

GRAHAM HOSPITAL  
SCHOOL OF NURSING  
STUDENT HANDBOOK  
2023-2024



#### AFFIRMATIVE ACTION STATEMENT

Equal opportunities are provided for all who apply regardless of race, color, age, religion, national origin, ancestry, physical or mental disability, sex, marital status, military status, pregnancy or sexual orientation. Section 503 and 504 of the Rehabilitation Act of 1973 protects all handicapped persons against discriminatory treatment. Graham Hospital School of Nursing does not discriminate in matters of race, color, age, religion, national origin, ancestry, physical or mental disability, sex, marital status, military status, pregnancy or sexual orientation in admission or access to, or treatment in its program or activities.

# STUDENT HANDBOOK

## Table of Contents

PERSON/COMMITTEE RESPONSIBLE FOR POLICY/PROCEDURES .....	6
HANDBOOK OBJECTIVES .....	9
HISTORY OF GRAHAM HOSPITAL SCHOOL OF NURSING .....	10
CURRICULUM .....	11
Mission Statement.....	11
Philosophy.....	11
End-Of-Program Student Learning Outcomes.....	13
Relationship Of Level I, Level II, Level III Outcomes To End-Of-Program Student Learning Outcomes .....	14
Recommended Curriculum Plan .....	15
GENERAL INFORMATION .....	16
General Conduct .....	16
Disciplinary Action .....	16
Rule Infractions Which May Incur Disciplinary Action Prior To Dismissal .....	16
Rule Infractions Which May Incur Disciplinary Action With Immediate Dismissal .....	17
Smoke-Free Policy .....	18
Parking .....	18
Hospital Visitation.....	18
Services .....	18
Work Study .....	18
General Employment .....	18
Vision .....	19
Values.....	19
Student Dress Code.....	20
Guidelines For Use Of Communication Boards .....	21
Standards For Written Work .....	22
SAFETY INFORMATION .....	23
Sex Discrimination and Sexual Misconduct Policy (Title IX).....	23
Unsafe Act, Condition, Or Security Incident .....	36
Hospital Occurrence Report.....	36
Injury Report.....	36
Plant Services Security.....	37
Safety Policy .....	38
Concealed Firearms Policy .....	39
Substance Abuse and Mental Acuity.....	39
Employee Assistance Program.....	40

Fire Plan .....	40
Missing Student Policy .....	42
Student Emergency Contact & Vehicle Identification Information .....	43
Code Reference Sheet .....	44
Emergency Notification of Students and School of Nursing Personnel .....	45
Non-Emergency Notifications .....	45
Library Policies .....	46
POLICIES .....	49
Academic Alert Policy .....	49
Academic Alert Form.....	50
Academic Alert Action Plan Form.....	51
Academic Alert Action Plan Form Sample .....	52
Academic Dishonesty Policy .....	55
Academic Regulations .....	56
Credit/Clock Hour Definitions.....	59
Transfer of Credit Policy.....	60
Guidelines for Administration of Test Assessment .....	61
PART A: Test Assessment Agreement.....	62
PART B: Student Test Preparation Assessment.....	63
PART C: Analysis of Incorrect Questions.....	65
PART D: Student Test Assessment Remediation/Action Plan .....	69
Academic Grievance Policy and Procedure.....	70
Academic Grievance Form .....	72
Attendance Policy .....	73
Theory Absence Policy .....	73
Clinical Absence Policy .....	73
Medical Restriction.....	73
Bereavement .....	74
Attendance Policies For School Functions .....	74
Student Pregnancy Disclosure .....	74
Student Pregnancy Disclosure Form.....	75
Smart Device Policy .....	76
Civility Policy .....	77
Civility Policy Incident Form .....	79
ATI Resources Policy.....	80
Community Service Guidelines .....	82
Community Service Hours Report Form .....	83
Confidentiality Of Student Records.....	84

Educational Records Review Form .....	85
Health Record Review Form .....	86
Counseling and Guidance Policy .....	87
Tutoring Policy .....	87
BLS Policy .....	88
Accommodation Policy .....	89
Accommodation Policy Initial Request For Services .....	91
English as a Second Language Request for Services.....	93
English as a Second Language Request for Services Form .....	94
Drug-Free Schools and Communities Act Amendments .....	95
Health Risks of Commonly Abused Substances .....	97
Drug Screening Program.....	99
Substance Abuse Policy .....	100
Procedure For Implementation Of The Substance Abuse Policy .....	102
Before Requesting Drug And/Or Alcohol Testing .....	102
Drug And/Or Alcohol Testing And Suspension .....	102
Section I Observation Checklist For Student Suspected Of Substance Abuse.....	104
Section II Questionnaire For Student Suspected Of Substance Abuse .....	105
Section III Assessment And Disposition Of Student Suspected Of Substance Abuse .....	107
Financial Aid Policy.....	108
Gift Policy .....	109
Clinical Skills Matrix/Checklist.....	110
Clinical Skills Matrix/Checklist – LPN .....	111
Non-Academic Grievance Policy .....	112
Orientation Plan for New Students .....	113
Professional Liability Insurance .....	114
Privacy Act/Confidentiality .....	115
Professionalism Policy.....	117
Records Policy .....	119
Right To Appeal .....	120
Simulation Confidentiality Guidelines .....	121
Social Networking Policy .....	122
Student Health Screening Program.....	123
Student Nurse Health Policy .....	124
Student Testing Policy .....	125
Computer Testing Policy.....	126
Withdrawal Policy.....	129
Course Withdrawal Form.....	130

Withdrawal Questionnaire .....	131
Withdrawal Checklist.....	132
Student Senate.....	133
Bylaws.....	133
Student Of The Month/Year Guidelines .....	138
Student Social Activities .....	139
Alcohol Policy .....	139
SNA Convention Guidelines.....	140
SNA Convention Permission Form.....	142
Request for Convention/Workshop Educational Promotion Funds .....	143
Student Senate Expense Form .....	144

<b>PERSON/COMMITTEE RESPONSIBLE FOR POLICY/PROCEDURES</b>	
<b>Policy/Procedure</b>	<b>Person/Committee Responsible for Currency Check &amp; Comprehensiveness</b>
Handbook Objectives	
History of School and Accreditation/Approval	Director
<b>CURRICULUM</b>	
Mission Statement and Philosophy	Curriculum
End-of-Program Student Learning Outcomes	Curriculum
Level Outcomes	Curriculum
Recommended Curriculum Plan	A & R
<b>GENERAL INFORMATION</b>	
General Conduct	Director
Disciplinary Action	Director
Rule Infractions which may incur Disciplinary Action Prior to Dismissal	Director
Rule Infractions which may incur Disciplinary Action with Immediate Dismissal	Director
Smoke-Free Policy	Director
Parking	Director
Hospital Visitation	Director
Services	Director
Work Study	
General Employment	Director
Hospital Vision and Values	Director
Student Dress Code	A & R
Clinical Attire	A & R
School Functions	A & R
Guidelines for Use of Communication Boards	Office Manager
Standards for Written Work	Curriculum
Safety Information	Director
Sex Discrimination	Director
Unsafe Act, Condition or Security Incident	Director
Hospital Occurrence Report	Director
Injury Report	Director
Plant Services Security	Director
Safety Policy	Director
Concealed Firearms Policy	Director
Substance Abuse and Mental Acuity	Director
Employee Assistance Program	Director
Fire Plan	Director
Missing Student Policy	Director
Student Emergency Contact & Vehicle ID Information	Director
Code Reference Sheet	Director
Emergency & Non-Emergency Notification of Students & SON Personnel.	Director
Library Policies	Library
<b>POLICIES</b>	
Academic Alert Policy	A & R
Academic Alert Form	A & R
Academic Alert Action Plan Form	A & R

<b>Policy/Procedure</b>	<b>Person/Committee Responsible for Currency Check &amp; Comprehensiveness</b>
Academic Alert Action Plan Form Sample	A & R
Academic Dishonesty Policy	A & R
Academic Regulations	A & R
Credit Hour/Clock Hour Definitions	A & R
Transfer of Credit Policy	A & R
Guidelines for Administration of Test Assessment	Curriculum
Part A: Test Assessment Agreement	Curriculum
Part B: Student Test Preparation Assessment.	Curriculum
Part C: Analysis of Incorrect Questions	Curriculum
Part D: Student Test Assessment Remediation/Action Plan	Curriculum
Academic Grievance Policy and Procedure	A & R
Academic Grievance Form	A & R
Attendance Policy	A & R
Theory Absence Policy	A & R
Clinical Absence Policy	A & R
Medical Restriction	A & R
Bereavement Policy	A & R
Attendance Policies for School Functions	A & R
Student Pregnancy Disclosure	A & R
Student Pregnancy Disclosure Form	A & R
Smart Device Policy	Curriculum
Civility Policy.	A & R
Civility Policy Incident Form	A & R
ATI Resources Policy	Curriculum
Community Services Guidelines	A & R
Community Service Hours Report Form	A & R
Confidentiality of Student Records	A & R
Educational Records Review Form	A & R
Health Record Review Form	A & R
Counseling and Guidance/Tutoring Policy	A & R
Tutoring Policy	A & R
BLS Policy	A & R
Accommodation Policy	A & R
Accommodation Policy Initial Request for Services	A & R
English as a Second Language Request for Services	A & R
English as a Second Language Request for Services Form	A & R
Drug-Free Schools and Communities Act Amendments	Director
Health Risks of Commonly Abused Substances	Director
Drug Screening Program	A & R
Substance Abuse Policy	A & R
Procedure for Implementation of the Substance Abuse Policy	A & R
Before Requesting Drug and/or Alcohol Testing	A & R
Drug and/or Alcohol Testing and Suspension	A & R
Section I - Observation Checklist for Student Suspected of Substance Abuse	A & R
Section II – Questionnaire for Student Suspected of Substance Abuse	A & R
Section III – Assessment & Disposition of Student Suspected of Substance Abuse	A & R
Financial Aid Policy	A & R



<b>Policy/Procedure</b>	<b>Person/Committee Responsible for Currency Check &amp; Comprehensiveness</b>
Gift Policy	A & R
Clinical Skills Matrix Checklist/Checklist	Curriculum
Clinical Skills Matrix Checklist/Checklist LPN	Curriculum
Non-Academic Grievance Policy	A & R
Orientation Plan for New Students	A & R
Professional Liability Insurance	A & R
Privacy Act/Confidentiality	A & R
Professionalism Policy	A & R
Records Policy	A & R
Right to Appeal	A & R
Simulation Confidentiality Guidelines	Technology
Social Networking Policy	Director
Student Health Screening Program	A & R
Student Nurse Health Policy	A & R
Student Testing Policy	Curriculum
Computer Testing Policy	Curriculum
Withdrawal Policy	A & R
Course Withdrawal Form	A & R
Withdrawal Questionnaire	A & R
Withdrawal Checklist	A & R
<b>STUDENT SENATE</b>	
By-Laws	Student Senate
Student of the Month/Year Guidelines	Student Senate
Student Social Activities	Student Senate
Alcohol Policy	Student Senate
SNA Convention Guidelines	Student Senate
SNA Convention Permission Form	Student Senate
Request for Convention/Workshop Educational Promotion Funds	Student Senate
Student Senate Expense Form	Student Senate

## GRAHAM HOSPITAL SCHOOL OF NURSING

### HANDBOOK OBJECTIVES

1. This handbook supplements the official school catalog.
2. Curriculum information is included to appraise the student of the structure of the program.
3. Information on rules of conduct and program policies are included for review.
4. Faculty agreed upon standards for written work are included for review.
5. The Student Senate Rules and Regulations are included.

## HISTORY OF GRAHAM HOSPITAL SCHOOL OF NURSING

Graham Hospital and the School of Nursing are located in the southwest portion of Canton, Illinois, approximately three blocks from the downtown business district.

The original need for a hospital in Canton arose during an epidemic of typhoid fever in the winter of 1904 and 1905 when many residents became ill. A large house was leased on South Second Avenue to be used as a hospital, and was called the Canton Public Hospital. A lack of funds closed this hospital within a year. The area residents were without hospital facilities until October 4, 1909, when the original structure of the Graham Hospital, a gift of Misses Alice and Caroline Graham, was formally opened and dedicated to the public. The school also began operating at this time.

The original structure had approximately 30 beds, with 12 beds plus room areas used as living quarters for student nurses, the supervisor, and faculty members. Six students graduated in 1913, the first graduation ceremony of the Graham Hospital School of Nursing. The Graham Hospital School of Nursing was approved by the Illinois Department of Registration and Education on October 18, 1923, as a three-year diploma school. It has been accredited since 1968 by the National League for Nursing Accrediting Commission now known as Accreditation Commission for Education in Nursing.

Graham Hospital is the primary clinical facility utilized. Clinical experiences also occur in other area hospitals. Students participate in a variety of community agencies, which gives exposure to the increasing home health aspects of health care. Students attend Spoon River College, three miles southwest of the city, for the general education courses in the curriculum.

The philosophy and outcomes of this hospital-based professional nursing program are implemented throughout the curriculum. All nursing courses are taught by the instructional staff of the home school. Spoon River College courses are taught concurrently with the School of Nursing courses.

All nursing courses include both classroom and clinical nursing experiences that allow students to apply knowledge gained in the classroom. Nursing courses build upon content from biological, physical, and psychosocial sciences.

### **Accreditation/Approval**

Graham Hospital School of Nursing is accredited by the Accreditation Commission for Education in Nursing (ACEN). Information about accreditation can be obtained by contacting the ACEN using the following mailing address and/or phone number:

Accreditation Commission for Education in Nursing  
3390 Peachtree Road N.E., Suite 1400  
Atlanta, GA 30326  
1-404-975-5000

Graham Hospital School of Nursing is approved by the Illinois Department of Financial and Professional Regulation.

## CURRICULUM

### GRAHAM HOSPITAL SCHOOL OF NURSING

#### Mission Statement

Graham Hospital School of Nursing will continuously achieve excellence in diploma nursing education.

#### Philosophy

Graham Hospital School of Nursing is a three-year diploma program that addresses the health care needs of the community by providing professional nursing education. The program provides comprehensive educational experiences that nurture growth in professional values, develops competencies in nursing, and prepares the graduate to contribute to a diverse society. The curriculum prepares the graduate to practice as a generalist independently or collaboratively with other health care providers.

Biological, physical, and psychosocial sciences are used to formulate nursing practice decisions. Nursing has a specialized body of knowledge and skills derived through research, supported by evidence, and delivered in an effective, efficient, and caring manner.

Nursing education provides the student with the opportunity to develop the knowledge and skills essential for beginning practice as a registered nurse in a variety of health care settings. Nursing contributes to the total health of populations by providing quality care to individuals, families, and groups as aggregates.

The nursing process is an analytical approach that guides nursing activities while individualizing care for client(s), families, and groups. Professional nursing is actualized through the roles of provider of care, communicator, teacher, professional team member, leader, and client advocate. Nursing practice decisions incorporate legal, ethical, moral, and economic aspects to advance our communities' health.

Health is a dynamic state of functioning in which there is continual adaptation to internal and external stressors. These stressors can be from the physical, psychological, social, environmental, and/or spiritual dimensions. Health status is reflected by the extent to which the individual, family, or group has reached certain levels of adaptation within a multidimensional state of wellness. Wellness is an adaptive state encompassing the maximum potential of the individual, regardless of their state of health. Illness is a maladaptation or a breakdown in the ability of the individual, family, or group to cope with stressors in the environment.

Nursing is a caring profession whereby judgments are utilized in a variety of settings to assist man to attain, maintain, or regain an optimum level of wellness. Man's environment is both internal and external in nature and is understood as those interacting stressors that influence their state of health along the wellness-illness continuum. Man functions as a unified whole within the environment and communicates their needs through an interpersonal process. Man strives continuously to bring into balance those ever-changing environmental stressors. This inherent stress-adaptation process is an integral part of man's existence.

Man is a holistic, integrated being with inherent dignity and worth whose physical, cognitive, and psychosocial development progresses through the life cycle. Freedom of choice and self-determination are inherent rights and responsibilities of man. Nursing formulates decisions that recognize man's basic needs as a bio-psychosocial-spiritual being.

Education is a life-long process of planned and peripheral learning experiences, which results in the acquisition of knowledge, skills, judgments and attitudes. Important aspects of this process include critical thinking, communication, and goal setting. The educators are facilitators of this process, assisting students to integrate theoretical knowledge and clinical experiences.

Learning is the emergence of new knowledge and/or patterns of behavior through active and dynamic interaction with the environment. Learning is affected by the individual's values, needs, previous knowledge, experience, and reinforcement. Learning is best accomplished in an environment that encourages free exchange of ideas and experiences between educators and students. The educators are responsible for guiding the student toward independent, safe nursing practice based on nursing process and creating an environment which allows for mutual personal growth, freedom of expression, dignity, and self-worth. The students are responsible for their own learning and, with guidance, evaluation of learning outcomes.

Reviewed: 11/17/97, 9/9/02, 9/11/06, 7/1/13, 5/18/15, 5/22/18, 5/17/21

Revised: 3/25/96, 10/14/02, 10/3/11, 5/22/15, 4/22/19, 8/13/19

## GRAHAM HOSPITAL SCHOOL OF NURSING

### End-Of-Program Student Learning Outcomes

Upon completion of the curriculum, the student will be able to:

1. Demonstrate professional values in relationship to self, profession, and society.
2. Analyze theoretical and empirical knowledge from the biological, physical, and psychosocial sciences and nursing as a basis for formulating nursing practice decisions.
3. Utilize the nursing process in a variety of settings to provide health care to individuals, families, and groups throughout the life cycle.
4. Use the roles of direct provider of care, manager, leader, teacher, communicator, client advocate, and professional team member to coordinate, facilitate, and improve the quality of health and the delivery of health care in a variety of settings.
5. Analyze theoretical knowledge relevant to human adaptation to assist individuals, families, and groups experiencing change on the wellness-illness continuum.
6. Evaluate the internal and external environment to promote the optimum wellness of man.
7. Formulate nursing practice decisions that recognize man's basic needs, inherent dignity, self-worth, holistic nature, and self-determination.
8. Use the process of critical thinking to enhance the acquisition of knowledge, skills, and attitudes.

Reviewed: 11/17/97, 5/18/15, 5/23/16, 11/11/19, 5/17/21-FO

Revised: 9/91, 12/91, 4/92, 8/94, 5/17/04, 10/2/06, 10/3/11, 5/22/18

# GRAHAM HOSPITAL SCHOOL OF NURSING

## Relationship Of Level I, Level II, Level III Outcomes To End-Of-Program Student Learning Outcomes

LEVEL I	LEVEL II	LEVEL III	END-OF-PROGRAM STUDENT LEARNING OUTCOMES
Demonstrate professional behavior and relate professional values to beginning nursing practice.	Incorporate professional values in nursing practice in a variety of health care settings.	Demonstrate professional values in relationship to self, profession, and society.	Demonstrate professional values in relationship to self, profession, and society.
Identify principles and concepts from the biological, physical, and psychosocial sciences and nursing which are applicable to meeting the health care needs of the adult client.	Analyze principles and concepts from the biological, physical and psychosocial sciences and nursing to provide health care for individuals, families, and groups throughout the life cycle.	Analyze theoretical and empirical knowledge from the biological, physical, and psychosocial sciences and nursing as a basis for formulating nursing practice decisions.	Analyze theoretical and empirical knowledge from the biological, physical, and psychosocial sciences and nursing as a basis for formulating nursing practice decisions.
Utilize the nursing process while meeting the basic nursing care needs of the adult client.	Utilize the nursing process in a variety of settings to provide health care to individuals, families, and groups throughout the life cycle.	Utilize the nursing process in a variety of settings to provide health care to individuals, families, and groups throughout the life cycle.	Utilize the nursing process in a variety of settings to provide health care to individuals, families, and groups throughout the life cycle.
Implement the role of provider of care, communicator, professional team member, and teacher in beginning nursing practice.	Incorporate the roles of provider of care, communicator, professional team member, and teacher into the delivery of health care in a variety of settings.	Use the roles of direct provider of care, manager, leader, teacher, communicator, client advocate, and professional team member to coordinate, facilitate, and improve the quality of health and the delivery of health care in a variety of settings.	Use the roles of direct provider of care, manager, leader, teacher, communicator, client advocate, and professional team member to coordinate, facilitate and improve the quality of health and the delivery of health care in a variety of settings.
Implement concepts relevant to human adaptation to assist individuals experiencing change on the wellness-illness continuum.	Apply theories of human adaptation to assist individuals, families, and groups experiencing change on the wellness-illness continuum.	Analyze theoretical knowledge relevant to human adaptation to assist individuals, families, and groups, experiencing change on the wellness-illness continuum.	Analyze theoretical knowledge relevant to human adaptation to assist individuals, families, and groups experiencing change on the wellness-illness continuum.
Identify the effects of the internal/external environment on the adult client.	Analyze the effects of internal/external environmental stressors on the wellness of individuals, families, and groups.	Evaluate the internal and external environment to promote the optimum wellness of man.	Evaluate the internal and external environment to promote the optimum wellness of man.
Relate man's basic needs, inherent dignity, self-worth, holistic nature, and self-determination to beginning nursing practice.	Promote man's basic needs, inherent dignity, self-worth, holistic nature, and self-determination in the nursing plan of care.	Formulate practice decisions that recognize man's basic needs, inherent dignity and self-worth, holistic nature, and self-determination.	Formulate nursing practice decisions that recognize man's basic needs, inherent dignity, self-worth, holistic nature, and self-determination.
Apply beginning critical thinking skills.	Employ the process of critical thinking in a variety of clinical settings.	Use the process of critical thinking to enhance the acquisition of knowledge, skills, and attitudes.	Use the process of critical thinking to enhance the acquisition of knowledge, skills, and attitudes.

1/13/03

Reviewed: 5/18/15, 5/23/16, 11/11/19, 2/13/23

Revised: 5/17/04, 9/13/04, 10/3/11, 5/22/18

## Recommended Curriculum Plan

### Graham Hospital School of Nursing Recommended Curriculum Plan

<b>Year 1 Fall Semester</b>	<b>Year 1 Spring Semester</b>
<b>NUR 110</b> 7 Credits	<b>NUR 111</b> 8 Credits
Introduction to Nursing Concepts	Introduction to Nursing Care of the Adult Client
Anatomy & Physiology I* 4 Credits	Anatomy & Physiology II** 4 Credits
Medical Terminology* 3 Credits	Composition I 3 Credits
General Psychology** 3 Credits	General Elective 3 Credits

<b>Year 2 Fall Semester</b>	<b>Year 2 Spring Semester</b>
<b>NUR 210</b> 9 Credits	<b>NUR 230****</b> 4 Credits
Nursing Care of the Adult Client in Illness	Nursing Care of the Childbearing Family
	<b>NUR 240****</b> 4 Credits
	Nursing Care of the Childrearing Family
Human Growth and Development** 3 Credits	Introduction to Sociology 3 Credits
Principles of Microbiology 4 Credits	Composition II 3 Credits

<b>Year 3 Fall Semester</b>	<b>Year 3 Spring Semester</b>
<b>NUR 250****</b> 4 Credits	<b>NUR 310</b> 10 Credits
Nursing Care of Clients in the Community	Advanced Concepts in Nursing Practice
<b>NUR 260****</b> 4 Credits	Statistics 3 Credits
Nursing Care of Clients with Psychosocial Problems	
Speech Communication 3 Credits	

Total GHSON Nursing Courses (8) = 50 credit hours

Total Support Courses (12) = 39 credit hours



After successful completion of NUR 110, students can apply to the state to test for their CNA License.  
 \*Required for promotion to NUR 111  
 \*\*Required for promotion to NUR 210  
 \*\*\*Required for promotion to NUR 230, 240, 250, 260  
 \*\*\*\*Courses are interchangeable and may be taken either Spring of Year 2 or Fall of Year 3



## GENERAL INFORMATION

### GRAHAM HOSPITAL SCHOOL OF NURSING

#### General Conduct

The Graham Hospital School of Nursing, which has been in operation since 1909, strives to uphold high ideals and standards of personal behavior and conduct. The school endeavors at all times to create a wholesome environment for the student body. Students who cannot conform to the pattern of wholesome living expected by the school will be asked to withdraw.

#### Disciplinary Action

1. Disciplinary action may be taken for improper conduct and/or violation of School of Nursing rules and policies.
2. Disciplinary action to be taken may be either written or oral; however, a notice that action took place, date of action and the reason for the action shall be completed by your instructor or Director. Such notice shall be counter-signed by the student, a copy will be given to the student, and a copy will be placed in the student's file.

#### Rule Infractions Which May Incur Disciplinary Action Prior To Dismissal

Include but are not limited to:

1. Unreported absenteeism, repeated tardiness and excessive absenteeism.
2. Failure to perform assigned tasks in a satisfactory manner.
3. Posting or removal of any matter on bulletin boards or hospital property at any time unless specifically authorized.
4. Leaving clinical prior to the end of assigned time.
5. Inattention to duties during assigned clinical time.
6. Leaving the clinical area without notifying the instructor during assigned clinical hours.
7. Arriving unprepared for clinical.
8. Creating or contributing to unsafe working conditions.
9. Use of tobacco products in restricted areas.
10. Sleeping during assigned clinical hours.
11. Disregard concerning personal appearance, uniforms, dress, or personal hygiene.
12. Failure to render a personal service to any patient if such service is within the normal and usual scope of the student's activities or is required by reasons of an emergency relating to the patient.
13. Indiscretionary public display of affection on hospital property or at school-related activities.
14. Violations of the School of Nursing Social Networking Policy and Civility Policy.

## Rule Infractions Which May Incur Disciplinary Action With Immediate Dismissal

Include but are not limited to:

1. Willfully misusing, destroying, or damaging any hospital property or property of another person.
2. Entering the hospital in an intoxicated condition or bringing liquor and/or controlled substances on the premises.
3. Theft or unauthorized removal from the premises of hospital property or property of another person.
4. Fighting or attempting bodily injury to another person on hospital property including sexual assault.
5. Use of abusive or threatening language.
6. Behaviors which are outside the Code of Ethics for Professional Nurses.
7. Indiscriminate use of drugs.
8. Unauthorized possession, use, copying, or reading of hospital records, or disclosure of confidential information contained in such records to unauthorized persons.
9. Any willful act, or conduct detrimental to patient care, hospital, or School of Nursing operation.
10. Insubordination, refusal or intentional failure to perform work assigned.
11. Unauthorized possession of a weapon while on the hospital premises.
12. Disclosure of patients' names and private information. (HIPAA)

Reviewed: 6/1/11, 7/1/12, 5/23/17, 7/1/19, 7/1/20, 6/6/22

Revised: 1/29/07, 1/19/11, 7/1/14

## Graham Hospital

### Smoke-Free Policy

In accordance with the healthcare focus of Graham Hospital, the School of Nursing has a no-smoking policy. Graham Health System prohibits the use of tobacco products in any form (i.e., cigarettes, electronic/battery operated cigarettes (e-cigarettes), cigars, pipes, chewing tobacco, snuff, medical marijuana, etc) is prohibited on Graham Health System property, including land, buildings, parking lots, leased spaces, organization-owned vehicles, and privately-owned vehicles on health system property. Also included are sidewalks adjacent to health system buildings, parking lots, and parking lots and buildings leased by Graham Health System.

### Parking

All employees and students are to park in the upper west parking lot on Maple Street or the upper south lot across Maple Street from the hospital. Please do not park in the lot adjacent to the hospital. The lower level lot, in its entirety, is reserved for patients, guests, and disabled persons entering Graham Hospital.

### Hospital Visitation

Students may visit patients during regular visiting hours provided they wear street clothes. Students must adhere to all visiting rules.

### Services

Graham Hospital allows students to purchase prescription and non-prescription drugs at cost from the hospital pharmacy.

An identification badge is issued to each student at the start of their freshman year. There will be a charge for replacement of the badge.

### Work Study

See Coordinator of Student Affairs for federal work study positions such as Library Circulation Clerk or Skills Lab Assistant.

### General Employment

The number of positions at Graham Hospital vary. Jobs are posted across from the cafeteria and are listed online at [www.grahamhospital.org](http://www.grahamhospital.org). An online application can also be completed or you can fill out an application at the Human Resources Department located on the ground floor of the hospital.

Revised 11/29/95, 8/6/96, 4/28/97, 3/2/98, 2/1/99, 4/24/00, 5/29/02, 6/30/03, 5/27/04, 5/27/05, 5/30/07, 6/12/08; 6/23/09, 6/30/11, 7/1/12, 6/26/13, 7/1/14, 7/1/15, 6/16/17, 6/9/20, 6/22/21, 6/6/22

# GRAHAM HOSPITAL

## *I<sub>C</sub>ACT*

### Vision

We are the Community's choice for an exceptional healthcare experience.

### Values

<u>I</u> nnovation	We continuously improve our operations and environment by actively encouraging creative solutions.
<u>A</u> ccountability	We accept responsibility and follow through to completion.
<u>C</u> ommunication	We openly share information in all directions in a timely manner.
<u>C</u> ompassion	We exhibit empathy and care for each other.
<u>T</u> eamwork	We work together to achieve our common goals.

## GRAHAM HOSPITAL SCHOOL OF NURSING

### Student Dress Code

The students of Graham Hospital School of Nursing contribute to the public image of the school through appropriate dress and appearance. The public's impression of GHSON is largely formed from interaction with the students. The following dress code guidelines will assist the student in appearing professional in clinical and community agencies.

#### Clinical Attire

1. GHSON clinical uniform consists of a navy scrub top with navy scrub pants, white socks and white shoes or navy skirt/dress with white hose and white shoes. White shoes must be made of impervious (incapable of being penetrated by moisture) material and in good condition. Shoestrings must be white and clean. If a student desires to wear a shirt under their scrub top, it must be a navy-colored shirt.
2. Students must be in full clinical attire during all clinical experiences, including skills labs and simulation labs.
3. Lab coats are required to be worn when obtaining client information. Lab coats are to be white, clean, mid-length, and well-pressed at all times.
4. Uniforms must be kept clean, neat, well-pressed, and in good condition at all times. Uniforms must fit properly. The hem of uniform pants should not touch the floor.
5. The uniform is not to be worn in public places unrelated to school activities unless granted special permission by the faculty. Students may wear the uniform to and from clinical and home.
6. Name badges are to be worn on the front upper left chest of the uniform. GHSON patches are to be sewn on the left upper sleeve, two inches below the shoulder on the uniform and lab coat.
7. Gum chewing is not allowed while in uniform.
8. False eyelashes shall not be worn during any clinical experiences, including skills and simulation labs.
9. Hair is to be neat and well-groomed at all times. Students' hair should be styled so that it does not extend below the top of the shoulder and is off the face. Hair style should be symmetrical. Hair must not interfere with the performance of duties or come in contact with patients or equipment. Hair color should be of a natural tone (blue, red, orange, pink, purple, etc. are not appropriate). Students may have well-trimmed mustaches, beards, and sideburns.
10. Fingernails are to be well manicured and no longer than 1/8 of an inch. Artificial nails and nail polish shall not be worn because of the infection risk. Students are not allowed to wear scented products. Ask if you are in doubt.
11. Conservative makeup may be worn while in uniform.
12. The only jewelry that may be worn with the uniform is a wedding set and/or earrings. Clinical site specifics in regards to jewelry will be given by the instructor. Watches with a second hand are required to be worn during all clinical experiences.
13. The only visible piercings permitted are small earrings in the ears and/or nose piercings, in the style of small posts (1/8 of an inch). Up to two earrings are permitted per lobe/ear. Students will be asked to remove other visible piercings. Plastic pieces worn in place of jewelry and Band-Aids worn to cover facial piercings will not be acceptable. Tongue piercings must also be removed before reporting to clinical.
14. Tattoos are permitted to be visible with the exception of face and neck tattoos (need covered). Tattoos that are deemed to be potentially offensive to patients or peers must be covered. The Director will determine appropriateness if it is called into question. The Health System retains the right to request that a tattoo be covered while on clinical. The Health System is not responsible for supplying materials to cover student tattoos that are designated to be covered. All tattoos designated to be covered must be covered with skin tone bandages only.

#### School Functions

1. The following may not be worn to a school function: midriff tops, low-cut tops or blouses, and dresses more than 3" above the knee. Leggings may be worn as long as the top covers the skin with all movement.

#### Graduation Attire

The graduation attire will consist of a navy cap and gown purchased by the school.

**Final discretion as to appropriate attire in all settings rests with the individual faculty member.**

Revised: 8/89, 5/91, 5/94, 4/15/96, 3/2/98, 4/24/00, 4/25/05, 1/29/07, 2/23/11, 5/23/11, 7/1/12, 5/19/14, 5/22/15, 5/28/15, 6/25/15, 2/21/17, 4/16/18, 4/22/19, 5/28/19, 4/27/20; 3/22/21, 4/18/22, 5/22/23, 9/25/23, 2/26/24

Reviewed: 10/5/15, 5/23/17, 1/23/20, 3/29/21

## GRAHAM HOSPITAL ASSOCIATION SCHOOL OF NURSING

### Guidelines For Use Of Communication Boards

Communication boards are a tool for communication and individual boards within the school that have been designated for specific purposes.

<b>Bulletin Board</b>	<b>Person Responsible</b>	<b>Purpose</b>
<b>3rd Floor Hall</b> (Between 363 & 364)	Student Senate Advisor	Student Senate – Activities, Meetings, Minutes, Student of the Month, etc.
<b>3rd Floor Hall</b> (Between 363 & 364)	Coordinator of Student Affairs	Career Opportunities
<b>Mailbox 3rd Floor</b>	School Office Manager	Student information
<b>3rd Floor Hall</b> (Across from 367)	School Office Manager	Hospital and school information announcements coordinated by the Director's Office and the School Office Manager.
<b>Wall next to Financial Aid Office</b>	Coordinator of Student Affairs	Financial aid information

Developed: 5/91

Reviewed: 5/92, 6/26/15, 6/16/17, 6/9/20

Revised: 5/23/96, 3/2/98, 2/1/99, 6/26/00, 6/30/03, 5/30/07, 6/1/11, 7/1/12, 5/28/19, 5/22/23

## GRAHAM HOSPITAL SCHOOL OF NURSING

### Standards For Written Work

STANDARDS FOR WRITTEN WORK define form and organization of written work including daily class assignments, term or research papers, nursing care plans, and other written assignments.

The faculty will utilize the following criteria for evaluation:

1. All assignments must show appropriate depth of understanding.
2. All written work must be neat and legible.
3. All work must be turned in by the assignment due date.
4. Clear concise ideas must be expressed in complete sentences with appropriate grammar, spelling, and punctuation.
5. Standard white paper, 8 ½ x 11 inches, must be used for formal written work unless otherwise specified by instructor. Informal assignments will be done on paper or forms according to instructor's directions.
6. Any ideas or thoughts must be accurate and properly documented if not the student's original idea or thought. Plagiarism will not be tolerated and may result in disciplinary action.
7. Assignments will be referenced and formatted according to the current APA format.
8. Written assignments with assigned points will be evaluated using a distributed (written/electronic) rubric/grading criteria.

Reviewed: 5/90, 5/92, 5/23/96, 6/1/11, 7/1/12, 7/1/15, 4/8/19, 10/17/22

Revised: 5/24/99, 5/30/13, 11/14/16, 5/27/20

**GRAHAM HOSPITAL SCHOOL OF NURSING**  
**SAFETY INFORMATION**  
**Sex Discrimination and Sexual Misconduct Policy (Title IX)**

**Applicable Federal and State Law**

Graham Hospital School of Nursing adheres to all federal and state civil rights laws and regulations prohibiting discrimination in institutions of higher education. These include Title IX of the *Education Amendments of 1972* (“Title IX”), the *Violence Against Women Reauthorization Act of 2013* (“VAWA”), the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (“Clery Act”), and the *Illinois Preventing Sexual Violence in Higher Education Act*. Title VII of the *Civil Rights Act of 1964* and the *Illinois Human Rights Act* are two other laws that also prohibit sex discrimination.

Title IX is a federal law that prohibits discrimination on the basis of sex in federally funded education programs and activities. Under final Title IX regulations, effective August 14, 2020, discrimination on the basis of sex can include sexual harassment, including sexual assault, dating violence, domestic violence, and stalking.

**Notice of Nondiscrimination**

Graham Hospital School of Nursing does not discriminate on the basis of sex in the education program or activity that it operates. The School is required by Title IX not to discriminate in such a manner. The requirement not to discriminate in the education program or activity extends to employment and admission. Inquiries about the application of Title IX and its implementing regulations may be referred to the Title IX Coordinator, the United States Department of Education’s Office for Civil Rights, or both (see below).

**Title IX Coordinator**

Shelby Ireland  
Coordinator of Student Affairs  
Graham Hospital School of Nursing, Room 366  
210 W. Walnut St., Canton IL 61520  
(309) 647-5240 ext. 2347  
[sireland@grahamhospital.org](mailto:sireland@grahamhospital.org)  
[TitleIXCoordinator@grahamhospital.org](mailto:TitleIXCoordinator@grahamhospital.org)

Any person, including third-party bystanders, may file a verbal or written report of sex discrimination or sexual harassment to the Title IX Coordinator at any time, including during non-business hours. She will respond within 12 hours of receipt of the report.

Office for Civil Rights, *Chicago Office*  
U.S. Department of Education  
Citigroup Center  
500 W. Madison St. Ste. 1475, Chicago IL 60661-4544  
(312) 730-1560  
[OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)



## **Policy on Nondiscrimination**

Graham Hospital School of Nursing (“School”) strives to provide an educational and working environment that is free from all forms of sex-based discrimination, harassment, and retaliation for faculty, staff, and students. Students and employees are responsible for maintaining such an educational environment and complying with all policies.

Individuals found to have engaged in prohibited misconduct on the basis of sex will be subject to disciplinary action, up to and including termination and/or expulsion from the School.

Furthermore, it is Graham Hospital School of Nursing policy not to discriminate, or tolerate discrimination on the basis of race, religion, color, sex, national origin, ancestry, disability, age, military service, marital status, sexual orientation, pregnancy or other factors as prohibited by law. We are committed to providing an environment that values diversity and emphasizes the dignity and worth of every individual, an environment in which every individual is treated with respect. Discrimination and harassment in any form are contrary to these goals and fundamentally at odds with the core values of Graham Hospital School of Nursing.

Faculty, staff, and student employees are also subject to the Graham Hospital policy on harassment in the workplace (Title VII and *Illinois Human Rights Act*).

### **Scope**

Graham Hospital School of Nursing’s Sex Discrimination and Sexual Misconduct Policy (“Policy”) and these implementing Procedures (“Procedures”) apply to students, staff, administrators, and faculty members, regardless of sexual orientation or gender identity, whenever the misconduct occurs:

1. On School property or
2. Off School property if:
  - a. The conduct was in connection with a School or School-recognized program or activity; or
  - b. The conduct may have the effect of creating a hostile environment for a member of the School community.

### **Implementing Procedures**

The School will establish, maintain, and publish Procedures implementing this Policy, which set forth:

- The scope and jurisdiction of the School’s prohibition on sex-based misconduct;
- Definitions of prohibited conduct;
- Responsibilities of and contact information for the School’s Title IX Coordinator and Graham Hospital’s Director of Human Resources;
- Options for assistance following an incident of sex-based discrimination, harassment, or other misconduct;
- Procedures for reporting and confidentially disclosing alleged sex-based misconduct;
- The School’s response to reports of alleged sex-based misconduct;
- The School’s grievance process for complaints alleging Title IX sexual harassment and/or alleging sexual violence, domestic violence, dating violence, or stalking;
- Prevention and education programming provided to School students; and

- Training and education provided to the Title IX Coordinator, and anyone else involved in the receipt of reports of, responding to, investigating or adjudicating alleged incidents of sexual discrimination, harassment, or other misconduct, or involved in the referral or provision of services to survivors.

### **Definition of Sexual Harassment**

The Title IX Final Rule defines sexual harassment as conduct on the basis of sex that satisfies one of more of the following, all of which jeopardize the equal access to education that Title IX is designed to protect: (1) An employee of Graham Hospital School of Nursing conditioning the provision of an aid, benefit, or service of the School on an individual's participation in unwelcome sexual conduct ("Quid Pro Quo"); (2) unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the School's program or activity; or (3) "sexual assault" (as defined in the Clery Act), "dating violence," "domestic violence," or "stalking" as defined in the *Violence Against Women Act* (VAWA).

*Sexual assault* as defined in the Clery Act means an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. A sex offense is any sexual act directed against another person, without that person's consent, including acts in which the person is incapable of giving consent, or in a familial relationship of a degree that would prohibit marriage. Examples include forcible rape, forcible sodomy, sexual assault with an object, forcible fondling, incest, and statutory rape.

*Dating violence* means violence committed by a person— (a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship, (ii) the type of relationship, and (iii) the frequency of interaction between the persons involved in the relationship.

*Domestic Violence* includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

*Stalking* means engaging in a course of conduct directed at a specific person that would cause a reasonable person to— (a) fear for his or her safety or the safety of others; or (b) suffer substantial emotional distress.

### **Reporting Sex Discrimination or Sexual Harassment**

Any person, including third-party bystanders, may in good faith report sex discrimination, sexual harassment, or retaliation (whether or not the person reporting is the alleged victim), using one of the following options:

1. **File a complaint with, or give verbal notice to, the Title IX Coordinator.** Such a report may be made at any time (including during non-business hours) in person or by telephone, email, or mail, using the contact information listed above. The Coordinator will respond to the reporter within 12 hours.
2. **Use the electronic anonymous reporting form** posted at [http://www.grahamschoolofnursing.org/current\\_students\\_and\\_faculty/title\\_ix](http://www.grahamschoolofnursing.org/current_students_and_faculty/title_ix).

3. **Report to a Responsible Employee**, who must report the alleged incident of sex-based misconduct, including names of all involved individuals, to the Title IX Coordinator. The following are the School's Responsible Employees: Director and Student Senate Advisor. A report to a Responsible Employee is not confidential.
4. **Call Graham Hospital Security** at (309) 647-5240 ext. 4444.
5. **Call 911 or the Canton Police Department** at (309) 647-5131 in an emergency.

Reporting carries no obligation to initiate a formal response. Individuals who feel they have experienced sexual assault, dating violence, domestic violence, or stalking have the option to pursue a Title IX complaint with Graham Hospital School of Nursing, to pursue a criminal complaint with the appropriate law enforcement agency, or to pursue both, either concurrently or consecutively. Likewise, they also have the right not to pursue any complaint either to the School or to a law enforcement agency.

The School will keep confidential the identity of any individual who has made a report or complaint of sex discrimination or sexual harassment, any complainant, any individual reported to be the perpetrator of sexual misconduct, any respondent, and any witness, except as permitted by FERPA or as required by law, or if the School determines that the alleged perpetrator poses a serious and immediate threat to health and/or safety of the School community.

A person who knowingly makes a false report of sex-based misconduct may be subject to disciplinary action, up to and including suspension, expulsion, or termination.

### **Non-Retaliation**

It is a violation of this Policy to retaliate in any way against any person because they have, in good faith, opposed any practices forbidden under this Policy or have filed a report or complaint, testified, assisted, participated, or refused to participate in any manner in an investigation or grievance process under this Policy and Procedure. This includes intimidating, threatening, coercing, harassing, or discriminating against that person.

Acts of alleged retaliation should be reported immediately to the Title IX Coordinator and will be promptly investigated. Graham Hospital School of Nursing is prepared to take appropriate steps to protect individuals who fear that they may be subjected to retaliation and may pursue disciplinary action as appropriate for individuals engaged in retaliation.

## **Administration of Policy**

### **Title IX Coordinator**

Shelby Ireland  
Coordinator of Student Affairs  
Graham Hospital School of Nursing, Room 366  
210 W. Walnut St., Canton IL 61520  
(309) 647-5240 ext. 2347  
[TitleIXCoordinator@grahamhospital.org](mailto:TitleIXCoordinator@grahamhospital.org)

Responsibilities of the Title IX Coordinator include, but are not limited to:

- Overseeing the School's response to all Title IX reports and complaints and identifying and addressing any patterns or systemic problems revealed by such reports or complaints.
- Being informed of all reports and complaints raising Title IX issues, including those initially filed with another individual or office or if the investigation will be conducted by another individual or office.
- Conducting and/or assigning Title IX investigations, including the investigation of facts relative to a complaint.
  - With respect to Title IX complaints that relate to a School employee as the complainant or as the respondent, the Title IX Coordinator will partner with the Director of Human Resources to manage the investigation into the allegations and recommend any appropriate sanctions against an employee.
  - The Title IX Coordinator must not be the decision-maker for a determination of responsibility in response to a formal Title IX complaint of sexual harassment.
- Coordinating any appropriate supportive measures and ensuring the effective implementation of any remedies.
- Ensuring that appropriate policies and procedures are in place for working with law enforcement and coordinating services with local victim advocacy organizations and services providers, including rape crisis centers.
- Ensuring that adequate training is provided to students, faculty, and staff on Title IX issues.
- Promoting an educational and employment environment which is free of sex discrimination and gender bias.

### **Director of Human Resources**

Melanie Ewalt  
Graham Health System  
210 W. Walnut St., Canton IL 61520  
(309) 647-5240 ext. 2303  
[mewalt@grahamhospital.org](mailto:mewalt@grahamhospital.org)

The Director of Human Resources will partner with the Title IX Coordinator with respect to any complaints of sex-based misconduct that involve a School employee as the complainant or as the respondent. For any such complaints that involve a School employee as the respondent and fall outside the scope of Title IX, the Director of Human Resources will manage the investigation into the allegations and issue a decision and any appropriate sanction(s).

## Confidential Resources for Assistance

The following counselors and advocates can provide an immediate confidential response in a crisis situation, as well as ongoing assistance and support:

### **Confidential Advisor** (Spoon River College students)

Andrea White  
Student Success Coach and Counselor  
Spoon River College  
23235 N. County Hwy 22, Canton IL 61520  
(309) 649-6225  
[Andrea.White@src.edu](mailto:Andrea.White@src.edu)

National Domestic Violence Hotline: (800) 799-SAFE (7233) [www.thehotline.org](http://www.thehotline.org)

National Sexual Assault Hotline RAINN: (800) 656-HOPE (4673) [www.rainn.org](http://www.rainn.org)

Illinois Coalition Against Sexual Assault: (217) 753-4117 [www.icasa.org](http://www.icasa.org)

Illinois Sexual Harassment & Discrimination Helpline: (877) 236-7703 (M-F 8:30-5:00)

Fulton Mason Crisis Service: (309) 647-8311

Fulton County Sexual Assault Services: (309) 333-1934

Western Illinois Regional Council – Community Action Agency Victim Services:  
Hotline: (309) 837-5555 <http://wirpc.org/>

Graham Hospital: Examination and treatment for sexual assault survivors to provide for the victim's medical, legal, and psychosocial needs. (309) 647-5240

## School Response

Notice to the Title IX Coordinator, or other official with authority to take corrective measures, charges a school with **actual knowledge** of sex-based discrimination, sexual harassment, or other sex-based misconduct, or allegations of these in its education program or activity and triggers Graham Hospital School of Nursing's obligation to respond.

Graham Hospital School of Nursing will investigate every informal or formal notice or complaint of violation of its Sex Discrimination and Sexual Misconduct Policy that is received by the Title IX Coordinator in accordance with the Procedures set forth below.

These Procedures govern sex-based misconduct in various forms, many of which may trigger legal obligations under one or more state and federal laws. In no case does the inapplicability of a particular law require the School not to address an act of misconduct falling within the scope of these Procedures.

## **Notice/Report**

Within 12 hours of receipt of notice or a report of an alleged violation of the Policy to the Title IX Coordinator, the Coordinator will contact the alleged victim in confidence with at least one of three responses:

- a. Offer supportive measures when the victim does not wish to proceed formally,
- b. An informal resolution, and/or
- c. A Formal Grievance Process including an investigation and a hearing.

The investigation and grievance process will determine whether or not the Policy has been violated. If so, Graham Hospital School of Nursing will promptly implement effective remedies designed to ensure that it is not deliberately indifferent to harassment or discrimination, their potential recurrence, or their effects.

## **2. Report Processing**

Within five (5) business days following receipt of notice or a complaint, the Title IX Coordinator will:

- Inform the alleged victim (hereinafter “complainant”) of their right to request supportive measures, whether that person decides to file a formal complaint or not;
- Inform the complainant of their right to have an advisor;
- Explain that the complainant has an option to file a formal complaint, which can be filed by the complainant or signed by the Title IX Coordinator, except when the Coordinator is a party to the complaint;
- Explain that the complainant has a right to dismiss a formal complaint unless there is a compelling and immediate threat to physical health and/or safety;
- Notify the individual reported to be the perpetrator of sexual harassment (hereinafter, “respondent”), if a formal complaint is made, and inform them of their right to request supportive measures;
- Offer informal resolution of the complaint, such as mediation or restorative justice, so long as both parties give voluntary, informed, written consent, except when an employee is alleged to have sexually harassed a student;
- Initiate a formal investigation and grievance process, and provide a report to the Title IX Hearing Committee (Graham Hospital School of Nursing Non-Academic Grievance Committee); and
- Dismiss the allegations in a formal complaint if they do not meet the definition of sexual harassment or did not occur in the School’s education program or activity.

## **3. Supportive Measures**

Supportive measures (also referred to as “interim protective measures”) are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to a complainant or respondent, irrespective of whether a formal complaint has been filed.

Examples of supportive measures that the School may offer include, but are not limited to:

- Counseling and mental health support;
- Extensions of deadlines or other course-related adjustments;
- Leaves of absence;
- Changes to academic, living, and/or working schedules or situations;
- Increased security and monitoring of certain areas of campus;
- Issuance and enforcement of mutual campus No Contact Orders; and
- Enforcement of an order of protection or No Contact Order entered by a state civil or criminal court.

A report of alleged sex-based misconduct may also prompt the School to consider broader remedial action, such as increased education and prevention efforts or revisions to the School's policies and practices. The Title IX Coordinator is responsible for coordinating the School's implementation of supportive measures.

#### **4. Emergency Removals and/or Administrative Leave**

The Title IX Coordinator may determine that emergency removal of a respondent from its education program or activity is necessary if that person poses an immediate threat to physical health and/or safety of any student or other individual. In addition, the School may place an employee on administrative pending the Grievance Process in response to a formal complaint.

#### **5. Timely Warnings**

Pursuant to the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* ("Clery Act"), 20 U.S.C. § 1092(f), the School will issue timely warnings to the campus community about crimes that have already occurred but may continue to pose a serious or ongoing threat to students and employees. The Clery Act also requires the School to maintain a public crime log and publish an Annual Security Report ("ASR") available to all current students and employees. The ASR documents three calendar years of select campus crime statistics (including statistics regarding incidents of dating violence, domestic violence, and stalking), security policies and procedures, and information on the basic rights guaranteed to victims of sexual assault.

#### **Formal Grievance Process Procedures**

For purposes of this Grievance Process, a formal complaint is a document filed by a complainant or signed by the Title IX Coordinator alleging qualifying allegations of Title IX sexual harassment (including sexual assault, dating violence, domestic violence, and stalking, as defined above) that occur in an education program or activity controlled by Graham Hospital School of Nursing, involving a complainant and respondent participating or attempting to participate in the School's education programs or activities, either as a student or an employee.

Absent a willing and able complainant, the Title IX Coordinator may determine that a formal complaint should be pursued due to a compelling threat to health and/or safety.

The Title IX Coordinator may dismiss a formal complaint or any allegations therein if, at any time during the investigation or hearing, the complainant notifies the Coordinator in writing that the complainant wishes to withdraw the formal complaint or allegations therein.

If the Title IX Coordinator determines that the complaint is outside the scope of Title IX, the complaint may be dismissed; however, the allegations may instead be addressed under Graham Hospital School of Nursing's Code of Conduct or other appropriate policies elaborated in the student, faculty, and employee handbooks. The Coordinator will refer the matter for resolution to the Graham Hospital School of Nursing Director and/or the appropriate School committee.

### **1. Notice of Allegations**

Within ten (10) business days after signing a formal complaint or receiving a formal complaint filed by a complainant, the Title IX Coordinator will provide written notice to the known parties of the following:

- a. This Grievance Process, including the informal resolution process, where applicable.
- b. The allegations potentially constituting sexual harassment under Title IX and/or sexual violence, domestic violence, dating violence, or stalking including sufficient details known at the time and with sufficient time to prepare a response before any initial interview.
- c. That the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.
- d. That the parties may have an advisor of their choice, who may be, but is not required to be, an attorney.
- e. That the parties may inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including evidence upon which the School does not intend to rely in reaching a determination regarding responsibility, and inculpatory or exculpatory evidence, whether obtained from a party or other source.
- f. The provision in this Policy that prohibit knowingly making false statements or knowingly submitting false information during the grievance process.

### **2. Informal Resolution**

At any time after receiving the initial notice of allegations, and prior to a determination regarding responsibility being reached, the complainant and respondent may request to participate in an informal resolution process such as mediation, restorative justice, etc. Informal resolution will only occur with both parties' voluntary, written consent. At any time prior to agreeing to a resolution, any party will have the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

The Title IX Coordinator or designee (i.e., Graham Hospital School of Nursing Director, Director of Human Resources), with the consent of the parties, may negotiate and implement an agreement to resolve the allegations that satisfies all parties and the School. Negotiated resolutions are not appealable.

The School does not permit informal resolution in cases involving alleged sexual harassment by a School employee toward a student.

### **3. Investigation of Formal Complaint**

The Title IX Coordinator will undertake an investigation into a formal complaint, which may take 60 business days. Throughout the investigation, the parties will be afforded an equal opportunity to present witnesses including fact and expert witnesses, and other inculpatory and exculpatory evidence. The Coordinator will not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence. Any proceeding, meeting, or hearing held to resolve formal complaints pursuant to this Grievance Process will protect the privacy of the participating parties and witnesses.



Both parties will be afforded an opportunity to be accompanied to any meeting or proceeding by an advisor of their choice, who may be, but is not required to be, an attorney. The advisor's role is limited to providing support, guidance, and/or advice, and to conducting cross-examination during the live hearing. A party's advisor may not speak on behalf of the party during any meeting, interview, or hearing and must comply with all behavioral rules and expectations set forth in these Procedures. If a party's advisor violates these Procedures or engages in behavior that harasses, abuses, or intimidates a party, witness, or individual resolving a complaint, that advisor may be prohibited from further participation.

When a party's participation is invited or expected at an investigative interview or other meeting, the Title IX Coordinator will provide that party with written notice of the date, time, location, participants, and purpose of said interview or meeting at least five (5) business days prior to the interview or meeting.

At the conclusion of the investigation, and prior to the completion of her investigative report, the Title IX Coordinator will send to each party (and the party's advisor, if any) the evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, in hard copy. The parties will have ten (10) business days to submit a written response to the evidence, which the Coordinator will consider prior to completion of her investigative report. Upon completion of the report, the Coordinator will schedule a hearing. At least ten (10) business days prior to the hearing, the Coordinator will:

- a. Provide both parties with written notice of the hearing date, time, location participants, and purpose of the hearing; and
- b. Send to each party (and the party's advisor, if any) the investigative report in hard copy for their review and written response.

#### **4. Live Hearings**

A hearing will be conducted by a hearing officer/decision-maker (the Graham Hospital School of Nursing Director), except when the Director is a party to the complaint, and the Title IX Hearing Committee (the Graham Hospital School of Nursing Non-Academic Grievance Committee).

At the request of either party, the School will arrange for the live hearing to occur with the parties located in separate rooms, with technology enabling the hearing officer and parties to simultaneously see and hear the party or witness answering questions. A party wishing to request such an arrangement must contact the Title IX Coordinator to request such an arrangement at least five (5) business days in advance of the hearing. The School may conduct any live hearing virtually, with the participants in one or more separate geographical locations, and with technology enabling participants simultaneously to see and hear each other.

At the live hearing, each party's advisor will be permitted to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination will be conducted directly, orally, and in real time by the party's advisor of choice and may never be conducted by a party personally.

If a party does not have an advisor who is available to conduct cross-examination on behalf of that party at the live hearing, then Graham Hospital School of Nursing will provide the party with an advisor of the School's choice, free of charge, to conduct cross-examination on behalf of that party. To invoke this right, the party must notify the Title IX Coordinator at least three (3) business days in advance of the hearing or will waive the right to request that an advisor be appointed.

Only relevant questions, as determined by the hearing officer, may be asked of a party or witness.

Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant and will not be permitted, except where:

- a. The questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant; or
- b. The questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

If a party or witness does not submit to cross-examination at the live hearing, either due to absence from the hearing or due to the party's or witness's refusal to answer cross-examination or other questions, the hearing officer will not rely on any statement of that party or witness in reaching a determination regarding responsibility; however, the hearing officer will not draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

The School will make all evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint available for the parties' inspection and review during the hearing. In addition, the School will create an audio or audiovisual recording or transcript of the live hearing, which the Title IX Coordinator will make available to the parties for inspection and review upon request.

## **5. Determination of Responsibility**

Within ten (10) business days of the conclusion of the live hearing, the hearing officer will make a decision regarding responsibility. The hearing officer will apply a preponderance of the evidence standard when determining responsibility. The hearing officer will issue a written determination to both parties simultaneously. The written determination will include:

- a. Identification of the allegations potentially constituting sexual harassment and/or sexual violence, domestic violence, dating violence, or stalking as defined above;
- b. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- c. Findings of fact supporting the determination;
- d. Conclusions regarding the application of the Graham Hospital School of Nursing Code of Conduct or other conduct standards to the facts;
- e. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the School imposes on the respondent, and whether remedies designed to restore or preserve equal access to the School's education program or activity will be provided by the School to the complainant; and
- f. The procedures and permissible bases for the complainant and respondent to appeal.

## **6. Appeals**

Both parties will have the right to appeal any determination regarding responsibility, and any dismissal of a formal complaint or allegations therein, to the Graham Hospital Vice President of Quality or designee. An appeal must be based on one or more of the following grounds:

- a. A procedural irregularity occurred;
- b. New evidence or information exists that could affect the outcome of the matter;
- c. The Title IX Coordinator or hearing officer had a conflict of interest or bias for or against complainants or respondents generally, or the individual complainant or respondent, that affected the outcome of the matter; and/or
- d. The sanction is disproportionate with the violation.

A party who wishes to appeal a determination regarding responsibility or a dismissal of a formal complaint or allegations therein must submit a written appeal request to the Title IX Coordinator within five (5) business days of the party's receipt of the written determination or written dismissal notice. The written appeal request must identify the ground(s) on which the party seeks to appeal the determination or dismissal.

Within five (5) business days of the Title IX Coordinator's receipt of an appeal request, the Title IX Coordinator will forward the appeal request to the Graham Hospital Vice President of Quality or designee and will notify the other party in writing that an appeal has been filed. Before reaching a determination regarding the appeal, the Vice President or designee will afford both parties an equal opportunity to submit a statement in support of, or challenging, the determination or responsibility or dismissal that is the subject of the appeal. Within ten (10) business days after the Vice President or designee has concluded his/her review of the appeal, the Vice President or designee will issue a written decision simultaneously to both parties, describing the outcome of the appeal and the rationale for the outcome. The Vice President or designee's decision is final.

## **7. Sanctions**

If a determination of responsibility is found, the decision-maker will implement one or more sanction or responsive action as soon as is feasible, either upon the outcome of any appeal or the expiration of the window to submit an appeal.

Factors in the decision may include the seriousness of the offense, the respondent's disciplinary history, or previous allegations or allegations involving similar conduct.

Sanctions/responsive actions may include but are not limited to: verbal warning, written warning, required training or education, required counseling or therapy, performance improvement/management process, probation, removal from leadership position, campus access restrictions, disciplinary dismissal (suspension or expulsion/termination), and revocation of offer of admission or employment.

## **Prevention and Education for Students**

Graham Hospital School of Nursing will review at least annually its sexual discrimination, harassment, and misconduct prevention and education programming to ensure students and employees are provided substantive opportunities to learn about sexual discrimination, harassment, and misconduct, including primary prevention,

bystander intervention, risk reduction, consent, reporting methods, relevant College policies and procedures, retaliation, survivor-centered and trauma-informed response, relevant definitions, and other pertinent topics.

### **Training**

The Title IX Coordinator and anyone else involved in the receipt of reports of, responding to, investigating, or adjudicating alleged incidents of sexual discrimination, harassment, or other misconduct, or involved in the referral or provision of services to survivors receive annual education and training on primary prevention, bystander intervention, risk reduction, consent, reporting obligations, investigation procedures, confidentiality requirements, relevant Graham Hospital School of Nursing policies and procedures, retaliation, survivor-centered and trauma-informed response, relevant definitions, and other pertinent topics.

In addition to the above training, individuals who investigate or resolve complaints, including through informal resolutions, receive at least 8-10 hours of annual training on issues related to Preventing Sexual Violence in Higher Education Act offenses including sexual violence, domestic violence, dating violence, and stalking; the scope of the School's education program or activity; the Title IX definition of sexual harassment; how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias; and how to conduct the School's Formal Grievance Process outlined above. Decision-makers in particular receive training on any technology to be used at live hearings and on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant. Investigators in particular receive training on issues of relevance so as to enable them to create an investigative report that fairly summarizes relevant evidence.

Any materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment. Training materials will be posted to the Title IX section of the Graham Hospital School of Nursing web site, [grahamschoolofnursing.org](http://grahamschoolofnursing.org).

### **Recordkeeping**

Graham Hospital School of Nursing will create and maintain for a period of seven years records of each sex discrimination or sexual misconduct investigation, including any recordings or transcripts; any disciplinary sanctions imposed on the respondent or remedies provided to the complainant; any appeal and the results of the appeal; informal resolution, if any, and the results of the informal resolution; and the materials used to train the Title IX Coordinator, investigator, decision-makers, and facilitators of informal resolutions.

Created: 8/14/20

Approved: FO 11/30/20

Reviewed:

Revised: 8/8/22

## GRAHAM HOSPITAL

### Unsafe Act, Condition, Or Security Incident

An unsafe act or condition is: where the acts of the staff, students, visitors or the conditions of the equipment or facility could result in a personal injury or damage to the organization's property or both.

A security incident is: any theft or vandalism or attack on an employee's, visitor's or student's personal property or to health system property. The Clarity Portal can be used to document workplace violence. Security should be called.

An Unsafe Act/Condition Report or Security Incident Report should be filled out. The report should be filled out by the person(s) most directly involved or who observed the situation. School or hospital personnel can help you complete the report. The occurrence investigation should be initiated during the same shift and completed within 24 hours. The reports should be reviewed by the Director of the school.

Reports should be forwarded to the Safety Officer within 24 hours and acted upon in a timely manner.

Unsafe acts or conditions will be reviewed by the Environment of Care Committee.

### Hospital Occurrence Report

Within Graham Health System an occurrence shall be defined as any happening which is not consistent with the routine care of a patient or the routine operation of the facility. This includes lost, broken or malfunctioning property and accidents involving a patient or visitor.

To report visitor incident, use the Clarity Portal icon located on hospital and School of Nursing computers. The report is to be initiated by the department in which the occurrence took place by the employee or employees involved. All pertinent information should be completed. Occurrences involving patients and visitors are reported to the Risk Manager. Instructors, staff members, or the Director will assist you in completing the required information.

### Injury Report

Injuries to students and employees should be reported. A witness statement must be filled out if there is a witness to the incident. Have the hospital switchboard page Security and they will come to the accident site with a packet and a camera to take pictures of where the incident occurred and assist with transport to the Emergency Department. If the student does not choose to go to the ED, it is not necessary for the ED physician to sign. School of Nursing staff can help you fill out the report. There is a place on the form to describe the type of accident. The packet must be returned to your supervisor/instructor or Director of the School of Nursing. The Director is responsible for reviewing all reports submitted on the Clarity Portal and for returning the packet to the Nursing Administration within 24 hours.

## Plant Services Security

Security services are provided twenty-four hours each day, seven days a week. Security staff will respond to all requests for assistance by the hospital staff, students, visitors, and guests where suspected violations of security to people or the facility are indicated.

A security incident is any theft, vandalism or attack on an employee, student or visitor or their personal property or on health system property. A Security Incident Report form should be used to document any security incident, workplace violence or other suspicious behaviors.

In the event of a security incident the person needing security support or observing a possible security issue should call the switchboard operator who will page security. The security officer on duty will respond as quickly as possible. The security officer may call on Environmental Services or Plant Operations for additional support.

The staff member or student involved with a security incident or who supported a visitor with a security incident should complete a Security Incident Report Form. Reports should be forwarded to the Plant Services department, to the attention of the Security Supervisor within 24 hours. The Security Supervisor will forward all incident reports to the Safety Officer. Investigations and resulting actions will be completed in a timely manner and recorded on the form.

Security Incident Report Forms will be reviewed by the Environment of Care Committee.

In the event there is a violent crime reported, the security person on duty will call the local police department. The local police will take whatever corrective or procedural action is required by law. The security person on duty will assist in any way requested by the police and will fill out a complete report for the Graham Hospital Environment of Care Committee and the security supervisor.

- Violent crimes include but are not limited to:
  - Workplace violence
  - Liquor Law Violations
  - Drug-Related Violations
  - Weapons Violations
  - Rape and attempted rape
  - Robbery and attempted robbery
  - Murder and attempted murder
  - Violence against women
    - Dating violence
    - Domestic violence
    - Stalking
  - Hate crimes

### **Access to Graham Hospital after hours**

When the hospital lobby entrance doors are locked, staff and students must enter the hospital through the Emergency Department. All staff or students that are not wearing an employee badge must be escorted to their destination by a security officer or their designee.

A. Safety Policy Statement

Safety is an essential part of the Graham Health System's service. All Graham Health System personnel have a primary responsibility for the safety, health, and well-being of all patients, visitors, staff, and students.

This responsibility can be met only if we work together continuously to promote safe work practices, observe all rules and regulations concerning safety and maintain property and equipment in a safe working condition.

This safety program at Graham Health System is overseen by the Safety Officer who is appointed by the President and approved by the Medical Staff and the Board of Trustees. The Safety Officer is a member of the Environment of Care Committee, which meets every other month. The Safety Officer receives reports of and analyzes all accidents and recommends appropriate measures for corrective action and reports these recommendations to the President.

Rules and regulations concerning safety in this Student Handbook will be enforced by the Director of the school, faculty, and staff.

B. Environment of Care

The Environment of Care Committee membership represents Administration, Clinical Services, and Support Services. The committee meets every other month to review and take appropriate action on all Environment of Care related issues. The committee receives reports that are established to cover all the plans of the Environment of Care as well as specific safety related aspects. The Environment of Care Manual contains safety guidelines that apply to all staff. Tell your instructor about unsafe conditions or procedures so that they may be reported to the committee.

C. Reporting Accidents

1. Make every effort to prevent any injury to yourself, patients, doctors, visitors, your fellow employees, and students.
2. If you are involved in an accident, however minor it may seem, you must report it immediately to your department director or supervisor.
3. If your injury requires medical attention, report to the Emergency Room. It is your responsibility to report any accident immediately and complete a Report of Employee Injury or Illness form. DON'T WAIT. If your injury requires immediate medical attention, report it to your department director/supervisor and go to the Emergency Room for treatment. You should complete the form after being released from the Emergency Room.
4. Your supervisor or department director will assist you in completing the "Report of Employee Injury or Illness".
5. Failure to report within seventy-two (72) hours may result in a refusal by the Graham Health System's insurance carrier to recognize the accident as a work-related injury.

## Concealed Firearms Policy

### **Definition:**

Concealed firearm: a loaded or unloaded firearm carried on or about a person completely or mostly concealed from view of the public or on or about a person within a vehicle.

Concealed firearms are not allowed on or in any Graham Health System building, Graham vehicles (whether owned or leased), or parking area controlled by Graham Health System (unless the firearm is stored within a person's vehicle in the manner stated in the Concealed Firearms Policy located in the Policy Manager/Browse Manuals/Security/Concealed Firearms).

## Substance Abuse and Mental Acuity

Commitment to a Drug and Alcohol-Free Workplace Graham Health System is committed to providing a safe, healthy, and productive work environment. Consistent with this commitment, this policy establishes Graham Health System's intent to maintain a drug and alcohol-free workplace. Being under the influence of alcohol or illegal drugs (as classified under federal, state, or local laws), including marijuana, while on the job poses serious health and safety risks to employees and patients, which is not tolerated.

### **Practice Rules**

Graham Health System expressly prohibits the following activities at any time that students are either (1) on duty or conducting Graham Health System business (either on or away from Graham Health System's premises), or (2) on Graham Health System's premises (whether or not the employee is working):

- The use, abuse, or being under the influence of alcohol, illegal drugs, or other impairing substances.
- The possession, sale, purchase, transfer, or transit of any illegal or unauthorized drug, including prescription medication that is not prescribed to the employee or drug-related paraphernalia.
- The illegal use or abuse of prescription drugs.

While the use of marijuana has been legalized under state law for medicinal and recreational uses, it remains an illegal drug under federal law and its use as it impacts the workplace is prohibited by Graham Health System's policy. Graham Health System does not discriminate against students solely on the basis of their off-duty use of medical marijuana in compliance with Illinois' medical marijuana law. However, students may not consume or be under the influence of marijuana while on duty or at work, even if the student has a valid prescription for medical marijuana. Nothing in this policy is meant to prohibit the appropriate use of over-the-counter medication or other medication that can legally be prescribed under both federal and state law, to the extent that it does not impair a student's job performance or safety or the safety of others. Students who take over-the-counter medication or other medication that can legally be prescribed under both federal and state law to treat a disability should inform Human Resources they believe the medication will impair their job performance, safety, or the safety of others or if they believe they need a reasonable accommodation **before** reporting to school while under the influence of that medication. For more information on how to request a reasonable accommodation, please refer to Graham Health System's Disability Accommodations Policy.

A violation of any of the above is subject to disciplinary action, up to and including immediate dismissal from the school.



## Employee Assistance Program

Graham Health System provides an employee assistance program (EAP) for all students and employees. The EAP is designed to help individuals manage personal problems that can impact their well-being and work performance. Treatment is confidential (unless an EAP counselor is required by law to disclose information such as child abuse) and will not become a part of an employee's or student's personnel records. For more information about the EAP, contact the Human Resources Department.

## Fire Plan

### "PLAN OF ACTION IN CASE OF FIRE"

#### FIRE DRILLS:

Fire drills will be held unannounced, on all shifts each quarter. During fire drills, all personnel will follow full fire plan procedures except that patients will not be evacuated unless simulated patients have been provided for this purpose and the evacuation has been properly ordered. As the fire drills will be unannounced before-hand, personnel should always assume a fire is actually present and proceed accordingly. Measures must be taken to ensure that patients and visitors are not unduly alarmed.

If you discover a fire, GO IMMEDIATELY TO THE NEAREST FIRE ALARM BOX AND ACTIVATE THE ALARM. If the fire alarm system isn't operating or you cannot reach an alarm box pull station, call 4444 to report the fire. The hospital operator will call 911 and then notify Plant Operations, Security, and the Administrator on call. The Director of the school of nursing should be notified of all fires that have occurred in the school of nursing.

DO NOT SHOUT "FIRE". Report the fire to those in your area in a quiet and calm manner using the verbal alarm, **Code Red**. Obtain the nearest extinguisher and attempt to put out the fire. If the fire is in a small room, ask someone to stay in the hallway while you fight the fire, to direct maintenance personnel and firemen who will be arriving with other equipment.

DO NOT start evacuation of other residents unless they are in immediate danger, until evacuation is authorized by one of the following: President, Administrator on Call, House Supervisor, Hospital Fire Marshal or Fire Department personnel. Wait for the All Clear.

#### GENERAL RESPONSIBILITIES OF PERSONNEL FOR CODE RED

1. Close all doors
2. Remove items from the corridors
3. Have patients return to their rooms
4. Remind patients and visitors not to use elevators
5. Terminate all unnecessary phone calls, phone will be needed for emergency use and employees will need to be aware of changing information as it comes in
6. Assign someone to the telephone to receive and relay emergency instructions
7. Reassure patients and visitors
8. Listen for overhead pages for situation status messages
9. Be prepared to receive patients from the point of origin of fire, if necessary

FACULTY/STAFF – Faculty and staff, excluding library personnel, in the school assemble in the School of Nursing office. Library personnel will remain in the library.

### STUDENTS

**On Clinical** – Remain at your station with faculty and follow instructions given by the Head Nurse.

The RACE rule is the most efficient manner to react in a fire. It stands for:

- R** – Remove people
- A** – Activate the Alarm
- C** – Contain the fire
- E** – Extinguish the fire

**Off Clinical** - Assemble in library and await instructions. Head count conducted by library staff and reported to Director or designee.

### BURGLARY PLAN

Confrontation by an armed robber or thief while on duty in the hospital is a dangerous event that may be minimized by adherence to the following recommended procedures.

1. React positively and calmly to any demands for money, drugs or other valuables.
2. Help minimize the time the perpetrator is in the building by obeying all demands or instructions.
3. Contact your instructor to inform him/her of the incident at the earliest, safest opportunity.

### SEX OFFENDERS

To look up sex offenders' locations in proximity of Graham Hospital School of Nursing, click on website (or copy and paste into your browser):

<https://www.isp.state.il.us/sor/sor.cfm>

Far left column, type 'Canton' into city  
Type '61520' into zip code  
Select 'Fulton' for County  
Use default 'ALL' for status  
Use default 'ALL' for offender type  
Click on 'Find'

The list will show you addresses and you can check their proximity to the school campus and hospital premises. Our location is 210 West Walnut Street and we are surrounded by West Maple Street (south border), South Avenue B (east border), and West Walnut Street (north border). Prospect Court is behind us (west), but not immediately adjacent to or bordering the campus.

The clinic is located at 180 South Main Street and is surrounded by West Walnut Street (south border), South Main Street (east border), and West Pine Street (north border). Martin Avenue is behind the clinic (west), but not immediately adjacent to or bordering the clinic.

Revised: 9/17/12, 6/25/14, 1/20/15, 6/25/15, 6/26/16, 6/16/17, 6/12/18, 9/13/18, 6/25/19, 7/6/20, 5/27/21, 6/6/22

## GRAHAM HOSPITAL SCHOOL OF NURSING

### Missing Student Policy

A student will be considered missing if a classmate, faculty member, friend, or other member of the campus community has not seen the person for a reasonable amount of time. A reasonable amount of time may vary with the time of day and information available regarding the missing person's daily schedule, habits, punctuality, and reliability. Most missing person reports in the college environment are the result of a student changing his/her routine without informing family and/or friends of the change.

Individuals will be considered missing immediately if the absence has occurred under circumstances that are suspicious or cause concerns for the student's safety. If the initial report that a person is missing is made to a Graham Hospital department other than the School of Nursing, the person receiving the report shall ensure that the School of Nursing Director is contacted immediately. The Director or her designee will contact the student's emergency contact to check on the student's welfare.

### Procedures

At the beginning of each academic year, all students will be asked to voluntarily provide emergency contact information. This emergency information will be maintained by the School of Nursing office, updated annually. Confidential contact information will be accessible only to authorized campus officials, and it will not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation. Upon notification from any entity that a student may be missing, school officials may use any of the following procedures or resources to assist in locating the student.

1. Call and text the student's cell phone and/or e-mail the student.
2. Check all possible locations mentioned by parties above.
3. Check social networking sites.
4. Ascertain student's car make and license plate. Graham Hospital Security will check parking lots.
5. Technology staff may be asked to obtain e-mail logs or access logs to the Graham Hospital computer system.

The student's emergency contacts will be notified if the student has not been located after utilizing the above resources.

Note: Students under the age of 18 are advised that a custodial parent or guardian will also be notified within twenty-four hours of determination that student is missing.

Adopted: 6/30/11

Revised: 9/17/12, 5/27/21

Reviewed: 7/1/15, 7/3/17, 6/9/20, 6/6/22

## GRAHAM HOSPITAL SCHOOL OF NURSING

### Student Emergency Contact & Vehicle Identification Information

STUDENT NAME
--------------

#### EMERGENCY CONTACT INFORMATION

In case of emergency, who would you like us to contact?

NAME	RELATIONSHIP
PHONE NUMBER CELL:	PHONE NUMBER OTHER:

#### VEHICLE IDENTIFICATION

If you drive more than one vehicle to school, please list information below for each vehicle.

VEHICLE MAKE: _____	MODEL OR YEAR: _____ COLOR _____	LICENSE NUMBER: _____
VEHICLE MAKE: _____	MODEL OR YEAR: _____ COLOR _____	LICENSE NUMBER: _____
VEHICLE MAKE: _____	MODEL OR YEAR: _____ COLOR _____	LICENSE NUMBER: _____

Approved: 5/28/19

Revised: 5/27/21

Reviewed: 6/6/22

## Code Reference Sheet

Each code has a place listed where it can be found in the MCN Policy Manager icon located on your desktop. Otherwise, you may refer to your Code Response Handbook.

<b>Codes and Meanings</b> MCN Policy Manager/Browse Manuals/Emergency Management/Emergency Management Plan Pg. 11	<b>Code Red – Fire</b> MCN Policy Manager/Browse Manuals/Environment of Care/Fire and Life Safety/Hospital Fire Manual
<b>Code 333 – Suspected Stroke</b> MCN Policy Manager/Browse Manuals/Patient Services Organizational/Patient Care Procedures/Fast 333 – Emergent Stroke Care	<b>Code RRT – Rapid Response Team</b> MCN Policy Manager/Browse Manuals/Patient Services Organizational/Patient Safety and Emergency Measures/Rapid Response Team
<b>Code 911 – Person with a Weapon</b> MCN Policy Manager/Browse Manuals/Emergency Management/Codes/Code 911	<b>Code Spill – Chemical Spill</b> MCN Policy Manager/Browse Manuals/Emergency Management/Code Spill Chemical Spill
<b>Code Black – Weather Warning</b> MCN Policy Manager/Browse Manuals/Emergency Management/Codes/Code Black – Weather Warning	<b>Code Triage – Disaster Plan Activation</b> MCN Policy Manager/Browse Manuals/Emergency Management/Codes/Code Triage Disaster-Mass Casualty Incident
<b>Code Dr. Armstrong – Disruptive Person</b> MCN Policy Manager/Browse Manuals/Emergency Management/Codes/Dr. Armstrong	<b>Code White – Evacuation</b> MCN Policy Manager/Browse Manuals/Emergency Management/Hospital Evacuation/Shelter in Place Guidelines
<b>Code Green – Decon Team</b> MCN Policy Manager/Browse Manuals/Emergency Management/Codes/Code Green Contaminated Patient	<b>Code Yellow – Elopement</b> MCN Policy Manager/Browse Manuals/Emergency Management/Codes/Code Yellow – Patient Elopement Plan
<b>Code Grey – Bomb Threat</b> MCN Policy Manager/Browse Manuals/Emergency Management/Codes/Code Gray Bomb Threat	<b>Code Zebra – Bioterrorism</b> MCN Policy Manager/Browse Manuals/Infection Control/Bioterrorism
<b>Code Pink – Infant/Pediatric Abduction</b> MCN Policy Manager/Browse Manuals/Emergency Management/Codes/Code Pink	<b>Medical Code (Blue) – Medical Adults</b> MCN Policy Manager/Browse Manuals/Patient Services Organizational/Patient Safety and Emergency Measures/Medical Code
<b>Code Power – Utility/Computer Failure</b> MCN Policy Manager/Browse Manuals/Emergency Management/Codes/Code Power Utility – Information System Outage	<b>Medical Code (Teddy) – Medical Pediatrics</b> MCN Policy Manager/Browse Manuals/Patient Services Organizational/Patient Safety and Emergency Measures/Medical Code
<b>Code Purple – OB Rapid Response Team</b> MCN Policy Manager/Browse Manuals/OB/Code Purple	

Dev. 6/10/22

## Emergency Notification of Students and School of Nursing Personnel

The School of Nursing has a learning management system (Canvas) that allows rapid notification of students and school personnel in the event of dangerous situations that may arise on Graham Hospital property, weather-related events, or other situations that would be deemed an emergency by the school or hospital administration. The notification system sends messages to students, faculty, and staff as well as notifications to each individual Graham Hospital email account as an additional source of communication. The Director, Office Manager, and the Coordinator of Student Affairs are the designated staff members to send out emergency messages via Canvas. Recipients receive the message by email and notifications through Canvas.

### Non-Emergency Notifications

Instructors may directly email students from their respective course in Canvas or use another message system to mass communicate with students in their courses. An emergency contact is provided for all students, staff, and faculty.

Dev. 4/2/15

Revised: 5/16/18, 6/7/22

# GRAHAM HOSPITAL SCHOOL OF NURSING LIBRARY

## Library Policies

1. All library services are facilitated by the Coordinator of Library and Student Services and implemented by the Director, Technology Coordinator, and the Federal Work Study students.
2. The Library Committee recommends purchases, services, and matters of policy. The Committee meets four times an academic year in September, November, February and April. The Library Committee is made up of the Coordinator of Library and Student Services, Technology Coordinator, a student representative, a faculty member and a hospital representative. The Committee members are responsible for bringing before the committee the concerns of the group they represent.
3. Borrowing privileges are extended to SON students, faculty, staff and alumni, plus hospital employees, volunteers, hospice association members and other health related institutions and community members with approval of the Coordinator of Library and Student Services or Technology Coordinator.

### LENDING PERIODS:

#### A. BOOKS

General Collection	2 weeks with one 2-week renewal
Reserve Materials	Overnight
Reference Books	In library use only

#### B. PERIODICALS

Current Issue	In library use only
Back Issue	One week

#### C. AUDIOVISUAL

##### Equipment:

Overhead Projector	In house use only or by approval
PowerPoint Cart	In house use only or by approval
TV/VCR/DVD Cart	In house use only or by approval
Laptops	See Laptop Circulation Policy
Cassette Player/Recorder	24 hours, over the weekend, or by approval
CD Disc Player	24 hours, over the weekend, or by approval
CD Player/Recorder	24 hours, over the weekend, or by approval
Digital Camera	24 hours, over the weekend, or by approval
Video Recorder	24 hours, over the weekend, or by approval
Screens	24 hours, over the weekend, or by approval
Slide Projector	24 hours, over the weekend, or by approval
Tripod	24 hours, over the weekend, or by approval
DVDs, models, charts, kits	3 days, over the weekend, or by approval
Computer software	In library use only

4. The library staff has the right to assess fees for delinquent, damaged and unreturned materials and equipment checked out to library patrons.

**FINES AND CHARGES:**

**A. OVERDUE**

- General Books, Periodicals = \$.05 per day
- Reserve Materials, AV Materials and Equipment= \$1.00 per day

**B. LOST**

- Current replacement cost of item(s) lost/unreturned.
- Overdue items are considered lost to the library 60 days from their due date.

**C. DAMAGED**

- A damage fee of 25% of the cost of the book will be assessed for books returned in a damaged condition, but still usable. A 100% replacement cost fee will be assessed if an item is returned in unusable condition.

**D. DELINQUENT FINES/CHARGES**

- At the end of each term, the Coordinator of Library and Student Services will contact anyone with delinquent fines and /or charges that must be paid prior to registration for the next course. Registration or graduation may be denied until charges are paid or materials returned.

5. The SON computer lab includes sixteen up-to-date desktop computers with secure, high speed internet access. As with all SON library services, SON students and faculty have priority for its use. SON instructors may reserve the computer lab by placing a reservation through the Outlook calendars or by contacting a library staff member. Students can access the computer lab 24/7 via the lab badge reader.

Other Graham employees are welcome to use the lab during open library hours, when not reserved by instructors. One workstation with internet access and word processing functions is available in the Library for alumni, volunteers, other health related institutions/staff and community members.

6. The Coordinator of Library and Student Services will maintain all holdings including: reference books, professional and technical books, historical materials, periodicals, audiovisual equipment and materials, and any other items needed to support student learning and faculty development. The collection is selected and weeded in adherence with ACEN guidelines. The collection is organized according to the National Library of Medicine classification system and the Library of Congress classification system, where appropriate. All holdings are maintained in the RSA and OCLC databases for author, title and subject access to the collection.
7. Library hours are posted on the Library door at the beginning of each academic year. Changes throughout the year are immediately posted. Open hours are also posted on Library webpage.
8. An atmosphere conducive to study and reading will be encouraged in the library. Quiet group and/or individual study or video viewing may be held in room #364.
9. The Library or Library staff cannot be responsible for any items, including personal belongings, left in the Library or Library Computer Lab.

Please see attached Library COVID-19 Policy for deviations from existing policies due the COVID19 pandemic.



## RULES

- Food may NOT be taken into the library
- Beverages MAY be taken into the library. Caution should be used and containers should be disposed of properly.

Reviewed and Revised: 5/94, 5/96, 5/97, 5/26/98, 5/06/99, 5/15/00, 4/401, 4/27/02, 4/13/04, 4/18/05, 4/17/06, 4/16/07, 4/21/08, 4/20/09, 4/19/10, 5/2/11, 4/16/12, 4/15/13, 4/21/2014, 4/20/15, 4/18/16, 4/10/17, 4/16/18, 4/15/19, 4/20/2020, Library Committee approval: 4/19/2021, FO approval: 5/20/2021, Library Committee approval: 4/18/2022, FO approval 4/25/2022

## POLICIES

### **Graham Hospital School of Nursing**

#### Academic Alert Policy

Academic Alert will be used as an academic accountability, support, and remediation program.

Academic Alerts place a student at risk of mandatory dismissal from Graham Hospital School of Nursing. It may be used at the discretion of an instructor at any time during a course. Reasons for using it are related to academic performance and include, but are not limited to, issues in these areas: clinical attendance or tardiness, clinical performance, test performance, failure to complete test assessments, and/or completion of required remediation. Students who are placed on Academic Alert must:

1. Meet with their instructor within three business days to develop an action plan. A copy of this action plan will be sent to the student's advisor and the Director, and a copy will be placed in the student's permanent file.
2. Meet with their advisor within one week of being notified of the academic alert to review the action plan.
3. Meet with either the instructor or advisor on an ongoing basis until removed from Academic Alert.

If the student does not meet with the instructor or advisor, the Director of the school will be notified.

A student can be placed on Academic Alert only one time per course. A second Academic Alert in one course goes directly to the Director of the school and may result in mandatory dismissal from the school.

Dev. 3/23/15

Reviewed: 5/23/16, 5/23/17, 4/16/18, 2/19/19, 2/20/20, 3/29/21-FO, 4/18/22

Revised: 1/21/21

Graham Hospital School of Nursing  
Academic Alert Form

Academic Alert will be used as an academic accountability, support, and remediation program. Academic Alerts place a student at risk of mandatory dismissal from Graham Hospital School of Nursing. It may be used at the discretion of an instructor at any time during a course.

Student name	Course	Date student notified

You have been placed on Academic Alert for the following reason(s):

\_\_\_\_ clinical attendance or tardiness \_\_\_\_\_

\_\_\_\_ clinical performance \_\_\_\_\_

\_\_\_\_ test performance \_\_\_\_\_

\_\_\_\_ failure to complete test assessments \_\_\_\_\_

\_\_\_\_ failure to complete required remediation \_\_\_\_\_

\_\_\_\_ other: \_\_\_\_\_

You are required to do the following:

4. Meet with your instructor within three business days to develop a measurable action plan. A copy of this action plan will be sent to your advisor and the Director, and a copy will be placed in your permanent file.
5. Meet with your advisor within one week of being notified of the Academic Alert to review the action plan.
6. Meet with either your instructor or advisor on an ongoing basis until removed from Academic Alert.

Student signature \_\_\_\_\_

Faculty signature \_\_\_\_\_

Date \_\_\_\_\_

Please be advised: If you do not meet with the instructor or advisor, the Director of the school will be notified. You can be placed on Academic Alert only one time per course. A second Academic Alert goes directly to the Director of the school and may result in mandatory dismissal from the school.

Send copies to student, Faculty Advisor, Director, and Office of Coordinator of Student Affairs

Dev. 3/23/15

Reviewed: 5/23/16, 5/23/17, 4/16/18, 2/19/19, 3/29/21-FO, 4/18/22

Revised: 10/17/19, 2/20/20, 1/21/21-A&R

Graham Hospital School of Nursing  
Academic Alert Action Plan Form

*day Action Plan for* \_\_\_\_\_

Area of Concern	Planned Action to be completed	Target Date	Instructor/Advisor

This action Plan is a required process to continue with Graham Hospital School of Nursing. Failure to comply with any of the actions in the action plan will result in discipline up to and including dismissal from the program. A copy of this action plan will be maintained in your student file.

Date of Implementation: \_\_\_\_\_ Date of Reevaluation (complete/incomplete): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Student Signature: \_\_\_\_\_

Faculty/Advisor: \_\_\_\_\_ Faculty/Advisor: \_\_\_\_\_

Comments:

--

**\*\*Return completed form to Coordinator of Student Affairs \*\***

Created: 1/21/21  
Reviewed: 4/18/22

Graham Hospital School of Nursing  
Academic Alert Action Plan Form Sample

## SAMPLE INSTRUCTIONS PG. 1

Academic Alert will be used as an academic accountability, support, and remediation program. Academic Alerts place a student at risk of mandatory dismissal from Graham Hospital School of Nursing. It may be used at the discretion of an instructor at any time during a course.

Student name	Course	Date student notified
Jane Doe	NUR 310	4-23-2021

You have been placed on Academic Alert for the following reason(s):

\_\_\_\_\_ clinical attendance or tardiness \_\_\_\_\_

\_\_\_\_\_ clinical performance \_\_\_\_\_

\_\_\_\_\_ test performance \_\_\_\_\_

\_\_\_\_\_ failure to complete test assessments \_\_\_\_\_

\_\_\_\_\_ failure to complete required remediation \_\_\_\_\_

\_\_\_\_\_ other: \_\_\_\_\_

You are required to do the following:

7. Meet with your instructor within three business days to develop a measurable action plan. A copy of this action plan will be sent to your advisor and the Director, and a copy will be placed in your permanent file.
8. Meet with your advisor within one week of being notified of the Academic Alert to review the action plan.
9. Meet with either your instructor or advisor on an ongoing basis until removed from Academic Alert.

Student signature Jane Doe

Faculty signature Leesa Thompson, RN, MSN

Date 4-23-2021

Please be advised: If you do not meet with the instructor or advisor, the Director of the school will be notified. You can be placed on Academic Alert only one time per course. A second Academic Alert goes directly to the Director of the school and may result in mandatory dismissal from the school.

## SAMPLE INSTRUCTIONS PG. 2

30 day Action Plan for JD

Area of Concern	Planned Action to be completed	Target Date	Instructor/Advisor
<i>Late to Clinical Floor</i>	<i>JD will arrive to clinical floor fifteen (15) minutes before report begins (0630). If the student is running late, JD will notify the instructor prior to start of clinical.</i>	<i>5-5-2021</i>	<i>L. Thompson</i>
<i>Paperwork submitted late</i>	<i>JD will turn in all assigned clinical paperwork via email by Sunday at 2359 as outlined in the clinical expectations. If JD is unable to complete the assigned paperwork by the deadline, then she will notify the instructor prior to deadline.</i>	<i>5-5-2021</i>	<i>L. Thompson</i>
<i>Student does not follow instructions per clinical expectations</i>	<i>JD will complete the clinical paperwork as outlined in the clinical expectations (sample paperwork provided to the student for direction). If JD is unsure or has questions, she will contact the instructor for further explanation of the instructors.</i>	<i>5-5-2021</i>	<i>L. Thompson</i>

This action Plan is a required process to continue with Graham Hospital School of Nursing. Failure to comply with any of the actions in the action plan will result in discipline up to and including dismissal from the program. A copy of this action plan will be maintained in your student file.

Date of Implementation: 4-26-21 Date of Reevaluation (complete/incomplete): \_\_\_\_\_

Student Signature: Jane Doe Student Signature: \_\_\_\_\_

Faculty/Advisor: Leesa Thompson, RN, MSN Faculty/Advisor: \_\_\_\_\_

Comments:

**\*\*Return completed form to Coordinator of Student Affairs\*\***

## SAMPLE INSTRUCTIONS PG. 3

30 day Action Plan for JD

Area of Concern	Planned Action to be completed	Target Date	Instructor/Advisor
<i>Late to Clinical Floor</i>	<i>JD will arrive to clinical floor fifteen (15) minutes before report begins (0630). If the student is running late, JD will notify the instructor prior to start of clinical.</i>	<i>5-5-2021</i>	<i>L. Thompson</i>
<i>Paperwork submitted late</i>	<i>JD will turn in all assigned clinical paperwork via email by Sunday at 2359 as outlined in the clinical expectations. If JD is unable to complete the assigned paperwork by the deadline, then she will notify the instructor prior to deadline.</i>	<i>5-5-2021</i>	<i>L. Thompson</i>
<i>Student does not follow instructions per clinical expectations</i>	<i>JD will complete the clinical paperwork as outlined in the clinical expectations (sample paperwork provided to the student for direction). If JD is unsure or has questions, she will contact the instructor for further explanation of the instructors.</i>	<i>5-5-2021</i>	<i>L. Thompson</i>

This action Plan is a required process to continue with Graham Hospital School of Nursing. Failure to comply with any of the actions in the action plan will result in discipline up to and including dismissal from the program. A copy of this action plan will be maintained in your student file.

Date of Implementation: 4-26-21 Date of Reevaluation (**complete**/incomplete): 5/6/2021

Student Signature: Jane Doe Student Signature: Jane Doe

Faculty/Advisor: Leesa Thompson, RN, MSN Faculty/Advisor: Leesa Thompson, RN, MSN

### Comments:

*All concerns met on 5/6/2021, discussed with JD. No further action at this time.*

*L. Thompson – 5/6/2021*

**\*\*Return completed form to Coordinator of Student Affairs\*\***

Send copies to student, Faculty Advisor, and Office of Coordinator of Student Affairs

Dev. 3/23/15

Reviewed: 5/23/16, 5/23/17, 4/16/18, 2/19/19

Revised: 10/17/19, 2/20/20, 1/21/21, 5/17/21

GRAHAM HOSPITAL  
SCHOOL OF NURSING

Academic Dishonesty Policy

Academic integrity is the honest pursuit of an education following the rules and regulations as set forth by the Director and faculty of the Graham Hospital School of Nursing. Academic dishonesty lowers the standard of professional nursing practice. Dishonesty on the clinical setting affects the well-being of the client. Academic honesty is the responsibility of every student.

When academic dishonesty is suspected by a faculty member, it is reported to the Director. It may be dealt with by the instructor, the Director of the School of Nursing, and/or the Admission, Retention, Promotion, and Graduation Committee. Academic dishonesty may result in any of the following:

- A loss of points for examination, quiz, or paper in question
- A “zero” for the examination, quiz, or paper in question
- Course failure

**1. Academic dishonesty in theory includes, but is not limited to:**

**Cheating:** On examinations and quizzes, i.e. having unauthorized materials or devices, providing or receiving information, possessing test materials (e.g., text book and test banks) before administration.

**Plagiarism:** Presenting the work of another as one’s own without proper acknowledgment of the source or sources, or submitting a piece of work which in part or in whole is not entirely the student’s own work without attributing the unoriginal portions to their correct sources.

**Falsification and Fabrication:** Altering, counterfeiting, or inventing information or material presented in a course evaluation activity.

**Abuse of Academic Materials:** Destroying, stealing, altering simulations lab or other academic resource materials, including computer data, or attempting to do so; stealing examinations or other course materials or attempting to do so.

**Complicity in Academic Dishonesty:** Helping, or attempting to help, another to commit an act of dishonesty, especially providing material or information to another person with knowledge that the material or information will be used deceitfully in a course evaluation activity; permitting one’s own work to be submitted by another person as if it were that person’s original work.

**2. An unsatisfactory clinical rating for the day will be given for clinical fabrication, and the student will be dismissed for the day.** The dismissed day will count as one clinical absence.

Academic dishonesty in the nursing clinical setting includes, but is not limited to, the following:

- Untrue chart documentation
- Failure to report errors made in giving care to patients
- Copying or paraphrasing another student’s written work

**3. Immediate expulsion with ineligibility for re-admission will be imposed for:**

Falsification of Records and Official Documents: Altering transcripts or documents affecting academic records; forging signature of authorization or falsifying information on any other official academic document.

**4. When academic dishonesty occurs in a course being provided by another institution, the incident will be dealt with according to their policy.**

Reviewed: 5/94, 4/15/98, 6/1/11, 7/1/12, 9/16/13, 4/18/16, 5/23/17, 4/16/18, 4/22/19, 1/21/21, 4/18/22

Revised: 10/22/03, 11/18/13, 5/22/15, 2/20/20, 4/18/22



GRAHAM HOSPITAL  
SCHOOL OF NURSING

Academic Regulations

Upon completion of a course, a grade will be assigned by the instructor. The basis for the grades will be described in the course syllabus. Grades provide academic evaluation and are the basis for determining academic standing.

### Scholastic Standards

Students will be notified of grades earned each semester. The School of Nursing uses the following grading system:

	<u>Grade</u>	<u>Scale</u>	<u>Grade Point</u>	<u>Performance Level</u>
	A	94-100	4	Superior
	B	87- 93	3	Above Average
	C	80- 86	2	Average
Failure	D	73- 79	1	Below Average, not passing
	F	0- 72	0	Unsatisfactory, not passing

Clinical Grades: S-Satisfactory, U-Unsatisfactory

### Credit/No Credit

I	Incomplete - Temporary grade
W	Withdrawal from course of school
WP	Withdrawal from course of school passing
WF	Withdrawal from course of school failing
UWF	Unofficial withdrawal from course of school failing

A grade of incomplete is not granted automatically and may be given at the discretion of the instructor based upon the following criteria:

1. The student has completed at least twelve weeks of a semester course or six weeks of an eight-week course with a minimum theory grade of “C” and satisfactory clinical performance.
2. The student is unable to complete the course and/or other assignments due to illness or a family emergency. The Admission, Retention, Promotion, and Graduation Committee, with input from the instructor(s), will determine whether an absence due to illness is excusable. Written physician verification will be required for the student’s permanent file.

A contract will be signed by the student and instructor showing the requirements to be completed before the “I” can be removed. **The student has one month from the date noted on the contract to complete all required work.** After one month an “I” becomes an “F” if the student has not met the specifications of the contract. A student may request to advance to the next nursing course, but will be required to withdraw if the “I” is not removed with a minimum grade of “C”.

A student earns one final grade for each course according to the grading scale. (Grades are not rounded off until the end of the course, at which point the grade will be rounded to the nearest percentage point.) A grade of “C” (2.00) must be attained in all nursing courses. In all nursing courses, the clinical performance is evaluated as satisfactory or unsatisfactory. If the student's clinical performance is satisfactory, the grade for the course is the theory (lecture/discussion) grade. An unsatisfactory in the clinical area results in a failure (“F” grade) for the course.

A student who earns a grade of “D” or “F” in a nursing course can apply to repeat the course only once. Likewise, a student who fails to meet the course requirements to advance to the next course can also apply to repeat the course only once. Once a student repeats a course, that option will not be available for any other nursing course. All credit hours and grade points will appear on the permanent transcript. Repeated courses will be reflected on the transcript with an R. The grade received on the repetition of the course will replace the first grade in the calculation of the cumulative grade point average.

A student who receives below a “C” in a support course must repeat the course prior to enrollment in the nursing course for which this is a prerequisite.

If a student withdraws during the first week, no grade will be recorded. After the first week, a grade of “W” will be recorded. Students withdrawing after the course mid-term will have the grade “WP” or “WF” recorded on their transcripts. Students cannot withdraw after two-thirds of the course is completed. Students can only apply once to repeat a specific course for which a “W”, “WP” or “WF” has been given. A student who leaves without completing the process of notifying the institution of the intent to cease attendance (unofficial withdrawal) will receive an “F” for the course shown on their transcript as a “UWF”.

Students will be notified of grades each semester. Official grades and transcripts are withheld if the student has unpaid school charges. Mid-term nursing course grades are issued only to students who are doing unsatisfactory work at that time.

### **Promotion Policy**

To be eligible for promotion to the next level or course, the student must:

1. Maintain a cumulative grade point average of 2.00 or above. The cumulative grade point average is defined as the total of all grade points received for courses listed in school curriculum plan divided by the total number of credit hours.
2. Complete course prerequisites or their equivalent with a “C” or better.
3. Submit a completed End-of-School Year Checklist (including financial obligations) at the end of each academic year.

When a student fails to maintain a cumulative and semester grade point average of 2.00 or above due to a grade in a support course, the student will be placed on financial aid warning until the end of the following semester. A warning period is considered one semester. In order to be removed from financial aid warning, a student must obtain a cumulative and semester GPA of 2.00 at the end of the warning period. Failure to resolve warning status will result in mandatory withdrawal from the School of Nursing.

## **Graduation Requirements**

To be eligible for graduation, each student must:

1. Satisfactorily complete the required nursing courses within a five-year calendar period.
2. Complete non-nursing support courses as stated in the school catalog.
3. Settle financial account with the accounting department of the hospital.
4. Complete and return the End-of-School Year Checklist to the Admissions, Recruitment, and Financial Aid office.
5. Have a minimum cumulative G.P.A. of 2.00.
6. Complete 4 hours of community service per academic year.

## **Licensure Eligibility**

The graduate of this program is eligible to apply to take the National Council Licensure Examination (NCLEX) for licensure as a registered professional nurse. In the state of Illinois, applicants must provide information on convictions of any criminal offenses in any state or federal court, personal history of any past or present chronic illnesses that would interfere with the ability to practice, dishonorable discharge from the service, and loss of professional license or permit. Graduates must be fingerprinted and include the receipt with the application for testing.

## **Audit Policy**

Request for auditing a theoretical and/or lab component of a course will be considered on an individual basis. Clinical components may not be audited.

## **Withdrawal and/or Dismissal**

The School of Nursing faculty has the responsibility to recommend the withdrawal and/or dismissal of any student whose physical or emotional health or behavior makes continuance in the nursing program inadvisable.

A student who withdraws, is asked to withdraw, or is dismissed must complete the school Withdrawal Form available from the office of the Coordinator of Student Affairs and may reapply in accordance with the admission procedure policy. Reapplication will be considered on an individual basis by the Admissions, Retention, Promotion, and Graduation Committee. A student who withdraws or is dismissed while enrolled at Spoon River College is requested to also complete a Withdrawal Form at Spoon River College.

Submission of falsified documentation for admission, financial aid, or promotion, will result in dismissal from the program.

## **Failure to Progress Form**

A student who fails to meet the requirements to progress in the program is asked to complete this form, which is available from the office of Coordinator of Student Affairs.

## **Grade Reports**

Grade reports are sent to the student at the end of each semester after an official transcript of support course grades are received. Mid-term nursing course grades are issued only to students who are doing unsatisfactory work at the time.

Nursing course grades are issued to individual students by their instructor.

Semester grade reports include courses completed at Spoon River College and Graham Hospital School of Nursing and are issued to the individual student and the agencies or organizations that are sponsoring a student, upon the student's written authorization.

Students have 5 business days from the date of release to raise questions concerning grade reports. Contact should be made with the proper instructor.

## **Honors**

At the end of each semester, students who have achieved a semester grade point average of 3.50 to 4.00 are named to the Director's Academic Honor List. Students who have a semester nursing course grade point average of 3.00 to 3.49 are named to the Nursing Honor Roll. To receive honors, students must have been enrolled in and successfully completed a nursing course during the semester.

## **Graduation Honors**

Graduation Honors are based upon the following cumulative grade point average:

3.50-4.00 Graduating with High Honors

3.00-3.49 Graduating with Honors

## **Credit/Clock Hour Definitions**

The semester hour is the unit of academic credit. Semester credit hour calculation is based on the number of theory and clinical hours (clock hours) in our 16-week semester. A clock hour is equal to 60 minutes. Theory and clinical hours listed in the course descriptions refer to clock hours per week. Theory: one (1) semester credit hour = 16 theory hours/semester (1:1 ratio). Clinical: one (1) semester credit hour = 48 clinical/laboratory hours/semester 1:3 ratio).

Revised: 3/9/92, 7/95, 2/26/96, 6/97, 1/13/99, 4/24/00, 5/29/02, 5/22/03, 5/27/05, 5/24/06, 5/25/07, 5/20/08; 5/20/09, 5/24/12, 5/19/14, 8/1/14, 5/22/15, 5/23/17, 4/16/18, 4/22/19, 2/20/20, 3/25/20, 1/21/21, 4/18/22  
Reviewed: 4/18/16, 5/23/17, 4/16/18, 4/22/19

## Graham Hospital School of Nursing

### Transfer of Credit Policy

At Graham Hospital School of Nursing, transfer credits will be reviewed and accepted at the discretion of the Coordinator of Student Affairs/Director. Grades of C or better are required for all accepted transfer credits.

Adopted: 6/30/11

Reviewed: 5/19/14, 5/22/15, 4/18/16, 5/23/17, 4/16/18, 4/22/19, 1/21/21, 4/18/22

Revised: 2/20/20, 11/28/22

### Guidelines for Administration of Test Assessment

Students who receive one examination failure in a specialty course or two examination failures in a semester course before mid-term (less than 80% on each examination) or those who the instructor feels would benefit from an assessment will be offered a test assessment with the assigned instructor. Additional assessments may be used at the discretion of the instructor or at the request of a student.

This assessment tool consists of up to four parts: Part A (Test Assessment Agreement), Part B (Student Test Preparation Assessment), Part C (Analysis of Incorrect Questions), and Part D (Student Test Assessment Remediation/Action Plan). Part B may be administered orally by the responsible instructor or the instructor may choose to have the student complete this section prior to the scheduled conference. If deemed necessary by the instructor after examining the student's study skills (Part B), Part C will be completed. The student and instructor will go over each question, which the student missed on the exam. The student uses the exam techniques to answer these questions. (The student does not look at his former answer or at the correct answer on the answer key while completing Part C). After completing the Test Assessment, the instructor, with student input, will analyze the results. A plan will then be developed on how to improve the student's success. A copy of Parts C and D will be given to the student, and all other parts will be kept in the instructor's files.

Rationale/reasons to complete a test assessment:

1. This assessment tool is to help the student recognize and/or evaluate potential problem areas that in turn may have influenced their performance on the examination(s).
2. Adequate documentation by the instructor allows for verification that student needs are being met.
3. These questions will possibly reveal the student's potential impediments to successfully pass an examination and in turn being successful on NCLEX.
4. It will ensure that students, who want help, will receive help.
5. Students who have poor study skills will receive guidance to improve their skills.
6. Students who have difficulty focusing may learn coping skills and can be referred to those who may help with those situations.

This test assessment is not mandatory; however, this should be offered to the student who meets the above criteria.

Dev. 1/90

Reviewed: 7/1/12, 10/5/15, 5/22/17

Revised: 1/12, 4/8/13, 10/6/14, 5/22/18, 5/22/19, 5/22/19, 5/17/21, 5/18/22, 8/29/22, 11/14/22

Graham Hospital School of Nursing  
PART A: Test Assessment Agreement

I acknowledge that my instructor has offered me the option to take the *Test Assessment* for the following reasons: (mark all that are applicable)

\_\_\_\_\_ 1) One examination failure in a specialty course or two examination failures in a semester course

\_\_\_\_\_ 2) My desire to benefit from the Test Assessment

\_\_\_\_\_ 3) At discretion of the instructor

\_\_\_\_\_ 4) Other \_\_\_\_\_

\_\_\_\_\_ I will make an appointment with my instructor to complete a Test Assessment.

\_\_\_\_\_ I decline to make an appointment with my instructor to complete a Test Assessment.

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Faculty Name \_\_\_\_\_ Date \_\_\_\_\_

Instructor's Follow-up Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approved: 4/8/13

Revised: 5/20/13, 10/6/14, 5/18/22, 8/29/22

Reviewed: 10/5/15, 5/22/17, 5/22/19, 11/14/22

## PART B: Student Test Preparation Assessment

Directions: Complete the following with brief and concise answers.

### **Preparation:**

Did you attend class? If answer is no, why not?

Did you participate in class? If answer is no, why not?

Did you study for this examination? If answer is no, why not?

How many hours per week did you spend time studying this content?

Did you read your assignment before class? If yes: *All* of the assigned readings? *Portions* of the assigned reading? If the answer is *none* of the readings, what is the reason for not doing this?

When you did read, did you take notes while reading the information?

Did you study the learner outcomes? Did you review and answer the learner outcomes?

Did you review the content/topics discussed/handouts from class before and after the content/topic has been discussed in class?

Did you belong to a study group? If so, how many were in the group? How did the group function? In what environment did you meet?

Did you attend the review session? (When offered)

Did you complete the sample questions that were provided? (When offered)

Did you “cram” for the examination?



**Time Management:**

Are you taking other courses?

When do those courses meet?

Are you employed?

What is your typical work schedule?

What are your family roles/responsibilities?

Do these family roles/responsibilities allow you adequate, uninterrupted study time in your home environment?

**Personal:**

Did you receive adequate rest/sleep (7 hours) the night before the exam?

Did you eat a healthy breakfast?

Do you believe that you suffer from test anxiety?

Do you do relaxation exercises prior to the examination?

Do you believe you have a problem with test-taking ability?

Student signature: \_\_\_\_\_ Instructor signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dev. 1-12-09

Reviewed: 10/5/15, 5/22/17, 5/22/19

Revised: 3/5/12, 7/1/12, 10/6/14, 11/14/22

## SUMMARY OF EXAM TECHNIQUES FOR MULTIPLE CHOICE QUESTIONS

### Helping Students Analyze their Answers

**Directions:** To complete this form, list the number of each test question that you missed in the first column. Then mark an X under the description that best explains why you missed the question. Sometimes you will mark more than one reason for a question. If you missed a question for a reason other than those listed, clearly specify the reason in the Other column on the right side of the chart. Next, add the number of Xs under each reason. These numbers indicate the areas of study on test-taking strategies that need more attention.

#### A. Be Sure You Know What The Question is Asking

- Read question carefully.
- Note important words.
- Try to answer the questions yourself before you look at the answer options.
- Create a pool of possible answers; jot down key word(s) for each.

#### B. Consider Each Option Carefully

- Compare answer options given on exam with your own pool of possible answers.
- Re-read the question carefully noting key words.
- Read the answer options carefully noting key words.
- Note each answer option as either true, false, T?, F?, or ?.

#### C. Use Your Knowledge When Choosing the Best Answer

- Choose your answer based on what you have learned in the course. For example, choose an answer noted as true above one marked.
- Do not choose an answer just because “it sounds good.” If you have not heard of it before in lecture, the textbook, etc.—it may be a cleverly-worded distractor.

#### D. Use Your Time Wisely

- Do not spend too long on any one question.
- Read the question and answer options carefully (twice if necessary).
- If you are unsure which choice is correct, guess and note the question number so you can come back to it if you have time.
- Do not be in a hurry to leave. Check to be sure you have answered all questions.
- Check carefully for clerical errors (marking wrong answer by mistake).
- Read each stem with the answer you have marked to be sure it makes sense.

#### E. If You Do Not Understand The Question or Answer Option Ask For Help (Instructor discretion)

- Ask the instructor to clarify what is not clear.
- Ask the instructor to restate a confusing question or option.

#### F. Do Not Change Your Answers Unless there is Reason

- The only time you should change an answer is when you know why the first answer is wrong and/or why the second answer is right.
- Never change an answer just because you feel uncertain.

# OBJECTIVE EXAM ANALYSIS WORKSHEET

Student \_\_\_\_\_ Course \_\_\_\_\_ Exam \_\_\_\_\_  
Grade \_\_\_\_\_ Date \_\_\_\_\_

[illegible]

## Suggestions to Improve Exam Performance

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Class: \_\_\_\_\_

### Priority # \_\_\_\_\_ Lack of Knowledge

- \_\_\_\_\_ 1. Use study guide/learner outcomes/specific class guidelines to identify important content while reading textbook.
- \_\_\_\_\_ 2. Write out key points from #1 and use for later review.
- \_\_\_\_\_ 3. Take careful notes during class.
- \_\_\_\_\_ 4. As soon as possible after class and at the end of each week, review #2 and #3 from above.
- \_\_\_\_\_ 5. Participate in study group each week.
- \_\_\_\_\_ 6. Use NCLEX review books to review important content and to practice application on review questions.
- \_\_\_\_\_ 7. Predict exam questions. Use these for group review.
- \_\_\_\_\_ 8. Schedule time to review each lecture carefully before each exam.
- \_\_\_\_\_ 9. Note weak areas such as pathophysiology, medication side effects, lab values, etc. and study flash cards.
- \_\_\_\_\_ 10. Other: \_\_\_\_\_

### Priority # \_\_\_\_\_ English Skills

- \_\_\_\_\_ 1. Look up vocabulary terms/new words identified in reading assignment, lecture, and study groups, etc.
- \_\_\_\_\_ 2. Write out the meanings of these words, note pronunciation, and use them in a sentence. Make flash cards or write them in a notebook.
- \_\_\_\_\_ 3. Drill on these words several times each week.
- \_\_\_\_\_ 4. If you don't understand an exam question or answer choice, ask the instructor for clarification.
- \_\_\_\_\_ 5. Other: \_\_\_\_\_

**Priority # \_\_\_\_\_ Exam Anxiety**

- \_\_\_\_\_ 1. Over-prepare for exams so that you feel confident about your knowledge.
- \_\_\_\_\_ 2. Use recommended exam skills on every question. This helps you think logically.
- \_\_\_\_\_ 3. Use positive self-talk, e.g., “I know these concepts.” “I am going to do well on this exam.”
- \_\_\_\_\_ 4. Don’t spend too long on a difficult question. This lowers your confidence and increases anxiety. Read it carefully 2 times, guess, and move on to easier questions. Come back later if you have time.
- \_\_\_\_\_ 5. Remain calm, remember what you have learned, and apply knowledge and exam skills.
- \_\_\_\_\_ 6. Practice relaxation techniques (deep breathing, close your eyes, etc.) so you can use them p.r.n.
- \_\_\_\_\_ 7. Eat well, get adequate sleep, and exercise.
- \_\_\_\_\_ 8. Avoid the classroom before the exam.
- \_\_\_\_\_ 9. Arrive early.
- \_\_\_\_\_ 10. Write down key facts (labs values, formulas, etc.) first once you begin your exam.
- \_\_\_\_\_ 11. Other: \_\_\_\_\_

**Priority # \_\_\_\_\_ Exam Skills**

- \_\_\_\_\_ 1. Read each question carefully and note key words.
- \_\_\_\_\_ 2. Give your own answer (write down a few words BEFORE looking at choices given on exam).
- \_\_\_\_\_ 3. Evaluate each answer choice as T, F, T?, F?, ?.
- \_\_\_\_\_ 4. Choose the best answer based on what you learned in this class.
- \_\_\_\_\_ 5. Don’t change an answer unless you know why the first answer is wrong. Never change an answer just because you feel uncertain.
- \_\_\_\_\_ 6. Practice application of knowledge using case studies and NCLEX review questions.
- \_\_\_\_\_ 7. Other: \_\_\_\_\_

**Priority # \_\_\_\_\_ Other (Please Specify Below):**

Dev. 1/09

Reviewed: 7/1/12, 10/5/15, 5/22/17

Revised: 1/12, 10/6/14, 5/22/19, 11/14/22

PART D: Student Test Assessment Remediation/Action Plan

As a result of completing the *Test Assessment*, what do you think are your main problems with study habits and test-taking skills?

---

---

---

---

---

MY GOAL(S) FOR IMPROVING MY COURSE GRADES AND TEST GRADES:

---

---

---

---

---

As a result of what you learned from your *Test Assessment*, how are you going to change your study habits in order to achieve better grades as well as a better understanding of the course materials?

---

---

---

---

---

As a result of what you learned from your *Test Assessment*, how are you going to change your test-taking strategies?

---

---

---

---

---

Instructor's Follow-up Evaluation

---

---

---

---

---

Student

Name \_\_\_\_\_ Date \_\_\_\_\_

---

Faculty

Name \_\_\_\_\_ Date \_\_\_\_\_

---

Approved: 4/8/13

Revised: 5/20/13, 11/14/22

Reviewed: 10/6/14, 10/5/15, 5/22/17, 5/22/19

## GRAHAM HOSPITAL SCHOOL OF NURSING

### Academic Grievance Policy and Procedure

Academic Grievances: Academic grievances are defined as those pertaining directly to final theory grades and clinical evaluation.

#### Academic Grievance Procedure

The Academic Grievance Procedure should be processed in the following manner:

1. The student should contact the instructor involved to attempt to resolve the problem prior to filing an academic grievance.
2. If the problem is not resolved through informal contact with the instructor, the student should submit an Academic Grievance Form (form can be obtained in the school office) to the Chairperson of the Admissions, Recruitment, Promotion, and Graduation Committee with copies to the instructor involved and the Director, detailing the reasons for requesting a hearing. The completed form must be submitted within five business days after the end of the course, which is always Friday.
3. Notification of the formal hearing date will be sent in writing to the student and the instructor involved within five business days. The hearing will be held within five business days of the receipt of the Academic Grievance Form, unless postponed in writing by the Chairperson of the Admissions, Recruitment, Promotion, and Graduation Committee.
4. Only members of the Admissions, Recruitment, Promotion, and Graduation Committee not directly involved in the grievance situation will be eligible to serve as members of the Grievance Committee for this hearing. The Director of the school will select alternative instructors to serve as committee members during the hearing to serve as replacements for ineligible members of the Admissions, Recruitment, Promotion, and Graduation Committee.
5. Minutes of the hearing will be filed in the office of the Director.
6. The only ones that have the right to be present in the hearing are the student and the instructor(s). The instructor(s) presence may be requested by the committee. If the student refuses the committee's request to attend, the grievance will be dismissed.
7. After closing statements, the Admissions, Recruitment, Promotion, and Graduation Committee will make their decision out of the presence of the student and the involved instructor.
8. A simple majority will constitute a decision and voting will be done by secret ballot.
9. The Chairperson of the Admissions, Recruitment, Promotion, and Graduation Committee will convey the decision in writing to the student, the involved instructor, and the Director of the School of Nursing within five business days.

10. PROCEDURE TO APPEAL COMMITTEE DECISIONS ON ACADEMIC GRIEVANCES

- A. If the student desires to appeal the decision of the Committee, the request for appeal must be submitted in writing to the Director within five business days after receipt of the written decision.
  - B. If a request for appeal is not made within five business days following receipt of the written notice, the decision shall be final and binding.
  - C. The Director will appoint an Appeal Committee to review the grievance and decision. Members of the Appeal Committee shall not be instructors involved directly in the grievance or members of the Admissions, Recruitment, Promotion, and Graduation Committee. In the event that two instructors are not available, the Director may ask the Vice President of Quality to serve on the committee.
  - D. The Appeal Committee chaired by the Director will meet within five business days. Presence of the student and/or involved instructor may be requested.
  - E. The student and involved instructor will be notified in writing within five business days of the appeal decision.
  - F. Formal minutes of the appeal meeting will be kept in the office of the Director.
11. The Academic Grievance procedure must be completed within the academic year in which the grievance was filed.

Adopted: 5/92

Reviewed: 4/14/99, 6/1/11, 7/1/12, 4/18/16, 5/23/17, 4/16/18, 4/22/19, 2/20/20, 4/26/21-FO

Revised: 2/26/96, 5/23/96, 5/30/13, 5/19/14, 5/22/15, 3/25/20, 4/27/20, 4/19/21-A&R



GRAHAM HOSPITAL SCHOOL OF NURSING  
Academic Grievance Form

NAME \_\_\_\_\_

DATE \_\_\_\_\_

Instructions: Please make a brief statement of your academic grievance. If you are grieving an academic policy, please list the policy and reason(s) that you are grieving enforcement of stated policy.

Grievance:

Grievant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Submit the completed grievance form to the Chairperson of Admission, Retention, Promotion, and Graduation Committee within five business days of the end of the course.

**Note:** Refer to the Academic Grievance Policy and Procedure in the Student Handbook. A hearing will be held within five business days of receipt of the Academic Grievance Form. You will be notified of the hearing date and time in writing. **The student must be present at the hearing. If you refuse to attend, the grievance will be dismissed.**

Date of Response to Grievant \_\_\_\_\_  
(Within five business days after receipt of grievance)

Initial hearing date & time \_\_\_\_\_

Decision Rendered: \_\_\_\_\_ Date: \_\_\_\_\_

Grievant Response:

I have read the decision of the Grievance Committee. Please check response:

I agree \_\_\_\_\_ I disagree \_\_\_\_\_ I wish to appeal decision \_\_\_\_\_ \*

\*Written request for appeal must be submitted to Director within five business days of receipt of written decision.

Grievant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Date 5/23/96

Reviewed: 6/1/11, 7/1/12, 4/18/16, 5/23/17, 4/16/18, 4/22/19, 2/20/20, 4/19/21

Revised: 9/24/03, 5/19/14, 5/22/15, 3/25/20

## GRAHAM HOSPITAL SCHOOL OF NURSING

### Attendance Policy

Regular, prompt attendance in the classroom and clinical experience is necessary if students are to accomplish the objectives of the course. An absentee record is turned in daily by each instructor and a cumulative absentee record is kept by the Office Manager. A student will be counted absent if more than 50% of the class/theory is missed.

Attendance and punctuality for clinical and theory are professional behaviors that are considered when awarding some scholarships and writing job references.

#### Theory Absence Policy

Students are encouraged to attend all classes. The student is required to notify the instructor of all absences according to the instructor's guidelines. When students are absent from theory, they are responsible for the course work missed. Individual instructors may record tardiness. "Tardy" is arriving after the time class is scheduled to begin. Unreported and/or unexcused tardiness to class have consequences according to the instructor's guidelines in the course syllabus.

#### Clinical Absence Policy

An integral component of each course is the clinical experience. It is designed to allow students to demonstrate that they have met the clinical objectives. Excessive clinical absences leave instructors with insufficient data to evaluate whether a student has the necessary skills to advance through the program. As such, ***clinical absences are highly discouraged***. The student is required to notify the instructor of all absences according to the instructor's guidelines. Students are discouraged from working the night before clinical due to liability, and if considered impaired, may be sent home at the discretion of the instructor.

If an absence is unavoidable, the student is required to notify the instructor according to each instructor's guidelines in the course syllabus. *All* clinical absences must be made up before a student can pass a course. The type and date of the make-up will be decided by the clinical instructor and may be a clinical experience or an alternate assignment. Clinical time that is made up *does not* eliminate the original clinical absence from a student's record. Scheduled make-up clinicals that are missed are recorded as additional absences.

If a student misses more than one clinical in a course or more than six over the full length of the program, a meeting with the Director of the program may be required to address the situation, and this could result in course failure and/or program suspension or dismissal.

#### Medical Restriction

If a student has medical restrictions, a physician's written statement of verification is required and should be submitted to the clinical instructor. A copy is maintained in the student's health file. In accordance with the clinical agency's guidelines regarding medical restrictions, the clinical instructor will notify the student whether a clinical absence is required. Appeals are handled through the Academic Grievance Procedure.

Reviewed: 7/1/12, 5/19/14, 5/23/17, 4/16/18, 4/22/19, 2/20/20, 4/26/21-FO, 4/18/22

Revised: 4/14/04, 4/19/06, 9/17/07, 11/17/14, 3/21/16, 4/18/16, 4/19/21, 11/27/23

## Bereavement

Students may be allowed three unrecorded absences upon the death of an immediate family member. Immediate family is defined as follows:

Mother, father, spouse, domestic partner, child, brother, sister, step-mother, step-father, step-child, step-brother, step-sister, mother-in-law, or father-in-law.

Students may be allowed one unrecorded absence upon the death of other near relatives for the purposes of attending the funeral or memorial service. Near relative is defined as follows:

Grandparent, grandparent-in-law, grandchild, grandchild-in-law, sister-in-law, brother-in-law, daughter-in-law or son-in-law.

Request for absence due to bereavement not listed above may be considered by the Director of the school.

Adopted: 5/92

Reviewed: 7/1/12, 5/19/14, 4/18/16, 5/23/17, 4/16/18, 4/22/19, 2/20/20, 4/19/21

Revised: 4/93, 7/95, 2/26/96, 5/24/99, 12/6/99, 3/13/00, 5/22/03, 5/24/06, 5/22/15, 4/25/22

## Attendance Policies For School Functions

Attendance at the Professional Issues Luncheon, Welcome Picnic, and Senior Recognition Banquet is mandatory for ALL students. Attendance at the Graduation ceremony is mandatory for all seniors. Excused absences may be granted by the Director of the school.

Revised: 1/93, 4/15/96, 4/28/97, 1/28/98, 5/20/08, 5/26/11, 7/1/12, 4/22/19

Reviewed: 5/19/14, 5/22/15, 4/18/16, 5/23/17, 4/16/18, 2/20/20, 4/19/21, 4/18/22

## Student Pregnancy Disclosure

Complete Student Pregnancy Disclosure Form on next page.

Reviewed: 7/1/12, 5/19/14, 5/23/17, 4/16/18, 4/22/19, 2/20/20, 4/19/21, 4/18/22

Revised: 4/14/04, 4/19/06, 9/17/07, 11/17/14, 3/21/16, 4/18/16

## GRAHAM HOSPITAL SCHOOL OF NURSING

### Student Pregnancy Disclosure Form

Graham Hospital School of Nursing ensures compliance with the Department of Education (DOE) regulations whereby a college “shall not discriminate against any student, or exclude any student from its education program or activity, including any class, or extracurricular activity, on the basis of such student’s pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom.”

In order for Graham Hospital School of Nursing to be compliant with this directive, and in order to be cognizant of special needs that may arise for a pregnant person, it is important that the student disclose the pregnancy to the Coordinator of Student Affairs, the Director of the School of Nursing, and any faculty members or staff on a need-to-know basis. Disclosure to faculty is necessary so that the faculty member can be aware of the pregnancy if any problems arise, as well as for safety in course and clinical planning. Disclosure of the pregnancy to fellow students or other individuals is at the student’s own discretion.

I am disclosing to Graham Hospital School of Nursing my pregnancy. My anticipated due date is \_\_\_\_\_.

In the event that there may be modifications required at GHSON due to my pregnancy, I request to participate in any discussions regarding these modifications.

Student comments:

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

GHSON Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Approved:

Reviewed: 5/23/17, 4/16/18, 4/22/19, 2/20/20, 4/26/21-FO, 4/18/22

Revised: 4/19/21-A&R

## Graham Hospital School of Nursing

### Smart Device Policy

No smart devices (cell phones, smart watches, personal computers, tablets, etc.) are allowed in the classroom or on clinical without instructor approval.

School computers are available for student use during class and clinical time.

Dev. 5/18/15

Reviewed: 5/22/17, 5/22/19, 9/13/21

Revised: 5/18/22

## GRAHAM HOSPITAL SCHOOL OF NURSING

### Civility Policy

Graham Hospital School of Nursing is an academic professional environment where a certain etiquette or set of customary rules of courtesy apply. All students, instructors, and staff have a responsibility to maintain a positive environment conducive to teaching and learning. Each individual has a responsibility to behave professionally, and to treat others with respect at all times. Distractions and inappropriate behavior, by any individual, can easily hinder and disrupt this process.

This policy is supported by the ANA in the published ANA Code of Ethics:

Provision 1: “The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual....”

1.5: Principles of respect extend to all encounters, including colleagues. “This standard of conduct precludes any and all prejudicial actions, any form of harassment or threatening behavior, or disregard for the effect of one’s actions on others”

3.4: “Nurse educators have a responsibility to....promote a commitment to professional practice prior to entry of an individual into practice”

In order to assure that all students have the opportunity to gain the most from time spent in the school, classroom, and clinical setting, students are prohibited from engaging in any form of incivility including, but not limited to, the behaviors listed below.

#### **Level I Behaviors**

See course syllabus.

#### **Level II Behaviors**

1. Cheating on exams, quizzes, homework. (See Academic Dishonesty Policy)
2. Behavior, at any facility or activity, demonstrating gross disrespect in any form to anyone including the use of taunting, belittling, vulgarity, and profanity.
3. Harassment of any kind. (See Sex Discrimination and Sexual Misconduct Policy (Title IX) pp. 18-30).
4. Demanding make-up exams, extensions, grade changes, special favors, or arguing relentlessly over a grade or test question.
5. Utilizing a cellular phone and smartwatch/device in any school function, including but not limited to theory, clinical, observation, or skills lab, in breach of the Social Networking Policy (see Social Networking Policy).

#### **Level II behaviors will result in the following**

Because these behaviors result in a negative learning environment that impedes the ability of the other students to learn, the student will be asked to leave the classroom or clinical setting.

1. Refusal to leave the class or clinical setting will result in notification of Security.
2. The instructor will schedule a meeting with the Director and student as soon as possible.
3. Disciplinary action by the Director may include any or all of the following:
  - Failure of assignment, activity or test.
  - Academic failure of course and/or clinical.
  - Academic suspension at the discretion of the Director.
  - Dismissal from the School of Nursing.

4. Documentation of the incident may be placed in the student's file and given to appropriate Graham Hospital administration personnel/departments with possible referral of the incident to the Graham Hospital attorney.
5. Students who receive an administrative withdrawal are subject to return of Federal Student Aid. See Financial Aid Handbook.
6. Hospital Security assistance as indicated.

### **Level III Behaviors**

1. Threats – Spoken or written words and/or behaviors that intimidate or menace others.
2. Actual physical harm against anyone.
3. Breach of Confidentiality/HIPAA

### **Level III behaviors will result in the following**

Because these behaviors result in an unsafe learning environment, there will be zero tolerance.

1. Security personnel will be called immediately.
2. Director will be notified immediately.
3. Security personnel will escort the student off of the hospital/school premises.
4. The student will not be allowed on the hospital/school premises until notified by the Director or designee.

Approved: 1/29/07

Reviewed: 6/1/11, 7/1/12, 5/19/14, 5/22/15, 5/23/17, 4/16/18, 2/20/20, 4/26/21-FO

Revised: 2/22/16, 6/25/19, 4/19/21-A&R, 4/25/22

GRAHAM HOSPITAL SCHOOL OF NURSING

Civility Policy Incident Form

NAME OF STUDENT \_\_\_\_\_ DATE/TIME OF INCIDENT \_\_\_\_\_

NAME OF INSTRUCTOR \_\_\_\_\_ PLACE OF INCIDENT \_\_\_\_\_

DESCRIPTION OF INCIVILITY INCIDENT: \_\_\_\_\_ (Circle one) Level I/ II/ III Behavior

---

---

---

---

STUDENT RESPONSE TO INSTRUCTOR:

---

---

---

---

ACTION PLAN: \_\_\_\_\_

---

---

---

COMMENTS: \_\_\_\_\_

---

---

---

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

INSTRUCTOR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Send copy to Director and Coordinator of Student Affairs (Level II or III).

DEV. 5/22/13

Reviewed: 5/22/15, 5/23/16, 5/23/17, 4/16/18, 2/20/20, 4/26/21-FO, 4/18/22

Revised: 4/19/21-A&R



## GRAHAM HOSPITAL SCHOOL OF NURSING

### ATI Resources Policy

#### **WHAT IS ATI??**

- ATI ® (Assessment Technologies Institute) is a comprehensive review program designed to enhance student academic and NCLEX success.
- ATI is administered throughout the GHSON curriculum.
- The comprehensive program offers multiple assessment (tests) and remediation activities online. These include assessment Indicators for academic success, critical thinking and learning styles. Also available online are tutorials, online practice assessments, review modules, eBooks and proctored assessments over the major content areas in nursing.
- The ATI tools, in conjunction with our nursing program content, assist students to prepare more efficiently, as well as increase confidence and familiarity with nursing content, test taking, NCLEX preparation and future professional career.
- Data from student testing and remediation can be used for program's quality improvement and outcome evaluation. Instructors have online access to how the student is accessing (time spent in ATI programs) and performing (scores on each ATI modules/assessments).
- Research has demonstrated a strong correlation between first-time NCLEX pass rates and the use of ATI proctored assessments.
- ATI information and orientation resources can be accessed online through the My ATI tab. It is highly recommended that every student spends time navigating these valuable orientation resources.
- Students may be required to provide documentation of completion of ATI assessments/modules. To provide documentation of completion, click on the "Results" tab. In addition, submission of remediation may also be required per course (see syllabus for details).

**STUDENT ACKNOWLEDGEMENT Initial all and sign below:**

\_\_\_\_\_ I have received a copy of and have read the ATI RESOURCES POLICY.

\_\_\_\_\_ ATI Confidentiality Statement: I understand that “All test questions are the copyrighted property of ATI. It is a violation of law to copy or give others any part of the ATI test. If you violate this, ATI may seek legal action and you could be subject to civil and criminal penalties” (Assessment Technologies Institute. (2020). *ATI proctor process guide*. Author). This statement applies to any Practice or Proctored Assessments.

\_\_\_\_\_ I understand that academic dishonesty concerning the use of ATI assessment products can result in being denied access to all ATI site assessments and products as well as potential civil or criminal penalties, as well as disciplinary action deemed necessary by Graham Hospital School of Nursing (GHSON).

\_\_\_\_\_ The Graham Hospital School of Nursing ACADEMIC DISHONESTY policy (GHSON Student Handbook: ACADEMIC DISHONESTY) prohibits academic dishonesty, which includes but is not limited to, cheating, plagiarism, falsification, fabrication, any abuse of academic materials, and complicity in academic dishonesty which includes all ATI materials that may be used in your curriculum. *Sharing academic materials in any form is academic dishonesty.*

\_\_\_\_\_ I understand that it is my responsibility to utilize all of the ATI books, tutorials, modules, learning systems/remediation, practice assessments, focused reviews and other ATI resources to the best of my ability.

Signature\_\_\_\_\_ Printed Name\_\_\_\_\_

Date\_\_\_\_\_

Approved: 10/12/15

Reviewed: 5/22/17, 4/12/21

Revised: 5/28/19, 5/27/21, 4/10/23

## GRAHAM HOSPITAL SCHOOL OF NURSING

### Community Service Guidelines

#### COMMUNITY SERVICE

Graham Hospital School of Nursing values service and giving back to the community. For future nurses, participating in community service activities provides a sense of personal values and civic responsibility. Service activities are rewarding experiences for all persons involved. Graham Hospital School of Nursing has incorporated community service into the curriculum. Students will have the opportunity to provide a service to their community, but at the same time gain a better understanding of the resources available.

#### COMMUNITY SERVICE REQUIREMENTS

Each nursing student will be required to complete a minimum of 12 community service hours while enrolled at Graham Hospital School of Nursing. The student must complete a minimum of four hours per year. A maximum of 4 hours per year will be accepted for any individual activity. A community service activity is one that meets an unmet need, and the provider of the service is not directly benefited. In other words, it provides a service where no one is normally paid to do the service.

Community service activities include, but are not limited to:

- \* volunteering to work at health screenings/health fairs
- \* serving as volunteers for Graham Hospital-sponsored events that serve the public
- \* volunteering to work with various human service agencies

Examples that *would not be accepted* include:

- \* Community service requirements assigned as part of a course requirement at GHSON.
- \* Walking in an event (such as the Fragile X Walk/Run) is not a service – but working as a volunteer would be acceptable.
- \* Donating food, clothing, etc. to an agency is not a service – but working as a volunteer to go around and collect the donations would be acceptable.
- \* Donating money to a charity is not service – but working as a caller or canvassing would be acceptable.

Because all opportunities students may explore may not meet the community service criteria, students should inquire about the acceptability of a particular activity with the program Director, before it is completed if unsure of whether it will qualify as required hours. One example is volunteering at Rock Steady Boxing, which is available only to students who have completed NUR 250 or who are currently enrolled in NUR 310.

#### COMMUNITY SERVICE REPORTING

Service hours must be signed and submitted by the end of each semester in order to receive credit for your community service hours. For your graduating year, service hours must be signed one week prior to the end of the semester. You must submit your signed report form to the GHSON Office Manager. If not signed and submitted by the end of that semester, **you will not receive those hours and you will have to replace them.**

Each community service activity will be submitted on a Community Service Hours Report Form.

Dev. 5/23/12

Revised: 8/20/12, 7/23/13, 5/19/14, 5/22/15, 4/16/18, 2/19/19, 4/22/19, 1/23/20, 4/20/20, 4/19/21-A&R, 4/18/22, 4/24/23

Reviewed: 5/23/16, 5/23/17, 4/26/21-FO

Graham Hospital School of Nursing

Community Service Hours Report Form

Student Name: \_\_\_\_\_

Class of \_\_\_\_\_

Date of Service	
Service Site	
Detailed Description of Service or Beneficiary of Service	
Hours of Service	

Agency Representative Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_ (printed)

Agency Representative Signature: \_\_\_\_\_

I certify that the above information was completed in good faith and is correct to the best of my abilities.

Student Signature: \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Approved: 5/23/12

Revised: 8/20/12

Reviewed: 5/19/14, 5/22/15, 5/23/16, 5/23/17, 4/16/18, 4/22/19, 4/20/20, 4/19/21-A&R

GRAHAM HOSPITAL  
SCHOOL OF NURSING

Confidentiality Of Student Records

In accordance with the Family Educational Rights and Privacy Act of 1974, Graham Hospital School of Nursing ensures the confidentiality of student records, and that records (including emergency contact information, the cumulative record, health record, advising record, and financial aid record) will not be released other than emergency situations without the written consent of the student, except in the following situations:

1. to other school officials including faculty within the institution who have legitimate educational interests.
2. to authorize representatives of: a) the Comptroller General of the United States, b) the Secretary of the Department of Education, c) State educational authorities, d) accrediting authorities, e) auditors, f) law enforcement personnel in furtherance of a missing person investigation.
3. in connection with the student's application for and receipt of financial aid.

Records will be maintained in locked files in the office of the Coordinator of Student Affairs.

Individuals, other than the Coordinator, who review records will be required to sign an Educational Records Review form indicating date and purpose of review.

Approved: 2/18/91

Reviewed: 4/28/97, 2/10/99, 6/30/11, 6/29/12, 5/19/14, 5/22/15, 4/28/16, 5/23/17, 4/16/18, 4/22/19, 1/23/20, 4/19/21, 4/18/22

Revised: 9/17/12

# GRAHAM HOSPITAL ASSOCIATION SCHOOL OF NURSING

## Educational Records Review Form

Student \_\_\_\_\_ Class of \_\_\_\_\_

DATE -----	BY WHOM -----	PURPOSE -----
1. _____	1. _____	1. _____
2. _____	2. _____	2. _____
3. _____	3. _____	3. _____
4. _____	4. _____	4. _____
5. _____	5. _____	5. _____
6. _____	6. _____	6. _____
7. _____	7. _____	7. _____
8. _____	8. _____	8. _____
9. _____	9. _____	9. _____
10. _____	10. _____	10. _____

Directions: This sheet is stapled on the inside cover of each student's Official Admissions Record and Grade folder. Persons who have reason to review these educational records will sign with date, signature, and purpose of the review.

Rationale: The Graham Hospital School of Nursing adheres to the Family Educational Rights & Privacy Act, 1974, as amended.

Approved: 2/18/91

Reviewed 4/28/97, 2/10/99, 5/21/03, 6/1/11, 7/1/12, 5/19/14, 5/22/15, 4/18/16, 5/23/17, 4/16/18, 1/23/20, 4/19/21, 4/18/22

Revised: 4/22/19

GRAHAM HOSPITAL SCHOOL OF NURSING

Health Record Review Form

Student's Name \_\_\_\_\_ Class of \_\_\_\_\_

<u>DATE</u>	<u>BY WHOM - PURPOSE</u>
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____
5. _____	5. _____
6. _____	6. _____
7. _____	7. _____
8. _____	8. _____
9. _____	9. _____
10. _____	10. _____

Directions: This sheet is stapled on the inside cover of each student's official health record folder. Students requesting to review their records after having followed the procedure should, upon viewing their record, date, and sign and describe the purpose of viewing.

Rationale: The Graham Hospital School of Nursing adheres to the Family Educational Rights & Privacy Act, 1974 as amended.

Approved: 2/18/91

Reviewed: 6/1/11, 7/1/12 , 5/19/14, 5/22/15, 4/18/16, 5/23/17, 4/16/18, 1/23/20, 4/19/21, 4/18/22

Revised: 4/22/19

## **Graham Hospital School of Nursing**

### **Counseling and Guidance Policy**

The Coordinator of Student Affairs is available for individual guidance throughout the school year.

Each student will be assigned a faculty advisor. Faculty advisors are available for individual guidance on academic and professional matters. Students are required to meet with their advisors at least once in the fall. Students entering in the spring are required to meet with their advisor that semester. Additional meetings can be arranged by either faculty or students at any time throughout the year.

Graham's Employee Assistance Program (EAP) is a free and confidential service available to employees and students. Services are provided by counselors with a master's degree. Services provided include: marriage, family problems, stress-related problems, financial and legal difficulties, psychological and workplace conflicts. There is no cost for up to six EAP sessions. EAP is accessible 24-hours a day, 7 days per week through Spoon River Counseling and Wellness by calling 309-740-2171. If you choose to call them, please identify yourself as a Graham employee and/or student so they recognize that you are under the Graham assistance plan. EAP is a confidential resource where no one at work or school will know you've come unless you choose to talk about your experience. Names are not used on reports received by the hospital. They are just told numbers using the service for financial reimbursement.

4/28/97

Reviewed: 2/10/99, 6/1/11, 7/1/12, 5/19/14, 5/23/17, 1/23/20, 4/26/21-FO

Revised: 5/21/01, 2/13/13, 5/22/15, 2/22/16, 4/18/16, 4/16/18, 4/22/19, 4/19/21-A&R

## **Graham Hospital School of Nursing**

### **Tutoring Policy**

Tutoring assistance is available to students from a variety of sources. Please contact your instructor/advisor first if you feel that you need additional help. Graham Hospital School of Nursing students can also obtain assistance through Spoon River College's Student Success program.

Approved: 4/18/16

Reviewed: 5/23/17, 1/23/20, 4/19/21

Revised: 4/16/18, 4/22/19, 4/25/22



GRAHAM HOSPITAL  
SCHOOL OF NURSING

BLS Policy

Students must have a current American Heart Association Basic Life Support (BLS) card for health care providers by the start of the academic year.

5/24/95

Reviewed: 6/1/11, 5/24/12, 5/19/14, 4/18/16, 5/23/17, 4/16/18, 1/23/20, 4/19/21, 4/18/22, 4/24/23

Revised 2/26/96, 4/28/97, 5/22/03, 7/11/13, 5/28/15, 4/22/19

# Graham Hospital School of Nursing

## Accommodation Policy

It is the policy of Graham Hospital School of Nursing, in compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), and ADA Amendments Act of 2008 (ADAAA), to provide support services ensuring that students with disabilities have equal access to all educational opportunities offered at Graham Hospital School of Nursing. Reasonable accommodations will be made for qualified students with disabilities unless those disabilities impose an undue hardship on the School or fundamentally alter the essential characteristics or nature of the academic program. Likewise, the School need not provide the exact accommodation requested by the student. The School may provide alternate accommodations as long as they are reasonable and appropriate to make the School's programs, activities, services, and facilities accessible to that individual.

*Disability* means, with respect to an individual, a physical or mental impairment that substantially limits one or more of the major life activities of such an individual; a record of such an impairment; or being regarded as having such an impairment.

*Physical or mental impairment* means any physiological disorder or condition affecting one or more body systems; or any mental or psychological disorders.

*Physical or mental impairment* includes, but is not limited to, diseases and conditions such as orthopedic and sensory impairments, emotional illness, dyslexia and other specific learning disabilities, and Attention Deficit Hyperactivity Disorder, among others.

*Major life activities* include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, sitting, reaching, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, writing, communicating, interacting with others, and working; and the operation of a major bodily function.

For the purposes of this policy, a *qualified student with a disability* means an individual with a disability who meets the eligibility criteria established for acceptance and continued participation in the School's nursing program, including performance of the Essential Functions for Students of Nursing, with or without reasonable accommodations.

Students seeking accommodations must document that they are a person with a disability by providing information on the nature and extent of the disability, the functional limitations resulting from the disability, and the accommodation requested. Documentation is used to design a plan that:

1. Provides an equal opportunity to meet the standards of the nursing program;
2. Is based on the types of reasonable accommodation as identified by the health/education professional;
3. Accommodates only those areas impacted by the disability; and
4. Identifies the exams and testing modalities that are exempt from reasonable accommodation because they are designed to measure a particular skill and/or essential function associated with the normal roles of a professional registered nurse.

In order to initiate services, students must first complete the Graham Hospital School of Nursing *Disability Support Services Initial Request for Services* form, available from the Coordinator of Student Affairs.

Additional current and relevant documentation may be required by Graham Hospital School of Nursing from an evaluator qualified to make the diagnosis.

Other requests for Disability Support Services for disabilities not listed on the previous page will be reviewed by the Admission, Retention, Promotion, and Graduation Committee on a case-by-case basis.

Once the student's documentation is on file with the Coordinator of Student Affairs, the Coordinator will review the information and documentation provided by the student and, if and as necessary, consult with other members of the School community. In some cases, it may be necessary for the Coordinator to contact the medical or health professional providing the report to obtain further information or clarification. Although documentation from professionals may include specific recommendations for accommodation, the Coordinator reserves the right to determine what accommodation is reasonable and appropriate within the School setting and within technical and academic requirements of the program.

After the evaluation, the Coordinator will schedule an appointment with the student to discuss the appropriate accommodations, how to access available services available from Graham Hospital School of Nursing and Spoon River College, and answer any questions the student may have. The student will then complete the *Accommodations Policy Initial Request for Services* form, which the Coordinator will share with the student's instructor(s). The instructor(s) may request a meeting with the student to discuss the implementation of the accommodation. The student must complete a new *Initial Request for Services* form.

Examples of accommodations include texts in an alternate format, preferential seating, extended time (50% more) for testing, and a reduced-distraction testing environment. A *reduced-distraction testing environment* is an area that is reasonably quiet with low auditory and visual distractions. The environment doesn't need to be a private or completely distraction-free room. The Instructor may spread out test takers, provide desk carrels and/or provide ear plugs/noise-canceling head phones. A private testing environment will be approved only for a student whose accommodation could prove a distraction to other students, such as reading aloud, having a reader, or having a scribe.

Accommodations are not retroactive; that is, they do not impact tests or work completed prior to the student's submission of the relevant forms and documentation and the School's determination of any necessary accommodation. **The NCLEX or standardized tests for graduate schools may require additional documentation and may not approve accommodations granted by Graham Hospital School of Nursing.**

The student should inform the Coordinator of Student Affairs when the accommodation is not being implemented, when it is not effective or necessary, when it might need to be adjusted, or when it is no longer being utilized.

Adopted 5/30/06

Reviewed: 7/1/12, 5/19/14, 4/18/16, 5/23/17, 7/3/17, 4/16/18, 2/19/19-A&R (FACULTY HANDBOOK), 4/19/21-A&R

Revised: 4/18/11, 5/28/15, 4/22/19-A&R (STUDENT HANDBOOK), 1/23/20-A&R, 4/20/20-A&R, 4/27/20-FO, 5/25/22, 9/26/22

**GRAHAM HOSPITAL SCHOOL OF NURSING**  
**Accommodation Policy Initial Request For Services**

The purpose of this form is to give the student the opportunity to tell us about their temporary and permanent physical, psychological, and learning disabilities and to assist the School in assessing whether we can provide effective accommodations. The request process includes:

1. Submission of this Initial Request for Services form;
2. Interview with the Coordinator of Student Affairs;
3. Submission of Request for Verification of Disability/Disorder form or other documentation (if applicable).

Name \_\_\_\_\_ S.S.# XXX-XX-

Telephone \_\_\_\_\_

What is the nature of your disability?    ☐ Physical    ☐ Mental/Psychological    ☐ Learning

Please describe your disability. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you been tested for and/or received a diagnosis for your disability? If yes, please explain:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please indicate the name of the agency and/or health care professional with whom you are working.

\_\_\_\_\_

\_\_\_\_\_

Are you currently taking any medication(s) related to your disability?

☐ Yes    Specify: \_\_\_\_\_

Possible side effects: \_\_\_\_\_

☐ No

Please describe the major life activities that are substantially limited by your disability.

\_\_\_\_\_

---

Please describe how the disability affects your academic performance and/or school experience. \_\_\_\_\_

---

Have you received accommodations for your disability in previous academic settings? If yes, please explain. \_\_\_\_\_

---

Accommodations requested: \_\_\_\_\_

---

I understand that professional documentation of my disability may be required before I begin receiving accommodation services, and that I am responsible for obtaining and providing this documentation to the Coordinator of Student Affairs.

I further understand that, if I have an existing disability, I must submit this Request and any supporting documentation. If I later suspect I have a disability, I must submit this Request and schedule an appointment with an evaluator qualified to diagnose the disability.

Signature \_\_\_\_\_ Date \_\_\_\_\_

---

**Office Information Only**

Documentation of disability received:

- ☐ Yes    Date: \_\_\_\_\_
- ☐ No

Student eligible for disability support services:

- ☐ Yes
- ☐ No (explain): \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

## English as a Second Language Request for Services

At Graham Hospital School of Nursing, we do not offer English as a Second Language classes for students whose native language is other than English. However, Spoon River College does offer English as a Second Language (ESL) classes. These classes are designed to help students become proficient in both spoken and written English skills with cultural orientation to the community. Students are assisted by trained volunteer tutors. Contact Spoon River College ESL Coordinator at 309-833-6038 for more information.

In order to initiate services, you must complete the English as a Second Language Form available from the Coordinator of Student Affairs.

Adopted 5/23/11

Reviewed: 7/1/12, 5/19/14, 5/28/15, 4/18/16, 5/23/17, 4/16/18, 4/22/19, 4/19/21, 4/18/22, 4/17/23

## English as a Second Language Request for Services Form

By completing this form, I understand that a notice will be sent to my instructor(s) informing them of the services that I am requesting.

Name \_\_\_\_\_

What is your native language? \_\_\_\_\_

How long have you been in the United States? \_\_\_\_\_

Have you completed any English as a Second Language (ESL) classes? \_\_\_\_\_

Academic Term: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Complete this section for each course in which you are in need  
of classroom or testing accommodations**

**Course** \_\_\_\_\_

**Instructor(s)** \_\_\_\_\_

**Approved Classroom Accommodations:**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Approved Testing Accommodations:**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Adopted 5/23/11

Reviewed: 7/1/12, 5/19/14, 5/28/15, 4/18/16, 5/23/17, 4/22/19, 4/19/21

Revised: 4/16/18, 2/20/20, 2/20/20, 5/25/22

## Drug-Free Schools and Communities Act Amendments

Under the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, all schools must provide students with information regarding standards of conduct, legal and institutional sanctions, health risks and counseling services related to substance abuse on campus. Questions concerning this policy and/or alcohol and other drug programs, interventions and policies may be directed to the Director of the School of Nursing at (309) 647-4086.

### **School Policies & Sanctions**

As an academic community, Graham Hospital School of Nursing is committed to providing an environment in which learning and scholarship can flourish. The possession or use of illegal drugs, or the abuse of those which may otherwise be legally possessed, seriously affects the learning environment, as well as the individual potential of our students and staff. The school enforces state laws and related school/hospital policies.

The abuse of alcohol and other drugs by students, regardless of age and location (on-campus or off-campus), is prohibited by the Graham Hospital General Conduct (pgs. 9-10). The school can, and will, impose disciplinary sanctions for violations. Students are also subject to city ordinances and state and federal laws.

The school strongly encourages students and staff members to voluntarily obtain assistance for dependency or abuse problem before such behavior results in an arrest and/or disciplinary action which might result in their separation from the institution. (See Drug Screening Program & Substance Abuse Policy, pgs. 96-104).

The use of, or addiction to alcohol, marijuana, or controlled substances is not considered an excuse for violations of the Graham Hospital Code of Conduct or staff expectations, and will not be a mitigating factor in the application of appropriate disciplinary sanctions for such violations

### **Counseling & Treatment**

Help is available through the school and within the community for students and staff members who are dependent on, or who abuse the use of alcohol or other drugs. Graham Hospital has an Employee Assistance Program (EAP) which is a free and confidential service available to employees and members of their immediate household. This service is also available for students at Graham Hospital School of Nursing. (See Counseling & Guidance Policy, pg. 83)

#### **On-Campus Resources**

Graham Hospital Employee Assistance Program	Referred by the School Director (309) 647-4086
---	---



## Off-Campus Resources

Alcohol & Drug Professionals of Fulton County, Canton, IL	(309) 649-1002
Countermeasures, Pekin, IL	(309) 347-8282
Gateway Foundation Inc. Alcohol & Drug Treatment, Pekin, IL	(309) 346-8282
North Central Behavior Health Systems, Fulton & McDonough Counties	(309) 647-1881 (800) 344-8077
Richardson Counseling Center, Bartonville, IL	(309) 633-1030
Schuyler Counseling & Health Services, Rushville, IL	(217) 322-4373
Tazwood Center for Wellness, Pekin, IL	(309) 347-5522
United in Jesus Outreach Ministries	(309) 649-1618
Wells Center Mason County	(309) 543-2330

## LEGAL SANCTIONS

For specific legal sanctions and/or information on substance abuse and prevention, please go to the following links:

### Controlled Substances:

**Federal:** U.S. Department of Justice, Drug Enforcement Administration – [www.dea.gov](http://www.dea.gov) Click on “Drug Info – Federal Trafficking Penalties”. Information on prevention can be found by clicking on the “Prevention” tab.

<http://criminal.findlaw.com/criminal-charges/what-is-a-controlled-substance.html>

**State:** <http://statelaws.findlaw.com/illinois-law/illinois-drug-possession-laws.html>

### Alcohol – Illinois laws and penalties

Underage Drinking – [www.illinois.gov/ilcc/education/pages/under21laws.aspx](http://www.illinois.gov/ilcc/education/pages/under21laws.aspx)

DUI – [www.cyberdriveillinois.com](http://www.cyberdriveillinois.com) Search Illinois DUI Fact Book

### Other Helpful Sites:

[www.samhsa.gov](http://www.samhsa.gov) – U.S. Department of Health & Human Services, Substance Abuse & Mental Health Services Administration

### Health Risks of Commonly Abused Substances

<b>Substance</b>	<b>Nicknames/Slang Terms</b>	<b>Short Term Effects</b>	<b>Risks/Long Term Effects</b>
Alcohol		Slurred speech, drowsiness, headaches, impaired judgment, decreased perception and coordination, distorted vision and hearing, vomiting, breathing difficulties, unconsciousness, coma, blackouts	Toxic psychosis, physical dependence, neurological and liver damage, fetal alcohol syndrome
Amphetamines	Uppers, speed, meth, crack, crystal, ice, pep pills	Increased heart rate, increased blood pressure, dry mouth, loss of appetite, restlessness, irritability, anxiety	Loss of appetite, delusions, hallucinations, heart problems, hypertension, irritability, insomnia, toxic psychosis
Barbiturates and Tranquilizers	Barbs, bluebirds, blues, yellow jackets, red devils, roofies, rohypnol, ruffies, tranqs, mickey, flying v's	Slurred speech, muscle relaxation, dizziness, decreased motor control	Severe withdrawal symptoms, possible convulsions, toxic psychosis, depression, physical dependence
Cocaine	Coke, cracks, snow, powder, blow, rock	Loss of appetite, increased blood pressure and heart rate, contracted blood vessels, nausea, hyper-stimulation anxiety, paranoia, increased hostility, increased rate of breathing, muscle spasms and convulsions, dilated pupils, disturbed sleep	Loss of appetite, depression, weight loss, seizure, heart attack, stroke, hypertension, hallucination, psychosis, chronic cough, nasal passage injury
Gamma Hydroxy Butyrate	GHB, liquid B liquid X, liquid ecstasy, G, Georgia homeboy, grievous bodily harm	Euphoria, decreased inhibitions, drowsiness, sleep, decreased body temperature, decreased heart rate, decreased blood pressure	Memory loss, depression, severe withdrawal symptoms
Heroin	H, junk, smack, horse, skag	Euphoria, flushing of the skin, dry mouth, "heavy" arms and legs, slowed breathing, muscular weakness	Physical dependence, constipation, loss of appetite, lethargy
Ketamine	K, super K, special K	Dream-like states, hallucinations, impaired attention and memory, delirium, impaired motor function, high blood pressure, depression	Major convulsions, muscle rigidity
LSD	Acid, stamps, dots, blotter, A-bombs	Dilated pupils, change in body temperature, blood pressure and heart rate, sweating, chills, loss of appetite, decreased sleep, tremors, changes in visual acuity, mood changes	May intensify existing psychosis, panic reactions, can interfere with psychological adjustment and social functioning, insomnia
MDMA	Ecstasy, XTC, adam, X, rolls, pills	Impaired judgment, confusion, blurred vision, teeth clenching, depression, anxiety, paranoia, sleep problems, muscle tension	Same as LSD, sleeplessness, nausea, confusion, increased blood pressure, sweating
Marijuana/Cannabis	Pot, grass, dope, weed, joint, bud, reefer, doobie, roach	Sensory distortion, poor coordination of movement, slowed reaction time, panic, anxiety	Bronchitis, conjunctivitis, lethargy shortened attention span, cancer

Mescaline	Peyote cactus	Nausea, vomiting, anxiety, delirium, hallucinations, increased heart rate, blood pressure, and body temperature	May intensify existing psychosis, hallucinations at high doses
Morphine	M, morf	Euphoria, increased body temperature, dry mouth, “heavy” feeling in arms and legs	Physical dependence, constipation, loss of appetite
PCP	Crystal, tea, angel dust	Shallow breathing, flushing, profuse sweating, numbness in arms and legs, decreased muscular coordination, nausea, vomiting, blurred vision, delusions, paranoia, disordered thinking	Psychotic behavior, violent acts, psychosis, hallucinations at high dose
Psilocybin	Magic mushrooms, shrooms	Nausea, distorted perceptions, nervousness, paranoia	May intensify existing psychosis, confusion, memory loss, shortened attention span, flashbacks
Steroids	Roids, juice	Increased lean muscle mass, increased strength, acne, oily skin, excess hair growth, high blood pressure	Cholesterol imbalance, acne, baldness, anger management problems, masculinization in women, breast enlargement in men, premature fusion of long bones preventing attainment of normal height, atrophy of reproductive organs, impotence, reduce fertility, stroke, hypertension, congestive heart failure, liver damage

In the United States during 2019, the most commonly abused drugs were alcohol, marijuana, and opioids.

Opioids are a class of drugs that include illegal drugs such as heroin, synthetic opioids such as fentanyl, and prescription pain relievers such as Vicodin, codeine, and morphine. Opioids are often misused to create a sense of euphoria. They alter a person’s thinking and judgment. Regular use of opioids can lead to dependence, addiction, overdose, and death.

# Graham Hospital School of Nursing

## Drug Screening Program

All students must clear an initial urine drug test. Failure to undergo this test, a positive drug screen, or a tampered-with urine sample may result in dismissal from the program.

The initial drug screen will be completed during the summer months prior to classes starting in August. Students who are current employees of Graham Hospital and have had a drug screen completed for employment are not exempt from the school drug screening. The school conducts a different drug panel from the hospital in accordance with the requirements needed to satisfy all clinical agencies used by the school.

### Initial Procedure

1. Students receive drug screen forms from the School of Nursing Office. A school representative will escort the student to the Graham Hospital laboratory on the date determined by the school.
2. All urine specimens will be collected by trained personnel in a manner to ensure integrity of the specimen. Tampering with, altering, or contaminating a specimen in any manner will result in dismissal from the School of Nursing.
3. The student will be notified only of positive test results by the Medical Review Officer. Students have the right to appeal a positive drug test by immediately requesting in writing a retest of the original specimen at their own expense.
4. Any student with a positive test result for drugs will be provided a reasonable opportunity to establish a legitimate medical explanation for the positive test result to the satisfaction of the Medical Review Officer.

### Random Screenings

Students will be subject to random drug/alcohol screening throughout the duration of their nursing curriculum. Upon notification of a random screen, the student is required to immediately report to the office to be escorted to the lab for testing. A student could be selected more than once in a year as the names are placed back into the selection pool.

1. Positive Drug Screen: Students who have a positive drug/alcohol screen from a random test will be notified by the Medical Review Officer (steps 3 and 4 of the initial procedure listed above will be followed).
2. Disciplinary Action: Students who test positive on a random screen will be placed on probation until their graduation and will be subject to random testing for the rest of the program. A second positive test will result in dismissal from the program. Readmission will be determined on a case-by-case basis by the Admission, Retention, Promotion, and Graduation Committee. If readmitted, the student will be subject to random drug testing until graduation. Failure to comply with testing or a positive test will result in immediate dismissal.

Adopted: 5/24/12

Revised: 7/11/13, 5/19/14, 5/28/15, 9/26/22

Reviewed: 4/18/16, 5/23/17, 4/16/18, 4/20/20, 5/17/21, 5/16/22

GRAHAM HOSPITAL SCHOOL OF NURSING  
Substance Abuse Policy

Students have a responsibility to their clients to deliver care in a safe and conscientious manner. In order to ensure that this responsibility is met, students must be able to work free from the effects of alcohol and other performance-impairing substances. The School of Nursing has instituted this policy to address the hospital's need to assure our employees, students, and patients can coexist in an environment free of substance abuse in the classroom and clinical setting.

1. Any student who:

- A. unlawfully manufactures, distributes, dispenses, possesses, or uses alcohol or a controlled substance (which has not been prescribed for use by the student) on Graham Hospital owned and controlled property and/or any site where students participate in clinical experiences and/or;
- B. reports for class, clinical, skills lab practice, graduation, or conferences sponsored by Graham Hospital or the School of Nursing under the influence of alcohol or a controlled substance and/or;
- C. becomes under the influence of a controlled substance while acting in the scope of student responsibilities as a result of the use of alcohol and/or drugs which have not been properly prescribed and used in accordance with the doctor's instructions and/or;
- D. is confirmed by faculty member or nursing supervisor to have alcohol on the breath while acting in the scope of student responsibilities while on Graham Hospital controlled property and/or any site where students participate in clinical experiences.

will be subject to the following discipline:

A. **SUSPENSION:** Immediate temporary removal from the program while possible substance abuse violations are being investigated through an alcohol or drug test to be administered by Graham Hospital and until drug and/or alcohol test results are available. If test results are positive, suspension will be for a total of one week of class and clinical, recorded as school absences. Further disciplinary action will be instituted as below:

B. **PROBATION:** For a first offense, the student whose drug and/or alcohol tests results are positive will, after the suspension period of one week, be placed on probation for the remainder of the student's nursing program. Probation requires the student not use or be under the influence of drugs or alcohol while on Graham Hospital owned and controlled property and/or any site where the student participates in clinical experiences. The student will also be subject to random testing for the remainder of their school curriculum. If the random testing shows the use of any alcohol or controlled substance which has not been properly prescribed and used, the student will be subject to discipline up to and including termination. Random testing will be done while the student is at school at times and dates determined by the instructor or school Director at their sole discretion. The student will also be required to obtain substance abuse counseling, at their own cost, and follow the recommendations of the counselor after evaluation and treatment. The student, as a condition of continued enrollment, agrees to authorize the release of the evaluation results and any recommendations of the counselor to Graham Hospital so that they can monitor the recommendations imposed upon the student by the counselor. Referral information for substance abuse counseling will be provided.

- C. **DISMISSAL:** If a student on probation is confirmed to have violated the terms of Probation, the student will be immediately dismissed from the program.

Should the school later decide to readmit the student to the program, the student would be placed on probation for the remainder of the school program and be subject to random drug and/or alcohol testing which could be requested by the instructor or school Director at any time.

2. Whenever the instructor or staff has reason to suspect that a student is using illegal drugs, using legal drugs illegally, or using alcohol while on the Graham Hospital owned and controlled property and/or any site where the student participates in clinical experiences, the school reserves the right to require the student to submit to a breath, blood, and/or urine test. See "Procedure for Implementation of the Substance Abuse Policy" for guidelines.
3. The student undergoing medically prescribed treatment with a controlled substance which may limit the student's ability to perform on the job or in school must report that treatment and possible side effects to the instructor and school Director at the beginning of each course. The student may have their responsibilities changed to maintain a safe environment for the student and/or the patients the student is working with. Failure to report this information to the instructor shall be cause for appropriate disciplinary action. It is the student's responsibility to determine from his/her physician whether a prescribed drug may impair clinical or class performance. This information will be treated confidentially.
4. It shall be the responsibility of each student who observes or who has knowledge of another student in a condition which impairs his/her ability to perform in the clinical setting, who poses a hazard to the safety and welfare of others, or who is otherwise in violation of this policy to promptly report that fact to the clinical/course instructor or staff.
5. Students are required to notify the Director of the School of Nursing of any criminal drug conviction resulting from a violation occurring at the hospital no later than five days after conviction.
6. Graham Hospital School of Nursing will notify the appropriate federal agency from which the student receives federal funds within ten days after receiving notice of such a conviction from a student.
7. Within 3 days of receiving notice of a conviction, the school will institute appropriate disciplinary action as listed in #1 on the previous page.
8. For the purposes of this policy, the following definitions apply:
  - a. A **CONTROLLED SUBSTANCE** or **ILLEGAL DRUG** is one which either:
    - 1) is not legally obtainable.
    - 2) is being used in a manner different from that prescribed.
    - 3) is legally obtainable but has not been legally obtained.
  - b. A **CONVICTION** is defined as finding of guilt (including a plea or no contest) or imposition of a sentence, or both, by any judicial body charged with responsibility of determining violations of the federal or state criminal drug statutes.

Adopted: 5/26/93

Reviewed: 4/15/98, 6/1/11, 7/1/12, 5/28/15, 4/18/16, 5/23/17, 4/16/18, 4/20/20, 5/17/21, 5/16/22

Revised: 7/11/13, 5/19/14

## Procedure For Implementation Of The Substance Abuse Policy

Graham Hospital School of Nursing will require a blood and/or urine test to be obtained (1) for analysis on the student suspected of being under the influence of using drugs and/or alcohol or (2) for a student placed on probation. The school must have reasonable cause based on specific, objective facts to suspect substance abuse. These behaviors may include, but are not limited to, chronic absenteeism, tardiness, sleeping in class, erratic behavior, inattention to direction, alteration in usual behavior, appearing intoxicated, having the smell of alcohol on the breath, or other behavior that would suggest substance abuse. If the student has no reasonable, verifiable explanation for his/her behavior, the following procedure will be implemented.

### Before Requesting Drug And/Or Alcohol Testing

When a student's behavior in classroom or clinical performance suggests substance abuse:

- a. The supervising instructor must identify specific behaviors that indicate there is reasonable cause to require questioning and/or testing.
- b. The instructor should inform the Director of the school as soon as possible.
- c. The instructor shall have the Director of the school or another instructor present during questioning to learn of the student's explanation of his/her condition and in so doing determine the need for testing. If the Director or another instructor is unavailable, the Hospital Administrator should be present.
- d. If the student has a reasonable explanation for his/her condition and the instructor or Director determined, in their sole discretion, the explanation is reasonable and supported by facts, and further, the student is then fit for class or clinical, then in that event, the student should return to his/her previous setting.

### Drug And/Or Alcohol Testing And Suspension

1. If the student refuses to respond to questioning, the instructor shall request that the student meet privately with the Director of the school to provide an explanation of the refusal to respond. If the student refuses to respond to questioning AND refuses to meet with the Director of the school, the student will be informed that he/she is immediately dismissed from the program by the Director of the school.
2. If the student responds to questioning but refuses to comply with drug and/or alcohol testing as requested, the Director of the school will inform the student that he/she is immediately dismissed from the program.
3. If the student responds to questioning and agrees to drug and/or alcohol testing as requested, the Director of the school or instructor shall have the student sign the Consent Form for Alcohol and/or Drug Testing. The Director of the school or the instructor shall personally escort the student to the laboratory.

- a. The specimen(s) shall be treated with caution to preserve the "chain of evidence" as much as possible, according to the hospital procedure.
  - b. The specimen(s) shall be processed by the lab in the same manner as random drug screens.
  - c. Results will be reported to the Medical Review Officer. He/she will then communicate the significance of the results to the Director of the school.
  - d. Pending determination of test results, the Director of the school will inform the student that he/she will be suspended from class and clinical and that, in the event of positive test results, he/she will be placed on probation.
4. Information concerning possible violations of the School of Nursing regulations concerning drug and/or alcohol use is to be restricted to those persons who are participating in reporting, questioning, observation, assessment, investigation, prosecution, or implementation of disciplinary action. Counsel for the hospital shall also be privy to the test results and any information relevant to or necessary for the investigation and prosecution of the incident.
  5. Instructors and the Director of the school are not to attempt to use force in seeking compliance of the student with questioning or with testing. Security personnel should be called if the instructor or Director of the school determines that the student should not remain in the clinical or classroom setting, but the student refuses to leave.
  6. Once the student has been suspended or determined to be unfit for school, arrangements for disposition must be made. The student will not be allowed to drive or go home alone. An adult family member or friend may be permitted to escort the student from the hospital or school premises.
  7. A severely impaired student should be taken to the Emergency Department for appropriate evaluation and treatment.
  8. The School of Nursing will refer illegal drug activities to law enforcement, licensing, financial aid, and/or credentialing agencies when appropriate.

5/26/93

Reviewed: 4/15/98, 6/1/11, 7/1/12, 5/28/15, 4/18/16, 5/23/17, 4/16/18, 4/22/19, 4/20/20, 5/17/21

Revised: 5/19/14, 5/25/22



## Section I Observation Checklist For Student Suspected Of Substance Abuse

Directions: Check all appropriate boxes in each category.

- |                                 |  |  |                                   |                                |
|---------------------------------|--|--|-----------------------------------|--------------------------------|
| 1. Walking/Standing:            | <input type="checkbox"/> Stumbling               | <input type="checkbox"/> Staggering              | <input type="checkbox"/> Falling  |                                |
| <input type="checkbox"/> normal | <input type="checkbox"/> Swaying                 | <input type="checkbox"/> Holding on              | <input type="checkbox"/> Unsteady |                                |
|                                 | <input type="checkbox"/> Unable                  | <input type="checkbox"/> Other                   |                                   |                                |
|                                 |  |  |                                   |                                |
| 2. Speech:                      | <input type="checkbox"/> Shouting                | <input type="checkbox"/> Whispering              | <input type="checkbox"/> Silent   |                                |
| <input type="checkbox"/> normal | <input type="checkbox"/> Slow                    | <input type="checkbox"/> Slobbering              | <input type="checkbox"/> Slurred  |                                |
|                                 | <input type="checkbox"/> Rambling/incoherent     | <input type="checkbox"/> Other                   |                                   |                                |
|                                 |  |  |                                   |                                |
| 3. Demeanor:                    | <input type="checkbox"/> Sleepy                  | <input type="checkbox"/> Crying                  | <input type="checkbox"/> Silent   |                                |
| <input type="checkbox"/> normal | <input type="checkbox"/> Talkative               | <input type="checkbox"/> Excited                 | <input type="checkbox"/> Fighting | <input type="checkbox"/> Other |
|                                 |  |  |                                   |                                |
| 4. Actions:                     | <input type="checkbox"/> Sluggish                | <input type="checkbox"/> Drowsy                  | <input type="checkbox"/> Fighting |                                |
| <input type="checkbox"/> normal | <input type="checkbox"/> Threatening             | <input type="checkbox"/> Hostile                 | <input type="checkbox"/> Erratic  |                                |
|                                 | <input type="checkbox"/> Hyperactive             | <input type="checkbox"/> Profanity               | <input type="checkbox"/> Bizarre  |                                |
|                                 | <input type="checkbox"/> Resisting communication | <input type="checkbox"/> Other                   |                                   |                                |
|                                 |  |  |                                   |                                |
| 5. Eyes:                        | <input type="checkbox"/> Bloodshot               | <input type="checkbox"/> Droopy lids             | <input type="checkbox"/> Glassy   |                                |
| <input type="checkbox"/> normal | <input type="checkbox"/> Watery                  | <input type="checkbox"/> Dilated pinpoint pupils | <input type="checkbox"/> Closed   | <input type="checkbox"/> Other |
|                                 |  |  |                                   |                                |
| 6. Face:                        |  |  |                                   |                                |
| <input type="checkbox"/> normal | <input type="checkbox"/> Flushed                 | <input type="checkbox"/> Pale                    | <input type="checkbox"/> Sweaty   | <input type="checkbox"/> Other |
|                                 |  |  |                                   |                                |
| 7. Clothing:                    | <input type="checkbox"/> Bizarre                 | <input type="checkbox"/> Dirty                   | <input type="checkbox"/> Stained  |                                |
| <input type="checkbox"/> normal | <input type="checkbox"/> Body excrements         | <input type="checkbox"/> Partially dressed       | <input type="checkbox"/> Other    |                                |
|                                 |  |  |                                   |                                |
| 8. Breath:                      | <input type="checkbox"/> Alcohol odor            | <input type="checkbox"/> Faint alcohol odor      | <input type="checkbox"/> Other    |                                |
| <input type="checkbox"/> normal |  |  |                                   |                                |
|                                 |  |  |                                   |                                |
| 9. Movements:                   | <input type="checkbox"/> Fumbling                | <input type="checkbox"/> Nervous                 | <input type="checkbox"/> Jerky    |                                |
| <input type="checkbox"/> normal | <input type="checkbox"/> Slow                    | <input type="checkbox"/> Hyperactive             | <input type="checkbox"/> Other    |                                |
|                                 |  |  |                                   |                                |
| 10. Eating/chewing:             | <input type="checkbox"/> Gum                     | <input type="checkbox"/> Candy                   | <input type="checkbox"/> Mints    |                                |
| <input type="checkbox"/> normal | <input type="checkbox"/> Tobacco                 | <input type="checkbox"/> Other:                  |                                   |                                |

Record any other specific observations: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Instructor/Staff Member's Signature

\_\_\_\_\_  
Witness' Signature

5/26/93

Reviewed: 4/15/98, 6/1/11, 7/1/12, 7/11/13, 5/19/14, 5/28/15, 4/18/16, 5/23/17, 4/16/18, 4/22/19, 4/20/20, 5/17/21

Revised: 5/25/22

## Section II Questionnaire For Student Suspected Of Substance Abuse

**Directions:** Conduct interview with student in the presence of another faculty or staff member. Allow student to choose a peer to be present during the interview if desired. Use a private office or meeting room whenever possible. The staff member shall ask each question in order and will record student's answer.

If the student refuses to answer every question, he/she will be immediately suspended from the School of Nursing.

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Peer name (if present): \_\_\_\_\_

1. Are you feeling ill?    ☐ yes    ☐ no  
If "yes", what are your symptoms? \_\_\_\_\_  
\_\_\_\_\_

2. Are you under a doctor's care?    ☐ yes    ☐ no  
If "yes", what are you being treated for? \_\_\_\_\_  
\_\_\_\_\_

If "yes", when did you last visit the doctor? \_\_\_\_\_  
What is your doctor's name? \_\_\_\_\_  
May we contact your doctor to verify this information?    ☐ yes    ☐ no

3. Are you taking any medication (scheduled and PRN)?    ☐ yes    ☐ no  
If "yes", what medications? \_\_\_\_\_  
\_\_\_\_\_

If "yes", when did you take your last dosage(s)? \_\_\_\_\_  
Amount/dose(s) taken? \_\_\_\_\_

4. Do you have any medication in your possession?    ☐ yes    ☐ no  
May we examine the medication(s)?    ☐ yes    ☐ no  
Record any identifying information and take sample if permitted by student.

5. Do you have any medical problems?    ☐ yes    ☐ no  
If "yes", please explain: \_\_\_\_\_  
Are you diabetic?    ☐ yes    ☐ no  
Are you taking insulin?    ☐ yes    ☐ no  
Do you have a seizure disorder or epilepsy?    ☐ yes    ☐ no

Record any comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Do you have a cold or flu?    ☐ yes    ☐ no  
Are you taking any cold pills?    ☐ yes    ☐ no  
Are you taking any cough medicine?    ☐ yes    ☐ no  
Are you taking any antihistamines?    ☐ yes    ☐ no

Record any comments: \_\_\_\_\_

7. Did you use any type of drug?    ☐ yes    ☐ no  
If "yes", what kind, when, where, with whom, and how much? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Did you drink alcohol or an alcoholic beverage today?    ☐ yes    ☐ no  
If "yes", what kind, when, where, with whom, and how much? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Do you have any explanation for your present condition?    ☐ yes    ☐ no  
Record any comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Instructor/Staff Member's Printed Name

\_\_\_\_\_  
Signature/Date

\_\_\_\_\_  
Witness' Printed Name

\_\_\_\_\_  
Signature/Date

5/26/93

Reviewed: 4/15/98, 6/1/11, 7/1/12, 7/11/13, 5/19/14, 5/28/15, 4/18/16, 5/23/17, 4/16/18, 4/22/19, 4/20/20,  
5/17/21

Revised: 5/25/22

Section III Assessment And Disposition Of Student Suspected Of Substance Abuse

Directions: Check the appropriate boxes in each item and write comments below.

Student Name: \_\_\_\_\_

1. Student appears to be under the influence of drugs and/or alcohol. ☐ yes ☐ no ☐ uncertain
2. Student is fit for class or clinical. ☐ yes ☐ no ☐ uncertain
3. Discussed Section I, II, and III with Director of the school. ☐ yes ☐ no
4. Testing ordered by Director of the school. ☐ yes ☐ no
5. Student suspended. ☐ yes ☐ no
6. Student disposition:  
☐ returned to class or clinical ☐ taken to ED for treatment  
☐ sent home:  
☐ with family member  
☐ with friend  
☐ refused assistance and left premises
7. Police notified by Director of the school with the approval of President/CEO of Graham Hospital.  
☐ yes ☐ no ☐ not applicable

Record any additional comments or student's response: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Witness' Signature

- A. Submit original copies of I, II, and III to Director of the school.
- B. After review by Director of the school, original copies will be placed in the student's file.

5/26/93

Reviewed: 4/15/98, 6/1/11, 7/1/12, 5/28/15, 4/18/16, 5/23/17, 4/16/18, 4/22/19, 4/20/20, 5/17/21, 5/25/22

Revised: 7/11/13, 5/19/14, 7/3/14

## Graham Hospital School of Nursing

### Financial Aid Policy

All students receive a Financial Aid Handbook and School Catalog each academic year outlining the federal, state, private, and institutional guidelines for financial aid policies and procedures.

The student's financial aid file is maintained in the office of the Coordinator of Student Affairs. The guidelines for record-keeping are in this handbook.

7/95

Reviewed: 4/14/99, 6/1/11, 7/1/12, 5/19/14, 5/28/15, 4/18/16, 5/23/17, 4/16/18, 4/22/19, 4/20/20, 5/17/21, 5/16/22

## Graham Hospital School of Nursing

### Gift Policy

Faculty and staff of the School of Nursing must avoid accepting any kind of gratuities, tips, or gifts from a student or on a student's behalf. If a student insists on showing appreciation in the form of a gift, faculty and staff may accept gifts of nominal value.

Dev. 5/30/07

Revised: 1/23/20 (A&R); 8/31/20 (approved by FO), 8/31/20-FO, 5/25/22

Reviewed: 6/1/11, 7/1/12, 5/19/14, 5/28/15, 4/18/16, 5/23/17, 4/16/18, 4/22/19, 4/17/23

GRAHAM HOSPITAL SCHOOL OF NURSING

Clinical Skills Matrix/Checklist

STUDENT \_\_\_\_\_

CLASS OF: \_\_\_\_\_

	NUR 110	Check off date	Instructor Initials		NUR 110 Cont'd	Check off date	Instructor Initials
Grooming	Hand hygiene			Nutrition	NG tube: Maintenance		
	Oral hygiene				Enteral feeding: bolus		
	Hair care				Continuous		
	Facial shaving				Oral suctioning		
	Nail Care				Blood glucose monitoring		
VS	Temperature			Oxygen	Application of oxygen		
	Peripheral (radial) pulse				Pulse oximetry		
	Respirations						
	Blood pressure						
ADLs	Final unit check			Wound	Wound drain care/dry dressing		
	Feeding				Wound packing		
	Bedpan				Staple & Suture removal		
	Urinal				<b>NUR 111</b>		
	Intake and Output			Medication Administration	Oral		
	Food intake record				Topical		
	Height/Weight				Intradermal		
	Dressing				Subcutaneous		
Patient in bed	Bed-making			PA	Intramuscular		
	Bag bath				Physical assessment		
	Passive ROM				Apical heart rate		
	Positioning				<b>NUR 210</b>		
	Bed to chair/Gait belt Transfer			NG	NG Tube Insertion		
				IV Therapy	IV site care		
Asepsis	Transmission based precautions				Bag and tubing change		
	Sterile glove application				Insertion of IV catheters		
Elimination	Urinary catheterization: Male				IV medications		
	Female				Central line dressing		
	Foley Care/Perineal Care			Access implanted vascular port			
	Enema			Trach	Care		
	Ostomy care: emptying ostomy bag				Suctioning		
	changing ostomy appliance						
	<b>Instructor's Signature</b>		<b>Instructor Initials</b>		Procedures need to be accomplished in strict adherence with the basic underlying principles of:		
					Patient Safety Patient Rights Infection Control Body Mechanics		

Reviewed: 5/11/98, 5/23/16, 11/14/16, 9/10/18

Revised: 5/22/00, 10/14/02, 4/12/04, 5/15/06, 5/22/08, 5/25/10, 5/23/11, 5/22/12, 5/20/13, 4/8/19, 5/26/20, 4/11/22, 5/18/22, 4/10/23

GRAHAM HOSPITAL SCHOOL OF NURSING

Clinical Skills Matrix/Checklist – LPN

STUDENT \_\_\_\_\_

CLASS OF: \_\_\_\_\_

NUR 110		Check off date	Instructor Initials	NUR 110 Cont'd		Check off date	Instructor Initials			
Grooming	Hand hygiene	Student came as an LPN. Nursing 110 and Nursing 111 clinical skills waived due to LPN status.		Nutrition	NG tube: Maintenance					
	Oral hygiene				Enteral feeding: bolus					
	Hair care				Continuous					
	Facial shaving				Oral suctioning					
	Nail Care				Blood glucose monitoring					
VS	Temperature				Oxygen			Application of oxygen		
	Peripheral (radial) pulse			Pulse oximetry						
	Respirations									
	Blood pressure			Wound	Wound drain care/dry dressing					
ADLs	Final unit check				Wound packing					
	Feeding				Staple & Suture removal					
	Bedpan			<b>NUR 111</b>						
	Urinal			Medication Administration	Oral					
	Intake and Output				Topical					
	Food intake record				Intradermal					
	Height/Weight				Subcutaneous					
	Dressing				Intramuscular					
Patient in bed	Bed-making			PA	Physical assessment/AHR					
	Bag bath			<b>NUR 210</b>						
	Passive ROM			IV Therapy	NG			NG Tube Insertion		
	Positioning				IV site care					
	Bed to chair/Gait belt Transfer				Bag and tubing change					
Asepsis	Transmission based precautions				Insertion of IV catheters					
	Sterile glove application				IV medications					
Elimination	Urinary catheterization: Male				Central line dressing					
				Access implanted vascular port						
	Foley Care/Perineal Care			Trach	Care					
	Enema				Suctioning					
	Ostomy care: emptying ostomy bag		Procedures need to be accomplished in strict adherence with the basic underlying principles of:  Patient Safety Patient Rights Infection Control Body Mechanics							
	changing ostomy appliance									
Instructor's Signature						Instructor Initials				

Reviewed: 5/11/98, 5/23/16, 11/14/16, 9/10/18

Revised: 5/22/00, 10/14/02, 4/12/04, 5/15/06, 5/22/08, 5/25/10, 5/23/11, 5/22/12, 5/20/13, 4/8/19, 5/26/20, 4/11/22, 5/18/22, 4/10/23



## GRAHAM HOSPITAL SCHOOL OF NURSING

### Non-Academic Grievance Policy

#### Non-Academic Grievance

Non-academic grievances concern those areas which are not directly related to the pursuit of knowledge or skills as defined by the school curriculum. If the student believes he or she has been treated in an unfair manner in non-academic school-related activities or disciplined for alleged misconduct not in an academic context, the student may file a non-academic grievance.

#### Non-Academic Grievance Policy

1. The student must contact his/her faculty advisor within five business days of the occurrence giving rise to the grievance. The faculty advisor will mediate the grievance as she/he deems appropriate.
2. If a resolution is not achieved, the student may petition the Non-Academic Grievance Committee for a formal hearing. (Official form can be obtained in the school office.)
3. The Non-Academic Grievance Committee faculty members are appointed annually by the Director of the school and shall include a faculty member (from each level).
4. The student has the option of presenting the grievance in person to the committee. The student's presence may be requested by the Non-Academic Grievance Committee.
5. The Non-Academic Grievance Committee will meet within five business days of receipt of the grievance form.
6. The student will be notified in writing of the date of the Non-Academic Grievance Committee meeting.
7. Minutes of the meeting will be filed in the office of the Director of the school.
8. A simple majority will constitute a decision. Voting will be done by secret ballot out of the presence of the student.
9. The student will be notified in writing of the decision by the Chairperson of the Non-Academic Grievance Committee within five business days.
10. RIGHT TO APPEAL
  - A. The student has the right to appeal the decision of the Non-Academic Grievance Committee.
  - B. Request for an appeal must be made in writing to the Director of the school within five business days following the receipt of the written decision.
  - C. If the request for appeal is not made within five business days as stated, the decision of the Non-Academic Grievance Committee is final and binding.
  - D. The grievance and decision will be reviewed by the Director who will make the final decision regarding the appeal.

Adopted: 5/92

Reviewed: 5/23/96, 4/14/99, 6/1/11, 7/1/12, 5/19/14, 2/22/16, 4/18/16, 5/23/17, 4/16/18, 4/22/19, 5/20/21-FO

Revised: 5/28/15, 4/20/20, 5/17/21-A&R, 5/25/22

## Graham Hospital School of Nursing

### Orientation Plan for New Students

New students are given access to the School Catalog, Student Handbook, Financial Aid Handbook and receive the following orientation:

- I. Introduction of faculty/staff
- II. Orientation to physical facilities
  - A. Phone system
  - B. Mailboxes
  - C. Parking
  - D. Elevator use
  - E. Smoking policy
  - F. Food Service
  - G. Optional tour of school/hospital
- III. Orientation to the library and technology
- IV. Student Organizations
  - A. Student Senate
  - B. Student of the Month
- V. School calendar
- VI. Assignments
  - A. Faculty advisor
- VII. Health policies
  - A. Drug Screening Policy
- VIII. Campus Security
- IX. Financial Aid policies and procedures

3/31/97

Reviewed: 7/1/12, 5/19/14, 5/28/15, 4/18/16, 5/23/17, 4/16/18, 4/22/19, 4/20/20, 5/20/21-FO, 5/16/22, 4/17/23

Revised: 5/20/08, 5/20/09, 5/25/10, 5/25/11, 5/17/21-A&R

GRAHAM HOSPITAL  
SCHOOL OF NURSING

Professional Liability Insurance

Graham Hospital maintains professional liability insurance covering students during all theory and clinical nursing courses.

Reviewed: 5/90, 5/93, 5/26/98, 6/30/11, 7/1/12, 5/19/14, 4/18/16, 5/23/17, 4/16/18, 4/22/19, 4/20/20, 5/17/21, 5/16/22

Revised: 1/88, 5/22/13, 3/23/15

## Privacy Act/Confidentiality

The Family Educational Rights and Privacy Act of 1974, as amended, is a Federal Law that protects the privacy of eligible student education records. The law provides that the institution will maintain the confidentiality of student records.

Graham Hospital School of Nursing accords all the rights under the law to students who are 18 years of age or older. No one outside the institution shall have access to nor will the institution disclose any information from students' educational records without the written consent of students, except to personnel within the institution, to officials of other institutions in which students seek to enroll, to persons or organizations providing students' financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act.

Within the Graham Hospital School of Nursing community, only those members individually or collectively acting in the students' educational interest are allowed access to student education records. These members include personnel in the school/hospital as defined by the institution, e.g., Coordinator of Student Affairs, School of Nursing Director, the Vice President of Finance, and academic and accounting personnel within the limitation of their need to know.

At its discretion, the institution may provide directory information in accordance with provisions of the Act to include: student name, address, telephone number, email address, photograph, date and place of birth, grade level, dates of attendance, honors, and awards received. Students may withhold directory information by notifying the Director of the School of Nursing in writing within two weeks after the first day of class for the fall semester.

Request for non-disclosure will be honored by the institution for only one academic year; therefore, authorization to withhold directory information must be filed annually in the office of the Director of the School of Nursing.

The law provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if the decisions of the hearing panels are unacceptable. The Director of the School of Nursing at Graham Hospital has been designated by the institution to coordinate the inspection and review procedures for student education records, which include admissions, academic, and health records. Education records do not include records of instructional, administrative, and educational personnel that are the sole possession of the maker and not accessible or revealed to any individual except a temporary substitute; records of the law enforcement unit of the institution; or records created or received by the school after an individual is no longer a student in attendance. Students wishing to review their education or health records must make written requests to the Director of the School of Nursing listing the item or items of interest. Only records covered by the Act will be made available within a reasonable amount of time, but not more than forty-five days after it is received. Students may have copies made of their records with certain exceptions, (e.g. a copy of the academic record for which a financial "hold" exists, or a transcript of an original or source document which exists elsewhere). These copies would be made at the student's expense at prevailing rates which are listed in the Student Handbook. Health records may be reviewed by physicians of the student's choosing.

Students may not inspect and review the following as outlined by the Act: financial information of their parents; confidential letters and recommendations associated with admission, employment, or receipt of an honor to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case the institution will permit access only to that part of the record which pertains to the inquiring student. The institution is not required to permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights, may discuss their problems informally with the Director of the School of Nursing. If the decisions are in agreement with the student's request, the appropriate records will be amended. If not, the student will be notified within a reasonable period of time that the records will not be amended, and they will be informed by the Director of the School of Nursing of their right to a formal hearing. Student requests for a formal hearing must be made in writing to the Director of the School of Nursing who, within a reasonable period of time after receiving such requests, will inform students of the date, place, and time of the hearings. Students may present evidence relevant to the issues raised. The hearing panels that will adjudicate such challenges will be the Student Grievance Committee.

Decisions of the hearing panels will be final, will be based solely on the evidence presented at the hearing, will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned. The education records will be corrected or amended in accordance with the decisions of the hearing panels, if the decisions are in favor of the student. If the decisions are unsatisfactory to the student, the student may place with the education records statements commenting on the information within the records, or statements setting forth any reasons for disagreeing with the decisions of the hearing panels. The statements will be placed in education records, maintained as part of the student's records, and released whenever the records in question are disclosed.

Students who believe that the adjudications of their challenges were unfair or not in keeping with the provisions of the Act may request, in writing, assistance from the Director of the School of Nursing to aid them in filing complaints with the Family Educational Rights and Privacy Act Office (FERPA), Department of Health, Education, and Welfare, Washington, D.C., 20201

Reviewed: 2/10/99, 6/1/11, 7/1/12, 5/19/14, 5/28/15, 4/18/16, 5/23/17, 4/16/18, 4/22/19, 5/17/21, 5/16/22  
Revised: 5/95, 7/11/13, 4/20/20

## Graham Hospital School of Nursing

### Professionalism Policy

Graham Hospital School of Nursing requires professional conduct in all learning environments, e.g. on-site and off-site clinical settings and all classroom situations.

Professional conduct includes adherence to a set of standards and criteria of civility within the norms of the IACCT (Innovation, Accountability, Communication, Compassion, and Team work) of Graham Hospital. These standards include responsibility to maintain an attitude of caring and compassion and ethical behaviors including confidentiality and unbiased care.

This policy is supported by the ANA in the published ANA Code of Ethics: Provision 1: “The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth and uniqueness of every individual...”

#### **Commitment to Graham** (As the primary educational institution)

Which includes, but is not limited to:

- Addressing all clinical and class/student concerns with the involved instructor.
- Following the chain of command for all concerns such as class grading criteria, travel expectations, and off-site clinical settings (travel location and hours). (e.g. student → instructor → director → hospital/organizational management).

#### **Commitment to Patients and Families**

Patient care personnel are accountable for the following:

- Timely and accurate communication with patients and their families
- Unbiased treatment regardless of the patient's sex, age, culture, or financial situation
- Protection of the patient's private information unless the patient is a potential harm to self, others, or confesses to a crime.
- Establishing and maintaining healthy interpersonal relationships with patient, their family, and visitors.
- Respectful communication with the patient, their family, and visitors.
- Prompt answering of the call light (within the time parameters set in system).
- Development of an individualized plan of care on admission with daily assessment of the patient's progress
- Education of the patient and family regarding the disease process, medications, treatments, tests, and follow-up care
- Timely response to needs and requests of patients and families.
- Attend to patient's basic needs (i.e. bathing, linens, oral care, and ADL's etc.)

### **Commitment to Team Members**

Patient care personnel are accountable for the following:

- Establishing and maintaining healthy interpersonal relationships with all team members. Team members will be accepted regardless of their sex, age, or professional status and home department.
- Promotion of a healthy work environment conducive to positive collaboration
- Discussing promptly interpersonal problems only with the affected person. All staff will refrain from discussing the situation with anyone else.
- Respectful communication with all team members
- Proactive problem-solving
- Engaging in the practice of the 3 C's - Caring, Committing, and Collaborating.
- Refrain from participating in non-professional related activities (i.e. use of cell phone for calls, texting, or social media purposes, reading non-medical related materials, reading on nook/kindle/tablets, surfing internet etc.) during paid work hours.

### **Commitment to Physicians**

Patient care personnel are accountable for the following which includes, but is not limited to:

- Timely and accurate assessment of the patient.
- Accurate and complete documentation of the patient's response to care.
- Respectful communication with all team members.
- Positive communication focused on the patients and their families.
- Timely reporting of changes in patient condition.
- Timely administration of medications and treatments ordered.
- Promotion of a healthy work environment conducive to positive collaboration
- Discussing promptly interpersonal problems only with the affected person. All staff will refrain from discussing the situation with anyone else
- Proactive problem-solving
- Engaging in the practice of the 3 C's – Caring, Committing, and Collaborating

Infractions will be resolved with the individual instructor (with either verbal or written comments) first. If consensus is not achieved, the instructor will present the situation to the Director for further action or determination. At this time, the initiation of all actions will be recorded and placed in the student's file.

### **References**

American Nurses Association. (2015). *Code of ethics for nurses with interpretive statements*.

Graham Hospital Association. (2020). *Professionalism*. Policy Manager/Patient Services Organizational.

Approved: 4/13/09

Reviewed: 6/1/11, 7/1/12, 5/19/14, 5/28/15, 4/18/16, 5/23/17, 4/16/18, 2/19/19, 5/17/21-A&R 5/20/21-FO

Revised: 8/17/09, 5/23/16, 4/20/20, 5/16/22

GRAHAM HOSPITAL  
SCHOOL OF NURSING

Records Policy

All student financial aid files are kept for a period of 5 years after the student terminates from this school. Most current year of students' files are kept in locked files in the office of the Coordinator of Student Affairs while the previous 4 years are kept in locked files in the locked file room for a total of five years of records. These records are subject to audit by federal and/or state agencies and include:

- Institutional Student Information Record (if applicable)
- Monetary awards
- Billing
- Release of grade reports to scholarship sponsors
- Educational purpose/registration compliance
- Family Educational Rights & Privacy Act of 1974

Post-admission student records are kept for a period of 5 years after the student terminates from this school. Most current year of students' files are kept in the office of the Coordinator of Student Affairs while the previous 4 years are kept in the locked file room for a total of five years of records. These records include:

- Application form
- Official H.S. transcript and/or G.E.D.
- Application payment receipt
- College transcripts
- Grade reports
- Clinical and student evaluations
- Health records
- Release forms and checklists
- Profile sheet
- All correspondence
- Acceptance letter

Records pertaining to Sex Discrimination and Sexual Misconduct Policy (Title IX) investigations will be maintained for seven (7) years, in accordance with Department of Education regulations.

The following are kept on permanent file on all graduating students:

- SON transcript
- Address changes
- Transcript requests

Counseling and guidance records are destroyed upon graduation.

All destroyed records are placed in a security container supplied by Graham Hospital.

1/88

Reviewed: 5/90, 5/93, 2/10/99, 7/1/12, 5/19/14, 5/28/15, 4/18/16, 5/23/17, 4/16/18, 5/20/21-FO

Revised: 4/28/97, 5/29/02, 5/20/08, 6/30/11, 4/22/19, 7/1/20, 5/17/21-A&R, 5/25/22



## GRAHAM HOSPITAL SCHOOL OF NURSING

### Right To Appeal

A student has the right to appeal decisions regarding academic and disciplinary action according to the Grievance Procedures outlined in this handbook.

Reviewed: 4/14/99, 6/1/11, 7/1/12, 5/19/14, 5/28/15, 4/18/16, 5/23/17, 4/16/18, 4/22/19, 4/20/20, 5/17/21, 5/16/22

Revised: 5/23/96

## Graham Hospital School of Nursing

### Simulation Confidentiality Guidelines

As a student using simulation, I understand the significance of confidentiality with respect to information concerning simulated patients and fellow students. I will uphold the requirements of the Health Insurance Portability and Accountability Act (HIPAA) and any other federal or state laws regarding confidentiality.

**I agree to adhere to the following guidelines:**

- All CLIENT/PATIENT information is confidential and any inappropriate viewing, discussion, or disclosure of this information is a violation.
- This information is privileged and confidential regardless of format: electronic, written, overheard or observed.
- Simulation is a learning environment. All scenarios, regardless of their outcome, should be treated in a professional manner. The students involved in the scenario should have everyone's respect and attention. Situations simulated in the lab are to be used as a learning tool and no discussion of the action(s) of fellow students should take place outside the lab. A debriefing session is provided for experiences that occur in the Simulation Lab.
- I may view, use, disclose, or copy information only as it relates to the performance of my educational duties. Any inappropriate viewing, discussion, or disclosure of this information is a violation of policy and may be a violation of HIPAA and other state and federal laws.
- I may be video-recorded during participation in learning activities, and I understand this will be used for educational purposes only by the faculty as deemed appropriate. Faculty will assure the confidentiality of the assigned recordings.
- **The simulation mannequins are to be used with respect and be treated as if they were live patients.**
  - No Betadine, no ink pens (near the mannequins), 22g IV or smaller for IV starts.
  - ***Please wash hands and wear gloves when working with all mannequins.***
- **Minimum Expectations** for all simulations include and are not limited to:
  - Follow pre-procedure guidelines.
  - ***Active*** participation in case scenarios/simulation debriefing.
  - Communicate with the patient, faculty, family, and other team members.

9/23/10

Reviewed: 7/1/12, 7/14, 7/15, 10/5/15, 6/16/17, 6/7/22

Revised: 11/09, 5/25/17, 4/26/21-FO

## Graham Hospital School of Nursing

### Social Networking Policy

Students in the School of Nursing increasingly use personal websites, online blogs, online journals, and online communities such as Facebook.com to communicate and network within and outside of the school of nursing community. Students should remember that these sites are accessible to the public. The following policy deals with social networking while a student in the school of nursing:

1. Be careful about how much and what kind of personally identifiable information you post to these sites. Don't post anything you wouldn't want the world to know, including personal information that could lead to identity theft, harassment, stalking, or other safety concerns.
2. Be aware that your entries may be seen by unintended viewers. Faculty, administrators, potential current and future employers can often access information you place on these sites. Assume that any information you post may at some point be the basis for the impression others have of you.
3. The School of Nursing does not tolerate online harassment. If you feel that you are the subject of online harassment or threatening behavior, please contact your instructor, your advisor, or the Director. There could be legal consequences.
4. A conflict of personal boundaries and professional boundaries should be considered a conflict of interest. You are accountable for what you post on networking sites.
5. Profanity is prohibited.
6. Follow the Code of Ethics. The American Nurses Association Code of Ethics (available in the Library) provides ethical responsibilities of the nurse.
7. Legal concerns, such as HIPAA laws must always be considered. **NEVER** post any information about patients or their families on networking sites. Never take pictures of patients and/or their family members. It is grounds for dismissal from the program.
8. Defamatory remarks directed toward the school, other students, faculty, staff, the Graham Health System, or clinical agencies are considered as bullying, defamation of character, or harassment and will subject the student to disciplinary action.
9. Do not take for granted that your personal social networking site is private. The remarks are public for the world to see and may be interpreted very differently than the original author intended even if you delete them.
10. If you acknowledge that you are a student at Graham Hospital School of Nursing, be aware that many people will assume you are speaking on behalf of the school. Use good judgment and accuracy in posts. Maintain clear personal and professional boundaries to prevent a conflict of interest.
11. Communications should be honest, ethical and accurate, considerate, respectful of other students, faculty and staff and of copyright laws.
12. Follow the Code of Conduct and the Civility Policy as identified in the Student Handbook.

**NOTE: If you are an employee or work study student, you are expected to adhere to Graham's Employee Electronic Social Networking Policy.**

#### References:

American Nurses Association Code of Ethics for Nurses with Interpretive Statements (2015).

Dev. 1/19/11

Revised: 6/7/22

Reviewed: 7/1/12, 6/25/14, 6/25/15, 6/16/17, 7/6/20

GRAHAM HOSPITAL  
SCHOOL OF NURSING  
Student Health Screening Program

The Health Screening Program is required for all new students to ensure that persons providing direct patient care do not pose undue risk of infections or disease to the patients or others.

- I. Each new student must complete required health screening procedures and immunizations as a condition of admission.
- II. Each student must demonstrate correction of any disorder/disease that would prohibit functioning as a direct provider of care to his/her assigned patients before entry into or continuation in the nursing program.

Required Procedures Before Entry

1. Health History (Family and Personal)
2. Physical Examination
3. Eye Examination
4. Urine Dipstick and Complete Blood Count
5. Required Immunizations:
  - MMR (Measles, Mumps, Rubella) - you must provide 2 vaccine dates or have a titer done to document that you are immune.
  - History of Varicella/Chicken Pox - varicella titer results or two varivax vaccine dates.
  - Tdap - Tdap is needed every 10 years.
  - Hepatitis B Series - dates of initial series of vaccine (three vaccines).
  - TB 2-step - TB testing will be completed prior to first day of class.

HEALTH STATUS - Current Students

1. T.B. skin test required annually and on exposure.
2. All students will be required to follow Infection Control policies of Graham Hospital regarding: (See Appendix A)
  - A. Illness on duty.
  - B. Exposure to communicable disease.
  - C. Work restrictions.
  - D. Protocol for Occupational Exposure Incident.
3. If an exposure incident occurs while assigned to another hospital, the student is to follow the protocol of that hospital, and a copy of the care given is to be returned to Graham Infection Control.

Developed: 11/91

Reviewed: 2/02, 2/03, 2/05, 7/12, 5/28/15, 5/23/17, 4/16/18, 5/17/21

Revised: 2/01, 5/22/00, 5/27/04, 6/28/10, 7/1/13, 5/19/14, 4/18/16, 4/22/19, 8/19/19, 4/20/20, 5/25/22

## GRAHAM HOSPITAL SCHOOL OF NURSING

### Student Nurse Health Policy

The student is expected to assume the cost and the responsibility for a preadmission physical examination and routine laboratory tests. The student is responsible for all health care costs and is encouraged to have health insurance. The student is responsible for reporting any health-related problems affecting his/her progress in this school to the Coordinator of Student Affairs, the Director of the School of Nursing, and any faculty members or staff on a need-to-know basis. Disclosure to faculty is necessary so that the faculty member can be aware if any problems arise, as well as for safety in course and clinical planning. Disclosure of the health-related problem to fellow students or other individuals is at the student's own discretion.

Students may purchase prescription and non-prescription drugs for themselves at a cost from the Graham Hospital Pharmacy. Students will place pharmacy order in person and must show pharmacy personnel their I.D. cards. They may call later that day to inquire if their order is ready and what the charge is. The student must pay the cashier first then return to the pharmacy with the receipt in order to obtain the prescription/non-prescription order. Students can pay with cash for the exact amount only, debit/credit card, or check at the pharmacy.

Students using the Graham Hospital Emergency Room will have the emergency room bill sent initially to the student's own health insurance company. Students who do not have insurance will need to complete the Financial Assistance Application with the Business Office to apply for financial help on their bill. All health costs incurred are the student's responsibility including injury-related incidences in clinical and class.

6/92

Reviewed: 2/10/99, 6/1/11, 7/1/12, 5/19/14, 5/28/15, 4/18/16, 5/23/17, 4/16/18, 4/22/19, 4/20/20, 5/17/21

Revised: 4/28/97, 5/22/00, 6/30/03, 6/12/08, 6/28/10, 7/11/13, 5/25/22

Graham Hospital School of Nursing  
Student Testing Policy

1. Students may not have any unauthorized textbooks or notebooks at any time during an exam.
2. Students may not have any food or beverage on the desk at any time during an exam.
3. Students may not wear hats, scarves, gloves, or coats/hoodies during an exam. This includes any clothing with kangaroo-type or large pockets on the front or sides.
4. All books, coats, backpacks, and other belongings will be placed in a faculty-designated location during exams.
5. Cell phones are to be turned off and placed in a faculty-designated location during exams and exam reviews. All watches/internet/blue-tooth capable devices will be placed in a faculty-designated location during exams and exam reviews.
6. Only instructor-issued calculators and scratch paper/white boards are allowed.
7. No extra credit is allowed on any nursing exams.
8. If a student misses an exam, a different version of the exam may be given (for example, an essay exam).
9. All comprehensive final exams will be an individual assessment, therefore, no group testing is allowed.
10. Students may not leave exams in progress except for emergencies.
11. Students who disagree with an exam item may submit the rationale for their chosen answer, including documentation from their assigned reading(s), to the faculty for review.
12. During a group review of an exam that has been scored, students cannot record or take notes.
13. If a student scores less than 80% on an exam before midterm, refer to the Guidelines for Administration of Test Assessments policy.
14. Students will remediate for every exam failure (scoring less than 80%) per faculty directions.
15. Starting at 200 Level no backward navigation or highlighting will be allowed on computerized testing.

Approved: 12/14/15

Revised: 1/30/17, 9/13/21, 5/18/22, 4/10/23

Reviewed: 5/22/19

## GRAHAM HOSPITAL SCHOOL OF NURSING

### Computer Testing Policy

The purpose of the *Computer Testing Policy* is to facilitate the provision of an environment conducive to fair and equitable testing in the school of nursing.

#### **Academic Integrity:**

- All students must adhere to the *Computer Testing Policy* and all other applicable school of nursing policies including but not limited to all other terms of applicable software licensing agreements or copyright laws.
- Students must adhere to the instructions provided by the instructor or exam proctor.
- Failure to comply with these policies and instructions may be considered a violation of academic integrity and may result in disciplinary actions up to and including receiving no credit for the examination, dismissal from the exam, and/or other sanctions as designated by the instructor and/or the director.

#### **Student Conduct:**

- Students will not participate in any cheating incident, breach of security, misconduct, or any other behavior that could be considered a compromise of the integrity or confidentiality of any school of nursing exam.

#### **Misconduct behaviors will include, but are not limited to:**

- a. Disseminating actual exam content by any means, including, but not limited to, web postings, formal or informal test preparation or discussion groups, reconstruction through memorization, study guides, or any other method.
  - b. Copying, publishing, selling, offering to sell, distributing in any way, or otherwise transferring, modifying, making derivative works of, reverse engineering, decompiling, disassembling, or translating any exam or any part thereof.
  - c. Seeking and/or obtaining unauthorized access to examination materials and/or any unauthorized publication of exam questions with or without answers.
- Students will not talk or cause a disturbance of any kind during an exam, including, but not limited to, pencil clicking, foot tapping, gum-chewing, or other bothersome noise-making behaviors.
  - Students will not remove or attempt to remove any exam materials (in any format) from the testing area.
  - Students will not tamper with the operation of the computer or attempt to use it for any function other than taking the assigned examination.
  - Students may not insert any devices that can read and write data during an exam, e.g. compact disks, flash memory drives.
  - Students may not unplug or disconnect school of nursing equipment to provide personal computers with power or network connectivity.
  - Students should NOT attempt to access the internet or use common keystrokes, e.g. CTRL+C, CTRL+V, CTRL+ALT+DEL, CTRL+X, or Print Screen.

- Students will not give, receive, obtain, attempt, or ask for any unauthorized assistance during the exam.
- Students will not cue answers to other students by tapping or making certain movements or sounds.
- Students will not make notes of any kind while in the classroom, except on writing materials provided by the instructor/proctor to be handed in at the end of the exam.
- The instructor/proctor is authorized to dismiss a student from an exam session for violation of any school policy, misconduct, or cheating.

### **Arrival and Check-in at the Exam:**

- Students must be in their seats and ready to start the test at least ten (10) minutes before the scheduled start time of the examination.
- Computers will be turned on and ready for testing at least five (5) minutes before the scheduled start time of the examination.
- Late Arrivals: If a student is not in the examination room and seated before the examination starts, he/she will be considered absent from the exam.
- The instructor/proctor will provide white boards or scratch paper and calculators prior to the exam. Some electronic testing formats may include a built-in calculator.

### **Absence:**

- If a student is going to be absent for an exam, he/she must notify the instructor per course syllabus directions before the start of class.
- If a student is absent from an exam without prior instructor notification before class, at the instructor's discretion, there may be a pre-determined deduction of points before the test is taken.
- If a student arrives after the start of the exam or is absent from school, the student will be permitted to take a make-up examination at a date, time, and location and in the format determined by the course instructor.
- At the instructor's discretion, the make-up examination may consist of, but is not limited to, a paper and pencil exam, essay exam, alternative type of exam, or another version of the exam.

### **Restroom Breaks:**

- Students should use the restroom before entering the testing room.
- Students may not leave an exam in progress except for emergencies. If a student must use the restroom, they must empty their pockets in front of the exam proctor. No additional time will be added to the exam time period to compensate for any breaks.

### **Personal Belongings:**

- During an exam, students are not permitted to have access to unauthorized items, which include, but are not limited to, cell phones, Bluetooth devices, pagers, earphones, wallets, pencil cases, eyeglass cases, calculators, smart watches, fitness bands, books, notes, hats, food, drinks, purses, backpacks, briefcases, purses, media players, recorders, language translators, picture-taking devices, written materials, dictionary, scratch paper of any kind, highlighters, and rulers.



- No hats, sunglasses, earmuffs, hoodies, jackets, coats, scarves, gloves, or other shirts/sweaters etc. with front/side pockets can be worn in the testing room. The student will be asked to remove any garment that is not allowed.
- Prior to the test, personal belongings will be stored in a designated area and out of reach in the exam room.
- Cell phones and all other electronic devices will be turned off and stored at a place designated by the instructor or in the student's belongings.
- If an electronic device is found in the possession of the student, the school of nursing has a strict no-tolerance policy regarding students in possession of electronic devices during any exam, regardless if it is turned on or not. In this case, the student may be dismissed from the exam.

### **Food and Drink:**

- There is no food or drink allowed in the testing area.
- Any exceptions to this rule will require documentation of need from a medical provider.

### **Testing Setup:**

- All computer tests are secured by the Safe Exam browser.
- The instructor sets up all exams with a time limit.
- Instructor's discretion will be used when setting up the exam, e.g. question look-back, test retake, feedback of exam and key, scores, rationales, and review of unanswered questions at the end of the test
- Any student requesting extra time or accommodation for exams, must provide appropriate documentation to the Coordinator of Student Affairs.
- Upon completion of the exam, all materials provided to the student must be returned to the instructor/proctor before leaving the testing area.

### **Communication:**

- All communication between students during the exam is strictly prohibited.
- The instructor/proctor will not answer any questions regarding exam content.
- All exams will be an individual assessment of the student's knowledge, therefore group testing is not allowed.

### **Technology Issues:**

- In the event a student experiences a computer issue, the student should immediately raise his/her hand to inform the instructor/proctor.
- A substitute computer may be available to replace the failed computer. If a substitute computer is not available, the student will complete the exam via paper/pencil exam.

Approved: 11/12/18

Revised: 3/7/22, 5/16/23

## **Graham Hospital School of Nursing**

### **Withdrawal Policy**

#### **Withdrawal from Course**

Students intending to withdraw from a course must complete the Course Withdrawal Form available from the Office of the Coordinator of Student Affairs.

#### **Withdrawal from School of Nursing**

A student who is planning to withdraw from the School of Nursing must complete the Withdrawal Checklist, Course Withdrawal Form, and Withdrawal Questionnaire, available from the Office of the Coordinator of Student Affairs, within three business days of the last date of attendance. Failure to comply is considered an unofficial withdrawal and will result in a hold being placed on your records and/or receiving an F for the course, among other consequences.

Created 3-26-21

Reviewed: 3-29-21-FO

Revised: 5/25/22

## GRAHAM HOSPITAL SCHOOL OF NURSING

### Course Withdrawal Form

THIS IS TO NOTIFY YOU THAT I AM WITHDRAWING FROM THE FOLLOWING COURSE(S):

\_\_\_\_\_ Nursing Course

\_\_\_\_\_ Support Course(s)

Effective date: \_\_\_\_\_

<u>COURSE NAME</u>	<u>CREDIT HOURS</u>
_____	_____
_____	_____
_____	_____

\_\_\_\_\_ I understand that if withdrawing from the above course(s) drops me below 12 academic hours, this could affect my Satisfactory Academic Progress at Graham Hospital School of Nursing. I have read and understand the Satisfactory Academic Progress guidelines in the Financial Aid Handbook.

If dropping this class drops me below 6 credit hours, I must conduct an exit interview (if applicable).

\_\_\_\_\_ I understand that, if I am withdrawing from the above nursing course and do not plan to return to Graham Hospital School of Nursing next semester, I must complete all components of the Withdrawal Questionnaire, and conduct a loan exit interview (if applicable).

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

5/96, pen.2/98, revised 4/98, 6/04, 6/05, 9/10

Reviewed: 3/29/21-FO, 5/16/22

Graham Hospital School of Nursing

Withdrawal Questionnaire

Date of Withdrawal \_\_\_\_\_ Last Semester Completed \_\_\_\_\_

1. What is your primary reason for withdrawing from Graham Hospital School of Nursing at this time?

- \_\_\_\_\_ Academic – School of Nursing  
\_\_\_\_\_ Academic – Spoon River College  
\_\_\_\_\_ Financial  
\_\_\_\_\_ Personal

2. Are you planning to return to the School in the future? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, have you been advised of the following policies regarding readmission?

- \_\_\_\_\_ Must submit a written letter for readmission  
\_\_\_\_\_ Must meet all readmission standards current for the academic year for which you are applying  
\_\_\_\_\_ Will be considered for readmission only if there is available space in the class  
\_\_\_\_\_ May be readmitted to the school one time only

3. If you are leaving for *financial* reasons, please answer the following questions:

Have you talked with the Coordinator of Student Affairs  
regarding financial assistance?

\_\_\_\_\_ Yes \_\_\_\_\_ No

Have you received financial assistance?

\_\_\_\_\_ Yes \_\_\_\_\_ No

Do you feel that enough financial assistance is available?

\_\_\_\_\_ Yes \_\_\_\_\_ No

Why or why not? \_\_\_\_\_

4. If you are leaving for *academic* reasons, please answer the following questions:

Have you talked with your instructor regarding your academic progress?

\_\_\_\_\_ Yes \_\_\_\_\_ No

Have you received academic advising?

\_\_\_\_\_ Yes \_\_\_\_\_ No

Do you feel that the academic advising was of benefit to you?

\_\_\_\_\_ Yes \_\_\_\_\_ No

Why or why not? \_\_\_\_\_

5. What would you describe as Graham Hospital School of Nursing's best feature?

\_\_\_\_\_  
\_\_\_\_\_

6. What aspects of Graham Hospital School of Nursing would you most like to see changed?

\_\_\_\_\_  
\_\_\_\_\_

Additional Comments

\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Revised 4/27/98, 2/10/14, 8/13/18, 5/25/22

Reviewed: 3/29/21-FO

## Graham Hospital School of Nursing

### Withdrawal Checklist

You must complete the items on this checklist to finalize your withdrawal from Graham Hospital School of Nursing. **Each item must be initialed by the appropriate faculty or staff member and must be completed within three business days of your last date of attendance. Failure to comply is considered an unofficial withdrawal and will result in a hold being placed on your records and/or receiving an F for the course, among other consequences.**

Name \_\_\_\_\_

Address \_\_\_\_\_  
(if different from one currently on file)

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_

	1.	Meet with your instructor to discuss desire to withdraw and possible retention measures
	2.	Meet with your academic advisor to discuss desire to withdraw and possible retention measures
	3.	Meet with the Director to discuss desire to withdraw and possible retention measures
	4.	Complete Exit Counseling for any federal student loans you have secured while attending GHSON at <a href="https://studentaid.gov/h/manage-loans">https://studentaid.gov/h/manage-loans</a> , if applicable
	5.	Return library books to Library staff, if applicable
	6.	Return any unused textbooks for which a refund is desired to Library staff, if applicable
	7.	Empty mailbox and return mailbox key to Office Manager
	8.	Meet with the Coordinator of Student Affairs to:
	a.	Verify completion of Exit Counseling (#3), if applicable
	b.	Complete the Course Withdrawal Form and Withdrawal Questionnaire
	c.	Discuss procedure for requesting readmission to GHSON
	d.	Return student ID badge
	e.	Calculate refund or balance due, if applicable
	f.	Pay account in full, including any unearned federal financial aid, if applicable

\_\_\_\_\_  
Coordinator of Student Affairs

Approved 3-29-21-FO

Reviewed: 5/16/22

\_\_\_\_\_  
Date

**GRAHAM HOSPITAL  
SCHOOL OF NURSING**  
Student Senate

Bylaws

**ARTICLE I. – NAME**

**The name of this organization shall be the Student Senate of Graham Hospital School of Nursing.**

**ARTICLE II. – MISSION**

Student Senate is the voice of the student body which provides an avenue of self-government that comes together with differences, yet is united and working toward common goals.

**ARTICLE III. – PURPOSE**

The purpose of this organization shall be to provide opportunities for self-government and the personal and professional growth of students.

**ARTICLE IV. – FUNCTIONS**

1. Plan, implement, and evaluate the program of self-government by the student body in accordance with the philosophy, goals, and objectives of the school.
2. Plan, promote, and evaluate opportunities for the professional growth of students.
3. Plan, promote, and evaluate opportunities for student involvement in community health service activities.
4. Provide information to students regarding area nursing education programs, job market, legislation, and other health-care related matters.
5. Give recognition to deserving students.
6. Plan, promote, and evaluate recreational activities for students.

**ARTICLE V. – GENERAL RULES AND REGULATIONS**

1. The Student Senate shall meet once a month.
2. Executive Committee will hold meetings twice a year or on an as-needed basis.
3. A special meeting of the Senate may be called by the Director of the school, the advisor, the President of the Senate, or on a written request of a majority of members.
4. The term of office shall be one year. The incoming juniors and seniors shall hold elections for Student Senate Officers annually in March from class nominations, with offices being taken in April.
5. An elected member may hold only one office.
6. A quorum of the Senate shall consist of a majority of the voting members.

7. The Student Senate Bylaws may be amended by two-thirds vote of the students provided the proposed amendment is accepted by faculty organization.
8. Deliberation of all meetings of this organization shall be governed by Robert's Rules of Order, revised.

## **ARTICLE VI. – MEMBERSHIP/OFFICERS**

Section 1: The Student Senate shall consist of the entire student body.

Section 2: Officers elected by the student body:

- A. President -----Senior
- B. Vice-President ---Senior
- C. Secretary -----Junior
- D. Treasurer -----Junior

Section 3: Committee members selected by individual class:

- A. Executive Committee
- B. Two freshman students

Section 4: Student Senate selects:

- A. Library Committee Representatives - One student and one alternate selected by Student Senate (in May)
- B. Technology Committee Representatives – One student and one alternate selected by Student Senate (in May)
- C. Quality and Safety Representatives – A minimum of one freshman student and one freshman alternate

Section 5: The Senate Faculty Advisor, appointed by the director, acts as a non-voting member.

## **ARTICLE VII. – DUTIES**

Section 1 : Officers

- A. The President shall:
  1. preside at all regular and special meetings of the Student Senate.
  2. act as the chairperson and voting member of the Executive Committee.
  3. act as ex-officio member of the committees of the Senate.
  4. email tentative agenda of all Senate meetings 2-3 days prior to meeting.
  5. vote only in the occasion of a tie.
- B. The Vice-President shall:
  1. perform the duties of the president during his/her absence.
  2. act as representative to National Student Nurse Association
- C. The Secretary shall:
  1. keep minutes of each Student Senate and Executive Committee meeting.
  2. submit a draft of the minutes to the Senate advisor for approval before distribution.

3. submit a copy of the minutes to the Senate President and advisor after each meeting, at least one week prior to the next meeting.
4. submit the original minutes to the nursing school office for permanent filing.
5. post minutes of each Senate meeting on bulletin board for student body.
6. attend to all correspondence of the Student Senate.
7. perform the treasurer's duties in the absence of the treasurer.
8. keep an accurate record of attendance at all meetings and file with the original minutes in the school office.

D. The Treasurer shall:

1. collect, receive and keep a record of all funds of the organization with the assistance of the advisor.
2. report to the Senate the financial status at each Student Senate meeting.
3. work with the advisor to prepare a spreadsheet of all expenses and correlate it with the budget.

Section 2: Members:

A. Two Freshmen Students

1. Attend student senate meetings each month.
2. Act as a voting member of the executive committee

Section 3: Standing Committee Representatives

A. School Standing Committee Representatives shall:

1. attend meetings of respective committee
2. report discussion of standing committee meeting at Senate meetings.

B. Hospital Standing Committee Representatives shall:

1. attend meetings of respective committee
2. report discussion of standing committee meeting at Senate meetings.

**ARTICLE VIII. – STANDING COMMITTEES**

Section 1: The Standing Committees shall be:

A. Executive

The Representatives shall be:

1. Library
2. Technology
3. Quality and Safety

Section 2: Executive Committee

A. Purpose – direct the self-governing activities of the Student Senate.

B. Membership

1. Co-chair Student Senate Advisor
2. Co-chair Student Senate President
3. Vice President



4. Treasurer
5. Secretary
6. Freshman Member
7. Freshman Member
8. Library Committee Representative
9. Technology Committee Representative
10. Quality and Safety Committee Representative

C. Functions

1. Develop an annual budget for Senate approval
2. Promote participation in Senate activities
3. Survey the students annually to assess interests/needs and to evaluate Senate activities.
4. Review Student Senate Bylaws annually and submit recommendations for revisions to the Student Senate and Faculty Organization for approval.
5. Hold meetings twice a year and as necessary to complete the functions of the committee.

### Section 3: Recreation Committee

A. Purpose – to provide social and recreational activities for students.

B. Membership

1. A minimum of two students from each level selected by student body.
2. Others may volunteer.
3. The Chairperson will be selected by Committee.
4. A faculty member appointed by the Director will act as Committee Advisor.

C. Functions

1. Plan social and recreational activities for students within the recreational budget approved by the Senate annually.
2. Inform students of events via bulletin board and announcements.
3. Hold monthly meetings.

### Section 4: Technology Committee Representative

A. Purpose – The purpose of the SON Technology Committee is to promote the appropriate integration of technology into areas of instruction, support services, and school administration.

B. Membership

1. One student and one alternate selected by the Student Senate

C. Function

1. Attend Technology Committee Meetings
2. Take Student/School concerns to the committee
3. Report back at Student Senate meetings

## Section 5: Quality and Safety Committee Representative

A. Purpose: Keep the School of Nursing student body and faculty updated on Quality and Safety issues.

### B. Membership

1. A minimum of one freshman student
2. A minimum of one freshman alternate

### C. Function

1. Attend the monthly Quality and Safety meetings
2. Report back at Student Senate meetings

Revised: 8/91, 5/92, 5/95, 4/29/96, 4/16/99, 3/16/00, 4/24/00, 4/4/01, 4/29/02, 5/22/03, 1/26/04, 5/27/04, 8/30/04, 1/31/05, 9/25/06, 3/08, 5/27/10, 5/24/12, 9/29/14, 5/26/15, 3/28/16, 5/24/16, 7/1/16, 9/26/16, 5/29/18, 8/27/18, 5/28/19, 9/30/19, 5/27/21, 5/25/22, 5/22/23

Reviewed: 5/25/17

GRAHAM HOSPITAL  
SCHOOL OF NURSING  
Student Of The Month/Year Guidelines

STUDENT OF THE MONTH PARKING VOUCHER

1. One student from each level will be selected for a parking voucher.
2. Students will be selected randomly through a drawing at Student Senate meetings.
3. Announcement and presentation of the parking voucher will be done at Student Senate meetings.
4. Each student will receive a month's use of a designated parking place in the south lot.
5. Student must be present to win.

CRITERIA FOR ELIGIBILITY

1. The following will be taken into consideration:
  - Honesty
  - Loyalty to the school
  - Professionalism
  - Respect and Consideration of others
  - School involvement – officer, committee member, volunteers, participates in events and community parade
  - Community involvement- participates in community projects, organization, fund-raising
  - Absences are not excessive
  - Absences are within guidelines
  - Adheres to GHSON Civility Policy
  - Follows the ANA Code for Nurses
2. Student of the Year, one from each level, who is selected by the Faculty Organization, will receive a plaque with the student's name, S.O.Y., and the year engraved on it. Each S.O.Y. will also receive a \$200 award.

Reviewed: 6/91, 7/20, 5/25/22

Revised: 1/88, 5/92, 3/08, 4/27/98, 4/16/99, 9/26/05, 1/23/06, 5/20/08, 7/1/13, 2/28/14, 5/24/16, 5/27/21, 5/22/23, 2/5/24

Graham Hospital  
School of Nursing

Student Social Activities  
Alcohol Policy

Graham Hospital School of Nursing prohibits the consumption of alcohol at exclusive school functions.

Guidelines for hosting student social functions:

1. No alcoholic beverages may be served at any school or Student Senate-sponsored activities.
2. Social events such as the Senior Recognition Banquet may be held at restaurants or dining establishments that have a public bar, but the bar cannot be opened by student request or voluntarily by the establishment to serve alcoholic beverages to students.
3. Alcoholic beverages may not be consumed during any school function.

1/27/06

Revised: 5/28/08, 5/27/10, 7/11/13

Reviewed: 5/25/17, 5/27/21

## Graham Hospital School of Nursing

### Student Senate

#### SNA Convention Guidelines

1. All nursing students will be eligible to attend the convention.
2. There will be no limit as to the number of students who may attend the convention.
3. Students must be in good academic standing (“C” or better) at GHSON (at the time of application) in order to be eligible to attend the convention.
4. If a student would like to attend the convention, the student must apply for permission by completing the SNA Convention Permission form.
  - A. The student will read and complete the form.
  - B. The student will give the form to the GHSON instructor to be completed and signed.
  - C. The student will give the completed form to the Student Senate President within the designated time-frame for convention application.
5. Monies allocated by the Student Senate budget for the convention will be shared between all attendees and will pay for convention tuition, hotel, convention meals, and gas. Submit bills for payment to the Senate Treasurer, obtain checks in advance from the Senate Treasurer for convention tuition and hotel deposit/accommodations.
6. Expenses that are not covered by Student Senate funds are the student’s responsibility.
7. A convention reservation is a commitment by the student. If a student is unable to attend the convention due to an emergency, the student should make every effort to find another student to go in his/her place so that tuition and hotel expenses will not be forfeited.
8. Reservations for hotel accommodations:
  - a. A credit card is needed for reservations.
  - b. Make early reservations for closer and better hotels.
  - c. 2-3 female students per room (2 doubles).
9. As representatives of GHSON, students attending the convention are expected to behave in a professional manner at all times.
10. Students attending the convention are required to attend all sessions possible. (Sessions start early in the morning).
11. Students attending the convention will be required to give a brief oral report to the Student Senate about the convention upon their return.

12. The Senate Vice-President (or designee) will coordinate and oversee the convention trip with the students who will be attending:
  - a. Make reservations for convention and hotel
  - b. Send tuition and hotel checks early
  - c. Act as a resource for the students
13. In the case of an emergency, accident, injury, or unusual happening, contact the Director of the school for further instructions.

GHSON - 309-647-5240, ext. 2757

Student Senate  
SNA Convention Permission Form

**To be completed by the student.**

I, \_\_\_\_\_, would like to attend the SNA Convention. I agree to read  
(Student's name)

and abide by all of the SNA Convention Guidelines, and to behave in a professional manner at all times.

\_\_\_\_\_  
(Date) (Student Signature)

**To be completed by the Instructor**

As of \_\_\_\_\_, this student is/is not currently in good academic standing ("C" or better) in  
(Date) (Circle one)

NUR \_\_\_\_\_ at Graham Hospital School of Nursing.

\_\_\_\_\_  
(Date) (Faculty Signature)

Reviewed: 7/20

Student Senate  
SNA Convention Permission Form

**To be completed by the student.**

I, \_\_\_\_\_, would like to attend the SNA Convention. I agree to read  
(Student's name)

and abide by all of the SNA Convention Guidelines, and to behave in a professional manner at all times.

\_\_\_\_\_  
(Date) (Student Signature)

**To be completed by the Instructor**

As of \_\_\_\_\_, this student is/is not currently in good academic standing ("C" or better) in  
(Date) (Circle one)

NUR \_\_\_\_\_ at Graham Hospital School of Nursing.

\_\_\_\_\_  
(Date) (Faculty Signature)

Reviewed: 7/20

Student Senate

Request for Convention/Workshop Educational Promotion Funds

**To be completed by the student:**

I, \_\_\_\_\_, would like to request funds in the amount of  
\$\_\_\_\_\_ so I may attend \_\_\_\_\_.

Whereas, I will behave in a professional manner at all times while representing my school.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Student Signature)

\*Attach a short paragraph stating the reasons for which you desire to go to this conference/workshop including what you hope to gain from this educational opportunity and support for the Professional Issues guidelines located in the Student Handbook.

**To be completed by the Instructor:**

As of \_\_\_\_\_, this student is/ is not currently in good academic  
(Date) (Circle One)

standing of a "C" or better in NUR \_\_\_\_\_ at Graham Hospital School of Nursing.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Faculty Signature)

1/26/04

Reviewed: 6/1/11, 7/1/12, 7/20, 5/27/21



This form must be filled out for any expenses that will be billed to Student Senate **or** for any expenses that need to be reimbursed from the Senate budget.

**A receipt is necessary for every purchase that is made. (If you used the Student Senate debit/credit card, return a receipt with the card)**

**Student, staff, or faculty fills out this portion:**

Name of purchaser/person to be reimbursed: \_\_\_\_\_

Date of purchase: \_\_\_\_\_ Amount: \_\_\_\_\_

Committee or Budget line \_\_\_\_\_

Purpose of Purchase \_\_\_\_\_

Place of Purchase \_\_\_\_\_

**Method of Payment** (please check one):

Student Senate Debit/Credit card \_\_\_\_\_

Student Senate Check \_\_\_\_\_ Check # \_\_\_\_\_

Personal cash/Check/Debit/Charge \_\_\_\_\_

Other (explain) \_\_\_\_\_

**Please staple the receipt to this form and return to Student Senate.**

**Student Senate Representative fills out this portion:**

Treasurer/Advisor (SS payee to reimburse) \_\_\_\_\_

Amount \_\_\_\_\_ Check # \_\_\_\_\_

Date \_\_\_\_\_

Revised: 5/25/17

Reviewed: 5/27/21