



**Associate Degree
Nursing Student Handbook
Fall 2024/Spring 2025**

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Sinclair ADN program

Sinclair Nursing Department

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[Health Sciences Website](#)

[Nursing Program Website](#)

The [Sinclair website](#) also provides information and resources such as the College's mission, strategic priorities, history, locations, services, admissions, academics, and student life. Additional college resources are available through the Sinclair Online Portal intranet at my.sinclair.edu

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Program History and Curriculum Documents

We are delighted that you have chosen to embark on this educational journey with us at Sinclair Community College. Your time here will be exciting and rewarding, filled with opportunities for learning and growth.

The Sinclair Nursing Program has a rich history, welcoming its inaugural class of eighteen students in 1969. Since then, over 6,600 students have graduated with an Associate Degree in Nursing. Our graduates are highly sought after by employers in the healthcare sector, thanks to our program's esteemed reputation for producing exceptional nurses dedicated to serving the Dayton community. In January 2024, Sinclair began offering an RN to BSN completion program for those interested in furthering their careers.

This handbook is your comprehensive guide to the ADN Sinclair Nursing Program and its policies. You must review this handbook thoroughly to familiarize yourself with all aspects of the program. Please contact the Nursing Department staff if you have questions or need further assistance. We look forward to supporting you throughout your nursing education and watching you contribute to the health and well-being of our community. Welcome to the program, and best wishes on your journey to becoming a skilled and compassionate nurse.

ADN Mission

The Sinclair Community College Nursing Program provides high-quality education to transform individuals into professional registered nurses to meet the evolving healthcare needs of our community.

Regulation

The ADN program is fully approved by the [Ohio Board of Nursing](#).
Ohio Board of Nursing| 8995 East Main Street, Reynoldsburg, OH 43068 | Phone: 614-466-3947 or Fax: 614-466-0388

ADN Accreditation

The associate degree nursing program at Sinclair Community College at the main campus located in Dayton, Ohio, is accredited by the: Accreditation Commission for Education in Nursing (ACEN) at 3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326 (404) 975-5000.
The most recent accreditation decision made by the ACEN Board of Commissioners for the associate nursing program is continuing accreditation. View the [public information](#) disclosed by the ACEN regarding this program.



ADN Philosophy

“A philosophy is a way of contemplating, examining, or thinking about what is being taken to be significant, valuable, or worthy of commitment” (Billings & Halstead, 2020) The Sinclair Community College Nursing Program philosophy describes our beliefs regarding nursing, health, human beings, healthcare delivery, and teaching and learning. The purpose of the philosophy is to guide the nursing program curriculum design and delivery.

We the faculty believe:

“Nursing is a practice discipline that requires the deliberate use of specialized techniques and a broad range of scientific knowledge to design, deliver, coordinate, and manage care for complex individuals, families, groups, communities, and populations” (Billings & Halstead, 2020).

Health is a unique ever-changing state of physical, mental, and social well-being. Human beings are diverse individuals who influence and are influenced by families, communities, and society. Healthcare Delivery is influenced by societal changes.

Teaching and learning are active and continuous processes that build on previous knowledge and are designed to move learners toward the achievement of program outcomes. Learning is facilitated through a variety of experiences that establish connections between concepts. Nursing education adapts to deliver a variety of student learning experiences to administer nursing practice in multiple healthcare environments.

ADN Values

Core values are fundamental to the success of the nursing profession. Nursing Faculty embrace, own, and are energized by these core values.

INTEGRITY: We promote integrity by being honest and showing a consistent adherence to strong moral and ethical principles and values.

COMPASSION: We provide a caring, learning environment and educational opportunities that promote the skills of feeling concerned and showing empathy for others.

RESPECT: We strive to create a positive environment by treating all people with mutual respect and sensitivity, recognizing the importance of their contributions and diversity.

DIVERSITY: We recognize the rapidly increasing diversity in our communities. We commit to promoting an educational environment that recognizes, values, and respects a global view of diversity.

ACCOUNTABILITY: We uphold professional responsibility in our roles as educators and expect our students to demonstrate the same level of professional responsibility in their actions, behaviors, performance, and decisions.

COLLABORATION: We value working with colleagues within the College and the community to achieve shared goals.

ADN Framework

An organizational framework serves as a roadmap for the science of nursing, equipping students to practice effectively within healthcare systems (Sullivan, 2020 in Billings & Halstead, 6th ed. p. 118-122). The selected concepts are relevant to the current and future practice of nursing. The concepts are organized into categories:

- Personal development and Personal attributes
- Health & Illness- Health maintenance, Biophysical, and Psychosocial
- Professional nursing and healthcare-Attributes and roles of the nurse, Care competencies & Healthcare delivery

Learning theories serve to guide decisions during the design and implementation of a curriculum. The curriculum incorporates the following theories: Benner's Novice to Expert Model, Knowles's Adult Learning Theory, and Kolb's Experiential Learning Theory. Concepts are leveled throughout the curriculum to provide progression using simple to complex exemplars. Exemplars represent concepts across the lifespan and are based on community, regional, and national prevalence data. The following processes are fundamental to the practice of nursing and are integrated throughout the curriculum.

- Nursing Process – a scientific, clinical reasoning approach to client care that includes assessment, analysis, planning, implementation, and evaluation.
- Caring – the interaction of the nurse and client in an atmosphere of mutual respect and trust. In this collaborative environment, the nurse provides encouragement, hope, support, and compassion to help achieve desired outcomes.
- Communication and Documentation – verbal and nonverbal interactions between the nurse and the client, the client's significant others, and the other members of the health care team. Events and activities associated with client care are recorded in written and/or electronic records that demonstrate adherence to the standards of practice and accountability in the provision of care.
- Teaching/Learning – facilitation of the acquisition of knowledge, skills, and abilities promoting a behavior change.
- Diversity - diversity references a broad range of individual, population, and social characteristics, including but not limited to age; sex; race; ethnicity; sexual orientation; gender identity; family structures; geographic locations; national origin; immigrants and refugees; language; physical, functional, and learning abilities; religious beliefs; and socioeconomic status. Inclusion represents environmental and organizational cultures in which faculty, students, staff, and administrators with diverse characteristics thrive. Inclusive environments require intentionality and embrace differences, not merely tolerating them. Everyone works to ensure the perspectives and experiences of others are invited,

welcomed, acknowledged, and respected in inclusive environments. More broadly, equity is interrelated with diversity and inclusion. Equity is the ability to recognize the differences in the resources or knowledge needed to allow individuals to fully participate in society, including access to higher education, with the goal of overcoming obstacles to ensure fairness. To have equitable systems, all people should be treated fairly, unhampered by artificial barriers, stereotypes, or prejudices (AACN, 2021).

The curriculum was developed and revised by the faculty based on professional nursing standards and competencies, Ohio Board of Nursing Laws and Rules, accreditation standards, faculty beliefs, current resources, and input from our community stakeholders.

ADN End of Program Student Learning Outcomes.

An entry-level graduate with an Associate of Applied Science Degree in Nursing from Sinclair Community College will be able to:

1. Transition to the role of professional nurse within a legal and ethical scope that is guided by accepted standards of best practice.
2. Demonstrate inclusive, caring behaviors when providing equitable nursing care with respect for the diversity of every individual.
3. Apply knowledge, skills, and attitudes to make nursing judgments and provide client-centered nursing care of individuals and groups.
4. Incorporate current technology and nursing informatics to support evidence-based nursing judgment in the management of safe patient care.
5. Establish therapeutic relationships to assist clients/families to meet outcomes related to health promotion, recovery from acute illness, management of chronic illness, and end-of-life care.
6. Synthesize interrelated concepts for quality client care across the lifespan in collaboration with the interdisciplinary team in a variety of healthcare settings.

ADN Curriculum Concepts

NSG 1400	NSG 1600	NSG 1700 Advanced Placement students	NSG 2400	NSG 2600
Gas Exchange	Gas Exchange	Gas Exchange	Gas Exchange	Integrated Concepts Rapid Response Arrest Code Disaster/Trauma Acute Resp. Distress Syndrome Coronary Artery Bypass Graft Shock: cardiogenic, neurogenic, anaphylactic, septic, hypovolemic Disseminated Intravascular Coagulation Liver Failure-cirrhosis, hepatitis SIRS Burns Parkinson's Disease Transition Topics: Resume writing. Interviewing Licensure NCLEX prep Disciplinary action Responsibility
Perfusion	Perfusion	Perfusion	Perfusion	
Mobility/Coordination		Mobility/Coordination		
Sensory/Perception		Sensory/Perception		
Cellular Regulation	Cellular Regulation	Cellular Regulation	Cellular Regulation	
Nutrition		Nutrition	Nutrition	
Metabolism & Regulation	Metabolism & Regulation	Metabolism & Regulation	Metabolism & Regulation	
Elimination		Elimination	Elimination	
Mood & affect		Mood & affect	Mood & affect	
	Reproduction	Reproduction		
Cognition		Cognition	Cognition	
Immunity		Immunity		
Inflammation	Inflammation	Inflammation	Inflammation	
Infection	Infection	Infection		
Tissue Integrity		Tissue Integrity		
			Intracranial Regulation	
Fluid & Electrolytes	Fluid & Electrolytes	Fluid & Electrolytes		
Pain		Pain		
	Acid-Base		Acid-Base	
Stress & Coping		Stress and Coping		
			Psychosis	
			Maladaptive Behaviors	
Growth & Development	Growth & Development	Growth & Development	Growth & Development	
Family Dynamics				
Diversity		Diversity		
Health Promotion	Health Promotion	Health Promotion		
Self-Management				

NSG 1450	NSG 1650	NSG 1750 For advanced placement students enrolled in SP 23	NSG 2450	Accountability Delegation & Supervision Role Transition
Ethics	Ethics	Ethics	Ethics	
Professionalism	Professionalism	Professionalism	Professionalism	
	Leadership	Leadership	Leadership	
			Management	
Communication	Communication	Communication	Communication	
Collaboration	Collaboration	Collaboration	Collaboration	
Nursing Judgment		Nursing Judgment	Nursing Judgment	
Safety	Safety	Safety	Safety	
Technology & Informatics	Technology & Informatics	Technology & Informatics	Technology & Informatics	
Care Management	Care Management	Care Management	Care Management	
	Health Care Quality	Health Care Quality	Health Care Quality	
Health Care Organizations	Health Care Organizations	Health Care Organizations	Health Care Organizations	
	Health Care Law	Health Care Law	Health Care Law	
	Economics	Economics	Economics	

Admission Policy: ADN Limited Enrollment Courses

Getting Started: Access the Health Sciences Applicant Information packet at <http://www.sinclair.edu/academics/divisions/hs/>. This packet includes a step-by-step checklist for entry into limited enrollment courses in the Health Science programs.

Students qualify for entry into limited enrollment nursing courses on a “first-come, first-served” basis. “First come” is based on the date of eligibility when all criteria are met. Eligibility criteria:

1. Must be 18 years of age or older by the first day of NSG 1400/1450 or 1700/1750
2. Completed High School Degree or acceptable equivalency.
3. Completed the pre-requisite courses with a grade of “C” or higher.
 - **CHE, BIO, and MAT courses** must be completed within the previous 5 years.
 - Students have a maximum of three opportunities to complete NSG 1200 (Introduction to Nursing), **ALH 1101 (Introduction to Healthcare Delivery)**, and each **BIO, CHE, and MAT** course required by the program. Students will have a maximum of two opportunities to complete **ALH 2202 (General Pharmacology)**. The student may withdraw or fail but must complete all courses within the maximum number of attempts. Students on their final attempt at these courses will not be invited to begin the limited enrollment courses. After a final unsuccessful attempt, the student is no longer eligible to enter or continue in the program.
4. Have a **2.5 or higher** cumulative grade point average (GPA) at Sinclair Community College.
5. **TEAS Test:** Students must take the Test of Essential Academic Skills (TEAS) to qualify for the nursing program. There are no exemptions except for transfer students who have completed a nursing course at their previous college or university.

During their initial advising appointment, students will be informed that the TEAS assessment test is required after completing developmental courses. To be eligible for the nursing program’s limited enrollment courses, students **must achieve either a proficient score or higher in each area of the exam**—Reading (69%), Math (63%), Science (45%), and English (60%)—or a composite score of 70% or higher.

Starting **May 15, 2025**, students must have a **composite score of 70% or higher**, and individual scores in reading, math, science, and English will no longer be required. The TEAS can be taken up to three times per calendar year. **Scores are valid for five years**. Contact your Academic Advisor to learn more.

TEAS Resources. To access the free eLearn practice TEAS exam and test strategy resources, email tutor1@sinclair.edu from your Sinclair Outlook account with your name and Tartan ID requesting access. This eLearn shell is the most up-to-date Sinclair TEAS resource. Download the “Sinclair Health Sciences Study Guide” at the [Library Website](#) that has basic practice test questions. Visit the [Tutoring and Learning Center](#) for tutoring support in the content area and/or test-taking and study strategies. Writing Lab, Math Lab, and BIOSIS have TEAS assistance. A free online review is also available at <http://www.mometrix.com/academy/teas-test/>.

6. Notify your Academic Advisor when you have completed all the eligibility requirements to request that your file be sent to the Nursing Department.

7. Students must complete a state-approved nurse aide training program (STNA) **before starting the limited enrollment nursing courses.** Students must provide a copy of the card or certificate of course completion.
 - This requirement may be waived by the program administrator with proof of comparable work experience as a nurse aide, patient care technician, or similar roles. A copy of the student's job description and completion of Skills competency Verification form by the student's manager/supervisor (located at the end of this handbook) must be submitted to the nursing office @nursingdepartment@sinclair.edu to be considered for the waiver.
 - Sinclair Community College offers STNA training through the Allied Health Department (ALH 1120). Contact the Nurse Aide Training Program at (937) 512-2484 for information.

Admission Policy for Students Accepted to the Advanced Placement (LPN or Medic Track): Modifications

Students must:

- Must provide proof of current Ohio LPN license* or military equivalent. **Students with restrictions on their LPN license must obtain approval from the Department Chair.**
- Have a cumulative 2.5 or higher GPA at Sinclair Community College or from their LPN program.
- The STNA requirement is waived.
- For individuals with experience in the armed forces of the United States, or in the National Guard or in a reserve component, the nursing department chairperson will:
 - Review the individual's military education and skills training;
 - Determine whether any of the military education or skills training is equivalent to the curriculum established in Chapter 4723-5 of the Administrative Code;
 - Award credit to the individual for any equivalent military education or skills training
- Any exceptions to eligibility requirements must receive approval from the Department Chair or Associate Program Administrator.
- Students can apply for prior learning credit for NSG 1400, NSG 1450, NSG 1600, NSG 1650, and ALH 1101 after NSG 1700 is completed.

Deferment

Students have the option to postpone their program start date. However, no deferment may exceed twelve months from the initial opportunity to begin the limited enrollment courses.

ADN Graduation Requirements: Traditional RN track

General Education: 29 Credit Hrs. + Nursing: 36 Credit Hrs. = 65 Total Credit Hrs.

Prerequisite Semester Courses to Qualify for Limited Enrollment Courses	Class	Lab	Clinical	Credits
ALH 1101: Introduction to Healthcare Delivery	2			2
BIO 1141: Principles of Anatomy & Physiology I	3	1		4
ENG 1101: English Composition I	3			3
MAT 1130: Mathematics in Health Sciences *	3			3
NSG 1200: Introduction to Nursing	1			1

13 Credits**Semester 1**

ALH 2202: General Pharmacology	3			3
BIO 1242: Principles of Anatomy & Physiology II	3	1		4
NSG 1400: Health & Illness I: Foundational Concepts in Nursing	3 (37.5 hours)	2.5 (93.75 hours)	1.5 (56.25 hours)	7
NSG 1450: Professional Nursing I: Introduction to the Role of the Professional Nurse	2 (25 hours)			2

16 Credits**Semester 2**

COM 2206: Interpersonal Communication	3			3
NSG 1600: Health & Illness II: Health & Wellness Concepts	3 (37.5 hours)	1 (37.5 hours)	3 (112.5 hours)	7
NSG 1650: Professional Nursing II: Healthcare System Concepts	2 (25 hours)			2

12 Credits**Semester 3**

Science Elective: BIO 2205 or CHE 1111 or CHE 1211	4			4
NSG 2400: Health & Illness III: Health & Wellness Concepts	3 (37.5 hours)	1 (37.5 hours)	3 (112.5 hours)	7
NSG 2450: Professional Nursing III: Leadership & Management of Care	2 (25 hours)			2

13 Credits**Semester 4**

PSY 1100: General Psychology	3			3
NSG 2600: Concept Synthesis	4 (37.5 hours)	1 (37.5 hours)	4 (150 hours)	8

11 Credits

*Or any approved Ohio Transfer Module (OTM) math course

Note: Non-NSG courses must be taken before or during the semester required.

Numbers in parentheses indicate clock hours.

ADN Graduation Requirements: Advance Placement Track for LPNs and Eligible Military

General Education: 23 Credit Hrs. + Nursing: 26 Credit Hrs. = Total 49 Credits

Pre-requisites	Class	Lab	Clinical	Credits
ALH 2202: General Pharmacology	3			3
BIO 1141: Principles of Anatomy & Physiology I	3	1		4
ENG 1101: English Composition I	3			3
MAT 1130: Allied Health Math *	3			3

13 Credits

Semester 1				
BIO 1242: Principles of Anatomy & Physiology II	3	1		4
NSG 1700: LPN to RN Transition	3 (37.5 hours)	1 (37.5 hours)	3 (112.5 hours)	7
NSG 1750: Professional Nursing	2 (25 hours)			2

13 Credits**Semester 2**

COM 2206: Interpersonal Communication	3			3
NSG 2400: Health & Illness III: Concepts in Managing Complex Care	3 (37.5 hours)	1 (37.5 hours)	3 (112.5 hours)	7
NSG 2450: Professional Nursing III: Leadership & Management of Care	2 (25 hours)			2

12 Credits**Semester 3**

NSG 2600: Concept Syntheses	3 (37.5 hours)	1 (37.5 hours)	4 (150 hours)	8
PSY 1100: General Psychology	3			3

11 Credits

*Or any approved Ohio Transfer Module (OTM) or higher-level math course

Non-NSG courses must be taken before or during the semester required.

Students can apply for prior learning credit for NSG 1400, NSG 1450, NSG 1600, NSG 1650, and ALH 1101 after NSG 1700 is completed.

Accelerated Admission Options

Accelerated Admission for Academic Achievement (AAAA)

The Division of Health Sciences established the Accelerated Admission for Academic Achievement (AAAA) program to benefit several departments, including Nursing. The AAAA program encourages students to excel in prerequisite courses, rewarding those who demonstrate academic excellence with accelerated entrance into Health Sciences programs. Each semester, the Nursing Program may admit up to 10% of students entering a cohort based on academic achievement rather than their placement on the eligibility list. Students must meet all eligibility requirements to start the limited enrollment nursing courses. Requirements:

- **Total cumulative GPA of 3.0 or higher** for all courses.
- **Earn an A or B in the following courses on the first attempt.** Note: Students may combine equivalent quarter courses and semester courses to meet these requirements.
- Students must take the **Test of Essential Academic Skills (TEAS)**. There are no exemptions except for transfer students who have completed a nursing course at their previous college or university. To be eligible for the nursing program’s limited enrollment courses, students must achieve either a proficient score or higher in each area of the exam—Reading (69%), Math (63%), Science (45%), and English (60%)—or a composite score of 70% or higher.

Starting May 15, 2025, students must have a composite score of 70% or higher, and individual scores in reading, math, science, and English will no longer be required. The TEAS can be taken up to three times per calendar year. **Scores are valid for five years.** Contact your Academic Advisor to learn more.

Traditional Track Criteria	LPN/Military Advanced Placement Track Criteria
ALH 1101 Introduction to Healthcare Delivery ENG 1101 English Composition I BIO 1141 Anatomy & Physiology I BIO 1242 Anatomy and Physiology II MAT 1130 Mathematics in Health Sciences (or any approved Ohio Transfer Module (OTM) math course) NSG 1200 Introduction to Nursing Science Elective: BIO 2205 or CHE 1111 or CHE 1211	ENG 1101 English Composition I BIO 1141 Anatomy & Physiology I BIO 1242 Anatomy and Physiology II COM 2206 Interpersonal Communication MAT 1130 Mathematics in Health Sciences (or any approved Ohio Transfer Module (OTM) math course)

It is the student's responsibility to ensure they meet the criteria outlined above. Eligible students can apply as soon as they meet the requirements. Upon meeting all criteria, including those listed as AAAA, students **must email nursingdepartment@sinclair.edu** with their full name, Tartan ID number, and phone number. The subject line of the email should read "AAAA Application." Applications will undergo review by the Nursing Department, and students will receive enrollment decisions via email. Students must maintain all eligibility requirements while waiting to begin the nursing program.

Tech Prep

1. Up to 10% of the open enrollment seats will be reserved annually for qualified Tech Prep students.
2. If there are more qualified Tech Prep students than there are seats, the Tech Prep Pathway Rubric will be used to rank students. The highest-ranking students are selected first.
3. Qualified Tech Prep students who do not receive preferred selection will still be eligible for the program's open enrollment.
4. Students who decline preferred selection into the Tech Prep Pathway are eligible for future open enrollment and competitive selection tracks, assuming they meet all eligibility requirements.
5. The Health Sciences Tech Prep Policies & Procedures are available on the Health Sciences webpage, <https://www.sinclair.edu/academics/divisions/hs/> including the Tech Prep Pathway Rubric.

Sinclair Health Sciences Academy

Students may gain the education and skills needed to advance their careers in healthcare through the Health Sciences Academy. Healthcare employers such as Premier Health, Kettering Health, and Dayton Children's Hospital have partnered with Sinclair College to connect employees with high-quality education and career opportunities, working to fill Dayton's vital need for qualified, well-trained healthcare professionals. Sinclair Health Sciences Academy (SHSA) students pursuing a limited enrollment Health Sciences Associate Degree at Sinclair Community College will be eligible for the Academy Admissions Track if they meet all criteria and adhere to all Sinclair degree program and employer policies, procedures, deadlines, and requirements. For more information go to this [link](#).

Transfer Student

Students interested in transferring to the nursing program must meet the following criteria and follow the outlined process:

Eligibility Requirements:

- GPA Requirement: A minimum cumulative GPA of 2.5 from previous colleges or universities.
- Course Failure Policy: Students who have failed the same course twice in another nursing program or have been denied readmission are not eligible for transfer.
- Good Standing Verification: The student must request their previous program administrator to send an email to the Sinclair Nursing Department Chairperson confirming that the student is in good standing in their previous nursing program.

Transfer Process:

Step 1: Complete the Sinclair Application for Admission.

Step 2: Meet with a Health Sciences Academic Advisor. Determine Sinclair college-level placement and assess if placement testing or pre-college courses are required.

Evaluate non-nursing transfer courses. Submit unofficial transcripts from all previously attended colleges to the Health Sciences Academic Advisor and the Nursing Department.

Note: Transfer students who have completed a nursing course at another institution do not need to take the Test of Essential Academic Skills (TEAS).

Step 3: Submit Unofficial Transcripts. Email unofficial transcripts from previous colleges or universities to nursingdepartment@sinclair.edu.

Step 4: Evaluation of Nursing Courses. The Nursing Department Chairperson or designee will evaluate nursing courses based on credit hours, course content, clinical hours, dates taken, and other relevant information. Transfer students must provide syllabi for previous nursing courses for thorough evaluation.

Step 5: Complete Program Orientation and Assessments. Participate in orientation and complete assessments reflective of the nursing course preceding the intended placement upon transfer. This may include content and/or psychomotor skills assessments.

The Nursing Department will notify Registration upon the completion of required assessments, enabling the addition of approved nursing credits to the student's Sinclair transcript.

***Eligible students will be admitted to the program as space permits.**

** Official transcripts are required to be sent to Sinclair's Registration and Student Records pending the student's decision to transfer.

***Military training credit will be awarded based on the American Council on Education (ACE) recommendations with appropriate documentation.

International Nurses: NCLEX Readiness

A foreign-educated individual who has never been licensed as a nurse in the United States must work with the Ohio Board of Nursing (OBN) to determine RN license and/or NCLEX eligibility. The OBN will determine if there are additional eligibility requirements and will generate a report identifying if there are academic gaps that need resolution.

Individuals who are seeking to take a nursing course(s), but not complete the entire nursing program may contact the Sinclair Nursing Department program administrator to discuss their NCLEX readiness requirements. The program administrator will make decisions regarding individuals' enrollment in Sinclair nursing courses based on the OBN report and space availability. To meet the requirements of 4723.32(A), ORC, foreign-educated students are under the auspices of the program. Students are under the control and supervision of the Program. All the requirements of 4723-5, OAC, are followed including for students enrolled in independent learning or non-credit courses.

Foreign-educated students must complete all nursing student requirements identified in the nursing student handbook.

Upon successful completion, the program administration will provide the Ohio Board of Nursing with a document emailed directly from Sinclair, which details the education experiences provided to the student.

Program Requirements

Program Orientation

Students must attend a program orientation once they receive notification to begin the program. Orientation sessions are scheduled before the beginning of the limited enrollment courses. Students will be sent an orientation schedule and will sign up for one of the sessions. Information regarding electronic acknowledgments, uniforms, textbooks, vaccinations, basic life support certification, etc. will be provided during the orientation session.

Nurse Aide Training

Students must complete a state-approved nurse aide training program (STNA) before starting the limited enrollment nursing courses. Students must submit a copy of their STNA transcript or certificate. Comparable work experience (e.g., nurse aide, patient care technician) may waive the STNA training requirement. Students can have their immediate supervisor submit the Nurse Aide Verification Form located at the end of this handbook. The completed **STNA Waiver Form** should be sent to nursingdepartment@sinclair.edu. The Nursing Department Chair will make decisions about waived nurse aide training after reviewing the form.

Sinclair Community College offers STNA training through the Allied Health Department (ALH 1120). Contact the Nurse Aide Training Program staff at (937) 512-2484 for information.

Electronic Acknowledgments

The following forms and associated explanations are in the new students' community shell (eLearn). The forms must be signed electronically before beginning the limited enrollment nursing course. Please contact the department if you have questions.

- Nursing Student Handbook: Read and Acknowledge.
- Consent for Recording and Confidentiality Policy: Students
- Student Assumption of Risk and Release of Liability
- Emergency Contact Form
- Student Consents for Drug Screens
- Student Acknowledgement of Risks and Obligations associated with Laboratory, Practical, and Clinical Education Experiences.

Personal Medical Insurance

Students enrolled in Sinclair health care programs must have health insurance before enrolling in any course which includes a clinical component. Our clinical partners require health insurance for students providing nursing care at their agencies. If a student does not have health insurance, they will not be admitted into a clinical site, and therefore, not be able to complete the program outcomes. Students must submit a photo of their health insurance card. Please submit the photo to the medical forms drop box in the Nursing Student Community shell in eLearn.

Information about obtaining health insurance can be found at [Market Place plans](#) or [Medicaid](#). Sinclair College provides liability and accident insurance for students injured in clinical settings. The insurance carrier decides what treatment is eligible for reimbursement, and any treatment denied for reimbursement is the responsibility of the student, not Sinclair or the clinical site.

High School Transcript

Submit a copy of your high school transcript, diploma, or GED certificate in the medical forms Dropbox in the ADN New Nursing Students shell (eLearn). **College transcripts are not accepted.**

Medical Exam, Immunization, and Basic Cardiac Life Support Certification Guidelines

Physical exams, TB testing, immunizations, and basic cardiac life support certification documents must be electronically submitted to the medical forms drop box in the Associate Degree Nursing Community shell in Elearn.

Students cannot progress in the nursing program if physical exams, TB testing, immunizations, and basic cardiac life support certifications are not completed/current.

If a student is not compliant with the program requirements, the student cannot attend clinical. Each missed clinical day is an absence. Students are responsible for the costs of all program requirements.

The College does not require vaccinations and does not grant exemptions. Requirements are based on the requirements of our clinical partners to uphold our affiliation agreements and ensure our students receive the necessary clinical experience. The nursing program does not approve any exemption requests. Clinical organizations provide their exemption forms. Nursing Department staff will work with students to submit exemption forms. Clinical organizations will either approve or deny exemption requests based on their policies. Students can opt to receive vaccinations if their exemption requests are denied. The Nursing Department does not provide alternative clinical experiences if vaccination exemption requests are denied.

The **Ohio Department of Health maintains vaccination records administered in the state of Ohio**. You can go to this [link](#) for directions to obtain your vaccination records. Allow sufficient time for results to be mailed to you.

- 1. PHYSICAL EXAM** by a provider within 12 months of the start of the first limited enrollment NSG course. Minimum acceptable mental, behavioral, and physical qualifications are based on the common essential functions of a registered nurse, including the following:
 - Able to manage the stress and rigor of the nursing profession.
 - Respond and react immediately to verbal instructions/requests.
 - Demonstrate effective oral communication.
 - Perform close and distance visual activities involving objects, persons, and paperwork, as well as discriminate depth and color perception.
 - Respond and react immediately to auditory signals from monitoring equipment.
 - Perform auditory auscultation without impediment.
 - Discriminate between sharp/dull and hot/cold when using hands.
 - Work in a standing position.
 - Frequent walking.
 - Lift and transfer patients up to six inches (6") from a stooped position, then push or pull the weight up to three feet (3').
 - Lift and transfer patients from a stooped to an upright position to accomplish bed-to-chair and chair-to-bed transfers.
 - Physically apply up to ten pounds (10#) of pressure.

The physical form is in the Student Community shell (eLearn). Students who require reasonable accommodations to meet the physical exam requirements should contact Sinclair's Accessibility Services department.

2. **TUBERCULOSIS (TB):** An initial Mantoux two-step test, Quantiferon or T-spot blood test is required. A student with a positive test result must have documentation of a baseline chest x-ray. After initial TB testing, students will complete annual TB screening forms provided by the faculty. The test must be completed within 12 months of the start of the first limited-enrollment nursing course.
3. **HEPATITIS B:** The hepatitis B vaccine is **available as a series of two (2) (Hepelisav-B) or three (3) (Engerix-B, Recombivax HB) injections.** Documentation of the first injection must be submitted to the medical forms drop box before the start of the first clinical. Students are responsible for the completion of the series and providing proof of immunization or laboratory confirmation of antibodies (titer).
4. **INFLUENZA VACCINE:** Proof of flu immunization received after Sept. 1st annually. Students must submit documentation of flu immunization by October 15th annually.
5. **VARICELLA (Chickenpox):**
Proof of immunization or laboratory confirmation of antibodies (titer). Two vaccinations.
6. **MEASLES, MUMPS, RUBELLA (MMR) VACCINE OR TITER:**
Proof of immunization or laboratory confirmation of antibodies (titer). Two vaccinations.
7. **TETANUS AND DIPHTHERIA & PERTUSSIS VACCINE(S):**
Please refer to the CDC website <https://www.cdc.gov/vaccines/vpd/dtap-tdap-td/public/index.html> for further information. Proof of immunization or laboratory confirmation of antibodies (titer). A booster is required every 10 years. If a dose is administered sooner, the next booster is not needed for another 10 years.
8. **CORONAVIRUS (COVID):**
As of 8/4/2023, COVID-19 vaccinations are recommended but not required. If you are vaccinated, please submit the documentation to the medical forms drop box. The Nursing Department is required to track the number of vaccinated students.
9. **PROFESSIONAL BASIC CARDIAC LIFE SUPPORT (BLS) CERTIFICATION**
Professional BLS certification is required before starting limited enrollment nursing courses. Current certification must remain current throughout the program duration. Professional BLS is different from community (family or layperson) cardiopulmonary resuscitation (CPR). Online courses are accepted with proof of completion of an hands-on/return demonstration of skills. BLS training options are listed below:
 - Sinclair College offers professional BLS each semester (ALH 1130)

- [American Heart Association](https://cpr.heart.org/en/course-catalog-search/) <https://cpr.heart.org/en/course-catalog-search/> or (1-877-AHA-4BASIC CARDIAC LIFE SUPPORT)
- [For Your Health](http://Basic Cardiac Life Supportforyourhealth.com/) <http://Basic Cardiac Life Supportforyourhealth.com/> (937-898-7660)
- [American Red Cross](http://www.redcross.org/ux/take-a-class) (Professionals Rescuers and Health Care Providers)
<http://www.redcross.org/ux/take-a-class>

10. Drug Screen Policy

The Sinclair Nursing Department Drug Screen Policy supplements existing policies of Sinclair and the clinical agencies where students will engage in clinical experiences, as well as state and federal policies, guidelines, rules, and regulations regarding safe student conduct, safe practice, and drug-free educational environments.

Sinclair prohibits the possession or use of marijuana by employees and students. This policy includes medical marijuana permissible under Ohio law. The presence of THC in a drug test results in a positive result. Three Federal laws restrict the use of controlled substances: The Drug-Free Schools and Communities Act, the Federal Drug-Free Workplace Act, and the Federal Controlled Substances Act. If there is a positive result, please see the section titled “Consequences” on the next page.

Pre-Program Screening (Health Requirements):

1. Drug screens are completed before students can begin class/lab/clinical in the limited enrollment nursing courses. The nursing office will notify you regarding the dates to complete the drug screen (usually within 60 days of the beginning of semester).
2. A 10-panel chain of custody urine drug screen testing is mandatory.
3. The drug screen must be completed at Concentra, 1435 Cincinnati St, Suite 100, Dayton, Ohio 45417 (Phone: (937) 449-0800).
4. Students are responsible for the cost of the drug screen. Concentra receives the payment.
5. Drug screen results are sent directly to the Nursing Department.
6. Dilute or inconclusive results will require the student to retest within 24 hours of notification. The student is responsible for the cost of rescreening.

Reasonable Suspicion Screening:

1. Reasonable suspicion is defined as, but is not limited to, the following behaviors:
 - a. Direct observation of drug or alcohol use and/or the physical symptoms or manifestations of being under the influence such as but not limited to unusual, slurred, or rapid speech; noticeable change in appearance and hygiene; impaired physical coordination; erratic, irrational, and/or threatening behaviors or responses; deterioration in performance; abnormal conduct, such as absenteeism/tardiness; hand tremors; flushed face; odor of alcohol or any other drug; red eyes; unsteady gait; irritability; mood swings; change in alertness; and/or pupillary changes.
 - b. Evidence of tampering with a drug test.
 - c. Information that the student has caused or contributed to an incident in the clinical setting.
 - d. Evidence of involvement in the use, possession, sale, solicitation, or transfer of drugs while enrolled in the Nursing Program.

2. If a faculty member or clinical setting staff observes such behavior, the faculty will contact either the Nursing Associate Program Administrator, Program Administrator (Department Chair), Assistant Dean, or Dean of Health Sciences who will determine if there is reasonable suspicion to require the student to submit to a drug screen.
3. If reasonable suspicion is determined, the student will be released from class, lab, or clinical for the day and required to proceed immediately and directly to the location designated by the Nursing Department to conduct the drug screening. The student is responsible for obtaining transportation to the designated location and will not be allowed to drive.
4. Reasonable suspicion screening may include but is not limited to, a 10-panel chain of custody urine drug screen and/or chain of custody urine alcohol screen.
5. Sinclair Community College will pay for the cost of reasonable suspicion screening.
6. Results of the drug or alcohol screen will be sent directly to the Nursing Department. The student will be informed of the results by the Nursing Department.

Consequences:

1. A student has the right to refuse consent for a drug screen. However, refusal to consent to the Pre-Program screen will prevent the student from beginning the limited enrollment course(s). Refusal to consent for reasonable suspicion will result in dismissal from the nursing program.
2. Pre-Program students who fail to complete the drug screen by the specified deadline, or receive a positive test result, will be unable to begin the limited enrollment courses.
3. Active nursing students refusing to complete the Reasonable Suspicion drug screening or receive confirmation of a positive result will be dismissed from the nursing program and a grade of "F" will be reported for the currently enrolled course.
4. Any student with a positive drug screen may petition for readmission.
 - a. Enrolled nursing students must follow the reinstatement process outlined in the Nursing Student Handbook. The student must:
 - i. Complete a substance abuse treatment program that meets the definition of an "accredited treatment program" (preferably the Commission on Accreditation of Rehabilitation Facilities (CARF), National Association for Behavioral Healthcare (NABH), or The Joint Commission (TJC). Documentation of completion must be sent directly to the Nursing Department by the substance abuse program.
 - ii. Provide documentation of a negative drug screen with the reinstatement petition as designated by the Nursing Department.
 - iii. The student is responsible for all costs involved with treatment and screening for the readmission petition.
 - b. Pre-program students may defer entrance for one term, and must:
 - i. Complete a substance abuse treatment program that meets the definition of an "accredited treatment program" (preferably the Commission on Accreditation of Rehabilitation Facilities (CARF), National Association for Behavioral Healthcare (NABH), or The Joint Commission (TJC).

Documentation of completion must be sent directly to the Nursing Department by the substance abuse program.

- ii. Provide documentation of a negative drug screen as designated by the Nursing Department.
- iii. The student is responsible for all costs involved with treatment and screening for the readmission petition.

11. Background Checks

Nursing students are required to have both Ohio and Federal background checks before starting the program's limited enrollment courses. Background checks are valid for 12 months before the first day of a limited enrollment nursing course. The background checks meet the requirements of agencies providing clinical experiences. Students with a positive background check are required to meet with the department chair before starting the program. The report is sent directly to the Nursing Office by the Ohio BCI&I and will not be accepted if sent or delivered by students. The following link provides specific information related to this process: <http://www.sinclair.edu/academics/divisions/hs/>.

The Ohio Board of Nursing also requires a criminal background check at the time of graduation to be eligible to take the licensing examination (NCLEX-RN). Students complete this second check during the last semester of the program. This report is submitted directly to the Board of Nursing from the Ohio Bureau of Criminal Identification and Investigation (Ohio BCI&I).

Disqualifying Offenses

Applicants for a license or certificate who have pled guilty to, been convicted of, or been found judicially guilty of any crimes **may be disqualified** from licensing as a registered nurse. A list of crimes considered by the Ohio Board of Nursing (OBN) to be directly related to the duties/responsibilities of the licensed occupations can be found at [Disqualifying Offenses | Ohio Board of Nursing](#). The Ohio Board of Nursing is unable to give definitive answers regarding licensure before entry into or during participation in a nursing education program. The OBN conducts a thorough investigation **at the time the licensure application is filed** if an applicant has a criminal history. The OBN's primary mission is the protection of the public. Therefore, the OBN must determine an applicant's risk to the public as a licensed professional.

Determination by the OBN Whether a Crime is on the List of Potentially Disqualifying Offenses

Students may request documentation from the Ohio Board of Nursing requesting a [potentially disqualifying determination](#). A credit card payment of \$25.00 is required.

Program Policies & Guidelines

Notification of Changes in Nursing Program Policies

The Handbook is posted on the [Sinclair Community College Nursing website](#) and in the Nursing Community Shell. Nursing student policies are subject to change and the Nursing Student Handbook will be revised as needed. Students will be informed of policy changes via their Sinclair email accounts and/or through announcements in eLearn or during class.

Health Sciences Student Conduct Expectations

Students enrolled in Health Sciences programs are governed by the standards of conduct outlined in the Sinclair Community College, as well as the handbooks of their respective programs. These handbooks reflect the ethical, legal, and professional standards of their disciplines. Students are expected to refer to their respective handbooks for directions regarding specific policies and standards.

Academic and Professional Integrity: Students will demonstrate respect, courtesy, and acceptance of others (student peers, faculty, clients and families, and clinical setting personnel) and their property.

- Students will demonstrate respect, courtesy, and acceptance of others (student peers, faculty, clients and families, and clinical setting personnel) and their property.
 1. Demonstrate non-judgmental attitudes toward others.
 2. Identify and protect the needs of others for emotional and physical safety.
 3. Non-defensively receive and consider feedback from peers, faculty, and clinical setting supervisors.
 4. Remain in class once it has begun.
 5. Utilize personal technology in class, lab, and clinical only as approved by faculty.
- Students adhere to the policies and standards of the school and clinical agencies.
 1. Maintain academic integrity during all coursework.
 2. Maintain health requirements, immunizations, and other standards as outlined in the program handbooks.
 3. Report evidence of unethical or illegal behaviors through the appropriate chain of command.
 4. Respect facilities, supplies, equipment, and personal property of others in class, lab, clinical, and practicum.
- Students are prepared and ready to start on time for classes, labs, and clinical/practicum.
 1. Physically and mentally prepared to accomplish the planned activities of the class, lab, or clinical/practicum.
 2. Dress appropriately for planned activities and adhere to specific program dress codes.
 3. Submit assignments on time.
 4. Communicate with faculty, supervisor(s), staff, and agencies when tardiness or absence is expected and in accordance with the course requirements or syllabus.
 5. Accept responsibility for announcements, information, and assignments provided during absences.
- Communication and Interpersonal Behavior
 1. Maintain professional boundaries in the role of student with peers, faculty, clients, and clinical setting personnel.
 2. Conform to behaviors consistent with the school and clinical setting standards/policies.
 3. Utilize appropriate professional language with peers, faculty, clients, and clinical setting personnel.
 4. Adhere to privacy standards in all communications.

5. Adapt verbal and non-verbal behaviors to promote respectful, healthy, and collaborative communication with others.
6. Apply active listening skills.
7. Use "I" statements and take responsibility for your behavior.

In addition, nursing students must abide by the following standards of safe nursing care as required by the Ohio Board of Nursing Rule, O.A.C. 4723-5-12(C)

(C) In addition to the policies required in paragraph (A) of this rule, the program administrator and faculty shall implement policies related to student conduct that incorporate the standards for safe nursing care set forth in Chapter 4723. of the Revised Code and the rules adopted under that chapter, including, but not limited to the following:

- (1) A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the patient, and the patient's response to that care.
- (2) A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.
- (3) A student shall not falsify any patient record, or any other document prepared or utilized during, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports, time records or reports, and other documents related to billing for nursing services.
- (4) A student shall implement measures to promote a safe environment for each patient.
- (5) A student shall delineate, establish, and maintain professional boundaries with each patient.
- (6) At all times when a student is providing direct nursing care to a patient the student shall:
 - (a) Provide privacy during examination or treatment and in the care of personal or bodily needs; and
 - (b) Treat each patient with courtesy, respect, and with full recognition of dignity and individuality.
- (7) A student shall practice within the appropriate scope of practice as set forth in division (B) of section [4723.01](#) and division (B)(20) of section [4723.28](#) of the Revised Code for a registered nurse, and division (F) of section [4723.01](#) and division (B)(21) of section [4723.28](#) of the Revised Code for a practical nurse;
- (8) A student shall use universal and standard precautions established by Chapter 4723-20 of the Administrative Code;
- (9) A student shall not:
 - (a) Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient;
 - (b) Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.
- (10) A student shall not misappropriate a patient's property or:
 - (a) Engage in behavior to seek or obtain personal gain at the patient's expense;
 - (b) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's expense;

(c) Engage in behavior that constitutes inappropriate involvement in the patient's personal relationships; or

(d) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient's personal relationships.

For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.

(11) A student shall not:

(a) Engage in sexual conduct with a patient;

(b) Engage in conduct during practice that may reasonably be interpreted as sexual;

(c) Engage in any verbal behavior that is seductive or sexually demeaning to a patient;

(d) Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a patient.

For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to sexual activity with the student.

(12) A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:

(a) Sexual contact, as defined in section [2907.01](#) of the Revised Code;

(b) Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.

(13) A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section [4729.01](#) of the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student, or self-administer or otherwise take into the body any drug that is a schedule I controlled substance.

(14) A student shall not habitually or excessively use controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.

(15) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of the use of drugs, alcohol, or other chemical substances.

(16) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability.

(17) A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance.

(18) A student shall not misappropriate or attempt to misappropriate money or anything of value by intentional misrepresentation or material deception during practice.

(19) A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.

(20) A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.

(21) A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion.

(22) A student shall not assist suicide as defined in section [3795.01](#) of the Revised Code.

(23) A student shall not submit or cause to be submitted any false, misleading, or deceptive statements, information, or document to the nursing program, its administrators, faculty, teaching assistants, preceptors, or to the board.

(24) A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing or any other form of communication.

(25) To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.

(26) For purposes of paragraphs (C)(5), (C)(6), (C)(9), (C)(10), (C)(11) and (C)(12) of this rule, a student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the students assigned clinical responsibilities.

Attendance Policy

Students are expected to attend scheduled classes, labs, and clinicals. It is the faculty member's responsibility to define attendance and participation requirements. It is the student's responsibility to read and understand the class expectations that are defined in each course syllabus.

Program Progression Policy

To continue in the ADN Nursing program, a student must:

- Adhere to all applicable college and program policies including academic policies, the Student Code of Conduct Handbook, and the Nursing Student Handbook.
- Maintain at least a 2.0 cumulative Grade Point Average (GPA).
- Attain a minimum grade of "C" in each course required by the curriculum plan (available in the college catalog).
- Meet each semester's curriculum requirements, as specified on the curriculum plan, and in the sequence outlined by the curriculum plan, unless approved by the associate program director or department chairperson. General education courses may be taken before, or according to, the curriculum plan.
- Meet clinical outcomes for nursing courses with an associated clinical component.
- Meet stated lab outcomes for nursing courses with an associated lab component.
- Achieve an 80% score or higher for proctored assignments and 80% or higher for un-proctored assignments in nursing courses.
- Submit health and immunization records outlined in the Nursing Student Handbook.
- Complete required background checks.

- Maintain current professional basic cardiac life support certification.
- Adhere to all applicable policies set forth by affiliating agencies.
- Students who fail to comply with the requirements cannot continue in the program and will be notified by email.

Program Completion Policy

Students must satisfactorily complete all college and program requirements to be qualified to complete the program. Once confirmation has been received from the registrar that a student has met all requirements and the degree/certificate has been conferred, a program completion letter from the Sinclair Nur will be emailed to the board of nursing of choice.

Withdrawal from a Nursing Course

Students may elect to withdraw from a required program course. However, enrollment in the course is considered a course “attempt.” An “attempt” of a course may be a factor in a subsequent decision to dismiss a student from the program. For this reason, all students are strongly encouraged to meet with a department faculty member or an academic advisor before withdrawing from any course required for a program.

Some of the nursing courses are linked NSG 1400/1450, 1600/1650, 1700/1750, and 2400/2450. If a student would like to drop one linked nursing course but not both, the student must email the Nursing Department staff. The staff will collaborate with the registrar to have one course dropped but continue the enrollment in the other course. Students can drop linked courses if they intend to drop both courses.

Automatic Readmission

Students who withdraw or fail one nursing course in the ADN program are eligible for automatic readmission. Students must complete and electronically submit the Nursing Readmission. The readmission form is located on the [Health Sciences webpage](#). Readmission is based on space availability. The withdrawal or failure cannot be due to a clinical failure.

Nursing Program Dismissal

Students are dismissed from the Nursing Program after

- withdraw or failure of two limited enrollment nursing courses, or
- a clinical failure in a nursing course, or
- may be dismissed based on evidence of unsafe or unethical behavior.

A student may be removed from a course by an instructor and assigned an “F” grade for the course for engaging in unsafe or unethical practice(s) related to a course or program requirement in any nursing laboratory, clinical, or classroom experience. Such removal and grade may occur at any time during the term. Misconduct will be addressed following the procedures outlined in the Sinclair Student Judicial Affairs Code of Conduct Handbook.

Readmission Process Following Dismissal

1. Students dismissed from the Nursing Program may petition for an exception to the Dismissal Policy due to extenuating circumstance(s) AFTER FINAL GRADES HAVE BEEN POSTED OR DATE OF WITHDRAW.

2. Students must complete and electronically submit the Nursing Readmission Application. The application form is located at the [Health Sciences webpage](#).
3. Students must submit the Nursing Readmission Application with supporting documentation (when applicable) by 5 PM on the Tuesday following the end of the semester. NO LATE OR INCOMPLETE APPLICATIONS WILL BE REVIEWED until the next scheduled readmission meeting.
4. Students will be notified of the Readmission Committee's decisions via emails sent to their Sinclair Outlook accounts.
 - a. If an exception to the dismissal has been granted, the email will inform the student regarding any required conditions for readmission including, but not limited to, completing assessments reflective of the nursing course preceding intended readmission, including course content and/or psychomotor skills demonstration.
 - b. If a student is denied readmission at the program/department level, the student has the right to follow the grievance process. The first student meets initially with the Nursing Associate Program Administrator. The student can meet with the Nursing program administrator/chair for the next step of the appeal. The third step is to meet with the Assistant Dean of Health Sciences by requesting an appointment (937-512-2919). The Assistant Dean will work with the Department Chair to obtain pertinent information before meeting with the student. Should the appeal to the Assistant Dean be denied, the student may appeal to the Dean of Health Sciences by requesting an appointment (937-512-2919).
5. Students must be in good standing with the college and meet current program requirements as listed in the Nursing Student Handbook to be considered for readmission.
6. Readmitted students must meet the curriculum requirements effective at the time of readmission.
7. Students will not qualify for Federal Financial Aid (FFA) until readmission into the program or the student changes majors to a program that is FFA eligible. Students utilizing Federal Financial Aid must connect with the Welcome Center and their Academic Advisor.

Students who have stepped out of the limited enrollment nursing course(s) for non-academic reasons, and plan to return, are required to send an email to nursingdepartment@sinclair.edu. Include Name, Tartan ID, and telephone number in the email (Subject line: Readmission for non-academic reasons). Readmission conditions may be required for all students not actively enrolled in a nursing course for more than one semester, including, but not limited to assessments of course content and/or psychomotor skills reflective of the nursing course preceding readmission.

Students may defer the start date of readmission. Deferment cannot exceed twelve months from the first opportunity to resume limited enrollment courses. Readmission is provided based on space availability.

Blended Coursework

The Nursing program uses a blended delivery model for NSG 1200 (Intro to Nursing) and the three professional nursing courses (NSG 1450, NSG 1650 and NSG 2450). Blended courses uses a combination of online and face-to-face meetings as a flexible approach to teaching and learning.

A student does not need to own a computer for web-enhanced or blended coursework. SCC computer labs and library computers are available during the term. The ALH 1101 and NSG 1200 classes prepare the student for the use of computer learning and information access. The web-enhanced coursework is in addition to all regularly scheduled on-campus class time.

Academic Workload

The ADN program is rigorous, and it requires a considerable time commitment. To succeed, plan on dedicating approximately 3 hours of study time for every NSG course credit. This estimate will help you manage your work/life balance and achieve academic success.

Clinical Assignments

Traditionally, clinicals are scheduled on weekdays, but now there is an expansion to include weekends as well. This is an effort to provide more flexibility and opportunities for students to complete their clinical rotations. In addition, offering clinical rotations during both daytime and afternoon/evening hours is another effort to accommodate students with diverse schedules. On occasion, clinical assignments for nursing students will be changed. This may be due to adjustments mandated by our clinical partners or faculty assignments.

Web-Enhanced Coursework

The Nursing program uses online delivery of some course information including syllabi, outlines, assignments, lecture materials, e-mail discussion groups, and testing. The purpose of this web-enhanced course delivery is useful for several reasons.

- The student can access materials at their convenience and from any location.
- Early and frequent use of materials allows the student to be prepared for class discussion.
- Instructors can spend class time expanding on information and emphasizing important principles for the information provided online.

Nursing Laboratories & Simulation Center

Latex Allergy – The Nursing Laboratories and Simulation Center contains items made with latex.
Medication Usage – Only mock medications are used in the Simulation Center and labs
Sharps - All sharps are disposed of in an appropriately labeled sharps container. Containers are found in each nursing laboratory and simulation room. Under no circumstances may sharps be removed from the nursing labs or Simulation Center. All injuries, including “clean” needle sticks, are reported to the faculty. A Sinclair College Incident Report/Student Injury Process form will be completed, and the process followed.

Simulation Center Participants:

- Participants wash their hands before the simulations.
- participants must follow standard precautions against infectious disease transmission
- Ink pens are not allowed in the rooms when using simulators.
- Throughout your time in the program, you will interact with different manikins and/or patient actors depending on the specific scenario. We will do all we can to make the simulation as real as possible.

- Simulation fosters active engagement in a safe learning environment. Your role is to “enter into the spirit” of the simulation, engaging with the “patient,” “family” and other members of your healthcare team as if the situation were real. This will provide you with the best active learning opportunity possible.
- Remember confidentiality: What happens in simulation stays in simulation.
- You should come to simulation with a non-judgmental attitude and be open to learning from your patients, peers, and faculty.
- The faculty will provide the simulation objectives before the simulations begin. To ensure your psychological safety, please talk to your instructor if you anticipate the simulation content to be personally distressing.

Health Sciences Audio Recording Policy

It is permissible to audio record when the instructor(s) presents testable information and used for study purposes only.:

- Faculty may announce that audio recording is permissible, and students will be reminded to turn off recording devices anytime there are concerns about confidentiality, HIPAA, test integrity, or copyright information.
- Students are required to notify the instructor before audio recording.
- Audio recording devices must be in clear view of others.
- Students are responsible for turning the audio recording devices off when any student chooses to share personal information, or any patient/client information is discussed.
- It is not permissible to audio record during any group discussions (activities such as dyads, small group discussions, large group discussions, discussion groups, open group, and any other times that personal sharing is expected or invited, unless specifically permitted by the course faculty).
- It is not permissible to audio record during any quiz or test reviews.
- Social media policies apply to all audio recordings. If it is determined that a student recorded content other than testable lecture material or used recorded content for purposes other than studying for exams.

Student Academic Grievance/Readmission Appeal Procedure

Health Sciences Division Chain of Command for Student Concerns or Complaints

Students are encouraged to use the Health Sciences chain of command to address concerns. The steps are sequential. Students can choose to take additional steps if the situation is not reconciled.

Step 1: Discuss the concern/complaint with your instructor and try to resolve the issue.

Step 2: Meet with the Associate Program Administrator.

Step 3: Meet with the Nursing Department Chairperson.

Step 4: Meet with the Assistant Dean of Health Sciences (937-512-2919; 14-310).

Step 5: Meet the Dean of Health Sciences (937-512-2919; 14-310).

Sinclair’s Counseling Services

Counseling Services offers students free, 24/7 availability for confidential counseling to address and work on academic and personal concerns. Our mission is to meet a student where they are and assist them in taking steps to improve their lives. The licensed counselors in Counseling

Services help students identify steps they can work on to begin creating positive change in their lives with a holistic approach.

Counselors at Sinclair provide short-term counseling for students. However, they can work with students to link them to referrals in the community for therapy or other services. The office is equipped with resources for Montgomery County, as well as surrounding counties.

Counseling Services also offers trainings and presentations on assorted topics for faculty, staff and students. Topics could include test anxiety, procrastination, and study habits.

Students can obtain more information or schedule an appointment by visiting the [Counsel Services webpage](#).

Student Identification & Uniform Policy

The Nursing Faculty reserves the right to determine the suitability of the student's appearance in uniform following program or facility requirements. Failure to adhere to the policy may result in the student being dismissed from the clinical area and considered absent.

Uniforms

Uniforms are required at the beginning of the first semester of limited enrollment nursing courses. Students must be in uniform per the current policy during scheduled lab and clinical experiences. Uniforms are not required for open lab practice times or optional drop-in sessions offered by the Department. Exceptions to the uniform policy will be based on clinical agency requirements and requests. Students must be clean, scent and odor-free, well-groomed, and in uniform when working in clinical and lab. The student uniform may be worn only when working in the role of a Sinclair Nursing Student. Professional behavior must be demonstrated when wearing the Sinclair nursing uniform.

The uniform must be purchased at the Sinclair campus store. The uniform consists of gray scrub pants, a gray scrub top with an embroidered Sinclair logo, and a black lab jacket with the Sinclair logo. Students may select regular or jogger style scrub pants.

- Students may replace the gray pants with a black skirt that is hemmed three to four inches below the knees (contact the Sinclair Campus store at order-campusstore@sinclair.edu).
- A long or short-sleeved plain black t-shirt purchased may be worn under the gray uniform.
- Optional head coverings/headbands must be solid white, black, or gray.
- Students must always wear hosiery or socks.
 - Solid color black, white, or gray stockings, tights, or socks are to be worn with pants.
 - Solid black stockings or tights are worn with skirts.
- Shoes must be white, grey, black, or a combination of the required colors.
 - Shoes must fit securely.
 - Shoes must be non-permeable.
 - Shoes must have a closed toe and closed heel. Canvas shoes or shoes ("Crocs") with holes are not permitted.
 - Shoes and shoelaces must be kept clean.
 - Shoelaces must match shoes.
 - Shoes may not have writing that is not a brand or logo.

(See the New ADN Nursing Community Shell for examples of approved shoes.)

Identification

The official Sinclair Tartan photo ID is worn in a plastic holder (provided in the required nurse pack). The photo shall be visible and worn on the front left side of the scrub top.

Required Accessories

- Stethoscope (with both a diaphragm and bell)
- Watch (a sweep second hand or digital second counter)

Jewelry

Acceptable jewelry includes one plain band and **one pair** of small gold-colored, silver-colored, pearl-colored, or non-tinted glass studs for pierced ears only. No other visible piercing or jewelry which includes spacers is permitted. Covering facial piercings is not permitted.

Hair and Nails

Hair must be kept clean, neat, and contained off the collar line. Hair accessories must be small, plain, and inconspicuous. Any beard or mustache must be clean and neatly trimmed. Fingernails must be clean, short (no longer than the end of the fingers), and free of polish or acrylic/artificial nails.

Body Modifications & Tattoos

Students must follow the policies of the clinical setting. Gauges must be filled with plain flesh-tone plugs. Tattoos are not required to be covered during on-campus lab activities unless reported to be offensive by administration, faculty, or peers.

Nursing Student Illness and Injury Policies

Medical Emergency in the Classroom and Lab Setting

If a medical emergency arises:

1. Faculty will direct someone to contact Sinclair Police at (937) 512-2700 or (937) 512-2534. **Do not call 911**, as this will cause a delay in the emergency response.
2. Render first aid if trained. Report all medical injuries and accidents to Sinclair Police. Police Officers are certified in BASIC CARDIAC LIFE SUPPORT, First Aid, and AEDs.
3. Complete and accurate information must be provided when requesting assistance.

In the case of human body fluid exposure:

1. Notify Sinclair Police at (937) 512-2700 or (937) 512-2534 in the event of exposure to human body fluids.
2. If contact is made with the skin, wash the area immediately with soap and water.
3. Do not attempt to clean up fluids unless trained and equipped.
4. Always wear vinyl, nitrile, or latex gloves when in proximity to body fluids.
5. Gloves that have been in contact with body fluids must be disposed of in a biohazard container and hands must be washed with soap and water.
6. Sinclair Police will contact Facilities Management for the cleanup and disposal.

Medical Nonemergency in the Classroom, Lab Setting, and Clinical

Students must self-identify nonemergency medical illnesses or injuries during class, lab, or clinical time. The instructor will determine if the student can continue with learning activities or needs to be sent home.

The student will be allowed to continue with learning activities if the:

- illness is not contagious to others.
- injury is minor and does not require medical attention.
- illness or injury does not disrupt learning activities for self or others.

The student will be released from the class, lab, or clinical if the:

- illness has the potential of being contagious to others.
- illness or injury requires professional health care.
- illness or injury disrupts learning activities for self or others.

The student will assume financial responsibility for any health care expenses. The student is responsible for arranging their transportation from the clinical setting. This will count as an absence according to the Attendance Policy. The student must contact their instructor regarding how to fulfill or make up the missed time as soon as possible.

Injury to a Nursing Student in the Clinical Setting or Sinclair Nursing Lab.

The instructor will be notified immediately if there is an injury, and the clinical facility policies will be followed. The facility policy will be followed regarding the completion of an accident report. The injury may require treatment with the consent of the student (as fees may be assessed). A Sinclair Community College Health Sciences Incident Report / Student Injury Form must be completed by the faculty member and forwarded to the Dean's office. Needlesticks occurring in lab or clinical must be reported.

If Medical Treatment is necessary, contact the Dean's office by phone at (937) 512-2919.

For Exposure to Blood or Body Fluids in the Clinical Setting

Students may contact blood and other body fluids during their clinical learning experiences. In the event such exposure occurs, the following procedure will be implemented:

- During normal business hours, the student will report to Concentra Occupational Health, 1435 Cincinnati St, Dayton, Ohio. The telephone number is (937) 449-0800. The student will receive a baseline assessment and treatment as needed. If Concentra recommends follow-up appointments, the student should provide documentation to Sinclair to have reimbursement considered.
- In the event the exposure occurs after normal business hours, the student should report to a facility covered by their insurance carrier, or, if available, the facility where the exposure occurred. The student should receive a baseline assessment and treatment as needed. If the facility recommends follow-up appointments, the student should provide documentation to Sinclair to have reimbursement considered.
- In either instance, the student must inform personnel at the facility that **Concentra (or the after-hours facility) will directly bill Sinclair Community College for the initial visit.** The clinical instructor/preceptor should collaborate with the appropriate representative from

the clinical site to identify the HIV status of the exposure source (patient). If available, this information will be shared with the Concentra staff.

- The faculty will secure an Insurance Claim Form and assist the student with completing the form. Upon completion, the form and incident report will be submitted to the Dean's office.
- If the student refuses to seek medical treatment and/or chooses to seek follow-up care on their own, the Refusal of Medical/Surgical Intervention section of the Incident Report / Student Injury Form must be completed. Students who choose to seek treatment elsewhere assume complete financial responsibility for their care.
- The Director of Business Services will submit the completed claim form to the Insurance Company. Sinclair's accident insurance coverage for students is limited to emergency care. Therefore, financial responsibility for any follow-up care will be reviewed and determined on a case-by-case basis.
- It is the responsibility of the chairperson to ensure this procedure is followed. It should be communicated to all faculty, preceptors, and students. Students should be aware that they may incur medical expenses in the event of an accident at the clinical site.

Technology Policy

eLearn is the online course management program used at Sinclair Community College.

Students must comply with Sinclair's [Acceptable Use of Information Technology Policy](#) and [Copyright Policy](#). Students participating in clinical, or practicum experiences must also comply with clinical agencies' policies regarding technology.

The hand-held device required for all nursing classes may be purchased anywhere. However, students using financial aid must purchase their devices at the SCC bookstore. Technology guidelines:

1. Verify Current or Purchase a New Tablet
 - Any 8" Android tablets not more than 3 years old, 2021 models or newer. The Sinclair Store stocks a current version of the Samsung Galaxy Tablet
 - iPad Mini should have iOS 13 or higher installed (the operating system). Larger iPads are not recommended because they do not fit in the standard pockets of the nursing uniform top.
 - Amazon Kindle and Chrome Book devices are not supported.
 - Download Office 365 for Students
2. Laptops and PCs are optional devices for reading textbooks and completing assignments.

Information Portability and Accountability Act (HIPAA) and Technology

Taking photographs at any clinical facility is prohibited. The camera function on any device must be disabled during clinical times.

Students must download all required e-books and keep their electronic devices charged. Students are responsible for maintenance, upkeep, replacement, and updating software.

Students must follow all applicable professional guidelines and laws, such as the Health Information Portability and Accountability Act (HIPAA). Students are responsible for the security of password(s) used at SCC and clinical agencies. Individual course instructors will review the permissible use of technology during class, lab, and clinical times. In clinical agencies, students may not import, copy, or store data from hospital information systems.

Cell phones in the classroom, lab, and clinical settings are limited to academic use. Cell phone volume must be turned off or inactivated when students are in class, lab, and clinical.

The National Council of State Boards of Nursing provides a [social media guidelines for nurses video \(5.4 minutes\)](#).

HESI Examination Requirements

Nursing students are required to take the HESI Mid-curricular and Exit Examinations to prepare for the National Council Licensure Examination (NCLEX-RN) and to evaluate progress with student learning outcomes. The mid-curricular HESI is administered at the end of NSG 1600/1650 and 1700/1750. The HESI Exit exam is administered towards the end of NSG 2600. Exams are comprehensive, integrated examinations of basic nursing knowledge. Exam completion is required. The exams will be administered on campus at no additional student cost. Students will receive individual results, to be used for remediation, review, and preparation for the NCLEX-RN.

Grading Guidelines for Nursing Courses

The faculty will conduct periodic evaluations of each nursing student's progress in each course and in the program. Each course evaluation plan is located in the course syllabus. All nursing courses have proctored and non-proctored points that faculty factor together for final grades.

Students must meet all the following requirements to pass NSG 1400, 1600, 1700, 2400, and 2600 nursing courses:

- Achieve a cumulative 80% for all proctored assessments (exams and quizzes).
- Achieve a cumulative 80% for all non-proctored assignments for the course (this may include homework, professional points, assignments, and non-proctored quizzes).
- Pass the clinical component of the course.
- Pass the lab component of the course.
- Students will earn a D or F if they do not meet all the requirements.

Grading Scale

A = 93 - 100

B = 86 - 92

C = 80 - 85

D = 73 - 79

F = 72 or below

Final Grade Rounding

- Final grades are rounded only after the proctored and non-proctored grades are calculated.
- If the grade is .50 or greater, it is rounded to the next highest number (ex: 89.5 = 90%).
- If the grade is .49 or less, it is rounded to the next lowest number (ex: 92.49=92%).

General Rules Regarding Examinations

1. The student will have one minute for each lower-level question (remembering/understanding) and 1.5 minutes for each higher-level question (applying/analyzing) on the exam. Dosage calculation questions will also have a minimum of 1.5 minutes per calculation within the question.
2. Select all that apply questions will be graded # of right answers minus the # of wrong answers for an individual question point calculation.

3. Students' exam results/grades will be posted no later than one week from the date the exam was taken.
4. The faculty will communicate the official record for determining student exam scores in the course syllabus.
5. Students taking tests in the Testing Center must follow [Testing Center](#) rules.
6. Special testing accommodations will be provided based on the recommendations of Accessibility Services.
7. No special testing accommodations will be provided beyond the Accessibility Services recommendations. It is the student's responsibility to communicate with the faculty their plan to use the recommendations.
8. Students will use faculty-approved calculators for medication administration and dosage calculation test items. Desks are cleared of all personal possessions (backpacks, water bottles, etc.). Cell phones must be turned off and placed at a faculty-designated location. Students may not wear hats, bulky clothing, or coats. Students may not wear any electronic device that is capable of transmitting information.
9. Students are required to notify classroom faculty by Sinclair Outlook email within 24 hours of a missed examination. Make-up exams will be scheduled by the faculty.
10. If there is a technology issue with the delivery or retrieval of a quiz or exam, nursing faculty reserve the right to void the quiz or exam and administer a new quiz or exam on the same content.

During the Administration of an Exam

1. Classroom Exam Procedure
 - Each student will take the exam and submit it individually. Once submitted, no answers can be changed, and the test will be graded accordingly.
 - For collaborative testing, if applicable, each student will first take the exam. When all students have completed their exams, they will be randomly assigned in groups and retake the exam in a group. Each group will be assigned one answer sheet for scoring. Students must have a minimum score of 79.5% on their individual exams to achieve points from their group exams. Students earning 90% or higher on the group collaborative exam will have 2 points added to their individual grades. Scoring lower than 79.5% individually or lower than 90% as a group will result in no additional points.
2. Tardy/Late for Exam

Students arriving late to the classroom on the day of an exam who wish to take the exam will be required to take it in the remaining allotted test time.

Reviewing Tests with Students

- To promote test security, students are not allowed to review their tests once submitted.
- Students have 24 hours after completing a test to contact the faculty by email regarding test questions or concerns.
- All students earning less than 80% on a test are encouraged to make appointments with their faculty. Faculty can discuss test questions in terms of concepts, not specifics. The faculty can also discuss test-taking strategies and study skills. Faculty may issue an Academic

Coaching form to communicate, summarize, or clarify plans formulated for the student to meet course, program, or college requirements and/or to make appropriate referrals

Reference Request (Federal Education Rights and Privacy Act)

Reference Request (Federal Education Rights and Privacy Act) A student requesting a reference from a faculty member must complete the Person Proxy & Student Record Release.

Opportunities for Student Program Evaluation

Nursing students are invited to participate in the Sinclair Nursing Program in several ways. Student Surveys - Each semester the nursing department will request student feedback concerning the course, clinical, and faculty. Agencies may also request student feedback about the quality of learning experiences in clinical facilities. Students also receive an end-of-program survey as well as an alumni survey after graduation.

Committee Membership

Student representatives are invited to participate on four nursing faculty committees: Curriculum Committee, Student Policies and Activities Committee, Diversity, Equity, and Inclusion, and Technology and Faculty Development Committee.

Sinclair Nursing Facebook Community

Nursing students and alumni are invited to join the Sinclair Nursing Facebook Community.

Payment of fees, expenses, and refunds associated with the program.

The [Bursar's Office](#) staff helps Sinclair students and their families understand their expenses and bills and make payments easily and efficiently. The next pages of the Nursing Student Handbook address the estimated program costs for students in the traditional track and advanced placement track.

Estimated costs for Traditional RN Program 06/26/24

PREREQUISITES

Tuition (13 Credit Hours)	\$ 1898
Course Fees	\$ 93
TEAS Assessment	\$ 70
Registration Fee	\$ 20
Books	\$ 432

SEMESTER 1

Tuition (16 Credit Hours)	\$ 2336
Course fees	\$ 505
Uniform/shoes	\$ 250
Tablet	\$ 300-500
E-books and software programs	\$1671
Nurse pack	\$ 70
Fingerprinting/background check	\$ 65
Physical exam /immunizations	\$ 250
BLS certification	\$ 40-140
Drug screening	\$ 47

SEMESTER 2

Tuition (12 Credit Hours)	\$ 1752
Course fees	\$ 300
Books	\$117

SEMESTER 3

Tuition (13 Credit Hours)	\$ 1898
Course fees.	\$ 283
Books	\$ 133

SEMESTER 4

Tuition (11 Credit Hours)	\$ 1606
Course Fees	\$ 300
Books	\$ 0
Fingerprinting/background check	\$ 65
NCLEX-RN Test and processing fee	\$ 200
OBN application processing fee	\$ 79
Pin (optional)	\$ 40-105

Tuition fees reflect Montgomery County resident rates. Book costs can be lowered by renting books or purchasing used books. Prices do not include tax. Additional costs: stethoscope, watch with a second hand, transportation, and parking for clinical rotations.

For information concerning current, updated book prices and refunds, please contact eCampus by going to the eCampus FAST tile in the my. sinclair portal.

Estimated costs for the Advanced Placement Program: LPN, Military 06/26/24**Pre-requisites**

Tuition (13 Credit Hours)	\$ 1898
TEAS Assessment	\$ 70
Registration Fee	\$ 20
Course fees	\$ 73
Uniform/shoes	\$ 250
Tablet	\$ 300-500
Books	\$ 566
Fingerprinting/background check	\$ 65
Physical Exam /Immunizations	\$ 250
BLS Certification	\$ 40-140
Drug Screen	\$ 47

SEMESTER 1

Tuition (13 Credit Hours)	\$1898
Course fees	\$ 300
Books and software	\$1361
Nurse pack	\$70

SEMESTER 2

Tuition (12 Credit Hours)	\$1752
Course Fees	\$ 250
Books	\$117

SEMESTER 3

Tuition (11 Credit Hours)	\$1606
Program Fee	\$ 300
Books	\$ 0
Fingerprinting	\$ 65
NCLEX-RN Test and processing fee	\$ 200
OBN Application processing fee	\$ 79
Pin (optional)	\$ 40-105

Tuition fees reflect Montgomery County resident rates. Book costs can be lowered by renting books or purchasing used books. Prices do not include tax. Additional costs: stethoscope, watch with a second hand, transportation, and parking for clinical rotations.

For information concerning current, updated book prices and refunds, please contact eCampus by going to the eCampus FAST tile in my.sinclair portal.

Sinclair Nursing Program
Optional Employee Skills Competency Verification to Waive Nurse Aide Training Course

Dear Manager,

Your employee is requesting to waive the nurse aide training course required for the Sinclair nursing program. Please complete and sign the form and attach a copy of the employee's job description to nursingdepartment@sinclair.edu.

Employee Name:

Date of Hire: _____ Current status: Full-time Part-time PRN

Proficiency	Skills
<input type="checkbox"/> Proficient <input type="checkbox"/> Not Proficient <input type="checkbox"/> N/A	Hand washing
<input type="checkbox"/> Proficient <input type="checkbox"/> Not Proficient <input type="checkbox"/> N/A	Ambulation using a gait belt
<input type="checkbox"/> Proficient <input type="checkbox"/> Not Proficient <input type="checkbox"/> N/A	Ambulation with walker
<input type="checkbox"/> Proficient <input type="checkbox"/> Not Proficient <input type="checkbox"/> N/A	Applying anti-embolic stockings
<input type="checkbox"/> Proficient <input type="checkbox"/> Not Proficient <input type="checkbox"/> N/A	Bedpan/fracture pan use
<input type="checkbox"/> Proficient <input type="checkbox"/> Not Proficient <input type="checkbox"/> N/A	Denture care
<input type="checkbox"/> Proficient <input type="checkbox"/> Not Proficient <input type="checkbox"/> N/A	Dressing patients
<input type="checkbox"/> Proficient <input type="checkbox"/> Not Proficient <input type="checkbox"/> N/A	Emptying a urinary drainage bag
<input type="checkbox"/> Proficient <input type="checkbox"/> Not Proficient <input type="checkbox"/> N/A	Feeding the dependent patient
<input type="checkbox"/> Proficient <input type="checkbox"/> Not Proficient <input type="checkbox"/> N/A	Hair care including shaving
<input type="checkbox"/> Proficient <input type="checkbox"/> Not Proficient <input type="checkbox"/> N/A	Making an occupied and unoccupied bed
<input type="checkbox"/> Proficient <input type="checkbox"/> Not Proficient <input type="checkbox"/> N/A	Mouth care
<input type="checkbox"/> Proficient <input type="checkbox"/> Not Proficient <input type="checkbox"/> N/A	Partial and complete bath
<input type="checkbox"/> Proficient <input type="checkbox"/> Not Proficient <input type="checkbox"/> N/A	Perineal care
<input type="checkbox"/> Proficient <input type="checkbox"/> Not Proficient <input type="checkbox"/> N/A	Care of indwelling catheter
<input type="checkbox"/> Proficient <input type="checkbox"/> Not Proficient <input type="checkbox"/> N/A	Positioning supine and lateral.
<input type="checkbox"/> Proficient <input type="checkbox"/> Not Proficient <input type="checkbox"/> N/A	Range of motion exercises

Sinclair ADN program

<input type="checkbox"/> Proficient <input type="checkbox"/> Not Proficient <input type="checkbox"/> N/A	Transfer from bed to wheelchair using a gait belt
<input type="checkbox"/> Proficient <input type="checkbox"/> Not Proficient <input type="checkbox"/> N/A	Transfer from wheelchair to bed using a gait belt
<input type="checkbox"/> Proficient <input type="checkbox"/> Not Proficient <input type="checkbox"/> N/A	Vital signs – Temperature, Pulse, and Respiration
<input type="checkbox"/> Proficient <input type="checkbox"/> Not Proficient <input type="checkbox"/> N/A	Weighing an ambulatory patient
<input type="checkbox"/> Proficient <input type="checkbox"/> Not Proficient <input type="checkbox"/> N/A	Measuring intake and output
<input type="checkbox"/> Proficient <input type="checkbox"/> Not Proficient <input type="checkbox"/> N/A	Maintaining isolation
<input type="checkbox"/> Proficient <input type="checkbox"/> Not Proficient <input type="checkbox"/> N/A	Communication skills with team members, patients, and their visitors.
<input type="checkbox"/> Proficient <input type="checkbox"/> Not Proficient <input type="checkbox"/> N/A	Ability to work in a team

Comments:

I verify that the above-named employee has worked a minimum of 1,040 hours as a nurse’s aide in acute care or long-term care or as a patient care technician in acute care or a long-term care facility within the past 2 years (24 months). The employee is proficient in all listed skills.

Print Supervisor’s name and title:

Organization:

Supervisor’s Email address:

Supervisor’s Phone number:

Signature (initial for an electronic signature):

Date: Click or tap to enter a date.