of trial or an Accelerated Rehabilitative Disposition in the disposition of felony charges, in the courts of this Commonwealth, the United States, or any other state, territory or country;

- Has committed fraud or deceit in securing his or her admission to the practice of nursing or to nursing school;

- Is unable to practice professional nursing with reasonable skill and safety to patients by reason of mental or physical illness or condition or physiological or psychological dependence upon alcohol, hallucinogenic or narcotic drugs or other drugs, which tend to impair judgment or coordination, so long as such dependence shall continue.

For a complete list of reasons why the Board may refuse a professional nursing license to an applicant, please see Section 14 of the Professional Nursing Law, 63 P.S. §224.

Reference

(XILO, 05/12)
**DRUG FREE CAMPUS / WORKPLACE POLICY**

**Policy:** The School of Nursing of UPMC St. Margaret is a drug-free workplace, as defined under the Drug-Free Workplace Act of 1988 (Public Law 101-690). The Drug-Free Schools and Communities Act (Public Law 101-226) requires schools that participate in any Student Financial Aid (SFA) Program must have a drug and alcohol abuse prevention program in place for its students and employees.

This statute further specifies the content that must be included in the program, and possible legal sanctions for failure to comply. The program is required to provide, at a minimum -

- An annual distribution, in writing, to each student (regardless of length of student's program of study) and employees of . . .
- Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of drugs and alcohol by students and employees on its property or as a part of the school's activities;
- A description of the applicable legal sanctions under local, State, and federal law for unlawful possession, use, or distribution of illicit drugs and alcohol;
- A description of any drug and alcohol counseling, treatment, or rehabilitation programs available to students and employees;
- A description of the health risks associated with the use of illicit drugs and alcohol;
- A clear statement that the school will impose sanctions on students and employees (consistent with local, state, and federal law) and a description of these sanctions, up to and including expulsion or termination of employment, and referral for prosecution of the standards of conduct.
- A biennial review by the school of its program to determine its effectiveness, implement needed changes, and ensure that disciplinary sanctions are consistently enforced.

**Procedure:** The St. Margaret Schools of Nursing are drug-free campuses. UPMC St. Margaret / UPMC McKeesport are drug-free workplaces. The sale or use of illegal drugs and/or alcohol on school or hospital property is strictly prohibited and can result in termination from the Schools of Nursing. The responsibility for patient safety is paramount, and safe patient care is each student's responsibility.

Students who exhibit unusual or bizarre behavior that may result from illegal drug or alcohol use will be counseled. Referrals to community support agencies and to the Student Counseling Program will be made as appropriate. In order to continue in the nursing program, the student must maintain an acceptable level of performance that is consistently safe.

Students have the responsibility not to engage in conduct that damages or tends to damage the client and patient relationships, public image and/or reputation of the Schools of Nursing and the Hospital. Certain behaviors and events do cause or risk causing such damage. These include being charged with or indicted for or convicted of violating Criminal Drug Laws, and driving while intoxicated. Therefore: Students who are charged, indicted or convicted (i) under any Criminal Drug Law or (ii) under any law prohibiting driving while intoxicated must notify the Director /Assistant Director of the Schools of Nursing, of such charge, indictment, or conviction within five (5) days of the event, will be subject to disciplinary action, up to and including termination.

Students must comply with all other aspects of the Hospital's Drug Free Workplace Policy.
Drugs and Alcohol Abuse Prevention Program
In conjunction with the hospital's Drug Free Workplace policy, students are required to participate in Controlled Substance and Alcohol Testing. This screening will be conducted by the UPMC Work Partners Occupational Health Nurse. A photo identification is required of each student. Positive test results will preclude entrance into the school.

Students must attend the Drug and Alcohol Abuse Prevention Program annually and certify their attendance.

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

A. **ALL DRUGS**
   1. Interferes with fulfilling major role obligations at work, school, or with family
   2. Important social, occupational, or recreational activities given up or reduced

B. **HEALTH RISKS OF ABUSING ALCOHOL**
   1. **Physical Effects and Some Examples:**
      - Hepatic System (liver, etc.)
      - Neurologic System (Wernicke-Korsakoff), etc.
      - Cardiovascular System (Alcoholic cardiomyopathy)
      - Musculoskeletal System (Acute alcoholic myopathy)
      - Gastrointestinal System (Gastritis, pancreatitis, Malnutrition)
      - Reproductive System (Impotence)
   2. **Dangers**
      - Car accidents, Blackouts
      - Suicide risk
      - FAS (Fetal Alcohol Syndrome)

C. **RISKS OF USING ILLICIT DRUGS**
   1. **Barbiturates or Similarly acting Sedative or Hypnotics**
      - Barbiturate overdose causing death
      - Withdrawal is unpleasant and life threatening
   2. **Opiates**
      - CNS depressant can cause death (especially if combined with barbiturates)
      - High risk for AIDS (most opioid abusers take the drug intravenously)
      - Hepatitis infections
   3. **Amphetamines**
      - Depression
      - Agitation and extreme anxiety
      - Paranoid
      - Suicidal
      - Psychosis
   4. **Cannabis**
      - Impaired judgment
      - Lung damage
      - Impaired during ability
      - Passivity
   5. **Cocaine**
      - Anxiety, painful depression and fatigue
      - Cardiac arrhythmia
      - Seizures
      - Paranoid schizophrenic syndrome
      - Hallucinations (“cocaine bugs”)
DESCRIPTION OF A DRUG OR ALCOHOL TREATMENT PROGRAM AVAILABLE TO EMPLOYEES OR STUDENTS

Programs are available at Western Psychiatric Institute and Clinic (WPIC), UPMC McKeessport, and UPMC Mercy.

The Student Counseling Program is available as a resource to students of the Schools of Nursing; the Employee Assistance Program is available as a resource to employees of UPMC St. Margaret.

STUDENT/EMPLOYEE RESPONSIBILITY AND CONDUCT

UPMC St. Margaret and the Schools of Nursing expect every student and employee to observe commonsense rules of honesty, courtesy, safety, attendance and attention to their work and to refrain from any action which reflects discredit on the hospital or its services. The purpose of such rules is not to restrict any individual's rights but to maintain the hospital's high standards of care, service and efficiency.

The great majority of our students and employees will voluntarily comply with these rules. In dealing with those who do not, the school, in conjunction with the hospital, has adopted and will be guided by the following general principles:

1. All students and employees shall be treated in a fair and equitable fashion free from any form of illegal discrimination.
2. Students and employees who engage in similar types of conduct should be treated in a similar fashion, unless their length of service or records of performance or conduct justify different treatment.
3. Students and employees whose improper conduct appears to be unintentional and/or correctable should normally be given a reasonable opportunity to improve through corrective action such as counseling, warnings or suspension.
4. Students and employees who engage in conduct demonstrating a deliberate or careless disregard for the rights of others or their duties to the hospital or its patients must and shall be terminated/discharged.

The hospital's published list of violations of rules of conduct and performance is not all-inclusive, but illustrates some of the types of behavior, which ordinarily warrant imposition of disciplinary action or discharge. The disciplinary action to be imposed will be determined in accordance with established practice which considers, among other things, the seriousness of the conduct, prior infractions, and past record. All questions concerning the implementation or interpretation of this policy should be addressed to the Director/Assistant Director of the Schools of Nursing.

(XLIR, 02/12)
GUIDELINES FOR COMMUNICATION OF POLICY CHANGES

Policy: In an effort to provide current information regarding policy or program changes at St Margaret School of Nursing (SON), the following methods of information relay will be utilized. The intent is to provide a framework that will allow for professional communication between the faculty and students in an effective and efficient manner.

Procedure:

1. Email: Upon enrollment, all students are assigned an email user name and password for the UPMC system. SON / course / campus student distribution lists are requested by the School of Nursing Administrative Staff and can be located on the UPMC Global Address List (See Table 1 below). Faculty members involved with a specific course and SON Administrative Staff are also included in the course / campus distribution list. Students are enrolled in distribution lists as outlined below:
   a. All students are enrolled in a master distribution list for the School of Nursing to promote communication with the entire student body at both campuses.
   b. A course- or level-specific distribution list is utilized by the Course Chair / Course Coordinator to communicate information related only to a specific campus and/or specific group of students. For information applicable to more than one group of students, the appropriate distribution lists for those student groups will be utilized.

2. The Learning Platform (MOODLE): The MOODLE system is school-specific with posted information coordinated by the Course Chair or Course Coordinator at each campus. The Course Chair and Course Coordinator from each campus are responsible for communication between the campuses to ensure consistency in information posted on MOODLE.

3. Course Orientation: Program and policy changes that occur during the academic enrollment period of a student will be reviewed by the Course Chair / Course Coordinator at the beginning of each semester and / or as indicated throughout the semester. Specific changes that require acknowledgement of the information will be validated through a signature page which is kept in Student’s Active File in Registrar’s Office until graduation.

4. Student Representatives: There are three elected officers per class / per campus that comprise the student governing body. Student representatives are encouraged to attend the monthly Faculty and Admissions Meetings to share student concerns and receive feedback on issues identified. These student representatives assist in the relay of information between their respective classes and the faculty.

5. School Catalog and Student Handbook: Each student receives a CD with the School Catalog and Student Handbook upon matriculation to St Margaret School of Nursing. If changes are made to the policies and procedures outlined in these documents, updates are provided through the processes outlined above.
<table>
<thead>
<tr>
<th>Group Title / Campus</th>
<th>Global Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>All students at both campuses</td>
<td>SON</td>
</tr>
<tr>
<td>McKeesport students enrolled in Level I</td>
<td>SON-MCK RN Level 1</td>
</tr>
<tr>
<td>McKeesport students enrolled in Level II</td>
<td>SON-MCK RN Level 2</td>
</tr>
<tr>
<td>Basic I at Blawnox</td>
<td>SON-BN1</td>
</tr>
<tr>
<td>Basic II at Blawnox</td>
<td>SON-BN2</td>
</tr>
<tr>
<td>Adult I at Blawnox</td>
<td>SON-AN1</td>
</tr>
<tr>
<td>Transition at both campuses</td>
<td>SON-PN/RN</td>
</tr>
<tr>
<td>Adult II at Blawnox</td>
<td>SON-AN2</td>
</tr>
<tr>
<td>Growing Family at Blawnox</td>
<td>SON-GF</td>
</tr>
<tr>
<td>Professional Nursing Responsibilities at Blawnox</td>
<td>SON-PNR</td>
</tr>
</tbody>
</table>

(XIL.W, 02/12)
ELECTRONIC COMMUNICATIONS & COMPUTER ACCESS

Policy: In an effort to provide a safe and productive effective learning environment, the following guidelines are in effect at the school of nursing in both the classroom and clinical settings. The intent is to provide a framework that will allow for professional role development of the student in preparation for professional practice.

Procedure:

1. **The use of electronic communication devices/cellular telephones is NOT permitted in the classrooms.** Turn your phone off during class or adjust it so that there is no audible ring. You may not answer your phone or engage in a phone conversation during class. Likewise, you may not send or retrieve text messages. Please be considerate of your classmates and instructors. Cell phones are not permitted to be on the tables/desks during class and testing. Use of hand held devices to access/retrieve information is permitted.

2. **Computer use during class is permitted and encouraged.** Classroom lectures and adjuncts are available via the MOODLE website and encouraged for use during class as a learning tool. Use of this technology for personal communication during class is not appropriate.

3. **Electronic communication devices/cellular telephones on the clinical units.** Hand held devices may be used to access/retrieve information. They should be placed in “airplane” mode or turned off while on the clinical unit. **Violation of this policy constitutes non-professional behavior.** **Instances of non-professional behavior will result in formal counseling, consideration of personal probation, and if not corrected may result in termination.**

4. **Social Networking.** All students must adhere to the UPMC Social Networking Policy HS-HR 0748.

**Student computer access**

Student computer access is to enhance and augment classroom and clinical instruction.

1. Access to the UPMC computer system is obtained for each student upon matriculation. The access is terminated when the student graduates, withdraws, or is terminated.

2. Students independently use the computer resources for use of the school of nursing software programs, Internet access, UPMC e-mail access, Health Sciences Library on-line access, and word processing.

3. Access to the UPMC computer system is required for completion of student clinical experiences. Students are bound to the UPMC Health System computer access and use policies. Violation of these policies can result in disciplinary action including termination from the School of Nursing and civil/criminal penalties.

(XILP, 12/11)
STUDENT GOVERNMENT ASSOCIATION BY-LAWS

We, the students of the St. Margaret School of Nursing, do establish the Goal, Purpose and Bylaws of the Student Body.

GOAL
Our goal is to assure that students at St. Margaret School of Nursing are actively involved in the academic and social activities of the school and therefore have a voice to participate in the governance process.

Purpose
Our purpose it to:
- incorporate the core values of caring, integrity, diversity and excellence into our nursing practice
- promote effective communication between faculty and students
- encourage each student to assume responsibility for self-direction
- improve student interaction through the student body and student officers of each class
- practice high ideals and good relationships among the students
- promote social activities to foster congenial relationships among students
- encourage student participation in community and professional activities

A yearly calendar of events is planned to foster both academic and social interaction, and professional growth. Students participate in school activities through the following:

1. Jean L. Hoover Memorial Scholarship Presentations (Blawnox campus)
2. Graduation Luncheons
3. Holiday Social
4. Community activities such as the Food Drives for the Needy
5. Mentoring Program
6. Student Nurse Grand Rounds
7. Nurses’ Week activities
8. Support for the Annual Student Nurse Association of Pennsylvania Conference

SECTION I: Membership

Term of Office- The “Term of Office” for an elected officer shall include from the time of election to graduation.

Student Body- Shall include all students enrolled in St. Margaret School of Nursing.

Student Class- Shall include students who are enrolled in the same class based on the date of graduation.

Student Officers- The students elected into official positions by the Student Class at each campus, as applicable.

SECTION II: Officer Responsibilities

President
a. Meet with Class Advisor in advance of the scheduled class meeting to plan purposed agenda
b. Preside at all class meetings and conduct each meeting according to correct parliamentary procedure
c. Delegate specific duties to Secretary/Treasurer and/or Class Representative
d. In case of absence from duties, meetings, or responsibilities, notify and brief the other officers concerning the fulfillment of responsibilities pertaining to office.
e. Deliver the speeches at class luncheon and graduation.
f. Special meetings may be called by the President, if necessary.

**Secretary/Treasurer**

a. Post notices reminding the class of regular meetings at least one week school days in advance
b. Email the Student Body regarding the meeting within two days of the meeting.
c. Keep minutes of all class meeting
d. Present minutes to advisor for proof reading
e. Submit a copy of the minutes of each class meeting to the Director of the School and to the Advisor for permanent filing within one week after meeting
f. Email meeting minutes to all member of the Student Body
g. The Secretary/Treasurer has the responsibility of requesting checks for expenditures voted on by each class.
h. The Class Secretary/Treasurer shall keep appropriate records. An annual report shall be presented orally to each class by the Secretary/Treasurer at the last class meeting of the year

**Class Representative**

a. Assist the Class President with delegated duties
b. Address the faculty at designated times during Faculty Meetings with matters of discussion from the Student Body.

**SECTION III: Election Process**

Each class is structured so that it operates individually to elect a Class President, a Secretary/Treasurer, and a Student Committee Representative. To provide students with an opportunity to become acquainted, the Class Representative and Secretary/Treasurer will be elected in Basic Nursing II. Class President will be elected in at the beginning of Adult I. Co-Class Representatives from the LPN to RN class will be elected the after the second week of the LPN to RN Transition Course (when appropriate, one representative from the McKeesport branch and one from the Blawnox branch). One representative from the LPN to RN group will represent the LPN to RN group when they combine with the generic students in Adult Nursing II. They will serve as the representative for the group as they merge with the Adult II/Growing Family courses. Each class will operate individually with communication between officers as needed. If and when necessary Level I and Level II classes will meet to arrange or discuss activities pertinent to both classes.

The decision-making authority is delegated to the class officers through a voting decision of the Student Body.

**Vacancies**

**Voluntary/Involuntary Termination:** If a member is unable to fulfill his/her membership responsibilities, or he/she shall submit his/her resignation to the appropriate Class President and Class Advisor or the Class President and Class will request his/her resignation and provide a copy to the Class Advisor. If the Class President is unable to complete his/her term of office, the resignation should be submitted to the Class Secretary/Treasurer or Class Representative and a copy provided to the Class Advisor. A new officer will be elected by the Student Body to fill the vacant position.

**SECTION IV: Student Dues**

Students shall pay the Student Government Council dues at the beginning of the first and second level. These dues are mandatory and non-refundable. All students are members of the Student Nurses Association.
SECTION V: Faculty Class Advisor
The Faculty Class Advisor will be selected by the Director/Assistant Director of the School of Nursing and will act in the advisory capacity for the class throughout the curriculum. The Class Advisor will act as a support person for the Student Officers and Student Class by:

a. Meeting with the Class President prior to class meeting to discuss and advise in agenda items
b. Assisting students with yearly review and revision of student Bylaws
c. Working with class members and officers for planning graduation activities

SECTION VI: Meetings

Meeting Schedules

a. Class meetings shall be called by the President whenever necessary during the school year.
b. Each Class President and/or representatives shall post important information on the bulletin board concerning meetings, etc., both before and after class meetings.
c. A written report shall be given to the class advisor after each meeting by the Secretary/Treasurer.
d. Each Student Body will hold six meetings per year or two meetings per course. The meetings must be scheduled at least two weeks in advance and posted one week prior to the meeting and an email reminder sent to the Student Body within two days of the scheduled meeting.

Meeting Structure

b. To constitute a quorum at class meetings, at least two-third of the Student Body including the President, Secretary/Treasurer or Class Representative must be present. The Faculty Class Advisor or a substitute should be present.
c. If a member is unable to attend a meeting, this shall be reported to the President who shall reschedule the meeting if a quorum is not present.

**The Class President(s) shall have the prerogative to call class meetings at any time during the school year to determine activities and projects. The Faculty Class Advisor should be notified of these meetings prior to the meetings being convened.

Special Committees
Each Student Body shall appoint special committees when the need arises for a particular project. They shall function until the project is complete and approved by the class.

SECTION VII: Parliamentary Authority
The rules contained in the current edition of “Roberts Rules of Order, Revised”, shall be the guide for conducting the business of each Student Body meeting.

Amendments
Amendments to these bylaws shall be made by two-thirds vote of the Student Body.
LEARNING SUPPORT PROGRAM

REMEDIATION AND TUTORIAL GUIDELINES

The purpose of the Learning Support Program is to help the students successfully meet academic and clinical expectations of the nursing program. The goal of the Learning Support Program is to increase student success and retention through a structured remediation and tutorial program and to assist our students to achieve their highest degree of excellence.

- This program is designed to assist students by providing instructional support to students who require academic support and/or laboratory skills remediation.

- The Learning Support Program is designed to assist students with clinical laboratory experiences, academic remediation, and student competency remediation.

- The following outlines the process for mandatory learning contract:
  - When the student’s cumulative theoretical grade falls is equal to or below 76% or the student is not meeting the clinical course behaviors/objectives, the course chairperson/coordinator will initiate a written mandatory learning contract for student remediation. The student will receive a hard copy of the learning contract after discussion with the course chairperson/coordinator. A hard copy of the learning contract will be placed in the student folder when the process is complete.
  - Students who receive a mandatory learning contract must make and keep an appointment with the instructor (by telephone or electronically) prior to the next schedule test or clinical experience.

- All students are encouraged to independently initiate and utilize the learning support program for clinical or academic support.

- The clinical skills lab is open and available for independent student practice during the week. Typically, there is an assigned time when a faculty member is assigned to the clinical learning lab for guided clinical practice and/or remediation.

- The following will be provided by the Course Chairperson/Coordinator to the faculty assigned to academic remediation:
  - Copy of written learning contract (sample attached)
  - Copy of Student Test Report / Answer Key from Scantron/ParScore
  - Copy of Test Key

(XII.Q. 06/12)
GENERAL POLICIES

Non-Discriminatory Policy
St. Margaret School of Nursing as part of the UPMC Health System provides equal opportunity to all qualified applicants for admission and in the student role without discrimination on the basis of race, color, religion, ancestry, national origin, age, gender, sexual orientation, or marital, familial, or disability status or status as a Vietnam-era veteran, special disabled veteran or a veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized. Reasonable accommodations for the needs of qualified applicants or students with disabilities will be made upon request.

Call Off Policy and Procedure
The student is responsible for reporting off each day of absence from clinical experience. The school is to be notified by calling 412-784-4984 by 6:00 am on the day of absence. Information to be included: Student name, date, time called, clinical unit/agency assigned, assigned instructor, and the reason for the absence. The student or a family member must call by 6:00 am each day. For some clinical agencies, students must also call their assigned clinical unit.

Inclement Weather Policy
Since the School of Nursing is a part of UPMC St. Margaret Hospital, the school does not normally close due to severe weather conditions. Nursing students need to recognize the importance of punctuality and good attendance. In times of severe weather conditions, each student is responsible for assessing conditions. No individual is asked or encouraged to endanger him or herself. Students, who are not able to attend class or clinical experiences due to inclement weather will be responsible for the material covered and for clinical make-up as required.

In the case of extreme weather and/or an emergent situation, school may be delayed or cancelled. If this is the situation, the delay or cancellation will be reported to KDKA. It will be broadcast with the KDKA School Delays and Cancellations. Faculty will designate how content will be rescheduled and communicate that to the students.

If a clinical day is cancelled, the student will be responsible for the written work due for that day.

If there is a cancellation of a theory day, theory will be rescheduled. Schedules will be modified to incorporate presentation of theory content. Students are responsible for the theory content; the instructors are available via e-mail to answer questions about their lectures. (XII.H, 01/12)

Smoking
The UPMC Health System is smoke-free; all facilities are smoke-free. Smoking on all UPMC properties is prohibited.

Weapons
Possession or use of any weapon or concealed possession of any article which could serve as a weapon on UPMC properties is strictly prohibited.
**Eating, Drinking, Chewing Gum**
Permission for eating and drinking during class or conference will be at the discretion of the instructor. Chewing gum is not permitted in the clinical area.

**Attendance of Children at Class and Clinical Experiences**
Children are not permitted to attend class or clinical experience. Material presented during class may be inappropriate for young children and their presence may constitute a distraction for other students. Due to infection control and safety concerns, children are not permitted in the clinical area while their parent is participating in a clinical experience. Due to safety concerns children are not to accompany students to their final evaluations at the School of Nursing. Please be considerate of your classmates and instructors.

**Violation of this policy constitutes non-professional behavior.** Instances of non-professional behavior will result in formal counseling, consideration of personal probation, and if not corrected may result in termination.

**Educational Facilities**
St. Margaret School of Nursing has two campuses. The Blawnox campus is located 1.8 miles from UPMC St. Margaret. The UMPC McKeeseport campus is located on the fourth floor of the Kelly Building at UPMC McKeeseport Hospital. Each campus has classrooms, conference rooms, a demonstration learning laboratory, faculty offices and a computer center.
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BLAWNOX
CAMPUS
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GENERAL INFORMATION

The School of Nursing is located at

St. Margaret School of Nursing
UPMC St. Margaret
Seventh Street Commons
221 Seventh Street
Pittsburgh, PA  15238
Phone:  (412) 784-4980
FAX:  (412) 784-4994

School Property
The facilities and furnishings of the school are for the use and enjoyment of all. In the event of abuse, defacement or damage to school property, the student involved will be held financially responsible and may also be subject to personal probation or termination.

Religion
The school is nonsectarian. A chapel is located in the hospital. Various places of worship are located in the nearby communities.

Cooperating Agencies
In addition to UPMC St. Margaret, UPMC McKeesport, UPMC Passavant, UPMC Presbyterian-Shadyside (Presbyterian Campus), Seneca Place, and various other community agencies are utilized for clinical experiences. Magee Womens Hospital of UPMC, Children’s Hospital of Pittsburgh of UPMC, Child’s Way, and the Children’s Institute are utilized for Nursing of the Growing Family clinical experiences. Psychiatric/Mental Health Nursing, which is integrated throughout the program, includes clinical experience at the Western Psychiatric Institute and Clinic.

The student is responsible for providing his/her transportation to cooperating agency experiences. The student assumes expenses to and from cooperating agencies and community activities. Instructors in a course will determine whether street clothes, laboratory coats, or uniforms will be worn. Students are expected to adhere to the rules and regulations of each cooperating agency.

Study and Lounge Areas
There are student lounges on the first and second floors and a reading room on the second floor at the School of Nursing in Blawnox. A reception area for guests is located in the School of Nursing foyer.

Refrigerators and microwaves are available in the student lounges for student use. Vending machines are located on the first floor near the rear entrance.

At UPMC St. Margaret, lounge areas include the Cafeteria. Students may utilize the Health Sciences Library for additional references, computer use and quiet study.

Lockers
Lockers are available on the second floor at the Blawnox location, and when available, on the first floor of the UPMC St. Margaret. Locks are not provided. Students register for lockers at the St. Margaret School of
Nursing with the receptionist and at the UPMC St. Margaret Human Resources Department for lockers at UPMC St. Margaret.

**Cafeteria**
The cafeteria is located at UPMC St. Margaret on the first floor. A fee is charged for meals and a daily menu is posted at the entrance to the serving area. During clinical days, the students are assigned a time period for meals. The cafeteria is open from 6:00 am - 7:00 pm for beverages and snacks. Meals are served only during the following hours:

- **Breakfast**: 5:30 am – 10:30 am
- **Lunch**: 11 am – 1:30 pm
- **Dinner**: 4 pm – 7 pm
- **Evening**: Vending Machines

**Location of Alarm Boxes and Emergency Equipment**
In the school, fire extinguishers are located on the first floor in the faculty kitchen area in the center of the suite and on the second floor in the center hall. The emergency phone number is 911. Exits include the main front entrance facing Seventh Street and the back entrance facing Blaw Avenue. An Automated External Defibrillator (AED) is located at the main front entrance of the St. Margaret School of Nursing.

**Bulletin Boards**
Bulletin Boards are provided throughout the School of Nursing for general information.

**Change of Name, Address, or Phone Number**
The student is required to notify the school Registrar and the Financial Aid Officer in writing, stating name change and new address or phone number, **immediately** upon change to maintain accuracy of records and for emergency purposes.

**Parking and Vehicle Registration**
Student vehicles must be registered with the Parking Operations Office in order to park in the hospital lot #5 and to identify your vehicle in case a problem develops. A number key identification tag will be issued and should be attached to the student's car keys. A parking sticker must be placed on the back of the inside rear view mirror. Tokens to enter the employee parking lot at the hospital may be purchased at the Parking Office located on the first floor of UPMC St. Margaret. Students are **required** to carpool if they utilize the hospital parking lot.

Students must indicate their time of departure to the attendant, who will direct them where to park. Cars should be parked and locked as usual. Depending on their departure time, a number of students each day will give their keys to the parking attendant. Car alarm switches should be left with car keys, and theft deterrent devices should not be placed on vehicles when keys are left with attendants. Cars will only be moved when necessary to allow a car to exit.

Students needing to use their vehicle earlier than expected should notify attendants by calling the parking lot booth at ext. 5183. After 7:00 pm each day, all keys collected by the lot attendants and not yet retrieved by students will be placed in the Switchboard Operators’ Office.

At the Blawnox location, student parking is available for students at the rear of the building in the lot across Blaw Avenue. There is an additional parking lot on Seventh Street across from the school. Street parking is
not permitted nor is parking in the lot at the school entrance or along the side of the school building on Seventh Street.

Students, who fail to comply with these policies or park in an area other than this assigned area, may have parking privileges suspended or revoked. Cars parked illegally may be ticketed or towed at the owner’s expense.
SCHOOL OF NURSING COMPUTER LAB GUIDELINES

Policy: The School of Nursing Computer Lab is located at the UPMC School of Nursing on the first floor. The lab is equipped with thirteen personal computers and two printers. Its purpose is to enhance and augment classroom and clinical instruction. Students use the resources for independent study, NCLEX preparation, instructor-assigned projects, and use of the school of nursing software programs, Internet access, UPMC e-mail access, Health Sciences Library on-line access, and word processing.

The purpose of this policy is to assure appropriate use of the computer lab and protect the equipment and software in the lab.

Description of Equipment

Twenty-four (24) computers
- Thirteen (13) computers available in the Computer Lab, 1st Floor, Room 111
- Six (6) computers available in Computer Lab Annex, 1st Floor, Room 114
- Three (3) computers available in the Testing Room, 1st Floor, Room 103
- Two (2) computers available in the Faculty Conference Room, 1st Floor, Room 117
- One (1) computer available in the Reading Room, 2nd Floor, Room 203

Printers (3)
- Two (2) printers available in the Computer Lab, 1st Floor, Room 111
- One (1) printer available in the Computer Lab Annex, 1st Floor, Room 114
- One (1) printer available in the Testing Room, 1st Floor, Room 103

Guidelines for the use of the computer lab

1. No food or beverages are permitted in the computer lab.
2. Student software may not be installed in the computer lab. See “Use of Computer Software” section below.
3. Access to personal email or websites not directly related to student work is not permitted.
4. Students must use generic computer log-on and student-specific user name and password.
5. No student documents are to be saved to any computer lab hard drive or computer desktop.

Access
The computer lab will be open Monday – Friday from 7:00 am - 3:30 pm. Students may use the computer lab at their convenience during the hours of operation. Computer assistance is available from the faculty or staff of the School of Nursing when possible. The Information Systems Department provides technical support; they can be contacted at extension 4595. Courses assigned computer lab times take precedence over other student usage. During school breaks, students need to schedule for individual computer usage.

School of Nursing software programs may also be accessed on the computers located in the Health Sciences Library 24 hours a day, seven days a week.

UPMC email accounts and the eRecord can be accessed through the “MyApps” icon on the desktop. Students can access their UPMC email account from any computer at: http://mail.upmc.edu.
**Use of Software**
All software must be used in the lab. Computer Lab software **MAY NOT BE COPIED** for personal use or removed from the lab. The copying of copyrighted software is considered a felony offense. This behavior can result in termination from the School of Nursing, since it is considered an act of gross misconduct. The UPMC Health System Corporate Internet Policies will be enforced.

**Computer Virus Prevention**
In order to prevent a computer virus from being introduced into the computer lab system, student-owned software is **NOT TO BE INSTALLED** on the computers in the lab. Visiting certain internet web sites and downloads (such as games, music, pornographic sites, or “spyware”) are not permitted. These actions can result consequences to a specific computer or the entire system. The introduction of a computer virus to any computer at the School of Nursing deliberately or inadvertently can be a felony. This behavior can result in termination from the School of Nursing, since it is considered an act of gross misconduct. The UPMC Health System Corporate Internet Policies will be enforced.

**Saving of Documents**
Students are to save any school-related projects (resumes, assignments, etc.) on their own disk or thumb drive. **No student documents are to be saved on the hard drive or computer desktop.**

**Computer Assignments**
Nursing courses may have computer assignments that are required or recommended. A student may be assigned to complete a computer program(s) at the instructor's discretion based on learning needs identified in the classroom or clinical area.

(X.G; 05/1/12)
LIBRARY SERVICES PROGRAM

The Health Sciences Library is located on the first floor of UPMC St. Margaret. The Health Sciences Library seeks to continually improve the quality of library and information services to support and enhance the educational program offered by the St. Margaret School of Nursing. The nursing and medical collections and electronic resources of the Library are accessible to all patrons. Basic services include collection use and borrowing privileges, electronic database access, research assistance, and group and personalized training services.

Library Staff
The Health Sciences Library Staff consists of the Library Director and the Library Technician. A dedicated group of UPMC St. Margaret volunteers assist the staff with a variety of clerical duties, such as photocopying and re-shelving materials. The library staff is committed to service and invites you to take full advantage of its resources. Questions and concerns may be directed to the library staff in person, in writing, by phone or EMAIL. Suggestions for books, journals, and library services are welcomed.

Hours
The Library is open and staffed from 7:30 AM to 4:00 PM, Monday through Friday. Off-hour access to the Library is available through badge access system. A video surveillance system monitors use of the Library. Students using the library during non-staffed hours should not admit other people to the library.

Collection
The nursing collection is customized to meet the unique curriculum and information needs of St. Margaret School of Nursing students and faculty. The collection includes current selections of books, journals, audiocassettes, videotapes, newsletters, an Information (Pamphlet) File, and CD-ROM and DVD software. Electronic resources including Internet access, HSLS Online resources, full-text journals and textbooks, nursing software programs and general business/computer applications are also accessible. Resume-writing guides, job search related materials, test-taking resources and other career information are also available.

A broad scope of information can be located using an online catalog which is available via the internet at http://cybertoolsforlibraries.com/asp/asp.php?asp=UPSMPP. Internet-accessible databases, and a list of journal holdings. Links may be found at the SMH InfoCenter in Sharepoint. The Medical Library has a direct link. Computers in the library are logged into the UPMC network and are available for immediate use. Patrons may locate information on their own or ask the staff for location assistance.

Organization of Materials

Books
Books are classified according to the National Library of Medicine (NLM) classification system. Books in the collection can be located by searching the Library's online catalog on the internet at http://cybertoolsforlibraries.com/asp/asp.php?asp=UPSMPP. The catalog is available from the School of Nursing computer laboratory or from any Internet site. Instructions and assistance for searching the online catalog are available from the Library staff.

Journals
The most current issue of each journal is displayed in the front of the Library. Back issues for the current year and past year volumes are shelved in the back of the Library alphabetically by title. Many full-text journals and journal articles are available through the Health Sciences Library at the University of Pittsburgh.
via the internet at http://www.hsls.pitt.edu. Interlibrary loan service for articles not found in the electronic or print collection is available.

Information (Pamphlet) Files
Pamphlets in the Information Files are arranged alphabetically by subject. A guide is located in the top drawer of the file cabinet.

Electronic Resources
Research may be done electronically using the HSLS Online Databases (http://www.hsls.pitt.edu). Available through the UPMC Web page, HSLS Online provides access to over 70 databases including full-text journals, CINAHL (Cumulative Index to Nursing & Allied Health Literature), Micromedex, Medline, Books @ Ovid, and Gale Virtual Reference Library (consumer health information).

Compact Discs (CD-ROM) and Digital Video Discs (DVD)
Many textbook and reference books come with CD-ROMs/DVDs. Most CD-ROMs and DVDs have been removed from the reference materials and must be requested from the Library Staff. A sticker appears on the front cover indicating the availability of the additional resource. The CD/DVD must be signed out using a second library card. It is the patron’s responsibility to ask for the CD/DVD if it is not with the book being borrowed.

Rules and Regulations

Circulation
General Library circulation policies are as follows:

   Non-Reference Books: .......................................................... two (2) weeks with unlimited renewals as long as the book is not requested by another patron

   Bound Journals: ........................................................... Non-circulating

   Unbound Journals: ......................................................... Non-circulating

   Reference Materials: ..................................................... Non-circulating

   Information (Pamphlet) File: ........................................... Non-circulating

   CD-ROMs: ............................................................... Three (3) days

   DVDs: ................................................................. Three (3) days

   Videotapes: ......................................................... Three (3) days

   Required Textbooks (Single or Second copies): .......... Non-circulating

Borrowing and Returning
♦ In order to insure an equitable distribution of materials, the Library's borrowing rules and regulations are enforced. Since all materials are circulated under the "honor system," we ask that each individual consider the needs of others and return all borrowed items on time.

♦ All borrowed items must be signed out before they are removed from the Library. **Sign name, phone number and the date borrowed** on the checkout card (found in the pocket of the book). The card should be placed in the box on the back of the front door or on the front desk. Items that are temporarily borrowed for classroom use must be signed out.

♦ Limits may be placed on the number of high demand course materials that may be checked out. The Librarian will identify any restrictions and reserves the right to recall materials when necessary.

♦ **Required textbooks** may be borrowed for class use in class, studying, etc. for that day only. They must be returned to the library at the end of the day.
Materials borrowed from the Health Sciences Library should be returned directly to the Library. If other arrangements are made for materials return, the borrowing student is responsible until the materials are checked in.

Special circulation arrangements may be made at the discretion of the Library Director for extended circulation requests and non-circulating materials. Materials borrowed under special circulation arrangements must be handed directly to the Librarian.

Photocopying
- Items may be photocopied if permitted by the Federal Copyright Law. Copies of these laws are posted and will be enforced. The general guideline is that no more than 10% of any printed publication can be copied.
- The photocopy machine for patron use is located in the Library Reference Room.
- Copies may be made for a cost of $0.10 per sheet. Payment for copies made after hours must be left on the front desk. A security camera monitors photocopier use and will be used to recover costs for copies made during off hours.
- Employees have priority use.
- Contact the library staff immediately to remedy problems encountered while copying; do not attempt to fix photocopiers.

Lost Books or Materials
- Report the loss immediately to the librarian.
- A notice will be posted to aid in the recovery of missing materials.
- If not found within a reasonable period of time, current market value may be charged.
- Final transcripts of students with outstanding library debts will be withheld until full payment has been received.

Conduct
- Any inappropriate use of computers or library materials is grounds for suspension of library privileges. Pornography, excessive personal (non-school) use/printing or photocopying will not be tolerated.
- The library is a place for learning, information gathering and exchanging ideas. While this may include open discussion, common courtesy must be shown to all library patrons, especially those involved in quiet study.
- **Food is not permitted in the Library. All drinks must have lids.** Care should be taken not to soil or ruin materials with unclean hands.
- **DO NOT RE-SHELVE MATERIALS.** Please leave them on the Library tables or book carts for the Library staff to re-shelve. This reduces lost materials and helps us assess what materials are used frequently.
- Courtesy, kindness and respect will be extended to all library patrons; the same is expected from all library patrons.

Compliance
- Failure to comply with any Library or UPMC Health System policy may lead to the revocation of library privileges.
**Orientation / Training**

**Orientation**
Students are given a formal library orientation during the first nursing course. Orientation is to promote and explain Library services, resources, and correlate the Library and School of Nursing’s goals.

**Training**
- Internet training is provided to assist students in locating Nursing and Health Care resources on the World Wide Web.
- Instruction is also available in the use of HSLS Online Databases, which includes Medline and CINAHL access.
- Personal assistance is available by appointment.

**Research Assistance**
The Library Staff is happy to assist students in locating applicable resource materials. Since research is a skill, the student and the library staff person will research topics together to facilitate the student’s learning experience. If the Library staff person is not immediately available, a research appointment will be scheduled at the soonest possible opportunity. In unique circumstances the Library staff person may conduct research with a follow-up educational conference with the student.

(X.A, 12/11)
CAMPUS SECURITY POLICY

This policy has been devised to provide for optimal safety and security of all students, faculty and staff at the School of Nursing. Security at the school of nursing site in Blawnox is provided by the Blawnox Police Department. Security on the UPMC St. Margaret hospital campus is provided by the hospital Security Department.

Information related to campus security is readily available to prospective students. Information may be reviewed at the Facility Services Office. The information disclosed is statistical and does not identify any individual by name.

A. Procedure to report criminal actions or emergencies occurring on campus (Blawnox) and at the hospital
   1. To report crimes or emergencies
      a. At the Blawnox site call 911.
      b. On the hospital campus notify hospital security by calling the emergency telephone number (1-1-1).
   2. Response to reports

B. Security and Access to Campus
   1. The School of Nursing maintains a campus in Blawnox at the Seventh Street Commons, 221 Seventh Street, Pittsburgh, PA 15238.
   2. The doors of the School of Nursing are open between 7:00 a.m. - 3:30 p.m.
   3. Daily logs related to reportable campus crime are available for review at the Facility Services Office.

C. Campus Law Enforcement
   1. Security at the Blawnox location is provided by the Blawnox Police Department.
   2. Reporting of Crime. All incidents are reported.
      a. Emergency and non-emergency incidents are reported to the Department Head who informs hospital security and the Safety Committee for investigation and follow-up.
      b. As necessary, incidents are reported to the City of Pittsburgh or Blawnox Police Department.
   3. In cases of an alleged sex offense
      a. School personnel will assist the student in notifying local law enforcement authorities, if requested by the student.
      b. Both the accuser and the accused:
         1) Are entitled to the same opportunities to have others present during a disciplinary proceeding
         2) Will be informed of the school’s final determination, any school disciplinary proceeding with respect to the alleged sex offense, and any sanction that is imposed against the accused

D. Program on Campus Security and Crime Prevention - Type and Frequency
   1. In compliance with the Crime Awareness and Campus Security Act of 1990, a campus security program is held yearly for entering students. General safety and crime prevention are discussed, as is the issue of sexual assault and violence against women. The sexual assault presentation includes information about rape, acquaintance rape, and other forcible and non-forcible sex offenses, stalking and physical abuse along with strategies for prevention of these violations and methods of reporting them.
   2. Students and employees are encouraged to be responsible for their own security and that of others.
   3. Attendance is mandatory.
   4. Documentation of attendance is included in the student's financial aid file.
E. Statistics are maintained for the current school year and two years previously for the following offenses reported to hospital security authorities or local police:
   1. Murder
   2. Forcible and non-forcible sex offenses
   3. Robbery
   4. Aggravated Assault
   5. Burglary
   6. Motor vehicle theft
   7. Manslaughter
   8. Arson
   9. Liquor law violations
   10. Drug-related violations
   11. Weapons possession
   12. “Prejudice” crimes of forcible and nonforcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, manslaughter, arson, and other crimes that involve bodily injury that show evidence of prejudice based on race, gender, religion, sexual orientation, ethnicity, or disability. These statistics are maintained by the Director of Facility Services and a summary is submitted yearly to the Director, School of Nursing. All applicants and students are welcome to review the daily crime log maintained by the Facility Services Department. All students receive a copy of the crime report annually in compliance with the Amendments of 1998.

F. There are no official off-campus housing facilities or student organizations.

G. The School of Nursing maintains a drug free campus in compliance with the Drug Free Workplace Act of 1988 (Public Law 101-690). The School is in full compliance with the drug free campus requirements.

H. The goal of the School’s drug prevention program is to prevent drug and alcohol abuse by students. Each student receives drug/alcohol abuse education yearly and signs a statement of having received that instruction as required under section 1213 of the Higher Education Act.

I. Security Responsibilities. The Security Department provides security services to the School of Nursing at UPMC St. Margaret. These responsibilities include:
   1. Maintaining security.
   2. Response to requests for assistance.
   3. This response could include calls concerning disorderly or suspicious persons, as well as stolen vehicles or property.
GENERAL SAFETY POLICY

1. Students and employees are directed to be familiar with and comply with hospital safety policies as found in the Fire-Safety-Disaster manual.

2. Students and employees are directed to be familiar with and comply with the fire plan for this policy.

3. Equipment and supplies will not be placed so as to block safe and convenient passage in aisles and hallways.

4. Students and employees are directed to be alert for deficiencies in electrical equipment. Problems such as broken insulation, loose wires and damaged plugs or receptacles should be reported to Maintenance and repaired promptly.

5. When setting up audiovisual equipment, necessary electrical cords will not be allowed to cross apparent paths of travel or create tripping hazards.

6. Use of liquids near computers and other electrical equipment should be avoided.

7. Electric plugs should be removed from receptacles by grasping the plug. Do not pull plugs from receptacle by the wires.

8. Students and employees are encouraged to be alert for hazardous conditions of floor surfaces. Spills should be cleaned immediately. Problems such as torn carpet and loose or broken tile should be reported and repaired promptly.

9. Students and employees are encouraged to be alert for any deficiencies with panic hardware on exit doors. Any noted problems should be reported and repaired promptly.

10. In office and clinical areas only one file drawer should be opened at a time. All file drawers should be closed when not in use.

11. Heavy items and chemical products should be stored on lower storage shelves.
FIRE SAFETY POLICY

I. Introduction/Purpose

To instruct students and faculty in the proper fire response procedures.
To explain and encourage basic fire prevention.

II. Response

A. At the fire scene:

1. Any person discovering a fire is expected to follow the R-A-C-E fire response guidelines.
   - Rescue anyone in danger from smoke or fire.
   - Alarm by calling 911 and pull station alarm (111 and pull station alarm at the hospital).
   - Contain the fire by closing doors.
   - Extinguish small incipient stage fires

   NOTE: No attempt to extinguish a fire should be made if that action would place any person in danger. When in doubt follow the remaining response guidelines.

2. In the event of any fire or fire alarm in the school, the immediate evacuation of the school is required. Evacuation routes at the School in Blawnox are as follows:
   - Through the main corridors to the front of the building and to the parking lot.
   - If this is not feasible, through the main corridors to the back entrance on Blaw Avenue and then to the parking lot in front of the building.
   - Evacuation from the upper floors must be conducted via the stairwells. Never use an elevator during a fire alarm.
   - In the event of an evacuation, all school occupants should be directed to a common meeting place. A roll call should be made to ensure the safety of all. As the school is evacuated all interior doors, especially the door to the fire room, should be closed to contain the fire.

3. Manual fire alarm pull stations are located at St. Margaret School of Nursing at the main entrance and near the exit doors and at the entrance to each stairwell. All occupants should be familiar with the location of the manual fire alarm pull stations in their area.

4. To use a fire extinguisher remember the acronym PASS:
   - Pull pin
   - Aim the extinguisher
   - Squeeze the handle
   - Sweep the extinguisher from side to side

B. General

1. In the event of a fire alarm within the hospital, all persons not at the alarm location are expected to cease all nonessential travel. Remain where you are until ordered to evacuate or the “All clear” is announced.
FIRE SAFETY

Fire safety means more than just knowing the proper response to a fire alarm. It also means the avoiding of those practices which make a fire more likely or which interfere with the ability to deal with the fire. The following items are suggested as basic fire safety precautions:

- Smoking is not permitted inside hospital-owned buildings. Smoke only in outside designated smoking areas.
- Avoid the use of extension cords. Household-type extension cords are especially dangerous.
- Avoid overloading electrical outlets. Octopus adapters should not be used.
- Avoid using space heaters. Space heaters with glowing elements are particularly dangerous.
- Exercise caution with heat generating appliances. Never place such appliances near combustible materials.
- Be alert for deficiencies with electrical equipment. Problems such as broken insulation, loose wires, and cracked or broken receptacles should be repaired promptly.
- Do not block open corridor doors.
- Equipment and supplies should not be placed so as to block safe and convenient passage in any aisle or corridor.
- Equipment and supplies should not be placed so as to block access to exits or fire equipment.
- Storage of common combustible materials (paper, wood, and fabrics) should be orderly and uncluttered. Such materials should be stored on shelving and not directly on the floor. Storerooms should be arranged to allow access to all areas of the rooms. Storage should never be higher than 18” below the ceiling to avoid blocking the sprinklers.
- All occupants should be made aware of the location of building fire extinguishers.
- Avoid the use of wedge type doorstops. They can prevent the closing of a door during a fire.

(IIIC, 06/12)
McKEESPORT CAMPUS
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GENERAL INFORMATION

The School of Nursing is located at

St. Margaret School of Nursing  
McKeesport Campus  
4 Kelly Building  
1500 Fifth Avenue  
McKeesport, PA 15132  
Phone: (412) 664-2860  
FAX: (412) 664-2861

School Property
The facilities and furnishings of the School are for the use and enjoyment of all. In the event of abuse, defacement, or damage to School property, the student involved will be held financially responsible and may also be subject to termination.

Religion
The School is non-sectarian. A Chapel is located in the Hospital. Various places of worship are located in the community.

Cooperating Agencies
In addition to UPMC St. Margaret, UPMC Passavant, UPMC McKeesport, UPMC Shadyside-Presbyterian Campus (Presbyterian Campus), Seneca Place and various other community agencies are utilized for clinical experiences. Magee Womens Hospital of UPMC, Children’s Hospital of Pittsburgh of UPMC, Child’s Way, and the Children’s Institute are utilized for Nursing of the Growing Family clinical experiences. Psychiatric/Mental Health Nursing, which is integrated throughout the program, includes clinical experience at the Western Psychiatric Institute and Clinic.

The student is responsible for providing his/her transportation to cooperating agency experiences. The students assume expenses to and from cooperating agencies and community activities. Instructors in a course will determine whether street clothes, laboratory coats, or uniforms will be worn. Students are expected to adhere to the rules and regulations of each cooperating agency.

Study and Lounge Areas
There are student locker rooms/lounges and a student kitchen at the School of Nursing at UPMC McKeesport. Refrigerators and microwave are available for student use. Vending machines are located on the ground floor of the Kelly Building. A cafeteria is located on the A-level of the Shaw Building. Subway® and a gift shop are located on the 1st floor of the Prescott Building.

Students may utilize the Health Services Library on the 2nd floor of the Kelly Building for additional references, computer use, and quiet study.

Lockers
Lockers are available in the student locker room in the School of Nursing. Locks are not provided.
Cafeteria
The cafeteria is located on A-level, Shaw Building. A fee is charged and a daily menu is posted at the entrance to the serving area. During clinical days, students are assigned to a time period for meals. The cafeteria is open: Monday-Thursday from 6:30 am to 6:30 pm and Friday, Saturday, and Sunday from 6:30 am to 6:00 pm. Snacks and drinks: anytime during open hours.

Hot food is served:
- **Breakfast:** 6:30 am to 9:30 am
- **Lunch:** 10:15 am to 1:30 pm
- **Dinner:** 3:00 pm to 6:30 pm Monday-Thursday
  - 3:00 pm to 6:00 pm Friday, Saturday, Sunday

Location of Alarm Boxes and Emergency Equipment
One fire extinguisher is located in the hallway across from the school office and one fire alarm box is located next to the stairwell across from the school office. This stairwell exits to the front of the Kelly Building.

The other fire extinguisher and fire alarm box are located across from the faculty offices near the stairwell that exits to the ground floor of the Kelly Building and outside to the rear of the Kelly Building.

Bulletin Boards
Bulletin Boards are provided throughout the School of Nursing for general information.

Change of Name, Address, or Phone Number
You are required to notify the School’s Registrar and the Financial Aid Office, in writing, stating name change, new address or phone number, immediately upon change, to maintain accuracy of records and for emergency purposes.

Parking: School and Hospital
Parking is available in the hospital parking garage at a reduced rate. Students are to park in the nonreserved spaces.
COMPUTER LEARNING CENTER

The Computer Learning Center is located in the School. The Center is equipped with nine personal computers, and one regular printer. Its purpose is to enhance and augment classroom and clinical instruction. Students use the resources for independent study, NCLEX preparation, instructor assigned projects, academic and clinical enrichment, Internet access, Health Services online access, and word processing.

EQUIPMENT
- Nine (9) computers, each with CD drive and VGA color monitor
- One (1) Xerox Phaser 4510 Printer

GUIDELINES
1. **NO FOOD OR BEVERAGES ARE PERMITTED IN THE COMPUTER LEARNING CENTER.**
2. **STUDENT SOFTWARE MAY NOT BE INSTALLED IN ANY COMPUTER.**
3. **ACCESS TO PERSONAL E-MAIL OR WEBSITES NOT DIRECTLY RELATED TO STUDENT WORK IS NOT PERMITTED.**
4. **STUDENTS MUST SUPPLY THEIR OWN PAPER FOR PRINTING.**

ACCESS

The Computer Learning Center will be open Monday through Friday from 7:30 am to 3:00 pm. Students may use the Center at their convenience during the hours of operation. Computer assistance is available from the faculty or staff when possible. The Information Systems Department provides technical support. There is a computer usage schedule. Students who have signed up to use the Computer Center will be given priority for usage. Courses assigned computer time take precedence over other student usage and are reflected in the schedule posted in the Computer Center. During school breaks, students need to schedule for individual computer usage. Software programs may also be accessed on the computers located in the Health Services Library 24 hours a day, seven days a week.

USE OF SOFTWARE

All software must be used in the Computer Learning Center. Software **MAY NOT BE COPIED** for personal use or removed from the Center. The copying of copyrighted software is considered a felony offense. This behavior can result in termination from the School since it is considered an act of gross misconduct. The UPMC Health System Corporate Internet Policies will be enforced.

COMPUTER VIRUS PREVENTION

In order to prevent a computer virus from being introduced into the computer center system, **Student-Owned Software is NOT TO BE INSTALLED** on the computers in the Learning Center. Visiting certain Internet web sites and downloads (such as games, music, pornographic sites, or “spyware” are not permitted). These actions can result in consequences to the specific computer or the entire system. The introduction of a computer virus to any computer at the School of Nursing deliberately or inadvertently can be a felony. This behavior can result in termination from the school, since it is considered an act of gross misconduct. The UPMC Health System Corporate Internet Policies will be enforced.
SAVING OF DOCUMENTS

Students are to save any school related projects (resumes, assignments, etc.) on their own disk or USB storage device. **NO STUDENT DOCUMENTS ARE TO BE SAVED ON THE HARD DRIVE.**

COMPUTER PROGRAM ASSIGNMENT

Each of the nursing courses may have computer assignments that are required or recommended. A student may be assigned to complete a computer program(s) at the instructor’s discretion based on learning needs identified in the classroom or clinical area.

(05/11)
HEALTH SERVICES LIBRARY
McKeesport Campus

Location/Hours/Staff
The Health Services Library of UPMC McKeesport is located on the 2nd floor of the Kelly Building near the Auditorium. The Library’s Mission is to provide timely, current and comprehensive information to enhance the quality of patient care. This is achieved in part by supporting and enhancing all education programs offered by UPMC McKeesport, including the School of Practical Nursing.

The Library is staffed Monday through Friday by the Manager of the Health Services Library during regular daylight hours, generally 8 am to 4 pm. 24-hour library access for authorized persons (physicians, residents, nursing students and others by request) is available by ID badge entry. The Librarian can be contacted in person, via fax, e-mail or phone.

Collection
The Library houses approximately 4,000 bound volumes of journals and 1,000 textbooks and currently subscribes to 20 medical and nursing periodicals. For reference purposes, a list of these journal holdings is posted above the phone in the journal room. Board review books, pre-test books, self-assessment books and other question and answer-type books are shelved in the Librarian’s office.

Books that circulate are located in the Textbook Room and are classified using the National Library of Medicine (NLM) Classification System. A chart in the Textbook Room outlines this system. Location of books in the Library’s collection can be determined by checking the Library’s card catalog located in the Journal Room. Books are borrowed on a self-serve basis. Persons wishing to borrow a book are to sign and date the white book card in the back of the book and drop the card in the small circulation box on the counter in the Journal Room. Books should be placed on the same counter when returned.

Overdue book reminders are sent monthly. Renewals are permitted if no other person has requested the item in question. Persons not returning items will be reported to their immediate supervisor and will have to reimburse the Librarian the cost to replace the lost item.

Requests from patrons for specific title purchases are always welcomed and are almost always honored. Books are discarded from the Library’s collection at the discretion of the Librarian.

Journals are located in the Journal Room. Journal issues from the current year are on one side of the room, bound volumes from past years are on the other side. The Library has many bound volumes of journals dating back as far as the 1950s. The Journal Room also houses Reference Books and Reserve Books (for the School of Practical Nursing) which do not circulate.

The Audio-Visuals Room houses the print Index Medicus dating back to 1926. The print Index Medicus is invaluable for searching pre-computerized (Medline) indexed medical literature.

Services
Literature Searches: Ready reference and computerized literature searches for patient care and/or hospital projects or clinical teaching are performed by the Librarian for all hospital personnel at no cost. Authorized UPMC McKeesport personnel can access the University of Pittsburgh’s HSLS system. Instruction in using HSLS is available by appointment or via training classes. HSLS is accessible remotely from any UPMC computer.
Computers: The Library has three computers that are available for use by Library patrons. One is located in the Main Room, one is located in Audio-Visuals Room and one is located in the library foyer. Persons using these computers must have a network account to be able to logon.

Training: A general Library orientation is provided at the beginning of the academic year. More in depth one-on-one instruction is provided upon request. Instruction can include an introduction to literature searching using either the Ovid or PubMed search interfaces, an overview of HSLS, or introduction to the Internet. Please allow a minimum of one hour for this instruction. Group instruction in one of the hospital’s computer training labs is also available upon request for groups of no less than 5 and no more than 10 persons.

Interlibrary Loan: The interlibrary loan service (ILL) is a special convenience for obtaining materials (usually journal articles) not owned by the Library using the NLM’s Docline system. Docline is the National Library of Medicine’s automated interlibrary loan request and referral system. It was developed to improve service to the health professional by rapidly routing interlibrary loan requests throughout medical libraries network. Implementation of Docline began in March 1985. The Library has been a Docline participant since its inception. In July 2005 there were over 3200 libraries in the United States, Canada, and Mexico participating in Docline.

Photocopying: A photocopy machine is available for use of all hospital employees. There is no charge for copying Library material. There is a charge (10 cents per page) for persons copying personal items. Library patrons are responsible for doing their own photocopying. The photocopier can also be used to scan documents, pictures, etc.

Borrowing: Any hospital employee may borrow circulating books and audio-visual items for a period of two weeks. Journals and reference books, located in the journal room, do not leave the library without permission. *Please note that the person signing for a book is responsible for its return.*

Telephones/Fax Machine: There are four telephones in the library for use by hospital employees. Long-distance telephone calls cannot be made from these phones. The fax machine is to be used in a clinical emergency to send or receive library materials. It is not for personal use except by permission of the Librarian.

Confidentiality: Circulation and service records of the Health Services Library are considered to be confidential. These records include the names of persons borrowing library materials, the materials they borrow, and the subject of their information requests. The Library Director may make circulation records known to Human Resources and/or the patron’s supervisor when necessary in an attempt to recover library property.

Memorial Donation Program: Monetary donations are accepted through the Library’s Memorial Donation Program. Through this program new textbooks are purchased in memory of an individual. The family of the individual being remembered will be mailed a memorial card indicating the name of the donor and the title of the textbook purchased. The textbook purchased is placed in the Library with a memorial seal indicating the name of the donor and the honoree. A list of memorial donations is maintained and is published in the Library Newsletter and is provided to Administration upon request.
**Conduct While in Library**

Library patrons are required to comply with UPMC Health system policies regarding computer use. Common courtesy and respect regarding Library materials, furniture and other Library patrons is expected. Food and drink is permitted in the Library but caution should be taken to avoid mishaps.

For more information regarding library services, please call 412-664-2363 or e-mail Karen Zundel, Manager, Health Services Library at zundelkm@upmc.edu.
CAMPUS SECURITY POLICY

This policy has been devised to provide for optimal safety and security of all students, faculty and staff at the School of Nursing. Security at the School of Nursing site in McKeesport is provided by the Hospital Security Department.

Information related to campus security is readily available to prospective students. Information may be reviewed at the Safety Office. The information disclosed is statistical and does not identify any individual by name.

Procedure to report criminal actions or emergencies occurring on campus.
1. To report emergencies:
   a. Dial 1-1-1
2. To report non-emergencies:
   a. On the Hospital campus notify Hospital Security by calling 664-2171
      For non-emergency assistance dial 664-2171 or the operator (O).
3. Response to reports:
   a. A report is to be submitted to the Department Head who will forward it to security and to the Environment of Care Committee.

Security and Access to Campus
1. The School of Nursing maintains a campus on the 4th floor of the Kelly Building.
2. The School of Nursing is open between 7:00 a.m. and 3:30 p.m.
3. Information related to reportable campus crime is available for review at the Safety Office.

Campus Law Enforcement
1. Security is maintained by the Hospital Security Department.
2. Report of Crime: All incidents are reported.
   a. Emergency and non-emergency incidents are reported to the Department Head who informs Hospital Security and the Environment of Care Committee for investigation and follow-up.
   b. As necessary, incidents are reported to the City of McKeesport Police Department.
3. In cases of an alleged sex offense:
   a. School personnel will assist the student in notifying security and local law enforcement authorities, if requested by the student.
   b. Both the accuser and the accused:
      1) are entitled to the same opportunities to have others present during a disciplinary proceeding.
      2) will be informed of the School’s final determination; any School disciplinary proceeding with respect to the alleged sex offense; and any sanction that is imposed against the accused.

A. Program on Campus Security and Crime Prevention – Type and Frequency
1. In compliance with the Crime Awareness and Campus Security Act of 1990, a campus security program is held yearly for entering students. General safety and crime prevention are discussed, as is the issue of sexual assault and violence against women. The sexual assault presentation includes information about rape, acquaintance rape, and other forcible and non-forcible sex offenses, stalking and physical abuse along with strategies for prevention of these violations and methods of reporting them.
2. Students and employees are encouraged to be responsible for their own security and that of others.
3. Attendance is mandatory.
4. Documentation of attendance is included in the student’s financial aid file.

B. Statistics are maintained for the current school year and two years previously for the following offenses reported to hospital security authorities or local police:
   1. Murder
   2. Forcible and non-forcible sex offenses
   3. Robbery
   4. Aggravated Assault
   5. Burglary
   6. Motor vehicle theft
   7. Manslaughter
   8. Arson
   9. Liquor law violations
   10. Drug related violations
   11. Weapons possession
   12. “Prejudice” crimes of forcible and non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, manslaughter, arson, and other crimes that involve bodily injury that show evidence of prejudice based on race, gender, religion, sexual orientation, ethnicity, or disability. These statistics are maintained by the Manager of Safety and Security and a summary is submitted yearly to the Director or Assistant Director. All applicants and students are welcome to review the daily crime log maintained by the Safety Office. All students receive a copy of the crime report annually in compliance with the Amendments of 1998.

C. There are no official off-campus housing facilities or student organizations.

D. The School of Nursing maintains a drug free campus in compliance with the Drug Free Workplace Act of 1988 (Public Law 101-690). The School is in full compliance with the drug free campus requirements.

E. The goal of the School’s drug prevention program is to prevent drug and alcohol abuse by students. Each student receives drug/alcohol abuse education yearly and signs a statement of having received that instruction as required under section 1213 of the Higher Education Act.

F. Security Responsibilities
   The Security Department provides security services to the School of Nursing at UPMC St. Margaret McKeesport Campus. These responsibilities include:
   1. Maintaining security.
   2. Response to requests for assistance. This response could include calls concerning disorderly or suspicious persons, as well as stolen vehicles or property

(IILE, 01/12)
SAFETY POLICY

General Safety

1. Students and employees are directed to be familiar with and comply with hospital safety policies as found in the Environment of Care section of the hospital policy manual on-line at infonet.upmc.edu.

2. Students and employees are directed to be familiar with and comply with the fire plan for this facility.

3. Equipment and supplies will not be placed so as to block safe and convenient passage in aisles and hallways.

4. Students and employees are directed to be alert for deficiencies in electrical equipment. Problems such as broken insulation, loose wires, and damaged plugs or receptacles should be reported to Maintenance and repaired promptly.

5. When setting up audio-visual equipment, necessary electrical cords will not be allowed to cross apparent paths of travel or create tripping hazards.

6. Use of liquids near computers and other electrical equipment should be avoided.

7. Electric plugs should be removed from receptacles by grasping the plug. Do not pull plugs from receptacle by the wires.

8. Students and employees are encouraged to be alert for hazardous conditions of floor surfaces. Spills should be cleaned immediately. Problems such as torn carpet and loose or broken tile should be reported and repaired promptly.

9. To obtain security assistance, contact security directly at 664-2171 or 664-2170. You can also contact the hospital operator at (O). The operator will dispatch security personnel.

10. Employees are encouraged to be alert for any deficiencies with panic hardware on exit doors. Any noted problems should be reported and repaired promptly.

11. In office and clinical areas only one file drawer should be opened at a time. All file drawers should be closed when not in use.

12. Heavy items and chemical products should be stored on lower storage shelves.

(01/12)
FIRE SAFETY

Fire safety means more than just knowing the proper response to a fire alarm. It also means the avoiding of those practices which make a fire more likely or which interfere with the ability to deal with the fire. The following items are suggested as basic fire safety precautions:

- UPMC, including UPMC McKeesport Campus, is a smoke-free environment as of July 1, 2007.

- Avoid the use of extension cords. Household type extension cords are not permitted. Contact Engineering if an extension is required.

- Avoid overloading electrical outlets. Multi plug extensions must be approved by Engineering.

- Avoid using space heaters. Space heaters must be approved by Engineering.

- Exercise caution with heat generating appliances. Never place such appliances near combustible materials. Heat generating appliances, if approved, must be plugged directly into a wall outlet.

- Be alert for deficiencies with electrical equipment. Problems such as broken insulation, loose wires, and cracked or broken receptacles should be repaired promptly.

- Do not block open corridor doors.

- Equipment and supplies should not be placed so as to block safe and convenient passage in any aisle or corridor.

- Equipment and supplies should not be placed so as to block access to exits or fire equipment.

- Storage of common combustible materials (paper, wood, and fabrics) should be orderly and uncluttered. Such materials should be stored on shelving and not directly on the floor. Storerooms should be arranged to allow access to all areas of the rooms. Storage should never be higher than 18” below the ceiling to avoid blocking the sprinklers.

- All occupants should be made aware of the location of building fire extinguishers.

- Avoid the use of wedge type doorstops. They can prevent the closing of a door during a fire.

(III.F, 01/12)
CAMPUS FIRE PLAN

I. Purpose
This plan outlines the response procedure to be followed in the event of a fire. The proper response, implemented immediately, will help reduce the possibility of damage and injury.

II. Procedure
If the fire is in your area, immediate action is essential to minimize the risk of injury and property damage. The steps to follow are easily remembered by using the acronym RACE (Rescue, Alarm, Contain and Extinguish).

- **R** Rescue – remove any person from immediate danger without endangering yourself. Close the door behind you.
- **A** Alarm – activate the nearest fire alarm pull box. Place a backup call to the Switchboard operator at extension “111.” Tell the operator that you are reporting a fire and give the location.
- **C** Contain – the spread of fire and smoke by closing all doors. Do not turn lights off. Place blankets, sheets or towels at the bottom of the door to seal the space between the door and floor.
- **E** Extinguish – If the door is not hot, enter the room cautiously. Use the appropriate fire extinguisher and attempt to extinguish the fire.

III. Evacuation
The person in charge will determine if evacuation is necessary. Evacuation should be horizontal into the adjacent smoke compartment. If this is not possible, evacuation by way of a stairwell may be necessary. If evacuation is required, evacuate by means of stairwell and assemble in the parking lot until the all clear is announced. Place a pillow on the floor against the door to indicate the room has been evacuated and is empty.

Any sounding of the alarms should be treated as a real fire and this plan followed unless an announcement indicating a test is heard.

Two alarms, two extinguishers, and two fire hoses are located within the School. (Fire hoses are for fire department use.) See evacuation plans posted in the School hallway. Emergency exits are identified.
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(06/12)