



**HANNAH E. MULLINS SCHOOL OF PRACTICAL NURSING**

**ADMISSION PACKET**

**Class beginning March 2021 Full Time and Part Time**

**Special COVID-19 Conditions**

**Hannah E. Mullins School of Practical Nursing**  
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Salem, OH 44460  
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**ACCREDITED BY:**

Accreditation Commission for Education in Nursing, Inc.  
3343 Peachtree Road NE, Suite 850  
Atlanta, Georgia 30326  
P. 404-975-5000  
F. 404-975-5020  
[www.acenursing.org](http://www.acenursing.org)

**APPROVED BY:**

Ohio Board of Nursing  
17 South High Street – Suite 660  
Columbus, OH 43215  
P. 614-466-3947  
F. 614-466-0388  
[www.nursing.ohio.gov](http://www.nursing.ohio.gov)

Ohio Dept. of Higher Education  
25 S. Front Street  
Columbus, OH 43215  
P. 614-466-6000  
[www.ohiohighered.org](http://www.ohiohighered.org)

## ENROLLMENT PROCEDURE/ ADMISSION CRITERIA

### Checklist for Enrollment

1. Attend Enrollment Information Meeting
2. Submit Application with nonrefundable fee prior to deadline.
3. Official High School / GED Transcript (or equivalent as currently described by Dept. of Ed. for verification purposes)
4. Complete the FAFSA (if seeking Federal Financial Aid). Payment arrangements must be in place two (2) weeks prior to the start of school.
5. Introduction Medical Terminology and Math Course (non-refundable)
  - Must achieve an 80% or higher to be eligible for enrollment
  - In the event seats are limited, those with the highest GPA will be considered first.
  - Attendance and tardiness will be factored into enrollment
6. Financial Aid / Payment Meeting
7. Admission Package / Health Forms (See below requirements). Must be complete and approved by the scheduled deadline.
8. The prospective student who completes the “Checklist for Enrollment” will be considered for enrollment first along with Medical Terminology and Math GPA.

#### Medical Terminology and Math Course

In the event the prospective student does not achieve an 80% in the Medical Terminology with Math Course, the course may be retaken once. If unsuccessful the second time, the prospective student must wait a year before retaking the course. The total number a prospective student can take the course is 3 times. Course fee will be reduced if the book edition is current.

#### Physical Exam Requirements

Failure to meet this requirement may result in the student becoming ineligible for enrollment to current class. The following paragraphs describe the requirements, explain how these requirements are met, and identify the forms for meeting them.

1. **Health Related Requirements** – Successfully completing a nursing education program and learning how to correctly implement nursing care is physically, mentally and sometimes, emotionally demanding. Consequently, it is important for HEMSPN faculty and staff, as well as the potential nursing student, to know whether the student is capable of meeting these demands with minimal potential for injury to self or others. Therefore, medical certification that the entering nursing student is capable of meeting the demands and stresses of nursing and the HEMSPN program is an entrance requirement. The medical certification is met by documentation of: (a) personal health history and risk factors, (b) current health status through a physical examination, (c) an essential functions assessment, (d) documentation of dates that the student received the required immunizations or evidence of positive titers, (e) tuberculosis screening, and (f) current cardiopulmonary resuscitation (CPR) certification for healthcare providers. Each of the required forms, except the CPR certification, must be *completed, properly documented, and submitted* to Hannah E. Mullins School of Practical Nursing as soon as possible but, prior to the first day of class.
  - 1.1 **Current Health Status and Physical Examination** – The personal health history assists the healthcare provider in determining the applicant’s present health status and health risks. It also helps the applicant to be more aware of their own health risks and how to adopt health behaviors for prevention of potential problems. Thus, this admission requirement may be the initial step in the socialization process of becoming a licensed practical nurse.
    - 1.1.1 The physical examination identifies the applicant’s current health status and assists in determining the capability of the applicant to meet the physical demands of nursing education and the nursing profession. The physical examination must occur no later than 1 year prior to first day of class.

**Essential Functions** – The Hannah E. Mullins School of Practical Nursing, in compliance with the Americans with Disabilities Act, does not discriminate against qualified individuals with documented disabilities. The following information about the essential functions necessary to implement technically accurate, safe nursing care can assist individuals who are interested in the nursing profession to make an informed decision regarding

their career choices. These essential functions are considered vital for the implementation of safe nursing care and, therefore, for successful completion of the HEMSPN program.

Success as a nursing student depends upon many variables. Among them are academic abilities and certain technical skills. In the clinical setting, HEMSPN nursing students, under the supervision of faculty, perform essentially the same physical, mental, and emotional activities as those of a licensed practical nurse. Therefore, 'essential functions' is defined as competencies which represent the minimum abilities necessary to successfully complete course, clinical, and program learning objectives as well as implement safe nursing care. The inability to meet these competencies may interfere with meeting the course, clinical and program objectives and, therefore, may result in termination from the program. Examples of such competencies are:

- Carrying out procedures that prevent the spread of infection (examples: frequent hand washing with antibacterial soap, frequent use of mask and gloves, create and maintain sterile fields, etc.);
- Lifting and transferring patients, with appropriate assistance if needed, from a stooped to an upright position to accomplish bed-to-chair and chair-to-bed transfers;
- Turning, moving, and repositioning residents/patients in hospital or specialized beds;
- Pivot transferring residents/patients alone or with assistance of another health team member;
- Physically applying adequate pressure to effectively control bleeding, or perform cardiopulmonary resuscitation (CPR);
- Responding and reacting immediately to instructions/requests, monitor equipment, and auscultation (example: listen to and discriminate patient's heart sounds through a stethoscope and respond immediately to any noted problems);
- Satisfactorily completing clinical laboratory experiences up to and including eight hours in length;
- Demonstrating ability to effectively perform a variety of nursing tasks involving observation of objects and persons, depth and color perception, and paperwork;
- Tactilely discriminating between sharp/dull and hot/cold;
- Accurately reading small print for safe, accurate medication administration;
- Performing mathematical calculation for medication preparation and administration;
- Communicating effectively and appropriately, both orally and in writing including the use of a computer;
- Making appropriate decisions in a timely manner when stressful situations arise; and
- Demonstrating ability to perform nursing skills safely and effectively using a variety of equipment.

Students entering the program with a documented disability do so with the understanding that successful progression through the program requires: (a) meeting the same theory, lab, and clinical standards, expectations, requirements and learning objectives as the other nursing students, (b) providing safe, technically accurate nursing care, and (c) following HEMSPN policies and procedures. HEMSPN faculty and staff, whenever possible, will provide a reasonable accommodation to assist disabled students in accomplishing these expectations. The HEMSPN Director, Superintendent of Salem City School District, and the HEMSPN nursing faculty evaluate requests for reasonable accommodation and the ability for HEMSPN to meet the requested accommodation.

- 1.1.2 **Essential Functions Assessment** – Applicants and their health care provider are responsible for determining their own eligibility in light of the above-identified minimum competencies that are essential for the safe performance of nursing care. Furthermore, evaluation of the student's ability to perform the minimum acceptable mental and physical competencies is a component of medical certification required by HEMSPN and associated clinical agencies. Therefore, the Essential Functions Questionnaire must be completed, signed by a healthcare provider, and returned to the HEMSPN.

1.2 **Required Immunizations or Titers** – The following immunizations or documented positive titers.

#### **T. B. POLICY:**

- **Two-Step Mantoux** A two-step method means that you receive first TB test and seven to twenty-one days later you receive the second TB test. Results of each step must be submitted along with date test given and date result was read. The test must be read between 48 to 72 hours after administration.
- **Chest X-Ray**-If the Mantoux skin test is positive; a radiologist's report of a current chest x-ray must be attached to the physical form. If the student's Mantoux test results convert from a negative to a positive, the student must

comply with recommendations to follow-up with family healthcare provider or a county clinic and provide documentation.

- A TB assay

Once enrolled in the program, it is the student's responsibility to maintain an updated Mantoux and TDap or Td as required.

If MMR vaccine is given before the TB Mantoux, you should wait at least 4 weeks before doing the TB Mantoux skin test.

**MMR POLICY: Rubeola** (measles), **Mumps** and **Rubella** (MMR).

- If born before 1957, considered immune, or
- If born after 1/1/1957; **two vaccines** are required for measles, 1 mump, and 1 rubella, or
- Positive titers

**VARICELLA POLICY:** Documentation or copies of a record of two **Varicella** immunizations at least four weeks apart, or the results of a Varicella titer indicating immunity. If the titer does not indicate immunity, then **two Varicella** immunizations are required.

**TDap or Td POLICY: Administration of a TDap or the date** of most recent TDap (adult tetanus/diphtheria/pertussis) immunization. If proof of a TDap is provided, then must have a current Td. If nine (9) or more years have passed since the last immunization, then another Td is required.

**HEPATITIS B POLICY:** Hepatitis B immunization is highly recommended. However, after careful consideration of the provided information, the student may choose not to receive the injections. In this case a waiver must be signed.

**INFLUENZA-A** yearly flu vaccine is required and proof to be provided to the school.

**CORONAVIRUS** vaccine once available

### **The Hannah E. Mullins School of Practical Nursing Statement Regarding Hepatitis B Virus Immunization**

Occupational hazards are an inherent component for many jobs; personal risks are especially high for health care workers and nursing students especially when exposed to communicable diseases and blood-borne pathogens such as Hepatitis B Virus (HBV). Thus, the Occupational Safety and Health Administration (OSHA) has published standards for addressing exposure to blood-borne pathogens. These standards follow guidelines issued by the Center for Disease Control and cover all employees who could encounter blood, body fluids, or infections materials.

The Hannah E. Mullins School of Practical Nursing faculty and staff would like incoming students to be aware of the increased occurrence of and risk for exposure to the Hepatitis B virus (HBV) during clinical learning experiences and for all members of the healthcare team. Although hospitals and healthcare agencies comply with the OSHA standards by immunizing employees against HBV, students need to plan for their own immunization if protection against hepatitis is desired. Therefore, it is highly recommended but, at this time, not required that HEMSPN students receive or initiate the Hepatitis B Immunization protocol prior to admission. Students may check with local health departments, hospitals, work settings, or healthcare provider to inquire about a HBV immunization program. For adequate immunization, three vaccinations and a blood antibody test (titer) are necessary.

- 1.2.1 **Tuberculosis Screening** – The results of *two* Mantoux tuberculin skin tests must be documented on the immunization record in one of the following ways:

Type	Procedure † ‡	Documentation
<b>Two Step Method:</b> For students who have not had a Mantoux test within the previous year	Initial skin test plus second test conducted 7 – 21 days later	Results of each test and date.
<b>One Step Method:</b> For students who have documentation of a Mantoux test within the previous year	Skin Test	Results of current Mantoux plus the one conducted within the previous year plus the current skin test.

† If the Mantoux skin test is positive, a radiologist's report of a current chest x-ray must be attached to the physical examination form. If a Mantoux test results converts from a negative to a positive, the student must comply with recommendations regarding follow-up care with the family healthcare provider or a county TB clinic and provide documentation.

‡ **Be advised that the MMR (measles, mumps, and rubella) vaccine cannot be administered within six (6) weeks of administration of the Mantoux.**

### Uniforms / Classroom and Clinical

Classroom – Students must purchase navy blue scrub pants/top from any source and / or purchase official Hannah E. Mullins School of Practical Nursing (HEMSPN) t-shirt, sweatshirt and fleece jackets from the school.

Clinical - Students are required to wear the official Hannah E. Mullins School of Practical Nursing (HEMSPN) clinical uniforms only; no substitutions are permitted. One clinical uniform will be provided in the cost of the Lab / Supply Fees. Any additional clinical uniforms can be purchased directly through DeAngelo Uniforms at the student's expense. The uniforms are fitted by and purchased through:

DeAngelo Uniforms  
6012 Market Street  
Youngstown, Ohio 44512  
(330) 758-5211

Masks or appropriate face covering will become part of the students' uniform and must be worn at all times. Student will supply their own masks.

Since students attend theory classes a minimum of two (2) to a maximum of five (5) days per week and a majority of the clinical learning experiences are three (3) full days per week, it is highly recommended students purchase at least three (3) classroom and two (2) clinical uniforms.

#### Additional Uniform/Clinical Requirements:

- All white, professional, leather shoes with quiet heels; no clogs;
- Wristwatch – non-digital/electronic, professional, non-ornamental, white, blue, black or metallic with second hand; **no smartwatches.**
- Student Identification – The student's name is embroidered on the HEMSPN clinical uniform. Information will be submitted during the fitting.
- Nursing clinical supply kit may be purchased at the office, this includes a BP cuff, stethoscope, gait belt, pen light, bandage scissors.

## Text Book Purchase Policy

HEMSPN students will be responsible for purchasing textbooks prior to the beginning of each quarter. Textbooks may be purchased through the following options:

### New Books through HEMSPN:

1. Orders will be taken during financial aid meeting.

### Purchase on Your Own

1. Title, author, ISBN# and edition number will be given. Books purchased on your own must be approved the first week of class. If not approved, books will need to be purchased that meet approval.

### Payment:

1. Non-refundable 10% down payment due at the time of ordering new books
2. Balance in full must be paid at the time of receipt
3. Federal Student Aid can be applied to cover the cost of funds are available. Student may opt out of this option.

For each course theory packets and clinical toolkits are required. Because these packets are required, they will be bundled with the books for a fee.

Instructors may choose to provide PowerPoint presentations for their lectures. Printing PowerPoint presentations are optional and not included in the above bundles. They will be placed in the student's digital locker and may be printed by the student.

## Computer Requirements for Tests and Quizzes (Includes Medical Terminology and Math Course)

### Windows

- **Operating System: 32-bit and 64-bit Versions of Windows 10.**
- **Alternate versions of Windows 10, such as Windows RT and Windows 10 S, are NOT supported at this time.**
- **Only genuine, U.S.-English versions of Windows Operating Systems are supported.**
- **ExamSoft does not support Tablet devices other than Surface Pro as detailed below**
- **CPU Processor: 2.0 ghz Intel i3 processor or equivalent**
- **RAM: 4GB or higher**
- **Hard Drive: highest recommended for the operating system or 1GB of available space.**
- **For onsite support, and in order to backup the answer files to USB, a working USB port is required (Newer devices may require an adaptor)**
- **For technical troubleshooting, account passwords, including BitLocker keys, may be required.**
- **Internet connection for Download, Registration, Exam Download and Upload.**
- **Examplify cannot be run within virtualized environments or environments that require persistent network (local or otherwise) connections during secure exams. This includes, but is not limited to, VMWare, Parallels, Citrix workspace, Virtual Disks, Streamed images, etc.**
- **Screen Resolution should be at least 1024x768 or higher.**
- **Administrator level account permissions (Instructions)**

If your institution does not allow the use of Microsoft Surface devices, Surface Pro and Surface Books are NOT permitted. Surface laptops that come with non-detachable keyboards are permitted. Non-Pro Surface devices are not supported for ANY institution.

For instructions on how to check your computer's specifications:



The following requirements apply for exams with ExamID or ExamMonitor enabled

- **Examplify version 2.3.2 or greater**
- **Hard Drive: 2GB or higher available space**

- **RAM: 8GB or higher recommended; 4GB required**
- **Webcam**
- **Microphone (no headphones!)**
- **Internet: 2Mbps upload speed**

## Mac

MacOS Catalina (version 10.15) is only compatible with Exemplify version 2.0.6 or higher (Released on 10/14/19 or later)

- **Supported Operating Systems: OS X 10.13 (High Sierra), OS X 10.14 (Mojave), macOS Catalina (10.15). Only genuine versions of Mac Operating Systems are supported.**
- **CPU: Intel processor**
- **RAM: 4GB or higher**
- **Hard Drive: 1GB or higher available space**
- **For onsite support, and in order to backup the answer files to USB, a working USB port is required (Newer devices may require an adaptor)**
- **For technical troubleshooting, account passwords, including device passwords, may be required.**
- **Server version of Mac OS X is not supported**
- **This software cannot be used on virtual operating systems such as Microsoft's Virtual Machine, Parallels, VMware, VMware Fusion or any other virtual environments.**
- **Internet connection for Download, Registration, Exam Download and Upload.**
- **Administrator level account permissions (Instructions)**
- **Exemplify cannot be run within virtualized environments or environments that require persistent network (local or otherwise) connections during secure exams. This includes, but is not limited to, VMWare, Parallels, Citrix workspace, Virtual Disks, Streamed images, etc.**

For instructions on how to check your computer's specifications



The following requirements apply for exams with ExamID or ExamMonitor enabled

- **Exemplify version 2.3.2 or greater**
- **Hard Drive: 2GB or higher available space**
- **RAM: 8GB or higher recommended; 4GB required**
- **Webcam**
- **Microphone (no headphones!)**
- **Internet: 2Mbps upload speed**

iPadOS 13 is supported on version 3.8 of Exemplify for iPad

- **Hardware Requirements = iPad 5+, iPad Air, iPad Mini 2+, iPad Pro**
- **Operating System = iOS 11, iOS 12, and iPadOS 13 (Only genuine versions of iOS are supported)**
- **500 MB of free space required to commence an exam**
- **iPad must not be Jailbroken**
- **Internet connection for Download, Registration, Exam Download and Upload.**
- **In order to take an exam using an iPad, your institution must first enable iPad support.**

## SIGNIFICANT INFORMATION FOR ALL STUDENTS ENTERING THE NURSING PROFESSION

Following successful completion of any nursing program, the graduate applies to the Ohio Board of Nursing (OBN) for permission to take the pre-licensing examination. The OBN has established criteria for licensure eligibility in the State of Ohio. The newest criteria are related to a history of certain criminal activities, mental illnesses, and drug abuse. The following is for the entering student's information only and provides further details related to these criteria.



## 1. Criminal History Record Check/Felony Preclusion:

On April 8, 2002, the governor signed HB 327, a bill that, in part, amends the Nurse Practice Act (law) to require applicants to submit to a criminal record check as part of the application for initial licensure as a nurse in Ohio. The criminal records check includes the Federal Bureau of Investigation (FBI) records and is conducted by the Bureau of Criminal Identification and Investigation (BCI). The bill also allows the Ohio Board of Nursing to automatically preclude (prevent) from initial licensure or certification anyone who has previously been convicted of, pled guilty to, or had a judicial finding of guilt for an egregious (blatant) felony in Ohio or another jurisdiction. The egregious felonies that trigger automatic preclusion (prevention) are: (1) aggravated murder, (2) murder, (3) voluntary manslaughter, (4) felonious assault, (5) kidnapping, (6) rape, (7) sexual battery, (8) gross sexual imposition, (9) aggravated arson, (10) aggravated robbery, and (11) aggravated burglary. For all other misdemeanors or felonies, the Board is required to continue its practice of conducting a full adjudication (hearing and decision) as set forth in Chapter 119 of the Ohio Revised Code to determine whether or not a license or certificate will be issued.

All students entering a nursing program after June 1, 2003 are required to submit their fingerprints to the Bureau of Criminal Investigation (BCI) for a criminal record check through the BCI and the Federal Bureau of Investigation (FBI) check. For this reason, fingerprinting will be conducted at the beginning of the program. Results will be mailed directly to HEMSPN. Should the background check identify an egregious act that would prevent licensing in the State of Ohio as identified by the Ohio Board of Nursing or prevent the student from attending clinical experiences, that student will be dismissed from the program. Fingerprinting will be conducted again during the second half of the program to be submitted to the OBN in preparation of licensure examination. Part-time program will have fingerprinting done an additional time to cover the span of the program.

The following are examples of questions on the *Ohio Board of Nursing Application for Licensure by Examination to Practice Nursing* to which the applicant must attest:

- *Have you ever been convicted of, found guilty of, pled guilty to, pled no contest to, entered an Alford plea, received treatment or intervention in lieu of conviction, or received diversion for any of the following crimes (this includes crimes that have been expunged if the crime has a direct and substantial relationship to nursing practice)?*
  - *A misdemeanor committed in the course of practice in Ohio, another state, commonwealth, territory, province, or country?*
  - *A felony in Ohio, another state, commonwealth, territory, province, or country?*
  - *A crime involving gross immorality or moral turpitude in Ohio, another state, commonwealth, territory, province, or country?*
  - *A violation of any municipal, county, state, commonwealth, or federal drug law. This does not include alcohol related offenses.*
- *Has any board, bureau, department, agency or other public body, including those in Ohio, in any way limited, restricted, suspended, or revoked any professional license or certificate granted to you; placed you on probation; imposed a fine, censure or reprimand against you? Have you ever voluntarily surrendered, resigned or otherwise forfeited any professional license, certificate or registration?*
- *Have you ever, for any reason, been denied licensure or re-licensure, application for licensure or re-licensure, or the privilege of taking an examination, in any state (including Ohio), commonwealth, territory, province, or country?*
- *Have you ever entered into an agreement of any kind, whether oral or written, with respect to a professional license in lieu of or in order to avoid formal disciplinary action with any board, bureau, department, agency, or other public body, including those in Ohio?*
- *Have you been notified of any current investigation of you, or have you ever been notified of any formal charges, allegations, or complaints filed against you by any board, bureau, department, agency, or other public body, including those in Ohio, with respect to a professional license?*

In compliance with the law and so that Hannah E. Mullins School of Practical Nursing (HEMSPN) can assure all clinical sites that enrolled students are not a risk to patients, residents, staff or visitors, the records check is initiated prior to enrollment. The completed records check must indicate that the individual has not been previously convicted of, pled guilty to, or had a judicial finding of guilt for an egregious felony in the State of Ohio or another jurisdiction. If a positive history is indicated, the OBN will not allow the graduate to become licensed in the State of Ohio. Consequently, the student with an egregious criminal history will not be admitted into the program.

If there is a positive history for other specific criminal activity, the OBN may not allow that graduate to become licensed or may place various restrictions on the license. These restrictions could detrimentally affect potential employment. In addition, associated health care agencies may not allow that student to participate in clinical experiences, thus preventing the

student from meeting course, clinical, and program learning objectives. Consequently, the student with a positive, but non-egregious, criminal history will meet with the Director of the program to discuss the potential consequences of a specific criminal history. The purpose for this meeting is to prevent an excessive amount of a student's time, energy, and finances expended toward an unattainable goal. The HEMSPN Director is available by appointment to discuss any applicant's/student's concerns about the law.

## 2. History of Mental Illness

Although a history of mental health problems may not exclude the nursing graduate from "sitting for state boards", there are specific questions that the Ohio Board of Nursing asks to help the Board members determine eligibility for licensure in the State of Ohio. The specific questions on the Ohio Board of Nursing application are:

- *Have you ever been diagnosed as having, or have you been treated for, pedophilia, exhibitionism, or voyeurism?*
- *Within the last five years, have you been diagnosed with or have you been treated for bipolar disorder, schizophrenia, paranoia, or any other psychotic disorder?*
- *Have you, since attaining the age of eighteen or within the last five years, which ever period is shorter, been admitted to a hospital or other facility for the treatment of bipolar disorder, schizophrenia, paranoia, or any other psychotic disorder?*

## 3. History of or Current Illegal Use of Chemical or Controlled Substances

As with the history of mental illness, a history of drug abuse does not automatically prevent the graduate from obtaining a license and practice nursing in Ohio. However, the following are specific questions that the nursing applicant must answer when applying for permission to take the licensure examination:

- *Are you currently engaged in the illegal use of chemical substances or controlled substances?*
- *If you answered "Yes" are you currently participating in a supervised rehabilitation program or professional assistance program which monitors you in order to assure that you are not illegally using chemical substances or controlled substances?*

In addition to the Ohio Board of Nursing criteria, associated clinical agencies may require a drug screening of all nursing students prior to their clinical experiences at that agency. A student whose test indicates the presence of non-prescribed and/or illegal drugs or alcohol in any detectable amount will be disqualified from attending clinical rotations, therefore, dismissed from the program.

### **Health Insurance, Physical and Mental Health Care**

Unfortunately, nursing, as well as other health care professions, place students and practitioners at risk for contracting communicable diseases and for physical injury. Although the HEMSPN faculty makes every attempt to promote safe nursing implementation and to protect the nursing student, there are times when this is not possible, or when circumstances prevent them from doing so. HEMSPN is unable to provide health insurance or to rearrange class and clinical schedules for the student. THEREFORE:

1. It is the responsibility of each student to cover the cost of healthcare provider and hospitalization fees incurred while enrolled in the program. In addition, any healthcare fees incurred as a result of any HEMSPN policies, procedures, or experiences are the sole responsibility of the student. Consequently, it is strongly recommended that each student carry adequate medical/health insurance.
2. Should a student become ill/injured during hours of instruction, ie: regular school hours in theory, laboratory or clinical, the student must report to a faculty member or Program Director immediately. If the illness/injury is a threat to the student's or their classmates' or their client's safety, health or wellbeing, the student must leave the classroom, laboratory or clinical setting.
3. If the illness/injury is severe, EMS will be activated, and the emergency contact person will be called. For illness/injury not requiring immediate attention the student may leave of own accord or call emergency contact person.
4. All expenses incurred are the responsibility of the student.
5. HEMSPN does require follow-up health care and a medical release stating student may return **without restrictions** to ensure the safety of the student, peers, and potential patients when the student returns to clinical experiences.
6. When an illness or injury is deemed an actual or potential threat to the safety of the student, classmates, or potential patients/clients, then the HEMSPN Director and faculty will determine if the student can remain in the program. A medical release is required following illness or injury and when patient safety or the student's ability to meet course/program requirements is questionable. Concurrence by a professional health counselor or another healthcare provider will also be required if deemed appropriate by the HEMSPN Director.

7. The HEMSPN student is not an employee of HEMSPN or Salem City Schools or associated healthcare agencies; therefore, they are not entitled to Worker's Compensation Benefits. As stated above, the student is financially responsible for any medical or healthcare treatment incurred. However, it is required that any student illness or injury, especially that which occurs during clinical experiences, be reported immediately to a faculty member or the HEMSPN Director.
8. Except in the case of an emergency, appointments with private healthcare provider or health clinics shall be made at times that do not conflict with class, laboratory, or clinical experiences.
9. **Pregnancy** - To protect the health of mother and fetus, the pregnant student is required to notify the Director and faculty of her pregnancy as soon as possible; this allows time for faculty to evaluate whether an alternative schedule may be desirable, necessary and/or possible. In addition, a written statement from the attending healthcare provider that indicates the student's ability to continue the nursing program **without restrictions** must be submitted after each pre-natal visit. If the healthcare provider indicates the student cannot continue in the program or the faculty determines an alternative schedule is not possible, then the student will receive a medical leave of absence. Failure to submit written healthcare provider statements during pregnancy will result in dismissal from the program. During her pregnancy, the student is required to maintain appropriate attire and grooming. This includes necessary alterations to the student's uniform. Following delivery and postpartum recovery, a written statement from the attending healthcare provider indicating the student's ability to resume clinical responsibilities without restrictions must be submitted prior to returning to class or clinical.

### **DISABILITIES**

The practical nursing student, under the supervision of faculty, essentially performs the same physical, mental, and emotional activities as licensed practical nurses. HEMSPN, in compliance with the Americans with Disabilities Act (ADA), does not discriminate against qualified individuals with documented disabilities. The student who enters the nursing program with a disability does so with the complete understanding that they will be expected to meet every course, clinical simulation laboratory, and clinical requirements and expectations as identified in the program, level, course, and clinical objectives. They must also attend, participate and complete satisfactorily all assigned clinical experiences. HEMSPN will make reasonable accommodations for medically documented disabilities. A documented diagnosis and written request for reasonable accommodations must be submitted four (4) weeks prior to admission and will be evaluated by the HEMSPN Director and the HEMSPN nursing faculty.

If the student must withdraw because he/she cannot reasonably be accommodated, the HEMSPN financial guidelines related to withdrawal/dismissal from the program will apply.

**Health Records** - See enclosed policy and forms.

### **UNETHICAL CONDUCT, UNACCEPTABLE BEHAVIOR/ATTITUDE**

Ethics refers to the moral or philosophical principles that society defines actions as being right or wrong. Nursing ethics identify how nurses must conduct themselves in relation to their profession, to the patients/residents for whom they provide nursing care, to other members of the health care team, and to the community. Standards in the Code of Ethics of the National Association of Practical Nurse Education and Services, Inc. (NAPNES) reflect the high ideals that the practical nurses and practical nursing students integrate into their nursing practice.

Unethical professional conduct is any behavior that violates a profession's Code of Ethics. For the HEMSPN nursing program, it encompasses any behavior that violates the NAPNES Code of Ethics (Appendix H). Such behavior includes, but is not limited to:

- (a) cheating;
- (b) lying;
- (c) falsifying records;
- (d) breaching confidentiality;
- (e) stealing;
- (f) abusing alcohol or drugs;
- (g) abusing patients/residents;
- (h) behaving in a disorderly manner within the school, hospital, or cooperating healthcare agencies;
- (i) providing nursing care outside the standards of care for licensed practical nurses; and
- (j) not forthcoming to the HEMSPN Director regarding criminal charges following the fingerprint check/while enrolled in the practical nursing program.

An undesirable behavior or attitude of the HEMSPN nursing student is defined as the inability to work and cooperate with co-workers and peers, continual antagonism of instructors or classmates, repeated cause for dissension among classmates or co-workers, and/or verbal/nonverbal/electronic communication which, in the opinion of faculty members or the Director, negatively affects the learning environment (see Bullying, Harassment, and Intimidation Policy for additional information).

Any of the behaviors identified in the previous paragraphs are unprofessional and/or unethical and are grounds for dismissal including permanent dismissal.

## **PROGRAM SCHEDULE**

The HEMSPN program is initiated with the admission of students in the full-time program twice per year – in September and March. The curriculum is divided into four equal quarters with a one to three-week break following each quarter. The part-time program enrolls every other September beginning in 2018 (depending on demand): however due to the COVID-19 situation, the part time program will be pushed back until March 2021. The curriculum is divided into four equal quarters with a one to three-week break every 11 weeks. Some national and customary holidays (i.e., Memorial Day, Christmas, etc.) are incorporated into the academic schedule.

Classes and related clinical experiences are divided into two equal levels – Junior and Senior Levels; which consist of 700 clock hours for a program total of 1,400 hours.

The full-time program is designed to be Monday through Friday from the hours of 8:00 a.m. to 4:00 p.m. for theory/classroom days. Due to the COVID – 19 special considerations, start times are staggered, so class/lab could start as early as 7:00 am. Clinical hours vary depending on the clinical site; times are generally scheduled between the hours of 6:30a.m. and 3:30 p.m. depending on the point in the program, clinical experiences can be 2 – 3 days per week. Some clinical experiences could include afternoon and evening hours as well as Saturdays and/or Sundays. These afternoon/evening hours and/or weekend experiences are minimal.

The part-time program is designed to be Tuesday, Wednesday, and Thursday with one 6-hour day, and two 5-hour days. For theory/classroom days. Due to the COVID – 19 special considerations, start times are staggered, so class/lab could start as early as 7:00 am. Clinical hours vary depending on the clinical site; times are generally scheduled between the hours of 6:30a.m. and 12:30 p.m. depending on the point in the program, clinical experiences can be 1 – 2 days per week. Some clinical experiences could include afternoon and evening hours as well as Saturdays and/or Sundays. These afternoon/evening hours and/or weekend experiences are minimal.

Lunch and periodic breaks are scheduled for days the student attends theory/clinical/simulation lab experiences. The student receives tentative schedules for class, clinical, and laboratory experiences at the beginning of each course and clinical rotation.

Due to the COVID-19 situations, the above schedule will be modified to a blended\* schedule. Students will complete theory classes online. Online classes and virtual simulations will replace some or all face to face classroom, lab and clinical experiences.

\*Blended course instruction is part face to face and part online instruction from home.

## **HEMSPN DRUG FREE POLICY**

### **Purpose and Goal**

Hannah E. Mullins School of Practical Nursing (HEMSPN) is committed to protecting the safety, health, and well-being of all students, faculty, staff, patients and other individuals associated with the organization. HEMSPN recognizes that alcohol and drug abuse pose a significant threat to patients, clients, classmates, faculty, and staff as well as prevent the fulfillment of student and HEMSPN short and long-term goals. Consequently, HEMSPN faculty and staff have established a drug-free policy that balances respect for individuals with the need to maintain an alcohol and drug free environment.

The Hannah E. Mullins School of Practical Nursing Drug Free Policy recognizes that involvement with alcohol and other drugs can be very disruptive, adversely affect learning, quality of work and performance, pose serious health risks, and have a negative impact on learning, productivity and morale. Therefore, HEMSPN cannot condone nor tolerate student or employee substance abuse. Accordingly, every student and employee is prohibited from using, possessing, manufacturing, trafficking, or being under the influence of any illegal drug or alcohol and / or abuse of prescribed drugs while participating in any HEMSPN associated or assigned activity. Possession of drug paraphernalia is also prohibited. Therefore, as a condition of admission into, membership of, and association with this organization, HEMSPN requires that students, faculty, and staff adhere to a strict policy regarding the illegal use, abuse, or possession of drugs and alcohol. HEMSPN also encourages individuals voluntarily to seek professional help with drug and alcohol problems for self and family members as early as possible.

### **Covered Individuals**

Individuals covered by the HEMSPN Drug Free Policy are those individuals who conduct business for, are applying to, or are conducting business with and/or on the property of HEMSPN, Salem City School District, and associated health care agencies. The policy includes but is not limited to all full- and part-time faculty, staff, and students while working for, learning under the guidance of, or representing HEMSPN in any capacity.

### **Applicability**

The HEMSPN Drug-Free Policy applies whenever an individual is representing, learning under the guidance of, or conducting business for and/or with the organization. Therefore, this policy applies: a) whenever conducting business, representing, or learning under the umbrella of the HEMSPN organization, b) while on HEMSPN, Kent State University, Salem City School District or an associated healthcare agency's property, and c) at HEMSPN sponsored events.

### **Prohibited Behavior**

It is a violation of the Hannah E. Mullins School of Practical Nursing Drug Free Policy to abuse, possess, sell, trade, transfer, give, and/or offer for sale alcohol, illegal drugs, intoxicants, or prescribed drugs to an individual for whom the prescription was not intended as well as improper use of legal drugs. Furthermore, the illegal or unauthorized use of prescription drugs is prohibited is a violation of the HEMSPN Drug-Free Policy to intentionally misuse and/or abuse prescription medications.

Prescription and over-the-counter drugs are not prohibited when taken in standard dosage for the use intended and/or according to a healthcare provider's prescription. Any HEMSPN associated individual taking prescribed or over-the-counter medication is responsible for consulting the prescribing healthcare provider and/or pharmacist to ascertain whether and/or how the medication will interfere with mental and physical capabilities.

### **Alcohol**

HEMSPN students and employees are prohibited from possessing, consuming, selling, distributing, or being under the influence of alcohol while conducting or being involved in any scheduled HEMSPN related activity.

### **Controlled Substances**

HEMSPN students and employees are prohibited from possessing, using, being under the influence of, having a detectable level of (as evidenced by a positive drug test), selling, purchasing, distributing, manufacturing, or dispensing a controlled substance, except in accordance with a healthcare provider's prescription and in accordance with pertinent federal and state laws and regulations, while conducting or being involved in any scheduled HEMSPN related activity.

### **Notification of Convictions**

Any current, potential, or eligible-for-readmission student, as well as a part-time or full-time employee who is arrested for or convicted of a criminal drug violation must notify the Hannah E. Mullins School of Practical Nursing in writing within five calendar days of the arrest/conviction. The Hannah E. Mullins School of Practical Nursing will take appropriate action within 30 days of an arrest notification. The individual who is convicted of a criminal drug violation shall be dismissed immediately from the Hannah E. Mullins School of Practical Nursing. Federal and state contracting agencies will be notified when appropriate.

### **Searches**

As posted in all HEMSPN facilities, entering HEMSPN and Salem City School District's property constitutes consent to searches and inspections. Unannounced searches of lockers, vehicles, and equipment by police and drug-sniffing dogs may be conducted without prior consent or knowledge of the owner. These searches can be conducted in the presence or absence of the owner. The HEMSPN reserves the right to inspect any staff's or student's vehicle and containers including, but not limited to, bags, boxes, purses, briefcases, lunch containers, book bags, etc. that are brought onto HEMSPN/Salem City School District property or the property of any associated healthcare agency. This inspection shall occur any time that the HEMSPN faculty or director has a reasonable suspicion that the drug-free policy has been violated and that such an inspection is reasonably necessary for the investigation of possible violations.

### **Drug Testing**

To ensure accuracy and fairness of drug testing individuals who are associated with the HEMSPN program, all testing will be scheduled by HEMSPN and performed by an authorized agency.

- (1) Each HEMSPN student, as a condition of admission, will be required to participate in periodic, random, and/or scheduled testing upon selection or request of the HEMSPN Director/faculty member.
- (2) All drug-testing information will be maintained in the student file. It may be shared with the clinical agencies. The substances for which testing will be done are Amphetamine, Methamphetamine, Barbiturate, Benzodiazepine, Cannabinoid, Cocaine and Opiates which include: Phencyclidine, Oxycodone, Methadone
- (3) Any HEMSPN student or employee who tests positive will be dismissed immediately from the HEMSPN program.
- (4) A HEMSPN student or employee will be subject to the same consequences of a positive test if he/she:
  - a. Refuses the screening or the test;
  - b. Adulterates or dilutes the specimen;
  - c. Substitutes the specimen with that from another person or sends an imposter;
  - d. Will not sign the required forms;
  - e. Refuses to cooperate in the testing process in such a way that it prevents completion of the test; or
  - f. Refuses to searches as defined above.

### **Consequences**

One of the goals of the HEMSPN Drug Free Policy is to encourage students, faculty, and staff to voluntarily seek professional help with alcohol and/or drug problems. However, if an individual violates the HEMSPN Drug Free Policy, the consequences are serious. If an applicant for the position of student or employee violates the drug-free policy, any offer of admission, readmission, or employment shall be withdrawn, and the applicant may not reapply. If a current student or employee violates the policy, he or she shall be dismissed immediately from HEMSPN without opportunity for readmission or future employment.

### **Assistance**

Hannah E. Mullins School of Practical Nursing recognizes that alcohol, drug abuse, and drug addiction are treatable illnesses. HEMSPN also realizes that early intervention and support improve the success of rehabilitation. In support of its students and employees, the HEMSPN Drug Free Policy:

- (1) Encourages students and employees to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem.
- (2) Encourages students and employees to utilize the services of qualified community professionals to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help.

Treatment for alcoholism and/or other drug abuse disorders may be covered by the employee benefit plan although there is no plan for covering costs incurred by the student. However, the ultimate financial responsibility for recommended treatment belongs to the student/employee.

### **Confidentiality**

All information received by the Hannah E. Mullins School of Practical Nursing through this or any healthcare agency's drug-free policy/program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

### **Shared Responsibility**

A safe and productive drug-free environment is achieved through cooperation and shared responsibility. Because it is recognized that they have important roles to play, faculty, staff, and students are encouraged to:

- (a) be concerned about working and learning in a safe, drug free environment; and

(b) report dangerous behavior to a faculty member or the HEMSPN Director.

It is the Director, faculty and staff's responsibility to:

- (a) inform the student/employee of the drug free policy;
- (b) observe student/employee performance;
- (c) document negative changes and problems in performance; and
- (d) clearly state consequences of policy violations.

**Communication**

Communicating the HEMSPN Drug-Free Policy to both the student and employee is critical. To ensure everyone is aware of his or her role in supporting the drug free policy:

- All HEMSPN perspective applicants, students and employees will receive a written copy of the policy, and
- The policy will be reviewed during orientation with new students and employees.

- Adapted from:
- 1) Atrium Drug Free Policy - <https://erecruit.atriumeoffice.com/MVC/Media/Attachments/0/362dbde5-40e1-449d-a921-09fda3c2e582.pdf>
  - 2) Salem Anesthesia Associates, Inc. (2003, June). "Policy Concerning Substance Abuse". Salem, Ohio
  - 3) Salem Regional Medical Center's drug free workplace policy

## HEMSPN Outcomes

Graduating Class	Composition	Average Age	Graduation Rate (Adjusted)	NCLEX-PN Passage Rate	Employment Rate
February 2016	8 females and 2 males began the program	25.7 years with ages ranging from 20-47	120% or 12 students graduated	92% passed the NCLEX on the first attempt	100% employed within 6 months of licensure
August 2016	14 females 0 males	24 years with ages ranging from 19-42	79% or 11 students graduated	91% passed the NCLEX on the first attempt	100% employed within 6 months of licensure
February 2017	3 males 17 Females Plus 7 ITT students (females)	27 years with ages ranging from 19-52	89% or 24 students graduated	83% passed the NCLEX on the first attempt	96% employed within 6 months of licensure
August 2017	15 females + 5 ITT females 1 male	28.5 years with ages ranging from 19-53	86% or 18 students graduated.	88% passed the NCLEX on the first attempt	100% employed within 6 months of graduation
February 2018	17 females + 1 ITT female	31.22 years with ages ranging from 20-50	61% or 11 graduated	91% passed the NCLEX on the first attempt	100% employed within 6 months of graduation
August 2018	25 started, 22 females, 3 males	Ave age is 27 Range 19-46	80% or 20 graduated	75% passed the NCLEX on the first attempt	94% employed within 6 months of graduation
February 2019	47 started, 43 females, and 4 males	Ave age 29.7 Range 18-58	62% or 29 graduated	82.8% passed the NCLEX on the first attempt	100% employed within 6 months of graduation
August 2019	46 started	Ave age 26; Range 18-40	57% or 26 graduated or 57%	88.5% passed the NCLEX on the first attempt	100% employed within 6 months of graduation of those who responded. 21/23 or 91.3% responded

- Placement rate is calculated on those who pass the NCLEX the first time and find employment as a Licensed Practical Nurse in the nursing field. This calculation excludes those who do not pass the test on the first time. Lower placement percentage may result from those who chose to enter into higher education rather than seeking employment.**



**Hannah E. Mullins School of Practical Nursing**  
**Fee Schedule 2020-2021**  
**Class beginning September 2020 and March 2021 Full Time / Part Time**

HEMSPN Pre-Enrollment Fees (nonrefundable)	Full Time Program	Part Time Program	Due Dates
Application Fee	50.00	50.00	With application
Intro. to Medical Terminology Course and Math	185.00	185.00	When registering
	<b>\$235.00</b>	<b>\$235.00</b>	

HEMSPN Tuition / Lab Fee			Due Dates
Tuition	14,295.00	14,295.00	See payment options below**
Lab / Supply Fee	2,200.00	2,750.00	2 weeks prior to start of program
	<b>\$16,495.00</b>	<b>\$17,045.00</b>	

Out-of-Pocket Expenses	Source	Full Time Program Part Time Program  Approx. Amount
<b>Institutional Charges:</b>		
Textbooks / Packets	HEMSPN or Outside source	1,065.00
Supply Kit	HEMSPN or Outside source	100.00
<b>Non-institutional Charges:</b>		
Computer or tablet with camera and microphone	Outside source	800.00
Additional Clinical Uniform	DeAngelo Uniforms	55.00
Classroom Uniform	Outside source / HEMSPN	60.00
Clinical Shoes	Outside source	50.00
Clinical Watch	Outside source	25.00
Graduation Uniform	DeAngelo Uniforms	65.00
CPR for Health Care Provider	Outside source	60.00
NCLEX Application and Fee	Treasurer State of OH / Pearson Vue	278.50

- Some Out-of-Pocket Expenses are outside of HEMSPN's control and are subject to change.
- Some charges are subject to sales tax

**Billing and Payment Schedule**

Tuition will be charged according to payment periods; a payment period is ½ of your academic year. Fees will be charged to the pay periods in the 1<sup>st</sup> academic year. Financial aid or other payment must be in place two weeks prior to the beginning of class. The Practical Nursing Program tuition and fees schedule is as follows,

Pay Period (PP)	Tuition	Lab/Fees Full Time	Lab/Fees Part Time	Hours in PP
1 <sup>st</sup> Academic Year PP 1	4,595	766	966	450 Hours
1 <sup>st</sup> Academic Year PP 2	4,595	721	881	450 Hours
2 <sup>nd</sup> Academic Year PP 1	2,553	303	408	250 Hours
2 <sup>nd</sup> Academic Year PP 2	2,552	410	495	250 Hours
	14,295	2,200	2,750	1400 Hours

Prices in effect from July 1, 2020 until June 30, 2021

*THE FOLLOWING PAGES:*

- *Take to healthcare provider*
- *Healthcare provider must sign each page*
- *All blanks must be filled out*
- *Immunization records must be up to date*

*ONCE COMPLETED, ENTIRE HEALTH FORM PACKET MUST BE  
TURNED INTO OFFICE BY DEADLINE*

**FEBRUARY 15, 2021**

***INFORMATION MUST BE FILLED OUT***

***WILL NOT ACCEPT “SEE ATTACHED” for  
IMMUNIZATIONS AND TITER***

**IMMUNIZATION RECORD**

APPLICANT'S NAME: \_\_\_\_\_ Date: \_\_\_\_\_

**For the exact policy regarding each of the following immunizations, see the following page.  
INFORMATION MUST BE FILLED OUT. THE SCHOOL WILL NOT ACCEPT "SEE ATTACHED"**

1) **Mantoux TB Test**

	Dates of Vaccination	Date(s) Read and Results	Health Care Provider initial here
Step One	Date	Date Result	
Step Two	Date	Date Result	

2) **MMR: See policy**

	Dates of Vaccination	Titer Verification	Health Care Provider initial here
Rubeola:	1) 2)	Date Result: Immune___ Not Immune___	
Rubella:	1)	Date Result: Immune___ Not Immune___	
Mumps:	1)	Date Result: Immune___ Not Immune___	

3) **Varicella**

	Dates of Vaccination	Titer Verification	Health Care Provider initial here
Evidence of disease still requires titer	1)	Date Result: Immune___ Not Immune___	
	2)		

4) **Tetanus**

- Within 9 years
- Proof of previous TDap

	Dates of Vaccination	Health Care Provider initial here
Proof of TDap Date:	<i>DO NOT WRITE IN THIS AREA</i>	
Current Immunization Date:	<i>DO NOT WRITE IN THIS AREA</i>	

5) **Hepatitis B**

	Dates of Vaccination	Verification	Health Care Provider initial here
If 3 step series not complete before the start of class, then waiver must be signed		Date Result: Immune___ Not Immune___	

**Waiver**

Date Signed

6) **Flu Shot**

Dates of Vaccination	Health Care Provider initial here

Date: \_\_\_\_\_ Healthcare Provider Signature: \_\_\_\_\_

Healthcare Provider's Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

**T. B. POLICY:**

- **Two-Step Mantoux**-A two-step method means that you receive first TB test and seven to twenty-one days later you receive the second TB test. Results of each step must be submitted along with date test given and date result was read. The test must be read between 48 to 72 hours after administration.
- **Chest X-Ray**-If the Mantoux skin test is positive; a radiologist's report of a current chest x-ray must be attached to the physical form. If the student's Mantoux test results convert from a negative to a positive, the student must comply with recommendations to follow-up with family healthcare provider or a county clinic and provide documentation.
- **TB assay**

Once enrolled in the program, it is the student's responsibility to maintain an updated Mantoux and TDap or Td as required.

If MMR vaccine is given before the TB Mantoux, you should wait at least 4 weeks before doing the TB Mantoux skin test.

**MMR POLICY: Rubeola (measles), Mumps and Rubella (MMR).**

- If born before 1957, considered immune, or
- If born after 1/1/1957; **two vaccines** are required for measles, 1 mump, and 1rubella, or
- Positive titers

**VARICELLA POLICY:** Documentation or copies of a record of two **Varicella** immunizations at least four weeks apart, or the results of a Varicella titer indicating immunity. If the titer does not indicate immunity, then **two Varicella** immunizations are required.

**TDap or Td POLICY: Administration of a TDap or the date** of most recent TDap (adult tetanus/diphtheria/pertussis) immunization. If proof of a TDap is provided then must have a current Td, if nine (9) or more years have passed since the last immunization, then another Td is required.

**HEPATITIS B POLICY:** Hepatitis B immunization is highly recommended. However, after careful consideration of the provided information, the student may choose not to receive the injections. In this case a waiver must be signed.

**INFLUENZA**-A yearly flu vaccine is required. Proof must be provided to the school.

**CORONAVIRUS vaccine once available**

**PHYSICAL EXAM POLICY:** Physical examination report within the past 12 months, Essential Functions Questionnaire and Personal Health Record are to be completed by your healthcare provider. In addition to signing the statement below, the Physical Form, Essential Function Questionnaire and Personal Health Record must be completed and signed by the healthcare provider.

**HEPATITIS B WAIVER**

If you choose NOT to receive and have never received the Hepatitis B vaccine, or if you are in the process of receiving but the series will not be complete by enrollment, you will need to complete this waiver. Please do so only after discussing it with your healthcare provider and reviewing the provided information.

This waiver is signed to confirm that, as a health care provider who will be exposed to blood or other potentially infectious materials, I understand that I am at risk of acquiring Hepatitis B Virus (HBV) infection. I acknowledge that Hannah E. Mullins School of Practical Nursing strongly recommends that I receive the HBV vaccine. I also understand that I have the right to decline the vaccination and do so at this time. Should I acquire HBV infection, I will hold harmless Hannah E. Mullins School of Practical Nursing and any persons associated therewith as well as any healthcare agency and associated individuals at which I implement nursing care during HEMSPN clinical learning experiences.

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Printed/Typed Name

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Signature Date

---

Witness Date



**PHYSICAL EXAMINATION**

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_ Weight: \_\_\_\_\_ Height: \_\_\_\_\_  
 Blood Pressure \_\_\_\_\_ Temperature: \_\_\_\_\_ Pulse: \_\_\_\_\_ Respirations: \_\_\_\_\_

**GENERAL APPEARANCE:** \_\_\_\_\_  
 \_\_\_\_\_

Skin: \_\_\_\_\_

Eyes: \_\_\_\_\_ Vision (Snellen) R \_\_\_\_\_ L \_\_\_\_\_

Correction with glasses/contacts: R \_\_\_\_\_ L \_\_\_\_\_

Ears Condition: R: \_\_\_\_\_ L: \_\_\_\_\_ Hearing: R: \_\_\_\_\_ L: \_\_\_\_\_ Hearing Aids: Yes No

Nose: \_\_\_\_\_ Throat: \_\_\_\_\_

Lungs: \_\_\_\_\_

Heart: \_\_\_\_\_

Extremities: \_\_\_\_\_

Nervous System: \_\_\_\_\_

Back: \_\_\_\_\_

Abdomen: \_\_\_\_\_

Surgical Scars: \_\_\_\_\_

Hernia: Yes \_\_\_\_\_ No \_\_\_\_\_ Potential: \_\_\_\_\_

I have examined this individual and have found no condition that might represent a health hazard or possible health hazard to self, patients, or employees. I find him/her to be physically and mentally qualified to perform the duties of a practical nursing student without restrictions and is free of communicable disease. If not, I have listed reason(s) above with limitations if applicable.

**Date** \_\_\_\_\_

**Healthcare Provider's Signature** \_\_\_\_\_

**Healthcare Provider's Printed Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**City/State/Zip** \_\_\_\_\_

## ESSENTIAL FUNCTIONS QUESTIONNAIRE

APPLICANT'S NAME: \_\_\_\_\_

Nursing students, with supervision of faculty, perform essentially the same physical and emotional activities in the clinical setting as licensed practical nurses. A person qualified for the HEMSPN program is one who is able, with or without reasonable accommodation, to meet the essential functions of the licensed practical nurse. The following abilities also are considered essential for successful completion of the HEMSPN program.

These activities will be done two (2) to four (4) consecutive days per the length of the program.	CAN Perform	*Can Perform WITH Limitations	Can NOT Perform
<b>PHYSICAL Strength/Stamina:</b> This individual can: <ul style="list-style-type: none"> <li>• sit, stand, move, and tolerate physically taxing workloads in the nursing skills lab and health care environments for periods up to ten hours at a time,</li> </ul>			
<ul style="list-style-type: none"> <li>• move or lift heavy (weighing up to 5 pounds) objects overhead (i.e. hanging IVs, irrigations),</li> </ul>			
<ul style="list-style-type: none"> <li>• move or lift heavy objects weighing over 40 pounds;</li> </ul>			
<ul style="list-style-type: none"> <li>• pull or push equipment weighing 40 pounds or more;</li> </ul>			
<ul style="list-style-type: none"> <li>• carry equipment and supplies</li> </ul>			
<ul style="list-style-type: none"> <li>• turn and move patient/resident in hospital bed or special beds;</li> </ul>			
<ul style="list-style-type: none"> <li>• transfer clients from wheelchair to bed and from bed to stretcher;</li> </ul>			
<ul style="list-style-type: none"> <li>• lift patient/resident from bed to chair and vice versa in 2-person transfer;</li> </ul>			
<ul style="list-style-type: none"> <li>• stand in place for 1-4 hours to observe surgeries or diagnostic tests; and</li> </ul>			
<b>MOTOR Function:</b> This individual has the neuromuscular strength, function, and coordination to: <ul style="list-style-type: none"> <li>• stand and move in confined space for 2 hrs. on hard floored nursing skills lab area;</li> </ul>			
<ul style="list-style-type: none"> <li>• collect assessment data through palpation, auscultation, and percussion;</li> </ul>			
<ul style="list-style-type: none"> <li>• manipulate diagnostic instruments while performing a physical assessment;</li> </ul>			
<ul style="list-style-type: none"> <li>• perform cardiopulmonary resuscitation (CPR);</li> </ul>			
<ul style="list-style-type: none"> <li>• manipulate life support devices;</li> </ul>			
<ul style="list-style-type: none"> <li>• apply enough pressure over a sufficient period of time to stop bleeding.</li> </ul>			
<ul style="list-style-type: none"> <li>• stand and maintain balance for long periods of time;</li> </ul>			
<ul style="list-style-type: none"> <li>• move freely in-patient care environments including quick body and extremity movement to respond to emergencies;</li> </ul>			
<ul style="list-style-type: none"> <li>• bend, stoop and squat;</li> </ul>			
<ul style="list-style-type: none"> <li>• reach below the waist and overhead;</li> </ul>			
<ul style="list-style-type: none"> <li>• write legibly with pen or pencil;</li> </ul>			
<ul style="list-style-type: none"> <li>• perform manual psychomotor nursing care including sterile and isolation techniques;</li> </ul>			
<ul style="list-style-type: none"> <li>• calibrate and use equipment.; and</li> </ul>			



	<b>CAN Perform</b>	<b>*Can Perform WITH Limitations</b>	<b>Can NOT Perform</b>
<ul style="list-style-type: none"> <li>administer IV, IM, SQ, and oral meds plus manipulate vials, ampules, syringes and medication packages.</li> </ul>			
<b>TACTILE:</b> This individual has sufficient tactile sensation to: <ul style="list-style-type: none"> <li>to perform physical examination techniques of palpation and percussion;</li> </ul>			
<ul style="list-style-type: none"> <li>to assess texture, shape, size, temperature and vibration;</li> </ul>			
<ul style="list-style-type: none"> <li>to detect temperature changes;</li> </ul>			
<ul style="list-style-type: none"> <li>to feel differences in sizes, shapes (i.e. palpate veins, identify body landmarks), and surface characteristics;</li> </ul>			
<ul style="list-style-type: none"> <li>to bimanually discriminate between sharp/dull, hot/cold, and hard/soft;</li> </ul>			
<ul style="list-style-type: none"> <li>to collect specimens necessary for assessment or diagnostic testing; and</li> </ul>			
<ul style="list-style-type: none"> <li>to insert a urinary catheter, start an I.V., change dressings, and give medications via all routes.</li> </ul>			

<b>VISUAL Acuity:</b> This individual has the visual acuity: <ul style="list-style-type: none"> <li>to use peripheral vision and depth perception;</li> </ul>			
<ul style="list-style-type: none"> <li>to see drainage of bodily fluids and on dressings;</li> </ul>			
<ul style="list-style-type: none"> <li>to note fluid levels in collection devices, syringes, and infusion devices;</li> </ul>			
<ul style="list-style-type: none"> <li>to read fine print, a watch with a second hand, and gauges that monitor client progress, such as a sphygmomanometer;</li> </ul>			
<ul style="list-style-type: none"> <li>to administer I.V. fluids and oxygen;</li> </ul>			
<ul style="list-style-type: none"> <li>to observe changes in skin color, trauma sites, and surgical incisions;</li> </ul>			
<ul style="list-style-type: none"> <li>to discriminate colors for diagnostic and assessment purposes;</li> </ul>			
<ul style="list-style-type: none"> <li>to assess movements of patients; and</li> </ul>			
<ul style="list-style-type: none"> <li>to observe/assess patient behavior necessary in a rehabilitation or psychiatric setting.</li> </ul>			

<b>AUDITORY:</b> This individual has auditory ability: <ul style="list-style-type: none"> <li>to hear and interpret information communicated verbally,</li> </ul>			
<ul style="list-style-type: none"> <li>to hear faint auscultatory sounds using a stethoscope,</li> </ul>			
<ul style="list-style-type: none"> <li>to hear a range of tones such as call lights and auditory signals from technical equipment,</li> </ul>			
<ul style="list-style-type: none"> <li>to hear cries for help, and</li> </ul>			
<ul style="list-style-type: none"> <li>to communicate over the telephone.</li> </ul>			

\***FULLY DESCRIBE** the limitation(s): \_\_\_\_\_

Students with a disability who enter the program do so with the understanding they will be expected to meet course requirements, with any reasonable accommodation that may be provided by the school. Requests for reasonable accommodation will be evaluated by the Director of the Program, the Director of Adult Education and the Nursing Faculty.

**Instructions for the healthcare provider:** (a) Initial or check appropriate boxes, (b) Describe limitation, (c) Sign document.

**Date** \_\_\_\_\_ **Healthcare Provider Signature:** \_\_\_\_\_

**Address/State/Zip:** \_\_\_\_\_