SECTION V – STUDENT POLICIES

Communication of Student Information

Students and Faculty have input into policy development and revision. All new or revised policies are communicated formally in writing or electronically to each student as an addendum to this Handbook. Postings on student bulletin boards and verbal presentations are informal means of dissemination of information.

Transcripts and Educational Records

In accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, Trinity Health System School of Nursing is required to maintain confidentiality of the academic records of a student or alumnus. Students are informed of their FERPA annually via the Student Handbook. A student has the right to review his/her record(s) according to established School of Nursing policy.

When a student has a legal name change, documentation must be submitted to the school office so that the appropriate name change may be placed on student records.

All requests for transcripts or educational records must be in writing. A transcript may be obtained for a fee of five (5) dollars, payable in advance. An official transcript is sent directly to an educational institution, an employing institution, or given directly to a student/alumnus in a sealed envelope. Copies of educational records may be obtained for one dollar per page, up to $75.00.

Trinity Health System School of Nursing follows the Family Education Rights and Privacy Act of 1974 (Buckley Amendment) in reference to Student Record Policies.

Procedure to Inspect Education Records

Students may inspect and review their education records upon request to the appropriate record custodian.

Students should submit to the record custodian or an appropriate School staff person a written request which identifies, as precisely as possible, the record or records he or she wishes to inspect.

The record custodian or an appropriate School staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in 45 days or less from the receipt of the request.

When a record contains information about more than one student, the student may inspect and review only the records which relate to him or her.

Right of School to Refuse Access

Trinity Health System School of Nursing reserves the right to refuse to permit a student to inspect the following records.
1. The financial statement of the student's parents.
2. Letters and statements of recommendation for which the student has waived his or her right of access, or which were placed in his or her file before January 1, 1975.
3. Records connected with an application to attend Trinity Health System School of Nursing if that application was denied.
4. Those records that are excluded from the FERPA definition of education records.

Refusal to Provide Copies

Trinity Health System School of Nursing reserves the right to deny transcripts or copies of educational records not required to be made available by FERPA in any of the following situations:

1. The student has an unsettled financial obligation to Trinity Health System.
2. There is an unresolved disciplinary action against the student.
3. The student has not fulfilled requirements of the withdrawal/graduation policies.

Fees for Copies of Records

The fee for copies of educational records is five (5) dollars per transcript or one (1) dollar per page for other educational records, up to $75.00.

Disclosure of Education Records

Trinity Health System will disclose information from a student's educational records only with the written consent of the student, *except:*

1. To School officials who have a legitimate educational interest in the records. A School official is: a person employed by the School in an administrative, supervisory, academic research or support staff position; a person elected to the Board of Trustees; a person employed by or under contract to the school to perform a special task, such as the attorney or auditor. A School official has a legitimate educational interest if the official is: performing a task that is specified in his or her position description or by a contract agreement; performing a task related to a student's education; performing a task related to the discipline of a student; providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial aid.

2. To officials of another school, upon request, in which a student seeks or intends to enroll.

3. To certain officials of the U.S. Department of Education, the Comptroller General, state and local educational authorities in connection with certain state or federally

supported education programs.

4. In connection with a student's request for or receipt of financial aid as necessary to determine the eligibility, amount, the conditions of the financial aid, or to enforce terms and conditions of the aid.

5. If required by a state law requiring disclosure that was adopted before November 19, 1974.

6. To organizations conducting certain studies for or on behalf of the School.

7. To accrediting organizations to carry out their functions.

8. To parents of an eligible student who claim the student as dependent for income tax purposes.

9. To the students.

10. To comply with a judicial order or a lawfully issued subpoena.

11. To appropriate parties in health or safety emergency.

12. Directory information so designated by the School.

13. Results of a disciplinary hearing.

14. The results of any disciplinary proceeding conducted by the School against an alleged perpetrator of a crime of violence to the alleged victim of that crime.

15. Disclosure to a parent of a student under 21 if the institution determines that the student has committed a violation of its drug or alcohol rules or polices (regardless of student's dependent status)

__Record of Requests for Disclosure__

Trinity Health System School of Nursing will maintain a record of all requests for and/or disclosure of information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom it may be re-disclosed, and the legitimate interest the party has in requesting or obtaining the information.

Directory Information

Trinity Health System School of Nursing designates the following items as directory information: student name, address, telephone number, e-mail, date and place of birth, major field of study, participation in officially recognized activities, dates of attendance, degrees and awards received and the most recent previous educational agency or institution attended. Trinity Health System School of Nursing may disclose any of these items without prior written consent, unless notified in writing to the contrary during the first two weeks of the Fall Semester.

Correction of Education Records

Students have the right to ask for records to be corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. The following are the procedures for the correction of records:

1. The student must ask the Director of the School to amend a record in writing. The student should identify the part of the record he/she wants changed and specify why he/she believes it is inaccurate, misleading or in violation of his/her privacy or other rights.

2. The Faculty Organization must reach a decision and inform the student of this decision, in writing, within ten (10) business days after receipt of the request. If the Faculty Organization denies the request, the Director will notify the student of the decision and advise the student of the right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.

3. Upon request, the School will arrange for a hearing and notify the student, within ten (10) business days, of the date, place, and time of the hearing.

4. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the institution. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by one or more individuals.

5. The School will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.

6. If the School decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.

7. If the School decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student of a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.

8. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If the School discloses the contested portion of the record, it must also disclose the statement.

Note:

1. Notification of student rights under the FERPA Act need not be sent to former students.
2. Schools need only make a "reasonable effort" to notify students of a subpoena in advance of compliance.
3. Parents of students attending the School are not given a right to inspect student records (e.g. negative grades) without student consent.
4. The opportunity for a hearing as specified in 99.21 of the regulations should not be construed to apply to questions concerning the underlying reasons for the granting of a particular grade. Instead, a hearing to determine the accuracy of any grade should be confined to the issue of whether or not the recorded grade corresponded to the grade reported by the faculty member.

Alleged failures to comply with the requirements of FERPA may be filed by students with the U.S. Department of Education. The name and address of the Office that administers FERPA is:

> Family Policy Compliance Office
> U.S. Department of Education
> 400 Maryland Avenue, SW
> Washington, D.C. 20202-5920
> 1 – 800 – USA - LEARN

Types, Locations, and Custodians of Education Records

Types	Locations	Custodians
Admission Records	Before entrance: Office of Admissions and Financial Aid	Coordinator, Student Affairs
	After Enrollment: Office 2631A	Director, School of Nursing
Academic Records (current students)	Office 2631A	Director, School of Nursing
Academic Records (graduates/withdrawal students)	Office 2631H, Room 2505	Director, School of Nursing
Health Records	Health Services Office	WorkCare Employee Health Coordinator

Financial Records	Office of Admissions and Financial Aid	Coordinator, Student Affairs
Probationary/Progression Records	Office 2631A	Director, School of Nursing
Disciplinary Records	Office 2631A	Director, School of Nursing
Student Grievance/Appeals Records	Office 2631A	Director, School of Nursing

Retention of Records Policy for Students **(Effective Class of 2007)**

The following records will be kept while a student is enrolled/withdrawn:

Correspondence
Application for Admission
Acceptance Letter
High School Transcript/GED
Preadmission GPA Calculation Worksheet (for Classes of 2013-2017)
Preadmission Background Check (Beginning with Class of 2020)
Transfer of Credit Request Form (if applicable beginning with Class of 2018)
Official Notification of Transfer Credit (if applicable beginning with Class of 2018)
LPN licensure (for LPN to RN Advanced Placement beginning with Class of 2018)
Student Final Record
Remittance/Registration Form
Evaluation Summary(s) of Student Clinical Competence (Appraisal of Clinical Competence if indicated – effective 6/2012)
Evaluation of Student Laboratory Outcomes (withdrawn students in individual file; current students in class file; beginning with the Class of 2019)
College Transcript(s)/Placement Test Result(s)
Essential Functions and Abilities of a Nursing Student Form (beginning with the Class of 2012)
Midterm/End of Term Correspondence(s)
Student Probation/Progression Report(s)
Academic Advisement Student Progress Report
Permits signed by parents or legal guardians of minor students
Authorization of Release Form(s)
Auditing Contract
Violations of Code of Conduct
Standardized Test Results
Program Withdrawal Report (withdrawal students only – prior to 8/2011)
Student Program Exit Report (effective 8/2011)
Student Photo (current students - effective 8/2015-Class of 2019) (withdrawn students - effective 8/2015)
Study Habit Profile

Financial Aid Folder (Office of Admissions and Financial Aid)
Financial Aid Information
Policy Signature Sheet

Health Record (Trinity WorkCare).
Health Forms

Retention of Records Policy for Graduates
Students' records preserved beyond graduation from the School are as follows:
Correspondence
Application for Admission
Acceptance Letter
High School Transcript/GED
Preadmission GPA Calculation Worksheet (for Classes 2013-2017)
Preadmission Background Check (Beginning with Class of 2020)
Transfer of Credit Request Form (if applicable beginning with Class of 2018)
Official Notification of Transfer of Credit (if applicable beginning with Class of 2018)
LPN licensure (for LPN to RN Advanced Placement beginning with Class of 2018)
Student Final Record
Remittance/Registration Form
College Transcript(s)/Placement Test Result(s)
Essential Functions and Abilities of a Nursing Student Form (beginning with the Class of 2012)
Student Probation/Progression Report(s)
Authorization of Release Form(s)
Standardized Test Results for admission
Student Photo (effective 8/2015)

Financial Aid Information: (Office of Admissions and Financial Aid)

Retain all information about financial aid (except the Employee Tuition Forgiveness Scholarship/Loan) for three years after leaving the program.

Retain information about Employee Tuition Forgiveness Schloarship/Loan for five years after the loan is paid in full.

Information pertinent to withdrawal.

Financial Record Policy is maintained in the Office of Admissions and Financial Aid.

School Office

The School of Nursing office is open from 8:00 a.m. to 4:00 p.m., Monday through Friday.

Appointments to see the Director of the School of Nursing may be scheduled with the School of Nursing Secretary. Faculty office hours are posted on bulletin board outside School Office.

Appointments to see any of the Instructors may be made directly.

Hospital No Solicitation Policy

PURPOSE. To prevent Hospital employees, patients, and visitors from being subjected to solicitation of any form while on Hospital property.

GENERAL. Trinity Health System prohibits soliciting in any form, including the sale of wares or publications, distribution of written or other materials, or posting of notices on the grounds or within the buildings owned by the Hospital by individuals not employed by Trinity Medical Center East. Hospital employees are also prohibited from the sale of wares or publications, canvassing, posting of notices on the grounds or within the buildings owned by the Hospital, and soliciting, in any form, in work-related areas during working hours.

A.   An exception to this policy is made each year in regard to the Greater Steubenville United Way Campaign.

B.   All other exceptions must be approved in advance by the Office of the President.

C.   Notices posted by employee labor organizations in accordance with the provisions of applicable labor agreements will not be considered a violation of this policy.

Preadmission Drug Screening Policy

Purpose - To provide guidelines for pre-admission drug screening for all accepted applicants. To assure the safety and well-being of patients, students, faculty and staff in the academic and clinical environments.

Philosophy - Trinity Health System School of Nursing is committed to maintaining a healthy and substance abuse free environment that promotes the welfare of students, patients, employees and the community. We believe the use of illegal drugs causes harmful physical, mental and psychosocial effects, and may render an individual unable to perform the essential functions of a student nurse in a safe and competent manner.

Procedure

1. All accepted applicants must obtain a 10 panel urine drug screen prior to August 1st of the year they intend to enter the program. If drug screen results are not received by the School prior to the first day of the Fall Semester, the applicant will not be eligible to begin classes.

2. Drug screening will be done through WorkCare Occupational Health Clinic at Trinity Medical Center East (740-264-4250). WorkCare uses Occupational Med Program Drug and Alcohol Testing Services, a federally certified laboratory, and a strict chain of custody.

3. Arrangements for the drug screen appointment and the cost of the drug screen (approximately $30.00) are the responsibility of the accepted applicant.

4. A driver's license or other photo I.D. must be presented for verification of identity at the time of the drug screening. Applicants will sign a consent for the results of the drug screen to be released to the School of Nursing. If the accepted applicant is a minor, parental permission will be required.

5. **Refusal to consent to drug screening will result in denial of enrollment in the program.**

6. A Medical Review Officer (MRO) who is a trained and certified physician will review all results. The screening results are transmitted confidentially from the laboratory directly to the MRO's office. In accordance with Trinity Health System's policy (HR.EH-33), cut off levels are used to determine when an individual has enough of a certain drug in his/her system that it should be considered a positive test. The drug cut-off levels are derived from federal guidelines.

7. Information of a positive drug screen will be provided to the Director of the School. These drug screening records will be kept on file in the Director's office for one (1) year from the collection date and will then be shredded.

Confidentiality: The handling of all records and subject information will be strictly confidential and revealed only to those required to have access. Any breach of confidentiality will be considered serious and appropriate disciplinary action will be taken.

Outcome

Accepted applicants with a positive result that has been verified by a Substance Abuse and Mental Health Services Administration (SAMHSA) certified referral lab and verified by the MRO will be contacted by the MRO. The candidate may provide evidence of a valid prescription for the presence of the substance in his/her system to the MRO. The MRO is an expert in substance abuse; the School of Nursing will recognize the validity of the MRO's findings.

1. When a drug screen reveals a negative result, the enrollment procedure will proceed.

2. In any case where a drug screen result is positive and no authorized prescription is produced to validate the presence of the drug in the individual's system, enrollment will be **denied**. A certified letter will be sent to the applicant indicating the presence of a controlled substance in the urine specimen and the denial of enrollment into the program.

3. Applicants denied enrollment to the School of Nursing due to a positive drug screen may reapply for the next academic year.

The School reserves the right to modify these requirements to determine eligibility as prescribed by the Faculty.

Substance Abuse

The School prohibits the possession, use, sale, or distribution of alcohol, illegal drugs (this includes any marijuana or medical marijuana), and/or dangerous substances. The School has the right to dismiss any student found to be involved in these prohibited activities. Any individual who has violated any state or federal law in regards to alcohol or drugs will be referred to the appropriate law enforcement agency.

School policies and procedures regarding the use of alcohol and drugs are contained in the policy on the Prevention of Substance Abuse. The Program for the Prevention of Substance Abuse provides standards of conduct that clearly prohibit the unlawful possession, use, or distribution of drugs and alcohol by students and employees on the institution's property or any part of the institution's activities. It also contains a description of the health risks associated with the use of illicit drugs and the abuse of alcohol, as well as a description of drug and alcohol counseling, treatment, or rehabilitation programs that are available to students and employees. It informs students and employees of the School's/Hospital's position on the abuse of illicit drugs and alcohol and advises them of the consequences.

Additionally, it provides guidelines for faculty in dealing with problems of substance abuse which interfere with the student nurse's performance in the clinical or classroom areas, and pose a threat to the safety and welfare of the public.

The School accepts its responsibility to assist the student in recognizing substance dependence and views substance abuse as preventable and treatable. The School supports the student's right to confidentiality in all matters dealing with suspected substance abuse. Those students who are experiencing problems due to substance abuse are referred to appropriate counseling or treatment programs.

The Program for Prevention of Substance Abuse is reviewed with students and employees during orientation. Each student and employee has online access to the School's Program for the Prevention of Substance Abuse. In addition, copies of the School's Program for the Prevention of Substance Abuse are maintained in the Office of Admissions and Financial Aid.

Program for the Prevention of Substance Abuse.

I PURPOSE

The purpose of the program is to:

1. Comply with the Drug-Free School and Communities Act Amendments of 1989, Public Law 101-226.

2. Provide students and employees the following information during annual orientation:

   A. Standards of conduct that clearly prohibit the unlawful possession, use, or distribution of drugs and alcohol by students and employees on the institution's property or any part of the institution's activities.

B. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol.

C. A description of any drug and alcohol counseling, treatment, or rehabilitation programs that are available to students and employees.

D. A clear statement that the institution will impose sanctions on students and employees and a description of these sanctions, up to and including expulsion or termination from the program and referral for prosecution for violations of the standards of conduct.

3. Inform students and employees of the School's/Hospital's position on the abuse of illicit drugs and alcohol and advise them of the consequences.

4. Provide guidelines for faculty to deal with problems of drug and alcohol abuse which interfere with the student's performance in the clinical/classroom areas and/or pose a threat to the safety and welfare of the public.

II STANDARD OF CONDUCT

As indicated in Trinity Health System's Substance Abuse Awareness Policy HR-EH-33 and Trinity Health System School of Nursing's Student Handbook, the standards of conduct prohibit the unlawful possession, use, or distribution of drugs and alcohol (including medical marijuana) by students and employees on the institution's property or as any part of the institution's activities.

As stated in the Student Handbook Code of Conduct Section II, Group III.
3. Sale, distribution, or use of illegal and/or dangerous substances.
4. Use of alcohol on School/Hospital property.
The School also may, at its discretion, discipline or discharge a student for infractions not mentioned above.

An individual who violates any of the rules listed above will also be referred to the appropriate law enforcement agency if a local, State or Federal law has been violated.

III   APPLICABLE LEGAL SANCTIONS UNDER LOCAL, STATE AND FEDERAL LAW

Federal Law:

Federal law prohibits the trafficking and illegal possession of controlled substances as outlined in 21 United States Code, Sections 811 and 844.
Penalties for violation of Federal Law are found at http://www.deadiversion.usdoj.gov

Ohio Laws:

CONTROLLED SUBSTANCES

Ohio Revised Code (ORC) Section 2925.02 Corrupting another with drugs
See **http://codes.ohio.gov/orc/2925.02**

ORC 2925.03 Trafficking, aggravated trafficking in drugs
See **http://codes.ohio.gov/orc/2925.03**

ORC 2925.11 Possession of controlled substances
See **http://codes.ohio.gov/orc/2925.11**

ORC 2925.12 Possessing drug abuse instruments
See **http://codes.ohio.gov/orc/2925.12**

ORC 2925.14 Illegal use or possession of drug paraphernalia
See **http://codes.ohio.gov/orc/2925.14**
.
ORC 2925.31 Abusing harmful intoxicants
See **http://codes.ohio.gov/orc/2925.31**
.
ORC 2925.37 Counterfeit controlled substance offenses
See **http://codes.ohio.gov/orc/2925.37**

ALCOHOL

ORC 4511.19 Operating vehicle under the influence of alcohol or drugs - OVI
See **http://codes.ohio.gov/orc/4511.19**

ORC 4301.63 Purchase of beer or intoxicating liquor by persons under twenty-one prohibited
See **http://codes.ohio.gov/orc/4301.63**

ORC 4301.633 Furnishing false information to obtain beer or intoxicating liquor for person under twenty-one
See **http://codes.ohio.gov/orc/4301.633**

ORC 4301.634 Furnishing false information to obtain beer or intoxicating liquor by person under twenty – one.
See **http://codes.ohio.gov/orc/4301.634**

ORC 4301.64 Prohibition against consumption of beer or intoxicating liquor in motor vehicle
See **http://codes.ohio.gov/orc/4301.64**

ORC 4301.69 Underage persons offenses concerning
See **http://codes.ohio.gov/orc/4301.69**

Penalties for violation of Ohio Law are found at http//:www.codes.ohio.gov/orc

<u>**Local Laws:**</u>

The local laws governing the abuse of drugs and alcohol are the same as the State of Ohio.

IV   DESCRIPTION OF HEALTH RISKS ASSOCIATED WITH THE USE OF ILLICIT DRUGS AND ALCOHOL ABUSE:

<u>MEDICAL CONSEQUENCES OF ALCOHOL</u>

NERVOUS SYSTEM EFFECTS

- Intoxication: drunkenness, excitement, coma
- Abstinence or withdrawal syndromes, hallucinosis, seizures, delirium tremens
- Nutritional diseases: Wernicke-Korsakoff syndrome
- Cerebellar impairment
- Marchiafava-Bignami disease (rare)
- Central pontine myelionlysis (rare)
- Cerebral atrophy, ventricular enlargement
- Disorders secondary to liver disease: encephalopathy
- Psychiatric disorders: depression, antisocial behavior, anxiety
- Insomnia
- Peripheral neuropathies

GASTROINTESTINAL EFFECTS

- Esophagitis, gastritis, ulcer
- Increased incidence of cancer of the oral cavity, pharynx, larynx, and esophagus
- Disorders secondary to portal hypertension: esophageal varices and hemorrhoids
- Diarrhea
- Pancreatitis
- Liver disease: fatty degeneration, cirrhosis in 10% of alcoholics

CARDIOVASCULAR EFFECTS

- Arrhythmias: tachycardia, ventricular premature contractions or conduction defects; ventricular tachycardia in delirium tremens

- Cardiomyopathy
- Worsened angina
- Hypertension

METABOLIC EFFECTS

- Carbohydrates: decreased gluconeogenesis (hypoglycemia)
- Proteins: decreased albumin and transferring synthesis, increased lipoprotein synthesis
- Lipids: increased serum and liver triglycerides (fatty liver)
- Decreased serum magnesium and phosphate
- Ketoacidosis

ENDOCRINE EFFECTS

- Decreased plasma testosterone (impotence)

MUSCULOSKELETAL EFFECTS

- Myopathy (weakness, wasting, swelling, pain)
- Osteoporosis, nontraumatic osteonecrosis of the head of the femur

DERMATOLOGIC EFFECTS

- Rosacea, spider angiomas, nevi, pruritus

HEMATOLOGIC EFFECTS

- Thrombocytopenia
- Macrocytic anemias
- Coagulopathies (resulting from decreased hepatic synthetic function)

EFFECTS ON FETUS

- Growth retardation
- Mental retardation
- Fetal alcohol syndrome

DRUG INTERACTIONS

- Increase in CNS depressant effects of benzodiazepines, antipsychotics, antidepressants, sedative-hypnotics
- Decrease in effectiveness of phenytoin (epileptics are more likely to have seizures), anticoagulants, tricyclic antidepressants

- Production of effects similar to mild disulfiram reaction (flushing, vomiting) when taken with oral antidiabetic agents or metronidazole

- Potentiation of hypoglycemic effects or oral antidiabetic agents and insulin

MEDICAL CONSEQUENCES OF ILLICIT DRUG USE

The consequences of illicit drug use are varied and specific to the drug being used/abused.

A Detailed Controlled Substance—Use and Effect Chart can be viewed on the website of the U.S. Drug Enforcement Agency.

A copy of the Program for the Prevention of Alcohol and Illicit Drug Use is available in the Office of Admissions and Financial Aid.

V DESCRIPTION OF DRUG AND ALCOHOL COUNSELING, TREATMENT, AND REHABILITATION PROGRAMS

Students seeking assistance for themselves and others may contact:

Alcoholics Anonymous   (304-234-7511 or Hotline# 800-333-5051) Wheeling, WV
   Support group for alcoholics

Catholic Charities Substance Abuse and AIDS Ministry   (740-282-7566)
   Provides referrals for drug/alcohol problems

Family Service Association (740-283-4763)
   Individual or group counseling for drug/alcohol problems or other problems

Fox Run Hospital   (1-800-245-2131)
   Provides referrals and offers individual and group therapy for adolescents with dual
   diagnosis

Jefferson County Board of Prevention and Recovery (740-282-1300)
   Referrals to appropriate agencies, information

Trinity Health System – Behavioral Medical Center   (740-283-7024)
   Detoxification , inpatient and outpatient group therapy, court services program

Jefferson Behavioral Health Systems (740-535-1314)
Coleman Services (740-996-7100)

Narcotics Anonymous (614-252-1700) or www.naohio.org
Ohio Regional Help Line (1-800-587-4232)
   Support group for those addicted to drugs

Directory of Veterans' Service Organizations
      https://www.va.gov/vso/

PTSD Peer Support Groups
      https://www.ptsd.va.gov/public/treatment/cope/peer_support_groups.asp

Ohio Rehab Centers
Regional Drug & Alcohol Voluntary Treatment programs
www.usattorneylegalservices.com/drug-and-alcohol-rehab.html
Addiction Hotline directory 24 hour Addiction helpline **(855-YES-REHAB)** or
www.addictionhotline.org

Peer Assistance Program for Nurses **(800-654-5167)** or **peerassistance.aana.com**
Assessment, referrals for treatment for drug/alcohol problems, follow-up, support
groups, and advocacy

**A copy of Community Resources/Providers is also available in the Trinity Health
System Policy Manager.**

Substance Abuse Policy:

POLICY FOR HANDLING SUSPECTED SUBSTANCE ABUSE

I   PURPOSE

To provide guidelines to deal with problems of substance abuse which interfere with
the student nurses' performance in the clinical/classroom areas and/or pose a threat
to the safety and welfare of the public.

To promote the health and welfare of the student population and protect future
potential for licensure.

To refer student nurses who are experiencing problems clinically or academically,
due to substance abuse, to appropriate counseling or treatment programs.

To inform all students of the School's position on the abuse of drugs and alcohol and
to advise them of possible consequences of violation of this policy.

II   DEFINITIONS

Substance Abuse – A pattern of using substances that results in harm to one's
health, interpersonal relationships or ability to work.

Substance –Alcohol, prescription drugs, over-the-counter medications, illicit drugs,
or controlled substances.

III   PHILOSOPHY

The faculty believes that its responsibility is to assist the student in recognizing
substance dependence. We believe that these impairments are preventable and
treatable.

We believe that student nurses are valued members of the health care team who are accountable to patients and their families, to the School, and to themselves.

We believe that the faculty assists the student nurse in assuming responsibility for his/her behavior, restoring health, and improving work performance.
We support the students' right to confidentiality in all matters dealing with suspected substance abuse.

IV   POLICY

The following behaviors which may affect competency, the educational process, or threaten patient welfare will be considered as factors in determining just cause for action by the faculty:

1.   attends class or clinical experience exhibiting signs of physical intoxication (such as slurred speech, inappropriate speech or behavior, etc.) and/or stale or fresh alcohol on their breath.

2.   use of alcohol, mind altering drugs or any marijuana, including medical marijuana in accordance with Trinity Health System Policy (HR.EH.33) while in the clinical or classroom experience setting.

3.   abrupt mood changes – depression to euphoria or inappropriate affect.

4.   irritability/hostility without cause.

5.   marked decrease in productivity in academic and/or clinical performance.

6.   pattern of deterioration in personal hygiene.

7.   diminished interaction with faculty or peers.

8.   increased/excessive absenteeism or tardiness.

9.   persistent irresponsible behavior – difficulty meeting deadlines and schedules or negative attitude.

V PROCEDURE

A faculty member who suspects a student of substance abuse in the School's educational setting will follow these procedures:

1. Notify the Director of the School of Nursing concerning the student's performance deficiencies or clinical experience/classroom incident (s), which indicate the possible presence of a substance abuse problem.

2. If the incident occurs in the patient care setting, remove the student from the clinical experience, nursing unit or healthcare agency to assure the safety and welfare of the patients/clients.

3. Meet with the Director of the School of Nursing and the student concurrently to inform the student of the initial observation of behaviors, the continuance of further investigation, and the consequences of the behavior. The results of the meeting will be documented on the <u>Confidential Student Incident Form.</u> To assure student confidentiality, this form is secured in the Director's office.

4. If the student denies incidence of substance abuse, the student will be advised that a second faculty member will participate in the continuance of observation of the student's behavior. The faculty members will document observed behavior on the <u>Confidential Student Incident Form.</u>

5. If the student exhibits physical signs of substance abuse, ie., slurred speech, inappropriate speech or behavior, disorientation, dilated/pinpoint pupils, and/or has stale or fresh alcohol breath, the student will be given the option at that time, to participate in a drug/alcohol screening laboratory procedure.
    a. The Director or appointed faculty member will accompany the student for drug testing.

    b. Drug screening will be conducted through WorkCare Occupational Health Clinic at Trinity Medical Center East. WorkCare uses Occupational Med Program Drug and Alcohol Testing Services, a federally certified laboratory and a strict chain of custody.

    c. The cost of the drug screen is approximately $50.00 and is the responsibility of the student.

    d. A driver's license or photo I.D. must be presented for verification of identity at the time of the drug screening. The student will sign consent for the results of the drug screen to be released to the School of Nursing. If the student is a minor, parental permission will be secured.

    e. A Medical Review Officer (MRO) who is a trained and certified physician will review all results. The screening results are transmitted confidentially from the laboratory directly to the MRO. In accordance with Trinity Health System's policy (HR.EH-33), cut off levels are used to determine when an individual has enough of a certain drug in his/her system that it should be considered a positive test. The drug cut-offs are derived from federal guidelines.

    f. Students with a positive result that has been verified by a Substance Abuse and Mental Health Services Administration (SAMSHA) certified lab and verified by the MRO will be contacted by the MRO. The student may provide evidence of a valid prescription for the presence of the

substance in his/her system. This excludes medical marijuana or any marijuana.

g. The School of Nursing will recognize the validity of the MRO's findings and act accordingly.

Confidentiality: The handling of all records and subject information will be strictly confidential and revealed to those required to have access. Any breach of confidentiality will be considered serious and appropriate disciplinary action will be taken.

6. If the student refuses a drug/alcohol screening or further observation measures, and /or admits to substance abuse while a student in the classroom/clinical setting of the nursing education program, the student will be dismissed from the program.

7. Based on evidence of a positive drug/alcohol screening, and/or faculty documentation of student behavior affecting competency, the educational process, or patient welfare, and findings that the student was abusing substances while a student in the classroom/clinical setting of the nursing education program, the student will be dismissed from the program.

8. The student's readmission to the School will be evaluated on an individual basis and will be based on the verification of the student's continued attendance to a treatment/counseling program as defined by the Ohio Board of Nursing's Rules Promulgated From the Law Regulating the Practice of Nursing.

VI   PROGRAM EVALUATION:

According to **TRINITY HEALTH SYSTEM SCHOOL OF NURSING SYSTEMATIC PLAN FOR EVALUATION,** all policies and the student handbook are reviewed for possible revision by the Student Services/Integrity Committee and presented to the Faculty Organization Committee for final approval. Programs, policies, and handbooks are reviewed in a systematic manner with appropriate time and frequency evaluations. In compliance with the United States Department of Education requirements, an evaluation of the **PROGRAM FOR THE PREVENTION OF ALCOHOL AND ILLICIT DRUG ABUSE** will be conducted biennially.

COMMUNICABLE DISEASE POLICY

Disclosure: The faculty of Trinity Health System School of Nursing believes in the ANA Code of Ethics which states, "The nurse provides services with respect for human dignity and the uniqueness of the client unrestricted by consideration of social or economic status, personal attributes, or nature of health problems."

School guidelines for infection control: Students are to follow the infection control policies of Trinity Health System, which comply with the recommendations of the Centers for Disease Control and Prevention.

Trinity Health System communicable disease policy: Since medical history and examination cannot reliably identify all patients infected with blood-borne pathogens, blood and body-fluid precautions should be consistently used for all patients (Standard Precautions).

Blood-borne pathogens are infectious organisms found in blood, blood products, and other body fluids (semen, vaginal secretions, amniotic fluid, and any body fluid visibly contaminated with blood). Direct transmission can occur when infectious material comes into direct contact with open wounds, skin rashes, mucous membranes, or enters the body through an injury with contaminated objects like a needle. Indirect transmission can occur when you touch a contaminated surface, and then transfer the infectious material to your eyes, mouth, or an open sore.

Standard Precautions will be used with every patient, regardless of infection status, in any setting where healthcare is delivered. This includes:

-hand hygiene

-use of personal protective equipment (PPE)

-safe injection practices

-safe handling of potentially contaminated equipment or surfaces in the patient environment, and

-respiratory hygiene and cough etiquette

If you suspect you have been exposed:

1. Wash intact skin with non-abrasive antibacterial soap and water.
2. Flush mucous membranes with water.
3. Remove contact lenses and rinse with saline or water after any suspected contact with eyes.
4. Report exposure to clinical instructor immediately.
5. Students accidentally exposed to a blood-borne pathogen will be referred to the Emergency Department at Trinity Medical Center West. Student nurses must utilize private insurance to cover Emergency Department expenses.

Copies of the standard post-exposure protocol will be available for students who chose to utilize a private physician. The Instructor and student are required to complete an electronic incident report, which is submitted to the Director of the School of Nursing, who will then finalize and forward the form to the appropriate hospital department.

Reviewed 10-2017. Source: TMCW Safety Storm: Infectious disease and blood-borne pathogen policy/recommendations

THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT

In compliance with the Crime Awareness and Campus Security Act of 1990, as amended in 1998, this Annual Security Report contains safety and security related policy statements and the campus crime statistics of the most recent calendar year and the two preceding calendar years. The Campus Crime Statistics are disclosed on the Trinity School of Nursing website and posted on the student services bulletin board near the Skills Lab on the ground floor. The statistics do not identify victims of crimes or persons accused of crimes. The Annual Security Report and Campus Crime Statistics are prepared by the Coordinator of Student Affairs in cooperation with Jefferson Security and the Steubenville Police Department. The Annual Security Report and the Crime Statistics are shared annually with students and employees. Every student and employee is emailed a copy of the Annual Security Report, including crime statistics. Copies of this Annual Security Report are provided to prospective students and employees upon request. Copies of the Annual Security Report are maintained in the Office of Admissions and Financial Aid. Campus Crime Statistics for the School can be viewed online at the OPE Campus Security Statistics Website at www.ope.ed.gov/security. Crimes are classified based on the Federal Bureau of Investigation's (FBI's) Uniform Crime Reporting Handbook (UCR).

The following offenses are reported:
1. murder/non-negligent manslaughter
2. negligent manslaughter
3. rape
4. fondling
5. incest
6. statutory rape
7. robbery
8. aggravated assault
9. burglary
10. motor vehicle theft
11. arson
12. the crimes described above (1-11), and larceny-theft, simple assault, intimidation, and destruction, damage, or vandalism of property, and other crimes involving bodily injury to any person, in which the victim is intentionally selected because of the actual or perceived race, gender, religion, national origin, sexual orientation, gender identity, ethnicity, or disability of the victim that are reported to campus security authorities or

local police agencies, which data shall be collected and reported according to category of prejudice.
13. arrests or persons referred for campus disciplinary action for liquor law violations, drug-related violations, and weapons possession.
14. domestic violence, dating violence, and stalking incidents that were reported to campus security authorities or police agencies
15. crimes that were unfounded and subsequently withheld from crime statistics

Campus Security Policy

In compliance with Title II of the Student Right-to Know and Campus Security Act (Public Law 101 – 542), Trinity Health System School of Nursing has formulated its Campus Security Policy effective September 1, 1992.

This policy will be distributed to all current students, employees, and to any applicant for enrollment or employment, upon request, beginning the above date and each year thereafter. All freshman nursing students will review this Policy at Orientation the year of their enrollment and have access to it within the Student Handbook which is located on the school's website. Policy copies are maintained in the Office of Admissions and Financial Aid. Anyone desiring more information may contact the Coordinator, Student Affairs at 740-266-1230.

CURRENT POLICIES CONCERNING CAMPUS LAW ENFORCEMENT

Jefferson Security Services, Inc., a private security firm, provides security services at Trinity School of Nursing, which is located within leased space at the Eastern Gateway Community College campus. Eastern Gateway Community College (EGCC) employs this security staff to enforce policies dealing with safety and security issues. These officers, while trained, are not sworn peace officers. These employees do not have police powers and, as appropriate, summon the local police. EGCC encourages the reporting of all security concerns to the security staff and/or local police.

Uniformed security officers are present and patrol the campus, monitoring campus safety, building access control, and securing parking lots. Criminal offenses are reported to the local police depending on the nature and seriousness of the offense, and joint investigative efforts are deployed to handle these incidents. The investigators will bring charges against perpetrators as appropriate. In addition to or separate from any legal penalties which criminal activity may engender, EGCC can impose campus-based penalties.

Jefferson Security maintains a close working relationship with the Steubenville Police Department. There is no written memorandum of understanding between Jefferson Security and the Steubenville Police Department. The jurisdiction of Jefferson Security is limited to Eastern Gateway Community College owned property. However, Trinity Health System School of Nursing falls under the jurisdiction of the Steubenville Police Department. When situations warrant the response of Steubenville Police, they are contacted and respond to various needs. Steubenville Police Department also randomly patrols the campus from time to time.

Trinity School of Nursing requires that all students, faculty, staff, and visitors cooperate with the security officers and be prepared to present student ID or proper identification upon request. The office of Security is located in room 2013 in the Gator Center..

PROCEDURES FOR STUDENTS AND OTHERS TO REPORT CRIMINAL ACTIONS OR OTHER EMERGENCIES OCCURRING ON HOSPITAL CAMPUS

All incidents of crimes and safety related incidents, including, but not limited to theft, vandalism, sexual harassment or assault, domestic or dating violence, stalking, or other criminal activity or accidents shall be reported immediately by the victim or anyone witnessing the acts or the aftermath, to *James D. Miller, Esquire*, Vice President of Administration, Special Projects, and Legal Affairs at (740) 264-5591, Ext 1604 or direct dial at (740) 266-9604 or jdmiller@egcc.edu. If you are unable to reach Mr. Miller, contact Interim Security Supervisor, Bob Herczeg at (740) 264-5596 or any security officer. Provide complete details of the incident. The reporting person will be asked to complete an incident report. The incident reports are available in the campus security office located in room 2013. As appropriate, EGCC will summon police, emergency personnel, or victim advocates to campus to assist in responding to incidents reported. In cases of criminal activity, the victim will be encouraged to file a report/charges with local law enforcement. EGCC may elect to file a report/charges regarding any infraction of the law on property owned, operated, or contiguous with the College. In the event of an emergency, emergency services are available at 911.

In case of an emergency, contact the security officer, the vice president for administrative services, or any college administrator. In the event of a critical situation, contact the first available college employee who will in turn notify the appropriate person.

Emergency phones are located strategically throughout the hallways. These phones are designed to call security and the receptionist; and if no one internal is available to answer the calls will roll over to 911. The phones are designed to automatically direct security to the location of the phone being used. If the phone is accidently activated, those responding should be informed that there is not an emergency. There are also emergency buzzers located in key areas that notify security of an emergency.

Incidents of criminal action may also be reported by any student or employee to the School of Nursing Receptionist and/or official in charge. Officials of the School who have significant responsibility for student/employee and campus activities are the Director and the Coordinator, Student Affairs. Incidents reported to the following School officials will then promptly be reported to the appropriate person, as indicated in the procedure above.

School Receptionist	(740) 266-1231
School of Nursing Director	(740) 266-1221
Coordinator of Student Affairs	(740) 266-1230

Students and employees are encouraged to promptly and accurately report all crimes to security personnel and law enforcement agencies when the victim of such crime elects to, or is unable to, make such a report.

The campus security personnel report to the local and State Police Departments when necessary. Written reports of all security incidents occurring on the campus are logged daily.

Trinity School of Nursing does not have a policy that encourages pastoral counselors and professional counselors to inform persons they are counseling of procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

Eastern Gateway Community College has declared no part of its campus or grounds a public place. The only persons permitted on college property are those with legitimate need to be on campus related to the mission and goals of the college such as taking part in classes or activities sponsored by the college or Trinity School of Nursing, attending activities sponsored by outside organizations approved through the college's outside building use policy, visitors touring EGCC or Trinity School of Nursing as part of the admissions process, or vendors doing business with EGCC or Trinity School of Nursing. The college reserves the right to question individuals on college property regarding their identity and reason for being at the college and request or order the individual(s) to leave college property if the reason for being on campus is not directly or indirectly related to the college's mission and goals as stated above. As appropriate, EGCC or Trinity School of Nursing will utilize the resources of local law enforcement agencies in maintaining a safe and secure campus environment.

Trinity School of nursing students are expected to abide by local, state and federal laws whether on campus or at an off-campus activity, clinical, etc.

TIMELY WARNING POLICY

In the event that a situation arises that in the judgement of the Vice President of Administrative Services or designee constitutes an ongoing or continuing threat, a campus-wide timely warning will be issued. In accordance with the Clery Act, EGCC uses SNAP (Student Notification Alert Program) to notify EGCC and Trinity School of Nursing students and employees of any campus emergency. Upon confirmation of an incident on a campus or in the immediate area of a campus, an emergency notification will be sent via SNAP without delay. This notification will be sent using voice message on cell phone or land line, text message, and/or email message.

All students and employees are urged to subscribe to SNAP to receive timely warnings as well as weather-related or emergency closings. Information on subscribing to SNAP can be found at www.egcc.edu and flyers that are distributed to all Trinity students and employees. When receiving a call from the SNAP system, the number 222-222- 2222 may appear.

In addition to the SNAP warning above, Trinity School of Nursing will inform the students or employees in a timely manner, of any known criminal activity that may be a threat to students or employees at the hospital. The Coordinator of Student Affairs, or their designee, will initiate these timely warning notifications. Such notification will be posted in the Skills

Lab, on student/employee bulletin boards and/or on the Hospital's intranet system (Meditech) and/or through the use of the One Call Now [TM.] System. Notification will occur without delay and take into account the safety of the students as well as the community. Any report will withhold the names of victims as confidential.

Students and employees get access to the One Call Now system upon admission or employment. Students and employees provide phone numbers and/or email addresses to the Coordinator of Student Affairs. This information will be used for the purpose of entering them into the One Call Now communication system. Students and employees are required to update their contact information if changes occur by utilizing the Change Form located in the School library.

SEX OFFENDER NOTIFICATION

The Victims of Trafficking and Violence Protection Act of 2000; Campus Sex Crimes Prevention Act; Section 1601 of Public Law: 106-386 (H.R. 3244) requires institutions of higher education to advise its campus community where it can obtain information about registered sex offenders Students may seek information regarding local sex offenders from the Ohio Attorney General at www.communitynotification.com. The Electronic Sex Offender Registration and Notification (eSCORN) may be reached at www.icrimewatch.net/ohio.php.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Since Trinity School of Nursing is housed in leased space on the Eastern Gateway Community College campus, the EGCC Emergency response and Evacuation procedures are followed. As required by 34 CFR 668.46 (g), Eastern Gateway Community College has established policies related to emergency response and evacuation procedures in the event of fire or other building evacuation emergencies, as well as tornado alert protocols.
All students and are strongly encouraged to register with the College's early alert system "SNAP". Students will receive important emergency information via the SNAP system, including emergency situations in the buildings, weather alerts, and weather or other closings. Students should register to receive the SNAP alerts on their cell phone, land line, and e-mail to ensure that they have the most up to date information.

For the safety of all persons using the college's facilities, emergency alarm and building evacuation procedures are detailed below. All students should read and become familiar with these procedures.

Reporting Fire or Other Emergencies. and Building Evacuation Procedures.
1. Any person seeing a fire or heavy smoke during day hours should pull the closest fire alarm box located throughout the buildings. The person should then seek the closest employee to report his/her name and the location of the fire. Any other emergency where the safety of persons in the building(s) is in immediate jeopardy also should be handled in the manner above.
2. If no fire or heavy smoke is observed but smoke is smelled or seen, the person noticing the smoke should not pull the alarm box. The person should inform the closest employee of

the situation. Any other emergency which may require the evacuation of the building(s) should be reported in this manner. If there is any doubt regarding the potential seriousness of the emergency, the procedures outlined in No. 1 should be followed.

3. The bell chime/flashing lights are the signal that the building is to be evacuated because of fire or other emergency.

4. When this signal is heard or seen all students, college employees and visitors should proceed in an orderly manner to the closest exit. All outside exits are marked with a sign over the door. Each classroom has a sign with the closest exit identified. In addition, a map and detailed evacuation instructions are posted in each classroom. All doors should be left open during building evacuation.

5. Once outside, persons evacuating the building should congregate in the closest parking lot, staying at least 300 feet from the building(s). Evacuation of the building(s) does not mean automatic cancellation of class. Students and staff should remain in the parking lot area until a college official (president, vice president, dean or security staff) informs them to leave the grounds. Likewise, no person should re-enter the building(s) until advised to do so by one of these officials.

6. During evening hours of operation, the emergency notification and evacuation plan will be that outlined above. Security personnel will coordinate the alarm and evacuation procedures.

TORNADO ALERT PROCEDURE

1. Any person hearing a radio or television announcement of a tornado watch should report this information either directly or through a college employee to the switchboard operator.

2. Any person either hearing an announcement of a tornado warning for the immediate vicinity of the college or sighting a tornado should report this information either directly or through a college employee to the switchboard operator.

3. The security staff will sound an air horn which signals the imminent approach of a tornado. Upon hearing this sound, students and staff should proceed in an orderly manner according to this plan: Warning is three short blasts on a hand-held air horn, a 15-second delay followed by three short blasts again. This alert will last for three minutes. Do not panic or run but proceed to the closest emergency shelter area listed below.

2nd Floor Rooms 2500-2527 will go to ground floor interior hallway, both sides of hallway; stay clear of doors and glass

Ground Floor Rooms 1500-1546 will go to the ground floor interior hallway, both sides of hallway; stay clear of doors and glass

2nd Floor Rooms 2200-2217 will go to the ground floor interior hallway, both sides of hallway; stay clear of doors and glass

Ground Floor Rooms 1201-1217 will go to the ground floor interior hallway, both sides of hallway; stay clear of doors and glass

Rooms 2600-2631 Go to maintenance area garage loading dock area; stay clear of doors and glass

Rooms 2000-2102 Ground floor north wing interior hallways; stay clear of doors and glass Notification to disperse will be one long blast, a 15-second delay, one long blast, 15-second delay. This will continue for one minute.

4. During evening hours information about the approach of a tornado will be delivered to the security personnel who will instruct the security staff to sound the alarm. The shelter locations will remain the same. During weekend hours the security guard should verbally instruct persons in the building regarding the location of the closest shelter area.

FIRE AND TORNADO INFORMATION. DISTRIBUTION AND ALARM TEST PROCEDURES

1. Periodically, the college will sound the evacuation and tornado alarms so that the students and employees are familiar with each signal. Students will not leave class or the building during the test procedure. Students or employees who cannot hear the alarm(s) should report this fact and the location to the security staff or the vice president for student affairs.
2. Any time either alarm system sounds other than announced system tests times and dates all students, visitors and employees will implement the evacuation or tornado procedures. In case of any doubt when the alarm sounds, it should be assumed that the situation is not a test but a real emergency.

Trinity School of Nursing students and employees will be immediately notified by EGCC upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of the campus community. EGCC staff will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the SNAP notification system, unless issuing a notification will, in the professional judgement of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. The Security Department personnel will assume the responsibility for determining the existence of a significant emergency and for determining who should be notified, the content of the notification, and initiating the SNAP notification.

EGCC administration in conjunction with the Security Department, if necessary, will determine how much information is appropriate to disseminate at different points in time. If the Security Department determines that local and/or state agencies should be contacted, those entities will assume the responsibility for disseminating emergency information to the larger community.

In cases of emergency, students will receive an automated voice and/or text message, and/or email message indicating the nature of the matter.

Trinity School of Nursing follows the policies found in the Trinity EOC (Emergency Codes) Manual during an emergency at the hospital . A copy of the Trinity EOC (Emergency Codes) Manual can be accessed in Policy Manager located on all School computers. The emergency codes are as follows:

Code Red - Fire
Code Adam - Infant/Child Abduction
Code Black - Bomb/Bomb Threat
Code Grey - Severe Weather
Code Orange – Hazardous Material Spill/Release
Code Blue – Medical Emergency/Adult
Code Pink – Medical Emergency/Pediatric
Code Yellow – Disaster
Code Violet - Violent Patient/Combative
Code Silver - Person with Weapon/Hostage Situation
Code Brown - Missing Adult Patient

Code Decon - Decon Team
Code Green - Oxygen Loss
Code Exit - Evacuation
Code Purple - Utilities

In case of an emergency listed above, a student, employee, or School Official should call 8911 (West) or 7911 (East) to report the emergency and initiate the code procedures.

Emergency response and evacuation procedures are introduced to students during their orientation to the program. Procedures are reviewed during orientation the subsequent courses. Students are reminded via an announcement in class each semester to notify the Coordinator or Student Affairs to update their contact information for emergency notification if necessary.

The emergency response and evacuation procedures are tested annually. Notification of the Emergency Responses and Evacuation procedures will be emailed to the students, faculty, and staff prior to the annual test.

Testing of the One Call Now System is conducted annually. If a student did not receive the test emergency notification via One Call Now, he or she is encouraged to review/edit the contact information submitted for the One Call Now System. Students and faculty are asked to give feedback regarding the drill, which is used to evaluate and revise procedures as necessary. Documentation of annual testing will include a description of the tests, date of the test, test staring ending time and whether the test was announced or unannounced.

SECURITY OF AND ACCESS TO CAMPUS FACILITIES, INCLUDING OFF-CAMPUS PROPERTY, AND SECURITY CONSIDERATIONS USED IN THE MAINTENANCE OF CAMPUS FACILITIES.

Trinity Health System School of Nursing is a department of Trinity Health System. The School does not own, rent, or control any "off-campus" property. The school does rent space at the Eastern Gateway Community College campus. On-Campus housing is not available. The School does not recognize any "off-campus" student organizations. Trinity Health System School of Nursing has declared no part of its campus or grounds a public place.

The School of Nursing strives to provide a safe environment for all students and employees and expects the cooperation of these individuals to maintain it. Student identification (ID) badges **MUST** be worn at all times while engaged in class or clinical activities at the School of Nursing, Trinity Medical Center East, Trinity Medical Center West, and for any other off Campus clinical experiences. Classes and clinical experiences are held primarily Monday through Friday during the day. The School is officially closed on all designated holidays and weekends.

Maintenance checks are made routinely. Items in need of repair should be reported to the School of Nursing Receptionist by the student or employee. The Security personnel make routine checks for maintenance/safety purposes. Any defective equipment and/or any

potentially hazardous environmental conditions should also be reported to the appropriate School/security personnel.

PROGRAMS DESIGNED TO INFORM STUDENTS AND EMPLOYEES ABOUT SECURITY PROCEDURES AND PRACTICES ARE TO ENCOURAGE STUDENTS AND EMPLOYEES TO BE RESPONSIBLE FOR THEIR OWN SECURITY AND THE SECURITY OF OTHERS. PROGRAMS DESIGNED TO INFORM STUDENTS AND EMPLOYEES ABOUT THE PREVENTION OF CRIME.

The School of Nursing will offer during orientation, in conjunction with the Security Department, a program introducing campus security procedures and practices. Security personnel will inform students and employees of the proper reporting of incidents and their response to such reporting. They offer information regarding crime prevention for situations occurring both on and off campus. This program will also encourage the students to be responsible for their own security and the security of others.

A program consisting of independent review of pamphlets and brochures dealing with crime prevention and safety will be offered during the year. These publications will be available to students and employees in the Trinity Health System Office of Admissions and Financial Aid. Additionally, students participate in a non-violent crisis intervention course as part of one of their nursing courses. Employees also have the option to attend the non-violent crisis intervention course offered by the hospital.

Students are also encouraged to visit the OPE Campus Security Statistics Website at www.ope.ed.gov/security.

The School strives to provide a safe, secure environment for students and employees. The cooperation and involvement of these individuals are essential for the success of a campus safety program. Students and employees must assume responsibility for knowing the procedures outlined in this policy and for taking simple, common sense precautions.

THE POSSESSION, USE, OR SALE OF ALCOHOLIC BEVERAGES AND ILLEGAL DRUGS AND ENFORCEMENT OF STATE UNDERAGE DRINKING LAWS AND FEDERAL AND STATE DRUG LAWS; AND DRUG AND ALCOHOL ABUSE EDUCATION PROGRAMS.

The School prohibits the possession, use, sale, or distribution of alcohol, illegal drugs, and/or dangerous substances. The School has the right to dismiss any student found to be involved in these prohibited activities. Any individual who has violated any state or federal law in regards to alcohol or drugs will be referred to the appropriate law enforcement agency.

School policies and procedures regarding the use of alcohol and drugs are contained in the policy on the Prevention of Substance Abuse. The Program for the Prevention of Substance Abuse provides standards of conduct that clearly prohibit the unlawful possession, use, or distribution of drugs and alcohol by students and employees on the institution's property or any part of the institution's activities. It also contains a description of the health risks

associated with the use of illicit drugs and the abuse of alcohol, as well as a description of drug and alcohol counseling, treatment, or rehabilitation programs that are available to students and employees. It informs students and employees of the School's/Hospital's position on the abuse of illicit drugs and alcohol and advises them of the consequences. Additionally, it provides guidelines for faculty in dealing with problems of substance abuse which interfere with the student nurse's performance in the clinical or classroom areas, and pose a threat to the safety and welfare of the public.

The School accepts its responsibility to assist the student in recognizing substance dependence and views substance abuse as preventable and treatable. The School supports the student's right to confidentiality in all matters dealing with suspected substance abuse. Those students who are experiencing problems due to substance abuse are referred to appropriate counseling or treatment programs.

The Program for the Prevention of Substance Abuse is reviewed with students and employees during orientation. Each student and employee has online access to the School's Program for the Prevention of Substance Abuse. In addition, copies of the School's Program for the Prevention of Substance Abuse are maintained in the Office of Admissions and Financial Aid.

CAMPUS SECURITY DISCLOSURES/ SEXUAL ASSAULT PROGRAM

(A) EDUCATION PROGRAMS TO PROMOTE THE PRIMARY PREVENTION AND AWARENESS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT AND STALKING.

Trinity Health System School of Nursing prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking. During Orientation of incoming students and new employees, information related to hospital/campus security procedures and practices is presented. This program will include definitions of domestic violence, dating violence, sexual assault, and stalking to promote awareness of these offenses to students and employees. In addition, the program will define consent and present safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than such individual. The program will also present information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks.

A program consisting of independent review of literature dealing with domestic violence, dating violence, sexual assault, and stalking will be made available to students and employees in the Office of Admissions and Financial Aid.

 Trinity Health System School of Nursing education programs utilize the following definitions:

1. Sexual Assault: An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's UCR program.

2. Sex Offenses: Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

> **Rape-** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
>
> **Fondling –** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
>
> **Incest –** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
>
> **Statutory Rape –** Sexual intercourse with a person who is under the statutory age of consent.

3. Domestic Violence: A felony or misdemeanor crime of violence committed

> By a current or former spouse or intimate partner of the victim;
>
> By a person with whom the victim shares a child in common;
>
> By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
>
> By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
>
> By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

4. Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

> The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
>
> For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
>
> Dating violence does not include acts covered under the definition of domestic violence.
>
> Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

5. Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to

> Fear for the person's safety or the safety of others; or
>
> Suffer substantial emotional distress.

For the purposes of this definition:

> *Course of conduct* means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

*Substantial emotional distres*s means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

6. Consent: Having permission. It requires that both parties are fully conscious, have equal ability to act, are positive and sincere in their desires, and have clearly communicated their intent. If one uses force, threat, intimidation, or takes advantage of the other person's mental incapacities or physical helplessness then there is no consent.

7. Programs to prevent dating violence, domestic violence, sexual assault, and stalking: Comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, and stalking that:

Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research or assessed for value, effectiveness, or outcome; and

Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels

Programs to prevent dating violence, domestic violence, sexual assault, and stalking include both primary prevention and awareness programs directed at incoming students and new employees and ongoing prevention and awareness campaigns directed at students and employees.

8. Awareness programs: Community-wide or audience specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration

9. Bystander intervention: Safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking

Bystander intervention includes:

Recognizing situations of potential harm

Understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking actions to intervene

10. Ongoing prevention and awareness campaigns: Programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution

11. Primary prevention programs: Programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating

violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe direction.

12. **Risk reduction:** Options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence

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A program consisting of independent review of literature dealing with domestic violence, dating violence, sexual assault, and stalking is made available to students and employees in the Admissions and Financial Aid Office.

Resources for the information presented at orientation and the literature available include, but are not limited to the following:

Bystander Intervention
http://www.stopabuse.vt.edu/Get_Involved/bystander_intervention_playbook.pdf
http://www3.aifs.gov.au/acssa/pubs/issue/i17/issues17.pdf
http://www.humanrights.gov.au/sites/default/files/content/sexualharassment/bystander/bystander_june2012.pdf
https://www.health.ny.gov/publications/2040.pdf
http://www.azrapeprevention.org/sites/azrapeprevention.org/files/PSI_update_march_final_0.pdf
http://www.nsvrc.org/sites/default/files/Publications_NSVRC_Booklets_Engaging-Bystanders-in-Sexual-Violence-Prevention.pdf
https://rainn.org/get-information/sexual-assault-recovery/protecting-your-friends

Sexual Assault
http://www.aauw.org/resource/campus-sexual-assault-tool-kit/ American Association of University Women
http://www.mencanstoprape.org/ Men Can Stop Rape
https://rainn.org/ Rape, Abuse, and Incest National Network
http://well.wvu.edu/articles/tips_for_preventing_sexual_assault
http://well.wvu.edu/sexual_assault/some-tips-on-acquaintance-rape-prevention
https://www.rainn.org/get-information/sexual-assault-prevention/campus-safety-sexual-assault

Sexual Violence
http://pavingtheway.net/ PAVE (Promoting Awareness Victim Empowerment
http://www.nsvrc.org/ National Sexual Violence Resource Center
http://www.ncdsv.org/ncd_resources.html National Center for Domestic and Sexual Violence

Victims of Crime

http://www.victimsofcrime.org/home

Healthy Relationships
http://healthysex.com/ Promoting Healthy Loving Sex, and Intimacy

Stalking
http://www.victimsofcrime.org/our-programs/stalking-resource-center Stalking Resource
Center

Domestic Violence
http://www.womenslaw.org/ Women's Law.org
http://www.ncdsv.org/ncd_resources.html National Center for Domestic and Sexual
Violence

In addition to the program presented at orientation and the literature available, a presentation
is offered annually to students and employees by staff from the ALIVE Shelter, a local
domestic Violence shelter. Awareness of sexual assault, domestic violence, dating violence,
stalking, and available resources is periodically posted within individual bathroom stalls
within the building. Information related to the topics of domestic violence, dating violence,
sexual assault, and stalking is also presented as lecture content in the Mental Health portion
of N204, Nursing Care of the Patient in Crisis. A Non-violent Crisis Intervention class is
offered every year to students and faculty.

Bystanders are the largest group of people involved in violence – they greatly outnumber
both the perpetrators and the victims. Bystanders have a range of involvement in assaults.
Some know that a specific assault is happening or will happen, some see an assault or
potential assault in progress, and some know that assaults do happen. Regardless of how
close to the assault they are, bystanders have the power stop assaults from occurring and to
get help for people who have been victimized.

We are not advocating that people risk their own safety in order to be an active bystander.
Remember, there is a range of actions that are appropriate, depending on the situation. If you
or someone else is in immediate danger, calling 911 is the best action a bystander can take.

What can bystanders do to make a difference?

> **Believe someone** who discloses a sexual assault, abusive relationship, or
> experience with stalking or cyberstalking.

> **Watch out for your friends and fellow students**– if you see someone who looks
> like they are in trouble, ask if they are okay. If you see a friend doing something
> shady, say something.

> **Speak up** – if someone says something offensive, derogatory, or abusive, let them
> know that behavior is wrong and you don't want to be around it. Don't laugh at
> racist, sexist, homophobic jokes. Challenge your peers to be respectful.

Silent Stare - Remember, you don't have to speak to communicate. Sometimes a disapproving look can be far more powerful than words.

Humor - Reduces the tension of an intervention and makes it easier for the person to hear you. Do not undermine what you say with too much humor. Funny doesn't mean unimportant.

Group Intervention - There is safety and power in numbers. Best used with someone who has a clear pattern of inappropriate behavior where many examples can be presented as evidence of his problem.

Bring it Home - Prevents someone from distancing himself from the impact of his actions. Example: "I hope no one ever talks about you like that." Prevents someone from dehumanizing his targets. Example: What if someone said your girlfriend deserved to be raped or called your mother a whore?"

We're friends, right….? - Reframes the intervention as caring and non-critical. Example: "Hey Chad…..as your friend I've gotta tell you that getting a girl drunk to have sex with her isn't cool, and could get you in a lot of trouble. Don't do it."

Distraction – Create a distraction**.** Snaps someone out of their "sexist comfort zone." Example: Ask a man harassing a woman on the street for directions or the time. Allows a potential target to move away and/or to have other friends intervene. Example: Spill your drink on the person or interrupt and start a conversation with the person.

Step in and separate the two people. Let them know your concerns and reasons for intervening. Be a friend and let them know you are acting in their best interest. Make sure each person makes it home safely.

Evaluate the situation and people involved to determine your best move. You could directly intervene yourself, or alert friends of each person to come in and help. If the person reacts badly, try a different approach.

(Adapted from Men Can Stop Rape, www.mencanstoprape.org, 2006 and William and Mary Sexual Assault Services (2008) and Virginia Tech Stop Abuse (2014)

Warning signs of abuse:

- Wants to move too quickly into the relationship.
- Early in the relationship flatters you constantly, and seems "too good to be true."
- Wants you all to him- or herself; insists that you stop spending time with your friends or family.
- Insists that you stop participating in hobbies or activities, quit school, or quit your job.
- Does not honor your boundaries.
- Is excessively jealous and accuses you of being unfaithful.

- Wants to know where you are all of the time and frequently calls, emails, and texts you throughout the day.
- Criticizes or puts you down; says you are crazy, stupid, and/or fat/unattractive, or that no one else would ever want or love you.
- Takes no responsibility for his or her behavior and blames others.
- Has a history of abusing others.
- Blames the entire failure of previous relationships on his or her former partner; for example, "My ex was totally crazy."
- Takes your money or runs up your credit card debt.

(Adapted from http://nnedv.org/resources/stats/gethelp/redflagsofabuse.html)

General Safety tips to reduce your risk of violence or crime:

- Trust your instincts. If a place or situation doesn't feel right, it probably isn't.
- Avoid working or studying alone in a building at night.
- Avoid shortcuts and isolated areas when walking after dark.
- Don't walk alone after dark.
- Don't leave personal property lying around unattended.
- Keep your car doors locked.
- Don't leave valuables visible in your car.
- When approaching your vehicle carry your keys so you can enter quickly.
- Always check your rear seat for intruders.
- Keep your vehicle windows up and doors locked when traveling.
- Never attach your name or address to keys.
- Report any suspicious activity or criminal activity.
- Never prop open exterior doors.
- Report any unlocked doors that should be locked or other irregularities.
- Drive on well-traveled and well-lit streets.
- Never hitchhike and never pick up hitchhikers.
- Program emergency numbers in your cell phone for easy access.
- Stay alert to your surroundings.
- Be careful about posting your location on social media.
- Don't remain in a situation in which you feel uncomfortable, threatened, or pressured.
- Do not place yourself in a situation where you are alone with people you do not know well.
- Do not accept an invitation to go alone to the residence, apartment or room of someone you do not know well. Instead, arrange to meet in a public place where there are other people or arrange to be accompanied by friends.
- When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together.
- Watch out for your friends and vice versa. If a friend seems out of it, is way too intoxicated, or is acting out of character, get him or her to a safe place immediately.
- Support your friends; intervene if you see them making decisions that are harmful to themselves or others.

- Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, get a new one. Don't accept drinks from people you don't know or trust.
- Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason.
- Make up an excuse. If you don't want to hurt a person's feelings, it is better make up a reason to leave than to stay and be victimized. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
- If someone tries to enter your stopped vehicle, sound the horn and drive away.
- If your vehicle breaks down, raise the hood and wait in your locked car for help.
- Be aware that an accident may be staged to provide the other driver with an opportunity to commit a criminal act.
- Park in a well-lit location at night. Do not get out of your vehicle if you see anything suspicious.
- If you suspect you are being followed, run in a different direction, go to the other side of the street and yell for help, or head quickly for a lighted area or a group of people.

(B) POSSIBLE SANCTIONS OR PROTECTIVE MEASURES FOLLOWING A FINAL DETERMINATION OF AN INSTITUTIONAL DISCIPLINARY PROCEDURE REGARDING RAPE, AQUAINTANCE RAPE, DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSUALT OR STALKING.

When a student has been accused of rape, acquaintance rape, domestic violence, dating violence, or stalking, a hearing will be held based on procedural due process (refer to Student Grievance/Appeals Process). Outcome of the hearing will determine sanctions regarding the student. Sanctions are as follows:
1. If the student is found innocent of the incident, all charges will be dismissed without prejudice to the student.
2. If the student is found guilty of said incident, he/she will be dismissed from Trinity Health System School of Nursing.

In addition to on-campus disciplinary procedures, students should be aware that prosecution by law enforcement authorities could occur.

Trinity School of Nursing will, upon written request, disclose to the alleged victim of a crime of violence or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the school against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the results will be provided to the next of kin of the victim upon written request.

CRIMINAL CHARGES AND PROSECUTION

If a victim of sexual assault reports the crime to the police, the police will investigate and make a determination about the case. At that point, the decision can be made about pressing charges. The suspect must be identified, arrested and is usually released on bond. A judge

holds a preliminary hearing and determines if there is probable cause for pressing charges. If so, the case goes to the Grand Jury. If the Grand Jury returns an indictment against the suspect, formal charges are made and the case will go to trial. Trial outcome may be a verdict of guilty, not guilty, or hung jury. Sentencing will vary.

CIVIL SUIT

A victim can also file civil law suits against the assailant within one year. An attorney must be hired. The standard of proof in a civil suit is determined by a "preponderance of evidence" and is generally considered easier than "beyond a reasonable doubt" for proving wrongdoing. Restitution in the form of a monetary award is the punitive action.

(C) PROCEDURES VICTIMS SHOULD FOLLOW IF A SEX OFFENSE, DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT OR STALKING HAS OCCURRED INCLUDING THE IMPORTANCE OF PRESERVING EVIDENCE AND TO WHOM ALLEGED OFFENSES SHOULD BE REPORTED.

Trinity School of Nursing will not tolerate sexual offenses committed on campus sites or any off-campus, school sponsored activity. Victims of such offenses should preserve evidence in support of a criminal offense and report the offense to the local police who will have jurisdiction in the matter and to the security supervisor or officer on duty who will assist the victim in contacting the police if requested. Sexual/gender harassment, sexual assault, domestic or dating violence or stalking should also be reported to the Title IX Coordinator, *James D. Miller, Esquire*, Vice President of Administration, Special Projects, and Legal Affairs. Mr. Miller's office is office 204 in the Pugliese Center, 110 John Scott Highway, Steubenville, Ohio 43952. His direct dial number is (740) 266-9604 or he can be reached at (740)264-5591, Ext. 1604. His email address is jdmiller@egcc.edu. Bob Herczeg, Interim Security Supervisor, is the Title IX Deputy Coordinator and he can be reached at (740) 264-5596. If you are unable to reach either Mr. Miller or Mr. Herczeg, report the incident to any school employee. The school will assist in contacting local law enforcement if the victim consents.

In the event of a sex offense domestic violence, dating violence, sexual assault, or stalking has occurred, the victim should:

> 1. Call the police or School security and notify Title IX Coordinator.
> 2. Go to a hospital emergency room if necessary. Refer to interdepartmental policy PE-regarding sexual molestation and assault (rape).
> 3. Contact counseling services if necessary.

When assisting sexual assault victims, one should strongly encourage that person to seek medical attention to receive tests and alleviate fears about sexually transmitted disease and pregnancy, and to collect evidence, which can be used if the victim chooses to prosecute the rapist. The victim should be counseled not to change clothes, bathe, or douche before a medical examination in order to preserve evidence that may be necessary to the proof of criminal domestic violence, dating violence, sexual assault, or stalking, or in obtaining a protection order. The victim should preserve evidence, including but not limited to, clothing, bedding, text messages, photographs, screenshots, emails, social media posts, video

surveillance, and names of witnesses. The victim should be informed of available psychiatric services by emergency room personnel and/or School officials.

(D) OPTIONS TO NOTIFY PROPER LAW INFORCEMENT AUTHORITIES, INCLUDING ON-CAMPUS AND LOCAL POLICE, AND THE OPTION TO BE ASSISTED BY CAMPUS AUTHORITIES IN NOTIFYING LAW ENFORCEMENT AUTHORITIES IF THE VICTIM SO CHOOSES, OR OPTION TO DECLINE TO NOTIFY SUCH AUTHORITIES.

Victims of domestic violence, dating violence, sexual assault, or stalking have several options regarding notification of proper law enforcement authorities. Victims have the option of contacting School security directly. They can be reached at 740-264-5591 ext. 1695. Victims can also contact the Steubenville Police Department directly at (740) 283-5353, Jefferson County Sheriff at (740) 283-8600, or can call 911. A victim, or other person, also has the option of reporting the incident to a School official that can assist them in notifying School security and local law enforcement authorities if the victim so chooses. Security personnel will respond at the receipt of report from student, employee, or school official. The security personnel will assess the situation and determine if there is a need for other emergency services to be summoned or contacted. Although victims are encouraged to report incidents of sex offense, domestic violence, dating violence, sexual assault, or stalking to Security personnel and law enforcement officials, they do have the option to decline notification to those authorities.

(E) THE RIGHTS OF VICTIMS AND THE INSTITUTION'S RESPONSIBILITIES REGARDING ORDERS OF PROTECTION, NO CONTACT ORDERS, RESTRAINING ORDERS, OR SIMILAR LAWFUL ORDERS ISSUED BY A CRIMINAL, CIVIL, OR TRIBAL COURT.

A no-contact /protective order is a legal order issued by a magistrate or judge, ordering someone to physically stay away from you and/or avoid all contact with you. No-contact orders do not physically prevent anything, they just give police the power to enforce or arrest when an order is violated. Most no-contact orders expire within a certain timeframe. No-contact orders can be contact-preventing orders or can be distance-based (asked to stay 100 yards away at all times).

Trinity School of Nursing does not issue orders of protection. A victim may be referred to the ALIVE Shelter at (740) 283-3444 or the Sexual Assault Help Center at (304) 234-1783 or the Sexual Assault 24-hour hotline at (304) 234-8519. These agencies have Victim Advocates that can assist a victim in obtaining a protection order. A victim may also contact the Steubenville Police Department at (740) 282-5353 to obtain information regarding obtaining a protection order.

Trinity School of Nursing will abide by and enforce an order of protection, no-contact order, restraining order, or similar lawful order issued by a criminal, civil, or tribal court as prescribed by the court.

(F) PROCEDURES FOR INSTITUTIONAL DISCIPLINARY ACTION IN CASES OF ALLEGED DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL

ASSAULT OR STALKING

When allegations of domestic violence, dating violence, sexual assault, or stalking are made, Trinity School of Nursing will provide a prompt, fair, and impartial investigation and resolution. The proceedings will be conducted by officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

A preponderance of evidence will be the standard of evidence that will be used during any proceeding arising from the report of alleged domestic violence, dating violence, sexual assault, or stalking.

In cases of alleged domestic violence, dating violence, sexual assault, or stalking, the accuser and the accused are entitled to the same opportunities to have others present during an institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice. Both the accuser and the accused shall be simultaneously informed in writing of the result of any institutional disciplinary proceeding that arises from an allegation of domestic violence, dating violence, sexual assault, or stalking. They will also be informed of the institution's procedures for the accused and the victim to appeal the results of the institutional disciplinary proceeding and of any changes to the results that occurs prior to the time that such results become final and when such results become final.

The procedural due process is outlined in the Student Grievance/Appeals Process in Section II of the Student Handbook.

Trinity Health System School of Nursing utilizes the following definitions:

1. **Prompt, fair, and impartial proceeding**: A proceeding that is completed within reasonably prompt timeframes designated by an institution's policy, including a process that allows for the extension of timeframes for good cause and with written notice to the accuser and the accused of the delay and the reason for the delay;
Conducted in a manner that:
   Is consistent with the institution's policies and transparent to the accuser and accused;
   Includes timely notice of meetings at which the accuser or accused, or both, may be present; and
   Provides timely and equal access to the accuser, the accused, and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings; and
   Conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused

2. **Advisor:** Any individual who provides the accuser or accused support, guidance, or advice

3. **Proceeding:** All activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact finding investigations, formal or informal meetings, and hearings. Proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.

4. Result: Any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution. The result must include the rationale for the result and any sanctions imposed by the institution.

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(G) INFORMATION ABOUT HOW THE INSTITUTION WILL PROTECT THE CONFIDENTIALITY OF VICTIMS, INCLUDING HOW PUBLICALLY AVAILABLE RECORDKEEPING WILL BE ACCOMPLISHED WITHOUT THE INCLUSION OF IDENTIFYING INFORMATION ABOUT THE VICTIM, TO THE EXTENT PERMISSIBLE BY LAW.

Trinity School of Nursing will protect the confidentiality of victims in the event of an alleged incident of domestic violence, dating violence, sexual assault, or stalking. Any timely warning issued will withhold the names of victims or alleged perpetrators. Crime statistics that are reported annually as part of the Crime Awareness and Campus Security Act or noted in the daily crime log will not identify victims of crimes or persons accused of crimes. Any documentation pertaining to a disciplinary proceeding related to reports of incidents of domestic violence, dating violence, sexual assault, or stalking will remain in a separate file locked in the office of the Director of the School of Nursing. This documentation will not become part of the student's individual educational record.

(H) WRITTEN NOTIFICATION OF STUDENTS AND EMPLOYEES ABOUT EXISTING COUNSELING, HEALTH, MENTAL HEALTH, VICTIM ADVOCACY, LEGAL ASSISTANCE, FINANCIAL AID, AND OTHER SERVICES AVAILABLE FOR VICTIMS, BOTH ON CAMPUS AND IN THE COMMUNITY:

If the victim of sexual assault is treated at a hospital emergency room facility, the hospital personnel will inform the victim of available referral agencies. Trinity School of Nursing also notifies students and employees of existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, financial aid, and other services. Agencies include:
Trinity Health System Emergency Department - (740) 264-8011
Trinity Health System Pastoral Care - (740) 264-8130 or (740) 283-7749
ALIVE Shelter – (740) 283-3444
Sexual Assault Help Center – (304) 234-1783
Family Services Association – (740) 283-4763
Jefferson Behavioral Health System (740) 264-7751
Jefferson Behavioral Health System 24-hour hotline number (740) 264-1627
Jefferson County Prevention and Recovery Board (740) 282-1300
Southeastern Ohio Legal Services (740) 283-4781
Catholic Charities Legal Immigration Services (Canton Office) (330) 297-7250
Trinity School of Nursing Coordinator of Student Affairs (740) 283-7467

(I) WRITTEN NOTIFICATION OF VICTIMS ABOUT OPTIONS FOR, AND AVAILABLE ASSISTANCE IN, CHANGING ACADEMIC, LIVING, TRANSPORTATION, AND WORKING SITUATIONS IF SO REQUESTED BY

THE VICTIM AND IF SUCH ACCOMMODATIONS ARE REASONABLY AVAILABLE, REGARDLESS OF WHETHER THE VICTIM CHOOSES TO REPORT THE CRIME TO CAMPUS POLICE OR LAW ENFORCEMENT.

A student or employee who reports that the student or employee has been a victim of domestic violence, dating violence, sexual assault, or stalking, whether the offense occurred on or off campus, shall be provided with a written explanation of the student or employee's rights and options.

Students will be notified in writing of options for change of academic situations by the Director of Trinity Health System School of Nursing. These changes will be on an individual basis. . The student may request to be reassigned to another clinical group, clinical site, course specific clinical rotation, or clinical instructor. The student may also request to withdraw from the program and be reinstated the following year. The student may change their seat in class and request reassignment in a group activity or group project.

Protective measures that may be instituted include an escort from School/Hospital Security when walking to and from vehicle. Classroom doors can be locked while classes in session. If necessary, all entrances to the school can be locked and only authorized individuals permitted to enter the premises. Security can be alerted to provide extra surveillance of School/Hospital properties. Local police will be alerted if threat level warrants.

If a student would like to request a change to academic, transportation, or other situation, or would like to request other protective measures, the student should make a written request to Melissa Hassan, Director of Trinity Health System School of Nursing. Ms. Hassan can be reached at her office in the School of Nursing or at (740) 283-7275. Accommodations or protective measures that are requested by a student will be provided if they are reasonably available, regardless of whether the victim chooses to report the crime to School/Hospital Security or local law enforcement. The Director will make the final decision regarding the requested changes.

Trinity School of Nursing will maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the school to provide the accommodations or protective measures. The Director will determine what information about a victim should be disclosed and to whom the information will be disclosed. Only information that is necessary to provide the accommodations or protective measures in a timely manner will be disclosed. The victim will be told which information will be shared, with whom it will be shared, and why.

Sexual Harassment and Sexual Violence Policy

PURPOSE

The School of Nursing strives to maintain an environment in which all are treated with courtesy, respect, and dignity. The School of Nursing does not discriminate on the basis of race, color, religion, sex, national origin, age, ancestry, or disability in the admission of students, employment of individuals, or in activities conducted by the School in accordance with Title IX of the 1972 Education Amendments, Title VI of the Civil Rights Act of 1964,

Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975. The School will not tolerate conduct by any person, which constitutes sexual harassment, including sexual violence of any student/employee. The following person has been designated to handle inquiries regarding non-discrimination policies: Melissa Hassan MSN, RN, Director of Trinity School of Nursing, 4000 Sunset Blvd., Suite 2631, Steubenville Ohio 43952, 740-266-1221, mhassan@trinityhealth.com .

In accordance with Title IX of the Education Amendments of 1972, Trinity Health System School of Nursing will not tolerate conduct by any person, which constitutes sexual harassment, including sexual violence of any student/employee. For the purpose of this policy, sexual harassment, including acts of sexual violence must be sufficiently severe, persistent, or pervasive that it adversely affects a student's education or creates a hostile or abusive educational environment.

DEFINITION

For the purposes of this policy, harassment is defined as slurs or other verbal or physical conduct relating to an individual's race, color, national origin, veteran status, ancestry, religion, disability, age or sex (including unwelcome sexual advances, requests for sexual favors and other verbal, written or physical conduct of a sexual nature) by an employee, student, third party, or vendor.

Acts of harassment can take a variety of forms, ranging from subtle pressure for sexual activity to physical assault or racial or ethnic slurs. Examples of conduct that are defined as harassment include:

-   verbal kidding regarding race, sex, age, etc.

-   continued or repeated verbal abuse of a sexual nature, including graphic commentaries about a person's body, sexually suggestive objects or pictures in the work area that may offend the person, sexually degrading words to describe the person, or propositions of a sexual nature;

-   unwelcome physical contact, such as patting, pinching, touching, or frequent brushing against another person's body;

-   threats or insinuations that the person's status or conditions may be adversely affected by not submitting to sexual advances.

In accordance with the U.S. Department of Education's Dear Colleague Letter (April 4, 2011); sexual violence is defined as physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to a victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability. A number of acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, and sexual coercion. All such acts of sexual violence are forms of sexual harassment.

PROCEDURE

When a student files a complaint or School officials learn of possible sexual harassment discrimination including sexual violence, the School will immediately investigate and take appropriate steps to end the harassment, eliminate the effects, and to prevent the harassment from recurring.

Any student who believes that he or she has been the subject of harassment should submit, in writing, the alleged act as soon as possible to: the Director, School of Nursing, phone – (740) 266-1221 and/or the Coordinator, Student Affairs, Office of Admissions and Financial Aid, phone – (740) 266-1230. The Title IX Coordinator is James D. Miller 740-264-5591 x 1604.

Copies of this policy are given to students at Orientation and are accessible in the Student Handbook.

Obligations under Title IX regarding sexual violence

Once the school knows of possible sexual violence, immediate and appropriate action will be taken to investigate or otherwise determine what occurred. If sexual violence has occurred, prompt and effective steps will be taken to end sexual violence, prevent its recurrence, and address its effects, whether or not the sexual violence is the subject of a criminal investigation. The school will take steps to protect the complainant as necessary, including interim steps taken prior to the final outcome of the investigation. The school will provide a grievance procedure for students to file complaints of sex discrimination including complaints of sexual violence. These procedures will include an equal opportunity for both parties to present witnesses and other evidence and the same appeal rights. The school's grievance procedures will use the preponderance of the evidence standard to resolve complaints of sex discrimination.

Informal Mechanisms for Resolving Sexual Harassment

The complainant can use voluntary informal methods (e.g., mediation) for resolving some types of sexual harassment complaints. However, the complainant has the right to end the informal process at any time and begin the formal stage of the complaint process. In cases involving allegations of sexual assault, mediation is not appropriate.

Formal Grievance Procedures (Complaints of sex discrimination, including sexual harassment or sexual violence)

If an informal acceptable solution cannot be attained, formal Title IX and Section 504 grievance procedures shall commence.

Notice of Outcome

The school will notify both parties in writing of the outcome and/or appeal of the complaint. In accordance with the FERPA regulations, the school will only disclose information pertinent to the alleged sexual harassment or sexual violence. The Clery Act requires that "both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense."

Disciplinary Process

Any student who, after appropriate investigation, is found to have engaged in harassment of a student will be subject to disciplinary action ranging from written reprimand to dismissal.

Any employee of the School who, after appropriate investigation, is found to have engaged in harassment of a student will be subject to appropriate disciplinary action ranging from verbal warning to discharge.
Any incident involving a third party or vendor who, is found to have engaged in harassment of a student will be referred to Trinity Health System for further investigation.

Prevention of Recurring Harassment

The School will take steps to prevent any further harassment and to prevent any retaliation against the student who made the complaint, or against those who were witnesses.

Confidentiality

In the case of a student requesting confidentiality or asks that the complaint not be pursued, the School will inform the student that the request may limit the School's ability to respond. The School will also tell the student that the School will take steps to prevent retaliation, and if retaliation occurs the School will take strong responsive action. If the student continues to request confidentiality, the School will take reasonable steps to investigate, consistent with that request, as long as doing so does not hinder the School from responding effectively to the harassment.

False Accusations

Given the nature of this type of alleged activity, false accusations of harassment can have serious effects on innocent parties. Students are encouraged to act responsibly in the presentation of complaints. An individual who is found guilty of false accusations will be subject to the School's disciplinary code.

Title IX and Section 504 Grievance Procedure

In accordance with Federal and State OCR (Office for Civil Rights) Guidelines, any student who believes Trinity Health System School of Nursing or any of the School's staff, faculty, and administrators have inadequately applied the principles of and/or regulations of Title VI of the Civil Rights Act of 1964 (race, color, national origin), Title IX of the Education Amendment Act of 1972 (sex/gender, sexual harassment including sexual violence), and

Section 504 of the Rehabilitation Act of 1973 (disability) she/he may bring forward a complaint which shall be referred to as a formal grievance. However, whenever possible and practical, an informal solution to the alleged grievance is encouraged and should be attempted at the staff, faculty, or administrative level. However, if an acceptable informal solution cannot be attained, formal Title IX and Section 504 grievance procedures shall commence. The complainant may file a complaint directly with the Office for Civil Rights, U. S. Department of Education, and/or may use the internal grievance procedure indicated below.

STEP 1
An alleged formal discrimination grievance complaint should first be made within two school days of the date the incident occurred to the Coordinator of Student Affairs along with written notification of the alleged discrimination. The director, Melissa Hassan, will be notified. An informal solution to the alleged grievance will be initiated.

STEP 2
If not resolved, the alleged grievance will be investigated by Title IX/Section 504 Coordinator
James D. Miller
(740) 264-5591 x 1604

STEP 3
If not resolved at Step 2, the decision may be appealed to a hospital administrator.

STEP 4
If not resolved at Step 3, the decision may be appealed by the complainant to the
Office for Civil Rights, U. S. Department of Education
600 Superior Avenue East
Suite 750
Cleveland, Ohio 44114-2611

NOTE: Parents/guardians do not have to be present at the informal complaint meeting. However, parent(s) and/or guardian(s) must be present for students under age 18 at all levels of the formal alleged discrimination process.

Education and Prevention

In compliance with Title IX of the Education Amendments of 1972 and Dear Colleague letter from the Office for Civil Rights (OCR) on April 4th 2011, Trinity Health System School of Nursing maintains proactive policies and procedures in the education and prevention of Sexual Harassment and Sexual Violence.
Trinity School of Nursing in conjunction with Easter Gateway Community College Security office distributes Campus Security Disclosures/Sexual Assault Program to all new students, faculty and staff at orientation. These programs and procedures are outlined in the Student Handbook and available to students, faculty and staff in the Office of Admissions and Financial Aid.

Policies, programs and procedures are annually reviewed. In addition, the Security Department receives annual updates regarding policy revisions and/or federal updates. Enrolled students are informed of policy revisions and updates from members of the Student Services/Integrity Committee.

Trinity School of Nursing's primary concern is student safety in all policies including those dealing with Sexual Harassment /Violence. Any rule violation will be addressed separately from the sexual violence allegation, allowing students to report incidents of sexual violence to the appropriate school and law enforcement authorities. (**Refer to the Student Grievance/Appeals Process in the Student Handbook and Catalog/Website)**

Disability Harassment

In accordance with Section 504 of the Rehabilitation Act of 1973 and Title II of the American With Disabilities Act of 1990, which are enforced by the Office of Civil Rights, Trinity Health System School of Nursing will not tolerate disability harassment of any student by other students or school employees. The Disability Harassment Policy is reviewed at Orientation each fall and is accessible in the Student Handbook.

Disability Harassment Policy

PURPOSE

The School of Nursing strives to maintain an environment in which all are treated with courtesy, respect, and dignity. The School of Nursing does not discriminate on the basis of race, color, religion, sex, national origin, age, ancestry, or disability in the admission of students, employment of individuals, or in activities conducted by the School in accordance with Title IX of the 1972 Education Amendments, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975. One form of such discrimination is harassment based upon one of the factors above. The School will not tolerate any action by any person, which constitutes harassment of any student/employee.

In accordance with Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title II of the Americans with Disabilities Act of 1990, which are enforced by the Office of Civil Rights, Trinity Health System School of Nursing will not tolerate disability harassment of any student by other students or school employees.

DEFINITION

Disability harassment under Section 504 and Title II is intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the institution. Harassment may take many forms, including verbal acts (name-calling) and

non-verbal acts (written statements/conduct that is physically threatening, harmful, or humiliating.)
A student's rights may be violated under the Section 504 and Title II regulations if the harassing conduct is sufficiently severe, persistent, or pervasive so that it creates a hostile environment affecting the student's ability to participate or benefit from the educational program.

PROCEDURE

When a student files a complaint or if School officials learn of possible disability harassment, the School will immediately take the appropriate steps to investigate, eliminate the effects, and to prevent future harassment. Any student who believes he or she has been the victim of disability harassment should submit, in writing, the alleged act to the Coordinator, Student Affairs.

GRIEVANCE

The student who believes he/she has been a victim of disability harassment may file a formal grievance utilizing the Student Grievance/Appeals Process and Title IX and Section 504 Grievance Procedure.

DISCIPLINARY PROCESS

Trinity Health System School of Nursing states that disability harassment is unacceptable, violates federal law, and will result in disciplinary action. The School of Nursing will take prompt and effective action to end the harassment and prevent it from recurring, and remedy the effects on the student who was harassed.

Any student of the School who, after appropriate investigation, is found to have engaged in disability harassment of a student will be subject to disciplinary action ranging from written reprimand to dismissal and referral to the appropriate law enforcement agency (Section II Code of Conduct – Group II no. 11 and Group III no. 5 – Trinity Health System Student Handbook).

Ways to prevent and eliminate disability harassment are as follows:
- Create a campus environment that is aware of disability concerns in programs outside the classroom
- Regularly assess existing policy and procedures and, if appropriate, modify same.
  Prepared according to United States Department of Education Dear Colleague Letter – July 25, 2000

Essential Functions and Abilities of a Nursing Student

Students accepted into this program will need the cognitive ability, emotional stability, and physical endurance to complete the program and practice professional nursing. When determining professional suitability for the practice of professional nursing, the nursing student must be able to do the following: exercise safe judgments based on assessment data, remain visibly calm in emergency situations, interact in a caring manner with others, follow

directions, be flexible, and demonstrate honesty, integrity, commitment, cooperation, respect and accountability. The student must not pose a significant risk to the health and safety of himself or others.

The following are essential functions, abilities, and physical requirements for the nursing student:

- **Critical thinking ability** sufficient to collect, analyze, integrate, and generalize information and knowledge to make clinical judgments and management decisions that promote positive patient outcomes. Ability to identify cause/effect relationships and clinical situations, develop nursing care plans, and apply mathematical skills for calculating safe drug dosages
- **Interpersonal ability** sufficient to provide safe care to populations, as well as safety to self. Ability to establish a therapeutic relationship with patients, families, and health care team, maintain a positive relationship with instructors and peers, demonstrate self-control, and accept constructive criticism for professional development.
- **Communications skills** sufficient to speak, comprehend and write (print and cursive) in English at a level that meets the need for accurate, clear effective communication. Ability to explain procedures, initiate health teaching, document and interpret nursing actions and patient/client responses, and complete assignments and exams within specified time frames.
- **Physical abilities** sufficient to perform required patient care activities in a safe and effective manner for the entire length of the clinical experience. Ability to move around in clinical environments, administer cardio-pulmonary procedures, and walk/stand, twist, bend, stoop, kneel, reach, push and pull for extended periods.
- **Gross and fine motor skills** sufficient to provide safe, effective nursing care. Ability to lift up to 50 pounds, turn, reposition/ambulate patients, and manipulate small equipment and containers (i.e. syringes, vials, ampules, and medication packages) to administer medications.
- **Auditory ability** sufficient to monitor and assess patient health needs. Ability to hear faint body sounds, auditory alarms and normal speaking level sounds (i.e. blood pressure sounds, monitors, fire alarms, call bells, cries for help and person-to-person report).
- **Visual ability** sufficient to observe and assess patients and their environments. Ability to detect changes in physical appearance, color and contour, read medication labels, syringes, manometers, and written communication accurately.
- **Tactile ability** sufficient to perform physical assessment. Ability to palpate (i.e. pulses, changes in skin temperature, and anatomical abnormalities). and provide therapeutic interventions needed for examinations and procedures.

This description of the essential abilities of the nursing student is meant to include the major areas of responsibility and is not intended to be limited to the above information.

Disclosure of a Disability

After acceptance into the nursing program, a copy of the form "Essential Functions and Abilities of the Nursing Student" is mailed to each new student to review, sign, and return to

the School within two weeks of receipt. This information is outlined in the School Catalog/Website/Student Handbook. Disclosure of a disability prior to the program start date will allow the student time for their individual evaluation and submission of the written documentation to the School.

For reasonable accommodations to be considered, it is first necessary for the student to submit to Jill Duska, Coordinator of Student Affairs (740-266-1230) the most recent evaluation of the disability from a licensed/certified psychologist (with experience in the disability identified) or if appropriate, a medical doctor. The specific disability and recommendations should be described in the documentation submitted. The "Essential Functions and Abilities of the Nursing Student" serve as a guide for the need for written recommended accommodations.

Students who disclose a disability and request accommodation after the educational program begins, may experience a delay in the progress of their program until all required documentation is submitted and processed.

Students with Disabilities

In accordance with the Americans with Disabilities Act (1990) the Trinity Health System School of Nursing will provide reasonable accommodations for qualified students with disabilities. The Students with Disabilities Policy is reviewed at Orientation and is accessible in the Student Handbook on the School's website.

Policy on Students with Disabilities

In accordance with the Americans With Disabilities Act (1990), the Trinity Health System School of Nursing has adopted the following policy regarding students with disabilities.

The Americans With Disabilities Act of 1990 was passed in order to prohibit discrimination against qualified people with disabilities. The Act defines a disabled person as someone: a) who has a physical or mental impairment that substantially limits one or more of his or her major life activities; b) who has a record of such impairment; or c) who is regarded as having such an impairment. A "qualified individual with a disability" is one who, with or without reasonable accommodations or modifications, meets the essential eligibility requirements for participation in the program. The student must be able to meet all requirements for licensure **despite** disability, not **because of** said disability. The Rehabilitation Act does not impose an obligation on educational institutions to lower or substantially modify adopted standards to accommodate a disabled person. (The Act protects the disabled student by providing reasonable accommodations for said student, giving that student the opportunity to succeed.) In addition, the academic standards of the program should not be compromised and no undue burden should be placed upon the institution. IT IS THE RESPONSIBILITY OF THE STUDENT TO DISCLOSE THE DISABILITY. However, the School of Nursing is committed to protecting the privacy rights of students. In general, student records, files or general information are NOT released to anyone other than the student and faculty. Therefore, the student is encouraged to make needs known to his/her individual instructors.*
Examples of disabilities include, but are not limited to:

Physical impairments: orthopedic, visual, speech, and hearing impairments; cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, HIV (symptomatic or asymptomatic), tuberculosis, addictions.

Mental impairments: retardation, organic brain syndrome, psychiatric disorders, learning disabilities.

Examples of a record of such "impairment": history of psychiatric illness; addiction to drugs or alcohol, physical illness, erroneously diagnosed with a condition.

Examples of "regarded" as having a disability: deformity not affecting function, i.e.: facial, trunk; mild diabetes mellitus, controlled by medication.

The School of Nursing, in defining nursing as a practice discipline with cognitive, sensory, affective, and psychomotor performance requirements, has adopted the Essential Functions and Abilities of a Nursing Student for admission and progression (copies of essential functions list available in the Office of Admissions and Financial Aid and can be viewed on the school's website/catalog). Each essential function has some examples of activities listed. These examples are derived from the School's curriculum objectives and are measured via the clinical appraisal tool. It is the responsibility of the student's clinical instructor, as well as each academic instructor involved with the student, to monitor students' ability to perform these essential functions. While admission to, progression in, and graduation from the nursing program is not based on the essential functions, these essential functions are used to assist each student in determining whether there is a need for accommodations or modifications. Once a student is deemed qualified for admission, a copy of the form "Essential Functions and Abilities of the Nursing Student" is mailed to each new student to review, sign, and return to the school within two weeks of receipt. Disclosure of a disability prior to the program start will allow the student time for their individual evaluations and submission of the written documentation to the school. If the student or faculty believes that the student cannot meet one or more of the essential functions without accommodations or modifications, the School will determine, on an individual basis, whether or not the necessary accommodations or modifications can be made reasonably.

"Reasonable accommodations" are accommodations that would: a) not fundamentally alter the nature of the program, and b) not pose an undue burden upon faculty and other students due to the level of supervision needed.

At this time, the school and the student must work together to find reasonable accommodations to insure the student's success. Faculty will be available to assure appropriate assistance and guidance. If the accommodations are not reasonable, this may be grounds for denial or dismissal. Through such a process, both the student and the School are entering the education contract fairly.
Adapted from:

Southern Regional Education Board (SREB) Council on Collegiate Education for Nursing (Reapproved 2004) The Americans With Disabilities Act: Implications For Nursing Education. On-Line. Retrieved 7/28/2016
http://www.sreb.org/publication/Amercians-disabities-act

Clinical agencies in which the student is to practice, must be included as necessary, in the determination of and development of accommodations and modifications. The student must sign a release of information for these agencies. Procedures for accommodation will be reviewed on an annual basis, or as needed, to assure student feedback and the most appropriate assistance for the student.

Social Networking Policy

Purpose

The purpose of this policy is to provide guidelines to students, faculty, and staff who engage in online social networking. Information published on social media networks that has to do with any aspect of the School/Hospital must comply with Trinity Health System's Non Disclosure Acknowledgement, HIPPA compliance, and the School of Nursing's Code of Conduct. This applies to posts/comments on any social networking site.

Philosophy

Trinity Health System School of Nursing maintains that social networking is strictly a personal activity and any participation in such will be consistent with The American Nurses Association's (ANA) Code of Ethics, the Ohio Board of Nursing and Trinity Health System's core values.

Definition

As used in this policy, "social networking" means communicating with others over the Internet for social purposes. Examples of social media include, but are not limited to Facebook, Twitter, YouTube, LinkedIn, Instagram, Pinterest, Podcast, blogs, comment boards, virtual worlds, chat rooms and other online group discussion forums or social networks. This can also included media sites that are offered by television networks, newspapers, and magazines.

Guidelines for Personal/School Affiliated Social Networking

Please remember that social networking sites are in fact public forums. This means that the information that is posted or shared can be viewed by others. Please keep in mind these guidelines and consider carefully when posting.

1. On personal social networking sites, posts/comments by students involving the School/Hospital in any manner is prohibited. When posting on any social networking site posts/comments should reflect the personal views of the social networking member only, not Trinity School of Nursing/Hospital. Tagging, check-ins or any comments reflecting Trinity School of Nursing/Hospital are prohibited.
2. When commenting on the School affiliated Facebook page, all comments should be ethical, professional and accurate. The Administrator reserves the right to delete any comment that is deemed inappropriate.
3. The Administrator is responsible for generating all posts on the School affiliated Facebook page. Students will be permitted to comment only to these posts.

4. Posts/comments should be respectful and in good taste. Negative or unprofessional posts/comments are unacceptable.
5. Posts/comments should never directly or indirectly reflect patients, diagnoses or any content related to patient care or clinical experiences.
6. Personal photos on the student's personal social networking site should be tasteful.
7. Photos posted on the School affiliated Facebook page will require a Consent or Refusal to Photograph or Videotape.
8. Photos in which patients are identified or patient privacy and confidentiality are breached are unacceptable.
9. With the exception of the School affiliated Facebook page, interaction between current students and faculty/staff on personal social media accounts is prohibited.
10. Questions/concerns are only to be addressed in proper, approved channels of communication set forth by the School except for social networking sites that have been developed and are monitored by the site Administrator/School affiliated Facebook page.
11. Students are prohibited from accessing all social networking sites during clinical or classroom time/lecture.
12. In the event that the student is no longer enrolled in the School, the Administrator will remove the student from the School affiliated Facebook page.
13. **The Administrator reserves the right to remove any student who fails to abide by the guidelines for social networking.**

Violation of Policy

Trinity School of Nursing will not tolerate violations of the social networking policy. All reports of such behavior will be investigated. If activity on a social networking site is considered an infraction of school policy, it will be handled according to the disciplinary process. **Violation of this policy can result in disciplinary action ranging from written reprimand to dismissal from the program.**

Facilities

The School of Nursing is located within Eastern Gateway Community College on an 84.7 acre tract of land in Steubenville, Ohio. The building is an air-conditioned, smoke-free 3 story structure built in 1967 with additional construction and renovations in 1972, 1976, 1978, 1983, 1989, 1993, and 1996. The main building is 72,395 sq. feet and includes a library, student lounge, computer laboratories, 25 classrooms, 31 laboratories, bookstore, and 316 space parking area.

Trinity School of Nursing has dedicated usage of 13 faculty/staff offices, reception area, skills/assessment laboratories and storage area. Other areas and facilties in the building are shared with Eastern Gateway staff and students.

The student lounge is a large room with multiple areas for eating, studying, or socializing. It contains many tables, chairs, sofas and grouped seating arrangements, a well as coffee, tea, and vending machines. There are also televisions and a recreational hockey game table. Membership to Trinity YMCA is available at the student rate.

A Skills/Assessment laboratory is located on the ground floor of the building. The laboratory consists of 10 curtained stations equipped with hospital beds, medical equipment, and low fidelity simulation mannequins. It houses various models, supplies, simulators, and other instructional materials. The laboratory also contains 6 computers, a laptop, LCD projector, screen, built in sound system and plentiful conference tables and seating.

The library located on the first floor contains textbooks, periodicals, and computers. Trinity School of Nursing has a reserved section of the library for Nursing references and textbooks. The library is accessible during and after school hours; Monday through Thursday from 8:00am until 6:00pm and Friday from 8:00am until 5:00pm.

Classrooms and lecture halls with state-of-the-art technology are located throughout the facility. Faculty and administrative offices, along with a spacious 445 ft. storage room, are located on the first floor of the building. All areas are temperature controlled and the campus complies with the Americans with Disabilities Act. Trinity School of Nursing is open Monday through Friday 7:30am - 4:00pm. Security is on campus at all times when the building is open. All entrances and exits are locked when the building is not open.

Physical Access for Handicapped Students

The lower west entrances of Eastern Community College are constructed to provide access to the school for the physically handicapped. Parking for the handicapped is provided at that entrance, as well as other areas in the spacious parking lots.

Career Services

Trinity Health System School of Nursing incorporates career service opportunities into the curriculum via a variety of methods. During the final course of the program, *N205 Transition to Professional Practice,* professional growth and accountability are augmented through a preceptorship within Trinity Health System and through classroom seminars. The seminars entail career-focused topics such as educational advancement, resume writing, and job interviewing. Shadowing and/or interviewing with a potential employer is encouraged.

Trinity Health System recognizes student achievement with a recruitment luncheon at the end of the last course. All students receive job listings offered by Trinity Health System via Meditech, the Hospital's information system. Other career opportunities are posted on the bulletin board near the Skills Lab. The Employee Tuition Forgiveness Scholarship/Loan Program is a career service opportunity leading to job placement within the Health System.

STUDENT OF THE MONTH RECOGNITION PROGRAM

 I. PURPOSE. To outline the procedures for eligibility, nomination, selection, and recognition of students for the Student of the Month Program.

II. GOAL. It is the policy of Trinity School of Nursing (TSON) to recognize our outstanding students who exemplify behaviors reflective of the Core Values, Quality Principles, Standards of Performance, Quality Improvement efforts, and those who go above

and beyond the call of duty. This continuing recognition program is administered by the TSON Student Services Committee.

III. PROCEDURE.

A. Eligibility.
1. Any Trinity School of Nursing Student, who is free of disciplinary actions within the current semester at the time of the nomination, is eligible.

2. A nominee may be re-nominated if he/she was not selected for the honor in a given month.

3. Any student who has been selected as Student of the Month will not be eligible for selection again during the current school year.

B. Nomination Procedure.
1. The Student Services Committee sends the nomination form to all students via Meditech on the first day of the month. Nomination forms are also available upon request.

2. Nominations may be made by any Trinity School of Nursing student.
   a. In the event there are no nominations received for a given month, previous nominations (within the preceding three [3] months) will be reviewed for selection.
   b. In the event of no eligible nominations, the faculty/staff of TSON will be eligible to submit a nomination for any non-clinical/academic performance by a student.

3. Nomination Forms are to be submitted to MaryBeth Wilson.

4. Nominations must be submitted to the Student Services Committee by the 15th of each month.

C. Selection.
1. The Student Services Committee Chairperson, or his/her designee, will screen all nominations to determine that all eligibility requirements are met.
2. The Student Services Committee Chairperson will convene a meeting of the Student of the Month Committee. The nominee profiles are given to these Committee members with names of the nominees blacked out. A majority vote of the quorum of this Committee will select the Student of the Month.

3. A message, via Meditech, with the nominee's name will then be sent to his/her clinical instructor, or faculty member (if applicable), for comments. The comments are to be returned to the Student Service Committee Chairperson or his/her designee, by the 1st of the month. The nominee will not be submitted for voting without the clinical instructor's/

faculty member's support of the nomination. (Note: Comments are required by the clinical instructor/faculty member.)

D. Recognition and Awards for the selected individual will consist of the following:

1. Two complimentary meal tickets in the Cafeteria.

2. A Certificate of Recognition.

3. Student's Picture and Name is displayed on the bulletin board outside of Skills Lab.

4. Recognition by a Student Services Committee representative in Skills Lab/newspaper/hospital information system.

Laptop Computer Policy

Students are permitted to use laptop computers for note-taking during lecture sessions. Power supply to the laptop computer must be provided by the student's computer battery.

Lost and Found

Lost and found items are to be turned in to security at Eastern Gateway Community College. Individuals who have lost items should check with the security office or officer(s) periodically to determine if the missing item has been found. Lost and found items are logged in with security. Items that have been turned in to security will be kept for at least thirty (30) days. After thirty (30) days, the item may be disposed of.

Snack Bar, Food Service and Lounges

Students are responsible for their meals. Students may purchase meals in any of the Hospital food service areas.

Lunch service is available at the EGCC Campus snack bar which is located in the student lounge. The service is available Monday through Friday at the posted hours. Coin operated vending machines are provided for the convenience of students at the Steubenville Campus and in the Pugliese Center.

Parking at Trinity Health System Campus

Students are required to park in the following areas, when on clinical:
1. **YMCA parking lot (West)**
2. **Lower Level(s) of the garage (4th level and below)(East)**
3. **NEVER PARK in PATIENT PARKING (see Policy Manager)**

Students should follow specific agency-parking rules for outside clinical experiences.

Auto Safety/Parking Restrictions at Eastern Gateway Community College

Standard regulations of driving and safety are expected to be observed by all drivers on all property owned or under the control of Eastern Gateway Community College. Parking passes will be required for any automobiles parked on property owned or under the control of Eastern Gateway Community College. Parking passes will be issued through the security office (or their designee). To obtain a parking pass you must present your registration and proof of insurance, and complete a parking pass form. Parking passes are provided on a semester basis. Tickets are given and fines levied for violations of auto safety rules and parking facility violations.

Parking is not allowed in the driveway encircling Eastern Gateway Community College. This is a designated fire lane and illegally parked vehicles may be ticketed by College security and/or the Steubenville Police Department. Vehicles may also be towed at the owner's expense if illegally parked. Security may ticket, levy fines or place "boots" on illegally parked cars. The severity of the action will depend on the length and frequency of illegal actions.

Trinity Health System Smoke Free Campus

Trinity Health System Campuses, buildings, property, parking lots, and operated vehicles are smoke free. Students and employees are prohibited from smoking or using tobacco products during any and all parts of their work shift. Students and employees are not allowed to leave the workplace to smoke or use tobacco products. Students and employees are not permitted to smoke or use tobacco products during breaks or lunch breaks. This policy applies to <u>all</u> smoking products, including, but not limited to cigarettes, cigars, pipes, and herbal tobacco products. Smoking and tobacco use is prohibited in all facilities owned or used by the Health System, including vehicle spaces, parking lots, and garages. This includes inside/outside personal vehicles parked on any Trinity Health System property. Students of Trinity Health System School of Nursing who do not adhere to this policy will face disciplinary action.

Eastern Gateway Community College Tobacco Free Campus

Trinity School of Nursing is located on Eastern Gateway Community College Campus. In accordance with the directives of the Ohio Department of Higher Education, it is a tobacco free campus. The prohibition includes all areas of property owned and/or operated by the College. It also includes areas contiguous to property owned and/or operated by the College, including sidewalks surrounding the sites. This prohibition includes, but is not limited to cigarettes, cigars, smokeless tobacco, snuff, vapes, and electronic cigarettes. Any vehicle owned or operated by the College is subject to the same prohibition. Security is authorized to ticket or levy fines for violates of this policy.

Bulletin Boards

The main bulletin boards (outside of TSON main office #2631) are used for all important notices. All notices and materials are to be removed by the person posting the notice after it

has become ineffective. Notices are to be posted at least the day before they are to become effective. Students are responsible for checking the bulletin boards on a daily basis.

Lockers

Lockers are available on the EGCC Campus and are issued free of charge by the college receptionist on a first come, first served basis. It is the student's responsibility to either renew with the receptionist and security, or clean out the locker by the end of the summer term. Lockers that have not been renewed will be opened and the contents will be disposed of at the end of the summer term. No personal locks may be used on the lockers. Eastern Gateway Community College retains the right to access and inspect the lockers at any time.

Cell Phones/Smart Watches/Pagers

Cell phone/smart watches use is prohibited within designated patient care areas within the School/Hospital complexes. Personal pagers and cellular phones/smart watches should not be in an audible state during class, clinical, and/or clinical labs. Use of cell phones/smart watches for the calculator function is strictly prohibited during class, clinicals, labs, or test reviews.

Emergency Phones/Surveillance

Emergency phones are located strategically throughout the hallways of the EGCC Campus. These phones are designed to call security and the receptionist; and if no one internal is available to answer the calls will roll over to 911. The phones are designed to automatically direct security to the location of the phone being used. If the phone is accidently activated, those responding should be informed that there is not an emergency.

There are emergency buzzers located in key areas of the EGCC Campus that notify security of an emergency.

Child Care/Head Start Preschool

To assist students in locating care for their children, Eastern Gateway Community College operates a licensed childcare center and Head Start classroom on the EGCC Campus. Children ages 18 months through 12 years can enroll in the childcare center. Children ages 3 – 5 may be considered for enrollment in the Head Start Program. School-aged children also can attend the Preschool during the summer or when Head Start classes are cancelled due to inclement weather. The center operates from 7:30 a.m. to 5:30 p.m. Monday through Friday. Parents are required to pre-register children. There is no charge for the Head Start classes. Head Start classes typically run Monday -Thursday for 3.5 hours daily. There is a charge for the childcare. The center also accepts Publicly Funded Childcare. Students should contact the Childcare/Head Start Center for information. Phonics, pre-kindergarten math, reading readiness exercises, art, activities, and social skill development are incorporated into the daily curriculum. This program is conducted in a warm and supportive atmosphere