

**ROXBOROUGH MEMORIAL HOSPITAL
SCHOOL OF NURSING
CONTACT INFORMATION**

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**ROXBOROUGH MEMORIAL HOSPITAL
SCHOOL OF NURSING
CONTACT INFORMATION
ACADEMIC COORDINATORS AND FACULTY**

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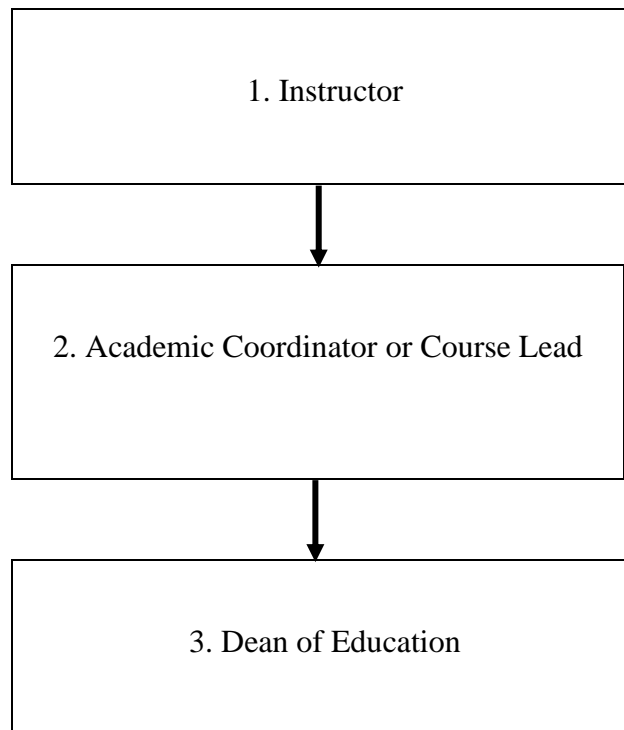
CHAIN OF COMMAND

PURPOSE: Provides guidance and direction for students to communicate concerns through the chain of command.

POLICY: Communication

If issues arise during a course, please follow the chain of command to attempt to resolve concerns. For clinical concerns, see the clinical instructor first. For class concerns, see the instructor who taught the lecture. If the issue is not resolved, see the Coordinator for Year I or Year II for the appropriate program option. If issue is still unresolved, make an appointment with the Dean of Education by contacting the Administrative Secretary.

CHAIN OF COMMAND



GRADING POLICY

PURPOSE: To inform the student of the process for recording grades.

POLICY:

The grading policy for students of the Roxborough Memorial Hospital School of Nursing is the cumulative average based on RMH/SON grades. Each grade is awarded a specific number of quality points.

1. Grading and Quality Point System

Roxborough Memorial Hospital School of Nursing (RMH/SON)

<u>Roxborough SON Policy</u>	<u>Letter</u>	<u>Grade</u>	<u>Quality Points</u>
93 – 100%	A	Passing	4.0
89 – 92%	B+	Passing	3.5
85 – 88%	B	Passing	3.0
81 – 84%	C+	Passing	2.5
77 – 80%	C	Passing	2.0
Below 77%	F	Failure	0
	WP	Withdrawal Passing	
	WF	Withdrawal Failing	
	I	Incomplete	

A. All grades earned at RMH/SON are numerical grades and are awarded a specific number of quality points.

B. A grade of 77% C (2.0) must be attained for successful completion of a nursing course.

2. DEAN'S LIST:

Students who will be considered for the Dean's List will have:

- i. A 3.5 or better GPA for the semester
- ii. Satisfactory performance (2 or greater) in the clinical area

3. RMH/SON Academic or General or Other Grading Policies

A. Incomplete Grades

- i. Students are expected to complete all required course work within the semester.

- ii. In rare circumstances, a temporary grade of Incomplete (I) is given to a student who has not been able to complete the required work in a course.
- iii. The student must complete the work within two weeks after the end of the course; otherwise, the Incomplete grade (I) will become an (F). Extensions may be granted at the discretion of the Dean of Education in consultation with the Academic Coordinator.
- iv. An exception to the two-week completion time occurs in N400 with the ATI Virtual Course requirements (see NCLEX Success Policy).
- v. A student receiving an Incomplete will not graduate with an “I” on the transcript.

B. Grading Methods

Methods other than testing may be used to evaluate achievement of student learning outcomes, but they will not comprise more than 10% of the grade.

C. Course Failure

A failure in a nursing course will result from a student receiving less than 77% (or F) in the theoretical portion of a nursing course or a failure in the clinical portion, at the completion of a course. When a student fails either the theoretical or clinical portion of a course, the entire course must be repeated. When a student incurs a second failure either the theoretical or clinical portion of a course the student is dismissed from the program.

D. Repeated Courses for Student Re-entering

- i. All repeated courses will be taken at the student’s own time and expense. The maximum time frame that a student has to complete the program is three (3) years.
- ii. All courses attempted and grades received appear on the official transcript.
- iii. Students who repeat a course for which they receive a grade of “F”, will have the most recent grade used to calculate their GPA. Note: “F” will remain on official transcript.
- iv. All previous satisfactorily completed nursing courses will be included in the GPA.

E. Auditing Courses

- A. All students who are readmitted due to course failure are required to audit course content prior to return.

F. Grade Changes

- i. If the student has evidence that there is a grading error, the student must report the alleged error, in writing, to the appropriate Academic Coordinator within five working days after notification of the grade. If a grade change is warranted, the Academic Coordinator will notify the student, the Dean of Education and the secretary to ensure that the correction is appropriately documented.
- ii. It is the student's responsibility to review their School transcript upon receipt. The Dean of Education can only verify submitted grades. Grade changes may only be made by the course faculty issuing the grade.

4. Financial Aid Status

Failure to maintain satisfactory academic progress will jeopardize procurement of financial aid. (See Student Financial Aid Policies)

STUDENTS REENTERING THE PROGRAM POLICY

PURPOSE: To facilitate students' reentry into the program.

POLICY:

1. Any student who failed a nursing course or withdraws failing from the program may only petition for reentry to the program once and only once when the following criteria occurs:

- A. No violation of academic integrity or professional conduct during their time in the program.
- B. If a student failed a previous nursing program, they are not eligible for reentry.
- C. Students that do not complete the Virtual ATI program will not be eligible for reentry (See NCLEX Success Plan Policy)
- D. Include in the request to return:
 - i. A written statement that the original circumstances requiring the withdrawal have been resolved.
 - ii. Indications of readiness to return and factors which may influence the student's success in completing the program.
- E. Requests for return received beyond the designated period will be reviewed at the discretion of the Faculty Organization Committee.

2. Requirements for readmission of a student who withdrew passing the course:

- A. The student must be in good standing
 - i. Good standing is defined as no violation of academic integrity or professional conduct during their time in the program.
- B. If withdrawal was for any reason other than a medical cause, the letter requesting to return must be submitted to the Recruitment and Admissions Coordinator at least eight weeks prior to the start of the course.
- C. Include in the request to return:
 - i. A written statement that the original circumstances requiring the withdrawal have been resolved.
 - ii. Indications of readiness to return and factors which may influence the student's success in completing the program.
- D. Requests for return received beyond the designated period will be reviewed at the discretion of the Faculty Organization Committee.
- E. Students that withdrew passing the course in good standing must return in the beginning of the course in which they did not complete.

3. Requirements for readmission of a student who is granted a Leave of Absence:

- A. A letter requesting to return stating desire must be submitted to the Recruitment and Admissions Coordinator, along with medical clearance, at least six weeks prior to the course's start.
- B. Include in the request to return:
 - i. A written statement that the original circumstances requiring the leave of absence have been resolved.
 - ii. Indications of readiness to return and factors which may influence the student's success in completing the program
- C. Requests for return received beyond the designated period will be reviewed at the discretion of the Faculty Organization Committee.
- D. Students that are granted a Leave of Absence must return at the beginning of the course in which they did not complete.

4. The following requirements for all students who are readmitted into the program include, but are not limited to:

- A. Successful demonstration of clinical competencies from the previous course(s) in the Skills Lab.
- B. Health requirements (see Student Health Policy)
- C. All previous financial obligations are met.
- D. CPR certification or re-certification (date not to expire prior to graduation)

5. In addition to above, the requirements which are to be completed for all students, those students who are readmitted after a course failure include, but are not limited to:

- A. Completion of the ATI Anatomy and Physiology Online Practice A and Online Practice B assessment with a focused review for all areas.
- B. Completion of the 6-week ATI: Launch Nursing Academic Readiness course as assigned by the Dean. The cost of this course is paid for by the student directly to ATI.
- C. Auditing of course lectures for the previous semester as determined by the Academic Coordinators.

6. Students who do not complete reentry requirements by the designated due date will not be permitted to reenter the program. Students cannot reapply for readmission if these requirements are not fulfilled.

7. Students who fail a nursing course, withdraw, or take a Leave of Absence in a nursing course, will only have one opportunity to reapply during the program based on the stated criteria.

- A. Students must complete the program within three years.

VIOLATIONS OF SCHOOL AND AGENCY POLICIES

The administration/faculty/staff at Roxborough Memorial Hospital School of Nursing reserves the right to sanction any student accused of violating school or agency policies. Sanctions shall be commensurate with the seriousness of the offense and may include dismissal from the program. While these sanctions are progressive, a student need not be given a warning before any sanction is imposed upon the student if his/her/their violation is found to be serious.

Conduct Violation

Violations which may result in sanctions include, but are not limited to the following offenses:

1. Violation of written school policy or regulations contained in any official publication or administrative announcement of Roxborough Memorial Hospital School of Nursing
2. Violation of written policy or regulations contained in any official publication at an assigned clinical site.
3. Stealing or deliberate destruction of any student, employee, or school property, including buildings, or land owned Prime Health or any clinical sites.
4. Forgery, alteration of, or unauthorized use of school, hospital documents, records, or identification.
5. Disorderly, lewd, indecent, or obscene conduct while on school property, clinical sites, supervised school activities, or while representing the school.
6. Unauthorized entry into the school or use of school facilities.
7. Failure to comply with directions of school/hospital officials acting in performance of their duties.
8. Failure to adhere to the Smoking Policy.
9. Failure to adhere to the Professional Conduct and Student Civility Policy.
10. Violations of Academic Integrity Policy.
11. Failure to report to a classroom or clinical faculty a prescribed or controlled substance that may compromise his/her/their ability to perform safely and effectively.
12. Failure to adhere to the zero-tolerance policy for use, possession of, manufacture, or distribution of a controlled substance or alcohol on school or hospital property and at clinical sites. Students have a responsibility to report suspected abuse to a faculty member or administrator of the school.
13. Failure to adhere to the zero-tolerance policy for weapons on school or hospital property, and at clinical sites.
14. Using threats, threatening language, or any other acts of aggression or violence made to or by a student will not be tolerated. This includes physical harassment, attempts at intimidating, or instilling fear in others, menacing gestures, or bringing unauthorized weapons onto school property, stalking, verbal or physical abuse, or other hostile

aggressive, injurious, destructive actions designed to dominate or intimidate a reasonable person. The school will take swift action up to and including immediate dismissal.

15. Aiding and/or abetting in any act, which breaches the policies constitutes a substantial step toward the commission of that violation and makes the student subject to disciplinary action.

JUDICIARY HEARING FOR POLICY VIOLATIONS

Judiciary Hearing Sanction

1. Any act punishable by law will be reported to the proper authorities.
2. Roxborough Memorial Hospital School of Nursing has established a Judiciary Board, which shall have jurisdiction over cases of alleged violations of school policies.
3. Students should be afforded due process via the Judiciary Board for their alleged violations.

JUDICIARY BOARD

The Judiciary Board will provide an opportunity for a fair hearing for those students who have allegedly violated the school policies. The Judiciary Board will be composed of one student, who is approved by administration, one faculty member and an Administer of the School as assigned by the Dean who will serve as the presiding officer. The Dean may attend but does not vote.

Procedures for hearings before the Judiciary Board:

A. Notice of Charges

The student should be informed of the charges against him/her in writing at least 5 business days in advance of a scheduled hearing.

B. Judiciary Hearing:

1. The hearing will be conducted in a judicial manner.
2. The hearing shall be private.
3. The student has a right to be assisted by an advocate of his/her/their choice, who must be a member of the school community (student or faculty). The advocate may assist the student in preparation for the hearing, accompany the student to the hearing, assist in questioning witnesses and assist the student in an appeals process.
4. The charges and evidence will be presented by the Presiding Officer.
5. The student has the right to call a reasonable number of witnesses who shall be questioned by members of the Judiciary Board.
6. The student charged has the right to question all witnesses.
7. The Judiciary Board may address questions to any party or to any party witness called by parties. The student charged should not be compelled against his/her/their wishes to testify or answer any question, and his/her/their silence shall not be considered as evidence of his/her/their guilt.

8. The school shall have the burden of proof that the student violated the school policies by clear and convincing evidence.
9. No recommendation for imposition of sanctions shall be based solely upon the failure of the person charged to answer the charges. In the event of the refusal of the accused person to appear at the hearing, the evidence in support of the charges shall be presented, considered, and adjudicated.
10. The Judiciary Board shall make a written report of the hearing consisting of the notice of charges and other hearing documents, a summary of evidence, and the findings of the Board and sanctions. The report shall be sent to the Dean. The Dean shall have the final decision in implementing the recommendations, in modifying recommendations solely decreasing the severity of the sanctions, or by vacating the recommendations, thereby dismissing the charges.
11. The Presiding Officer shall notify the student in writing of the outcome of the hearing.
12. The written notice of the outcome is kept in the confidential disciplinary records maintained by the Dean.

C. Sanctions by the Judiciary Board

1. **Disciplinary Probation:** Disciplinary probation is a trial period during which a student must behave in a manner acceptable to the school. The status of disciplinary probation is assigned for a specific period. While on disciplinary probation, a student is encouraged to see advice and counsel from appropriate school officials. The Judiciary Board may set forth the terms of probation that restrict the student's participation in extracurricular activities.
2. **Disciplinary Suspension:** Disciplinary suspension is an action that excludes the student from registration, class attendance, and/or use of the school facilities for a specified period. School suspension may be deferred until completion of present term of study. Disciplinary suspension is recorded both on educational and confidential disciplinary records. Upon termination of the period of suspension, the student shall be considered for registration and returned to classes. Established proof of further incident of misconduct after the student is readmitted shall result in the dismissal.
3. **Disciplinary Dismissal:** Disciplinary dismissal is an action taken by the Dean to revoke the privilege of registration, use of school facilities, and class attendance with no promise (implied or otherwise) that the student may return at any future time.
4. **Reimbursement:** Reimbursement requires a student to pay for damages to, or misappropriation of school property or the property of members of or visitors to the school community. Such reimbursement shall be charged to any student who alone, or through group concerted activities, organizes, or knowingly participated in the events

causing the damages or costs. Restitution may be imposed separately or in addition to any other sanction(s).

5. **Loss of Privilege:** Loss of privilege is the withdrawal of a privilege or use of service for a specific period consistent with the offense committed and the rehabilitation of the student. Loss of privilege may be imposed separately or in addition to any other sanction(s).

Disciplinary sanctions may affect qualifications for awards, prizes, or financial aid.

ROXBOROUGH MEMORIAL HOSPITAL

SCHOOL OF NURSING

Citation of Policy Violation

Name of student cited for Policy Violation: _____

Date, Time, Place of the Violation: _____

Description of Violation (See Violations of School and Agency Policies)

Signature of person issuing citation: _____ **Date:** _____

Signature of student receiving citation*: _____ **Date:** _____

***Signature indicates above has been read.**

Effective 2.20.24 KS

STUDENT HEALTH AND CLEARANCE POLICY

PURPOSE: To ensure that all students have completed the health care requirements and health clearances before the start of the school year. To ensure the proper maintenance of student health records.

POLICY: The student is responsible for ensuring all required health documentation is completed before the academic year starts. No student will enter the class or clinical area without all health clearance requirements completed.

Required health documentation must be uploaded to the Castle Branch Document Management System (Castle Branch). Student Health Services will access these documents through Castle Branch. **It is required that all documentation be received prior to the start of classes.**

All official documentation of the request for Special Accommodations for Disabilities per the ADA guidelines (including testing and reports) must be submitted to the Recruitment and Admissions Coordinator (see Special Accommodations for Disabilities policy).

Year I Health Care Requirements:

1. Physical examination by designated health care provider at required Roxborough Facility.
2. Required immunizations:
 - a. Tdap/Td within the last 8 years
 - b. Others as indicated
3. Required laboratory studies:
 - a. Varicella Zoster IgG Antibody
 - b. Hepatitis B Surface Antibody
 - c. Rubeola (Measles) IgG Antibody
 - d. Rubella IgG Antibody
 - e. Mumps IgG Antibody
 - f. Others as indicated

If the Varicella, Hepatitis B, Rubeola, Rubella, or Mumps titers are low or equivocal, students will be required to obtain the appropriate immunizations/boosters.

4. Quantiferon TB Gold at required Roxborough Facility.
5. Laboratory Drug Screening at required Roxborough Facility.
6. Notification of latex allergy
7. Proof of current medical insurance

Year II Health Care Requirements:

1. Quantiferon TB Gold at Roxborough Facility.
2. Laboratory Drug Screening at Roxborough Facility.
3. Proof of current medical insurance

Years I & II Annual Requirement- Influenza Vaccination:

Influenza Vaccination is required annually of all students. Students will receive Influenza Vaccinations at Roxborough Memorial Hospital School of Nursing unless otherwise directed by the Student Health Services. Personal or philosophical reasons for not getting vaccinated are insufficient and requests of this nature will be denied.

COVID-19 Vaccination:

The COVID-19 Vaccination series is required for all students. Personal or philosophical reasons for not getting vaccinated are insufficient and requests of this nature will be denied.

Insurance:

1. Students are to have health and hospitalization coverage during their enrollment.
2. Students are responsible for financial debts incurred by an illness or injury.

Injuries/Exposures:

In the event that an injury or exposure does occur during a clinical rotation, it is critical that the student follows the proper procedure. The assigned Clinical Instructor must be notified immediately. The instructor will then direct the student to the appropriate health care provider according to the hospital policy where the injury and/or exposure occurred if treatment is necessary. In case of an emergency, the student should be sent to the Emergency Department, not Employee Health. Documentation regarding injury and/or exposure must be submitted to Student Health Services via email within 24 hours after an incident occurs (please see the Event Report Form).

Pregnancy:

Title IX of the Education Amendments of 1972 (Title IX) is a Federal Civil Rights Law that prohibits discrimination based on sex-including pregnancy and parental status in educational programs.

If a student becomes pregnant while enrolled in the program, the student *may* contact the designated Title IX coordinator to explore their rights under Title IX and get support.

If changes occur during the pregnancy, it is the responsibility of the student to inform Student Health Services and follow the *Clearance Forms* policy listed below.

After birth, students must follow the *Clearance Forms* policy listed below.

Class and/or Clinical Absence:

1. Students with suspected or known transmissible diseases are encouraged to limit exposure. Please notify Student Health Services as soon as possible to prevent the spread of infection.
2. Students will report hospitalization to Student Health Services and the Academic Coordinator. If hospitalization occurs during clinical time, the Clinical Instructor

must be notified. This will be done in a timely manner for the purpose of communication to the Dean of Education and for record keeping.

3. Refer to the appropriate policies for directions on how to make arrangements for learning experiences missed due to illness.

Clearance Forms

1. If students are injured or inpatient hospitalization, clearance forms are required for return to classes and/or clinical experiences.
 - a. The school form must be submitted for clearance.
 - b. Additional documentation may be required
 - c. Forms can be found in the Appendices of the Student Handbook and on the school website.
2. If students are injured or inpatient hospitalization, students must be cleared by a physician or physician extender to return to classes and/or clinical experiences. Students must be cleared without restrictions.
3. All clearance forms must be submitted to Student Health Services by **2 PM** on the day before the anticipated return.
 - a. If Student Health Services is not available, forms must be submitted to the approved designee.
4. Student Health Services must verify and approve documentation **prior** to the student's return to classes and/or clinical experiences.
 - a. If Student Health Services are not available, forms must be submitted to the approved designee.

Failure to disclose known health conditions and/or changes in health status to Student Health Services may result in disciplinary action.

The school is not responsible for negative sequela related to undisclosed health conditions and/or changes in health status.

TITLE IX of EDUCATION AMENDMENTS OF 1972 (“TITLE IX”)

Title IX prohibits discrimination on the basis of sex in a federally education program or activity. Roxborough Memorial Hospital School of Nursing is committed to providing an environment free from discrimination on the basis of sex. Pursuant to Title IX of Education Amendments of 1972 and 34 C.F.R., Part 106, Roxborough Memorial Hospital School of Nursing has a designated Title IX Coordinator that has the primary responsibility for coordinating the school’s efforts to comply with and carry out its responsibilities under Title IX. The Title IX Amendment prohibits sex discrimination in all operations at Roxborough Hospital School of Nursing, as well as retaliation for the purpose of interfering with any right or privilege secured by Title IX.

Title IX protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination, including discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity. All students, as well as other persons at the recipient institutions are protected by Title IX-regardless of their sex, sexual orientation, gender identity, part-or-full-time status, disability, race, or national origin-in all aspects of a recipient’s educational programs and activities. Sexual misconduct against students, including sexual harassment, sexual assault, rape, and sexual exploitation, can be a form of sex discrimination under Title IX. The Title IX coordinator oversees the school’s response to reports and complaints that involve possible campus climate, so school can address issues that affect the wider school community.

Students should contact the Title IX Coordinator to:

- Seek information or training about students’ rights and courses of action available to resolve reports or complaints that involve potential sex discrimination,
- File a complaint or make a report of sex discrimination, including sexual misconduct,
- Notify the School of an incident or policy or procedure that may raise potential Title IX concerns,
- Get information about available resources (including confidential resources) and support services relating to sex discrimination,
- Ask questions about the school’s policies and procedures related to sex discrimination, including sexual misconduct.

Contact the Roxborough Memorial Hospital School of Nursing’s Title IX Coordinator Kelly Rodrigues at krdrigues@primehealthcare.com