

Hannah E. Mullins School of Practical Nursing

ACADEMIC INTEGRITY STATEMENT:

Academic integrity requires individuals to:

- ❖ Be truthful and accountable
- ❖ Refuse to participate in cheating behaviors with others
- ❖ Be accountable for the known actions of others (duty to report)
- ❖ Consistently abide by this honor code in all circumstances; no exceptions
- ❖ Students are not to share information about exams/quizzes in any form of communication
- ❖ Cheating results in a zero on this exam/quiz and possible further disciplinary action per Catalog/Student Handbook.

I have read the above and have not and will not cheat on exams/quizzes

Student Signature Date

Print Name

School Representative Signature Date

Additional Addendums to Policies related to the Covid-19 Pandemic

4/24/2020

Clinical Simulation Lab Attendance Quiz/Test grade

Due to the change in delivery for Clinical Simulation Lab and the way attendance hours are being counted, there will **not** be a quiz or test grade awarded in those classes that have a Clinical Simulation Lab component.

However, all information covered in clinical simulation labs, including vSims, is testable, quizzable information, which will be included on your regular theory quizzes and tests.

As you are aware, this is a fluid situation and additional policy changes may be needed - this is an evolving situation and changes may be made in the future based on the declared emergency

Please sign and return to the school using the following email address; hemspn-dr@hemspn.com by May 8, 2020.

Student Name (Print)

Date

Student Signature

Date

School Representative Signature

Date.

**Hannah E. Mullins School of Practical Nursing
Addendum: COVID Infection Policy**

- 1) **Suspected or confirmed COVID-19 Stay home from school until:**
 - a) Test results are in and are negative or
 - b) At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and,
 - c) At least 10 days have passed since symptoms first appeared

- 2) **If exposed to someone with COVID-19:**
 - a) Self-quarantine for 14 days if symptoms occur or test is positive follow guidelines in section 1

- 3) **If you have had any symptoms of COVID-19 in the last 14 days: (See symptoms below)**
 - a) Stay home and follow the guidelines in 1 and 2

- 4) **Absences related to COVID-19 and return to school:**
 - a) Must have a note from PCP stating was positive or probable or
 - b) Results from a positive COVID-19 test
 - c) HEMSPN Director will work with student to schedule make up time
 - d) Once cleared to return to school, missed hours must be made up, may be evenings and/or weekends, face to face or virtually
 - e) During Quarter 4, student may “Conditionally Graduate” on the scheduled graduation date if:
 - (1) The student is in process of making hours up
 - f) The certificate will be rewarded when all hours and all other requirements are completed in the Program of Study.
 - g) Federal Financial Aid will be processed according to Dept. of ED regulations concerning COVID-19.

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

Fever or chills	Headache	Congestion or
Cough	New loss of	runny nose
Shortness of breath	taste or smell	Nausea or
or difficulty	Sore throat	vomiting
breathing	Muscle or body	Diarrhea
Fatigue	aches	

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.

Consider consulting with local infectious disease experts when making return to school decisions for individuals who might remain infectious longer than 10 days (e.g., severely immunocompromised).

Source: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/return-to-work.html>

I have read and understand the above policies. Please sign and return to the school using the following email address; hemspn-dr@hemspn.com by June 22, 2020.

Student Name (Print)

Date

Student Signature

Date

School Representative Signature

Date.

**Hannah E. Mullins School of Practical Nursing
Addendum: Email Communication Policy**

Emails to the school (director, instructors, financial aid, secretary etc.), will be answered during scheduled school hours on scheduled school days. Emails will also be answered for the weekend on Sunday evening before 2000. Emails sent/received outside of these hours will be answered on the next scheduled school day. Although, emails will only be answered at these times, emails can be sent at any time. Consideration must be taken for technical and bandwidth problems that are out of HEMSPN's control.

Email Etiquette

All emails to the school (director, instructors, financial aid, secretary etc.) will have a salutation and a signature. It is unprofessional to address a school official by anything other than the appropriate title. Emails without a signature are **not valid and will not be addressed.**

I have read and understand the above policies. Please sign and return to the school using the following email address; hemspn-dr@hemspn.com by June 22, 2020.

Student Name (Print)

Date

Student Signature

Date

School Representative Signature

Date

Hannah E. Mullins School of Practical Nursing
Addendum: COVID-19 Proposed Policy and Procedures – HEMSPN

Building Access and Guidelines

1. Students and instructors are to enter the Kent City Center through the rear entrance facing parking lot C only. They will only use the restrooms on the third floor. No one will be permitted to enter into any other area of the building other than the clinical simulation labs (205, 304, 301, 312, 310), computer lab, offices and designated restrooms. Hallways will only be used to move between those areas and no students will be allowed to congregate in hallways or other building areas. Must use designated up and down stairwell. There will be one designated exit TBA.
2. The main office will be closed to student traffic. All correspondence with the office will be through email, phone conversation, or virtual meetings (GoToMeetings). Student copying services will be suspended to decrease traffic in the main office.
3. The clinical simulation lab, computer lab, and restrooms will be cleaned and disinfected after each session. All equipment utilized in training will be disinfected between use and on a daily basis.
4. Separation screens will be hung in the main offices and will be utilized in the computer lab and clinical simulation labs. These screens will be cleaned and disinfected at the end of each day.
5. Hand sanitizer will be provided for students and instructors in the classrooms, lab, and offices.
6. Face masks/coverings will be mandatory for all students, faculty and staff once in the building. Students will be required to provide their own

Clinical Simulation Lab, And Computer Lab Procedures

1. Social distancing (maintain a 6-foot distance between persons) will be practiced during all activities. The only exception to the 6-foot distancing requirement will be during skills training when closer contact is necessary. In those situations, students and instructors will wear facemasks and be behind a safety shield. Every effort will be made to minimize such interactions to only those which are absolutely required by the curriculum. Students and instructors will be required to follow other COVID-19 best practices as well (no shaking hands, avoiding touching eyes, nose and face, frequent hand washing and avoiding contact with others in public).
2. Regular breaks, at least once an hour, students, faculty and staff will be required to wash and sanitize hands, equipment, and their surrounding areas.
3. A maximum of ten people will be permitted into any classroom, clinical simulation lab, or computer lab at any given time. Unless the room is large enough to allow social distancing to be practiced.
4. All common areas such as the library and break room will not be opened for use. Student hours will be limited; therefore, lunch breaks will not be needed.

Safety Protocols

1. Any student or staff member experiencing any symptoms (fever, cough, sore throat, body aches, new onset lack of taste or smell) will be asked to stay home.
2. Upon arrival, each student, instructor, and staff member will be screened. Their core body temperature will be monitored, along with questions regarding symptoms, and COVID-19 exposure before access to the building will be granted.
3. Building access will only be granted to students, instructors, or staff members who have a core body temperature of less than 100.4° F. This temperature must be without the aide of medications to reduce temperature. Students, instructors, and staff will be required to attest to not having taken a temperature reducer.
4. Daily inquiries will be made related to symptoms consistent with COVID-19 infection.
5. All instruction will take place within the confines of the respective lab area.
6. Students will not be permitted to socially interact with students from other classes or lab groups.
7. Once a student enters campus property, they will be instructed not to leave the property for food or other reasons until the conclusion of their class/lab.
8. Staff meetings and student counselling will be conducted through GoTo Meeting.

I have read and understand the above policies. Please sign and return to the school using the following email address; hemspn-dr@hemspn.com by June 22, 2020.

Student Name (Print)

Date

Student Signature

Date

Addendum to Policies related to the Covid-19 Pandemic

3/16/2020

Policy Change Related to Method of Delivery

Hannah E. Mullins School of Practical Nursing (HEMSPN), in response to the Global Pandemic, starting March 16, 2020 will migrate over to an online format for classroom instruction, and testing. The United States Department of Education (ED), the Accreditation Commission for Education in Nursing, Inc. (ACEN) and the Ohio Board of Nursing (OBN) have all allowed this change due to the severity of the Covid-19 crisis.

In addition, clinical sites have been forced to close their doors to students, resulting in clinical experiences being cancelled. In an effort to maintain the educational experience for the students' HEMSPN will be utilizing Rule 4723-5-14 that allow movement of clock hours between clinical experiences and laboratory experiences within a course.

The theory courses for the current quarter will be taught and once completed the theory courses for the next quarter will be started. All hands-on instruction for labs will be resumed once the State and Federal restrictions are lifted.

Policy Change Related to Quizzing/Testing

Using the online format presents unique challenges for quizzing and testing of students, thus we are adjusting these policies.

Quizzes will be scheduled, and students will know when they are being offered. If a student signs into the online classroom late but can still finish the quiz in the time allotted, the student will be permitted to start the quiz. The student will have to stop taking the quiz at the end of the allotted time and submit the quiz whether finished or not. If the student does not attend the online class session in which the quiz is administered, they forfeit the chance to take the quiz, and will receive a zero for the quiz.

Tests will be scheduled, and students will know when they are being offered. The instructor may use a variety of formats to offer tests. If a student does not sign in and take the test at the scheduled time, they will be required to take a make-up test. The make-up test may be in a format of the instructor's choosing and at the instructor's discretion. The previous policy of charging \$25 for missed tests will not be maintained at this time, along with the base score of the make-up test being 85%. If a student is frequently missing tests the instructor may choose to give professionalism points on the PAT tool in addition to the make-up test. Frequently is defined as missing more than one test.

Policy for Assignments

Assignments will be submitted via email to the assigning instructor. Each instructor will notify the students what format to use for assignment submission. All assignments are due at 0800 on the due date assigned by the instructor. Failure to turn an assignment in on time will result in professionalism points on the PAT tool.

Policy for Attendance

Attendance will be counted as the time the students are signed on to the online classroom or working on virtual simulation. Roll will be called by the instructor at the beginning of each class, after scheduled breaks, and at the end of each class. The student must be present at roll call to be counted as being present in class.

3/20/2020

Addendum to Policy for Attendance related to online classroom and virtual simulation.

To assist students through this difficult time of the pandemic, HEMSPN recognizes that for some students attending synchronized classes may not always be possible. To meet this need, HEMSPN will permit students to sign on to the recording of any class that the student was unable to attend at the scheduled time, later in the day. The student will need to communicate this change in their schedule to the appropriate instructor via email so that proper monitoring can take place. The student must state the start time and the stop time of the actual time spent with the recording.

Students will still be required to attend the online classroom for all scheduled tests and quizzes in the synchronized format. Failure to attend will fall under the policies for quizzing/testing.

Addendum to Policy for Leave of Absence

The Leave of Absence (LOA) policy will be modified to include Covid-19 circumstances as a reason for a student to apply for a LOA. Student must provide a detailed explanation as to why they cannot successfully continue in the program at this time. The explanation will be reviewed, and suggestions will be given to help the student continue. If deemed impossible for the student to continue, a LOA will be granted. All other conditions of the LOA will apply except for the meeting good academic standings of 85% in each course if the reason for not meeting 85% is a resolute of the current conditions.

3/25/2020

Addendum to Policy of Reporting of Grades

Grades for tests, and quizzes will be posted within 48 hours after administration not counting weekends or holidays. Grades for written assignments or vSim assignments will be posted with in 7 days after due date, due to the increase length of time in grading.

As you are aware, this is a fluid situation and additional policy changes may be needed - this is an evolving situation and changes may be made in the future based on the declared emergency

Please sign and return to the school using the following email address; hemspn-dr@hemspn.com by April 3, 2020.

Student Name (Print) Date

Student Signature Date

School Representative Signature Date.