

AGENDA
BOARD OF EXAMINERS FOR NURSING
Department of Public Health
410 Capitol Avenue, Hartford, CT
August 3, 2022 - 8:30 AM

Chair Updates
Additional Agenda Items and Reordering of Agenda
Open Forum
National Council of State Boards of Nursing/ - Update

CONNECTICUT LEAGUE FOR NURSING – Monthly Update

SCOPE OF PRACTICE

April , May, June 2022

SCHOOL ISSUES

- Arizona College of Nursing – Site Inspection Report
- University of Hartford - Site Inspection Report
- Lincoln Technical Institute – Appointment of Director of Nursing – Shelton Campus
- ReNurse Academy, LPN Refresher Program update
- Porter & Chester Institute – Corrective Action Plans
 - Bridgeport Campus Day Program
 - Waterbury Campus Evening Program
- Stone Academy – Corrective Action Plans
 - East Hartford Campus Evening Program
 - Waterbury Campus Day Program
 - Waterbury Campus Evening Program
 - West Haven Campus Evening Program
- Stone Academy – Response to former instructor’s letter

MEMORANDUM OF DECISION

- Sara Scobie, L.P.N. *Petition No. 2020-1086*

MOTION FOR SUMMARY SUSPENSION

- Gregory Orfitelli, R.N. *Petition No. 2022-714* *Staff Attorney Aden Baume*

CONSENT ORDERS

- Rafael Diaz, R.N. *Petition No. 2020-985* *Staff Attorney Aden Baume*

FACT-FINDING

- Olesja Whalen, RN *Petition No.: 2020-336*

HEARINGS

- | | | |
|----------------------------|---|--------------------------------------|
| • Kimberly Lemire RN* | <i>Petition No. 2022-561</i> | <i>Staff Attorney Craig Sullivan</i> |
| • Tammy L. Piccirillo, LPN | <i>Reinstatement Hearing (2022-498)</i> | <i>Staff Attorney Joelle Newton</i> |
| • Lisa Simon LPN* | <i>Petition No. 2021-578</i> | <i>Staff Attorney Linda Fazzina</i> |
| • Sabrina J. Ernst, RN* | <i>Petition No. 2022-611</i> | <i>Staff Attorney Joelle Newton</i> |
| • Danielle D. Works, LPN | <i>Petition No. 2021-519</i> | <i>Staff Attorney Linda Fazzina</i> |
| • Rachel Pisani, APRN, RN* | <i>Petition Nos. 2021-1209; 2021-1223</i> | <i>Staff Attorney Joelle Newton</i> |
| • Jacquelyn O’Connor, LPN | <i>Petition No. 2020-845</i> | <i>Staff Attorney Aden Baume</i> |

* Currently Summarily Suspended

PRE-HEARING REVIEW

- Stephanie A. Esposito, R.N. *Petition Nos. 2021-4; 2021-294* *Staff Attorney Joelle Newton*

Board of Examiners for Nursing - Meeting/Hearings via Microsoft TEAMS

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Or call in (audio only)

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PHONE CALLS/SCOPE OF PRACTICE QUESTIONS

SUMMARY – MONTH: April 2022 (53 calls)

Answered with or without written documents

APRNs 18 calls:

- 11-Request information on collaborative practice agreements. *Refer to the Department website, Practitioner Licensing and APRN Collaborative Agreements.*
- 4-Request a copy of the APRN scope of practice. *Refer to the Board of Examiners for Nursing (BOEN) website and the Connecticut (CT) Nurse Practice Act (NPA).*
- Can an APRN certified in one practice area, practice in a “new” area with education, verification of competency and a collaborative agreement with a CT licensed physician in the “new” practice area? *Yes.*
- 2-APRN requesting an update on license renewal application. *Refer to the Department’s licensing unit (provided e-mail address).*

RNs 17 calls:

- 9-Request a copy of the RN scope of practice. *Refer to the BOEN website and the CT NPA.*
- 3-RN requesting an update on license renewal application. *Refer to the Department’s licensing unit (provided e-mail address).*
- 2-Request a list of RN Refresher Programs that are approved by the BOEN. *Refer to the BOEN website, Nursing Education Programs, RN programs, then RN Refresher Programs.*
- School RN requesting information on the training that she needs to complete for school personnel regarding medication administration. *Refer the caller to the Education Manager at the Connecticut State Department of Education.*
- RN student requesting information on how to request accommodations for the NCLEX test. *Refer the caller to a Supervisor in the licensing unit.*
- Request a list of RN schools in CT. *Refer to the BOEN website, approved Registered Nurse education programs.*

LPNs 10 calls:

- 4-Request a copy of the LPN scope of practice. *Refer to the BOEN website and the CT NPA.*
- Can an LPN prescribe medications? *No, refer to the CT NPA.*
- 3-LPN requesting an update on license renewal application. *Refer to the Department’s licensing unit (provided e-mail address).*
- Can an LPN be “supervised” by a physician? *No, according to the CT Nurse Practice Act, an LPN is directed by a RN and/or an APRN.*
- Can an LPN complete a patient assessment? *No, the LPN can contribute objective and subjective data in an accurate and timely manner (please refer to the BOEN website and the Declaratory Ruling titled “Licensed Practical Nurse” and the CT NPA).*

ULAP 1 call:

- Request a copy of the scope of a Medical Assistant (MA). *As the Department does not license MA, the Department cannot provide a scope but may want to refer to the BOEN website and the Declaratory Ruling of Delegation to ULAP.*

Schools No calls.

Guidelines/Other 7 calls:

- 4-In the process of setting up a Medical Spa requesting guidance. *Refer to the Medical Spa Statute, Connecticut General Statutes, Chapter 368ll, Section 19a-903 c.*
- 3-Request information on Certified Nursing Assistant programs in CT. *Refer to Department staff who works with the CNA programs in CT (provide e-mail address).*

PHONE CALLS/SCOPE OF PRACTICE QUESTIONS

SUMMARY – MONTH: May 2022 (46 calls)

Answered with or without written documents

APRNs 15 calls:

- 7-Request information on collaborative practice agreements. *Refer to the Department website, Practitioner Licensing and APRN Collaborative Agreements.*
- 4-Request a copy of the APRN scope of practice. *Refer to the Board of Examiners for Nursing (BOEN) website and the Connecticut (CT) Nurse Practice Act (NPA).*
- 2-Can an APRN certified in one practice area, practice in a “new” area with education, verification of competency and a collaborative agreement with a CT licensed physician in the “new” practice area? *Yes.*
- 2-APRN requesting an update on license renewal application. *Refer to the Department’s licensing unit (provided e-mail address and phone number).*

RNs 11 calls:

- 3-Request a copy of the RN scope of practice. *Refer to the BOEN website and the CT NPA.*
- 8-RN requesting an update on license renewal application. *Refer to the Department’s licensing unit (provided e-mail address and phone number).*

LPNs 7 calls:

- 4-Request a copy of the LPN scope of practice. *Refer to the BOEN website and the CT NPA.*
- LPN requesting an update on license renewal application. *Refer to the Department’s licensing unit (provided e-mail address and phone number).*
- 2-Can an LPN complete a patient assessment? *No, the LPN can contribute objective and subjective data in an accurate and timely manner (please refer to the BOEN website and the Declaratory Ruling titled “Licensed Practical Nurse” and the CT NPA).*

ULAP No calls

Schools 2 calls:

- Elizabethtown College, PA: Does the BOEN or Department have oversight of post-licensure nursing programs? *No.*
- Simmons University, MA: Does the BOEN or Department have oversight of post-licensure nursing programs? *No.*

Guidelines/Other 11 calls:

- 8-In the process of setting up a Medical Spa requesting guidance. *Refer to the Medical Spa Statute, Connecticut General Statutes, Chapter 368ll, Section 19a-903 c.*
- Request information on Certified Nursing Assistant programs in CT. *Refer to Department staff who works with the CNA programs in CT (provide e-mail address).*

- North Carolina Board of Nursing: Request a copy of the CT Nurse Practice Act. *Refer to the BOEN website and the CT NPA.*
- Former Nursing School/Program faculty request a discussion with the BOEN about issues/concerns at during the clinical experiences. *Provide information on the BOEN meetings and how to share information during open forum portion of the meeting.*

PHONE CALLS/SCOPE OF PRACTICE QUESTIONS

SUMMARY – MONTH: June 2022 (35 calls)

Answered with or without written documents

APRNs 9 calls:

- 3-Request information on collaborative practice agreements. *Refer to the Department website, Practitioner Licensing and APRN Collaborative Agreements.*
- Request a copy of the APRN scope of practice. *Refer to the Board of Examiners for Nursing (BOEN) website and the Connecticut (CT) Nurse Practice Act (NPA).*
- Can an APRN certified in one practice area, practice in a “new” area with education, verification of competency and a collaborative agreement with a CT licensed physician in the “new” practice area? *Yes.*
- 2-APRN requesting an update on license renewal application. *Refer to the Department’s licensing unit (provided e-mail address and phone number).*
- 2-Student in a APRN requested information about the BOEN. *Refer to the BOEN website and the CT NPA- describes the BOEN composition, appointment & responsibilities, the meeting schedule and opportunity to join the meetings and watch the TEAMS meeting recordings.*

RNs 11 calls:

- 3-Request a copy of the RN scope of practice. *Refer to the BOEN website and the CT NPA.*
- 8-RN requesting an update on license renewal application. *Refer to the Department’s licensing unit (provided e-mail address and phone number).*
-

LPNs 8 calls:

- 3-Request a copy of the LPN scope of practice. *Refer to the BOEN website and the CT NPA.*
- LPN requesting an update on license renewal application. *Refer to the Department’s licensing unit (provided e-mail address and phone number).*
- 3-Can an LPN complete a patient assessment? *No, the LPN can contribute objective and subjective data in an accurate and timely manner (please refer to the BOEN website and the Declaratory Ruling titled “Licensed Practical Nurse” and the CT NPA).*
- Can an LPN be “supervised” by a physician? *No, according to the CT Nurse Practice Act, an LPN is directed by a RN and/or an APRN.*

ULAP No calls:

Schools 1 call:

- Shawnee Community College, IL: trying to assist a former student submit information to the Department’s licensing unit. *Refer to the Department’s licensing unit (provided e-mail address and phone number).*

Guidelines/Other 6 calls:

- In the process of setting up a Medical Spa requesting guidance. *Refer to the Medical Spa Statute, Connecticut General Statutes, Chapter 368ll, Section 19a-903 c.*
- 2- Request information on Certified Nursing Assistant programs in CT. *Refer to Department staff who works with the CNA programs in CT (provide e-mail address).*
- NCSBN survey about preceptors.
- 2-Nursing student complaint about program issues. *Refer to the school policy & procedure for grievances to submit a grievance (to the school), may want to participate in the Public Forum portion of a BOEN meeting, and may want to send a complaint to the Office of Higher Education.*

BOEN meeting 08/03/2022

1. Arizona College of Nursing (AZCN):

The Department made a visit to the campus on 07/13/2022 with staff from the Office of Higher Education. The tour was led by Dr. Smith Levine, the Program Administrator, Ms. Erica Botelho AZCN National Manager of Nursing laboratories, Matthew Egan, AZCN Vice President of Regulatory Affairs and Steve Poore, AZCN Director of Facilities, Construction and Safety. AZCN occupied areas on the 8th and 9th floors of the building and all areas were accessible via badge with security on site in the building. On the **9th floor** included a reception area, testing area with multiple stations and the students can be remotely proctored, a secure (staff badge access) administrative service area containing multiple offices, an office for the community counselor, storage areas, and a staff break and copy area. There was a learning resource center that included 4 private meeting rooms, a large open area, multiple computers available to the students with multiple on-line and hard copy references. A private wellness room, staff offices, a student common area, simulation center and a skills laboratory. The simulation center included 4 simulation suites, 4 control rooms, storage areas, a nursing station, high fidelity manikins with state-of-the-art technology, hospital beds, handwashing sinks, wheelchairs, IV pumps, EKG machines, overbed tables, bedside stands, working headwalls with suction, medical gases, electrical outlets, call bell system, and adequate supplies to meet the needs of the program. The skills laboratory contained 5 hospital beds with manikins, headwalls, overbed tables, bedside stands, handwashing sinks, a Hoyer lift, adequate supplies to meet the needs of the program and desks and chairs to accommodate 20 students with state-of-the-art technology (smart technology). There were 2 classrooms with state-of-the-art technology (smart technology) to accommodate 40 and 50 students respectively. There were multiple restrooms available that were handicapped accessible. On the **8th floor** there was a reception area, a science laboratory room with adequate supplies to meet the needs of the program, two classrooms with state-of-the-art technology (smart technology) to accommodate 50 and 40 students respectively, and multiple storage areas. There was a secure (staff badge access) administrative service area containing faculty offices, for adjunct and regular faculty, a faculty lounge, storage areas, and other offices. There were multiple restrooms available that were handicapped accessible.

There was full time clerical staff to support the program, a cafeteria on the first floor, adequate staff and student parking and public transportation is accessible.

These physical facilities meet the Regulations.

2. University of Hartford:

The Department made a visit to the campus on 06/28/2022 as their parts of their Nursing Program have been moved into a new building, the Francis X. & Nancy Hursey Center for Advanced Engineering & Health Professions. The tour was led by Dr. Joyce

Thielen, the Chair of the Department of Nursing. A brief tour of the Health Assessment Laboratory, room 326 in Auerbach Hall, was conducted as a new handwashing sink was installed and the room was expanded. This laboratory contained 8 "hospital beds", overbed tables, manikins, cabinets for storage, handwashing sink, tables and chairs, state-of-the-art technology, and adequate supplies to meet the needs of the program. The new building, the Francis X. & Nancy Hursey Center for Advanced Engineering & Health Professions, opened to students in the Fall of 2021 and there was a visitor restriction at the University that time due to COVID-19. On the first floor was a meeting room, multiple meeting areas and a skills laboratory that contained 8 "hospital beds", overbed tables, manikins, cabinets for storage, handwashing sink, tables and chairs, state-of-the-art technology, and adequate supplies to meet the needs of the program. In the simulation suite area, there were 4 simulation suites that included an Intensive Care Unit suite and a birthing suite, a nurses station, four debriefing rooms, a control room, multiple storage rooms that contained adequate supplies to meet the needs of the program, and a home health suite that included kitchen, laundry, living, bedroom and bathroom areas. On the second floor was one classroom with state-of-the-art technology, multiple meeting areas and lockers. These physical facilities meet the Regulations.

3. Lincoln Technical Institute (LTI):

LTI is requesting approval of **Ruth-Sarah Mazzaferro, MSN, RN** as the Director of Nursing for the Shelton campus. Ms. Mazzaferro earned an Associate in Science Nursing from Naugatuck Valley Community College on 05/26/2005, a Bachelor of Science in Nursing and a Master of Science in Nursing from Sacred Heart University in 08/2016 and 12/2018 respectively. Her educational experiences include nursing instructor at LTI since 09/2016 and Licensing Readiness Advisor at LTI as of 09/2021. Ms. Mazzaferro's clinical experiences include staff nurse on telemetry, critical care, and interventional radiology units at acute care hospitals. Ms. Mazzaferro will be mentored by Sara Johnson, Program Administration of the LTI Practical Nursing Program, Dr. Debbie Little, Corporate Assistant Dean of Nursing, Dr. Susan Naples, Shelton campus President and Patricia DeLucia, Corporate Dean of Nursing for LTI.

4. ReNurse Academy, LPN Refresher update(as requested by the BOEN during 08/11/2021 meeting):

Re Nurse Academy provide an annual report that included course updates, number of participants and challenges. In addition, ReNurse Academy is requesting approval to offer both in-person and virtual clinical experiences.

5. Porter & Chester Institute (PCI) Corrective Action Plans for the:

- a. Bridgeport campus day group, 1st time test takers, NCLEX results 60%**
- b. Waterbury campus evening group, 1st time test takers, NCLEX results 43%**

PCI identified that the students were affected by the change in curriculum delivery due to COVID-19 and made multiple changes in the classroom, clinical, faculty and professional development areas.

6. Stone Academy Corrective Action Plans for the:

- c. East Hartford campus, evening group, 1st time test takers, NCLEX results 48%**
- d. Waterbury campus, day group, 1st time test takers, NCLEX results 61%**
- e. Waterbury campus, evening group, 1st time test takers, NCLEX results 65%**
- f. West Haven campus, evening group, 1st time test takers, NCLEX results 47%**

Identified challenges included insufficient qualified faculty, new faculty not interconnected with the school culture, inconsistent application of the ATI curriculum and tools by the faculty, faculty did not adequately utilize the evaluation process to analyze the students' academic progress to predict NCLEX pass rate and develop appropriate actions, lack of theory & simultaneous clinical instruction, students failed to reach a 95% probability of passing the NCLEX on the Comprehensive Predictor after two attempts, students failed to engage in intensive preparation for the NCLEX post-graduation, the ATI & Stone Academy alignment of curriculum, delays in testing for NCLEX, difficulties with remote learning including cheating, social issues in the student population including food insecurity, childcare, academic struggles and transportation. Stone Academy has provided what actions have been taken to address the challenges and proposed changes.

7. Stone Academy- response to the former instructors' letter.



Lincoln Technical Institute ■ Lincoln College of Technology
Lincoln Culinary Institute ■ Euphoria Institute of Beauty Arts & Sciences

July 1, 2022

Helen Smith MSN, RN
Department of Public Health
410 Capitol Avenue
PO Box 340308 - MS#12 HSR
Hartford, CT 06134-0308

Dear Ms. Smith,

I am writing to provide an update on the recent administrative change within the nursing department of Lincoln Technical Institute's Shelton campus. As previously notified, Anne Simko separated from the Shelton Director of Nursing (DON) position in May 2022. Sara Johnson, Program Administrator and Connecticut Regional Director of Nursing, assumed the daily programmatic oversight of the Shelton nursing program while Lincoln recruited for a Shelton Director of Nursing. Lincoln Technical Institute would like to present Ruth-Sarah Mazzaferro, MSN, RN as a candidate for the Shelton Director of Nursing position. Please see the attachments for her CV and transcripts.

Ruth-Sarah began employment with Lincoln Tech in September 2016 as a full-time nursing faculty and was promoted to the Licensed Readiness Advisor (LRA) position for the Shelton practical nursing programs in September 2021. She brings a great deal of experience and Lincoln nursing knowledge to the Director of Nursing position. She has demonstrated excellence as a teacher, mentor, and LRA. Ruth-Sarah will be mentored by Sara Johnson, Program Administrator and Connecticut Regional Director of Nursing, Debbie Little, Corporate Assistant Dean of Nursing, Dr. Susan Naples, Shelton Campus President and myself, Corporate Dean of Nursing. Ruth-Sarah will have minimal, if any, teaching responsibility in her daily workload.

Thank you for your time and consideration. Ruth-Sarah Mazzaferro and I plan to attend the BOEN meeting where her appointment will be reviewed.

Kind Regards,

Patty Delucia, MSN, RN

Corporate Dean of Nursing for Lincoln Educational Services

pdelucia@lincolntech.edu

203-910-2961 (mobile)

RUTH-SARAH MAZZAFERRO

EXPERIENCE

SEPTEMBER 2021-CURRENT

LICENSE READINESS ADVISOR, LINCOLN TECHNICAL INSTITUTE

- Advising nursing students throughout the practical nursing program with an emphasis on retention and program success strategies.
- Mentor students in the last quarter/module of the practical nursing program to promote NCLEX-PN readiness.
- Establish a rapport with the students through a series of scheduled communication and/or coaching sessions to assist the students to prepare for the NCLEX-PN.
- Maintain documentation of tracking, correspondence and communication for all key steps to timely assure sitting for the NCLEX-PN; tracks and mentors graduates for 90 days post-graduation or until the completion of the NCLEX-PN first attempt.
- Created and maintain Canvas NCLEX-PN prep course for graduate nursing students.
- Provide time management and study tip sessions for students throughout the practical nursing program.
- Orient entry nursing students to ATI and available resources to assist students with successful program outcomes.

DECEMBER 2018- CURRENT

NURSING INSTRUCTOR, LINCOLN TECHNICAL INSTITUTE

- **PN 144- Professional Development-**
 - Individual educator responsible for guiding students in preparation for NCLEX-PN utilizing ATI and Virtual ATI platforms;
 - Responsibilities include delivering course content on learning style/testing strategies, State Board of Nursing/Nurse Practice Act/Scope of Practice and the role of the LPN, mandatory reporting, human trafficking, disaster/bioterrorism, legal/ethical issues in nursing, evidence-based practice, leadership, management, prioritization, and delegation via lecture, discussion, and active learning strategies.

DECEMBER 2018- DECEMBER 2021

NURSING INSTRUCTOR, LINCOLN TECHNICAL INSTITUTE

- **PN 140- Nursing Across the LifeSpan II-**
 - Provide course content on selected diseases and disorders of the Musculoskeletal, Sensory, Lower Gastrointestinal, and Hemopoietic systems affecting individuals of all ages as they move through the prevention/wellness/illness continuum via think/share/pair, classroom discussions, case scenarios, and traditional lecture.

- **PN 132- Nursing Across the LifeSpan I-**
 - Utilization of lecture and active learning strategies for the presentation on selected diseases and disorders of the Upper Gastrointestinal and Endocrine systems, and Fluid/Electrolytes/Shock/Trauma affecting individuals of all ages as they move through the prevention/wellness/illness continuum.

SEPTEMBER 2016-MARCH 2020

NURSING INSTRUCTOR, LINCOLN TECHNICAL INSTITUTE

- **PN 134- Clinical Experience/Sub Acute I-**
 - Clinical instructor in the sub-acute clinical setting with a focus on facilitating patient-centered care learning experiences and encouraged student personal clinical growth and professionalism.
 - Provided students with opportunities for demonstration of safe medication administration, increasing students' self-direction and problem-solving skills.

NOVEMBER 2011-SEPTEMBER 2016

INTERVENTIONAL RADIOLOGY STAFF NURSE, UCONN HEALTH CENTER

- Focus on inpatient and outpatient procedures including but not limited to procedures for:
 - chemoembolization, TIPS, thoracentesis, paracentesis, non-cardiac angiography, carotid angiography, venous blood sampling, PICC/Permacath/Hickman/Quinton insertions, angiography with embolization for active bleeding, biopsies, and chest tube insertion.
 - Administration of conscious sedation with continuous monitoring as per acute care facility policy.
 - Education provided to patients and family members pre/post-procedure. Member of the Infection Prevention committee, responsible for conducting monthly handwashing audits for all radiology department staff.

OCTOBER 2010-NOVEMBER 2011

CRITICAL CARE FLOAT AND ACTION NURSE, UCONN HEALTH CENTER

- Primary responsibilities included critical care nursing floating between the following acute care hospital nursing units: ICU, ER, PACU, Cardiac Step-down, GI lab and Interventional Radiology.
- Action nurse responsibilities included overseeing transport of critical care patients within the acute care setting; when necessary assisting the inter-facility transport of critically ill patients on aortic-balloon pumps, mechanical ventilators, and management of the critical care medication infusions.

NOVEMBER 2006-JULY 2011

ICU STAFF/CHARGE NURSE, CHARLOTTE HUNGERFORD HOSPITAL

- Responsibilities included evaluating staffing versus patient acuity levels, critical care bed management for evening and nightshift ICU patients, running cardiac and respiratory arrest codes, and accountable for maintaining functioning defibrillators and patient point-of-care devices.

AUGUST 2005-MAY 2007

TELEMETRY STAFF NURSE, CHARLOTTE HUNGERFORD HOSPITAL

EDUCATION

DECEMBER 2018

MASTER OF SCIENCE IN NURSING, SACRED HEART UNIVERSITY

- Nurse Educator program, graduated with honors.
- Capstone project focus on active learning strategies in the classroom.

AUGUST 2016

BACHELORS OF SCIENCE, NURSING, SACRED HEART UNIVERSITY

- Graduated with honors.

MAY 2005

ASSOCIATE DEGREE NURSING, NAUGATUCK VALLEY COMMUNITY COLLEGE

- Graduated with honors.
- Recipient of the NLN Critical Thinking Achievement Award.

SKILLS

- Competent with multi-tasking course and student NCLEX-PN readiness responsibilities.
- Proficient in Microsoft Office, Canvas Learning Management System, and ATI online programs.
- ATI Champion.
- Assist the Director of Nursing with onboarding new nursing faculty.
- Knowledgeable with orienting nursing faculty to ATI and the available faculty resources to utilize in specific courses in addition to textbook resources.
- Provide faculty professional development workshops on the NCSBN Clinical Judgment Measurement Model and active classroom teaching strategies.

LICENSURE & CERTIFICATION

- Board Examination, 2005.
- State of Connecticut Registered Nurse Unrestricted License, expires August 2022.
- Infant CPR/Basic Life Support/AED, expires December 2023

ATI 2022 NURSE EDUCATOR SUMMIT WORKSHOPS

- Accreditation Visit on the Horizon? Reducing Your Stress and Increasing Readiness
- Finding Your Voice as a Leader
- Infusing Innovative, Low Technology Modalities to Build Clinical Judgment in Undergraduate Nursing Students
- Lead Like the Leader You Are
- Strategies to Manage Students' Test Anxiety and Low Confidence
- Want to Become a Masterful Teacher?
- Your Legacy as a Leader

NURSE TIM WEBINARS

Leadership

- Challenging Faculty: Strategies for Leaders
- Leadership Insights: Lessons from the Field
- Leadership Lessons: Mentoring New Faculty
- Leadership Success: Ten Tips for Academic Leaders

Clinical Environment

- Assessing and Promoting Students' Clinical Performance
- Clinical Assessment 1: Daily Feedback That Matters
- Clinical Assessment 2: From Patient Care to Gradebook
- Connecting the Concepts: Clinical and Classroom
- Managing the Clinical Learning Environment

Didactic Classroom

- Alternate Format and Next Gen Test Items - Clinical Judgment Matters
- Concept Mapping I: Why It's Essential for 21st Century Nursing Education
- Concept Mapping II: How to Incorporate it into Class, Lab, and Clinical Experiences
- Flipping - Scrambling the Classroom: A Magical Approach to Learning, Part 1
- Item Analysis Made Easy
- Lesson Planning: Creating Classes That Foster Student Learning



Sacred Heart University

5151 Park Avenue, Fairfield, CT 06825

SACRED HEART UNIVERSITY

Mrs. Ruth-Sarah Mazzaferro

31 Dec 2018

UNITED STATES

Student ID: [REDACTED]

Program: Degree Major(s):
MS NE

Academic Level: Graduate

COURSE	Course Title	CRD	GRD	GRDPT
NU553	MODULE TERM 1 FALL 2016 ADVANCED PATHOPHYSIOLOGY	3.00	A-	11.01
	Term GPA 3.670 Credit 3.00 Grd Pts 11.01			
	Cum GPA 3.670 Credit 3.00 Grd Pts 11.01			
NU554	MODULE TERM 2 FALL 2016 APPL OF COMP HLTH ASSESSMENT	3.00	A-	11.01
	Term GPA 3.670 Credit 3.00 Grd Pts 11.01			
	Cum GPA 3.670 Credit 6.00 Grd Pts 22.02			
NU575	MODULE TERM 3 SPRING 2017 HEALTH CARE INFO SYSTEMS	3.00	A-	11.01
	Term GPA 3.670 Credit 3.00 Grd Pts 11.01			
	Cum GPA 3.670 Credit 9.00 Grd Pts 33.03			
NU605	MODULE TERM 4 SPRING 2017 PHARMACOLOGY FOR THE NURSE LEA	3.00	A	12.00
	Term GPA 4.000 Credit 3.00 Grd Pts 12.00			
	Cum GPA 3.753 Credit 12.00 Grd Pts 45.03			
NU588	MOD TERM 5 LATE SPRING 2017 Repeated Course NU588 : 08/28/2	3.00	C+	6.99
	Term GPA 2.330 Credit 3.00 Grd Pts 6.99			
	Cum GPA 3.468 Credit 15.00 Grd Pts 52.02			
NU539	MOD TERM 6 LATE SPRING 2017 CURRICULUM DEV. & EVALUATION	3.00	A	12.00
	Term GPA 4.000 Credit 3.00 Grd Pts 12.00			
	Cum GPA 3.557 Credit 18.00 Grd Pts 64.02			

COURSE	Course Title	CRD	GRD	GRDPT
NU588	MODULE TERM 1 FALL 2017 THEORETICAL BASIS OF TEACHING/	3.00	B	9.00
	Term GPA 3.000 Credit 3.00 Grd Pts 2.01			
	Cum GPA 3.668 Credit 18.00 Grd Pts 66.03			
NU619	MODULE TERM 2 FALL 2017 PRIN. OF PATIENT & STAFF ED.	3.00	A-	11.01
	Term GPA 3.670 Credit 3.00 Grd Pts 11.01			
	Cum GPA 3.669 Credit 21.00 Grd Pts 77.04			
NU690	MODULE TERM 1 FALL 2018 NURSING EDU ROLE PRACT.	3.00	B+	9.99
	Term GPA 3.330 Credit 3.00 Grd Pts 9.99			
	Cum GPA 3.626 Credit 24.00 Grd Pts 87.03			
NU691	MODULE TERM 2 FALL 2018 CAPSTONE: NURSE EDUCATOR	3.00	B+	9.99
	Term GPA 3.330 Credit 3.00 Grd Pts 9.99			
	Cum GPA 3.593 Credit 27.00 Grd Pts 97.02			

 Degree Received: MASTER OF NURSING on 12/31/2018
 Majors.....: Nursing
 Concentration...: Nurse Educator

 End of official record.

1/2/19 official received by email
[Signature]

Dona J. Perone

Registrar

Under the provisions of the Family Educational Rights and Privacy Act of 1974, as amended, this record shall not be disclosed to a third party without the written authorization of the student.

HIGHEST SENSITIVE RUB AREA TO VERIFY

THE FACE OF THIS DOCUMENT CONTAINS A VOID FEATURE AND WATERMARK



Sacred Heart University

5151 Park Avenue, Fairfield, CT 06825

Page: 1 of 3

SACRED HEART UNIVERSITY

Mrs. Ruth-Sarah Mazzaferro

20 Jun 2018

Student ID: [REDACTED]
Birthdate: [REDACTED]
Program: Degree Major(s):
MS NE

Academic Level: Undergraduate

COURSE	Course Title	CRD	GRD	GRDPT	COURSE	Course Title	CRD	GRD	GRDPT
	TRANSFER								
BIELEC	BIOLOGY ELECTIVE	4.00	T					
	GENERAL BIOLOGY I								
FO121	INTRO TO AMERICAN GOVERNMENT	3.00	T	ENG260	MODULE TERM 3 SPRING 2014			
HIELEC	HISTORY ELECTIVE	3.00	T		LIT. OF ILLNESS & HEALING	3.00	A-	11.01
	WESTERN CIVILIZATION					Term GPA 3.670 Credit 3.00	Grd Pts		11.01
BI126	NURSING HUMAN ANAT/PHYS I	3.00	T		Cum GPA 3.890 Credit 74.00	Grd Pts		35.01
BI127	NURSING HUMAN ANAT/PHYS I LAB	1.00	T					
CHELEC	CHEMISTRY ELECTIVE	4.00	T					
	INTRO TO CHEMISTRY				MA101	MODULE TERM 4 SPRING 2014			
BI128	NURSING HUMAN ANAT/PHYS II	3.00	T		MODERN COLLEGE MATHEMATICS I	3.00	A	12.00
BI129	NURSING HUMAN ANAT/PHYS II LAB	1.00	T		Term GPA 4.000 Credit 3.00	Grd Pts		12.00
PS110	INTRODUCTION TO PSYCHOLOGY	3.00	T		Cum GPA 3.918 Credit 77.00	Grd Pts		47.01
PS251	LIFE SPAN DEVELOPMENT	3.00	T					
BI161	INTRO TO MICROBIOLOGY	3.00	T					
BI162	INTRO TO MICROBIOLOGY LAB	1.00	T	SOCC103	MODULE TERM 5 SUMMER 2014			
NU290	NURSING TRANSFER PROGRAM	30.00	T		THE INDIVIDUAL & SOCIETY	3.00	A	12.00
FS103	SEMINAR	3.00	T		Term GPA 4.000 Credit 3.00	Grd Pts		12.00
	Transfer Credit:					Cum GPA 3.934 Credit 80.00	Grd Pts		59.01
	Central Connecticut			10.00					
	Naugatuck Valley Com.			55.00	PHCC104	MODULE TERM 6 SUMMER 2014			
	Term GPA 0.000 Credit 65.00	Grd Pts		0.00		HUMAN SEARCH: TRUTH, JUSTICE	3.00	A	12.00
	Cum GPA 0.000 Credit 65.00	Grd Pts		0.00		Term GPA 4.000 Credit 3.00	Grd Pts		12.00
						Cum GPA 3.945 Credit 83.00	Grd Pts		71.01
	MODULE TERM 1 FALL 2013								
ENCC102	LIT EXPRESSION OF HUMAN JOURN	3.00	A	12.00					
	Term GPA 4.000 Credit 3.00	Grd Pts		12.00	ELQ125	MODULE TERM 1 2014			
	Cum GPA 4.000 Credit 68.00	Grd Pts		12.00		THE ART OF THINKING	3.00	B+	9.99
						Term GPA 3.330 Credit 3.00	Grd Pts		9.99
						Cum GPA 3.857 Credit 85.00	Grd Pts		81.00
	MODULE TERM 2 FALL 2013								
HICC101	HUMAN JOUR HIST PATHS OF CIV	3.00	A	12.00					
	Term GPA 4.000 Credit 3.00	Grd Pts		12.00					
	Cum GPA 4.000 Credit 71.00	Grd Pts		24.00					

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6/21/18
Official sent via
email to [REDACTED]
[Signature]

[Signature]
Registrar

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Sacred Heart University

5151 Park Avenue, Fairfield, CT 06825

Page: 2 of 3

SACRED HEART UNIVERSITY

Mrs. Ruth-Sarah Mazzaferro

20 Jun 2018

Student ID: [REDACTED]
Birthdate: [REDACTED]
Program: Degree Major(s):
MS NE

Academic Level: Undergraduate

COURSE	Course Title	CRD	GRD	GRDPT
MA131	MODULE TERM 2 2014 STATISTICS FOR DECISION MAKING	3.00	A	12.00
	Term GPA 4.000 Credit 3.00 Grd Pts 12.00			
	Cum GPA 3.875 Credit 89.00 Grd Pts 93.00			
NU325	MODULE TERM 3 SPRING 2015 HEALTH ASSESSMENT	3.00	B+	9.99
	Term GPA 3.330 Credit 3.00 Grd Pts 9.99			
	Cum GPA 3.814 Credit 92.00 Grd Pts 102.99			
TRS101	MODULE TERM 4 2015 INTRO TO THE STUDY OF RELIGIO	3.00	A	12.00
	Term GPA 4.000 Credit 3.00 Grd Pts 12.00			
	Cum GPA 3.833 Credit 95.00 Grd Pts 114.99			
PH101	MODULE TERM 5 SUMMER 2015 INTRODUCTION TO PHILOSOPHY	3.00	A	12.00
	Term GPA 4.000 Credit 3.00 Grd Pts 12.00			
	Cum GPA 3.848 Credit 98.00 Grd Pts 126.99			
TRS340	MODULE TERM 6 SUMMER 2015 BIOTHICS: RELG APPROACHES	3.00	A-	11.01
	Term GPA 3.670 Credit 3.00 Grd Pts 11.01			
	Cum GPA 3.833 Credit 101.00 Grd Pts 138.00			
NU401	MODULE TERM 1 FALL 2015 HEALTH CARE POLICY & ETHICS	3.00	A	12.00
	Term GPA 4.000 Credit 3.00 Grd Pts 12.00			
	Cum GPA 3.846 Credit 104.00 Grd Pts 150.00			

COURSE	Course Title	CRD	GRD	GRDPT
NU430	MODULE TERM 2 FALL 2015 PRINCIPLES OF HC RESEARCH	3.00	B-	8.01
	Term GPA 2.670 Credit 3.00 Grd Pts 8.01			
	Cum GPA 3.762 Credit 107.00 Grd Pts 158.01			
NU431	MODULE TERM 3 SPRING 2016 EVIDENCE BASED PRACTICE	3.00	A-	11.01
	Term GPA 3.670 Credit 3.00 Grd Pts 11.01			
	Cum GPA 3.756 Credit 110.00 Grd Pts 169.02			
NU433	MODULE TERM 4 SPRING 2016 THEORY & PROFESSIONAL ROLES	3.00	A	12.00
	Term GPA 4.000 Credit 3.00 Grd Pts 12.00			
	Cum GPA 3.771 Credit 113.00 Grd Pts 181.02			
NU376	MODULE TERM 5 SUMMER 2016 CARE NGMT: INDIVIDUALS & FAMIL	4.00	A	16.00
	Term GPA 4.000 Credit 4.00 Grd Pts 16.00			
	Cum GPA 3.789 Credit 117.00 Grd Pts 197.02			
NU387	MODULE TERM 6 SUMMER 2016 POPULATIONS & GLOBAL HEALTH	5.00	A	20.00
	Term GPA 4.000 Credit 5.00 Grd Pts 20.00			
	Cum GPA 3.807 Credit 122.00 Grd Pts 217.02			

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Hona J. Perone

Registrar

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Sacred Heart University

5151 Park Avenue, Fairfield, CT 06825

SACRED HEART UNIVERSITY

Mrs. Ruth-Sarah Mazzaferro

20 Jun 2018

Student ID: [REDACTED]
Birthdate: [REDACTED]
Program: Degree Major(s):
MS NE

Academic Level: Undergraduate

COURSE	Course Title	CRD	GRD	GRDPT	COURSE	Course Title	CRD	GRD	GRDPT
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Degree Received: Bachelor of Science on 08/2016

Majors..... : Nursing

End of official record.

Hona J. Perone

Registrar

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WHAT SENSITIVE
RUB AREA
TO VERIFY

SSN: [REDACTED]

Student No: [REDACTED]

Date of Birth: [REDACTED]

Date Issued: 09-MAR-2011
HOFF

Record of: Ruth-Sarah A. Mazzaferro
[REDACTED]
[REDACTED]



ACADEMIC RECORD

Page: 1

Issued To: LTI
Attn: Anne Simko
8 Progress Dr
Shelton, CT 06484-6219

Course Level: NVCC Credit

Current Program

Program : Nursing

Degrees/Certificates Awarded: Associate in Science 26-MAY-2005

Program : Nursing

SUBJ NO.	COURSE TITLE	CRED GRD	PTS R
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TRANSFER CREDIT ACCEPTED BY THE INSTITUTION:

FA94-SP96 Central Connecticut State Univ

CS H108	MICROCOMPUTER-PRODUCTIVITY	3.00	
HIST H101	WESTERN CIVILIZATION I	3.00	
POLS H101	AMERICAN NATIONAL GOVERNMENT	3.00	
Ehrs: 9.00 GPA-Hrs: 0.00 Qpts: 0.00 GPA: 0.00			

SP04 CLEP

SOC H101	GENERAL SOCIOLOGY	3.00	
Ehrs: 3.00 GPA-Hrs: 0.00 Qpts: 0.00 GPA: 0.00			

INSTITUTION CREDIT:

Summer 2002			
MATH H102	INTERMEDIATE ALGEBRA	3.00 A	12.00
Ehrs: 3.00 GPA-Hrs: 3.00 Qpts: 12.00 GPA: 4.00			

Fall 2002			
BIOL H225	HUM ANATOMY&PHYSIOLOGY I	4.00 B+	13.20
CHEM H101	INTRO TO CHEMISTRY	4.00 A	16.00
Ehrs: 8.00 GPA-Hrs: 8.00 Qpts: 29.20 GPA: 3.65			

Spring 2003			
BIOL H226	HUM ANATOMY&PHYSIOLOGY II	4.00 B+	13.20
PSY H101	GENERAL PSYCHOLOGY I	3.00 A	12.00

***** CONTINUED ON NEXT COLUMN *****

SUBJ NO.	COURSE TITLE	CRED GRD	PTS R
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Institution Information continued:

Ehrs: 7.00 GPA-Hrs: 7.00 Qpts: 25.20 GPA: 3.60

Summer 2003

ENG H100	FUND. OF WRITING	3.00 B+	9.90
PSY H201	DEVELOPMENT PSYCHOLOGY	3.00 A	12.00
Ehrs: 6.00 GPA-Hrs: 6.00 Qpts: 21.90 GPA: 3.65			

Fall 2003

ENG H101	COMPOSITION	3.00 A	12.00
NURS H101	FUNDAMENTALS OF NURSING	6.00 B	18.00
Ehrs: 9.00 GPA-Hrs: 9.00 Qpts: 30.00 GPA: 3.33			

Spring 2004

BIOL H232	MICROBIOLOGY	4.00 A-	14.80
NURS H102	CONCEPTS OF FAMILY CARE	6.00 B	18.00
Ehrs: 10.00 GPA-Hrs: 10.00 Qpts: 32.80 GPA: 3.28			

Summer 2004

NURS H110	PHYS/EMOTIONAL ILLNESS I	4.00 A-	14.80
Ehrs: 4.00 GPA-Hrs: 4.00 Qpts: 14.80 GPA: 3.70			

Fall 2004

NSG* H211	PHYSCL & EMOTIONAL ILLNS II	9.00 B	27.00
Ehrs: 9.00 GPA-Hrs: 9.00 Qpts: 27.00 GPA: 3.00			

Spring 2005

NSG* H212	PHYSCL & EMOTIONAL ILLNS III	9.00 B+	29.70
NSG* H213	PHYSCL & EMOTIONAL ILLNS IV	4.00 P	0.00
Ehrs: 13.00 GPA-Hrs: 9.00 Qpts: 29.70 GPA: 3.30			

***** TRANSCRIPT TOTALS *****

	Earned Hrs	GPA Hrs	Points	GPA
TOTAL INSTITUTION	69.00	65.00	222.60	3.42

TOTAL TRANSFER	12.00	0.00	0.00	0.00
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OVERALL	81.00	65.00	222.60	3.42
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***** END OF TRANSCRIPT *****

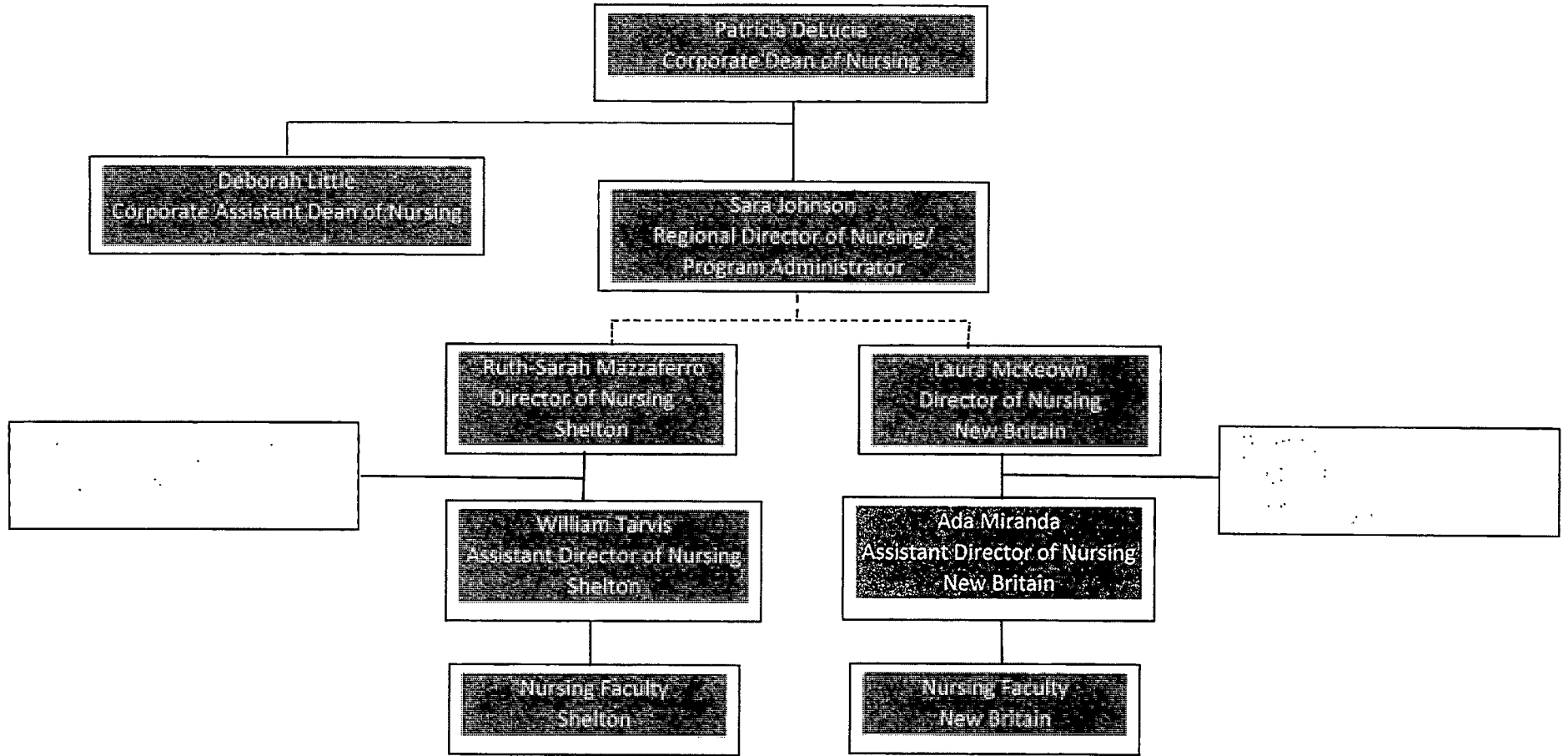
AN OFFICIAL SIGNATURE IS WHITE WITH A BLUE BACKGROUND

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Joan M. Arbusto
Registrar

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RENURSE ACADEMY
Annual Report

August 2021- August 2022

To: Dr. Patricia C. Bouffard RN, DNS-C

Course: Licensed Practical Nurse Refresher Course

Notes: (Year 1)

ReNurse Academy completed the buildout and development of the **LPN Refresher Course (LPN)**. To ensure that our course provides the most up-to-date information while offering a user-friendly experience for each participant. Minor course issues/concerns have been identified and resolved. Preliminarily we've accepted participants into the LPN Refresher Course without fully advertising the course. Most of our inquiries both phone and electronically have been directed from the Department of Public Health's website, google search, and ReNurse Academy's website. A significant percentage of our inquiries/applicants are new graduates or have an expired/inactive LPN license and wish to return to active practice. We've received excellent ratings from 9 out of 11 of our course graduates. Current participants deemed the course helpful, and informative.

Course Updates:

- Course Cost Change from \$1,950 to \$2,000
- Policy updates: Memorandum Policy, Testing Environment policy (new policy)

(Requesting Approval) -To offer both In-Person and the following Virtual Clinical Experiences

Using: *Shadow Health Digital Clinical Experiences Modules*

This realistic, screen-based simulation experience challenges students to apply their knowledge by practicing therapeutic communication and clinical intervention in a safe environment with diverse and unfolding patient scenarios. The assigned simulations enable students to practice applying their clinical judgment through realistic interactions with virtual patients, while allowing instructors to truly quantify students' clinical reasoning skills.

⇒ **Clinical Experience 1:** 40 hours In-person and 40 hours Online Virtual Clinical

Participants will successfully complete assigned modules in the following content areas prior to completing a 40 hour in-person clinical experience. This will ensure the participant has experience caring for patients across different specialties with an array of different medical condition prior to providing hands on patient care and completing the course. This provides a safer environment for the patient and the Nurse participant. Additionally, it allows the Nurse participant to gain valuable knowledge and experience that may not always occur during an in-person clinical experience due to several different factors.

Covered Content Areas

- **(Head to Toe Evaluation) Health Assessment:** Participants will take a full exam health history and collect data for a different problem in each system. There are Single and Multiple System Exams, and Concept Labs.
- **Pharmacology:** Participants practice skills essential to safe medication administration, preparing them to meet patient needs effectively and confidently in the clinical setting. There are Guided, and Unguided Cases, as well as Concept Labs.



- **Medical Surgical:** Participants practice recognizing changes in patient status and determining correct interventions.
 - Endocrine System Hourly Rounds
 - Perioperative Care Hourly Rounds
 - Respiratory System Hourly Rounds
 - Gastrointestinal System Hourly Rounds
 - Renal System Hourly Rounds

⇒ **Clinical Experience 2:** 100% Virtual Clinical Online
(Participants with consent orders are *not* eligible to complete Clinical Experience 2)

Clinical Experience 2 is for participants seeking to review their knowledge and skills 100% online. These participants can vary in level of experience from Novice to Expert.

Covered Content Areas

- **Health Assessment (Head to Toe Evaluation):** Participants will take a full exam health history and collect data for a different problem in each system. There are Single and Multiple System Exams, and Concept Labs.
- **Mental Health:** Focused Exams in Schizophrenia, Anxiety, Bipolar Disorder, Alcohol Use Disorder, Depression, & PTSD.
- **Pharmacology:** Participants practice skills essential to safe medication administration, preparing them to meet patient needs effectively and confidently in the clinical setting. There are Guided, and Unguided Cases, as well as Concept Labs.
- **Medical Surgical:** Participants practice recognizing changes in patient status and determining correct interventions.
 - Endocrine System Hourly Rounds
 - Perioperative Care Hourly Rounds
 - Respiratory System Hourly Rounds
 - Gastrointestinal System Hourly Rounds
 - Renal System Hourly Rounds
- **Leadership:** Includes prioritization, delegation, conflict management, ethics, patient advocacy, discharges, and working as part of a team to manage independently the care of five patients over three consecutive days at Shadow Health Hospital.

* Participants must receive a **90% or higher** on all Virtual Clinical Modules. If a 90% or higher is not obtained on the first attempt the participants will complete the simulation until a 90% or higher is obtained.



LPN Refresher Participants (Accepted **first** set of participants on November 22, 2021)

Average Number of LPN Refresher Inquiries (Nov. 2021 to July 2022): 60-70

Number of Applications Received: 37

Number of Applicants Accepted: 29

Number of LPN Theory Only Participants: 16

Number of LPN Full Course Participants: 13

Number of LPN Applicants currently enrolled in the course: 17

Number of Applicants currently enrolled with consent orders: 2

Number of LPN Applicants dismissed from the course: 1

Number of Program Graduates: 11

LPN (Theory Only): 7

LPN (Full Course): 4

Number of LPN Graduates obtained employment: 9

Challenges:

- Financial: More than half of our inquires have expressed the desire/need to complete the course but lack the ability to pay for the cost.
- Access to financial assistance to help our Nurse participants pay for and complete the course.
- Covid Vaccination Requirement: Many Nurses would like/need to take the course but for personal and/or religious reasons do not/cannot be vaccinated.
- Economic Inflation

Respectfully,

A handwritten signature in black ink, appearing to read 'Brittany Faison'.

Brittany Faison RN, MSN
Director

Ms. Helen Smith, RN, MSN
Nurse Consultant
Practitioner Licensing and Investigation Section
Healthcare Quality & Safety Branch
Department of Public Health
State of Connecticut

July 18, 2022

Ms. Smith,

In response to the reported 2021-2022 NCLEX scores, Porter and Chester Institute (PCI) has completed a detailed review of the practical nursing programs that did not meet the board's required 80% benchmark.

Successes:

1. While three of our programs did not meet the benchmark of 80%, five of the six programs raised their NCLEX scores enough to come off conditional status in just one year.
2. The Rocky Hill evening program (the hearing purpose), while they did not meet the 80% benchmark, they did raise their score from 67% to 77% in just one.

Synopsis:

We believe that closures, delays, and loss of staff/faculty related to the COVID-19 pandemic continue to have a lasting, negative impact on learners who received an unconventional delivery of curriculum. PCI has examined the three campus programs that failed to achieve the required 80% NCLEX score (Rocky Hill-E, Bridgeport-D, and Waterbury-E) and have initiated additional measures designed to better assist learning outcomes and NCLEX pass rates. PCI believes that the school's current plan of correction has proven effective in supporting improved NCLEX outcomes as demonstrated by the removal of conditional status for five out of six of the programs that were on conditional status from 2021. Additionally, the sixth program (Rocky Hill Evening) one went up by 10%.

Background:

Do to the COVID pandemic, PCI closed their doors and placed they're, what is normally a 100% on-ground program, to a 100% online program in March of 2020. Also, because of the COVID pandemic, our clinical sites closed their doors to students bringing clinical rotations to a stop. PCI continued to service our students delivering their didactic courses online. This caused a disjointed delivery of the program. Each term students would typically take didactic courses

alongside clinical courses, so they can apply what they are learning in class to build their practice. Clinical site closures did not allow for students to do this causing a more disjointed learning process.

While students were online, academic dishonesty had become an issue. While PCI did institute the Respondus Lock-Down Browser to prevent this, it caused ongoing technology issues and needed to be discontinued. To help both the disjointedness of the program and the academic dishonesty issue, PCI opened their doors to students in June of 2020 to practice their hands-on skills in the lab setting and for testing. However, this did not resolve all the difficulties the pandemic had brought.

Even though students could partially return to campus there were still social distancing requirements, safety related mandates, and clinical closings which continued to cause difficulties. As a result, PCI made the decision to pause enrollment in the evening PN curriculum across all campuses, following the July 2020 start. The decision to pause evening enrollment was primarily made to mitigate the effects of limited to no clinical availability and increased concerns over the availability of qualified nursing faculty. The decision to pause evening enrollment allowed PCI to concentrate efforts on supporting current learners, better manage the increasing clinical backlog, and to provide much needed remediation and academic support for learners struggling to continue their studies in the wake of the pandemic. Additionally, PCI put into place measures to better support these students throughout the 2021-2022 academic year.

PCI opened its doors fully, coming back to a program delivery of 100% on-ground learning, February 15, 2022. However, the struggle to align fully didactic with clinical remained difficult because clinical sites were just starting to open their doors. Additionally, if the clinical site had any COVID positive patients, they typically closed their doors to students for up to 14 days each time.

Measures PCI put into place to better support these students throughout the 2021-2022 academic year include (starting in July 2021):

1. Seminar remediation course was designed and offered to students free of charge.
2. An ATI-B test score of 85% or higher to pass became mandatory to ensure that graduates sitting for licensure had demonstrated at least an 85% probability of passing the NCLEX.
3. Students were offered a free retake of the ATI-B exam.

Upon review of each learner whose first time pass rate fell below the required 80% benchmark, a few trends were identified:

Identified Trends:

1. Of the three programs listed above that did not meet the benchmark there were 9 students who failed the NCLEX on the first attempt.
2. All 9 students were either 100% online or a mix of both online and on-ground all receiving and unconventional delivery of program content with a delayed clinical experience where their

didactic courses, including seminar (the programs final review and prep course for the NCLEX exam), was either all front loaded or partially front loaded.

3. In addition, all 9 students completed nursing seminar and sat for the ATI-B exam prior to PCI revising the Nursing Seminar course to include an 85% passing grade on the ATI-B exam to pass the Nursing Seminar course. None of the students achieved an 85% or higher on the ATI-B prior to the policy change on the first attempt.

Statistics:

Statistics for the three programs (9 students):

- Took the ATI-B before the policy changed in July 2021 to 85% passing score = 9 students
- One student took seminar before the course went on Canvas and therefore, results could not be found.
- Passed seminar the first time before the ATI-B grade policy changed in July 2021 to 85% = 4 students with ATI-B grades of 85%, 75%, 70%, 55%
- Passed ATI-B the first time with an 85% or higher the first time before the ATI-B policy changed in July 2021 to 85% passing score = 1 student
- Passed the seminar with 1 remediation before the ATI-B policy changed in July 2021 to 85% = 4 students with grades ATI-B grades of 63%, 87%, 89%, 87%
- None of the students these students took seminar after the ATI-B change to 85% took effect.
- Number of students that passed seminar after their first remediation and after the policy of 85% started = 1 student took was present to take the remediation after the policy change went into effect and received a 87 on the ATI-B exam
- Students offered remediation/review but declined = 4 students

Summary:

All the students but one was able to pass the course and graduate without achieving a probably passing score on the ATI-B exam of at least 85%. Of the 13 students, 9 failed the first attempt at seminar. Of those nine students, eight passed after the first attempt at remediation and one passed on the third attempt.

The following pages contain both our plan of correction generated from the June 2, 2022, Board of Examiners for Nursing meeting.

Please let me know if you require any additional documents.

Thank you,

Holly Breault

Holly Breault, RN, MSN
Director of Nursing

In 2022, Porter and Chester Institute hired a new Nursing Director for the Practical Nursing Program. Holly Breault, MSN, RN began oversight of the program on January 18, 2022 and has been leading the program through its previously approved plan of correction and working with the nursing team, administration, and students to ensure continued improvement and stabilization of the practical nursing program.

NCLEX Results:

Following the June 2, 2022, Board of Examiners for Nursing a request was received for reporting of NCLEX results for the day and evening programs at each campus. The results are as follows:

follows:

NCLEX First Time Pass Rates										
	2017		2018		2019		2020		2021	
	Day	Eve	Day	Eve	Day	Eve	Day	Eve	Day	Eve
Branford	100%		100%							
Enfield	92%		100%	100%	94%	100%	100%	100%	72%	100%
Hamden					100%	83%	63%	50%	58%	50%
Rocky Hill	100%		93%		79%	100%	82%	54%	93%	67%
Stratford	80%		75%		85%	50%	87%	73%	71%	100%
Waterbury	83%		81%	100%	80%	89%	90%	88%	75%	50%

follows:

NCLEX First Time Pass Rates										
	2017		2018		2019		2020		2021	
	Day	Eve	Day	Eve	Day	Eve	Day	Eve	Day	Eve
Branford	100%		100%							
Enfield	92%		100%	100%	94%	100%	100%	100%	72%	100%
Hamden					100%	83%	63%	50%	58%	50%
Rocky Hill	100%		93%		79%	100%	82%	54%	93%	67%
Stratford	80%		75%		85%	50%	87%	73%	71%	100%
Waterbury	83%		81%	100%	80%	89%	90%	88%	75%	50%

follows:

NCLEX First Time Pass Rates										
	2017		2018		2019		2020		2021	

		with 75% or greater						
Student 1	10/2018	No	74% 4/2020	84% 1/2021	Mix	4/2021	6/2021	Mix
Student 2	4/2019	No	59% 10/2020	86% 4/2021	Mix	10/2021	11/2021	Mix
Student 3	7/2018	Yes	77% 4/2020	n/a	Mix	2/2021	6/2021	Mix

Summary of Rocky Hill – Evening:

- Small student sample – 13 in total
- None of the three students above would have passed seminar after the new ATI-B policy change to 85% on the first attempt.
- Of the two students who remediated, both students showed an increase in their ATI-B scores.
- Of the two students who remediated, only one student would have passed the ATI-B exam under the new policy.
- All three students content delivery was non-traditional – they received a mix of front loaded and traditional didactic learning.
- The seminar course is normally taken alongside the last clinical rotation right before graduation. These students all took their first seminar ten months to one year before their graduation and separate from their clinical rotations.
- The time between taking their last seminar course/remediation/review and the time they sat for their NCLEX varied from five months to over a year.

*Please see below for correctional actions

BP - D	Start Date	Passed Seminar 1 st time with 75% or greater	ATI-B Score 1 st	2 nd retake w/ ATI-B retake	Traditional Online Mix	Graduation Date	1 st NCLEX Test Date	Frontloaded
Student 4	4/2020	Yes	83% 7/2021	n/a	Online	2/2022	3/2022	Mix
Student 5	10/2019	No	50% 10/2020	86%	Mix	10/2021	2/2022	Mix

Summary of Bridgeport – Days:

- Small student sample – 5 in total
- Neither of the two students above would have passed seminar after the new ATI-B policy change to 85%.
- The student who remediated showed an increase in their ATI-B score.
- Both students content delivery was non-traditional.
- Both students experienced a mix of front loaded and traditional didactic learning.

- The seminar course is normally taken alongside the last clinical rotation right before graduation. These students all took their first seminar seven months to one year before their graduation.
- The time between taking their last seminar course/remediation/review and the time they sat for their NCLEX varied from eight months to over two years.

*Please see below for correctional actions

WB - E	Start Date	Passed Seminar 1 st time with 75% or greater	ATI-B Score 1st	2 nd retake w/ ATI-B retake	Traditional Online Mix	Graduation Date	1 st NCLEX Test Date	Frontloaded
Student 6	7/2018	No	72% 4/2020	90% 4/2021	Mix	7/2021	8/2021	Mix
Student 7	10/2019	No	69% 1/2019	71% 4/2019	Mix	1/2020	11/2021	Mix
Student 8	10/2018	Yes	84% 4/2020	n/a	Mix	1/2021	7/2021	Mix
Student 9	1/2019	Yes	75% 1/2020	n/a	Mix	7/2020	1/2022	Mix

Summary of WB – Evening:

- Small student sample – 7 in total
- None of the 4 students above would have passed seminar after the new ATI-B policy change to 85%.
- Both students who remediated showed an increase in their ATI-B score.
- All four students content delivery was non-traditional.
- All four students experienced a mix of front loaded and traditional didactic learning.
- The seminar course is normally taken alongside the last clinical rotation right before graduation. These students all took their first seminar six months to over one year before their graduation.
- The time between taking their last seminar course/remediation/review and the time they sat for their NCLEX varied from four months to over two years.

*Please see below for correctional actions

Correctional Actions

Classroom:

1. Since the new director came on board we have re-started the curriculum committee (meets every Friday and throughout the week as needed) and have been working on reviewing and updating the curriculum.

2. Since the new director came on board we have been working with Elsevier to see how to present our future students with the same information but in different ways as to increase student understanding of information as well as increase NCLEX score rates.

- NGN preparation
- HESI review
- Provides more tools for student persistence and success
- Electronic charting
- More interactive

3. Career Path launched 7/14/22 as a resource for current students but will be a requirement for future nursing enrollments. Career Path will offer five terms of various activities, tools, and resources. They are designed to help the student explore, plan, and achieve new career goals. Within the career path courses the student will find support for different student learning styles, tools for professional development, customizable coaching, resume and cover letter building, and more.

4. Faculty added additional tutoring day on Fridays (non-classroom day) as well as during the week.

5. We have been communicating with students at the first sign of decline (failed test, absent or late to class/clinical) but now we require an in-person meeting with referrals to student services and or other departments as needed.

6. Director of nursing has arranged for a representative from the learning resource center to zoom into each classroom to give a presentation into the new LRC link each student will have access to 24/7 through Canvas starting in the July 2022 term.

The Learning Resource Center (LRC)/Learning Resource Services (LRS) is a service provided to every student. The LRC/LRS offers students a wide variety of services. These services include, but are not limited to writing tutorials, time management skills, study strategies, tutoring via Zoom, budgeting, goal setting, one-to-one meetings to discuss other life struggles such as child care, transportation, homelessness, and other issues that may affect our students. Tutoring is not specific to nursing; however, they do offer help with math and study skills, etc.

7. Our current HESI review is part of our Seminar course and is, and will continue to be, a mandatory portion of the course.

Clinical:

1. Since many students needed to be front-loaded with didactic courses during COVID and the shutdown of clinical sites, we have started offering “brush-up” skills sessions for students that have gone through their program in either the 100% online or mixed online/on-ground fashion. These are sessions designed specifically for the individual student and their individual needs to prepare them for a return to clinical.

2. In addition to advisories when a student misses time or does poorly didactically, faculty are now having conversations with each student to see what the student's individual needs may be at the first signs of 1) doing poorly in clinical, and 2) absent day or being late to class. This is to help students at the start of any problems to see if we can help the student with learning resources, resources necessary for life (i.e.: childcare, housing, etc.).
3. We have begun to rebuild our clinical faculty after COVID.
4. We have added 14 more clinical sites in 2022.
5. The increase in faculty will assist in:
 - Focusing on medication pass alone with a reduced student number (1-2 students)
 - Increase the number of faculty during on-campus lab skills days
 - Increase the number of faculty that help with "brush-up" skills before clinical
 - Increased availability for students needing lab referrals.
6. The director of nursing has been taking an active part in the clinical site contract process.
7. The director of nursing has been taking an active part in communicating with our newer clinical sites to deliver a smoother transition for the clinical site, students, and instructors.

Staffing and Vacancies:

1. We have started the partnership program to increase better our relationships with our clinical sites.
2. We have been hiring faculty to help rebuild to our pre-COVID numbers. Since 6/21/2021, we have hired an additional 37 staff/faculty for our five campuses.
3. The director of nursing is collecting data relating to faculty retention.
4. The director of nursing is reviewing and updating both clinical and didactic position orientation to provide a more streamlined process which is uniform across the campuses.
5. The director of nursing has started taking part in a weekly human resource meeting to review any current faculty issues as well as to review any potential candidates.
6. The base pay for new hires increased and is competitive with other similar schools.
7. Sign-on bonus was and is still being offered.
8. Overload pay for current nursing faculty.
9. The Rocky Hill evening program lead nurse now has his MSN degree.
10. There is a new Program Coordinator in place for Rocky Hill who comes to us with her MSN and years of teaching at the university and trade school levels and in management.

Instructor Professional Development:

Every nursing faculty is required to do CEU's directly related to the profession and education, curriculum deliver, and teaching (methods, methodology). Faculty also need to take MaxKnowledge courses on hire and yearly.

One faculty member is working toward their simulation certificate.

The director of nursing took the Simulation in Healthcare course for 7 Credits.

Topics for upcoming professional development sessions will include, but are not limited to the following:

- Learning resource center review of the new LRC Course within Canvas was placed in students canvas 7/14/22.
- Career Path training placed in students Canvas 7/14/22– Nursing 2022 course offers five terms of various activities, tools, and resources for student to explore, plan, and achieve new career goals. Included is support for different learning styles, tools for professional development, customizable coaching, and resume and cover letter builders.
- TIX training with the new updates from President Biden – just finalized, to be rolled out in August – September.
- CPR Instructor training planning to start taking place the week of July 18 2022.

Future MaxKnowledge Training:

- Instructional delivery and assessment
- Instructional planning and design
- Instructional theories and applications
- Modeling and teaching professionalism
- Staying in compliance
- Subject specific teaching strategies
- Supporting diverse students
- Enhancing student retention

Summary

Overall, the data has shown that students were affected by the change in curriculum delivery from the traditional 100% on-ground to the online or mixed online and on-ground platforms due to COVID. All the students who took advantage of the remediation improved their ATI-B scores. Of the four students who passed their seminar course before the ATI-B 85% grade policy went into effect, all four scored below the 85% and these students also did not choose to take the remediation course offered. The difference in time from seminar to graduation and seminar to NCLEX shows that as a factor.

By changing the ATI-B score to an 85% passing score, reviewing and rejuvenating the curriculum, coming back to 100% on-ground learning, increasing visibility and use of the LRC

and its services, moving to one-on-one student meetings at the first sign of decline, we hope to continue to see a rise in our NCLEX scores. As we continue to work on our backlog of clinical hours, students are just starting to return to the traditional curriculum of students taking didactic courses and clinical courses side by side, we will also continue to see an increase in NCLEX scores. Adding to the assistance we have for our students by hiring more faculty, opening more clinical sites, providing more personalized skill reviews, will also help to continue to drive our NCLEX scores higher.

Smith, Helen

From: Gary Evans <gevans@stone.edu>
Sent: Sunday, July 17, 2022 9:43 PM
To: Smith, Helen
Cc: Ann Cooper; Brian Pervis
Subject: Stone Academy Action Plan
Attachments: Stone Academy Action Plan 2022-23.pdf

EXTERNAL EMAIL: This email originated from outside of the organization. Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Dear Ms. Smith:

Stone Academy respectfully submits its 2022-2023 Action Plan to the Board of Examiners for Nursing (BOEN) for the August 6, 2022 meeting.

Several team members will be attending to present the plan to the BOEN and answer any questions. The action plan columns are as follows:

- Challenge – this column reflects the barriers to success as identified when we previously presented to the BOEN
- What we said – this column represents our initial evaluation and the plan to address the associated challenge
- What we have done – this column indicates what action steps were taken based on our previous evaluation and the plan recently stated to the BOEN at the end of 2021
- Proposed changes – this column reflects Stone Academy’s changes based on what we have seen over the last several months – it is a further evaluation of what we see working or falling short of original expectations
- Timeline – this is our estimated timeline to institute new changes
- Quality Indicators – this column is a mix of NCSBN indicators with Stone Academy metrics to determine if we are on track to achieve an expected change.

It is our intention to elaborate in person as we review each section with the BOEN. On behalf of Stone Academy, we thank the BOEN for the opportunity to discuss our plan for the next year.

In addition, please be advised that Stone Academy has had a change in its leadership structure. Dr. Linda Dahlin has recently separated with our institution, and we are in the process of reorganizing to better meet the need of faculty, staff and students. I will keep the BOEN apprised of the restructuring.

Please contact me with any questions or concerns.

Gary A. Evans
President &
Chief Executive Officer

Stone Academy
745 Burnside Avenue
East Hartford, CT 06108
O: 860.569.0618 x.3212



STONE ACADEMY

	Challenge	What We Said	What We Have Done	Proposed Changes	Timeline	Quality Indicator(s)
1	To satisfy the rising demand for clinical faculty, there were insufficient qualified candidates with a CT-RN license with a BSN or MSN and two years of clinical experience available for hire.	Launch employee referral program, offering \$500 for full-time RN referrals.	Hired new PN Faculty members across all three campuses. New PN Instructors hired from Oct 2021 to June 2022: <ul style="list-style-type: none"> ➤ East Hartford: 17 ➤ Waterbury: 12 ➤ West Haven: 15 	Implement an employee manual with training on accessing programs such as: ATI, Paycom (full scale HR/employee trainings, payroll, benefits module), & Elsevier. Potentially provide added bonus after completion of class for qualified faculty; increase tuition reimbursement amount; subsidize health insurance costs; adjust allowance for preparation time; provide additional support for new instructors/on-going support for existing.	In-process to 6 mos	Consistent full-time faculty, as opposed to reliance on adjunct faculty. Faculty can role model professional behaviors. Faculty Retention Rate increases.
2	It was difficult for new faculty members to become interconnected with the school culture.	Faculty meetings held once a month to enhance instruction and foster a supportive campus climate. Nursing faculty completes "Master Teacher" within 3 months of hire. Virtual workbook guides faculty through the module. A faculty mentor is available for new faculty members	Monthly faculty meetings adjusted to every two weeks to increase communication; Effective April 1, quarterly newsletters to faculty, staff and students; President/CEO sends communications to all students and faculty regarding any changes of interest on a min. monthly basis; In May 2022, President/ CEO initiated semi-annual "town hall" meeting with all faculty to reinforce direct communication & transparency	Adjust meeting times to better accommodate day/evening faculty, providing alternate virtual formats to increase attendance rates, and mix all faculty and staff to increase collaboration. Train additional volunteer mentors and assign "evangelist" to faculty;	In-process to - 12mos	Collaboration between education and practice to enhance readiness for practice, methods of instruction, training on managing "difficult" students, and consistency in delivery of teaching and adult learning principles.

	Challenge	What We Said	What We Have Done	Proposed Changes	Timeline	Quality Indicator(s)
		needing further assistance in the classroom or clinical.	<p>Leadership attended training and disseminated new information about ATI usage in classroom/clinicals.</p> <p>As of 5/2022, enrollment of PN Faculty in the 3-hour Elsevier Master Teacher Program occurred.</p>	<p>Overhaul on-boarding process through collaboration of senior instructors, human resources, administrators, and the President's Chief of Staff, ensuring instructors are better supported through liaisons; Increase access to educational/training opportunities; Create "Instruct-the-Instructor" type internal training program to build capacity – establish ATI champions as evangelists at each campus.</p> <p>Better connect classroom instruction with clinical by overlapping curriculum meetings with both sets of instructors.</p>		
3	Inconsistent application of the ATI Curriculum and tools by faculty.	Faculty Development Workshops are held bi-annually. PN faculty are required to attend the workshop. ATI representatives travel to each campus and present readily available resources to nursing faculty.	<p>On 4/2022, a mandatory virtual ATI training session occurred for PN faculty at all three campuses.</p> <p>On July 1, 2022, the faculty from all three campuses attended training with an ATI champion to address any training-related implementation hurdles.</p> <p>Site Administrators evaluated classroom activities, scheduling a</p>	<p>Train additional tenured faculty at each campus to become ATI champions to support instructors/ students.</p> <p>Hold ATI professional development lunch and learns for faculty and staff with ATI champions or ATI staff at least quarterly. Train instructors on how to individualize educational</p>	On-going	Administrative support for ongoing faculty and curriculum development.

	Challenge	What We Said	What We Have Done	Proposed Changes	Timeline	Quality Indicator(s)
			follow-up meeting with faculty five days after the observation to discuss results. Site Administrators recommended classroom management and teaching strategies to faculty.	plans for students, thereby maximizing resources available to students. Continue observation program: semi-annually for senior instructors, quarterly for new instructors based on student predictor scores; adjust as necessary.		
4	The nursing faculty did not adequately utilize the systematic program evaluation process of evaluating and analyzing students' academic progression in predicting NCLEX-PN pass rates and develop appropriate actions based on the analysis.	<p>Students will be instructed on how to use their first proctored ATI exam results to improve knowledge.</p> <p>Students receive a study plan that includes focused review, prioritizing their weakest areas, and simplifying the content.</p> <p>Nursing Seminar II regularly administers proctored ATI exams (SEM 102). These exams simulate the NCLEX.</p> <p>Remediation Activities Related At-Risk Reports: Tutoring by faculty and Peer Tutoring.</p>	Continued at-risk reports and referrals for tutoring and support.	Improve process: PN Site Administrators generate cohort-specific ATI at-risk reports for students with low NCLEX predictor levels and refer students to trained PN faculty/ATI champions for individualized support.	In-process	<p>A systematic process is in place to address and remediate student practice errors.</p> <p>Faculty demonstrate teaching and adult learning principles and curriculum development.</p> <p>Programs are in place to assist students.</p> <p>Curriculum and clinical experiences are enhanced.</p> <p>Policies and procedures reinforce strong learning practices.</p>

	Challenge	What We Said	What We Have Done	Proposed Changes	Timeline	Quality Indicator(s)
5	Early in the pandemic, clinical sites were inaccessible, so theory classes were prioritized without clinical counterpart. The lack of simultaneous theory and clinical instruction hindered the integration of applied nursing concepts.	As of 5/2020, , clinical rotations resumed at healthcare facilities, with extensive precautions but with intermittent periods of closure.	From 5/2020 until the present, students enrolled in clinical courses are at clinical sites in various healthcare facilities across CT.	Develop a comprehensive, well-rounded plan to ensure theory classes and clinical courses are meeting to close the knowledge gap.	In-process to 6 mos	Clinical experiences with patients prepare students for the reality of clinical practice. Significant opportunities for a variety of clinical experiences with diverse populations.
6	Seminar II students failed to reach a 95% probability of passing the NCLEX-PN on the Comprehensive Predictor after two attempts. The Comprehensive Predictor is a three-hour, 180-item proctored test that helps students assess their NCLEX passing probability and identify areas for further study.	Students with a less than 95% likelihood of passing receive a 12-week virtual ATI (VATI) remediation course and access to an ATI coach. Coaches can provide content evaluations and study strategies for self-paced courses. After 12 weeks, coaches provide post-review remedial tools and a "pass" signal. Students gain access to Board Vitals to provide NCLEX-style questions to build confidence. In addition, students can design subject-specific or adaptive tests with more than 1,000 NCLEX questions (30% are alternate-format items).	Continue Board Vitals.	Change remediation policy to require VATI students who fail three times to audit nursing classes that align with students' subject matter deficiencies in addition to individualized assistance from trained PN faculty.	In-process to 3 mos	A systematic process is in place to address and remediate student practice errors. Faculty Development. Student Development. Curriculum and Clinical Experiences improved. Expansion of Teaching and Learning Resources.

	Challenge	What We Said	What We Have Done	Proposed Changes	Timeline	Quality Indicator(s)
		Students pass the VATI predictor and retake a 3 rd ATI comprehensive predictor to determine their readiness. Students who pass take the NCLEX-PN, and those who fail to meet the passing standard are allowed to audit nursing courses to help them further gain nursing knowledge.				
7	Students passing the comprehensive predictor benchmark are failing to engage in intensive preparation for the NCLEX post-graduation.	<p>Before taking the ATI comprehensive predictor, all Seminar II participants complete an ATI live review.</p> <p>Every essential topic area on the NCLEX exam is covered in the engaging, interactive, ATI Live review, which also offers test-taking tips, exercises to develop critical thinking skills, practice with Q&A questions, and access to fresh tests with a Master's-educated ATI nurse educator with at least five years of classroom experience.</p>	<p>Continue ATI Live Review free of charge to students</p> <p>ATI Live Review Planned for (All Campuses): July 2022 August 2022 September 2022</p>	<p>Hold ATI live review monthly for school graduates, not just Seminar II students in order to keep knowledge, skill, and abilities level sharp for NCLEX.</p> <p>Ensure in-person ATI Live Reviews occur at each campus</p>	In-process to 3 mos	Consistently has a pattern of NCLEX pass rates that meet set standards

	Challenge	What We Said	What We Have Done	Proposed Changes	Timeline	Quality Indicator(s)
		The student may audit any theoretical nursing classes during remediation. Auditing allows students to strengthen the knowledge they might need for the NCLEX exam.				
8	A review of the ATI- Stone curriculum integration poses difficulty	This Curriculum Alignment uses Stone Academy's course sequence and descriptions. Administrators and faculty review alignment before implementation. Any alignment changes go to the ATI representative who updates the document to maintain accurate records.	Stone Academy has requested, and ATI has agreed, to revise Curriculum Alignment as it was last updated on May 29, 2019	Stone and ATI to review alignment of curriculum to ATI product at a minimum of semi-annually. Faculty, staff, and students work collaboratively to evaluate curriculum for deficiencies.	6 mos	Ongoing systematic evaluation of the nursing program
9	Students had significant delays in NCLEX-PN testing due to external factors during the pandemic.	Stone Academy contributes to licensure and NCLEX fees to reduce student delays.	All students who took the NCLEX received vouchers.	All NCLEX and licensure applications for students will be completed on campus with the guidance of the site administrator during the last day of the ATI Live Review to avoid errors and processing delays.	In-process to 3 mos	Institutional administrative support of the nursing program
10	Remote learning has presented many challenges for students. One such challenge that is difficult to quantify is the potential for cheating on remotely proctored	To improve nursing knowledge, values, and skills, avoid student shortcuts.	All PN programs returned to in-person learning and on-campus testing from remote learning 2022: The school stopped using Proctorio to administer proctored exams.	Only use ATI custom NCLEX question banks in testing. Secure all questions. Conduct professional development for PN academic faculty for test	3-6mos	Evidence-based curriculum that emphasizes critical thinking and clinical reasoning skills

	Challenge	What We Said	What We Have Done	Proposed Changes	Timeline	Quality Indicator(s)
	exams. In addition, it was a significant adjustment for many students to move to a remote learning environment.		4/2021: Stone Academy's testing policy was strengthened to include NCLEX alternate formatted items on questions and limit extra credit to avoid padding grades and subsequent grade inflation.	writing webinar through Elsevier entitled "Writing Effective Next Generation NCLEX® (NGN) Items."		
11	Social issues in our student population present various challenges from food insecurity, childcare, academic struggles, and transportation.	To help students deal with the challenges of being a nursing student Stone Academy provides various in-school and community resources to help overcome barriers.	Stone Academy provides all at risk students and/or with other social challenges access to assistance, including on-campus food pantry, referrals to 211 and social programming, and access to ATI champions/selected PN staff to aid in improving grades. Some classes require more directed help than a study group can offer. Program Managers can help students find peer tutors. The Program Manager will schedule tutoring sessions with volunteers.	Evaluate use of rideshare program to reduce barriers for attendance; Partner with social service providers for direct intervention.	On-going	Comprehensive student support services. Student Development.



STONE ACADEMY

Board of Examiners for Nursing
410 Capitol Avenue, MS #13PHO
P. O. Box 340308
Hartford, CT 06134-0308

To the Honorable Chairperson and Board Members:

Thank you for the opportunity to respond to the complaints stated by Ms. Lauren Brown during the June 1, 2022 meeting of the Board of Examiners for Nursing.

It is always important to receive feedback regarding the organization, as it helps correct behaviors before bigger problems appear. As previously stated, I was hired on October 1, 2022. Over the past 10 months, I have met with students, faculty, and staff to discuss operations at Stone Academy. Specifically, the focus has been on three main questions - what do we do well, what could we improve, and if there was anything I could change, what would it be. As you can imagine, the conversations were enlightening.

During this timeframe, I had an opportunity to speak with the complainant multiple times. Unfortunately, none of these issues were brought to my attention by the complainant. We did discuss her salary compared to others. Nonetheless, I take these allegations seriously and have since had an opportunity to sit with the team in order to evaluate concerns.

It is also important to note early in the response that Stone Academy is an educational institution. The organization exists to teach students. It does not matter if faculty are teaching theory or clinical, the role of the instructor is to provide instruction. Students learn in different ways and at different rates. When a student is struggling, the instructor's role is to support and educate or refer them to services that support their educational goals.

In point 1 of the complainant's letter, she mentions the need to "teach" students. That is, in fact, the sole purpose of her position. The complainant makes broad accusations that I cannot qualify or quantify. Did every student need the added instruction all the time, or just one or two, and on how many occasions? Did the previous instructors not have similar issues with the same group of students? I am sure the complainant had occasional difficulties with students. That is the challenge of teaching a group of students with diverse educational backgrounds who have had a mix of starts and stops due to a pandemic.

The examples provided in the complaint are anecdotal and based on one instructor's experience. The first comment is that "admissions criteria are lax." This brings the reader to the first two NCSBN Quality Indicator(s) – "...the program has criteria for admission, progression and student performance" and "[P]olicies and procedures are in place, based on data that have been vetted by faculty and students."

Stone Academy's admissions process, policies and procedures are detailed in attachment 1. Briefly summarized, the process for admissions includes a personal interview with an Admissions Representative; completing an enrollment agreement; submission of relevant documentation, including proof of a high school diploma/General Education Diploma; and taking and passing the Accuplacer Placement Test with a score of 220 or above in Arithmetic, 232 or above in Writing, and 200 or above in Quantitative Reasoning – Algebra and Statistics. Each applicant's information is reviewed, weighted, and scored based on test results, letters of reference, essay, and the quality of supplemental materials.

The next comment from the complainant relates to students understanding of math as well as reading and writing concepts. Attachment 2, provides a description of courses reflecting that the subject matter is taught. Descriptions include: Practical Mathematics for Healthcare Professionals (PHA 110); Pharmaceutical Calculations (PHA 111); Pharmacology (PHA 112); Practical English Communication Skills (COM 110); and Communication Skills for Healthcare Professionals (COM 111).

The third comment from the complainant relates to education around clinical skills. Attachment 2 includes descriptions for Fundamentals of Nursing (FUN 102); Clinical Skills Lab (LAB 101); and Clinical I: Primary Nursing Skills (CLN 111). The syllabi are included in attachment 3 to verify the subject matter, goals, and outcomes of the class. It also documents NCSBN Quality Indicators related to Curriculum and Clinical Experiences as well as progression and student performance standards. Progression and performance standards are also included as part of the Student Handbook in attachment 1.

As it relates to the use of expired IV bags and pairing CNA students with others, I thank the instructor for creativity in managing a challenge and providing great instruction. Students are taught many of these skills in the classes listed in Attachment 2. Unfortunately, COVID did not always provide the opportunity to practice as necessary to properly build the skill set early on in previous clinicals. The instructor's methodology to provide additional practice opportunities is what would be expected. In the event a student was not capable of doing the work, the instructor would also be expected to refer them to additional tutoring or fail the student.

What the complainant provides is an example of a difficult student. The complainant referred the student to campus for assessment. The student was then re-assigned for additional observation from a different instructor with strict observation. Ultimately, the new instructor came to the same conclusion and the student was removed from the cohort. Again, Stone Academy is an educational institution. Part of the process of educating is to evaluate skills to

determine if any individual student has the ability to be successful in the field. Students are provided the tools to be successful and must perform to a certain level. When they cannot, there is a process by which they are evaluated and removed from the program as necessary. This is the situation with this student, exemplifying how Stone Academy is meeting NSBN Quality Standard regarding student performance and remediation strategies.

In point number 5, the complainant claims she was “...never oriented to any school policies, programs, etc...” The complainant was hired at a time when the pandemic had minimized the availability of staff. On-boarding was increasingly difficult as social distancing requirements were still in effect and many staff were working remotely or on a rotation. This is regrettable and we thank many of the instructors, including the complainant, for their patience during this time. Admittedly, there are things that should have been smoother. Stone Academy as well as many businesses were still learning how best to re-invent and reorganize themselves to operate under new conditions.

Moreover, the complainant participated in a number of clinical round tables and campus wide meetings where school policies and process would have been discussed. There are e-mail correspondences between the Practical Nursing Program Administrator, Site Administrator, and Medical Programs manager in which the complainant references conversations with staff who answered her questions. There are verifications of the complainant’s attendance at campus faculty meetings and trainings (attachment 4). This is also reflective of NCSBN Quality Standard around faculty training(s).

Important to note, in 2022, Stone Academy created a team comprised of senior instructors, human resources, campus administrators, and the President’s Chief of Staff, to evaluate the on-boarding process post-Human Resources. In other words, Stone administration has evaluated means and methods to ensure instructors are better supported throughout their tenure. In addition to existing campus staff who instructors directly report to, and mentors, there are instructor liaisons who are available for one-on-one, high focus assistance in the first 60-days of onboarding with check-ins thereafter as needed. This process includes increased educational/training opportunities and team meetings with flexible scheduling.

In regard to point 5a, State regulation 20-90-48(a)(2)(A) reads, “the overall faculty/student ratio shall be no less than (1) clinical faculty member for every ten (10) students engaged in *direct* client care experiences” (emphasis added). At no time were more than 10 students providing direct client care. The complainant was managing two separate, smaller cohorts – one group had a three week overlap before progressing to Seminar II and graduation. During those three weeks, some students were in Theory classes and not on Clinical rotation. Over three weeks there were two days the complainant physically had an 11th student. On those days, the 11th student was only allowed by the complainant to observe clinical practice and did not participate per staff direction.

Lastly, Lisa Palmer's resignation was due to childcare issues, as she stated on public record at the July 6, 2022 Board of Nursing Examiners meeting. Ms. Palmer has remained in contact with Stone Academy. Ms. Palmer graciously continues to provide insight, recommendations, and support to Dr. Brian Pervis. Dr. Pervis was approved at the same board meeting as the Interim Practical Nursing Program Administrator.

Although we respectfully disagree with many of Ms. Brown's opinions, Stone Academy shares in Ms. Brown's concerns for students, patients, and the way in which we provide education. From my conversations with her, Ms. Brown was a thoughtful, hard-working, and considerate nurse. I am sorry she had such a bad experience. The validity of her specific examples aside, Stone Academy will make adjustments as necessary to eliminate similar concerns from instructors going forward.

Sincerely,

Gary A. Evans

Gary A. Evans
President and
Chief Executive Officer
Stone Academy

CRITERION 8

Written policies for admissions, readmissions, advanced placement, disciplinary measures, licensure requirements, and graduation are available to students and faculty in several documents, such as the Stone Academy catalog, the Practical Nursing Student Handbook, and the Practical Nursing Information Packet. Candidates for the program receive a copy of the Information Packet when they come to the Information Session, which is the first step in the process for admission into the Practical Nursing program. The Information Packet explains the steps and requirements in the enrollment process. Faculty can access these policies from the Resource drive and/or in the Stone Academy catalog. The location of each of these policies is indicated on the attached chart. Students receive copies of the following policies through the admissions process: Campus Rules and Regulations Policy, Campus Dress Code Policy, Transfer of Credit Policy, Physical Exam and Immunization Policy Agreement, Criminal Background Check Policy, Hepatitis B Immunization Notification, and Licensing and Employment Statute.

Policies and procedures are reviewed through faculty meetings, PN management meetings, and Director meetings. Concerns that students may have regarding policies are reviewed and discussed at these meetings. When policies and procedures are updated, students and faculty are informed and given an updated copy of the policy and/or procedure.

Prior to the start of the program, all students accepted into the PN program are required to attend an orientation. Students are introduced to the Campus Director, PN Site Administrator, the PN Clinical Supervisor, the Assistant Program Manager and the Career Services Manager. At this time, students receive a copy of the Practical Nursing Student Handbook. The policies and information in the handbook are reviewed during orientation.

The maximum enrollment is determined in several ways. Classroom space, instructors, and availability of clinical sites are analyzed to decide on the maximum enrollment for each start. This process is completed at each campus, as space, number of instructors, and available clinical sites can vary. The current retention rate for each campus is provided in the chart below:

East Hartford	Waterbury	West Haven
79%	78%	73%

The attrition rate for East Hartford is 21%; Waterbury, 22%, and West Haven, 27%. The COVID-19 pandemic has had an impact on our retention. Retention in the Practical Nursing program at all

campuses has been 80% or higher in the past. Students have withdrawn because of problems they have been experiencing due to the pandemic.

POLICIES
IN
STONE ACADEMY CATALOG

Stone Academy Catalog

- Admissions Policy
- Readmission Policy
- Advance Placement (Transfer Credit) Policy
- Disciplinary Measures
- Graduation requirements
- Licensure Requirement

GENERAL ADMISSIONS POLICY

Stone Academy seeks qualified applicants who desire careers in a variety of medical related areas. Aptitude and academic background are important; however, motivation, attitude, past work experience and maturity are taken into consideration for acceptance.

ADMISSIONS REQUIREMENTS

Diploma and certificate programs require a personal interview with an Admissions Representative for all interested applicants. Acceptance into the diploma or certificate programs is based upon successful completion of the interview as well as the attainment of a high school diploma or a General Education Diploma. Applicants must produce a copy of their high school diploma/General Education Diploma or sign an attestation of having graduated from high school or having received their General Education Diploma.

Prospective students are encouraged to telephone the school any hour of the business day, Monday through Friday, to schedule an appointment with an Admissions Representative and visit the campus. The application for admission requires a \$25 registration fee, which is refundable if the student is not accepted to the school. All applicants will be apprised of their acceptance or rejection, usually within two weeks of application and will then have an additional 3 business days in which to cancel their acceptance for a full refund of their registration fee.

Students applying to Stone Academy for the first time should:

1. Interview with an Admissions Representative;
2. Complete an Enrollment Agreement;
3. Submit all necessary paperwork as requested by the Admissions Representative and;
4. Pay the \$25 registration fee.

Nursing applicants are required to attend an informational seminar and must have a high school diploma or GED. In addition, all Nursing applicants must take and pass all required sections of the Accuplacer Placement test (passing scores are 220 in Arithmetic, 232 in Reading, 232 in Writing, and 200 in Quantitative Reasoning, Algebra, and Statistics) and submit a completed Nursing application, which includes, but is not limited to, up to three letters of reference and a personal essay. Nursing applicants may also submit supplemental information as part of the application such as a high school transcript, and/or any post-secondary (college/trade school) transcripts, and/or a resume.

Each applicant's information is then reviewed, weighted, and scored based on their test results, letters of reference, essay, and the quality of their supplemental materials. The highest scoring applicants are accepted into the PN program based on the number of seats available. All other applicants will be placed on a wait list and will be accepted as seats become available.

Medical Assisting applicants must take and pass a Wonderlic exam with a score of 13 or higher. Patient Care Specialist applicants must pass the Wonderlic exam with a 10 or higher.

Nurse's Aide applicants are not required to take the Wonderlic exam.

Students applying to the Practical Nursing program must complete and pass a background check.

When applying for admission into another program, Stone Academy Medical Assisting graduates with a grade point average of 3.5 or higher may have the entrance test waived after meeting with a Practical Nursing Site Administrator and the Campus Director.

MEDICAL ASSISTING/PATIENT CARE SPECIALIST/ PRACTICAL NURSING/ NURSE'S AIDE PROGRAMS

Students must sign off on a Hepatitis B immunization form with admissions during the enrollment process. It is strongly recommended that the student obtain the inoculation due to the nature of health hazards in the healthcare field. Medical Assisting, Practical Nursing, and Patient Care Specialist students will be required to have a Physical Exam form on file by the end of the fourth week of the program.

Nurse's Aide students must have a Physical Exam form on file by the end of second week of the program.

If the exam is done prior to the start of school, the exam cannot be older than 90 days. If the Tuberculin test, which is part of the physical exam requirement, expires before externship or the clinical rotation, the student will be required to have another one performed and present documentation of this to the Medical Programs Manager or Practical Nursing Site Administrator; or the student will not be allowed to go on externship or clinical.

Medical Assisting students must also sign a form acknowledging that they understand the AAMA/ABHES testing eligibility requirements.

READMISSION

Former students who wish to continue their studies must first interview with and receive approval from the Medical Programs Manager or Practical Nursing Site Administrator, a Financial Aid Officer, and the Campus Director. Students who withdrew or were dismissed for unsatisfactory academic progress, disciplinary issues, or other concerns are not guaranteed readmission. A readmission decision will also consider available openings within a cohort and the availability of clinical resources.

Students seeking readmission into the Practical Nursing program must also start classes within 18 months of severance from the program. Students seeking readmission into the Medical Assisting and Patient Care Specialist programs must also start classes within 12 months of severance from the program. The re-enroll decision will be based on readmission interviews, faculty reviews and clinical evaluations. Evidence of a student's interim efforts to strengthen areas of academic weakness and circumstances, which interfered with an earlier attempt at completing a program of study, will be taken into consideration.

CONDUCT

All students are expected to conduct themselves as responsible adults, to attend classes regularly, and to maintain a satisfactory level of academic achievement. Stone Academy reserves the right to dismiss any student who:

- Exhibits conduct that is found by the administration to be detrimental to the individual, other students, the community, or to the school. In particular, the school maintains a policy that prohibits students from using or distributing controlled substances or alcohol on the school's property or as part of the school's activities. The drug and alcohol abuse policy is located on our website at: >www.stone.edu> student consumer information >drug and alcohol abuse prevention program.
- Fails to maintain minimum Satisfactory Academic Progress (SAP) as outlined in the policy stated in this catalog, or fails to maintain the professional comportment expectations as defined in a student's program handbook.
- Fails to adhere to any and all attendance requirements.

GRADUATION REQUIREMENTS

Candidates must complete the required number of courses as prescribed in the various programs and in the Satisfactory Academic Progress policy with a minimum grade point average of 2.0 in order to graduate from a program and receive the appropriate credential. Students must also have fulfilled or be current with all financial obligations to the school.

Nursing students must have completed all coursework (including clinical and lab), attain a "score" of $\geq 95\%$ probability of passing the NCLEX on their exit exam, receive approval from the Practical Nursing Site Administrator and attain a final GPA of 2.0 or better. It is important to note that nursing students must be current in their financial obligations to the school in order to take their exit exam.

Federal Regulations and Stone Academy policy requires that any student who borrows loan funds complete an Exit Interview. Students who do not attend and complete the entire process may have their diploma and/or transcript withheld. In addition, they will not be allowed to attend any graduation/pinning ceremonies.

Students who are current with their financial obligations to the school may attend the graduation ceremony/pinning ceremony. Stone Academy issues diplomas/certificates once a year.

PRACTICAL NURSING PROGRAM OBJECTIVES

The Licensed Practical Nurse plays an important role in a client's plan of care. Though they are not allowed to develop the actual plan of care, they do make important contributions to it. The LPN's contributions to the plan of care consists of the collection of data, implementing therapeutic nursing measures, performing therapeutic nursing interventions, and using ethical decision making within the guidelines of the Nurse Practice Act to provide care.

This program will prepare and assist students in acquiring the basic knowledge and skills necessary to be hired into an entry-level position as a Licensed Practical Nurse. This program develops the student's knowledge base and skills by providing a theoretical foundation and by developing the student's ability to perform clinical procedures. Training is provided by a balance of lecture, lab, and clinical components.

All nursing theory courses provide a section to discuss a theoretical nursing care plan including data collection, probable short- and long-term goals, nursing diagnosis, and nursing interventions, along with rationales.

Students are exposed to the nursing process in their first clinical rotation where they start to become familiar with gathering data from the client's medical record. As they progress, they are encouraged to incorporate data into a workable care plan. Instructors may require the student to complete nursing care plan(s) in each clinical course. These nursing care plans will be evaluated, corrected and used as a learning tool. As the students' progress in their clinical rotation, they may make suggestions to the APRN or RN with the approval of their instructor. In collaboration with the APRN or RN, the student evaluates the effectiveness of nursing interventions; and they may recommend changes in the client's plan of care.

PN education prepares the nurse for an entry-level position in both acute and long-term care settings. The PN graduate functions as a contributing member of the health care system and utilizes the nursing process to provide care to individuals and to groups of clients within the framework of the Nurse Practice Act.

Graduates of this program are eligible to sit, upon graduation, for the Connecticut NCLEX-PN licensing examination and assume positions in the health care system as licensed practical nurses.

Practical Nursing students will be required to submit a medical examination reported by a licensed physician, APRN or PA who describes the student's physical and emotional health by the end of the fourth week of the program. All required immunizations and titers must be completed two weeks before the start of clinical. Students are required to become certified in a Cardiopulmonary Resuscitation Healthcare Provider level course by either the American Heart Association (BLS for Healthcare Providers) or the American Red Cross (CPR/AED for Professional Rescuers and Healthcare Providers) prior to starting the clinical rotation.

Prospective students are advised that Section 19a-14 of the Connecticut General Statutes authorizes the Department of Public Health to deny licensure to applicants who may be addicted to drug or alcohol, who have been disciplined in other states, or have been convicted of a felony.

**POLICIES
IN
INFORMATION SESSION PACKET**



PRACTICAL NURSING INFORMATION SESSION



STONE ACADEMY

West Haven Branch Campus

Admissions Representative

Choose an item.

Information contained in this packet is subject to change without notice.

OUR MISSION STATEMENT

Stone Academy's mission is to empower students to become compassionate healthcare practitioners through the promotion of a culture that engages faculty, staff and community partners in the delivery of a progressive curriculum that reflects the evolving needs of patients and employers.

OUR GOALS

Stone Academy is authorized to offer both certificate and diploma programs beyond the high school level in order to qualify students for employment in various technical or medical fields. To this end, Stone Academy subscribes to the following five goals:

1. To provide excellent up-to-date training in the various areas of study.
2. To provide an education which blends hands-on skill acquisition with the creative thinking skills required by employers to ensure the employability of all of our graduates; to have our graduates recognized by employers as an organizational resource.
3. To continuously develop and refine methods to recruit and accept students who have the highest potential for success in our programs; to foster a high-quality/caring professional community that values a service-oriented teamwork approach toward the retention and personal achievement of every student.
4. Assist graduates who have successfully completed their programs of study in finding positions that are appropriate for the level of skills which they possess.
5. Provide a clean, attractive, and well-managed environment for students, faculty, and staff.

ACCREDITATION AND APPROVALS

Stone Academy is accredited by the Accrediting Bureau for Health Education Schools (ABHES). The Practical Nursing Program is approved by the State of Connecticut Office of Higher Education and the State of Connecticut Board of Nursing Examiners.

STONE ACADEMY CATALOG

Stone Academy's Catalog is located on the school's website at <https://www.stone.edu/stoneacademycatalog>. Prospective students may request a printed copy from the Admissions Department.

PRACTICAL NURSING PROGRAM OBJECTIVES

The Licensed Practical Nurse plays an important role in a client's plan of care. Though they are not allowed to develop the actual plan of care, they do make important contributions to it. The LPN's contributions to the plan of care consists of the collection of data, implementing therapeutic nursing measures, performing therapeutic nursing interventions, and using ethical decision making within the guidelines of the Nurse Practice Act to provide care.

This program will prepare and assist students in acquiring the basic knowledge and skills necessary to be hired into an entry-level position as a Licensed Practical Nurse. This program develops the student's knowledge base and skills by providing a theoretical foundation and by developing the student's ability to perform clinical procedures. Training is provided by a balance of lecture, lab, and clinical components.

All nursing theory courses provide a section to discuss a theoretical nursing care plan including data collection, probable short- and long-term goals, nursing diagnosis, and nursing interventions, along with rationales.

Students are exposed to the nursing process in their first clinical rotation where they start to become familiar with gathering data from the client's medical record. As they progress, they are encouraged to incorporate data into a workable care plan. Instructors may require the student to complete nursing care plan(s) in each clinical course. These nursing care plans will be evaluated, corrected and used as a learning tool. As the students' progress in their clinical rotation, they may make suggestions to the APRN or RN with the approval of their instructor. In collaboration with the APRN or RN, the students evaluate the effectiveness of nursing interventions; and they may recommend changes in the client's plan of care.

PN education prepares the nurse for an entry-level position in both acute and long-term care settings. The PN graduate functions as a contributing member of the health care system and utilizes the nursing process to provide care to individuals and to groups of clients within the framework of the Nurse Practice Act.

Graduates of this program are eligible to sit, upon graduation, for the Connecticut NCLEX-PN licensing examination and assume positions in the health care system as licensed practical nurses.

Transfer Students

Students requesting a transfer from another nursing program are required to submit an official transcript along with copies of all nursing course syllabi. The materials must be submitted prior to the first day of classes. Decisions on transfers are based on an administrative review, a GPA of 3.0, the ability to place students in the appropriate clinical section as well as the availability of openings, clinical resources, and faculty. Accepted transfer students must submit all necessary applications and records as required. **No applications for transfers of credits will be accepted after a student has begun attending classes.**

Clinical Assignments

An important part of your training will take place at various clinical facilities. Students will be assigned to facilities based on their educational needs. We cannot guarantee assignments at any specific location, nor will we accept requests to change your clinical assignment. Students accepted into this program should be prepared to attend any assigned location. Travel time to clinical sites may be more than one hour. Having dependable transportation is vital to your success in this program.

Program Requirements

Nursing courses are planned as a progression of increasing complexity, each one building upon previous nursing courses. Therefore, nursing courses must be taken in succession. A minimum grade of C, (2.0), (73) is required in each course. Students may repeat courses only once (as the schedule allows). A cumulative grade point average of C, (2.0), (73) is required for graduation from the nursing program. A "passing" score must be attained in clinical practice in order to progress. The nursing faculty reserves the right to withdraw from the nursing program a student whose clinical performance does not meet program expectations. Students will be given a maximum of three (3) warnings per clinical rotation before they will be terminated from the program.

Attendance

Attendance in the Practical Nursing Program is vital to the success of our students. Therefore, Stone Academy has set strict policies for attendance and tardiness. Students must be in attendance for 90% of their theory classes. Students may be dismissed from the PN program for violating the School's attendance policy. Additional information on the attendance policy can be found in the student handbook.

Graduation Requirements

Upon successful completion of the program, students receive a diploma and are eligible to take the examination for practical nurse licensure (NCLEX-PN). All students are expected to attend an NCLEX-PN review course, arranged by the nursing program, prior to sitting for the exam. Stone Academy will pay for the cost of the NCLEX-PN exam **one time** for Practical Nursing graduates to take the National Council Licensure Examination-Practical Nurse (NCLEX-PN) exam. Graduates must first apply to the CT Department of Health and submit an application to take the exam. Students are responsible for the application fee for this exam. After receiving professional licensure, graduates are qualified to assume entry-level positions in a variety of healthcare settings.

Section 19a-14 of the Connecticut General Statutes authorizes the Department of Public Health to deny licensure to applicants who may be addicted to drugs or alcohol, who have been disciplined in other states, or who have been convicted of a felony. Candidates for licensure in Connecticut must sign a notarized statement that indicates compliance with all requirements of state statutes during the licensure application process.

To be eligible for graduation, students must:

- Complete and pass all coursework (including clinical and laboratory experiences) and attain a cumulative Grade Point Average of (2.0)
- Achieve a (score) of greater than or equal to 90% probability on the Comprehensive Predictor (exit exam) in 2 attempts
- Fulfill all other Admissions and School requirements
- Satisfy all financial obligations to the School

Remediation Program

Students who fail to achieve a passing score on the Comprehensive Predictor (exit exam) will be eligible for the School's remediation program. The student's status will be changed from active to drop at this time, and the six-month grace period for repaying federal student loans will begin. The status of a drop will remain intact for students who do not pass the Exit Exam during this Remediation program. They will not be eligible to take the NCLEX-PN exam. Students who pass will have their status changed to a graduate status. The student handbook includes all details of this program.

Student Fees

In addition to the program cost, there are additional book, liability, lab and equipment fees. Included in these fees are student liability insurance, testing fees and materials, lab supplies and equipment, computer supplies, PN library and materials, and graduation ceremony fees.

Students will be responsible for providing their own uniforms, notebooks and supplies, transportation to clinical practice settings (parking fees may apply), application fee for the NCLEX-PN examination, and any other related expenses.

LPN to RN

Stone Academy believes that career mobility is an integral part of providing ongoing educational opportunities for students. A voluntary state-wide articulation plan for LPNs is in place to provide opportunities for continued education and mobility in nursing. The plan accomplishes educational mobility through a uniform award of transfer credit to LPNs who are licensed to practice in Connecticut.

The articulation process for an LPN includes acceptance into a participating nursing program, meeting their required "prerequisites" for general education courses and passing two required transition courses. Then validation for the first year receipt of nursing credits can be provided. For additional information about this program, contact the CLN at 203-235-6873 or www.ctleaguefornursing.org or speak to the Stone Academy Practical Nursing Program Manager.

**PN Information Session
Application Process**

POLICIES

Admissions

Admission to the Practical Nursing Program is dependent on space availability and fulfillment of the program admission requirements. Meeting minimum requirements does not guarantee admission into the program. Applicants to the Practical Nursing Program must first apply to and meet all of the requirements for admission to Stone Academy. General admission requirements for Stone Academy are listed in the school's catalog.

1. All applicants must take the Accuplacer® entrance exam.* This will be administered at Stone Academy when the applicant goes through the admissions process. Applicants may retake the section(s) once for which they did not receive a passing score. Students who do not achieve a passing score including the retake may restart the application process after 3 calendar months.

All candidates must score the following minimums on each part of the exam:

▪ Reading	232
▪ Writing	232
▪ Arithmetic	220
▪ Quantitative Reasoning, Algebra, and Statistics	200

**Prior graduates of Stone Academy's Medical Assisting Program with a 3.5 Grade Point Average (GPA) or higher may be exempt from taking the Accuplacer entrance exam.*

2. In addition to Stone Academy's application for admission, applicants for the Practical Nursing Program must submit a complete Nursing Program Application. This application packet must include: an employment résumé (if out of high school in excess of three years), up to three (3) letters of recommendation and a personal essay. The essay must be written in accordance with the guidelines located in this document.

A background check must be completed prior to being admitted to the Practical Nursing Program.

4. Admitted students must submit a completed "Medical Information for PN Students" form (not to be older than 6 months) by a licensed physician or APRN, which describes the student's physical health by the fourth week of the program. All required immunizations must be completed and submitted by the fourth week of the program. Failure to do so may result in being withdrawn from the program.
5. Students are required to become certified in Cardiopulmonary Resuscitation by either the American Heart Association (Basic Life Support for Healthcare Providers course) or the American Red Cross (CPR/AED for Professional Rescuers and Health Care Providers course) prior to starting the clinical rotation. Students are required to maintain that certification throughout the nursing program, and proof of certification will be required. Costs related to maintaining CPR certification throughout the program are the responsibility of the students.

Stone Academy recognizes the importance of trained, qualified workers in the health care field for which there is a high demand. As such, Stone Academy anticipates a large number of prospective students vying for entrance into the program. With this in mind, the School has devised a point system to help determine admission into the program. The Admissions Point Scoring Tool is located later in this document.

Nursing Program Application

The elements on this page are the minimum submitted requirements to be considered for the Practical Nursing Program.

Essay (5 points total)

A 500–750 word essay must be submitted with the application packet. The following is a guideline for the content and format of the essay and the criteria that will be used to determine the number of points to be assigned.

Topic: Tell us your story and why you would like to take and complete the Practical Nursing Program.

Formatting Criteria: Essay must be typed; 500-750 words (approximately two pages, double-spaced.)

Judging Criteria:

- Up to 1 point for **paragraph formation and sequencing** – Does the introductory paragraph state the purpose of the essay and outline the topics covered in subsequent paragraphs? Is the content of each paragraph relevant and clear? Does the placement of each paragraph clearly reflect the relative significance of its topic? Lastly, does the final paragraph remind the reader of the essay's purpose and outline?
- Up to 1 point for **format** – Does the essay follow the formatting requirements listed above?
- Up to 1 point for **content** – Do the writer's comments accurately reflect the idea of the topic?
- Up to 1 point for **word use** – Are words used with appropriate meaning?
- Up to 1 point for **punctuation, capitalization, spelling, etc.** – Do these conform to the standard rules of written English?

2. Up to Three Letters of Recommendation (up to 3 points each)

Since your letters are going to be judged using the following criteria, it is important that you inform your letter writers of these standards.

Judging Criteria:

- 1 point for **format** – Please be sure your letter is typed and on standard paper. Letters must be signed by the author and include a telephone number. Letters can be emailed, but only those letters sent directly to us from the writer will be considered for review.
- 1 point for **content** – Does the letter convey the qualities that will make the applicant a good student and LPN?
- 1 point for **length** – Is the letter approximately 100 words? One paragraph of 4 – 5 sentences is approximately 100 words.

3. Résumé

An employment résumé is a required element for admission for those who have been out of high school for more than three years. While not worth points, the resume provides additional insights into the professional experiences of the candidate.

4. Background Check

A background check must be completed prior to being admitted to the Practical Nursing Program. Anyone found with a felony charge will not be admitted to the program.

5. Additional Criteria

Additional points may be granted for prior college credit, high school coursework, prior completion of a Stone Academy program and or health related employment/work experience. Please see page 7 for more details.

Submitting Your Nursing Application:

All required information and documents requested must be submitted with the application in order for the applicant to be considered for admission. Incomplete applications will not be evaluated. It is not the responsibility of Stone Academy to notify the applicant if any requested information or documentation is missing.

The Admissions Representative will set timelines with each applicant within which these items must be submitted. Late or incomplete submission of items may result in the student's application being removed from the candidate pool.

Point System for Selection into the Practical Nursing Program

PN applicants who have satisfied all of the admission criteria will be selected according to the point system as specified below.

❖ **Prior College Credit**

Prospective students may receive points for prior traditional college experience. Students must provide an official or unofficial college transcript. Transcripts do not need to be sealed for review.

15 to 30 credits	1 point
Associate's Degree	2 points
Bachelor's Degree	3 points
Master's Degree	4 points

❖ **Score on Accuplacer®**

Scoring above and beyond the minimum requirements provide students the opportunity to earn additional points.

Arithmetic (minimum = 220)

220 – 244	0 points
245 – 260	1 point
261 – 270	2 points
271 and above	3 points

Writing (minimum = 232)

232 – 244	0 points
245 – 260	1 point
261 – 270	2 points
271 and above	3 points

Reading Comprehension (minimum = 232)

232 – 244	0 points
245 – 260	1 point
261 – 270	2 points
271 and above	3 points

Q.A.S. (minimum = 200)

200 – 234	0 points
235 – 250	1 point
251 – 265	2 points
266 and above	3 points

❖ **High School Coursework**

Prospective students may receive points for prior high school course work. Students must provide an official or unofficial high school transcript to show documentation that the course was taken and passed with a C or better.

Algebra I	1 point
Algebra II	1 point
Biology	1 point
Chemistry	1 point
Psychology	1 point
Sociology	1 point
Anatomy	1 point

❖ **Health-Related Employment and Work Experience**

Prospective students may receive points for prior health-related work experience. Verification must be submitted on the company's letterhead. The résumé *cannot* be used to determine length of tenure as it does not provide second party verification.

0 – 3 years	1 point
3+ – 5 years	2 points
5+ – 10 years	3 points
10+ years	4 points

❖ **Completion of a Prior Program at Stone Academy**

Returning Stone Academy graduates may receive points. Returning students are subject to final approval by the Campus Director and met all financial responsibilities to Stone Academy.

Credits Earned	Cumulative GPA	Points
19 – 36	2.5 – 3.0	1 point
	3.1 – 3.5	2 points
	3.5 – 3.9	3 points
	4.0	4 points
37 – 54	2.5 – 3.0	2 points
	3.1 – 3.5	3 points
	3.5 – 3.9	4 points
	4.0	5 points
55 or More	2.5 – 3.0	3 points
	3.1 – 3.5	4 points
	3.5 – 3.9	5 points
	4.0	6 points

MY NOTES

**POLICIES
IN
PN STUDENT HANDBOOK**

STONE ACADEMY

Practical Nursing (PN) Program

STUDENT HANDBOOK

**East Hartford Campus
West Haven Campus
Waterbury Campus**

WELCOME TO STONE ACADEMY!

It is the hope of the administration, staff, and instructors that your time at Stone Academy will prove to be a pleasant and rewarding experience. The decision to attend school is an important one, and you are to be commended for making this commitment.

History

Stone Academy has provided students with a career-oriented business education for more than a century. Its rich history dates back to 1864 when it was founded as the United States College of Business. Later the School became known as Stone School of Business. In 1988, as a result of a merger with The Academy for Business Careers, the School became Stone Academy. In 2002 following a merger with Goodwin Institute, Stone Academy opened a branch campus in Waterbury.

Mission Statement

Stone Academy's mission is to empower students to become compassionate healthcare practitioners through the promotion of a culture that engages faculty, staff and community partners in the delivery of a progressive curriculum that reflects the evolving needs of patients and employers.

Goals

Stone Academy is authorized to offer both certificate and diploma programs beyond the high school level in order to qualify students for employment in various medical fields. To this end, Stone Academy subscribes to the following five goals:

1. To provide excellent up-to-date training in the various areas of study.
2. To provide an education which blends hands-on skill acquisition with the creative thinking skills required by employers to ensure the employability of all of our graduates; to have our graduates recognized by employers as an organizational resource.
3. To continuously develop and refine methods to recruit and accept students who have the highest potential for success in our programs; to foster a high-quality/caring professional community that values a service-oriented teamwork approach toward the retention and personal achievement of every student.
4. To assist graduates who have successfully completed their programs of study in finding employment that is appropriate for the level of skills that they possess.
5. To provide a clean, attractive, and well-managed environment for students, faculty, and staff.

Accreditation Statement

Stone Academy is accredited by the Accrediting Bureau of Health Education Schools (ABHES) to award Diplomas and Certificates. ABHES is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation.

Approvals

State of Connecticut Department of Higher Education

Stone Academy is approved as a private occupational school by the State of Connecticut Office of Higher Education, 450 Columbus Boulevard, Suite 707, Hartford, CT 06103-1841, (860) 947-1816. The Practical Nurse (PN) Program is conducted by the State of Connecticut Office of Higher Education with the approval of the Connecticut State Board of Examiners for Nursing.

Veterans

The State Approving Agency, Connecticut State Office of Higher Education has approved Stone Academy for the education and training of veterans and their qualified dependents under the provisions of Section 1775, Chapter 36, United States Code, and Veteran's Benefits. Veteran's benefits may be discontinued if the student has more than five unexcused absences during an eight-week module.

Financial Aid Questions

Any questions related to your financial aid at the School should be directed to the Financial Aid Officer.

Voter Registration

Stone Academy has Voter Registration forms available in the Resource Center.

Academic Advising

Counseling and guidance begin with the admissions interview and continues throughout the time a student is at Stone Academy. The Campus Directors, Site Administrators/Programs Managers, Admissions Representatives, and faculty serve as retention counselors to help identify individual student problems that may affect school attendance.

To supplement scheduled classroom instruction, students are encouraged to use the Resource Center and equipment during hours of operation.

2-1-1 Student Assistance Program

To complement the above services, Stone Academy has formed a partnership with 2-1-1. Every day people turn to 2-1-1 for information and support—whether financial, domestic, health or disaster related. 2-1-1 is a free, confidential referral and information helpline and website that connects people from all communities and of all ages to the essential health and human services they need—24 hours a

day, seven days a week. You may contact 2-1-1 for help with transportation issues, childcare issues, utilities assistance, domestic violence issues, emotional support and more. On campus, reach out to a Stone Academy 2-1-1 Program Facilitator; or call: 855-472-3729 or 2-1-1; or visit: www.211ct.org.

Health Safeguards Policy

There is no Student Health Clinic located on the East Hartford, West Haven, or Waterbury campuses. A student must seek medical attention from his/her own medical doctor or health clinic. In the event of an emergency while on a Stone Academy campus, 911 will be called.

Attendance and Tardiness

Stone Academy believes that regular attendance and prompt arrival to all classes and clinicals optimize each student’s educational experience. A student is expected to attend every class and clinical, arrive on time, and stay for the entire class period and clinical day. Instructors have the right to refuse entry to a student after 10 minutes tardy into the classroom.

Classroom and Clinical Hours

Day	Evening
Monday through Friday 8:00 a.m. to 3:00 a.m. Theory 7:00 a.m. to 2:00 p.m. Clinical	Three Evening Theory and Clinical 5:00 p.m. to 10:00 p.m. Saturday 8 a.m. to 4 p.m. Theory 7:00 a.m. to 3:00 p.m. Clinical

Course Offerings - See Appendix Courses and Hours

Stone Academy reserves the right to change a course offering or program when current employment trends indicate the advisability of doing so.

School Closings

If Stone Academy closes or has a delayed opening due to inclement weather or another emergency, it will be broadcasted as **Stone Academy–East Hartford, Stone Academy–West Haven and Stone Academy-Waterbury** because each campus announces delays or closings separately. School closings due to inclement weather will be announced on the following stations no later than 7:00 a.m. for day classes and 4:00 p.m. for evening classes.

- Channel 30 WVIT – TV
- Channel 3 WFSB – TV
- Channel 8 WTNH – TV

Attendance Policies - Classroom Theory and Clinical

The demands and expectations of a PN student preparing to enter the healthcare field are very high. It is with that in mind the Attendance Policies for Classroom and Clinical were developed. These are the minimum standards in the PN program.

Classroom Theory Attendance and Tardiness

A student must maintain a 90% attendance rate for each theory class. Please note the number of hours for each theory course differs. Each student is responsible to monitor and track time missed. If the unexcused time missed exceeds the allowable 10%, an attendance failure will result for that course(s); and the course(s) will need to be repeated. A 10-minute grace period is allowed only for the first period (days = first morning class, evenings = first evening class). Tardiness > 10 minutes to the classroom will result in the following action and possible program dismissal for failure to maintain 90% attendance rate.

The class tardy policy is as follows:

Occurrence	Action
Any tardy, extended break or early departure < 1 hour	Lose 1 hour
Any tardy, extended break or early departure > 1 hour	Lose total amount of time missed

Classroom Extended break/Early Departures

Using the phone or lavatory should be done during break times and frequent disruptions during class time will not be tolerated. Any of these events will be cause for disciplinary action.

Classroom Missed Work and Exams

Missed classroom hours cannot be made up. Each student is responsible for obtaining all class notes, handouts, or other information for missed lectures from a classmate. For exam make-ups, please see Test Taking Policy.

Classroom Theory Attendance Appeals Process - See Appendix Appeal Form

Grades cannot be appealed. Only time missed from a theory class may be appealed. A student wishing to be excused for any absences, tardies or times left early should submit in person to the PN Site Administrator or Assistant Programs Manager (if not available may submit to the Evening Supervisor or Evening Assistant Programs Manager) an Attendance Appeal form along with original supporting documentation from an unrelated third party for consideration. Appeals cannot be submitted by email or fax.

All documentation must be provided within 4 calendar days of the end of the missed time with the exception of the last week of a course or semester. Documentation for time missed in the last week of a course or semester must be submitted by close of business on Thursday. Beyond this period, all absences, tardies or

times left early will be considered unexcused attendance and will be used in the calculation of the percentage of time missed in the course, which could result in an attendance failure.

The appeals board will review the materials submitted by the student to verify and validate that the original documentation was truly from an unbiased, unrelated third party; and time missed was due to an unavoidable event (See Examples). The student should continue to attend theory class until an appeals decision is made unless advised otherwise. A decision will be made by the Board of Appeals within 5 business days; at which time, the student will receive notification via e-mail from the PN Site Administrator or designee.

Upon approval of any appeal, the time missed will be considered excused and will not be used in the determination of an attendance failure. An approved appeal shall provide an opportunity for a student to make up any missed coursework (excludes test policy).

Potential Appealable Unavoidable Event Examples:

1. Medical reasons related to the student's own health status such as illness or hospitalization verified by a physician, physician's assistant, or nurse practitioner
2. Death in the immediate family (mother, father, husband, wife, son, daughter, grandparents, cousins, aunts, uncles)
3. Religious holiday
4. Mandated appearance; i.e., court, housing, Women, Infants, and Children program
5. Training or orientation programs mandated and/or required for work or other related reasons
6. Sitting for the certified nurse aide test at Stone Academy

*Please note the potential appealable unavoidable events listed:

- require the appeals process be followed as described.
- are not automatically approved.
- will be considered by the Board of Appeals to render a final decision.
- are not inclusive and do not cover all the potential appealable unavoidable events.

Non-qualifying Event Examples:

1. Routine appointments for the student's or family members' health needs; i.e., physical exam, follow-up appointments, immunizations, dental care, eye exams, or other routine health related procedures or appointments
2. Death in the extended family (anyone who is not an immediate family member listed previously)
3. Childcare coverage as well as school related schedule changes; i.e., early dismissal, half school days, or delayed openings
4. Transportation issues: public transportation delays, vehicle problems, car towing, traffic delays, accidents, or other transportation-related challenges

*Please note the non-qualifying events listed are:

- not appealable.
- a reference to use as a sample.
- not inclusive and do not cover all the non-qualifying events.

Clinical Assignments

An important part of a student's training will take place at various clinical facilities located within a 50-mile radius of the campus. Clinical experiences are critical to the success of the PN student. Each student will be assigned to facilities as a part of the curriculum to complement theory integration to practice. Stone Academy cannot guarantee assignments at any specific location nor will requests to change a clinical assignment be accepted. Each student must have reliable transportation to access all clinical locations.

Clinical Tardiness: There is no ten-minute grace period for clinical start time.

If a student is going to be tardy or absent for clinical, the student is **required to call** Stone Academy's PN Department and leave a message on the call-out line voicemail. Calls must be received **before 7:00 a.m.** on weekdays or Saturdays and **before 5:00 p.m.** on weekday evenings. The student should clearly state and spell his or her name when applicable, identify his or her assigned clinical site, and his or her instructor's name.

PN Call-Out Line

East Hartford Campus: 860-310-3301
West Haven Campus: 203-288-7474 Ext. 227
Waterbury Campus: 203-756-5500

If a student does not call when tardy and/or arrives more than 1 hour late, the student will be marked absent for the day. Calling another student or the instructor instead of the school will not be counted as a late call and will turn into an absence. A student arriving after the scheduled starting time will be considered tardy. Three tardies per clinical will equal an absent day. **A student may not exceed two tardy times per clinical.** Each tardy beyond two will count as an absent clinical day for the clinical rotation. Students are expected to keep track of hours missed, and it is imperative that hours and allowable time is not exceeded.

A student arriving after the scheduled starting time will be considered late/tardy and may still attend provided the following criteria are met:

1. Student arrived within one hour of his/her scheduled start time.
2. Student called Stone Academy before the scheduled start time of his/her clinical day.
 - Messages will be confirmed as soon as possible.
 - If the call is confirmed as having been received prior to the clinical start, the student will be marked tardy and not absent.
3. A student has not exceeded the number of allowed:
 - clinical day absence(s) for the current clinical course.
 - late arrivals in a clinical.
 - ✓ If tardy twice in a clinical rotation, the third tardy counts as an absence.
 - ✓ Each time tardy beyond the two times tardy in a clinical course is counted as an absent day.
4. Student will report to the site and wait at the pre-assigned area for the instructor.
 - The instructor will have the option of either giving an alternate assignment that will take place in the facility's conference area or integrating the student onto the floor.

Clinical Early Departures

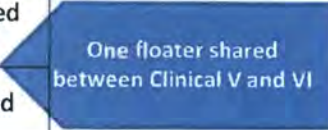
Students are to remain at the clinical site for the scheduled clinical hours and may not leave the premises including meal time. Early departures are not acceptable. A student should not schedule personal appointments during clinical times. If a student leaves clinical early, the student will be marked absent for the day.

Clinical Absences: The clinical attendance policy supersedes the classroom theory policy.

Stone Academy's attendance policy for clinical allows a student to be absent for one clinical date per clinical except for Clinical V. Clinical V has two allowed absences. Additionally, one floating absence is available to be shared between Clinical V and Clinical VI. **See Chart below.**

A student must call the school if he or she is going to be absent for clinical. The student is also required to notify the clinical instructor of his or her absence by calling or texting before the scheduled clinical start time. If a student does not follow the notification steps, it will be considered a no-call/no-show and count as an absence. The student will receive a discipline form and be required to meet with the Clinical Supervisor.

CLINICAL I	1 absence allowed
CLINICAL II	1 absence allowed
CLINICAL III	1 absence allowed
CLINICAL IV	1 absence allowed
CLINICAL V	2 absences allowed
CLINICAL VI	1 absence allowed



Clinical Make-Up Policy and Appeals Process

A clinical attendance failure occurs if a student “hours out” of clinical or exceeds the allowable missed clinical time. The student has the opportunity to submit an appeal to the Site Administrator to make up **one missed clinical day**. The student should continue to attend clinical until an appeals decision is made unless advised otherwise.

The written appeal must be submitted in person within 48 hours of “houring out” and must include:

- the specific reason(s) for each absence(s) or event leading up to the absence(s)
- supportive original documentation from an unrelated third party for each occurrence

If the clinical make-up is approved, the following applies:

- a make-up fee of \$150 is to be submitted in full
- payment receipt needs to be submitted to the Clinical Supervisor prior to scheduling the make-up day
- make-up day will be scheduled
 - ✓ according to space available in another facility and with another instructor
 - ✓ Monday through Saturday, day or evening
 - ✓ Minimum of 5 hours to a maximum of 7.5 hours
- the make-up day must be completed before the clinical rotation ends
- the student cannot miss any additional time in the clinical rotation

Please see the Clinical Supervisor for more details and to ensure the requirements are met.

Please Note: Clinical experiences are an important part of the PN program. Clinical policy states that “students will be given a maximum of three (3) Discipline forms for each clinical rotation before they will be terminated from the program.”

Physical Exam and Immunization Requirements

Students must submit a completed Physical Exam and Immunization Form signed and dated by a health care provider. The completed form must be submitted 4 weeks from the start of the program. If the completed form is not submitted, the student will not be permitted in the clinical rotation and may be withdrawn from the program.

If a student’s health care provider has determined that the student has a physical or medical limitation that restricts participation or ability to complete the program requirements, the student may be withdrawn from the program.

The Physical Exam and Immunization Form is not valid if older than 3 months prior to the start date of the program. If the annual Tuberculin test or the annual flu vaccine, which is part of the physical exam requirement, expires before or during the program, the student will be required to have another test performed or immunization obtained. Updated documentation must be submitted to the PN Department or the student will not be allowed to participate in clinical.

Basic Life Support, Cardiopulmonary Resuscitation (CPR)

Basic Life Support, CPR for the Healthcare Professional is required. The CPR class needs to include CPR and airway obstruction skills for Adult, Child, and Infant, as well as training in the use of an AED (automated external defibrillator). A First Aid course is not required. The CPR course cannot be an online course. The student is responsible for payment of the course and securing a class to attend. It is important to seek organizations providing training early and register for a course. It is also important to be sure the right course is taken to meet the requirements of CPR for a healthcare professional. The American Heart Association and American Red Cross are the only organizations that are acceptable to meet the requirement for CPR in the clinical setting.

American Heart Association – Basic Life Support – Classroom CPR for the Healthcare Provider
<http://www.heart.org>

American Red Cross – Basic Life Support – Classroom CPR for the Healthcare Provider
<http://www.redcross.org/take-a-class/bls>

Documentation showing CPR certification for Basic Life Support for the Healthcare Professional is to be submitted to the PN Department 4 weeks prior to the start of clinical. If documentation is not provided 4 weeks prior to the start of clinical, the student will not be placed for clinical. If the CPR certification expires during the program, the student is responsible for taking a recertification course and will be required to provide documentation showing renewal status. Updated documentation must be submitted to the PN Department, or the student will not be allowed to participate in clinical.

Dress Code Policy

Students are expected to dress appropriately and to be neat and clean in their appearance. Students are expected to wear any solid color or print scrubs in the classroom. Scrubs must be worn the first day of the second week. Students may wear white or black sneakers (without logos) or nursing shoes.

Hats or similarly casual attire, scarves, or headwear of any kind are not permitted on campus with the exception of individuals respecting religious tradition and/or for health purposes.

Students will be issued a Stone Academy Identification Badge, which must be worn on campus and at the clinical sites at all times.

The clinical uniform is purchased through an outside vendor. Please contact the PN Department for information.

Employment Placement Assistance

A graduate's first position is extremely important in developing a successful career path. Great care is taken by Stone Academy in helping to equate a student's interest and abilities with the most desirable job opportunities available upon graduation. To this end, Stone Academy takes great pride in integrating employment seeking skills into the programs. This includes self-packaging, telephone usage, cover letters, resume writing, interview techniques, and employer/employee relations. The Career Services Manager reviews all resumes and assists the graduate with his or her job search. Continuous placement assistance is provided for all graduates in good standing with Stone Academy. Experience has proven that our graduates are well received in nursing and allied health. We do not guarantee the placement of our students upon graduation. Stone Academy maintains placement records that document our recent placement statistics. Contact the Career Services Manager for further information.

Stone Academy Catalog (online)

It is the student's responsibility to read the online version of the catalog, which includes all the required program rules and regulations that pertain to students while on campus and off-site for the clinical portion of the program. The Stone Academy catalog can be found on our website at:

www.stone.edu/stoneacademycatalog.



Handicapped Information

Stone Academy is accessible to the handicapped. Handicapped parking is located in front of the building. An elevator is located in the front lobby in the West Haven Campus. A ramp is located at the side of the building facing the parking lot in Waterbury.

Parking

West Haven Campus:

Students are required to park in spaces lined in yellow that are marked for Stone Academy. Students must complete a form and receive a parking tag to be hung from the front mirror of the car. Vehicles that do not display a school-issued parking tag or park in spaces that are prohibited for Stone Academy students or designated for visitors or prospective students are subject to being towed at the owner's expense.

Additional parking is available across Saw Mill Road in the church parking lot. Stone Academy provides shuttle service to and from that area to ensure the safety of our students and visitors rather than crossing the busy intersection of that area. For further information, please inquire at the front desk with the Administrative Assistant.

East Hartford Campus:

Parking is available in the front of the education building and across the street in the church parking lot. Do not park in any handicap or signed areas that indicate the space is for visitors, perspective students, or assigned parking only. Parking is not allowed at the condominiums across from the education building, including along the sides of the inlet road. The condominium association will tow any cars that are illegally parked.

Waterbury Campus:

All students must park in the large lot on the left side as you enter the parking lot. Under no circumstances are students to park in the Visitor's Parking spaces. You must have the appropriate parking pass for the handicapped and employee spaces along the side of the building.

Activities

Students, faculty, and administration plan special events throughout the year, such as but not limited to Picnics, Potluck lunches, Health Fairs, Career Fairs, Speakers, Dress-down or Dress-up days, etc.

Refreshments

There is absolutely no food consumption or drinking (with the exception of bottled water) allowed in any of the classrooms.

Student Lounge

A student lounge is provided for the use and comfort of all our students. Vending machines and microwaves are available. Students are asked to keep the microwaves clean. Students are not to shake,

vandalize, or manipulate the vending machines in any way. Those found doing such actions may be dismissed from Stone Academy.

Food and beverages are to be consumed in the Student Lounge or outside only. Students found eating or drinking in other areas will receive a warning. Eating meals or drinking beverages in classrooms is prohibited, with the exception of clear bottled water. Repeated offenses may result in dismissal from the School.

Phone Use

Students may not take incoming calls from the school's phone. Due to the congestion of our phone lines, it is impossible for us to take any messages for students except in extreme emergencies.

Cell phones and headphones are to be turned off or placed on vibrate and put away when in class. Text messaging is not allowed. Interruptions are distracting to fellow students and instructors. Students who decide to leave the room to take a call (received on vibrate) will not be allowed to return until the end of the period. If a student's cell phone rings while in class, he or she will be asked to leave for that period.

Cell phone use at clinical sites is not allowed in patient care areas or on the clinical unit. Cell phones and all other electronics must be turned off and be put away and stored with your other belongings. In case emergency contact for the student is needed, the office or clinical facility should be contacted to reach the student.

Inappropriate cell phone use will result in disciplinary action.

Restrooms

Students are expected to treat the restrooms with respect as with any other part of the campus. Writing on walls or bathroom partitions will not be tolerated. **Smoking is not allowed.**

Smoking

Stone Academy is a non-smoking establishment, which means that smoking including electronic cigarettes is prohibited in the building. Smoking is only permitted in the designated area and away from doors and sidewalks. Dispose of cigarettes in the receptacles provided. Do not throw cigarettes on the ground.

Each clinical site has its own no smoking policies. Smoking is prohibited near and in the buildings and the policy may include additional restrictions. Each student has a duty to comply with the requirements of each site's policy. Any student who smokes should ensure that they do not smell of smoke during their clinical experience.

School Copier/Equipment/Supplies

Students who use the school's copier or who misuse school supplies or equipment are subject to disciplinary action.

Children

Children are not allowed in the building during classes at any time for any reason unless permission is granted by the Campus Director.

Personal Property

Stone Academy is not responsible for students' personal property. Students are encouraged not to bring any valuables to school. Students should not leave personal belongings unattended. All items found in the school are turned in to the lost and found box at the front desk. The school will keep items for 30 days only, at which point the items will be discarded.

Resource Center

The Resource Center is available for students during the hours that the school is open. Below is the procedure for signing out books:

- Sign out books with Administrative Assistant at the front desk.
- Books may be kept for a period of four days only.
- **Reference Only** library books cannot be signed out.

No eating or drinking except bottled water is allowed in the Resource Center.

Student Lockers - East Hartford Campus

Short-term lockers are provided for storage of supplies, texts, and personal items. Students must supply their own locks, and the school is not responsible for any damage or theft. Lockers must be emptied daily, and the school has the right to open, inspect, and empty any locker at the conclusion of the day. A student may request the use of a locker for an extended period by first securing permission from the Campus Director.

Campus Security Information

Under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the "Clery Act"), Stone Academy is required to compile and make available an annual security report. This report includes statistics for the previous three years concerning reported crimes that occurred on-campus and on public property immediately adjacent to, and accessible from, the campus. The report also includes a description of the Stone Academy's policies concerning campus security. The annual security report is available upon request from the Campus Director or by accessing our website.

Fire Exits

Fire exit doors are strategically placed throughout the school and are to be used **ONLY** in the event of a drill or actual emergency. Students must enter and exit the School every day through the front doors.

Safety

To help maintain a safe learning and working environment, we ask that you:

- Lock your car. After dark, walk to your car with another person.
- Be aware of strangers lingering inside the school areas or behaving in a suspicious manner inform the Campus Director or Evening Supervisor immediately.
- All students and school personnel should be aware of their surroundings and should report anything unusual to the Campus Director or Evening Supervisor.
- Do not bring valuables into school. Do not leave personal belongings unattended at any time.
- Report anything unusual to the Campus Director or Evening Supervisor.
- Do not leave personal belongings unattended at any time.

All students and school personnel should be aware of their surroundings and should report anything unusual to the Campus Director. Everyone must assume responsibility for their own personal safety and the security of their personal belongings by taking simple measures and precautions to ensure this happens. We ask that students walk together, lock their cars, refrain from storing valuables in their vehicles, and not leave personal belongings unattended in the classroom.

The Campus Directors serve as Stone Academy's contacts for purposes of the Clery Act. Students should notify their Campus Director or designee immediately of any criminal actions or other emergencies that occur on campus. School personnel are required to immediately report any suspicious behavior or unusual items or vehicles to the Campus Director. The Campus Director will take appropriate action, which may include notifying members of their campus via the guidelines in their emergency action plan and/or contacting law enforcement.

Failing Grades

A student will fail a course if a grade of "F" has been earned or the minimum grade requirement of a C has not been achieved, and it will count as the student's first attempt to complete the course. A student who fails to complete the course and does not officially withdraw will receive a grade of "F." A student who withdraws before a course is completed will receive a "WF." A "WF" will also count as the student's first attempt to complete the course.

A student who fails a course must repeat the course with a passing grade. A student is allowed **ONE** attempt to successfully repeat any failed course except Nursing Seminar II. Stone Academy cannot guarantee if or when a course will be available for a student to repeat. Failing a course may in fact result in the student having to withdraw from the program, at which time the student may be subject to the readmission policy.

When a failed course is successfully repeated, the failed grade becomes an "NP" and is not used in determining the GPA. The new grade will then be used in the calculation of the GPA. The student must satisfactorily complete all requirements for graduation within 1.5 times the regular schedule required to complete the program of study. When a failed course is unsuccessfully repeated the student will be dismissed from the program.

Re-entry to the PN Program

A student seeking to re-enter into the nursing program must apply through the PN Department, preferably within 180 days and before 18 months of severance from the program. Re-entry is based on faculty review, clinical evaluations, a GPA of 2.0 and evidence of the student's interim efforts to strengthen areas of academic weakness and circumstances that interfered with completing the PN program. Re-entry can only be granted if there are available openings and clinical resources.

Transfer Credit Policy

Students entering Stone Academy with prior collegiate learning may be eligible to receive transfer credit. The following must be provided to determine the eligibility:

- An official transcript
- A catalog or course syllabus from the previous institution
- A grade of "B" or better in courses to be considered for transfer credit
- Course(s) must be equivalent in level and content to course(s) in Stone Academy's approved programs
- Requests must be received prior to the first day of school

All decisions regarding the transfer of credits are made by the Director of Compliance. Graduation requirements in terms of program credit hours remain the same. These courses will be listed on the transcript as a "transfer" with a grade of TR. This will not count towards the final GPA.

No applications for transfer of credits will be accepted after a student has begun attending classes.

Stone Academy will review any request for incoming transfer credit but makes no claims on behalf of any other institution. The transfer of credit, whether from another institution to Stone Academy or from Stone Academy to another institution, is at the sole discretion of the receiving institution.

Transcripts

- An official academic transcript is provided within 30 days of graduation. Requests for additional transcripts must be made in writing, accompanied by a \$5 clerical fee.
- Students or Graduates requesting copies of transcripts must complete the Transcript Request Form and submit it to the Registrar.
- Phone requests for transcripts will not be honored. A Transcript Request Form can be mailed or scanned and emailed to the student or graduate.
- Only students or graduates in "Good Standing" are eligible to receive transcripts. Upon receiving the Transcript Request Form, the Registrar will verify that the student or graduate is in "Good Standing" before processing the transcript.
- Students or graduates must allow 5 business days for the transcript to be processed. A charge of \$5 must be paid for each official transcript before the transcript can be released.
- Transcripts will only be mailed to the person or school that has been indicated on the form.

Grading System

Throughout the duration of a program, students will be continually informed of progress in their subjects. Students' grades are provided at the end of each course.

Grade	Numerical	Quality Points	Explanation
A	93-100	4.0	Excellent
A-	90 - 92	3.7	Excellent
B+	87 - 89	3.3	Good
B	83 - 86	3.0	Good
B-	80 - 82	2.7	Good
C+	77 - 79	2.3	Satisfactory
C	73 - 76	2.0	Satisfactory
C-	70 - 72	1.7	Below Average
D+	67 - 69	1.3	Poor
D	63 - 66	1.0	Poor
D-	60 - 62	0.7	Poor
F	below 60	0.0	Fail
WF	N/A	0.0	Withdraw/Fail

Grades not used in the calculation of Grade Point Average:

P	Pass
NP	When successfully repeated a failed course, the failed grade becomes an NP
W	Withdrawal
TR	Transfer Credit
INC	Incomplete
AP	Credit awarded for prior learning
AU	Audit
-	Class scheduled, not yet attended

Grade Point Average (GPA)

Steps to determine your GPA are:

1. Multiply grade points by number of credits for each course.
2. Add these.
3. Divide total grade points by number of clock hours.

Example:	English Fundamentals	A-	3.7 x 3 credits = 11.1
	Medical Law & Ethics	B+	3.3 x 3 credits = 9.9
	Microsoft Word I	D-	0.7 x 2 credits = 1.4
	Medical Terminology	F	0.0 x 2 credits = 0.0
		Total	22.4

22.4 divided by 10 credits = 2.2 GPA

Students who maintain a 3.5 to 3.74 GPA upon completion of their program will graduate with an honor's certificate in addition to their diploma. Students who maintain a 3.75 or higher GPA will receive a high

honor's certificate in addition to their diploma.

**** High Honors:** 3.75 to 4.0 cumulative average

*** Honors:** 3.5 to 3.74 cumulative average

Program Requirements

Nursing courses are planned as a progression of increasing complexity, each one building upon previous nursing courses. Therefore, nursing courses must be taken in succession. **A minimum grade of "C," 73 (2.0), is required for every course attempted.** A passing score must be attained in clinical practice in order to progress. The nursing faculty reserves the right to withdraw a student from the nursing program whose clinical performance does not meet program expectations.

If the minimum grade is not achieved, the course may be repeated. Courses may only be repeated once and will be allowed if there is available room and resources. The repeating of a course once applies to all courses except Seminar II (SEM 111), which cannot be repeated.

Seminar II is a Pass/Fail course; the passing grade is determined by completing course work along with attending an NCLEX-PN live review course arranged by the nursing program and passing the ATI Exit Exam. Students must be in good financial standing to attend the live review and to sit for the Exit Exam.

Student Fees

Students will be responsible for providing their own uniforms for classroom and clinical, a white uniform for graduation, notebooks and supplies, transportation to and from clinical practice settings (travel and parking fees or expenses may apply), and any other associated expenses (i.e. CPR certification, health physical exams, vaccinations, titers, and the fee for PN licensure application).

Tuition Payments

Students may have agreed to make monthly tuition payments to the school. These payments can be made in accounting or at the reception areas if accounting is closed. Failure to make consecutive payments may result in a student not being allowed to attend class or clinical and/or may result in him/her being dismissed from school. Classroom or clinical time missed for non-payment of tuition, cannot be appealed.

Test Taking

It is expected that exams/tests be taken on the scheduled date and time. In the unusual event where a student cannot take a scheduled exam with the class, the following rules apply:

- A student may take only one make-up exam per course with the exception of Fundamentals of Nursing where two make-up exams are allowed.
 - Exams that were taken and failed do not qualify for a "make-up."
 - Quizzes cannot be made up and will be given a zero (0) grade.
- Make-up exam must be taken within one week of the missed exam.
- It is the student's responsibility to contact the instructor within 48 hours of the missed exam to schedule the make-up exam.
 - If the student does not contact the instructor or take the exam within one week, the student will receive a zero ("0") grade.
 -

- A student who arrives late (after an exam has started) has the option of taking the exam or scheduling a make-up.
 - If the student opts to take the exam, the exam must be completed in the time remaining.
 - If the student takes the option to schedule a make-up, as the one allowed make-up exam for the course, the time missed from class while the other students are completing the exam will count as unexcused missed time.
- Make-ups are scheduled to be taken during the make-up exam days and times identified by the department.
 - See Exam Make Up Schedule.
 - Make-up exams may not be taken during class time.
- The final exam may only have a make-up in the event of an emergency.
 - The student submits an appeal to the Program Manager within 48 hours of missed final.
 - The student must then take the final exam within 48 hours of the appeal decision.

Licensure Application

Stone Academy wants all PN applicants or students to be aware that a felony conviction may prevent them from obtaining licensure in the State of Connecticut and/or may create limitations in gainful employment.

The following statute pertains directly to this issue:

Section 19a-14 of the Connecticut General Statutes authorizes the Department of Public Health to deny licensure to applicants who may be addicted to drugs or alcohol, have been disciplined in other states, or who have been convicted of a felony. Candidates for licensure in Connecticut must sign a notarized statement that indicates compliance with all requirements of State statutes during the licensure application process.

Above and beyond drug abuse, applicants could be denied licensure for engaging in an act that would not conform to accepted practice if such applicant were licensed. For example, negligent/incompetent practice, illegal conduct, fraud practice, or engaging in, aiding or abetting the unlicensed practice of a registered nurse.

A license also may be denied if the applicant has a condition which would interfere with the practice of the profession, including but not limited to, physical illness, loss of skill, deterioration due to the aging process, emotional disorder, mental illness, substance abuse drug related, or substance abuse alcohol related. For further information, call 860-509-7571.

Graduation Requirements

Candidates must complete the required number of courses as prescribed in the program and in the Satisfactory Academic Progress Policy with a minimum grade point average of 2.0 in order to graduate from the program and receive the appropriate credential. Students must also have fulfilled or be current with all financial obligations to the Stone Academy.

Federal regulations and Stone Academy policy require that any student who borrows loan funds

complete an Exit Interview. Students who do not attend and complete the entire process will not have their diploma or transcript released. In addition, they will not be allowed to attend any graduation.

Students who are current with their financial obligations to the Stone Academy may attend the graduation ceremony. Stone Academy issues diplomas once a year at graduation. Students completing the required courses in the program with a GPA less than 2.0 and/or students who start but fail to pass Seminar II (SEM 102) will become a drop, not a graduate.

Upon successful completion of the program, eligible students receive a diploma and are encouraged to take the Practical Nurse licensure (NCLEX-PN) examination as soon as possible.

To be eligible for graduation, students must:

- Complete all coursework (including clinical and laboratory experiences) and attain a cumulative Grade Point Average of 2.0
- Achieve a score of $\geq 95\%$ probability of passing the NCLEX on the ATI Exit Exam
- Fulfill all other Admissions and School requirements
- Satisfy all financial obligations to the school

Nursing graduates will be invited to participate in a pinning ceremony after the completion of their program. A graduation ceremony is held once a year.

Remediation

Students who fail to achieve a score of $\geq 95\%$ probability of passing the ATI Exit Exam after two attempts will be eligible for a one-time remediation program.

The student will be required to enroll in **VATI twelve (12) week remediation**. The VATI program is **twelve (12) weeks in duration**. If the student is not successful in getting the "Green Light" within the 12 weeks, the student may extend the program for an additional 12 weeks **only once** at his or her own expense. The student should reach out to the VATI coach for the current cost extension. Failure to obtain the "Green Light" will cause the student to be listed as a "Drop" on his or her transcript and will not allow the student to either graduate from Stone Academy or to take the NCLEX-PN licensure exam.

During remediation, the student may request or be offered to audit any nursing theory classes. The nursing department will make arrangements for auditing of course(s) when available. Although no grade is given for auditing, it is expected that the student will adhere to the existing student policies.

Academic Integrity

Academic integrity is the pursuit of scholarly activity in an honest, truthful and responsible manner. Students are required to be honest and ethical in carrying out all aspects of their academic work and responsibilities. Dishonest acts in a student's academic pursuits will not be tolerated.

The Effects of **Academic Dishonesty**. Cheating in academics has a host of effects on students, on teachers, on individual schools, and on the educational system itself.

ACADEMIC INTEGRITY POLICY

Academic Integrity means that each student acknowledges that the work represented in all assignments and all examinations is his, her, or their own or is properly cited, and that he, she, or them has neither given nor received unauthorized information. Furthermore, each student agrees not to divulge the contents of any assignment or examination to another student in any semester or to alter or impede the work or progress of another student.

It is the responsibility of each student to review and abide by all aspects of the course syllabus. It is also the responsibility of all students to familiarize themselves with the Stone Academy Academic Integrity Policy and agree to adhere to it.

Violations of Academic Integrity

It is a violation of academic integrity to cheat, plagiarize, fabricate, collude, or otherwise misrepresent someone else's work as your own. Academic integrity violations may occur within the context of any Regis academic or co-curricular activity. Stone Academy takes very seriously violations of academic integrity, including but not limited to the following examples:

OFFENSE TYPE AND DEFINITION	EXAMPLES
Cheating: <i>A form of academic dishonesty in which the person misrepresents his or her mastery of the course content or clinical experience.</i>	Examples of cheating include, but are not limited to the following: <ul style="list-style-type: none">• <i>Using unauthorized materials such as a textbook, prepared notes, study aids or an electronic device during an examination</i>
OFFENSE TYPE AND DEFINITION	EXAMPLES
<i>Cheating applies to examinations, labs, written assignment, clinical experiences, online discussions, and any other form of student assessment</i>	<ul style="list-style-type: none">• <i>Unauthorized access to or use of someone else's computer account or computer files to complete an assignment</i>• <i>Possessing or obtaining an examination without the instructor's authority or prior knowledge</i>• <i>Submission of an assignment purchased from a commercial entity (e.g., term papers, software programs, etc.)</i>• <i>Unauthorized preprogramming of and/or access to electronic devices or learning management systems</i>

<p>Plagiarism: <i>A form of dishonesty by which the person misrepresents someone else's words, ideas, phrases, sentences or data as his or her own or otherwise fails to properly acknowledge the source of such material through complete and accurate citations and reference lists. Both the intentional and unintentional use of another's work constitutes plagiarism.</i></p>	<p>Examples of plagiarism include, but are not limited to the following:</p> <ul style="list-style-type: none"> • <i>Directly quoting another person's words without the use of quotation marks and/or acknowledging the source</i> • <i>Paraphrasing, or restating, another person's ideas, opinions or theories without acknowledging the source</i> • <i>Using facts, statistics, or other material taken from a source without acknowledging the source</i> • <i>Failing to properly cite an original source when using a secondary source</i> • <i>Self-plagiarism occurs when a student uses his or her own previous work to fulfill assignment(s) without permission or knowledge of the current instructor(s).</i>
<p>Fabrication: <i>A form of dishonesty by which the person deliberately invents or falsifies information or research findings with the intent to deceive.</i></p>	<p>Examples of fabrication include, but are not limited to the following:</p> <ul style="list-style-type: none"> • <i>Citing information not taken from the source indicated</i> • <i>Citing a source that does not exist</i> • <i>Intentionally distorting the meaning or applicability of data</i> • <i>Listing sources in a bibliography or reference list that were not used in the project</i> • <i>Inventing or falsifying data or source information in experiments, research projects, or other academic assignments</i> • <i>Listing hours worked or activities performed during a clinical or service learning experience that did not occur</i> • <i>Misrepresenting one's contribution to scholarly research and/or publication</i> • <i>Misrepresenting or falsifying a resume or curriculum vitae</i>
<p>Collusion:</p>	<p>Examples of collusion include, but are not limited to the</p>
<p>OFFENSE TYPE AND DEFINITION</p>	<p>EXAMPLES</p>
<p><i>A form of dishonesty involving two or more persons acting in a manner intended to misrepresent individual effort, learning and/or contributions to course assignments.</i></p>	<p>following:</p> <ul style="list-style-type: none"> • <i>Allowing another student to copy from your work</i> • <i>Completing an assignment for another student</i> • <i>Allowing another student to complete an assignment for you</i> • <i>Unauthorized sharing of examination questions and/or answers before or after an examination</i> • <i>Unauthorized collaboration with another person during an examination or other assignment</i>

<p>Other Examples of Academic Integrity Violations:</p>	<p>Other examples include, but are not limited to the following:</p> <ul style="list-style-type: none"> • <i>Posting another's work on the internet without that person's permission</i> • <i>Unauthorized or inappropriate access to use of another's computer account, access codes, or electronic files</i> • <i>Misrepresentation to avoid academic work by fabricating an otherwise justifiable excuse such as illness, injury, accident, personal emergency, etc. in order to avoid or delay timely submission of academic work, or the taking of an examination, or to request an incomplete or administrative drop in the course</i> • <i>Submitting the same written work to fulfill the requirements of more than one course without the explicit permission of the other instructors</i> • <i>Coercing any other person to engage in academic dishonesty or misconduct</i> • <i>Aiding any other person engaged in academic dishonesty or misconduct</i>
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The Academic Integrity Policy prohibits cheating, plagiarism, fabrication, collusion and other forms of academic misconduct. All suspected violations will be reported and investigated. Violations of the Academic Integrity Policy could result in disciplinary action.

SATISFACTORY ACADEMIC PROGRESS (SAP) STANDARDS

Federal regulations require that Stone Academy establish and apply reasonable standards of satisfactory academic progress (SAP) for students receiving financial assistance.

Definition of SAP

SAP is measured by both **quantitative and qualitative** standards and is an assessment of a student's cumulative academic record while in attendance at Stone Academy.

Grades not used in calculating a student's GPA are: Pass (P); No Pass (NP), grade received for successfully repeating a failed course; Withdrawal (W); Transfer Credit (TR); Incomplete (INC); Credit awarded for prior learning (AP); Audit (AU); and (-) course scheduled, but not attended.

Grades received for Transfer Credits (TR) from non-Stone Academy institutions are not included in a student's cumulative grade point average (CGPA), but are counted as credit hours or clock hours attempted if the credit hours/clock hours are applied toward the student's current program.

For students who change programs, only those courses that are applied to graduation requirements will have those grades or credits/clock hours included in the SAP determination.

For students who are getting credit for prior work from a previous period of enrollment, the grades and credits/clock hours for those courses will be included in the SAP determination.

For students who are not getting credit for prior work (starting the program over), the academic progress will be reset; and no prior work is considered in the SAP determination.

Definition of SAP Standards

This policy is used to evaluate all students both full-time and part-time at the end of each payment period. Below is a description of the qualitative and quantitative requirements for Stone Academy's Satisfactory Academic Progress Standards Table.

Qualitative Standard (Quality of Academic Performance)

A student must maintain a Cumulative Grade Point Average (CGPA) as outlined in the Satisfactory Academic Progress Standards table at the completion of his or her payment period. A student may be placed on Financial Aid Warning, Financial Aid Probation (if an appeal is successful) or Terminated for not meeting SAP standards as outlined in Stone Academy's Satisfactory Academic Progress Standards Table.

Quantitative Standard (Completion Rate)

All students must also progress at a satisfactory pace toward program completion as stated in the Cumulative Completion Percentage (CCP) standards in the Satisfactory Academic Progress Standards Table. Students must meet the minimum CCP at the end of each evaluation period to meet SAP. This process will ensure the student will graduate within the maximum time frame allowed by federal regulations.

$$\text{CCP} = \frac{\text{cumulative number of credit hours}}{\text{cumulative number of credit hours}} \text{ or } \frac{\text{clock hours successfully completed}}{\text{clock hours attempted}}$$

CLOCK HOUR PROGRAMS				
	Payment Period #1	Payment Period #2	Payment Period #3	Payment Period #4
	450 hours	900 hours	1350 hours	1800 hours
GPA	1.25	1.50	1.75	2.00
CCP	55%	60%	65%	67%

CREDIT HOUR PROGRAMS						
	Payment Period #1		Payment Period #2		Payment Period #3	
	Semester 1		Semester 2		Semester 3	
	Module #1	Module #2	Module #3	Module #4	Module #5	Module #6
	8 weeks	8 weeks	8 weeks	8 weeks	8 weeks	8 weeks
DA-D/E MA-D/E MOP-D/E		1.25 GPA		1.50 GPA		2.00 GPA
3 Semesters		55% CCP		60% CCP		67% CCP
	Payment Period #1	Payment Period #2	Payment Period #3	Payment Period #4	Payment Period #5	
	Term 1	Term 2	Term 3	Term 4	Term 5	
PN-D/E	1.25 GPA	1.40 GPA	1.50 GPA	1.75 GPA	2.00 GPA	
5 Terms	35% CCP	50% CCP	55% CCP	60% CCP	67% CCP	
	Payment Period #1	Payment Period #2				
	Semester #1	Semester #2				
	8 weeks	8 weeks				
PCS-D 2 Semesters	1.50 GPA	2.0 GPA				
	50% CCP	67% CCP				
	Semester #1	Semester #2	Semester #3			
	8 weeks	8 weeks	8 weeks			
PCS-E	1.25 GPA	1.50 GPA	2.00 GPA			
3 Semesters	35% CCP	50% CCP	67% CCP			

For All Programs: A minimum of 67% Course Credit Completion (CCP) must be achieved at Maximum Time Frame (MTF) of one's program.

Maximum Time Frame (MTF) for Program Completion

Students are expected to complete all program requirements for graduation within a maximum time

frame of 150% or 1.5 times the “normal” program length calculated in credit hours or clock hours, whichever is appropriate.

For example, a student that is enrolled in a 42 credit hour length program must complete all program requirements for graduation by the time they have attempted 63 semester hours (total program length of 42 credit hours x 1.5). If at any evaluation period it is determined that a student cannot meet the maximum time frame, the student becomes ineligible to receive federal Financial Aid.

Financial Aid Warning, Financial Aid Probation, SAP Appeal & Termination

Any student who does not meet the *quantitative or qualitative* aspects of the SAP policy when evaluated will be placed on a **Financial Aid Warning** status for one payment period.

During the Financial Aid Warning period, the student will be eligible for financial aid and will be monitored by the Site Administrator. If at the end of the Financial Aid Warning period it is determined that the student does not meet SAP, the student will be encouraged to submit a **SAP Appeal**. However, if student does not submit a SAP Appeal or the SAP Appeal is not approved, the student’s enrollment status will be terminated.

If the SAP Appeal is granted, the student will be placed on **Financial Aid Probation** and will work with the Site Administrator to create an Academic Progress Plan. Financial Aid Probation is a status assigned to a student who fails to meet the minimum standards of SAP and who has successfully appealed. Financial Aid will be continued during the one payment period of Financial Aid Probation.

All students on Financial Aid Probation are expected to follow an Academic Progress Plan. If a student fails to meet the requirements as outlined in the Academic Progress Plan, his/her financial aid eligibility may be terminated. Students whose Title IV aid has been terminated will not have their account credited with Title IV funds. Students who meet the minimum SAP requirements at the conclusion of their probationary period will resume regular status.

If the student does not follow the Academic Progress Plan, the SAP Appeals Committee will determine if the student should be terminated from the program.

SAP Notification

All students not meeting the minimum standards of SAP at any evaluation point will be required to meet with the Program Manager to discuss their status.

SAP Appeal

The SAP appeal is a process by which a student who is not meeting satisfactory academic progress standards petitions to maintain Title IV eligibility while enrolled at Stone Academy.

Some examples of a basis for a petition are: death of an immediate family member; serious illness or injury to student or immediate family member (parent, spouse, sibling or child) that required extended recovery time; and, significant trauma in a student’s life that impaired the student’s emotional and/or physical health.

1. A student is required to complete and submit a SAP Appeal Form along with supporting documentation outlined below:
 - a. Provide a written explanation and attach supporting documentation outlining why the student failed to meet SAP.
 - b. Include an explanation of what has changed in the student's life circumstance that will enable the student to meet SAP by the end of the next evaluation period.
 - c. Sign and hand-deliver the explanation to the Campus Director within two business day of the student being notified of SAP Failure. The Campus Director will submit the appeal to the SAP Appeals Committee.

Appeal Review Process

1. The completion of a SAP Appeal Form along with supporting documentation will be reviewed by the Academic Progress Appeals Committee, consisting of the Assistant Programs Manager, Campus Director, Site Administrator, and a Financial Aid Representative.
2. All letters of appeal and supporting documentation will be provided to the Committee for review two business days from notification of SAP failure.
3. The Committee will review the appeal and issue a decision within three business days of the meeting. The Campus Director will notify the student of the Committee's decision in writing.
4. A copy of all documents submitted by the student for the appeal will be retained as part of the student's education file.

If the student's appeal is approved, the student will be placed on **Financial Aid Probation** until the next evaluation period. The student will be required to work with the Site Administrator to create an Academic Progress Plan.

After a student has completed one payment period and has successfully passed all classes attempted and has achieved the minimum CGPA or has reached the minimum pace requirements, she/he will be considered to be in good academic standing. Generally, at that time, student financial aid eligibility will also be reinstated.

Academic Plan

Once a SAP Appeal is approved and a student is placed on Financial Aid Probation, an Academic Progress Plan will be developed between the student and the Site Administrator. The Academic Progress Plan will outline the minimum standards needed to achieve SAP by the end of the next evaluation period and what measures must be taken by the student during this time. The Site Administrator will monitor the student during probation. The Academic Progress Plan must be approved by the Director of the PN Program Administrator.

SAP Procedure

1. SAP will be checked at the end of each student's payment period.

2. A comparison is made by the Registrar of the student's CCP and CGPA against Stone Academy standards (as per the Satisfactory Academic Progress Standards Table).
3. The Site Administrator meets with students identified as not meeting SAP. These students will be first placed on Financial Aid Warning and advised of their status in writing.
4. Students on Financial Aid Warning will have their SAP checked by the Site Administrator at the mid-point of the semester to determine the likelihood of the student meeting SAP standards at the end of that payment period. If it is determined the student:
 - a) Will make SAP at end of payment period: no action required.
 - b) Will **not** make SAP at end of payment period: the student has the option to begin the **SAP Appeals** process. If the student does not make a SAP Appeal or the SAP Appeal is **not** approved by the Academic Progress Appeals Committee, the student will have his/her financial aid eligibility terminated and will no longer be able to attend classes.

Harassment/Intolerance Policy

The staff, faculty, student body, and administration of Stone Academy form a multicultural community of individuals from diverse race, ethnic, and class backgrounds, national origins, religious and political beliefs, physical abilities, and sexual orientations. We believe that activities, programs, and everyday interactions are enriched by acceptance of one another in an environment of positive engagement and mutual respect. Acts of racism or harassment directed against individuals or specific groups of individuals will not be tolerated.

"Harassment" is conduct that is physically threatening, harmful, or humiliating. It may be based upon an individual's race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation.

Harassing conduct may take various forms, including name-calling, bullying, cyberbullying, graphic or written statements (including the use of cell phones or the Internet), or other conduct. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents.

"Bullying" is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying can take many forms: texting, intimidation and even cyber bullying just to name a few. Bullying can impact a person's self-esteem, self-worth and cause devastating emotional effects no matter what the age.

"Cyberbullying" is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets, as well as communication tools, including social media sites, texts, etc. Examples of cyberbullying include text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, website, or fake profiles.

The Administration of Stone Academy is committed to provide educational opportunities to all who seek and can benefit from them. They recognize that an important part of providing opportunity is creating a

welcoming environment in which all people are able to work and study together, regardless of their differences.

Stone Academy recognizes that it has an obligation to provide programs that promote pluralism and diversity and encourage the educational community to respect and appreciate the value and dignity of every person and his or her right to an atmosphere not only free of harassment, bullying, cyberbullying, hostility, and violence, but supportive of individual academic, personal, social, and professional growth.

If it is determined that inappropriate conduct has been committed by a student, Stone Academy will take such action as it deems appropriate under the circumstances. Such actions may range from counseling to termination to contacting local law enforcement. It may include other forms of disciplinary action as Stone Academy deems appropriate in its discretion under the circumstances.

Title IX Statement

It is the policy of Stone Academy to comply with Title IX of the Education Amendments of 1972, which prohibits discrimination (including sexual harassment and sexual violence) based on sex (gender) in our educational programs and activities. Title IX also prohibits retaliation for asserting or otherwise participating in claims of sex discrimination.

Additional Title IX information and resources can be found on our website: www.stone.edu>[student consumer information](#).

Any inquiries concerning Title IX should be directed in writing to Stone Academy's designated Title IX Coordinator, Dr. Linda Dahlin, Executive Vice President, 560 Saw Mill Road, West Haven, CT 06514.

Sexual Violence Statement

Sexual violence is a prohibited form of sexual harassment. Sexual violence includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to use of drugs and/or alcohol or to an intellectual or other disability. Some examples of sexual violence may include rape, sexual assault, sexual battery, sexual coercion, dating violence, and domestic violence.

Sexual Harassment Policy

It is the policy of Stone Academy that no member of the Stone Academy community—students, faculty, administrators, staff, vendors, contractors, or third parties—may sexually harass any other member of the community.

“Sexual harassment” is any unwelcome conduct of a sexual nature, which includes, but is not limited to, unwelcome sexual advances; sexual acts that are nonconsensual or perpetrated against a person who is incapacitated; the use or threatened use of sexual favors as a basis for academic or employment decisions; conduct that creates a hostile, intimidating, or offensive academic or working environment; conduct of a sexual nature that has the effect of unreasonably interfering with an individual's work performance; and other verbal, nonverbal, or physical conduct of a sexual nature

that is sufficiently severe, persistent, or pervasive to limit a person's ability to participate in or benefit from an educational program or activity.

"Consent" means words or actions that show an active, knowing and voluntary agreement to engage in mutually agreed-upon sexual activity. Consent cannot be gained by force, by coercion, by ignoring or acting in spite of the objections of another, or by taking advantage of the incapacitation of another, where the actor knows or reasonably should have known of such incapacitation.

Intoxication is not an excuse for failure to obtain consent. Consent is also lacking when the activity in question exceeds the scope of consent previously given.

"Incapacitation" means the physical and/or mental inability to make informed, rational judgments. Where an intoxicant is involved, incapacitation is a state of intoxication where the intoxicant consumed impairs a person's decision-making capacity, awareness of consequences, and ability to make fully informed judgments.

If you are the victim of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence, some or all of these safety suggestions may guide you after an incident has occurred: Go to a safe place and speak with someone you trust. Tell this person what happened. If there is any immediate danger, let the Campus Director know if you are on campus; or call 911 if you are off campus. Consider securing immediate professional support to assist you in the crisis.

For your safety and well-being, victims of sexual assault should seek medical attention immediately, and are strongly encouraged to report the incident to the police. Further, being examined as soon as possible, ideally within 120 hours, is important in the case of sexual assault. The hospital will arrange for a specific medical examination at no charge.

After a sexual assault, it is very important that the victim receive a medical examination. Trained medical personnel can conduct a physical exam with the consent of the victim.

Preserving the evidence from the assault is important. Even if the victim does not wish to file a police report immediately or is certain he or she will not prosecute, preserving evidence allows the victim to change his or her mind later.

Victims should make every effort to save anything that might contain the perpetrator's DNA; therefore, a victim should **not**:

- Bathe or shower
- Use the restroom
- Change clothes
- Comb hair
- Clean up the crime scene
- Move anything the offender may have touched

Typically, if police are involved or will be involved, they will obtain evidence from the scene; and it is best to leave things undisturbed until their arrival. They will gather articles, which may be used for evidence. It is extremely important to report the incident to law enforcement immediately so that the area where the incident occurred and any evidence of the incident can be secured and preserved as soon as possible.

The Campus Director is available to assist in making the report if a student requests such assistance.

Stone Academy will change a student's academic situation after an alleged sex offense if the change is requested by the victim and is reasonably available.

Complaints of sexual harassment should be directed to Dr. Linda Dahlin, Executive Vice President, 560 Saw Mill Road, West Haven, CT 06514; (203) 288-7474.

GRIEVANCE PROCEDURE FOR DISCRIMINATION, HARASSMENT, SEXUAL HARASSMENT, AND TITLE IX Investigation and Confidentiality

Stone Academy promptly and thoroughly investigates and resolves complaints alleging sex discrimination, sexual harassment, and sexual violence, including sexual assault, stalking, dating violence, and domestic violence.

Any student, faculty, or staff member with questions or concerns about the applicable policies or who believes that he or she has been the victim of sex discrimination, sexual harassment, or sexual violence is encouraged to contact the School's Title IX Coordinator.

Any person who believes that he or she is a victim of sexual harassment or violence is encouraged to make a report to both the police and the Title IX Coordinator for assistance and investigation. The police investigate criminal violations, while the Title IX Coordinator will investigate violations of these policies. Reports describing conduct that is inconsistent with these policies will be promptly and thoroughly investigated, using a more-likely-than-not standard, within 60 days if possible.

Knowingly furnishing false information to the School is a violation of this policy. Anyone who knowingly files a false report, knowingly pursues a false complaint under this policy, or otherwise knowingly reports, complains, or assists with a false complaint of unlawful harassment, violates this policy and is subject to investigation and discipline. Note that the failure to adequately substantiate a good-faith claim is not the same as knowingly making a false accusation.

Stone Academy encourages victims of sexual violence to talk to somebody about what happened so victims can get the support they need, and so the School can respond appropriately. Complaints about violations of these policies will be handled discreetly. If a victim discloses an incident, but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, Stone Academy's Title IX Coordinator will weigh that request against the School's obligation to provide a safe, non-discriminatory environment for all students, including the victim. A request for confidentiality may limit the School's ability to investigate a particular matter. In that instance, the School may take steps to limit the effects of the alleged conduct without initiating formal action against the alleged perpetrator.

Although rare, there are times when the School may not be able to honor a victim's request for confidentiality in order to provide a safe, non-discriminatory environment for all students. If the School determines that it cannot maintain a victim's confidentiality, the School will inform the victim prior to starting an investigation and will, to the extent possible, only share information with people responsible

for handling the School's response. The School's Title IX Coordinator and/or designees will protect the privacy of all parties, including the complainant, consistent with Stone Academy's obligation to provide a safe environment for members of the community. Student victims may request information about confidential support organizations or crisis hotlines from the School's Title IX Coordinator.

The School's Title IX Coordinator may also take interim administrative actions to alleviate any threat of imminent harm to persons or property and to provide support services to the complainant. Interim administrative action is not a sanction. Instead, it is an effort to protect the safety and well-being of the victim, the accused student, third parties, or property. Actions may include, but are not limited to, no-contact instructions, limited access to campus, or interim suspension.

Retaliation

Stone Academy prohibits retaliation against anyone for registering a complaint pursuant to these policies, assisting another in making a complaint, or participating in an investigation under the policies. Anyone experiencing any conduct that he or she believes to be retaliatory should immediately report it in writing to the School's Title IX Coordinator.

Resolution

If a complaint of discrimination, harassment, or sexual harassment is found to be substantiated by preponderance of the evidence, appropriate corrective action will follow, up to and including separation of the offending party from Stone Academy. Both the victim and the accused will have equal rights to participate in the investigation and resolution process, and both parties will receive simultaneous written notice of the outcome of the complaint. At no point will the School employ informal mediation to resolve complaints of sexual harassment or violence. All adjudication procedures will be conducted by the School's Title IX Coordinator.

Reporting

All members of the Stone Academy community are responsible for creating a working, learning, and living environment that is free of discrimination and harassment, including sexual harassment.

To this end, Stone Academy strongly encourages teachers, staff, and students to report incidents of discrimination, harassment, and sexual misconduct to the School's Title IX Coordinator. Employees (except those empowered by law to maintain confidentiality) who receive information about or witness sexual violence, must report incidents of sexual violence to either local law enforcement or the School's Title IX Coordinator. These offices will ensure that victims receive information about medical treatment and support services available to them, as well work to ensure the safety of the entire campus community.

Vendors, Contractors and Third Parties

Stone Academy's policies on discrimination, harassment, and sexual harassment apply to the conduct of vendors, contractors and third parties. If a member of the Stone Academy community believes that he or she has been subjected to conduct by a vendor, contractor or third party that violates these policies, the community member should contact the School's Title IX Coordinator. Stone Academy will respond as appropriate, given the nature of its relationship to the vendor, contractor or third party.

Prevention and Education

During student orientations every eight weeks, students are informed of services offered by Stone Academy to reduce the risk of crimes. Awareness, risk reduction and prevention information, security procedures and practices, and programs encouraging students and employees to look out for themselves and one another are discussed. Educational in-services on sexual harassment and misconduct are also offered to staff and faculty each year to raise awareness for all new and existing employees.

Every campus provides safety education events focusing on sexual assault awareness and prevention to include prevention of domestic violence, dating violence, stalking, awareness of rape, acquaintance rape, domestic violence, dating violence, and sexual assault. Education may involve how alcohol and other drug use may impact the risk of sexual assault. Students, faculty and staff will be invited to attend these educational programs.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

Student Victim Assistance

Outside counseling, mental health and other services are available for victims of sex offenses. Students who are victims of sex offenses are encouraged to dial 2-1-1 for information on human services referrals and information about services available in the community pertaining to alcohol/drug abuse, sexual assault, suicide, etc.

For students who express outside personal issues and who may need outside help in health and social issues, Stone Academy has formed a partnership with 2-1-1 and encourages student to contact 211 for assistance.

Conduct

All students are expected to conduct themselves as responsible adults, to attend classes regularly, and to maintain a satisfactory level of academic achievement. Stone Academy reserves the right to dismiss any student who:

- Exhibits conduct that is found by the administration to be detrimental to the individual, other students, the community, or the School. In particular, the School maintains a policy that prohibits students and employees from using or distributing controlled substances or alcohol on the School's property or as part of the School's activities. A copy of our entire drug and alcohol abuse prevention policy is located on our website: [www.stone.edu>studentconsumer information>drug and alcohol abuse prevention program](http://www.stone.edu>studentconsumerinformation>drug%20and%20alcohol%20abuse%20prevention%20program).
- Fails to maintain minimum Satisfactory Academic Progress Standards as outlined in the policy stated in this catalog.

Most problems between a student and instructor can be resolved by meeting and discussing the problem that exists. If this does not solve the problem, either the student or the instructor should consult with

the Campus Director. It is our policy not to allow any outside participants to take part in any meeting between the students and representatives of Stone Academy.

A positive approach helps form the right attitudes and work habits that can determine one's future success.

Students may be placed on probation for the following reasons:

1. Failure to cooperate
2. Dishonesty/cheating
3. Profanity
4. Disrespect
5. Harassment/bullying

Students are placed on probation for any of the above violations for the period of one module. Students will be terminated if a second offense occurs within the same module.

Students may be suspended, which after review may turn into termination, or be terminated immediately for the following reasons:

1. Possession of drugs
2. Possession of alcohol
3. Possession of weapons
4. Defacement of school property
5. Verbal threats or abuse
6. Violence
7. Physical altercation of any kind
8. Two probations within one module
9. Deliberately infecting a Stone Academy computer with a virus
10. Deliberately installing any malicious and/or damaging software
11. Failure to follow an instructor's request to leave the classroom.

Any grievances concerning Title IX should be directed in writing to Stone Academy's designated Title IX Coordinator, Dr. Linda Dahlin, Executive Vice President, 560 Saw Mill Road, West Haven, CT 06514.

STONE ACADEMY'S APPEALS PROCESS

Stone Academy is committed to fairness and due process in managing students' affairs. In the event that a student is not in agreement with a faculty or administrative decision, Stone Academy provides an appeals process for students to request a review of these decisions. An appeal can be made where a student disagrees with the outcome of academic, disciplinary, or other procedural matters. The grounds for appeal are based on the student believes that a decision was made incorrectly.

Procedures:

1. Student should discuss the matter directly with the party who made or represented the decision (such as the instructor) and make a reasonable effort to resolve the issue.
2. If unable to satisfactorily address the problem, the student should discuss the matter with the Site Administrator who serves as the supervisor of the instructors.

3. If the matter is still not resolved, any unaddressed concerns should be discussed with the Campus Director by appointment.
4. If the problem is unresolved at the level of the Campus Director, students have the right to direct their issues in writing to the follow:

Dr. Linda Dahlin, Executive Vice President, Stone Academy, 560 Saw Mill Road, West Haven, CT 06514

The appeal must include:

- a full written description of the issues and the basis of the student's appeal for reconsideration, explicitly stating where student believes an error in policy/procedure error was made;
 - a statement of the outcome the student is expecting;
 - all relevant and supporting documents;
 - all information from previous attempts to have the matter resolved.
5. The Executive Vice President will examine all the submitted documentation to determine if an error in process was made. The outcome of the Appeal Ruling may be to overturn the decision, uphold the decision, or return the decision to the Campus Director for further review. The final decision will be made solely on the information provided. If there is an absence of applicable information/data to indicate a process or procedural error, the original decision will remain enforced.
 6. The student will receive a response within 30 days of receipt of the Request for Appeal. If returned to the Campus Director, a decision will be made within 5 business days. The Campus Director/Committee may decide to maintain the original decision or issue a new outcome based on the findings of the appeal.
 7. A student's status does not change while the appeal is being considered. For example, a dismissed student will remain dismissed; and a student on academic warning will remain in that status until a decision regarding the appeal is made.

Suggestions and Comments

It is our sincere hope that you feel comfortable and involved here at Stone Academy. Stone Academy has an open-door policy, and we welcome any suggestions and/or comments you may have to make your stay more productive and enjoyable.

PROCEDURE FOR SUGGESTIONS AND GRIEVANCES

We all experience times when questions or concerns arise that we must be able to discuss and have resolved. In any environment, whether school or business, it is important to know the person with whom we should speak and the procedure for obtaining resolution to our concerns.

Stone Academy treats our programs as a form of on-the-job training for our students. For that reason, we ask that any question, concern, or suggestion regarding a class be discussed first with the instructor, or immediate supervisor. If you are unable to satisfactorily address the problem, please see your

Program Manager or Site Administrator who serves as the supervisor of your instructors. Any unresolved problems should be addressed by appointment with the Campus Director.

Any unresolved problems should be addressed in writing to: **Dr. Linda Dahlin, Executive Vice President, Stone Academy, 560 Saw Mill Road, West Haven, CT 06514.** Outline the disagreement and attempts to resolve the issue(s). Upon review of the statement presented by the student and documentation of meetings submitted by the administration, a final decision will be rendered.

It is our policy not to allow any outside participants to join in any meeting between students and representatives of Stone Academy.

If you are still not satisfied after completing the process above, you are invited to contact the Connecticut Department of Higher Education, 450 Columbus Boulevard, Suite 707, Hartford, CT 06103, (860) 947-1816. Students wishing further clarifications may also direct their concerns in writing to the Accrediting Bureau of Health Education Schools, 7777 Leesburg Pike, Falls Church, VA 22043, (703) 917 9503.

We appreciate the opportunity to help you with your concerns.

STONE ACADEMY

I _____ understand all the policies and regulations that were presented to me. I have read the Student Handbook and I understand what is expected from me as a student at Stone Academy. I also understand that there will be consequences if I do not adhere to these policies and regulations.

Any changes in Stone Academy policies will be conveyed to me via a written addendum. It is suggested that I attach any future addendums to this handbook.

It is my responsibility to keep this handbook for any future reference. I have received a booklet on substance abuse.

I have been reminded of the following licensing issue:

Stone Academy wants all PN applicants or students to be aware that a felony conviction may prevent them from obtaining licensure in the State of Connecticut and/or may create limitations in gainful employment.

The following statute pertains directly to this issue:

Section 19a-14 of the Connecticut General Statutes authorizes the Department of Public Health to deny licensure to applicants who may be addicted to drugs or alcohol, have been disciplined in other states, or who have been convicted of a felony. Candidates for licensure in Connecticut must sign a notarized statement that indicates compliance with all requirements of State statutes during the licensure application process.

I have read and understand information stated in this handbook.

Student's Name (print)

Student's Signature

Date

**POLICIES AND PROCEDURES
GIVEN IN ADMISSIONS PROCESS**



STONE ACADEMY

Application Requirements Letter Practical Nursing (PN) Program

Dear Practical Nursing (PN) Applicant:

Congratulations! You have passed the Accuplacer® exam and it is now time to begin the application process to enroll in the Stone Academy PN program.

Upon completion of the enrollment process, you will be entered into the PN program applicant pool. It is important to know that enrollment does not guarantee you entry into the program – rather, it qualifies you to apply for acceptance into the program. Acceptance is based on your test score coupled with the other program criteria (listed below); an overall score is compiled to determine qualification.

Along with passing the Accuplacer® exam, the following items are required by each applicant in order to be considered for entry into the PN program:

- An employment resume (if you have been out of high school for more than three (3) years);
- Up to three (3) letters of recommendation, signed in blue or black pen. If emailed must be directly to us from your letter author, complete with a phone number to reach the writer as well;
- A typewritten, double spaced, 500-750 word essay telling your story and answering the question of why you want to take and complete the Stone Academy Practical Nursing program (printed).
- A background check must be completed before being admitted to the Practical Nursing program.

More details regarding these requirements can be found in the Practical Nursing Information Session Packet.

These items must be provided to your Admissions Representative seven (7) days from the date of enrollment or by the date assigned to you by your Admissions Representative. If you are unable to gather these items within this timeframe, additional time may be requested from the Stone Academy Admissions Director in writing that includes an estimated date of submission.

In order to determine your eligibility for federal grants and loans, to discuss funding options, and to process the required paperwork, you must schedule and attend an appointment with the school’s Financial Aid Officer no later than two weeks following the date you applied for enrollment into the program. It is best to schedule this appointment at your earliest convenience. Note: Financial aid is available to individuals who qualify.

If you are accepted into the program, you will be notified by mail with a letter of acceptance and a phone call from your Admissions Representative. You will also receive a program orientation letter including the date you are scheduled to attend orientation – attending orientation is **mandatory**.

If you have any questions, please feel free to contact your Admissions Representative.

Student’s Name (please print)

Date

Student’s Signature

Parent or Guardian’s Signature (if applicant is under 18 years of age)

Admission Representative’s Signature

West Haven Campus
560 Saw Mill Road, West Haven, CT 06516
Phone 203.288.7474 – Fax 203.288.8869

East Hartford Campus
745 Burnside Avenue, E. Hartford, CT 06108
Phone 860.569.0618 – Fax 860.569.0829

Waterbury Campus
101 Pierpont Road, Waterbury, CT 06705
Phone 203.756.5500 – Fax 203.596.1455



STONE ACADEMY

Criminal Background Check Policy

When enrolling in a Stone Academy program which requires students to participate at an off-site clinical venue, applicants must submit personal information that will be used to disclose any publicly recorded criminal activity. During clinical assignments, students may be required to interact with patients, families and health care members; and maintaining confidentiality of patient records and patient information is of the utmost concern. Clinical sites include, but are not limited to: hospitals, emergency rooms, dental offices, and other health care facilities.

In accordance with in-kind confidentiality conformity, Stone Academy requires a comprehensive background check, including a criminal (felony) background check of every applicant in specific programs. Each applicant will be required to undergo a comprehensive background check, conducted by Automatic Data Processing, Inc. (ADP), which will include, but may not be limited to, the following components:

- Social Security validation
- Smart Scan – Multi-jurisdictional criminal and public record/address locator search
- Criminal report – Felony and misdemeanor covering seven (7) years
- Federal criminal search
- Check for government sanctions (OIG, GSA, government watch lists)
- Multi-State Sex Offender Registry
- FACIS – Fraud and Abuse Control Information Systems

The background check will be conducted only after the applicant provides his or her written authorization on a Disclosure and Authorization Form* identifying the types of information about the applicant that may be provided to ADP for purposes of conducting the background check and the persons and entities that are authorized to provide information to ADP about the applicant.

Stone Academy will use the results of the background check to identify potential challenges for an applicant to enter an allied healthcare program. If Stone Academy determines that the results of the background check will prohibit an applicant from completing the classroom and clinical requirements of the program, an applicant will not be admitted into the program.

Student's Name (please print)

Date

Student's Signature

Parent or Guardian's Signature (if applicant is under 18 years of age)

Admission Representative's Signature

**Disclosure and Authorization Form to be provided to applicant*

West Haven Campus

560 Saw Mill Road, West Haven, CT 06516
Phone 203.288.7474 – Fax 203.288.8869

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STONE ACADEMY

Hepatitis B Immunization Notice Practical Nursing (PN) Program

Licensed Practical Nurses and other people in health care disciplines are sometimes at risk of being exposed to Hepatitis B, which may occasionally lead to chronic liver disease. Hepatitis B may be prevented through a series of three (3) injections, which have been proven safe and effective. The effectiveness of the immunization should be tested with a blood sample performed one month following the completion of the injection series.

Students entering the Stone Academy PN program are strongly encouraged to be immunized for Hepatitis B. If you have already been immunized, your health care provider's office may make your results available to you upon request. Individuals who test "negative" for Hepatitis B antibodies through screening will require the series of injections. It is important to understand that many medical facilities and clinical sites have the right to refuse a student from being admitted into their facility for training purposes if the student has not been immunized. These conditions may hold true when individuals are being considered for employment in these facilities. While it is your right to refuse to be immunized by waiving liability, you are risking your ability to complete the PN program requirements.

Please check the appropriate box that coincides with your decision regarding this matter:

- I plan on contacting my health care provider's office to arrange an appointment for the purpose of becoming immunized against Hepatitis B. I will also provide appropriate written verification upon the completion of the series of Hepatitis B immunizations.
- I have already received the Hepatitis B immunization series of injections, and I will contact my health care provider in order to complete the provided *Physical Examination & Immunization Form*, verifying the titer dates and my immunity.
- I am choosing to waive my right and refuse becoming immunized against the Hepatitis B virus. I understand that my enrollment in this program includes a certain risk of exposure to individuals who have the virus, which is communicable. By choosing this option, I hereby release Stone Academy of any liability should I contract Hepatitis B. I also understand that medical facilities and clinical sites have the right to deny students who are not immunized, which may prohibit me from meeting all of the graduation requirements.

My signature below certifies that I have read and understand the information contained in this document.

Student's Name (please print)

Date

Student's Signature

Parent or Guardian's Signature (if applicant is under 18 years of age)

Admission Representative's Signature

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STONE ACADEMY

Licensing and Employment Statute Practical Nursing (PN) Program

Let this statement serve as notification to applicants wishing to enroll in the Stone Academy Practical Nursing (PN) program that if you have been convicted of a felony, you may be prevented from obtaining the required licensure from the State of Connecticut, which may limit your ability towards attaining gainful employment in this state.

The Connecticut Department of Health statute, Chapter 368a, § 19a-14, states that the CT DPH shall have the following powers and duties with regard to licensing boards and commissions, including the right to:

“Determine the eligibility of all applicants for permits, licensure, certification or registration, based upon compliance with the general statutes and administrative regulations. The department may deny the eligibility of an applicant for a permit or for licensure by examination, endorsement, reciprocity or for reinstatement of a license voided pursuant to subsection (f) of section 19a-88, or may issue a license pursuant to a consent order containing conditions that must be met by the applicant if the department determines that the applicant:

- (A) Has failed to comply with the general statutes and administrative regulations governing the applicant’s profession;
- (B) Has been found guilty or convicted as a result of an act which constitutes a felony under (i) the laws of this state; (ii) federal law, or; (iii) the laws of another jurisdiction and which, if committed within this state, would have constituted a felony under the laws of this state.”

The above verbiage only partially represents the statute pertaining to PN licensing and potential employment; to read and review the full statute, please refer to the following link:

<http://www.ct.gov/dph/cwp/view.asp?a=3121&q=389408>

My signature below certifies that I have received, read, understand, and agree to the statements in this letter.

Student’s Name (please print)

Date

Student’s Signature

Parent or Guardian’s Signature (if applicant is under 18 years of age)

Admission Representative’s Signature

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STONE ACADEMY

PHYSICAL EXAMINATION AND IMMUNIZATION AGREEMENT

I understand that I must submit a completed *Physical Exam and Immunization Form* (provided), signed and dated by a health care provider. **If I have not submitted the completed form by the stipulated period below, I may be barred from classes and/or withdrawn from the program.**

No later than 4 weeks after the start of my program

No later than 2 weeks after the start of my program (NA only)

If my health care provider has determined that I have a physical or medical limitation that restricts my clinical participation or my ability to complete the program requirements, I may be withdrawn from the program.

I understand that the *Physical Exam & Immunization Form* is not valid if older than three (3) months prior to the start date of the program.

I also understand that I will be required to redo my PPD if it expires before I complete my program.

I hereby acknowledge receipt of the **Physical Examination and Immunization Form**, and I agree to submit completed form no later than the stipulated period indicated above.

Student's Name (Print)

Date

Student's Signature

Admissions Representative

West Haven Campus

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STONE ACADEMY

Course Descriptions from Stone Academy Catalog

CLN 111 – Clinical I: Primary Nursing Skills

The Primary Nursing Skills clinical rotation will provide students with the opportunity to apply knowledge of basic nursing principles and skills in the delivery of client care in the long term care setting. Theories learned in Life Science and Wellness will be applied by using communication techniques and observations of psychological development and physical changes that occur in the elderly. Simple procedures, such as obtaining vital signs, bathing, feeding and transferring clients, which are learned in Fundamentals of Nursing, will be performed. Student's clinical judgment will be developed using the Tanner Clinical Judgment Model and will be further supported with feedback from faculty via the Lasater Clinical Judgment Rubric. Upon completion of this course, students will be qualified to sit for the certification exam for Nursing Assistants. (Pre-requisite: FUN 102 and LAB 101)

CLN 112 – Clinical II: Basic Client Care

The Basic Client Care clinical rotation will provide students the opportunity to build upon skills and professional nursing behaviors learned in Clinical I with clients that have common non-complicated disorders. Students will demonstrate competency in specific procedures including basic wound care, treatments, and oxygen therapy by applying knowledge learned from Fundamentals of Nursing, Life Science and Wellness. The student will assist the client and significant others during the normal expected stages of growth and development. Students will identify client problems, appropriate interventions and evaluate nursing care of clients in extended care facilities. Student's clinical judgment will be developed using the Tanner Clinical Judgment Model and will be further supported with feedback from faculty via the Lasater Clinical Judgment Rubric. Students will be expected to continue to master all skills set forth in all prior clinical rotations. (Pre-requisite: CLN 111)

CLN 113 – Clinical III: Advanced Client Care

The Advanced Client Care clinical rotation focuses on the utilization of the nursing process in caring for a dual client assignment. Students will have the opportunity to perform advanced procedures, such as enema administration, wound care, and specimen collection as learned in Advanced Fundamentals. Management of clients with infection, shock, pain, cancer, and mental illness as learned in Medical Surgical 1 theory will be the focus of student-client assignments. Student's clinical judgment will be developed using the Tanner Clinical Judgment Model and will be further supported with feedback from faculty via the Lasater Clinical Judgment Rubric. Students will be expected to continue to master all skills set forth in all prior clinical rotations. (Pre-requisite: CLN 112)

CLN 114 – Clinical IV: Medical Surgical Nursing

The Medical Surgical Nursing clinical rotation focuses on utilization of the nursing process for a multiple client assignment. Students will be provided the opportunity to perform more advanced procedures such as; changing parenteral infusion bags, tracheostomy suctioning, and medication administration as learned in Advanced Fundamentals and Pharmacology. Management of clients with disorders of the cardiac, respiratory, and integumentary systems will be the focus of student-client assignments. Students will integrate theoretical knowledge gained from Medical Surgical I and II, in order to prioritize, and perform

therapeutic nursing interventions, all while utilizing their critical thinking skills, to contribute to the nursing care plan. Students will provide reports directly to the nurse responsible for their client and will write nursing notes in accordance with the facility policy. Student's clinical judgment will be developed using the Tanner Clinical Judgment Model and will be further supported with feedback from faculty via the Lasater Clinical Judgment Rubric. Students will be expected to continue to master all skills set forth in all prior clinical rotations. (Pre-requisite: CLN 113)

CLN 115 – Clinical V: Advanced Medical-Surgical Nursing and Nursing Leadership

The Advanced Medical Surgical Nursing and Nursing Leadership clinical rotation continues to utilize the nursing process in caring for a multiple client assignment. Students will integrate knowledge gained from Medical Surgical III and IV in the management of clients with disorders of the musculoskeletal, endocrine, hematologic, gastrointestinal, nervous, genitourinary, reproductive and sensory systems. Emphasis is placed on further developing the skills of prioritization, decision-making, time management, and critical thinking appropriate to the LPN's scope of practice. Leadership skills are enhanced as the student begins to function in the role of team leader. Student's clinical judgment will be developed using the Tanner Clinical Judgment Model and will be further supported with feedback from faculty via the Lasater Clinical Judgment Rubric. Students will be expected to continue to master all skills set forth in all prior clinical rotations. (Pre-requisite: CLN 114)

CLN 116 – Clinical VI: Transition to Practice

The transition to practice clinical rotation is a culmination of all prior theory and clinical experiences. Students will integrate the knowledge gained in Nursing Concepts and Nursing Seminar II to further their understanding of the responsibilities and challenges of the LPN within the healthcare system. An emphasis on the nursing concepts of advocacy, delegation, ethics, leadership, accountability, emergency preparedness and professionalism will be addressed within this rotation. Students will continue to care for a multiple client assignment, while focusing on plans of care that extend to the client's discharge. Student's clinical judgment will be developed using the Tanner Clinical Judgment Model and will be further supported with feedback from faculty via the Lasater Clinical Judgment Rubric. Students will be expected to continue to master all skills set forth in all prior clinical rotations. (Pre-requisite: CLN 115)

COM 110 – Practical English Communication Skills

This course presents the fundamentals of professional written communication through the instruction of basic principles of grammar including the eight parts of speech, plurals, possessives, and predicate agreement. The correct usage of punctuation is studied to prepare students for written communications. Proofreading and spelling skills are also stressed. Students will review the eight parts of speech as well as focus on skills including subject verb agreement, pronoun antecedent agreement, tense consistency, active and passive voice, and correct comparisons. This course provides students with instruction in reading comprehension and thinking skills necessary for college reading. It includes instruction in critical analysis, critical interpretation, and advanced instruction in vocabulary and literary comprehension. (Pre-requisite: None)

COM 111 - Communication Skills for Healthcare Professionals

This course is designed to prepare students to apply writing and grammar skills to a multitude of real world healthcare scenarios. Health care reform and regulatory change has begun to highlight the need for health care professionals to communicate themselves clearly through written communication as it relates to reports and patient history. In addition, students will be given an introduction to common medical terminology and health related vocabulary. Effective writing skills are essential for health care professionals to clearly express themselves to patients, their families, and other practitioners. (Pre-requisite: COM 110)

CON 102 – Nursing Concepts

This course identifies the legal and ethical issues involved in the maintenance and promotion of health and the implementation of restorative and therapeutic measures across the lifespan. Content includes employment issues, scope of practice, leadership, professional development, and continuing education. The Nursing Process is utilized to assist the students to learn how to utilize advanced critical thinking skills to take action in legal and/or ethical issues that may be encountered while practicing as a Licensed Practical Nurse. A component of this course focuses on the role of the LPN in various health care delivery settings. It also includes discussion of variety of leadership styles, the responsibilities and skills of the leader as they pertain to the Licensed Practical Nurse within the scope of the practice as defined in the State of Connecticut Nurse Practice Act. (Pre-requisite: Completion of Clinical I -V)

FUN 102 – Fundamentals of Nursing

This introductory nursing course covers basic nursing skills and the process of applying those skills to a client's ever changing need. Maslow's hierarchy of need and the Nursing Process are taught as the basis to prioritize client care and introduce basic nutrition. Therapeutic interventions and skills progress from basic to complex and address client environment, communication skills, infection control, client safety and comfort. Skills are practiced in a controlled laboratory setting. Students learn to understand the concepts of health promotion and wellness, cultural and spiritual diversity and therapeutic relationships focusing on communication techniques. Students will apply their theoretical knowledge in Clinical I and Clinical II and all subsequent clinical rotations. (Pre-requisite: None)

LAB 101 – Clinical Skills Lab

This course will provide students with an introduction to the care of a client in a clinical setting, laboratory or simulation setting. Under the direction of an instructor, students will have an opportunity to provide or observe basic nursing care. Procedures, such as vital signs, bathing, feeding, communication and transfers, learned in Fundamentals of Nursing, will be practiced in a controlled environment. As students demonstrate a mastery of skills related to basic nursing care they will begin learning more advanced procedures including urinary catheter insertion, intravenous line monitoring, tube feeding, tracheostomy care and wound care. (Co-requisite: FUN 102)

MAT 102 – Maternal - Child Nursing

The concept of family centered approach to maternal-child nursing is used in this course. The cultural diversity in the childbearing family is explored along with the basic physical, social, emotional, and spiritual needs. Content includes care of the family unit throughout the normal cycle of conception, pregnancy, delivery, and puerperium. Possible complications in each of these areas are also reviewed. Nutrition, pharmacotherapy, client teaching and ethico-legal issues are integrated throughout the course. (Pre-requisite: None)

MED 100 – Medical Terminology

This course is designed to familiarize the students with the structure of medical language and provides effective strategies for building and learning medical terms using word parts. An introduction to word parts and human body structure is followed by learning medical terms associated with the individual body systems. The body systems that will be discussed include: skeletal, muscular, cardiovascular, lymphatic, respiratory, digestive, urinary, nervous, eye and ear, integumentary, male and female reproductive, and endocrine. (Pre-requisite: None)

PHA 110 – Practical Mathematics for Healthcare Professionals

This course provides a comprehensive review of general mathematics including arithmetic, algebra, problem solving, word problems, equations, fractions, charts, and mathematical conversions using real-life examples. Proficiency in the material in this course is required to prepare students for the application of mathematics in theory and in practice. This course will provide students with examples of mathematical problems that may be encountered in a practical setting. After completing this course, students will have a strong foundation in mathematics, terminology, and abbreviations used in health science careers.

(Pre-requisite: None)

PHA 111 – Pharmaceutical Calculations

Medical professionals use mathematics and problem solving daily to provide care for their patients. This course is designed to equip students with the mathematical skills commonly applied by health care professionals in the field. Students will be given instruction designed to help them think logically and analytically. Subject matter covered in this course will provide students the foundations and instruction needed to convert units of measure as well as calculate dosages to administer medication.

(Pre-requisite: PHA 110)

PHA 112 – Pharmacology

This course introduces students to the basic knowledge of medications, including their implications for use in therapeutic and restorative care of clients whose holistic balance of health has been altered. Basic concepts of pharmacology, medication classifications, dosages and medication administration techniques are integrated with the nursing process. This allows students to safely participate in the maintenance and promotion of health on the wellness/illness continuum. (Pre-requisite: PHA 111)

SCI 110 – Life Science

This basic anatomy and physiology course of various body systems will also provide a survey of chemistry and microbiology. Students will develop an understanding of basic concepts of medical terminology; including word parts, human body structures and medical terms associated with individual body systems. This basic knowledge will help the students understand the structure and function of the human body in wellness. It will provide an understanding of the mechanisms involved in illness and then restorative and therapeutic care. This is important so that the students will be able to participate in their role in the maintenance and promotion of health. Students will apply theoretical knowledge learned here in Clinical I and in all subsequent clinical rotations. (Pre-requisite: None)

SEM 110 – Seminar I

This course focuses on the students in the nursing program as adult learners in the health care field. The goal of learners is to actualize their potential. They can reach this goal if they enhance their ability to learn, grow, communicate and function effectively. This course will help provide the tools students need to reach their goal, and to begin the process of developing a professional awareness. This course is graded as a pass/fail. (Pre-requisite: None)

SEM 111 – Seminar II

This *pass/fail* seminar course focuses on the transition of the student to that of a graduate practical nurse and encapsulates the entirety of their clinical and theoretical experiences throughout the program. This course will provide a concentrated opportunity for students to review subjects and determine areas of strength or areas in which to increase their focus. This review will serve as an assessment of students' readiness to sit for the NCLEX-PN upon graduation. (Pre-requisites: SEM 110 and SUR 111 –114)

SUR 111 – Medical-Surgical Nursing Across the Lifespan I

This initial Medical Surgical Nursing course addresses the way a client's health status for basic physical and psychological functions is affected by the interaction between adults and their environment. Students will explore factors that influence the client's responses to illness emphasizing the care of the adult and older adult client. A client's health status is affected by perioperative care, pain, infection, shock, mental illness, and oncological disorders. Students will utilize knowledge of the nursing process and medication administration to assume roles in the restorative and therapeutic care of the ill client. Clinical experiences are provided in Clinical III. (Pre-requisite: FUN 102)

SUR 112 - Medical-Surgical Nursing Across the Lifespan II

This course focuses on therapeutic and restorative care of a client's holistic balance of health. Students will study the care of the adult and older adult client with alterations in the integumentary, cardiovascular, and respiratory systems. Each system will be explored in relation to anatomy and physiology, diet therapy, pharmacology, disease process, and the nursing process with an added focus on the older adult, evidence-based practice (EBP) and quality initiatives. This course also explores communication and interactive techniques in the health education of clients and families. Clinical experiences will be provided in the nursing skills laboratory and Clinical IV. (Pre-requisite: SUR 111)

SUR 113 – Medical-Surgical Nursing Across the Lifespan III

This course focuses on therapeutic and restorative care of a client's holistic balance of health. Students will study the care of the adult and older client with alterations in the health status of the musculoskeletal, endocrine and gastrointestinal systems. Each system will be explored in relation to anatomy and physiology, diet therapy, pharmacology, disease process, and the nursing process. Clinical experiences will be provided in Clinical V and VI. (Pre-requisite: SUR 112)

SUR 114 – Medical-Surgical Nursing Across the Lifespan IV

This course focuses on therapeutic and restorative care of a client's holistic balance of health within the wellness continuum. Students will study the care of the adult and older client with alterations in the health status of the nervous, genitourinary, reproductive, immune and sensory systems. Each system will be explored in relation to anatomy and physiology, diet therapy, pharmacology, disease process, and the nursing process. This course also addresses disaster planning and the emergency response. Students will apply theoretical knowledge, which they learned in Clinical VI. (Pre-requisite: SUR 113)

WEL 110 – Wellness Promotion Across the Lifespan

This course explores personality development theories, in order to provide students with the basic knowledge of human growth and development. It focuses upon the concept that every person has biological, psychological, social, and spiritual qualities; and they have inherent dignity and worth. These qualities create a culturally diverse population. This course uses Maslow's hierarchy of needs as a framework for an introduction to nutrition across the lifespan. It also explores therapeutic measures for health promotion and health maintenance, and the nurse's role in helping to maintain and promote wellness. Students will apply this theoretical knowledge in Clinical I and all subsequent clinical rotations. (Pre-requisite: None)

THEORY COURSE SYLLABI



STONE ACADEMY

Course Code: FUN 102	Fundamentals of Nursing	Credits: 8 Hours: 120
Prerequisite: NONE		Delivery: Residential

My signature below indicates that I have received the syllabus for this course.

Student's Name
(Please Print)

Date

Student's Signature

Note: Instructors will keep this form until students have received final grades for the course.

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STONE ACADEMY

Course Code: FUN 102	Fundamentals of Nursing	Credits: 8 Hours: 120
Prerequisite: NONE		Delivery: Residential

Course Description

This introductory nursing course covers basic nursing skills and the process of applying those skills to a client's ever changing need. Maslow's hierarchy of need and the Nursing Process are taught as the basis to prioritize client care and introduce basic nutrition. Therapeutic interventions and skills progress from basic to complex and address client environment, communication skills, infection control, client safety and comfort. Skills are practiced in a controlled laboratory setting. Students learn to understand the concepts of health promotion and wellness, cultural and spiritual diversity and therapeutic relationships focusing on communication techniques. Students will apply their theoretical knowledge in Clinical I and Clinical II and all subsequent clinical rotations.

Course Objectives/Learning Outcomes

After satisfactorily completing this course, students will be able to:

- Describe the nurse's role to promote infection prevention and control
- Explain the category/disease specific isolation techniques
- Discuss the nursing care of clients with infections
- List Maslow's five basic human needs
- Identify the nurse's responsibility regarding the client's environment
- Describe nursing responsibilities regarding client safety
- Define body mechanics and its use in transfers and ambulation
- Describe the various types of bed making used in health care facilities
- State principles and techniques to meet client daily hygiene needs
- Define nutrition and its current trends
- Describe the nurse's role in promoting adequate nutrition in the adult and older adult
- Discuss the impact of culture on nutrition

- Identify the principles of various feeding techniques for dependent adults
- Describe the nurse’s role, interventions, and evaluations addressing problems of bowel elimination
- Define normal range for vital signs and the correlation to body functions
- Explain the correct procedure for measuring vital signs
- Identify the purpose, principles and procedure used for specimen collection, application of heat and cold, and use of supportive aids
- Describe the elements involved in contributing to basic physical evaluation skills
- Explain the purposes and components of a client’s written record
- Define sterile asepsis and its principles
- Describe quality initiatives and current quality trends
- Describe nursing responsibilities regarding intravenous fluid administration
- Describe effective methods for supporting client respiratory status
- Describe the purpose, principles and techniques used in tracheostomy care
- Identify normal and abnormal characteristics of urine
- Define the purpose for urinary diversion, the nursing care needed and documentation
- Describe the purpose, principles and techniques used for urinary catheterization
- Describe the classification of wounds, the staging method used and the types of dressing used in wound management
- Describe the procedure involved in the admission, transfer and discharge of a client.
- Describe the needs and uses, nursing responsibilities, complications and documentation needed when using parenteral fluid therapy

Instructional Texts

deWit, S., *Fundamental Concepts and Skills for Nursing, 6th Edition*, Elsevier, St. Louis, MO, 2022.

deWit, S., *Study Guide to Accompany Fundamental Concepts and Skills for Nursing, 6th Edition*, Elsevier, St. Louis, MO, 2022.

Recommended Resources:

ATI Fundamentals for Nursing

Supplemental Resource: Silvestri, L., *Saunders Comprehensive Review for the NCLEX-PN Examination, 7th Edition*, Saunders/Elsevier, St. Louis, MO, 2020.

Teaching Strategies

- Lecture
- Videos
- Case Study/Scenario
- Class Discussion
- Out of Class Assignments
- Test/ Review

Method of Student Evaluation

Tests	65%
Out of Class Assignments	5%
ATI Out of class assignments	10%
Final	20%

Proctored exams will be given to all students and graded as follows:

Level 3	95%
Level 2	85%
Level 1	75%
<Level 1	65%

An overall grade of 73 percent or better is required for this course.

Grading System

Throughout the duration of a program, students will be continually apprised of progress in their subjects. Students' grades are provided at the end of each course. An official academic transcript is provided within 30 days of graduation. Requests for additional transcripts must be made in writing, accompanied by a \$5 clerical fee.

<u>Grade</u>	<u>Numeric Grade</u>	<u>Quality Points</u>	<u>Explanation</u>
A	93 – 99	4.0	Excellent
A-	90 – 92	3.7	Excellent
B+	87 – 89	3.3	Good
B	83 – 86	3.0	Good
B-	80 – 82	2.7	Good
C+	77 – 79	2.3	Satisfactory
C	73 – 76	2.0	Satisfactory
C-	70 – 72	1.7	Below Average
D+	67 – 69	1.3	Poor
D	63 – 66	1.0	Poor
D-	60 – 62	0.7	Poor
F	59 or less	0.0	Fail
WF		0.0	Withdrawal/Fail

High Honors:	3.75 – 4.0
Honors:	3.5 – 3.74

Grades Not Used in the Calculation of Grade Point Average

P	Pass
NP	When successfully repeating a failed course, the failed grade becomes an NP
W	Withdrawal
TR	Transfer Credit from another institution
INC	Incomplete
AP	Credit awarded for prior learning
AU	Audit
-	Class scheduled, not yet attended

Missed Work and Exams

Hours missed from class **cannot** be made up. Missed exams will result in a grade of “zero.” Exam make-ups must be completed within 1 week of missed exam. Make-up exams cannot be given during class time and may be different and more difficult. See the PN Student Handbook testing policy for complete information. Students are responsible for obtaining all class notes, handouts, or other information for missed lectures from a classmate. Students must contact their instructor in order to be eligible to make up any work missed. This must be completed within 1 week of the missed work.

Incomplete Grades

There are specific situations in which incomplete grades will be authorized by the Program Manager. Students must maintain a passing grade in the overall to be allowed to receive an incomplete. *Students who receive an incomplete grade must make arrangements with the instructor to complete the required work within two (2) weeks.* Failure to complete the required work may result in failing the course.

Class Policies

All assignments and the final exam must be completed. Your participation in the classroom is vital to the learning process, and attendance is a key ingredient of your success in the workplace. Appropriate attire and behavior is expected at all times. If you are asked to leave the classroom, it will count as missed hours from class.



STONE ACADEMY

Course Code: FUN 102	Fundamentals of Nursing	Credits: 8 Hours: 120
Prerequisite: NONE	Week-by-Week Course Outline Day Program	Delivery: Residential

WEEK	Topics / Chapters Covered	Test Schedule
Week 1	Intro to Course Williams: Ch. 2 Health and Illness Williams: Ch. 4 Nursing Process Williams: Ch. 5 Nursing Process Williams: Ch. 6 Nursing Process	Test 1
Week 2	Williams: Ch. 16 Infection Prevention and Control Williams: Ch. 17 Infection Control and Prevention Williams: Ch. 19 Patient Personal Hygiene	Test 2 Learning System Quiz
Week 3	Williams: Ch. 20 Patient Environment and Safety Williams: Ch. 7 Documentation Williams: Ch. 21 Measuring Vital Signs	Test 3 Test 4 Learning System Quiz
Week 4	Williams: Ch. 22 Assessing Health Status Williams: Ch. 31 Pain, Comfort and Sleep Williams: Ch. 18 Lifting, Moving, Positioning	Test 5 Learning System Quiz
Week 5	Williams: Ch. 39 Promoting Musculoskeletal Function Williams: Ch. 28 Respiration and Oxygen Delivery Williams: Ch. 23 Admitting, Transferring, Discharging	Test 6 Learning System Quiz
Week 6	Williams: Ch. 24 Diagnostic Test/Specimen Collection Williams: Ch. 30 Promoting Bowel Elimination Williams: Ch. 29 Promoting Urinary Elimination	Test 7 Learning System Quiz
Week 7	Williams: Ch. 37 Care of the Surgical Patient Williams: Ch. 38 Wound Care/Pressure Ulcers	Test 8 Learning System Quiz
Week 8	Williams: Ch. 25 Fluids/Electrolyte Imbalance Williams: Ch. 27 Nutrition/Assisted Feeding Williams: Ch. 40 Physical Care Problems	Test 9 Learning System Quiz
Week 9	Williams: Ch. 41 Psychosocial Problems Williams: Ch. 15 Loss, Grief, End-of-Life Care Course Review	Test 10 Learning System Quiz
Week 10		Final Exam (Cumulative)

Refer to the Out-of-Class Assignments page which provides the required homework assignments; included in the grid is the minimum estimate of hours per week required to adequately study and complete homework.

NOTE: The instructor has the right to make changes within the Week-by-Week as necessary.



STONE ACADEMY

Course Code: FUN 102	Fundamentals of Nursing	Credits: 8 Hours: 120
Prerequisite: NONE	Out-of-Class Assignments Day Program	Delivery: Residential

WEEK	Estimated Time Required for Completion	READ Chapter(s)	Assignment
Week 1	6 hours	Chapter 2 Chapter 4 Chapter 5 Chapter 6	Complete Study Guide/Workbook for all chapters Complete end of chapter NCLEX Review Questions Nurse Logic
Week 2	6 hours	Chapter 16 Chapter 17 Chapter 19	Complete Study Guide/Workbook for all chapters Video Case Studies Complete end of chapter NCLEX Review Questions
Week 3	6 hours	Chapter 7 Chapter 20 Chapter 21	Complete Study Guide/Workbook for all chapters Complete end of chapter NCLEX Review Questions ATI: PN Fundamentals Online Practice 2020 A Create remediation binder
Week 4	6 hours	Chapter 22 Chapter 31 Chapter 18	Complete Study Guide/Workbook for all chapters Complete end of chapter NCLEX Review Questions Remediation for ATI: PN Fundamentals Online Practice 2020 A
Week 5	6 hours	Chapter 39 Chapter 28 Chapter 23	Complete Study Guide/Workbook for all chapters Complete end of chapter NCLEX Review Questions Nurse Logic 2.0 Nursing Concepts
Week 6	6 hours	Chapter 24 Chapter 29 Chapter 30	Complete Study Guide/Workbook for all chapters Complete end of chapter NCLEX Review Questions ATI: PN Fundamentals Online Practice 2020 B
Week 7	6 hours	Chapter 37 Chapter 38	Complete Study Guide/Workbook for all chapters Complete end of chapter NCLEX Review Questions Continue Remediation for ATI: PN Fundamentals Online Practice 2020 A & B

Week 8	6 hours	Chapter 25 Chapter 27 Chapter 40	Complete Study Guide/Workbook for all chapters Continue Remediation for ATI: PN Fundamentals Online Practice 2020 A & B Complete end of chapter NCLEX Review Questions
Week 9	6 hours	Chapter 41 Chapter 15	Complete Study Guide/Workbook for all chapters Complete end of chapter NCLEX Review Questions Submit remediation binder
Week 10	6 hours	Review all Chapters	Final Exam

Refer to the Week-by-Week page, which provides the weekly structure for in-class discussion, programmatic instruction and anticipated testing schedule.

NOTE: The instructor has the right to make changes within the Out-of-Class Assignments as necessary.



STONE ACADEMY

Course Code: FUN 102	Fundamentals of Nursing	Credits: 8 Hours: 120
Prerequisite: NONE	Week-by-Week Course Outline Evening Program	Delivery: Residential

WEEK	Topics / Chapters Covered	Test Schedule
Week 1	Intro to Course Williams: Ch. 2 Health and Illness Williams: Ch. 4 Nursing Process Williams: Ch. 5 Nursing Process Williams: Ch. 6 Nursing Process	
Week 2	Williams: Ch. 16 Infection Prevention and Control Williams: Ch. 17 Infection Control and Prevention	Test 1
Week 3	Williams: Ch. 19 Patient Personal Hygiene Williams: Ch. 20 Patient Environment and Safety	Test 2 Learning System Quiz
Week 4	Williams: Ch. 7 Documentation Williams: Ch. 21 Measuring Vital Signs	Test 3 Learning System Quiz
Week 5	Williams: Ch. 22 Assessing Health Status Williams: Ch. 31 Pain, Comfort and Sleep	Test 4 Learning System Quiz
Week 6	Williams: Ch. 18 Lifting, Moving, Positioning Williams: Ch. 39 Promoting Musculoskeletal Function	Test 5 Learning System Quiz
Week 7	Williams: Ch. 28 Respiration and Oxygen Delivery Williams: Ch. 23 Admitting, Transferring, Discharging	Test 6 Learning System Quiz
Week 8	Williams: Ch. 24 Diagnostic Test/Specimen Collection Williams: Ch. 30 Promoting Bowel Elimination Williams: Ch. 29 Promoting Urinary Elimination	Test 7 Learning System Quiz
Week 9	Williams: Ch. 37 Care of the Surgical Patient Williams: Ch. 38 Wound Care/Pressure Ulcers Williams: Ch. 25 Fluids/Electrolytes Imbalance	Test 8 Learning System Quiz
Week 10	Williams: Ch. 27 Nutrition/Assisted Feeding Williams: Ch. 40 Physical Care Problems Williams: Ch. 41 Psychosocial Problems Williams: Ch. 15 Loss, Grief, End-of-Life Care	Test 9
Week 11	Course Review	Test 10 Final Exam (Cumulative)

Refer to the Out-of-Class Assignments page which provides the required homework assignments; included in the grid is the minimum estimate of hours per week required to adequately study and complete homework.

NOTE: The instructor has the right to make changes within the Week-by-Week as necessary.



STONE ACADEMY

Course Code: FUN 102	Fundamentals of Nursing	Credits: 8 Hours: 120
Prerequisite: NONE	Out-of-Class Assignments Evening Program	Delivery: Residential

WEEK	Estimated Time Required for Completion	READ Chapter(s)	Assignment
Week 1	5.5 hours	Chapter 2 Chapter 4 Chapter 5 Chapter 6	Complete Study Guide/Workbook for all chapters Nurse Logic Complete end of chapter NCLEX Review Questions
Week 2	5.5 hours	Chapter 16 Chapter 17	Complete Study Guide/Workbook for all chapters Complete end of chapter NCLEX Review Questions Video Case Studies
Week 3	5.5 hours	Chapter 19 Chapter 20	Complete Study Guide/Workbook for all chapters Complete end of chapter NCLEX Review Questions ATI: PN Fundamentals Online Practice 2020 A Create Remediation binder
Week 4	5.5 hours	Chapter 7 Chapter 20	Complete Study Guide/Workbook for all chapters Complete end of chapter NCLEX Review Questions Remediation for ATI: PN Fundamentals Online Practice 2020 A
Week 5	5.5 hours	Chapter 22 Chapter 31	Complete Study Guide/Workbook for all chapters Complete end of chapter NCLEX Review Questions Learning System Quizzes
Week 6	5.5 hours	Chapter 18 Chapter 19	Complete Study Guide/Workbook for all chapters Complete end of chapter NCLEX Review Questions ATI: PN Fundamentals Online Practice 2020 B
Week 7	5.5 hours	Chapter 28 Chapter 23	Complete Study Guide/Workbook for all chapters Complete end of chapter NCLEX Review Questions Continue Remediation for ATI: PN Fundamentals Online Practice 2020 A&B
Week 8	5.5 hours	Chapter 24 Chapter 30 Chapter 29	Complete Study Guide/Workbook for all chapters Complete end of chapter NCLEX Review Questions

Week 9	5.5 hours	Chapter 37 Chapter 38 Chapter 25	Complete Study Guide/Workbook for all chapters Complete end of chapter NCLEX Review Questions Submit remediation binder
Week 10	5.5 hours	Chapter 27 Chapter 40 Chapter 41 Chapter 15	Complete Study Guide/Workbook for all chapters Complete end of chapter NCLEX Review Questions
Week 11	5.5 hours		Final Exam

Refer to the Week-by-Week page, which provides the weekly structure for in-class discussion, programmatic instruction and anticipated testing schedule.

NOTE: The instructor has the right to make changes within the Out-of-Class Assignments as necessary.



STONE ACADEMY

Course Code: COM 110	Practical English for Communication Skills	Credits: 3 Hours: 45
Prerequisite: NONE		Delivery: Residential

My signature below indicates that I have received the syllabus for this course.

Student's Name
(Please Print)

Date

Student's Signature

Note: Instructors will keep this form until students have received final grades for the course.

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STONE ACADEMY

Course Code: COM 110	Practical English Communication Skills	Credits: 3 Hours: 45
Prerequisite: NONE		Delivery: Residential

Course Description

This course presents the fundamentals of professional written communication through the instruction of basic principles of grammar including the eight parts of speech, plurals, possessives, and predicate agreement. The correct usage of punctuation is studied to prepare students for written communications. Proofreading and spelling skills are also stressed. Students will review the eight parts of speech as well as focus on skills including subject verb agreement, pronoun antecedent agreement, tense consistency, active and passive voice, and correct comparisons. This course provides students with instruction in reading comprehension and thinking skills necessary for college reading. It includes instruction in critical analysis, critical interpretation, and advanced instruction in vocabulary and literary comprehension.

Course Objectives/Learning Outcomes

After satisfactorily completing this course, students will be able to:

- Correctly use nouns, plurals and possessives
- Form study habits to prepare for future coursework
- Properly use and comprehend a textbook and a medical dictionary
- Classify pronouns (personal, reflexive, demonstrative, interrogative, indefinite)
- Form and correctly use the simple and perfect verb tenses
- Implement the rules of subject/verb agreement
- Correctly compare regular and irregular adjectives and adverbs
- Recognize and appropriately use active and passive voices
- Proofread and edit grammatical errors
- Identify and define medical vocabulary words
- Identify supporting evidence
- Make valid inferences and draw appropriate conclusions based on information in an article

Instructional Text

Business English, 13th Edition, Mary Ellen Guffey and Carolyn M. Seefer, Cengage Learning, 2020.

Reference Text

Reference: O'Toole, M., *Mosby's Pocket Dictionary of Medicine, Nursing & Health Professions, 8th Edition*. St. Louis, MO. Elsevier, 2017.

Teaching Strategies

- Lecture
- Technology
- Class Discussions
- Demonstration
- Collaboration

Method of Student Evaluation

Classwork/Assignments	10%
Tests	40%
Quizzes	20%
Out of Class Assignments	10%
Final Exam	20%

Grade	Quality Points	Explanation
P	0.00	73 or higher
F	0.00	below 73

This is a pass/fail class. Students must achieve a minimum average of 73, and all assignments must be completed and turned in on time in order to pass the class and advance to COM 111.

Grading System

Throughout the duration of a program, students will be continually apprised of progress in their subjects. Students' grades are provided at the end of each course. An official academic transcript is provided within 30 days of graduation. Requests for additional transcripts must be made in writing, accompanied by a \$5 clerical fee.

<u>Grade</u>	<u>Numeric Grade</u>	<u>Quality Points</u>	<u>Explanation</u>
A	93 – 99	4.0	Excellent
A-	90 – 92	3.7	Excellent
B+	87 – 89	3.3	Good
B	83 – 86	3.0	Good
B-	80 – 82	2.7	Good
C+	77 – 79	2.3	Satisfactory
C	73 – 76	2.0	Satisfactory
C-	70 – 72	1.7	Below Average
D+	67 – 69	1.3	Poor
D	63 – 66	1.0	Poor
D-	60 – 62	0.7	Poor
F	59 or less	0.0	Fail
WF		0.0	Withdrawal/Fail
	High honors:	3.75 – 4.0	
	Honors:	3.5 – 3.74	

Grades Not Used in the Calculation of Grade Point Average

P	Pass
NP	When successfully repeating a failed course, the failed grade becomes an NP
W	Withdrawal
TR	Transfer Credit from another institution
INC	Incomplete
AP	Credit awarded for prior learning
AU	Audit
-	Class scheduled, not yet attended

Missed Work and Exams

Hours missed from class **cannot** be made up. Missed exams will result in a grade of “zero.” Exam make-ups must be completed within 1 week of missed exam. Make-up exams cannot be given during class time and may be different and more difficult. See the PN Student Handbook testing policy for complete information. Students are responsible for obtaining all class notes, handouts, or other information for missed lectures from a classmate. Students must contact their instructor in order to be eligible to make up any work missed. This must be completed within 1 week of the missed work.

Incomplete Grades

There are specific situations in which incomplete grades will be authorized by the Program Manager. Students must maintain a passing grade in the overall to be allowed to receive an incomplete. *Students who receive an incomplete grade must make arrangements with the instructor to complete the required work within two (2) weeks.* Failure to complete the required work may result in failing the course.

Class Policies

All assignments and the final exam must be completed. Your participation in the classroom is vital to the learning process, and attendance is a key ingredient of your success in the workplace. Appropriate attire and behavior is expected at all times. If you are asked to leave the classroom, it will count as missed hours from class.



STONE ACADEMY

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Course Code: COM 110	Practical English Communication Skills	Credits: 3 Hours: 45
Prerequisite: NONE	Week-by-Week Course Outline Day and Evening Program	Delivery: Residential

WEEK	Topics/Chapters Covered	Test Schedule
Week 1	Chapter 1 – Parts of Speech Chapter 2 – The Sentence	Quiz 1
Week 2	Chapter 6 – Predicate Agreement Chapter 3 – Nouns: Plural and Possessive	Test 1
Week 3	Chapter 4 – Pronouns: Nominative and Objective Chapter 10 – Commas	Quiz 2 Test 2
Week 4	Chapter 11 – Semicolons, Colons, and Dashes Chapter 12 – Quotation Marks, Hyphens, and Parentheses	Quiz 3
Week 5	Course Wrap-Up Review for Final Exam	Test 3 Final Exam

Refer to the Out-of-Class Assignments page which provides the required homework assignments; included in the grid is the minimum estimate of hours per week required to adequately study and complete homework.

NOTE: The instructor has the right to make changes within the Week-by-Week as necessary.



STONE ACADEMY

Course Code: COM 110	Practical English Communication Skills	Credits: 3 Hours: 45
Prerequisite: NONE	Out-of-Class Assignments Day and Evening Program	Delivery: Residential

WEEK	Estimated Time Required for Completion	READ Chapter(s)	Assignment
Week 1	6 hours	Chapter 1 Chapter 2	Complete reinforcement exercises, pages 13-17 & 37-41 Supplemental Worksheets
Week 2	6 hours	Chapter 6 Chapter 3	Complete reinforcement exercises, pages 183-190 & 73-79 Supplemental Worksheets
Week 3	6 hours	Chapter 4 Chapter 10	Complete reinforcement exercises, pages 107-114, Level 1, pages 319-321
Week 4	6 hours	Chapter 11 Chapter 12	Complete reinforcement exercises – Level 2 and Level 3, pages 321-326, 345-350 & 373-380
Week 5	6 hours	Review all chapters	Study for Final Exam

Refer to the Week-by-Week page which provides the weekly structure for in-class discussion, programmatic instruction and anticipated testing schedule.

NOTE: The instructor has the right to make changes within the Out-of-Class Assignments as necessary.



STONE ACADEMY

Course Code: COM 111	Communication Skills for Healthcare Professionals	Credits: 3 Hours: 45
Prerequisite: COM 110		Delivery: Residential

My signature below indicates that I have received the syllabus for this course.

Student's Name

(Please Print)

Date

Student's Signature

Note: Instructors will keep this form until students have received final grades for the course.

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STONE ACADEMY

Course Code: COM 111	Communication Skills or Healthcare Professionals	Credits: 3 Hours: 45
Prerequisite: COM 110		Delivery: Residential

Course Description

This course is designed to prepare students to apply writing and grammar skills to a multitude of real world healthcare scenarios. Health care reform and regulatory change has begun to highlight the need for health care professionals to communicate themselves clearly through written communication as it relates to reports and patient history. In addition, students will be given an introduction to common health related vocabulary. Effective writing skills are essential for health care professionals to clearly express themselves to patients, their families, and other practitioners.

Course Objectives/Learning Outcomes

After satisfactorily completing this course, students will be able to:

- Utilize the writing process
- Implement proper paragraph structure
- Conduct academic research
- Respond in discussions and in writing, using personal, literal, interpretative, and evaluative stances, to works of fiction and/or non-fiction
- Understand proper proofreading techniques
- Utilize various writing styles used in the health care professions
- Effectively structure and compose professional office memorandums and email communications
- Understand health related vocabulary and utilize proper spelling
- Compose professional inter-office messages
- Properly utilize sentence structure and punctuation
- Utilize professional phone etiquette and office messages
- Recognize various types of medical reports and their meanings

Instructional Texts

Davis, Sampson, *Living and Dying in Brick City*. New York, NY: Spiegel & Grau Trade Paperbacks, 2014.

Guffey, M. E., & Seefer, C. M., *Business English 13th Edition*. Boston, MA: Cengage Learning, 2020.

Reference Text

Reference: O'Toole, M., *Mosby's Pocket Dictionary of Medicine, Nursing & Health Professions*, 8th Edition. St. Louis, MO. Elsevier, 2017.

Teaching Strategies

- Lecture/Demonstration
- Practice in Class
- Class Discussions
- Out of Class Assignments
- Test/Quiz Review

Method of Student Evaluation

Classwork/Assignments	10%
Tests	40%
Quizzes	20%
Out of Class Assignments	10%
Final Exam	20%

Grade	Quality Points	Explanation
P	0.00	73 or higher
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This is a pass/fail class. Students must achieve a minimum average of 73, and all assignments must be completed and turned in on time in order to pass the class.

Grading System

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<u>Grade</u>	<u>Numeric Grade</u>	<u>Quality Points</u>	<u>Explanation</u>
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B-	80 – 82	2.7	Good
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D+	67 – 69	1.3	Poor
D	63 – 66	1.0	Poor
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F	59 or less	0.0	Fail
WF		0.0	Withdrawal/Fail

High honors:	3.75 – 4.0
Honors:	3.5 – 3.74

Grades No Used in the Calculation of Grade Point Average

P	Pass
NP	When successfully repeating a failed course, the failed grade becomes an NP
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INC	Incomplete
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Missed Work and Exams

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Incomplete Grades

There are specific situations in which incomplete grades will be authorized by the Program Manager. Students must maintain a passing grade in the overall to be allowed to receive an incomplete. *Students who receive an incomplete grade must make arrangements with the instructor to complete the required work within two (2) weeks.* Failure to complete the required work may result in failing the course.

Class Policies

All assignments and the final exam must be completed. Your participation in the classroom is vital to the learning process, and attendance is a key ingredient of your success in the workplace. Appropriate attire and behavior is expected at all times. If you are asked to leave the classroom, it will count as missed hours from class.



STONE ACADEMY

Course Code: COM 111	Communication Skills for Healthcare Professionals	Credits: 3 Hours: 45
Prerequisite: COM 110	Week-by-Week Course Outline Day Program	Delivery: Residential

WEEK	Topics/Chapters Covered	Test Schedule
Week 1	<ul style="list-style-type: none"> • Capitalization • Homonyms & Pseudo-Homonyms • Peer/self-editing exercises • SOAP notes • Distinguishing fact from opinion • Peer/self-editing exercises (cont.) • Health related vocabulary list #1 	Quiz 1
Week 2	<ul style="list-style-type: none"> • Commas • Semicolons • Peer/self-editing exercises (cont.) • Medical reading assignment and discussion #2 • Identifying and correcting run-on sentences • Writing effective sentences 	Test 1
Week 3	<ul style="list-style-type: none"> • Writing incident reports • Peer/self-editing exercises (cont.) • Health related vocabulary list #2 • Dashes • Colons • Quotations • Peer/self-editing exercises (cont.) 	Quiz 2
Week 4	<ul style="list-style-type: none"> • Effective email messages • Medical reading assignment and discussion #2 • Parenthesis • Medical charting • Effective memos • Peer/self-editing exercises (cont.) • Health related vocabulary #3 	Test 2
Week 5	<ul style="list-style-type: none"> • Review and practice of all skills • Peer/self-editing exercises (cont.) • Medical reading assignment and discussion #2 • Review and practice of all skills (cont.) • Peer/self-editing exercises (cont.) • Health related vocabulary #4 	Final Exam

Refer to the Out-of-Class Assignments page which provides the required homework assignments; included in the grid is the minimum estimate of hours per week required to adequately study and complete homework.

NOTE: The instructor has the right to make changes within the Week-by-Week as necessary.



STONE ACADEMY

Course Code: COM 111	Practical English Communication Skills	Credits: 3
Prerequisite: COM 110	Out-of-Class Assignments Day Program	Delivery: Residential

WEEK	Estimated Time Required for Completion	READ Chapter(s)	Assignment
Week 1	6.3 hours	Guffey: Chapter 13	Guffey: Exercises, pages 417-428 Complete Supplemental Worksheets <i>Living and Dying in Brick City</i> : Read Sections 1 & 2 Supplemental Worksheet: Define medical vocabulary Supplemental SOAP Note Assignment <i>Living and Dying in Brick City</i> : Read Sections 3 & 4 Complete writing assignment on Sections 1-4 for <i>Living and Dying in Brick City</i>
Week 2	6.3 hours	Guffey: Chapter 10	Complete Supplemental Worksheets: Writing sentences; identifying and correcting run-on sentences Supplemental Worksheet: Define health related vocabulary <i>Living and Dying in Brick City</i> : Read Sections 7 & 8
Week 3	6.3 hours		Guffey; Review Chapter 11 and 12 Complete Supplemental Worksheet semicolons, colons, and dashes, etc. Complete Supplemental Worksheet on writing effective email messages <i>Living and Dying in Brick City</i> Sections 9 & 10 Complete Supplemental Worksheet on Medical Charting Complete Supplemental Worksheet on Writing Effective Memos Supplemental Worksheet: Define health related vocabulary <i>Living and Dying in Brick City</i> Sections 11 & 12
Week 4	6.3 hours	Guffey: Chapter 11, 12	Supplemental Assignment: Writing emails in medical setting <i>Living and Dying in Brick City</i> Sections 13 & 14 Final Writing Project: <i>Living and Dying in Brick City</i> Study for Final Exam
Week 5	6.3 hours		Final Writing Project: <i>Living and Dying in Brick City</i> Study for Final Exam

Refer to the Week-by-Week page which provides the weekly structure for in-class discussion, programmatic instruction and anticipated testing schedule.

NOTE: The instructor has the right to make changes within the Out-of-Class Assignments as necessary.



STONE ACADEMY

Course Code: COM 111	Communication Skills for Healthcare Professionals	Credits: 3 Hours: 45
Prerequisite: COM 110	Week-by-Week Course Outline Evening Program	Delivery: Residential

WEEK	Topics/Chapters Covered	Test Schedule
Week 1	<ul style="list-style-type: none"> • Capitalization • Homonyms & Pseudo-Homonyms • Peer/self-editing exercises 	
Week 2	<ul style="list-style-type: none"> • SOAP notes • Distinguishing fact from opinion 	Quiz 1
Week 3	<ul style="list-style-type: none"> • Peer/self-editing exercises (cont.) • Health related vocabulary list #1 	
Week 4	<ul style="list-style-type: none"> • Commas • Semicolons • Peer/self-editing exercises (cont.) • Medical reading assignment and discussion #2 	
Week 5	<ul style="list-style-type: none"> • Identifying and correcting run-on sentences • Writing effective sentences 	Test 1
Week 6	<ul style="list-style-type: none"> • Writing incident reports • Peer/self-editing exercises (cont.) • Health related vocabulary list #2 	
Week 7	<ul style="list-style-type: none"> • Dashes • Colons • Quotations • Peer/self-editing exercises (cont.) • Effective email messages • Medical reading assignment and discussion #2 	Quiz 2
Week 8	<ul style="list-style-type: none"> • Parenthesis • Medical charting 	
Week 9	<ul style="list-style-type: none"> • Effective memos • Peer/self-editing exercises (cont.) 	
Week 10	<ul style="list-style-type: none"> • Health related vocabulary #3 • Medical reading assignment and discussion #2 	Test 2
Week 11	<ul style="list-style-type: none"> • Review and practice of all skills • Peer/self-editing exercises (cont.) 	

Week 12	<ul style="list-style-type: none"> • Review and practice of all skills (cont.) • Peer/self-editing exercises (cont.) 	
Week 13	<ul style="list-style-type: none"> • Health related vocabulary #4 	
Week 14	<ul style="list-style-type: none"> • Final Exam 	

Refer to the Out-of-Class Assignments page which provides the required homework assignments; included in the grid is the minimum estimate of hours per week required to adequately study and complete homework.

NOTE: The instructor has the right to make changes within the Week-by-Week as necessary.



STONE ACADEMY

Course Code: COM 111	Practical English Communication Skills	Credits: 3
Prerequisite: COM 110	Out-of-Class Assignments Evening Program	Delivery: Residential

WEEK	Estimated Time Required for Completion	READ Chapter(s)	Assignment
Week 1	2.25 hours	Guffey: Chapter 13	Guffey: Exercises, pages 417-428 Complete Supplemental Worksheets
Week 2	2.25 hours		<i>Living and Dying in Brick City</i> : Read Sections 1 & 2
Week 3	2.25 hours		Supplemental Worksheet: Define medical vocabulary Supplemental SOAP Note Assignment
Week 4	2.25 hours		<i>Living and Dying in Brick City</i> : Read Sections 3 & 4 Complete writing assignment on Sections 1-4 for <i>Living and Dying in Brick City</i>
Week 5	2.25 hours		Guffey: Review Chapter 10 (commas) Complete Supplemental Worksheet on commas
Week 6	2.25 hours	Guffey: Chapter 10	<i>Living and Dying in Brick City</i> : Read Sections 5 & 6
Week 7	2.25 hours		Complete Supplemental Worksheets: Writing sentences; identifying and correcting run-on sentences Supplemental Worksheet: Define health related vocabulary
Week 8	2.25 hours		<i>Living and Dying in Brick City</i> : Read Sections 7 & 8
Week 9	2.25 hours		Guffey; Review Chapter 11 and 12 Complete Supplemental Worksheet semicolons, colons, and dashes, etc. Complete Supplemental Worksheet on writing effective email messages
Week 10	2.25 hours	Guffey: Chapter 11, 12	<i>Living and Dying in Brick City</i> Sections 9 & 10 Study for Test

Week 11	2.25 hours		Complete Supplemental Worksheet on Medical Charting Complete Supplemental Worksheet on Writing Effective Memos Supplemental Worksheet: Define health related vocabulary <i>Living and Dying in Brick City</i> Sections 11 & 12
Week 12	2.25 hours		Supplemental Assignment: Writing emails in medical setting <i>Living and Dying in Brick City</i> Sections 13 & 14
Week 13	2.25 hours		Final Writing Project: <i>Living and Dying in Brick City</i>
Week 14	2.25 hours		Final Writing Project: <i>Living and Dying in Brick City</i> Study for Final Exam

Refer to the Week-by-Week page which provides the weekly structure for in-class discussion, programmatic instruction and anticipated testing schedule.

NOTE: The instructor has the right to make changes within the Out-of-Class Assignments as necessary.



STONE ACADEMY

Course Code: PHA 110	Practical Mathematics for Healthcare Professionals	Credits: 3 Hours: 45
Prerequisite: NONE		Delivery: Residential

My signature below indicates that I have received the syllabus for this course.

Student's Name
(Please Print)

Date

Student's Signature

Note: Instructors will keep this form until students have received final grades for the course.

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STONE ACADEMY

Course Code: PHA 110	Practical Mathematics for Healthcare Professionals	Credits: 3 Hours: 45
Prerequisite: NONE		Delivery: Residential

Course Description

This course provides a comprehensive review of general mathematics including arithmetic, algebra, problem solving, word problems, equations, fractions, charts, and mathematical conversions using real-life examples. Proficiency in the material in this course is required to prepare students for the application of mathematics in theory and in practice. This course will provide students with examples of mathematical problems that may be encountered in a practical setting. After completing this course, students will have a strong foundation in mathematics, terminology, and abbreviations used in health science careers.

Course Objectives/Learning Outcomes

After satisfactorily completing this course, students will be able to:

- Calculate operations with integers and rational numbers
- Recognize equivalent fractions and mixed numbers
- Calculate problems using decimals and percentages
- Understand and utilize common medical abbreviations
- Combine operations using fractions and decimals
- Calculate ratios and proportions
- Understand military time

Instructional Texts

Gray Morris, D, Calculate with Confidence, 7th Edition, St. Louis, MO. Mosby, Inc., an affiliate of Elsevier Inc., 2018.

Simmers, L., Simmers-Nartker, K., Simmers-Kobelak, S., Practical Problems in Mathematics: Health Science Careers, 3rd Edition. Clifton Park, NY. Delmar/Cengage Learning, 2013.

Teaching Strategies

- Lecture/Demonstration
- Practice in Class
- Class Discussion
- Outside Assignments
- Test/Quiz Review

Method of Student Evaluation

Classwork/Assignments	10%
Tests	40%
Quizzes	20%
Out of Class Assignments	10%
Final Exam	20%

Grade	Quality Points	Explanation
P	0.00	73 or higher
F	0.00	below 73

This is a pass/fail class. Students must achieve a minimum average of 73, and all assignments must be completed and turned in on time in order to pass the class and advance to PHA 111.

Grading System

Throughout the duration of a program, students will be continually apprised of progress in their subjects. Students' grades are provided at the end of each course. An official academic transcript is provided within 30 days of graduation. Requests for additional transcripts must be made in writing, accompanied by a \$5 clerical fee.

<u>Grade</u>	<u>Numeric Grade</u>	<u>Quality Points</u>	<u>Explanation</u>
A	93 – 99	4.0	Excellent
A-	90 – 92	3.7	Excellent
B+	87 – 89	3.3	Good
B	83 – 86	3.0	Good
B-	80 – 82	2.7	Good
C+	77 – 79	2.3	Satisfactory
C	73 – 76	2.0	Satisfactory
C-	70 – 72	1.7	Below Average
D+	67 – 69	1.3	Poor
D	63 – 66	1.0	Poor
D-	60 – 62	0.7	Poor
F	59 or less	0.0	Fail
WF		0.0	Withdrawal/Fail
High honors:		3.75 – 4.0	
Honors:		3.5 – 3.74	

Grades Not Used in the Calculation of Grade Point Average

P	Pass
NP	When successfully repeating a failed course, the failed grade becomes an NP
W	Withdrawal
TR	Transfer Credit from another institution
INC	Incomplete
AP	Credit awarded for prior learning
AU	Audit
-	Class scheduled, not yet attended

Missed Work and Exams

Hours missed from class **cannot** be made up. Missed exams will result in a grade of “zero.” Exam make-ups must be completed within 1 week of missed exam. Make-up exams cannot be given during class time and may be different and more difficult. See the PN Student Handbook testing policy for complete information. Students are responsible for obtaining all class notes, handouts, or other information for missed lectures from a classmate. Students must contact their instructor in order to be eligible to make up any work missed. This must be completed within 1 week of the missed work.

Incomplete Grades

There are specific situations in which incomplete grades will be authorized by the Program Manager. Students must maintain a passing grade in the overall to be allowed to receive an incomplete. *Students who receive an incomplete grade must make arrangements with the instructor to complete the required work within two (2) weeks.* Failure to complete the required work may result in failing the course.

Class Policies

All assignments and the final exam must be completed. Your participation in the classroom is vital to the learning process, and attendance is a key ingredient of your success in the workplace. Appropriate attire and behavior is expected at all times. If you are asked to leave the classroom, it will count as missed hours from class.



STONE ACADEMY

Course Code: PHA 110	Practical Mathematics for Healthcare Professionals	Credits: 3 Hours: 45
Prerequisite: NONE	Week-by-Week Course Outline Day and Evening Program	Delivery: Residential

WEEK	Topics/Chapters Covered	Test Schedule
Week 1	<p><u><i>Whole Numbers: PPM Section 1</i></u></p> <ul style="list-style-type: none"> • Number lines, symbols and number statements • Whole number place values • Combined operations with whole numbers <ul style="list-style-type: none"> - Order of Operations • Solving for an unknown number using Basic Mathematics. • Rounding • Estimation <p><u><i>Common Fractions: PPM Section 2</i></u></p> <ul style="list-style-type: none"> • Part-to-whole relationships • Equivalent Fractions (Identity Relationship) • Reducing to Lowest or Simplest Terms <ul style="list-style-type: none"> - Multiplication Method - Division Method • Improper Fractions 	Quiz 1
Week 2	<p><u><i>Common Fractions (cont.): PPM Section 2</i></u></p> <ul style="list-style-type: none"> • Operations with fractions • Adding and subtracting fractions with same and different Denominators • Subtraction of Fractions • Borrowing in subtraction of Fractions Multiplication of Fractions • Multiplying a Fraction by a Whole Number • Reducing fractions before multiplying • Multiplication of Mixed Numbers • Division of Fractions • Complex Fractions • Combined operations with Fractions 	Test 1
Week 3	<p><u><i>Decimal Fractions: PPM Section 3</i></u></p> <ul style="list-style-type: none"> • Decimal place values • Rounding Decimals • Comparing Decimals • Changing Fractions to Decimals • Changing Decimals to Fractions • Addition of Decimals 	Quiz 2

	<ul style="list-style-type: none"> • Subtraction of Decimals • Multiplication of Decimals • Divisions of Decimals • Zeros as Placeholders in Decimal Division • Simplified Calculations with Decimals by sliding the decimal point. <ul style="list-style-type: none"> - Simplified Multiplication - Simplified Division • Combined operations with decimal fractions 	
Week 4	<p style="text-align: center;"><u>Percentages: PPM Section 4</u></p> <ul style="list-style-type: none"> • Percent-to-Decimal Conversion • Decimal-to-Percent Conversion • Using proportions to solve percent problems • Percent Strength of Solutions • Trade Discounts and Pricing <p style="text-align: center;"><u>Ratio and Proportion: PPM Section 4, 5</u></p> <ul style="list-style-type: none"> • Ratio • Proportion • Calculating ratio and proportions • Solving rational equations • Problem solving using ratios and proportions • Using Ratio and Proportions- solving for • Ratios as conversion “relationships” 	Test 2
Week 5	<p style="text-align: center;"><u>Combined Operations</u></p> <ul style="list-style-type: none"> • Conversions among Fractions, Decimals, Ratios and Percent <p style="text-align: center;"><u>Measurement and Conversion: PPM Section 8</u></p> <ul style="list-style-type: none"> • Military time • Calculations with medical measurement instruments (scales, tape measures thermometers) • Intake and output charts • Temperature, pulse, and respiration graphics • Height, weight measurement graphs <p style="text-align: center;">Review and final</p>	Quiz 3 Final Exam

Refer to the Out-of-Class Assignments page which provides the required homework assignments; included in the grid is the minimum estimate of hours per week required to adequately study and complete homework.

NOTE: The instructor has the right to make changes within the Week-by-Week as necessary.



STONE ACADEMY

Course Code: PHA 110	Practical Mathematics for Healthcare Professionals	Credits: 3 Hours: 45
Prerequisite: NONE	Out-of-Class Assignments Day and Evening Program	Delivery: Residential

WEEK	Estimated Time Required for Completion	READ Chapter(s)	Assignment
Week 1	5 hours	PPM: Section 1 Units 1-5 PPM: Section 2 Units 6, 7	Practical Problems: pages 3-7; 9-13; 15-19; 22-25; 27-34 Practical Problems: pages 37-44; 46-51 Supplementary Worksheet
Week 2	5 hours	PPM: Section 2 Unit 8 PPM Section 2 Units 9, 10	Practical Problems: pages 53-58 Practical Problems: pages 60-64; 66-72 Supplementary Worksheet
Week 3	5 hour	PPM Section 3 Units 11,12 PPM Section 3 Units 13,14 PPM Section 3 Units 15,16 PPM Section 4 Unit 17	Practical Problems: 76-80; 81-85 Practical Problems: pages 87-91; 93-97 Practical Problems: pages 99-104; 106-112 Practical Problems: pages 119-126 Supplementary Worksheet
Week 4	5 hours	PPM Section 4/5 Units 18-21	Practical Problems: pages 131-135; 138-144; 147-152; 155-160 Supplementary Worksheet for Final
Week 5	5 hours	Review	Study for Final Exam

Refer to the Week-by-Week page which provides the weekly structure for in-class discussion, programmatic instruction and anticipated testing schedule.

NOTE: The instructor has the right to make changes within the Out-of-Class Assignments as necessary.



STONE ACADEMY

Course Code: PHA 111	Pharmaceutical Calculations	Credits: 3 Hours: 45
Prerequisite: PHA 110		Delivery: Residential

My signature below indicates that I have received the syllabus for this course.

Student's Name
(Please Print)

Date

Student's Signature

Note: Instructors will keep this form until students have received final grades for the course.

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STONE ACADEMY

Course Code: PHA 111	Pharmaceutical Calculations	Credits: 3 Hours: 45
Prerequisite: PHA 110		Delivery: Residential

Course Description

Medical professionals use mathematics and problem solving daily to provide care for their patients. This course is designed to equip students with the mathematical skills commonly applied by health care professionals in the field. Students will be given instruction designed to help them think logically and analytically. Subject matter covered in this course will provide students the foundations and instruction needed to convert units of measure, as well as calculate dosages to administer medication.

Course Objectives/Learning Outcomes

After satisfactorily completing this course, students will be able to:

- Utilize the Metric system
- Convert Metric measurements and weights
- Correctly apply mathematical problem solving skills in health care scenarios
- Utilize critical thinking for problem solving
- Understand the use of Roman numerals
- Implement the household system in drug dosages
- Effectively calculate conversions between Metric and Nonmetric units of measure
- Understand and utilize common medical abbreviations

Instructional Texts

Gray Morris, D, Calculate with Confidence, 7th Edition, St. Louis, MO. Mosby, Inc., an affiliate of Elsevier Inc., 2018.

Simmers, L., Simmers-Nartker, K., Simmers-Kobelak, S., (2013). Practical Problems in Mathematics: Health Science Careers, 3rd Edition. Clifton Park, NY. Delmar/Cengage Learning, 2013.

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STONE ACADEMY

Course Code: PHA 111	Pharmaceutical Calculations	Credits: 3
Prerequisite: PHA 110	Week-by-Week Course Outline Day Program	Delivery: Residential

WEEK	Topics/Chapters Covered	Test Schedule
Week 1	Measurement Roman Numerals (Chapter 1) Temperature (Chapter 9) - Celsius and Fahrenheit Temperature Measures - Conversions between Celsius, Fahrenheit Percentage (Chapter 4) Ration and Proportions (Chapter 5)	Quiz 1
Week 2	Decimal System Place Values/Rounding (Chapter 3) Scientific Notation (Hand out information) Converting standard numbers to scientific notation. Converting scientific notation to standard numbers Calculating mass, weight, volume and liquid measurements Systems of Measurement and Units of Measure (chapter 6) Identify Household/ Identify Metric/ Identify Apothecary The Metric System Understanding the Metric System Using Metric Symbols and units of measure Changing Unit Measures Simplifying units using dimensional analysis Metric System Calculations Conversions within the Metric system Conversions Relating to Length /Converting Pounds (Chapter 9)	Test 1
Week 3	Household System Household Units of Measures Changing Unit Measures within the system Conversions within the Household System Apothecary Units of Measure Changing Unit Measures within the system Conversions within the Apothecary System Apothecary System Calculations Conversions between Metric, Household and Apothecary Systems US to Metric system conversions Metric to US system conversions Apothecary to Metric System Conversions	Quiz 2 Test 2
Week 4	Medication administration (Chapter 10) Understanding and interpreting medication orders (chapter 11) Reading medication labels (chapter 12) Dosage Calculation using the Ratio and proportion method Dosage calculation using the formula method Dosage Calculation using Dimensional analysis method Calculating Oral Dosages chapter 17 Morris	Test 3

	Calculating Parenteral Dosages chapter 18 Morris Calculating Dosage by Weight chapter 25 Morris Intravenous calculations	
Week 5	Final Review	Final Exam

Refer to the Out-of-Class Assignments page which provides the required homework assignments; included in the grid is the minimum estimate of hours per week required to adequately study and complete homework.

NOTE: The instructor has the right to make changes within the Week-by-Week as necessary.



STONE ACADEMY

Course Code: PHA 111	Pharmaceutical Calculations	Credits: 3
Prerequisite: PHA 110	Out-of-Class Assignments Day Program	Delivery: Residential

WEEK	Estimated Time Required for Completion	READ Chapter(s)	Assignment
Week 1	4.9 hours	Temperature (Chapter 9) Celsius and Fahrenheit Temperature Measures Conversions between Celsius, Fahrenheit Roman Numerals (Chapter 1) Percentage (Chapter 4) Ration and Proportions (Chapter 5)	Morris: Chapter 9 pg. 113 questions 1-10 pg. 121 questions 1-17 Chapter 1 pg. 9 questions 1-8 Morris: Chapter 4 pg. chapter review questions 12-32, 46-57 Chapter 5 pg. chapter review questions 14-24
Week 2	4.9 hours	Measurement Decimal System Place Values (Chapter 3) Scientific Notation (Hand out information) Converting standard numbers to scientific notation. Converting scientific notation to standard numbers Calculating mass, weight, volume and liquid measurements Systems of Measurement and Units of Measure (chapter 6) Identify Household/ Identify Metric/ Identify Apothecary Measurement (cont.) The Metric System Understanding the Metric System Using Metric Symbols and units of measure Changing Unit Measures Simplifying units using dimensional analysis Metric System Calculations Conversions within the Metric system Conversions Relating to Length /Converting Pounds (Chapter 9)	Simmers: Unit 11 pg. 78 questions 9-14 Rounding- supplemental handout Scientific Notation Supplemental handout Morris: Chapter 6-chapter review questions 1-11 Chapter 6-chapter review questions 26-43 Morris: Chapter review questions 24-29/ 36-40

Week 3	4.9 hours	Household System Household Units of Measures Changing Unit Measures within the system Conversions within the Household System Apothecary System Apothecary Units of Measure Changing Unit Measures within the system Conversions within the Apothecary System Apothecary System Calculations Conversions between Metric, Household and Apothecary Systems US to Metric system conversions Metric to US system conversions Apothecary to Metric System Conversions Relationship Between Systems (Chapter 8)	Morris: Practice problems pg. 89 questions 1-20 Simmers: Read 195-198 Unit 27 pg. 198 questions 1,3,5,7,9,11,13,15,17,19 System/Conversions within Household systems /Apothecary Morris- Chapter 1-chapter review pg. 10 questions 1,5,8,9 Chapter 3 pg. 31 1,3,5 Chapter 6 practice problems pg. 81 questions 6-10 Chapter 7 Practice problems questions 1-5 Chapter 8-chapter review-questions 36-46 Chapter 9-chapter review 18-21
Week 4	4.9 hours	Medication administration Chapter 10 Medication administration (Chapter 10) Understanding and interpreting medication orders (chapter 11) Reading medication labels (chapter 12) Dosage Calculation using the Ration and proportion method Dosage calculation using the formula method Dosage Calculation using Dimensional analysis method Math for Medications Calculating Oral Dosages Calculating Parenteral Dosages	Morris: Chapter 16 chapter review pg. 278 questions 1-10 Chapter 17 chapter review questions 1-10 Read chapter 18 Study for quiz calculating parenteral dosages Chapter 18 chapter review questions 1-10 Simmers Unit 46 pg.369 Simmers Unit 46 pg. 371 Questions 1,3,5,7, Read unit 48 pg. 395 Simmers Unit 48 pg.402 questions 1,3,5,7,9
Week 5	4.9 hours	Review for Final Final Exam	Study for Final Exam

Refer to the Week-by-Week page, which provides the weekly structure for in-class discussion, programmatic instruction and anticipated testing schedule.

NOTE: The instructor has the right to make changes within the Out-of-Class Assignments as necessary.



STONE ACADEMY

Course Code: PHA 111	Pharmaceutical Calculations	Credits: 3
Prerequisite: PHA 110	Week-by-Week Course Outline Evening Program	Delivery: Residential

WEEK	Topics/Chapters Covered	Test Schedule
Week 1	Measurement Roman Numerals (Chapter 1) Temperature (Chapter 9) - Celsius and Fahrenheit Temperature Measures - Conversions between Celsius, Fahrenheit Percentage (Chapter 4) Ration and Proportions (Chapter 5)	
Week 2	Decimal System Place Values/Rounding (Chapter 3) Scientific Notation (Hand out information) Converting standard numbers to scientific notation. Converting scientific notation to standard numbers Calculating mass, weight, volume and liquid measurements	Test 1
Week 3	Systems of Measurement and Units of Measure (chapter 6) Identify Household/ Identify Metric/ Identify Apothecary The Metric System Understanding the Metric System Using Metric Symbols and units of measure Changing Unit Measures Simplifying units using dimensional analysis	
Week 4	Metric System Calculations Conversions within the Metric system Conversions Relating to Length /Converting Pounds (Chapter 9)	Quiz 1
Week 5	Household System Household Units of Measures Changing Unit Measures within the system Conversions within the Household System Apothecary Units of Measure Changing Unit Measures within the system Conversions within the Apothecary System Apothecary System Calculations Conversions between Metric, Household and Apothecary Systems US to Metric system conversions Metric to US system conversions Apothecary to Metric System Conversions	
Week 6	Medication administration Chapter 10	Test 2
Week 7	Medication administration (Chapter 10) Understanding and interpreting medication orders (chapter 11) Reading medication labels (chapter 12)	

	Dosage Calculation using the Ratio and proportion method	
Week 8	Dosage calculation using the formula method	Quiz 2
Week 9	Dosage Calculation using Dimensional analysis method	
Week 10	Calculating Oral Dosages chapter 17 Morris	
Week 11	Calculating Parenteral Dosages chapter 18 Morris	
Week 12	Calculating Dosage by Weight chapter 25 Morris	Test 3
Week 13	Intravenous calculations	
Week 14	Final Exam	

Refer to the Out-of-Class Assignments page which provides the required homework assignments; included in the grid is the minimum estimate of hours per week required to adequately study and complete homework.

NOTE: The instructor has the right to make changes within the Week-by-Week as necessary.



STONE ACADEMY

Course Code: PHA 111	Pharmaceutical Calculations	Credits: 3
Prerequisite: PHA 110	Out-of-Class Assignments Evening Program	Delivery: Residential

WEEK	Estimated Time Required for Completion	READ Chapter(s)	Assignment
Week 1	1.75 hours	Measurement Roman Numerals (Chapter 1) Temperature (Chapter 9) - Celsius and Fahrenheit Temperature Measures - Conversions between Celsius, Fahrenheit Percentage (Chapter 4) Ration and Proportions (Chapter 5)	Morris: Chapter 9 pg. 113 questions 1-10 pg. 121 questions 1-17 Chapter 1 pg. 9 questions 1-8 Morris: Chapter 4 pg. chapter review questions 12-32 46-57 Chapter 5 pg. chapter review questions 14-24
Week 2	1.75 hours	Decimal System Place Values/Rounding (Chapter 3) Scientific Notation (Hand out information) Converting standard numbers to scientific notation. Converting scientific notation to standard numbers Calculating mass, weight, volume and liquid measurements	Simmers: Unit 11 pg. 78 questions 9-14 Rounding- supplemental handout Scientific Notation Supplemental handout Morris:
Week 3	1.75 hours	Systems of Measurement and Units of Measure (chapter 6) Identify Household/ Identify Metric/ Identify Apothecary The Metric System Understanding the Metric System Using Metric Symbols and units of measure Changing Unit Measures Simplifying units using dimensional analysis	Chapter 6-chapter review questions 1-11 Morris: Chapter 6-chapter review questions 26-43 Morris: Chapter review questions 24-29/ 36-40 Quiz Measurement chapters - 3,6, 9 Morris: Practice problems pg. 89 questions 1-20 Simmers: Read 195-198

			<p>Simmers: Unit 27 pg. 198 questions 1,3,5,7,9,11,13,15,17,19</p>
Week 4	1.75 hours	<p>Metric System Calculations Conversions within the Metric system Conversions Relating to Length /Converting Pounds (Chapter 9)</p>	<p>Study Practice examples Morris- Chapter 1-chapter review pg. 10 questions 1,5,8,9 Chapter 3 pg. 31 1,3,5 Chapter 6 practice problems pg. 81 questions 6-10 Chapter 7 Practice problems questions 1-5 Chapter 8-chapter review- questions 36-46 Chapter 9-chapter review 18-21</p>
Week 5	1.75 hours	<p>Household System Household Units of Measures Changing Unit Measures within the system Conversions within the Household System Apothecary Units of Measure Changing Unit Measures within the system Conversions within the Apothecary System Apothecary System Calculations Conversions between Metric, Household and Apothecary Systems US to Metric system conversions Metric to US system conversions Apothecary to Metric System Conversions</p>	<p>Morris Read Chapter 10,11,12 Morris Chapter 11 practice problems questions 1-10 Chapter 12 chapter review questions 1-20</p>
Week 6	1.75 hours	<p><u>TEST</u> Medication administration Chapter 10</p>	<p>Morris Chapter 14 chapter review questions pg. 225 1-10 Read Chapter 15 Morris: Chapter 15 chapter review pg. 254 questions 1-10 Read chapter 16</p>
Week 7	1.75 hours	<p>Medication administration (Chapter 10) Understanding and interpreting medication orders (chapter 11) Reading medication labels (chapter 12) Dosage Calculation using the Ratio and proportion method</p>	<p>Morris: Chapter 16 chapter review pg. 278 questions 1-10 Chapter 17 chapter review questions 1-10 Read chapter 18</p>

Week 8	1.75 hours	Dosage calculation using the formula method	Morris: Chapter 18 chapter review questions 1-10 Simmers Unit 46 pg.369
Week 9	1.75 hours	Dosage Calculation using Dimensional analysis method	
Week 10	1.75 hours	Calculating Oral Dosages chapter 17 Morris	
Week 11	1.75 hours	Calculating Parenteral Dosages chapter 18 Morris	
Week 12	1.75 hours	Calculating Dosage by Weight chapter 25 Morris	
Week 13	1.75 hours	Intravenous calculations	Simmers unit 46 pg. 371 Questions 1,3,5,7, Read unit 48 pg. 395 Simmers Unit 48 pg.402 questions 1,3,5,7,9
Week 14	1.75 hours	Final Exam	Study for Final Exam

Refer to the Week-by-Week page, which provides the weekly structure for in-class discussion, programmatic instruction and anticipated testing schedule.

NOTE: The instructor has the right to make changes within the Out-of-Class Assignments as necessary.



STONE ACADEMY

Course Code: PHA 112	Pharmacology	Credits: 4 Hours: 60
Prerequisite: PHA 111		Delivery: Residential

My signature below indicates that I have received the syllabus for this course.

Student's Name
(Please Print)

Date

Student's Signature

Note: Instructors will keep this form until students have received final grades for the course.

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STONE ACADEMY

Course Code: PHA 112	Pharmacology	Credits: 4 Hours: 60
Prerequisite: PHA 111		Delivery: Residential

Course Description

This course introduces students to the basic knowledge of medications, including their implications for use in therapeutic and restorative care of clients whose holistic balance of health has been altered. Basic concepts of pharmacology, medication classifications, dosages and medication administration techniques are integrated with the nursing process. This allows students to safely participate in the maintenance and promotion of health on the wellness/illness continuum.

Course Objectives/Learning Outcomes

After satisfactorily completing this course, students will be able to:

- List and give examples of the main uses of drugs.
- Define the system of naming drugs.
- Define and give examples of the types of preparations.
- Differentiate between official and unofficial drug standards.
- Explain the role of the State and Federal Government in drug legislation.
- Explain the major factors influencing drug effectiveness:
 - Common drug actions
 - Drug reactions
 - Drug interactions
 - Types of dosages
- Recognize the standard abbreviations used in medication administration.
- Define the pharmacological terminology pertinent to specific categories and classifications of medications in relation to drug effects on commonly occurring diseases.
- Identify major drug classifications.
- Review prototype medications for each classification.

- Identify uses, side effects, contraindications, actions, dosage range, and nursing implications for selected prototype medications.
- Describe the procedure for preparing and administering medications.
- Define the major routes of medication administration.
- Employ critical thinking skills to determine the effectiveness of medication administration on client outcomes.
- Laboratory learning outcomes:
 - Demonstrate the accepted procedure for drawing up injectable medications.
 - Prepare and administer medications properly.
 - Demonstrate proper documentation.
 - Demonstrate the ability to perform conversions of medication problems.
 - Review patient teaching techniques for administering medications.

Instructional Texts

Clayton, B. & Willihnganz, M., *Basic Pharmacology for Nurses, 18th Ed.*, Elsevier, St. Louis, MO, 2020.

Clayton, B. & Willihnganz, M., *Study Guide for Basic Pharmacology for Nurses, 18th Ed.*, Elsevier, St. Louis, MO, 2020.

Morris-Gray, D., *Calculate with Confidence, 7th Ed.*, Mosby/Elsevier, St. Louis, MO, 2017.

Skidmore-Roth, L., *Mosby's Nursing Drug Reference 34th Ed.*, Elsevier, St. Louis, MO, 2020.

Teaching Strategies

- Lecture/Demonstration
- Practice in Class
- Class Discussions
- Out of Class Assignments
- Test/Quiz Review

Method of Student Evaluation

Tests	65%
Out of Class Assignments	10%
Lab Skills Final	5%
Final	20%

* Complete ATI Skills Module Prior to Lab

An overall grade of 73 percent or better is required for this course.

Grading System

Throughout the duration of a program, students will be continually apprised of progress in their subjects. Students' grades are provided at the end of each course. An official academic transcript is provided within 30 days of graduation. Requests for additional transcripts must be made in writing, accompanied by a \$5 clerical fee.

<u>Grade</u>	<u>Numeric Grade</u>	<u>Quality Points</u>	<u>Explanation</u>
A	93 – 99	4.0	Excellent
A-	90 – 92	3.7	Excellent
B+	87 – 89	3.3	Good
B	83 – 86	3.0	Good
B-	80 – 82	2.7	Good
C+	77 – 79	2.3	Satisfactory
C	73 – 76	2.0	Satisfactory
C-	70 – 72	1.7	Below Average
D+	67 – 69	1.3	Poor
D	63 – 66	1.0	Poor
D-	60 – 62	0.7	Poor
F	59 or less	0.0	Fail
WF		0.0	Withdrawal/Fail
	High honors:	3.75 – 4.0	
	Honors:	3.5 – 3.74	

Grades Not Used in the Calculation of Grade Point Average

P	Pass
NP	When successfully repeating a failed course, the failed grade becomes an NP
W	Withdrawal
TR	Transfer Credit from another institution
INC	Incomplete
AP	Credit awarded for prior learning
AU	Audit
-	Class scheduled, not yet attended

Missed Work and Exams

Hours missed from class **cannot** be made up. Missed exams will result in a grade of “zero.” Exam make-ups must be completed within 1 week of missed exam. Make-up exams cannot be given during class time and may be different and more difficult. See the LPN Student Handbook testing policy for complete information. Students are responsible for obtaining all class notes, handouts, or other

information for missed lectures from a classmate. Students must contact their instructor in order to be eligible to make up any work missed. This must be completed within 1 week of the missed work.

Incomplete Grades

There are specific situations in which incomplete grades will be authorized by the Program Manager. Students must maintain a passing grade in the overall to be allowed to receive an incomplete. *Students who receive an incomplete grade must make arrangements with the instructor to complete the required work within two (2) weeks.* Failure to complete the required work may result in failing the course.

Class Policies

All assignments and the final exam must be completed. Your participation in the classroom is vital to the learning process, and attendance is a key ingredient of your success in the workplace. Appropriate attire and behavior is expected at all times. If you are asked to leave the classroom, it will count as missed hours from class.



STONE ACADEMY

Course Code: PHA 112	Pharmacology	Credits: 4 Hours: 60
Prerequisite: PHA 111	Week-by-Week Course Outline Day	Delivery: Residential
WEEK	Topics/Chapters Covered	Test Schedule
Week 1	Chapter 1: Drug Definitions, Standards, and Information Sources Chapter 2: Basic Principles of Drug Action and Drug Interactions	
Week 2	Chapter 3: Drug Action Across the Life Span Chapter 4: The Nursing Process and Pharmacology Chapter 5: Patient Education to Promote Health	Quiz 1
Week 3	Chapter 6: Principles of Medication Administration and Medication Safety	Test 1
Week 4	Chapter 7: Percutaneous Administration	Test 2
Week 5	Chapter 8: Enteral Administration	Test 3
Week 6	Chapters 9: Parenteral Administration: Safe Preparation of Parenteral Medications Chapter 10: Parenteral Administration: Intradermal, Subcutaneous, and Intramuscular Routes	Quiz 2
Week 7	Chapter 11: Parenteral Administration: Intravenous Route	Test 4
Week 8	Presentations: Medication Categories Pharmacology Final (Cumulative)	Final Exam

Refer to the Out-of-Class Assignments page which provides the required homework assignments; included in the grid is the minimum estimate of hours per week required to adequately study and complete homework.

NOTE: The instructor has the right to make changes within the Week-by-Week as necessary.

Course Code: PHA 112	Pharmacology	Credits: 4 Hours: 60
Prerequisite: PHA 111	Out-of-Class Assignments	Delivery: Residential

WEEK	Estimated Time Required for Completion	READ Chapter(s)	Assignment
Week 1	4 hours	Chapter 1 Chapter 2	Review Key Terms, pgs. 1 and 13 Study Guide: pages 1-7 "Key Points" pgs. 11 and 20 NCLEX Questions pgs. 11 and 20
Week 2	5 hours	Chapter 3 Chapter 4 Chapter 5	Review Key Terms, pgs. 21, 35, 49 Study Guide: pages 9-19 "Key Points" pgs. 33, 47, 57 NCLEX Questions pgs. 34, 47-48, 57-58 ATI Clinical Skills: Documenting Med Admin. Handling Medication Variations
Week 3	4 hours	Chapter 6	Study for Test (Chapter 1-5) Review Key Terms, pg. 59 Study Guide: pages 21-24 "Key Points" pg. 79 NCLEX Questions pg. 80 ATI Clinical Skills: Ensuring the Six Rights Preventing Medication Errors
Week 4	3 hours	Chapter 7	Study for Test (Chapter 6) Review Key Terms, pg. 81 Study Guide: pages 25-28 "Key Points" pg. 98 NCLEX Questions page 99 ATI Clinical Skills: Topical Medications Estrogen and NTG Patches Administering Eye Meds Administering Ear Meds Using a Dry Powder Inhaler Inserting a Rectal Supp.

Week 5	4 hours	Chapter 8	Review Key Terms, pg. 100 Study Guide: pages 29-31 “Key Points” pg. 113 NCLEX Questions page 114 Study for Test (Chapter 7 and 8) Work on Project ATI Clinical Skills: Administering Oral Medications
Week 6	4 hours	Chapter 9 Chapter 10	Review Key Terms, pg. 115, 132 Study Guide: pages 33-38 “Key Points” pg. 130, 141 NCLEX Questions page 131, 141 Work on Project ATI Clinical Skills: Preparing Inj. from a Vial Preparing Inj. From an Ampule Preparing/Admin. Insulin Administering ID Injections Administering IM Injections Administering SC Injections
Week 7	3 hours	Chapter 11	Review Key Terms, pg. 143 Study Guide: pages 39-42 “Key Points” pg. 173 NCLEX Questions page 174 Study for Test (Chapter 9, 10, 11) Complete project to present Week 8 ATI Clinical Skills: Admin. Meds by Infusion Pump Admin. IV Meds by Piggyback Admin. Meds by IV Bolus D/C IV Therapy Dressing the Infusion Site
Week 8	3 hours	Projects	Supplementary Worksheets for Final Exam Study for Final Exam

Refer to the Week-by-Week page which provides the weekly structure for in-class discussion, programmatic instruction and anticipated testing schedule.

NOTE: The instructor has the right to make changes within the Out-of-Class Assignments as necessary.

Course Code: PHA 112	Pharmacology	Credits: 4 Hours: 60
Prerequisite: PHA 111	Week-by-Week Course Outline Evening Program	Delivery: Residential

WEEK	Topics/Chapters Covered	Test Schedule
Week 1	Chapter 1: Drug Definitions, Standards, and Information Sources	
Week 2	Chapter 2: Basic Principles of Drug Action and Drug Interactions	
Week 3	Chapter 3: Drug Action Across the Life Span	Quiz 1
Week 4	Chapter 4: The Nursing Process and Pharmacology Chapter 5: Patient Education to Promote Health	Test 1
Week 5	Chapter 6: Principles of Medication Administration and Medication Safety	
Week 6	Chapter 7: Percutaneous Administration	Test 2
Week 7	Chapter 8: Enteral Administration	
Week 8	Chapters 9: Parenteral Administration: Safe Preparation of Parenteral Medications	Test 3
Week 9	Chapter 10: Parenteral Administration: Intradermal, Subcutaneous, and Intramuscular Routes	Quiz 2
Week 10	Chapter 11: Parenteral Administration: Intravenous Route	Test 4
Week 11	Presentations: Medication Categories	
Week 12	Course Review Pharmacology Final (Cumulative)	Final Exam

Refer to the Out-of-Class Assignments page which provides the required homework assignments; included in the grid is the minimum estimate of hours per week required to adequately study and complete homework.

NOTE: The instructor has the right to make changes within the Week-by-Week as necessary.

Course Code: PHA 112	Pharmacology	Credits: 4 Hours: 60
Prerequisite: PHA 111	Out-of-Class Assignments Evening Program	Delivery: Residential

WEEK	Estimated Time Required for Completion	READ Chapter(s)	Assignment
Week 1	2.5 hours	Chapter 1	Review Key Terms, pgs. 1 and 13 Study Guide: pages 1-7 "Key Points" pgs. 11 and 20 NCLEX Questions pgs. 11 and 20
Week 2	2.5 hours	Chapter 2	Review Key Terms, pgs. 21, 35, 49 Study Guide: pages 9-19 NCLEX Questions pgs. 34
Week 3	2.5 hours	Chapter 3	NCLEX Questions pgs. 47-48, 57-58
Week 4	2.5 hours	Chapter 4 Chapter 5	"Key Points" pgs. 33, 47, 57 ATI Clinical Skills: Documenting Med Admin. Handling Medication Variations
Week 5	2.5 hours	Chapter 6	Study for Test (Chapter 1-5) Review Key Terms, pg. 59 Study Guide: pages 21-24 "Key Points" pg. 79 NCLEX Questions pg. 80 ATI Clinical Skills: Ensuring the Six Rights Preventing Medication Errors
Week 6	2.5 hours	Chapter 7	Study for Test (Chapter 6) Review Key Terms, pg. 81 Study Guide: pages 25-28 "Key Points" pg. 98 NCLEX Questions page 99 ATI Clinical Skills: Topical Medications Estrogen and NTG Patches Administering Eye Meds Administering Ear Meds Using a Dry Powder Inhaler Inserting a Rectal Supp.

Week 7	2.5 hours	Chapter 8	Review Key Terms, pg. 100 Study Guide: pages 29-31 "Key Points" pg. 113 NCLEX Questions page 114 Study for Test (Chapter 7 and 8) Work on Project ATI Clinical Skills: Administering Oral Medications
Week 8	2.5 hours	Chapter 9	ATI Clinical Skills: Preparing Inj. from a Vial Preparing Inj. From an Ampule Preparing/Admin. Insulin Administering ID Injections Administering IM Injections Administering SC Injections
Week 9	2.5 hours	Chapter 10	Review Key Terms, pg. 115, 132 Study Guide: pages 33-38 "Key Points" pg. 130, 141 NCLEX Questions page 131, 141 Work on Project
Week 10	2.5 hours	Chapter 11	Review Key Terms, pg. 143 Study Guide: pages 39-42 "Key Points" pg. 173 NCLEX Questions page 174 Study for Test (Chapter 9, 10, 11) Complete project to present Week 8 ATI Clinical Skills: Admin. Meds by Infusion Pump Admin. IV Meds by Piggyback Admin. Meds by IV Bolus D/C IV Therapy Dressing the Infusion Site
Week 11	2.5 hours	Projects	Supplementary Worksheets for Final Exam Study for Final Exam
Week 12	2.5 hours	Study for Final Exam	

Refer to the Week-by-Week page which provides the weekly structure for in-class discussion, programmatic instruction and anticipated testing schedule.

NOTE: The instructor has the right to make changes within the Out-of-Class Assignments as necessary



STONE ACADEMY

Course Code: LAB 101	Clinical Skills Lab	Credits: 1 Hours: 40
Co-requisite: FUN 102		Delivery: Residential

My signature below indicates that I have received the syllabus for this course.

Student's Name
(Please Print)

Date

Student's Signature

Note: Instructors will keep this form until students have received final grades for the course.

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STONE ACADEMY

Course Code: LAB 101	Clinical Skills Lab	Credits: 1 Hours: 40
Co-requisite: FUN 102		Delivery: Residential

Course Description

This course will provide students with an introduction to the care of a client in a clinical setting, laboratory or simulation setting. Under the direction of an instructor, students will have an opportunity to provide or observe basic nursing care. Procedures, such as vital signs, bathing, feeding, communication and transfers, learned in Fundamentals of Nursing, will be practiced in a controlled environment. As students demonstrate a mastery of skills related to basic nursing care they will begin learning more advanced procedures including urinary catheter insertion, intravenous line monitoring, tube feeding, tracheostomy care and wound care.

Course Objectives/Learning Outcomes

After satisfactorily completing this course, students will be able to:

- Demonstrate accepted standards of infection control specific to hand hygiene
- Demonstrate appropriate use of Personal Protective Equipment (PPE)
- Demonstrate the setup and maintenance of a sterile field
- Display positioning of a client in bed
- Exhibit Range of Motion (ROM) exercises
- Demonstrate client transfer and ambulation techniques
- Display administration of bathing and oral care
- Demonstrate making an occupied and unoccupied bed
- Demonstrate measuring Vital Signs, including temperature, pulse, respirations and blood pressure
- Display technique for obtaining client weight
- Demonstrate appropriate technique for lung evaluation
- Indicate client Intake and Output
- Demonstrate technique to assist feeding a client
- Demonstrate technique to complete a head to toe evaluation of a client

Instructional Texts

deWit, S., *Fundamental Concepts and Skills for Nursing, 6th Edition*, Elsevier, St. Louis, MO, 2022.

deWit, S., *Study Guide to Accompany Fundamental Concepts and Skills for Nursing, 6th Edition*, Elsevier, St. Louis, MO, 2022.

Silvestri, L., *Saunders Comprehensive Review for the NCLEX-PN Examination, 8th Edition*, Saunders/Elsevier, St. Louis, MO, 2022.

Clinical Skills: ATI Skills Modules/Videos

Teaching Strategies

- Lecture
- Technology
- Class Discussions
- Demonstration
- Collaboration
- Videos

Method of Student Evaluation

Skills Demonstration and Checklist	40%
Out of Class Assignments (Skills Videos)	10%
Lab Final	50%

Grade	Quality Points	Explanation
P	0.00	73 or higher
F	0.00	below 73

This is a pass/fail class. Students must achieve a minimum average of 73, and all assignments must be completed and turned in on time in order to pass the class.

Grading System

Throughout the duration of a program, students will be continually apprised of progress in their subjects. Students' grades are provided at the end of each course. An official academic transcript is provided within 30 days of graduation. Requests for additional transcripts must be made in writing, accompanied by a \$5 clerical fee.

<u>Grade</u>	<u>Numeric Grade</u>	<u>Quality Points</u>	<u>Explanation</u>
A	93 – 99	4.0	Excellent
A-	90 – 92	3.7	Excellent
B+	87 – 89	3.3	Good
B	83 – 86	3.0	Good
B-	80 – 82	2.7	Good
C+	77 – 79	2.3	Satisfactory
C	73 – 76	2.0	Satisfactory
C-	70 – 72	1.7	Below Average
D+	67 – 69	1.3	Poor
D	63 – 66	1.0	Poor
D-	60 – 62	0.7	Poor
F	59 or less	0.0	Fail
WF		0.0	Withdrawal/Fail
	High honors:	3.75 – 4.0	
	Honors:	3.5 – 3.74	

Grades Not Used in the Calculation of Grade Point Average

P	Pass
NP	When successfully repeating a failed course, the failed grade becomes an NP
W	Withdrawal
TR	Transfer Credit from another institution
INC	Incomplete
AP	Credit awarded for prior learning
AU	Audit
-	Class scheduled, not yet attended

Missed Work and Exams

Hours missed from Lab **cannot** be made up. Students must contact their instructor in order to be eligible to make up any work missed. This must be completed within 1 week of the missed work. Please see the PN Student Handbook for complete information.

Incomplete Grades

There are specific situations in which incomplete grades will be authorized by the Program Manager. Students must maintain a passing grade in the overall to be allowed to receive an incomplete. *Students who receive an incomplete grade must make arrangements with the instructor to complete the required work within two (2) weeks.* Failure to complete the required work may result in failing the course.

Class Policies

All assignments and the final exam must be completed. Your participation in the classroom is vital to the learning process, and attendance is a key ingredient of your success in the workplace. Appropriate attire and behavior is expected at all times. If you are asked to leave the classroom, it will count as missed hours from class.



STONE ACADEMY

Course Code: LAB 101	Clinical Skills Lab	Credits: 1 Hours: 40
Prerequisite: NONE	Week-by-Week Course Outline Day Program	Delivery: Residential

WEEK	Topics / Chapters Covered	Skills Schedule
Week 1	Ch. 16 Infection Prevention and Control Ch. 20 Patient Environment and Safety	16-1: Hand Hygiene 16-1: Gloves On/Off 16-2: Infection Control/PPE 20-1: Bed Making 20-2: Bed Making Evaluate HEENT: •Head: •Eyes: •Ears: •Nose: •Throat and Mouth: Documentation Clinical Scenarios Critical Thinking
Week 2	Ch. 18 Lifting, Moving, Positioning Ch. 19 Patient Personal Hygiene	18-1: Patient Positioning 18-2: Moving Patient in Bed 18-3: ROM Exercises 18-4: Transferring to W/C 18-5: Transferring to stretcher 18-6: Ambulation/Breaking a Fall 19-1: Bed bath/Perineal Care 19-2: Oral Care for the Unconscious patient 19-3: Denture/Mouth Care 19-4: Feet/Shaving/Shampoo Evaluate musculoskeletal system Fall Risk Evaluation Documentation Clinical Scenarios Critical Thinking
Week 3	Ch. 21 Measuring Vital Signs Ch. 24 Diagnostic Test/Specimen Collect.	21-1: Temperature 21-2: Temperature 21-3: Radial Pulse 21-4: Apical Pulse 21-5: Respirations 21-6: Blood Pressure 22-1 Measuring Height/Weight 24-2: Blood Glucose 24-3: Urine Dipstick Test

		<p>24-4: Stool 25-5: Obtaining Cultures Evaluate the neurologic system Documentation Clinical Scenarios Critical Thinking</p>
Week 4	<p>Ch. 29 Promoting Urinary Elimination Ch. 30 Promoting Bowel Elimination Ch. 37 Surgical Patient (DVT Prevention) Ch. 39 Promoting Musculoskeletal Function</p>	<p>29-1: Bed pan/Urinal/Toileting 30-1: Enemas/Fecal Impaction 30-2: Ostomy Care 37-1: Anti-embolism Stocking 39-2: Elastic Bandage 39-3: Slings Applying a condom catheter Caring for a Suprapubic Catheter Inserting an indwelling urinary catheter in a male patient -Inserting an indwelling urinary catheter in a female patient -Irrigating a urinary catheter -Obtaining a specimen collection from an indwelling urinary catheter -Providing catheter care -Removing and indwelling urinary catheter -Performing an intermittent straight catheterization Evaluate abdomen Evaluate GU Documentation Clinical Scenarios Critical Thinking</p>
Week 5	<p>Ch. 38 Providing Wound Care & Treating Pressure Injuries</p>	<p>Hot/Cold Applications Wound Measuring/Staging Braden Scale: Skin Evaluation Documentation Clinical Scenarios Critical Thinking</p>
Week 6	<p>Ch. 25 Fluids/Electrolyte Imbalance Ch. 27 Nutrition/Assisted Feeding Ch. 28 Respiration and Oxygen Delivery</p>	<p>25-1: Fluids Restriction/I&O 28-1: Pulse Oximetry/O²Administration Evaluate thorax and lungs Assisting with Food/Fluids Aspiration Precautions Nutrition Supplements Cough/Deep Breathe Therapeutic Positioning Incentive Spirometer</p>
Week 7		<p>Skills Lab Final Exam</p>

Refer to the Out-of-Class Assignments page which provides the required homework assignments; included in the grid is the minimum estimate of hours per week required to adequately study and complete homework.

NOTE: The instructor has the right to make changes within the Week-by-Week as necessary.



STONE ACADEMY

Course Code: LAB 101	Clinical Skills Lab	Credits: 1 Hours: 40
Prerequisite: NONE	Out-of-Class Assignments Day Program	Delivery: Residential

WEEK	Estimated Time Required for Completion	READ Chapter(s)	Assignments
Week 1	1.5 hours	Chapter 16 Chapter 20	Complete the following ATI Skills Videos: <ul style="list-style-type: none"> - Infection control: - View the “Accepted Practice” tab - Gloves - Masks - Gowns - Hand hygiene - Eyewear & face shields - Surgical asepsis: - View the “Accepted Practice” tab - The surgical field: preparing a sterile field - The surgical field: opening a sterile drape - The surgical field: pouring a sterile solution - The surgical field: adding sterile items to a sterile field - Physical Evaluation of an Adult HIPAA: <ul style="list-style-type: none"> - View the “Accepted Practice” tab - All “Step-by-step Viewing” videos
Week 2	1.5 hours	Chapter 18 Chapter 19	Complete the following ATI Skills Videos: <p>Personal hygiene:</p> <ul style="list-style-type: none"> - View the “Accepted Practice” tab - Bathing: complete bed bath - Bathing: eye care (unconscious patient) - Bathing: perineal care (female) - Bathing: perineal care (male) - Oral hygiene: brushing teeth (independent patient) - Oral hygiene: brushing teeth (dependent patient) - Oral hygiene: brushing teeth (unconscious patient) - Oral hygiene: denture care - Replacing linens on an occupied bed - Replacing linens on an unoccupied bed - Ambulation, transferring, range of motion:

			<ul style="list-style-type: none"> - View the “Accepted Practice” tab - Ambulation: cane - Ambulation: crutches - Ambulation: nurse assist - Ambulation: walker - Transferring: bed to stretcher - Transferring: mechanical lift
Week 3	1.5 hours	Chapter 21 Chapter 24	<p>Complete the following ATI Skills Videos:</p> <p>Diabetes management:</p> <ul style="list-style-type: none"> - View the “Accepted Practice” tab - Blood glucose measurement <p>Pain management:</p> <ul style="list-style-type: none"> - View the “Accepted Practice” tab - Pain Evaluation - Pain interventions <p>Specimen collection:</p> <ul style="list-style-type: none"> - View the “Accepted Practice” tab - Blood glucose measurement - Culture: nose - Occult blood: stool specimen - Occult blood: gastric secretions - Culture: throat - Reagent strip - Urine specimen: indwelling catheter - Culture: wound <p>Vital signs:</p> <ul style="list-style-type: none"> - View the “Accepted Practice” tab - Blood pressure (one-step method) - Blood pressure (two-step method) - Blood pressure and pulse oximetry - Pulse (apical) - Pulse (radial) - Pulse (apical-radial) - Respiration - Temperature (tympanic) - Temperature (oral) - Temperature (axillary) - Temperature (temporal)
Week 4	1.5 hours	Chapter 29 Chapter 30 Chapter 37 Chapter 39	<p>Complete the following ATI Skills Videos:</p> <p>Ostomy care:</p> <ul style="list-style-type: none"> - View the “Accepted Practice” tab - Colostomy irrigation - Draining an ostomy pouch - Replacing an ostomy pouching system - Ileostomy and urostomy care <p>Urinary catheter care:</p> <ul style="list-style-type: none"> - View the “Accepted Practice” tab <p>Enemas:</p> <ul style="list-style-type: none"> - View the “Accepted Practice” tab

			<ul style="list-style-type: none"> - Cleansing enema - Retention enema - Return-flow enema
Week 5	1.5 hours	Chapter 38	<p>Complete the following ATI Skills Videos:</p> <p>Wound care:</p> <ul style="list-style-type: none"> - View the “Accepted Practice” tab - Dry dressing change - Dressing change with irrigation and packing: acute injury - Dressing change with irrigation and packing: pressure ulcer
Week 6	1.5 hours	Chapter 25 Chapter 27 Chapter 28	<p>Complete the following ATI Skills Videos:</p> <p>Nasogastric tube:</p> <ul style="list-style-type: none"> - View the “Accepted Practice” tab - Gastric decompression - Care and maintenance of a nasogastric tube <p>Airway management:</p> <ul style="list-style-type: none"> - View the “Accepted Practice” tab - Suctioning - Tracheostomy care <p>Closed-chest drainage</p> <ul style="list-style-type: none"> - View the “Accepted Practice” tab <p>Enteral tube feeding</p> <ul style="list-style-type: none"> - View the “Accepted Practice” tab - All “Step-by-step Viewing” videos <p>Nutrition, feeding & eating</p> <ul style="list-style-type: none"> - View the “Accepted Practice” tab - All “Step-by-step Viewing” videos <p>Oxygen therapy</p> <ul style="list-style-type: none"> - View the “Accepted Practice” tab - All “Step-by-step Viewing” videos
Week 7	1.5 hours		Skills Lab Final Exam

Refer to the Week-by-Week page, which provides the weekly structure for in-class discussion, programmatic instruction and anticipated testing schedule.

NOTE: The instructor has the right to make changes within the Out-of-Class Assignments as necessary.



STONE ACADEMY

Course Code: LAB 101	Clinical Skills Lab	Credits: 1 Hours: 40
Prerequisite: NONE	Week-by-Week Course Outline Evening Program	Delivery: Residential

WEEK	Topics / Chapters Covered	Skills Schedule
Week 1	Ch. 16 Infection Prevention and Control	16-1: Hand Hygiene 16-1: Gloves On/Off 16-2: Infection Control/PPE documentation Clinical Scenarios Critical Thinking
Week 2	Ch. 20 Patient Environment and Safety	20-1: Bed Making 20-2: Bed Making Evaluate HEENT: Head, Eyes, Ears, Nose, Throat and Mouth Documentation Clinical Scenarios Critical Thinking
Week 3	Ch. 18 Lifting, Moving, Positioning	18-1: Patient Positioning 18-2: Moving Patient in Bed 18-3: ROM Exercises 18-4: Transferring to W/C 18-5: Transferring to stretcher 18-6: Ambulation/Breaking a Fall Fall Risk Evaluation Evaluate Musculoskeletal System Documentation Clinical Scenarios Critical Thinking
Week 4	Ch. 19 Patient Personal Hygiene Ch. 37 Surgical Patient (DVT Prevention)	19-1: Bed bath/Perineal Care 19-2: Oral Care for the Unconscious patient 19-3: Denture/Mouth Care 19-4: Feet/Shaving/Shampoo 37-1: Anti-embolism Stocking Skin Evaluation Documentation Clinical Scenarios Critical Thinking

Week 5	Ch. 21 Measuring Vital Signs	21-1: Temperature 21-2: Temperature 21-3: Radial Pulse 21-4: Apical Pulse 21-5: Respirations 21-6: Blood Pressure 22-1 Measuring Height/Weight Neurologic Evaluation Documentation Clinical Scenarios Critical Thinking
Week 6	Ch. 29 Promoting Urinary Elimination Ch. 30 Promoting Bowel Elimination Ch. 24 Diagnostic Test/Specimen Collect.	29-1: Bed pan/Urinal/Toileting 30-1: Enemas/Fecal Impaction 30-2: Ostomy Care 24-2: Blood Glucose 24-3: Urine Dipstick Test 24-4: Stool 24-5: Obtaining Cultures Applying a condom catheter Caring for a Suprapubic Catheter Inserting an indwelling urinary catheter in a male patient -Inserting an indwelling urinary catheter in a female patient -Irrigating a urinary catheter -Obtaining a specimen collection from an indwelling urinary catheter -Providing catheter care -Removing and indwelling urinary catheter -Performing an intermittent straight Evaluate abdomen Assisting with Food/Fluids Aspiration Precautions Nutrition Supplements Documentation Clinical Scenarios Critical Thinking
Week 7	Ch. 25 Fluids/Electrolyte Imbalance Ch. 27 Nutrition/Assisted Feeding	25-1: Fluids Restriction/I&O Documentation Clinical Scenarios Critical Thinking
Week 8	Ch. 39 Promoting Musculoskeletal Function	39-2: Elastic Bandage 39-3: Slings Hot/Cold Applications Wound Measuring/Staging Braden Scale Documentation

		Clinical Scenarios Critical Thinking
Week 9	Ch. 28 Respiration and Oxygen Delivery	28-1: Pulse Oximetry/O ₂ Administration Trach care Evaluate Thorax and lungs Cough/Deep Breathe Therapeutic Positioning Incentive Spirometer Documentation Clinical Scenarios Critical Thinking
Week 9		Skills Lab Final Exam

Refer to the Out-of-Class Assignments page which provides the required homework assignments; included in the grid is the minimum estimate of hours per week required to adequately study and complete homework.

NOTE: The instructor has the right to make changes within the Week-by-Week as necessary.



STONE ACADEMY

Course Code: LAB 101	Clinical Skills Lab	Credits: 1 Hours: 40
Prerequisite: NONE	Out-of-Class Assignments Evening Program	Delivery: Residential

WEEK	Estimated Time Required for Completion	READ Chapter(s)	Assignments
Week 1	1 hour	Chapter 16	Complete the following ATI Skills Modules: - Infection Control
Week 2	1 hour	Chapter 20	Complete the following ATI Skills Module: Physical Evaluation of an Adult
Week 3	1 hour	Chapter 18	Complete the following ATI Skills Modules: - Ambulation, Transferring, Range of Motion
Week 4	1 hour	Chapter 19 Chapter 37	Complete the following ATI Skills Modules: - Personal Hygiene
Week 5	1 hour	Chapter 21	Complete the following ATI Skills Modules: - Vital Signs
Week 6	1 hour	Chapter 29 Chapter 30 Chapter 24	Complete the following ATI Skills Videos: Ostomy care: - View the "Accepted Practice" tab - Colostomy irrigation - Draining an ostomy pouch - Replacing an ostomy pouching system - Ileostomy and urostomy care Urinary catheter care: - View the "Accepted Practice" tab Enemas: - View the "Accepted Practice" tab - Cleansing enema - Retention enema - Return-flow enema
Week 7	1 hour	Chapter 25 Chapter 27	Complete the following ATI Skills Modules: - Nutrition, Feeding, and Eating - Enemas - Enteral Tube Feeding
Week 8	1 hour	Chapter 39	There are no specific videos to watch for this chapter. Please review the skills as noted in your textbook.

Week 9	1 hour	Chapter 28	Complete the following ATI Skills Modules: - Oxygen Therapy
			Skills Lab Final Exam

Refer to the Week-by-Week page, which provides the weekly structure for in-class discussion, programmatic instruction and anticipated testing schedule.

NOTE: The instructor has the right to make changes within the Out-of-Class Assignments as necessary.



STONE ACADEMY

Course Code: CLN 111	Clinical I: Primary Nursing Skills	Credits: 3 Hours: 90
Prerequisite: FUN 102 Lab 101		Delivery: Residential

My signature below indicates that I have received the syllabus for this course.

Student's Name
(Please Print)

Date

Student's Signature

Note: Instructors will keep this form until students have received final grades for the course.

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STONE ACADEMY

Course Code: CLN 111	Clinical I: Primary Nursing Skills	Credits: 3 Hours: 90
Prerequisite: FUN 102 Lab 101		Delivery: Residential

Course Description

The Primary Nursing Skills clinical rotation will provide students with the opportunity to apply knowledge of basic nursing principles and skills in the delivery of client care in the long term care setting. Theories learned in Life Science and Wellness will be applied by using communication techniques and observations of psychological development and physical changes that occur in the elderly. Simple procedures, such as obtaining vital signs, bathing, feeding and transferring clients, which are learned in Fundamentals of Nursing, will be performed. Using the Nursing Process, students will identify patient problems, develop a plan of care, identify appropriate interventions, and evaluate nursing care of patients in skilled nursing facilities.

Course Objectives/Learning Outcomes

After satisfactorily completing this course, students will be able to:

- Collect holistic, relevant (biological and psychosocial) objective and subjective data from various sources (client interview, observations, health care team members, family and significant others, health care and electronic records).
- Plan client care based on nursing diagnoses, protocols, and evaluation data and client preferences.
- Implement client care through performance of nursing interventions and therapeutic nursing measures.
- Evaluate client's response to nursing interventions and progress towards achievement of goals.
- Develop skills relate to knowledge gained in Fundamentals of Nursing, Life Science and Wellness to successfully complete the skills checklist.
- Document client care per facility procedure/protocol.
- Demonstrate professional and ethical behavior while functioning within the legal guidelines of the PN practice act for Connecticut.

- Demonstrate basic knowledge of concepts learned in MED100, PHA110, and PHA111 as these concepts relate to the administration of medication.

Instructional Texts

deWit, S., *Fundamental Concepts and Skills for Nursing, 5th Edition*, Elsevier, St. Louis, MO, 2018.

Pagana, K.D., Pagana, T.J., and Pagana, T.N., *Mosby's Diagnostic & Laboratory Test Reference, 15th Edition*, Elsevier, St. Louis, MO, 2021.

Skidmore, L., *Mosby's Nursing and Drug Reference, 34th Edition*, Elsevier, St. Louis, MO, 2020.

Clayton, B. & Willihnganz, M., *Basic Pharmacology for Nurses, 18th Ed*, Elsevier, St. Louis, MO, 2020.

Clayton, B. & Willihnganz, M., *Study Guide for Basic Pharmacology for Nurses, 18th Ed*, Elsevier, St. Louis, MO, 2020.

Linton, A., *Introduction to Medical-Surgical Nursing, 7th Ed.*, Saunders/Elsevier, St. Louis, MO, 2020.

Linton, A., *Study Guide for Introduction to Medical-Surgical Nursing, 7th Ed.*, Saunders/Elsevier, St. Louis, MO, 2020.

Leifer, G., *Introduction to Maternity and Pediatric Nursing, 8th Ed.*, Elsevier, St. Louis, MO, 2019.

Teaching Strategies

- Class Discussions
- Demonstration
- Collaboration

Method of Student Evaluation

Final Evaluation - Pass/Fail – depending upon performance in clinical, meeting all clinical objectives and the timely completion of all assignments given by the clinical instructor (i.e. journal reflections, med cards, and data collection).

Anecdotal – will be done for each student by the clinical instructor at the midpoint of the clinical rotation and at the discretion of the instructor. The anecdotal will show the student's progress throughout the clinical rotation and any areas that need improvement.

Grade	Quality Points	Explanation
P	0.00	All Clinical course objectives met
F	0.00	Clinical Course objectives not met

This is a pass/fail class. For a passing grade, students must meet the course objectives as documented by the instructor, complete all assignments, and complete all skills on the PN comprehensive skill sheet appropriate to CLN111.

Grades Not Used in the Calculation of Grade Point Average

P	Pass
NP	When successfully repeating a failed course, the failed grade becomes an NP
W	Withdrawal
TR	Transfer Credit from another institution
INC	Incomplete
AP	Credit awarded for prior learning
AU	Audit
-	Class scheduled, not yet attended

Class Policies

PN students must arrive properly dressed in school uniform per PN dress code for clinical. If a student arrives improperly dressed the clinical instructor will send the student home.

Clinical Tardiness:

There is no ten-minute grace period for clinical start time.

If a student is going to be tardy or absent for clinical, the student **is required to call** Stone Academy's PN Department and leave a message on the call-out line voicemail. Calls must be received **before 7:00 a.m.** on weekdays and Saturdays, **before 5:00 p.m.** on weekday evenings. The student should clearly state his or her name and spell when applicable, identify his or her assigned clinical site, and his or her instructor's name.

PN Call-Out Line

East Hartford Campus: 860-310-3301
 West Haven Campus: 203-288-7474 Ext. 227
 Waterbury Campus: 203-756-5500

Incompletes

There will be no incompletes given for clinical.



STONE ACADEMY

Course Code: CLN 111		Clinical I: Primary Nursing Skills	Credits: 3 Hours: 90
Prerequisite: FUN 102 Lab 101		Out-of-Class Assignments Day Program	Delivery: Residential

WEEK	Estimated Time Required for Completion	READ Chapter(s)	Assignment
Week 1	3.25 hours		<ul style="list-style-type: none"> • Weekly Reflective Journal • Medication Identification (create Drug Cards) • Pain Management and Infection Control video ATI case study •
Week 2	3.25 hours		<ul style="list-style-type: none"> • Weekly Reflective Journal • Therapeutic communication ATI video case study • Therapeutic Communication 1 • Head to Toe Data Collection Sheet • Medication Identification (create Drug Cards) • Work on Presentation for the last week of class
Week 3	3.25 hours		<ul style="list-style-type: none"> • Weekly Reflective Journal • Head to Toe Data Collection Sheet • Medication Identification (create Drug Cards) • Work on Presentation for the last week of class
Week 4	3.25 hours		<ul style="list-style-type: none"> • Weekly Reflective Journal • Therapeutic Communication (strategies) • Head to Toe Data Collection Sheet • Medication Identification (create Drug Cards) • Work on Presentation for the last week of class

Week 5	3.25 hours		<ul style="list-style-type: none"> • Weekly Reflective Journal • Clinical Evaluation Tool (CAT) • Depression and Bipolar ATI video case studies • Medication Identification (create Drug Cards) • Work on presentation for the last week of class
Week 6	3.25 hours		<ul style="list-style-type: none"> • Weekly Reflective Journal • Therapeutic Communication (strategies) • Head to Toe Data Collection Sheet • Medication Identification (create Drug Cards) • Complete Presentation to present to clinical group
Week 7	3.25 hours		<ul style="list-style-type: none"> • Presentations



STONE ACADEMY

Course Code: CLN 111	Clinical I: Primary Nursing Skills	Credits: 3 Hours: 90
Prerequisite: FUN 102 Lab 101	Out-of-Class Assignments Evening Program	Delivery: Residential

WEEK	Estimated Time Required for Completion	READ Chapter(s)	Assignment
Week 1	2.1 hours		<ul style="list-style-type: none">• Weekly Reflective Journal• Medication Identification (create Drug Cards)• Pain Management and Infection Control ATI video case study• Pick topic for Clinical Presentation for the last week of class
Week 2	2.1 hours		<ul style="list-style-type: none">• Weekly Reflective Journal• Head to Toe Data Collection Sheet• Medication Identification (create Drug Cards)• Work on Presentation for the last week of class
Week 3	2.1 hours		<ul style="list-style-type: none">• Weekly Reflective Journal• Therapeutic communication ATI video case study• Therapeutic Communication 1• Head to Toe Data Collection Sheet• Medication Identification (create Drug Cards)• Work on Presentation for the last week of class
Week 4	2.1 hours		<ul style="list-style-type: none">• Weekly Reflective Journal• Head to Toe Data Collection Sheet• Medication Identification (create Drug Cards)• Work on Presentation for the last week of class

Week 5	2.1 hours		<ul style="list-style-type: none"> • Weekly Reflective Journal • Head to Toe Data Collection Sheet • Medication Identification (create Drug Cards) • Work on Presentation for the last week of class
Week 6	2.1 hours		<ul style="list-style-type: none"> • Weekly Reflective Journal • Therapeutic Communication 2 • Head to Toe Data Collection Sheet • Medication Identification (create Drug Cards) • Work on Presentation for the last week of class
Week 7	2.1 hours		<ul style="list-style-type: none"> • Weekly Reflective Journal • Head to Toe Data Collection Sheet • Medication Identification (create Drug Cards) • Work on Presentation for the last week of class
Week 8	2.1 hours		<ul style="list-style-type: none"> • Weekly Reflective Journal • Depression and Bipolar ATI video case studies • Clinical Evaluation Tool (CET) • Medication Identification (create Drug Cards) • Work on Presentation for the last week of class
Week 9	2.1 hours		<ul style="list-style-type: none"> • Weekly Reflective Journal • Head to Toe Data Collection Sheet • Medication Identification (create Drug Cards) • Complete Presentation to present to clinical group
Week 10	2.1 hours		<ul style="list-style-type: none"> • Weekly Reflective Journal • Head to Toe Data Collection Sheet • Medication Identification (create Drug Cards) • Presentation to clinical group
Week 11	2.1 hours		<ul style="list-style-type: none"> • Presentation to clinical group



STONE ACADEMY

MEETING SIGN-IN SHEET

Project: PN Clinical Faculty Meeting

Meeting Date: Thursday, September 02, 2021

Facilitator: Joann Hummel

Place/Room: Room 101

	Name		Name
1	Becna Sajevkumar	19	
2	Sandra Merano	20	
3	Lauren Brown	21	
4	Ab- Berardi	22	
5	NANCY WALLICKER	23	
6	Madeline Fuller	24	
7	Amanda Lorenz	25	
8	Tim Walton Bn	26	
9	Jessica Beglich	27	
10	Susan Jahn	28	
11	Rashidat Olayokun	29	
12	Nonye Nwachukwu	30	
13	Ashley Pimenta	31	
14	Rachel Chiffer	32	
15	Vesna Maric	33	
16		34	
17		35	
18		36	



STONE ACADEMY

Date: September 2, 2021

1st Faculty Meeting: AGENDA-Meet and Greet

*Introduction

*Expectations

*New Abuse and Neglect Training

*Required Language Expectations

*Round Table Discussion

Meeting Minutes

Date: 9/2/2021

First meeting with PN Clinical Instructors, introduction to the new Clinical Instructor. Career background was shared to the group.

Expectation of open communication was defined.

Cell phone number was shared to the instructors.

The need to set the tone and expectations to the PN Students on the first day of meeting them is vital. Go over the Dress Code and Conduct policy.

The students must wear Stone monogram scrubs, the Stone badge and Black or white shoes. No long finger nails and their hair must be off the shoulders was discussed.

New Elderly Abuse and Neglect Training was discussed and passed out to the Instructor.

Round table: Noni and Iffi Senior PN Clinical shared stories and advice on how to manage the student's behaviors and best practices at the clinical site.

CERTIFICATE OF PARTICIPATION

Lauren Brown

In Recognition of Your Attendance

ATI Overview

Presented by Paul McNeil, ATI Client Executive

August 6, 2021



Dr. Linda Dahlin
Executive Vice President

CERTIFICATE OF PARTICIPATION

Lauren Brown

In Recognition of Your Attendance

ATI Hands-on Navigation

Presented by Paul McNeil, ATI Client Executive

August 6, 2021



Dr. Linda Dahlin
Executive Vice President

CERTIFICATE OF PARTICIPATION

Lauren Brown

In Recognition of Your Attendance

Culturally Responsive Teaching

Presented by Beth Ryan, Associate Professor, Columbia College

August 6, 2021



Dr. Linda Dahlin
Executive Vice President

**STATE OF CONNECTICUT
BOARD OF EXAMINERS FOR NURSING**

Sara Scobie, LPN
License No. 040280

Petition No. 2020-1086

MEMORANDUM OF DECISION

Procedural Background

On August 10, 2021, the Department of Public Health ("Department") filed a Statement of Charges ("Charges") with the Board of Examiners for Nursing ("Board") against Sara Scobie ("Respondent"). Board ("Bd.") Exhibit ("Ex.") 1. The Charges allege violations of Chapter 378 of the Connecticut General Statutes ("Conn. Gen. Stat.") by Respondent which would subject Respondent's licensed practical nurse ("LPN") license to disciplinary action pursuant to Conn. Gen. Stat. §§ 19a-17 and 20-99(b).

On September 27, 2021, the Charges and Notice of Hearing were sent by first class mail to 50 Live Oaks, Milford, CT 06460 and by electronic mail ("e-mail") to saralynns86@aol.com, Respondent's addresses of record on file with the Department.¹ Bd. Ex. 1-3. The Notice sent via first class mail was not returned to sender and the Notice sent via e-mail was not returned as undeliverable. The Notice of Hearing informed that a remote TEAMS video conference hearing was scheduled for January 19, 2022.

On January 18, 2022 at 12:43 p.m., the link to the TEAMS video hearing was sent to Respondent by e-mail to saralynns86@aol.com.² Bd. Ex. 4. On January 19, 2022, the hearing was held, as scheduled, via TEAMS video conference. Respondent failed to appear and was not represented by counsel. Attorney Aden Baume represented the Department. Transcript ("Tr.") pages ("pp.") 3-10.

¹ In accordance with Conn. Gen. Stat. § 19a-89, "Whenever any person holding a license... issued by the Department of Public Health changes his office or residence address, he shall, within thirty days thereafter notify said department of his new office or residence address." In this case, Respondent did not provide the Department with any notification of a change of address as required by Conn. Gen. Stat. § 19a-89. Therefore, notice was sent to Respondent's last known e-mail address of record, and service of notice to such address is deemed sufficient.

² The e-mail sent by Jeffrey Kardys, Board Liaison, to Respondent on January 18, 2022 at 12:43 p.m. providing the link to the TEAMS hearing is hereby identified and entered into the record as Bd. Ex. 4.

Each member of the Board involved in this decision attests that he/she was present at the hearing or has reviewed the record, and that this decision is based entirely on the record, the law, and the Board's specialized professional knowledge in evaluating the evidence. *Pet v. Department of Health Services*, 228 Conn. 651 (1994).

Allegations

1. In paragraph 1 of the Charges, the Department alleges that Respondent of Milford, Connecticut (hereinafter "respondent") is, and has been at all times referenced in this Statement of Charges, the holder of Connecticut LPN license number 040280.
2. In paragraph 2 of the Charges, the Department alleges that on or about November 8, 2020, while respondent was hospitalized, respondent tested positive for cocaine, barbiturates, marijuana and alcohol.
3. In paragraph 3 of the Charges, the Department alleges that on or about November 8, 2020, respondent abused and/or used to excess cocaine, barbiturates, marijuana and/or alcohol.
4. In paragraph 4 of the Charges, the Department alleges that Respondent's abuse and/or excess use of cocaine, barbiturates, marijuana and/or alcohol does, and/or may, affect her practice of nursing.
5. In paragraph 5 of the Charges, the Department alleges that on or about October 2020, respondent was diagnosed with emotional disorders and/or mental illness.
6. In paragraph 6 of the Charges, the Department alleges that Respondent's emotional disorders and/or mental illness does, and/or may, affect her practice of nursing.
7. In paragraph 7 of the Charges, the Department alleges that the above-described facts constitute grounds for disciplinary action pursuant to the General Statutes of Connecticut, §20-99(b), including but not limited to §20-99(b)(4) and/or §20-99(b)(5).

Findings of Fact

1. The Department provided Respondent with reasonable and adequate written notice of the January 19, 2022 hearing and the allegations contained in the Charges. Bd. Ex. 1, 2.
2. On January 19, 2022, the Board convened the scheduled hearing. Respondent did not appear at the hearing. Bd. Ex. 2; Tr., pp. 3-10.
3. Respondent did not file an Answer to the Charges. Tr., pp. 4.

4. The factual allegations contained in paragraphs 1 through 6 of the Charges are deemed admitted and true. Bd. Ex. 1; Tr., pp. 4, 5; § 19a-9-20 of the Regulations of Connecticut State Agencies (“Regulations”).

Discussion and Conclusions of Law

The Department bears the burden of proof by a preponderance of the evidence in this matter. *Jones v. Connecticut Medical Examining Board*, 309 Conn. 727, 739-740 (2013).

The Department sustained its burden of proof with regard to all allegations contained in the Charges.

Conn. Gen. Stat. §20-99 provides, in pertinent part,:

- (a) The Board . . . shall have jurisdiction to hear all charges of conduct which fails to conform to the accepted standards of the nursing profession brought against persons licensed to practice nursing. After holding a hearing . . . said board, if it finds such person to be guilty, may revoke or suspend his or her license or take any of the actions set forth in section 19a-17. . . .
- (b) Conduct which fails to conform to the accepted standards of the nursing profession includes, but is not limited to, the following: . . . (4) emotional disorder or mental illness; (5) abuse or excessive use of drugs, including alcohol, narcotics or chemicals . . .

In accordance with § 19a-9-20 of the Regulations, a hearing shall proceed, “at the time and place specified in the notice of hearing, notwithstanding any failure of Respondent to file an answer within the time provided. If no answer has been timely filed, the allegations shall be deemed admitted.” In this case, Respondent failed to file an Answer to the Charges and did not appear for the hearing to contest the allegations. Bd. Ex. 1; Tr., pp. 3-10. Therefore, the allegations are deemed admitted, and the record establishes that the Department sustained its burden of proof with respect to all of the allegations in the Charges. Bd. Ex. 1; Tr., pp. 4, 5. Department (“Dept.”) Ex. 1-4 (sealed). Specifically, a preponderance of the evidence establishes that Respondent resides in Milford, Connecticut and holds Connecticut licensed practical nursing license number 040280. Bd. Ex. 3. A preponderance of the evidence also establishes that on or about November 8, 2020, while Respondent was hospitalized, Respondent tested positive for cocaine, barbiturates, marijuana and alcohol, abused and/or used to excess cocaine, barbiturates, marijuana and/or alcohol, and such abuse and/or use to excess does, and/or may, affect her

practice of nursing in violation of Conn. Gen. Stat. §20-99(b)(5). Dept. Ex. 1, pp. 2-4 (sealed); Dept. Ex. 2 (sealed); Dept. Ex. 3, pp. 1-45 (sealed); Dept. Ex. 4 (sealed). A preponderance of the evidence further establishes that in or about October 2020, Respondent was diagnosed with emotional disorders and/or mental illness that does, and/or may, affect her practice of nursing in violation of Conn. Gen. Stat. §20-99(b)(4). Dept. Ex. 1, pp. 2-4 (sealed); Dept. Ex. 2 (sealed); Dept. Ex. 3, pp. 1-45 (sealed); Dept. Ex. 4 (sealed).

The Board concludes that Respondent's conduct, as alleged in the Charges, and as established by a preponderance of the evidence as well as deemed admitted, constitutes grounds for disciplinary action pursuant to Conn. Gen Stat. §§ 20-99(a), 20-99(b)(4), 20-99(b)(5) and 19a-17. The Board further concludes based upon a preponderance of the evidence that Respondent cannot practice as a licensed practical nurse with reasonable skill and safety.

Order

Based on the record in this case, the above findings of fact, and conclusions of law, the Board hereby orders, with respect to license number 040280, for Sara Scobie, LPN, as follows:

1. Respondent's license number 040280 to practice as a practical nurse in the State of Connecticut is hereby **REVOKED**.
2. This Memorandum of Decision becomes effective upon signature.

The Board of Examiners for Nursing hereby informs Respondent, Sara Scobie, and the Department of this decision.

Dated at Waterbury, Connecticut this _____ day of _____, 2022.

BOARD OF EXAMINERS FOR NURSING

By _____
Patricia C. Bouffard, D.N.Sc., Chair

SUMMARY SUSPENSION COVER SHEET

In re: Gregory Orfitelli, R.N.

Petition No. 2022-714

1. Gregory Orfitelli, R.N. of Berlin, Connecticut (hereinafter "respondent") was issued license number 141118 on March 13, 2017. He graduated from UConn School of Nursing in 2016.
2. Past discipline: On November 1, 2020, a Consent Order (hereinafter "the Consent Order") in Petition 2019-946 came into effect that placed respondent's nursing license on probation for four (4) years. This Consent Order was due, in part, to respondent's abuse and/or excess use of hydromorphone, oxymorphone, alprazolam, cannabis, and/or alcohol.
3. During the period March 14, 2022 to July 5, 2022, respondent was employed as a nurse at Rockville General Hospital, in Vernon, Connecticut.
4. In or about June, 2022, while working as a nurse at Rockville General Hospital, respondent diverted 31 capsules of Gabapentin, failed to completely, properly and/or accurately document medical or hospital records, and/or falsified one or more Controlled Substance Receipt Records
5. In or about June 2022, and while under the terms of the Consent Order, respondent abused and/or utilized to excess Gabapentin.
6. Respondent's abuse and/or excess use of Gabapentin does, and/or may, affect his practice as a nurse.
7. Respondent's conduct as described above constitutes a violation of the terms of probation as set forth in the Consent Order, and constitute grounds for disciplinary action pursuant to the General Statutes of Connecticut, §19a-17, and/ or §20-99(b), including but not limited to §20-99(b)(2), §20-99(b)(5), and/or §20-99(b)(6)
8. For the foregoing reasons, the Department believes that respondent's continued practice as a nurse represents a clear and immediate danger to the public health and safety. The Department respectfully requests that this Board summarily suspend respondent's license until a full hearing on the merits can be held.

CONFIDENTIALITY NOTICE: This document and all attachments may contain information that is confidential or privileged. Please do not disseminate, distribute or copy the contents or discuss with parties who are not directly involved in this petition.

**STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC HEALTH
HEALTHCARE QUALITY AND SAFETY BRANCH**

In re: Gregory Orfitelli, R.N.

Petition No. 2022-714

MOTION FOR SUMMARY SUSPENSION

The Department of Public Health (hereinafter "the Department") hereby moves in accordance with the General Statutes of Connecticut §§4-182(c) and 19a-17(c) that the Connecticut Board of Examiners for Nursing summarily suspend the license of Gregory Orfitelli to practice nursing in Connecticut. This motion is based on the attached Statement of Charges, Affidavits and on the Department's information and belief that the continued practice of nursing represents a clear and immediate danger to the public health and safety.

Dated at Hartford, Connecticut this 25th day of July 2022.



Christian D. Andresen, MPH, CPH, Section Chief
Healthcare Quality and Safety Branch

**STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC HEALTH
HEALTHCARE QUALITY AND SAFETY BRANCH**

In re: Gregory Orfitelli, R.N.

Petition No. 2022-714

STATEMENT OF CHARGES

Pursuant to the General Statutes of Connecticut, §§19a-10 and 19a-14, the Department of Public Health (hereinafter "the Department") brings the following charges against Gregory Orfitelli:

FIRST COUNT

1. Gregory Orfitelli of Berlin, Connecticut (hereinafter "respondent") is, and has been at all times referenced in this Statement of Charges, the holder of Connecticut registered nurse license number 141118.
2. In or about June 2022, respondent abused and/or utilized to excess Gabapentin.
3. Respondent's abuse and/or excess use of Gabapentin does, and/or may, affect his practice as a nurse.
4. The above facts constitute grounds for disciplinary action pursuant to Connecticut General Statutes §20-99(b), including, but not limited to §20-99(b)(5).

SECOND COUNT

5. Paragraphs 1 through 4 are incorporated herein by reference as if set forth in full.
6. On or about November 1, 2020, a Consent Order (hereinafter "Consent Order") in Petition 2019-946 came into effect that placed respondent's nursing license on probation for four (4) years. This Consent Order was due, in part, to respondent's abuse and/or excess use of hydromorphone, oxymorphone, alprazolam, cannabis, and/or alcohol.
7. The Consent Order required, in part, that respondent shall not obtain or use controlled substances unless prescribed for a legitimate therapeutic purpose by a licensed health care professional authorized to prescribe medications.
8. In or about June 2022, respondent obtained, abused and/or utilized to excess Gabapentin.
9. Respondent's conduct as described above constitutes a violation of the terms of probation as set forth in the Consent Order, and subjects respondent's license to revocation or other disciplinary action authorized by Connecticut General Statutes, §§19a-17 and 20-99(b).

THIRD COUNT

10. Paragraphs 1 through 9 are incorporated herein by reference as if set forth in full.
11. In or about June 2022, while working as a nurse at Rockville General Hospital in Vernon, Connecticut, respondent:
 - a. diverted thirty-one (31) capsules of Gabapentin;
 - b. failed to completely, properly and/or accurately document medical or hospital records; and/or,
 - c. falsified one or more Controlled Substance Receipt Records.
12. The above facts constitute grounds for disciplinary action pursuant to the General Statutes of Connecticut, §20-99(b), including but not limited to:
 - a. §20-99(b)(2); and/or
 - b. §20-99(b)(6).

THEREFORE, the Department prays that:

The Connecticut Board of Examiners for Nursing, as authorized by the General Statutes of Connecticut, §§20-99(b) and 19a-17, revoke or order other disciplinary action against the license of Gregory Orfitelli as it deems appropriate and consistent with law.

Dated at Hartford, Connecticut this 25th day of July 2022.



Christian D. Andresen, MPH, CPH, Section Chief
Practitioner Licensing & Investigations Section
Healthcare Quality and Safety Branch

CONSENT ORDER COVER SHEET

In re: Rafael Diaz, R.N.

Petition No. 2020-985

1. Rafael Diaz, of Suffield, Connecticut (hereinafter "respondent") was issued license number 134219 to practice as a registered nurse in 2016.
2. Respondent graduated from Goodwin College in 2016.
3. Respondent's Massachusetts license RN2316443 revoked on September 15, 2020 based upon respondent failing to disclose past Connecticut discipline.
4. Respondent's Prior Discipline:
 - a. License 001029 Emergency Medical Responder
 - i. Petition 2012-51 –During and prior to 2012 respondent abused alcohol, cocaine, cannabis, benzodiazepine and MDMA. Consent Order:
 - a. Probation for 4 years with:
 - i. Therapy
 - ii. Drug screens
 - iii. Support group meetings
 - iv. Employer reports
 - ii. Petition 2014-53 – License 001029 voluntarily surrendered
 - b. 134219 Registered Nurse
 - i. Petition 2018-1170 Failed to disclose prior Consent Order, Failed to disclose prior Surrender. As a result, entered new Consent Order:
 - a. License Reprimanded
 - b. Civil Penalty of \$1,000
5. The Respondent admits and acknowledges:
 - a. On or about December 5, 2020, respondent abused and/or utilized to excess alcohol.
 - b. On or about September 15, 2020, the Massachusetts Board of Registration in Nursing issued a decision that revoked respondent's Massachusetts license to practicing nursing. The Order was based upon respondent failing to disclose past Connecticut discipline.
 - c. Respondent failed to accurately notify the Department of the Massachusetts disciplinary action within 30 days, as required by Connecticut General Statutes §19a-12e(e) in that respondent reported his license was forfeited rather than revoked.

6. The proposed Consent Order provides for a 4-year probation with:
 - a. Therapy and employer reports monthly for the 1st and 4th year and quarterly for the 2nd and 3rd year
 - b. Urine screens, once per week for the 1st and 4th year and twice monthly for 2nd and third year.
 - c. Support group meetings, 8-10 per month
 - d. No solo practice or home care. Standard language modified to specify that nothing in this provision precludes respondent from employment to perform duties in administrative and/or management roles, or in supervision and/or patient care roles, in hospitals, nursing homes, rehabilitation settings, or other institutional settings at which respondent is employed with other peers, providers, and/or supervisors.
 - e. Coursework in ethics

7. The Department and respondent respectfully request that the Board accept the proposed Consent Order.

**STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC HEALTH
HEALTHCARE QUALITY AND SAFETY BRANCH**

In re: Rafael Diaz, R.N.

Petition No. 2020-985

CONSENT ORDER

WHEREAS, Rafael Diaz (hereinafter "respondent") of Suffield, has been issued license number to practice as a registered nurse by the Connecticut Department of Public Health (hereinafter "the Department") pursuant to Chapter 378 of the General Statutes of Connecticut, as amended; and,

WHEREAS, respondent hereby admits and acknowledges that:

1. Rafael Diaz of Suffield, Connecticut (hereinafter "respondent") is, and has been at all times referenced in this Statement of Charges, the holder of Connecticut registered nurse license number 134219.
2. On or about December 5, 2020, respondent abused and/or utilized to excess alcohol.
3. Respondent's abuse and/or excess use of alcohol does, and/or may, affect his practice as a nurse.
4. The above facts constitute grounds for disciplinary action pursuant to Connecticut General Statutes §20-99(b), including, but not limited to §20-99(b)(5).
5. On or about September 15, 2020, the Massachusetts Board of Registration in Nursing issued a Final Decision and Order by Default in Docket Number NUR-2019-0207 ("Order") that revoked respondent's Massachusetts license to practicing nursing. The Order was based upon respondent failing to disclose past Connecticut discipline.

6. Respondent failed to accurately notify the Department of the disciplinary action within 30 days, as required by Connecticut General Statutes §19a-12e(e) in that respondent reported his license was forfeited rather than revoked.
7. The above-described facts constitute grounds for disciplinary action pursuant to the General Statutes of Connecticut §19a-17(f) and/or §20-99(b), including but not limited to §20-99(b)(2).

WHEREAS, respondent, in consideration of this Consent Order, has chosen not to contest the above-admitted violation(s) or allegation(s) at a hearing before the Board of Examiners for Nursing (hereinafter "the Board"). Respondent agrees that for the purpose of this or any future proceedings before the Board this Consent Order shall have the same effect as if ordered after a full hearing pursuant to §§19a-9, 19a-10, and 20-99(a) of the General Statutes of Connecticut.

NOW THEREFORE, pursuant to §19a-17 and §20-99(a) of the General Statutes of Connecticut, respondent hereby stipulates and agrees to the following:

1. Respondent waives respondent's right to a hearing on the merits of this matter.
2. Respondent shall comply with all federal and state statutes and regulations applicable to respondent's profession.
3. Respondent's license number 134219 to practice as a nurse in the State of Connecticut is hereby placed on probation for four years, subject to the following terms and conditions:
 - A. At respondent's own expense, respondent shall engage in therapy and counseling with a Connecticut licensed therapist (hereinafter "therapist") approved by the Department for the entire probationary period.
 - (1) Respondent shall provide a copy of this Consent Order to respondent's therapist.

- (2) Respondent's therapist shall furnish written confirmation to the Department of his or her engagement in that capacity and receipt of a copy of this Consent Order within fifteen (15) days of the effective date of this Consent Order.
 - (3) If respondent's therapist determines that therapy is no longer necessary, that a reduction in frequency of therapy is warranted, or that respondent should be transferred to another therapist, he or she shall advise the Department. Said termination of therapy, reduction in frequency of therapy, and/or respondent's transfer to another therapist shall not occur until approved by the Department. However, if therapy is terminated with approval of the Department, respondent's therapist shall continue to monitor his alcohol and drug free status by monitoring and reviewing the observed random urine screens for drugs and alcohol as described in paragraph 3B below, and by providing the reports described in paragraph 3C below.
 - (4) The therapist shall immediately notify the Department in writing if respondent discontinues therapy and/or terminates his/her services.
- B. Respondent shall not obtain or use controlled substances, legend drugs or alcohol in any form unless prescribed or recommended for a legitimate therapeutic purpose by a licensed health care professional authorized to prescribe medications. Respondent shall inform said health care professional of respondent's substance abuse history.
- (1) At respondent's own expense, respondent shall submit to observed random urine screens for drugs and alcohol, in accordance with Department Requirements for Drug and Alcohol Screens, attached hereto marked as ("Attachment 'A': Department Requirements for Drug and Alcohol Screens") at a testing facility

approved by the Board, after consultation with the Department, as ordered by the therapist and/or personal physician. Laboratory reports of random alcohol and drug screens shall be submitted directly to the Board and the Department by the testing laboratory. All such observed random drug and alcohol screens shall be legally defensible in that the specimen donor and chain of custody can be identified throughout the screening process. All laboratory reports shall indicate that the chain of custody procedure has been followed.

- (2) Respondent shall be responsible for notifying the laboratory, therapist, the Department and respondent's prescribing practitioner of any drug(s) respondent is taking. For the prescription of a controlled substance(s) for more than two consecutive weeks, the respondent shall cause the provider prescribing the controlled substance(s) to submit quarterly reports to the Department, until such time as the controlled substance(s) are not prescribed by the provider, documenting the following:
 1. A list of controlled substances prescribed by this provider for the respondent;
 2. A list of controlled substance(s) prescribed by other providers;
 3. An evaluation of the respondent's need for the controlled substance;
 4. An assessment of the respondent's continued need for the controlled substance(s).
- (3) There must be at least one such observed random alcohol/drug screen and accompanying laboratory report every week for the first and fourth years of

probation; and at least two such screens and reports every month for the second and third years of probation.

- (4) All screens shall be negative for the presence of drugs and alcohol. Respondent agrees that an EtG test report of EtG at a level of 1000ng/mL or higher shall be deemed to constitute a positive screen for the presence of alcohol under this Consent Order. Respondent understands and agrees that if respondent fails to submit a urine sample when requested by respondent's monitor, such missed screen shall be deemed a positive screen.
- (5) All positive screen results shall be confirmed by gas chromatograph/mass spectrometer (GC/MS) testing.
- (6) Respondent is hereby advised that the ingestion of poppy seeds, mouthwash and over the counter cough or cold medicines or remedies has from time to time, been raised as a defense to a positive screen result for morphine, opiates and/or alcohol and as a defense of an EtG at 1000ng/mL or higher. For that reason, respondent agrees to refrain from ingesting poppy seeds in any food substances, mouthwash and over the counter cough or cold medicines or remedies during the term of this Consent Order. In the event respondent has a positive screen for morphine, opiates and/or alcohol or if respondent's test reports an EtG at 1000ng/mL or higher, respondent agrees that the ingestion of poppy seeds and/or mouthwash and/or over the counter cough or cold medicines or remedies shall not constitute a defense to such a screen.

C. Respondent shall be responsible for the provision of written reports from respondent's therapist directly to the Department for the entire probationary period; monthly for the

first and fourth years of probation; and, quarterly reports for the second and third years of probation. Such reports shall include documentation of dates of treatment, an evaluation of respondent's progress in treatment and of respondent's drug and alcohol free status as established by the observed random urine screens for drugs and alcohol, an evaluation of respondent's ability to safely and competently practice nursing, and copies of all laboratory reports. A report indicating that respondent is not able to practice nursing safely and competently shall be deemed to be a violation of this Consent Order.

- D. Notwithstanding the foregoing, respondent's therapist shall immediately report to the Department any confirmed positive alcohol/drug screen and any conduct or condition on respondent's part which does or may violate any federal or state statute or regulation applicable to respondent's profession.
- E. Respondent shall provide a copy of this Consent Order to all current and future employers for the duration of probation.
- F. Respondent shall not be employed as a nurse for a personnel provider service, assisted living services agency, homemaker - home health aide agency, or home health care agency, and shall not be self-employed as a nurse for the period of probation. Nothing in this provision precludes respondent from employment with the listed employers to perform duties in administrative and/or management roles, or in supervision and/or patient care roles, in hospitals, nursing homes, rehabilitation settings, or other institutional settings at which respondent is employed with other peers, providers, and/or supervisors.

- G. Respondent shall not administer, count, or have access to narcotics or other controlled substances, or have responsibility for such activities in the course of nursing duties for the first year after returning to work as a nurse.
- H. Respondent shall be responsible for the provision of written reports directly to the Department from respondent's nursing supervisor (i.e., Director of Nursing) monthly for the first and fourth years of his probation; and quarterly for the second and third years of probation. Respondent shall provide a copy of this Consent Order to any and all employers if employed as a nurse during the probationary period. The Department shall be notified in writing by any employer(s) within fifteen (15) days of the commencement of employment as to the receipt of a copy of this Consent Order. Employer reports shall include documentation of respondent's ability to safely and competently practice nursing, and shall be issued to the Department at the address cited in paragraph 3N below. A report indicating that respondent is not practicing with reasonable skill and safety shall be deemed to be a violation of this Consent Order.
- I. During the entire probationary period, respondent shall attend "anonymous" or support group meetings on an average of eight to ten times per month, and shall provide quarterly reports to the Department concerning respondent's record of attendance.
- J. Respondent shall notify the Department in writing of any change of employment within fifteen (15) days of such change.
- K. Respondent shall notify the Department of any change in respondent's home or business address within fifteen (15) days of such change.

- L. If respondent pursues further training or is engaged at the time of the implementation of the Consent Order, in an educational program in any subject area that is regulated by the Department, respondent shall provide a copy of this Consent Order to the educational institution or, if not an institution, to respondent's instructor. Such institution or instructor shall notify the Department of receipt of the Consent Order within fifteen (15) days of receipt.
- M. All reports required by the terms of this Consent Order shall be due according to a schedule to be established by the Department of Public Health.
- N. Within the first six months of the probationary period, respondent shall attend and successfully complete a course in ethics, pre-approved by the Department. Within fifteen days (15) of the completion of such coursework, respondent shall provide the Department with proof, to the Department's satisfaction, of the successful completion of such course(s).
- O. All correspondence and reports shall be addressed to:

Practitioner Compliance and Monitoring Unit
Department of Public Health
410 Capitol Avenue, MS #12HSR
P.O. Box 340308
Hartford, CT 06134-0308

- 4. Any violation of the terms of this Consent Order without prior written approval by the Department shall constitute grounds for the Department to seek revocation of respondent's nursing license following notice and an opportunity to be heard. Respondent shall pay all costs necessary to comply with this Consent Order.

5. Any extension of time or grace period for reporting granted by the Department shall not be a waiver or preclude the Department's right to take action at a later time. The Department shall not be required to grant future extensions of time or grace periods.
6. Legal notice of any action shall be deemed sufficient if sent to respondent's last known address of record reported to the Practitioner Licensing and Investigations Section of the Healthcare Quality and Safety Branch of the Department.
7. This Consent Order is effective on the first day of the month immediately following the month in which this Consent Order is approved and accepted by the Board.
8. Respondent understands this Consent Order is a matter of public record.
9. Respondent understands and agrees that this Consent Order shall be deemed as evidence of the above-admitted violations in any proceeding before the Board in which (1) respondent's compliance with this same Consent Order is at issue, or (2) respondent's compliance with §20-99(b) of the General Statutes of Connecticut, as amended, is at issue. Further, respondent understands that any discipline imposed by this Consent Order shall be reported to the National Practitioner Data Bank maintained by the United States Department of Health and Human Services.
10. In the event respondent violates a term of this Consent Order, respondent agrees immediately to refrain from practicing as a nurse, upon request by the Department, for a period not to exceed 45 days. During that time period, respondent further agrees to cooperate with the Department in its investigation of the violation, and to submit to and complete a medical, psychiatric or psychological evaluation, if requested to do so by the Department; and, that the results of the evaluation shall be submitted directly to the Department. Respondent further agrees that failure to cooperate with the Department in its investigation during said 45 day

period shall constitute grounds for the Department to seek a summary suspension of respondent's license. In any such summary action, respondent stipulates that failure to cooperate with the Department's investigation shall be considered by the Board and shall be given due weight by the Board in determining whether respondent's conduct constitutes a clear and immediate danger as required pursuant to Connecticut General Statutes, sections 4-182(c) and 19a-17(c). The Department and respondent understand that the Board has complete and final discretion as to whether a summary suspension is ordered.

11. In the event respondent violates any term of this Consent Order, said violation may also constitute grounds for the Department to seek a summary suspension of respondent's license before the Board.
12. This Consent Order and terms set forth herein are not subject to reconsideration, collateral attack or judicial review under any form or in any forum. Respondent agrees that this Consent Order shall not be subject to modification as a result of any claim that the terms contained herein may result in action by third parties, including, but not limited to, healthcare facilities and/or credentialing or licensure boards and respondent waives any right to seek reconsideration or modification of this Consent Order pursuant to §4-181a of the General Statutes of Connecticut without the express consent and agreement of the Department. Respondent assumes all responsibility for assessing such actions prior to the execution of this document. Further, this Consent Order is not subject to appeal or review under the provisions of Chapters 54 and 368a of the General Statutes of Connecticut, provided that this stipulation shall not deprive respondent of any other rights that respondent may have under the laws of the State of Connecticut or of the United States.

13. Respondent permits a representative of the Department to present this Consent Order and the factual basis for this Consent Order to the Board. The Department and respondent agree that the Board has complete and final discretion as to whether an executed Consent Order is approved or accepted. Respondent hereby waives any claim of error that could be raised that is related to or arises during the course of the Board's discussions regarding whether to approve or reject this Consent Order and/or a Board member's participation during this process, through the Board member's review or comments, including but not limited to bias or reliance on evidence outside the administrative record if this matter proceeds to a hearing on a statement of charges resulting in a proposed decision and/or final decision by the Board.
14. This Consent Order is a revocable offer of settlement, which may be modified by mutual agreement or withdrawn by the Department at any time prior to its being executed by the last signatory.
15. Respondent has had the opportunity to consult with an attorney prior to signing this document.
16. The execution of this document has no bearing on any criminal liability without the written consent of the Director of the Medicaid Fraud Control Unit or the State's Attorney's Office where the allegation occurred or Bureau Chief of the applicable unit in the Chief State's Attorney's Office. The purpose of this Consent Order is to resolve the pending administrative license disciplinary petition only, and is not intended to affect any civil or criminal liability or defense.
17. This Consent Order embodies the entire agreement of the parties with respect to this case. All previous communications or agreements regarding the subject matter of this consent order, whether oral or written, between the parties are superseded unless expressly incorporated herein or made a part hereof.

I, Rafael Diaz, have read the above Consent Order, and I agree to the terms set forth therein. I further declare the execution of this Consent Order to be my free act and deed.

Rafael Diaz RN
Rafael Diaz

Subscribed and sworn to before me this 8 day of July, 2022.

Mand
Mary Alice Moore Leonhardt
Commissioner of the Superior Court

The above Consent Order having been presented to the duly appointed agent of the Commissioner of the Department of Public Health on the 11th day of JULY, 2022, it is hereby accepted.

Christian Andresen
Christian D. Andresen, MPH, CPH, Section Chief
Practitioner Licensing and Investigations Section
Healthcare Quality and Safety Branch

The above Consent Order having been presented to the duly appointed agent of the Connecticut Board of Examiners for Nursing on the _____ day of _____, 2022, it is hereby ordered and accepted.

BY: _____
Connecticut Board of Examiners for Nursing

STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC HEALTH
HEALTHCARE QUALITY AND SAFETY BRANCH

In re: Olesja Whelan, R.N.

Petition No. 2020-336

STATEMENT OF CHARGES

Pursuant to the General Statutes of Connecticut, §§19a-10 and 19a-14, the Department of Public Health (hereinafter "the Department") brings the following charges against Olesja Whelan:

1. Olesja Whelan of Stamford, Connecticut (hereinafter "respondent") is, and has been at all times referenced in this Statement of Charges, the holder of Connecticut registered nurse license number 112029.
2. At all relevant times, respondent was employed as a nurse at a facility in New York.
3. On or about November 27, 2019, respondent appeared at work in an impaired state.
4. In or before November 2019, respondent abused or utilized to excess alcohol.
5. Respondent's abuse or excess use of alcohol does, and/or may, affect her practice as a nurse.
6. The above facts constitute grounds for disciplinary action pursuant to the General Statutes of Connecticut, §20-99, including but not limited to §20-99(b)(2) and/or 20-99(b)(5).

THEREFORE, the Department prays that:

The Connecticut Board of Examiners for Nursing, as authorized by the General Statutes of Connecticut, §§20-99(b) and 19a-17, revoke or order other disciplinary action against the license of Olesja Whelan as it deems appropriate and consistent with law.

Dated at Hartford, Connecticut this 10th day of August, 2021.



Christian D. Andresen, MPH, Section Chief
Practitioner Licensing & Investigations Section
Healthcare Quality and Safety Branch

STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC HEALTH

Manisha Juthani, MD
Commissioner



Ned Lamont
Governor
Susan Bysiewicz
Lt. Governor

BOARD OF EXAMINERS FOR NURSING

In re: Kimberly Lemire, RN

Petition No. 2022-561

SUMMARY SUSPENSION ORDER

WHEREAS, the Department of Public Health having moved for an order of summary suspension in this matter and having submitted duly verified affidavits in support of its motion; and,

WHEREAS, said affidavits allege facts which show violations of §20-99(b) of the Connecticut General Statutes, and which imperatively require emergency action in that the public health, safety or welfare of the citizens of the State of Connecticut is in clear and immediate danger.

NOW, THEREFORE, pursuant to §4-182(c) and §19a-17(c) of the Connecticut General Statutes, it is hereby **ORDERED**, by vote of the Board of Examiners for Nursing:

1. That license number 155761 of Kimberly Lemire to practice as a registered nurse in the State of Connecticut is hereby summarily suspended pending a final determination by the Board of Examiners for Nursing regarding the allegations contained in the Statement of Charges, and
2. That a hearing in this matter is scheduled for the 3rd day of August 2022, at 9:00 a.m. The hearing will be held remotely via Microsoft TEAMS.

Dated at Waterbury, Connecticut this 20th day of July, 2022.

Patricia C. Bouffard, D.N.Sc., RN
Patricia C. Bouffard, D.N.Sc., RN, Chair
Connecticut Board of Examiners for Nursing



Phone: (860) 509-7566 • Fax: (860) 707-1904
Telecommunications Relay Service 7-1-1
410 Capitol Avenue, P.O. Box 340308
Hartford, Connecticut 06134-0308
www.ct.gov/dnh



**STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC HEALTH
HEALTHCARE QUALITY AND SAFETY BRANCH**

In re: Kimberly Lemire, R.N.

Petition No. 2022-561

MOTION FOR SUMMARY SUSPENSION

The Department of Public Health (hereinafter "the Department") hereby moves, in accordance with the Connecticut General Statutes §§4-182(c) and 19a-17(c), that the Connecticut Board of Examiners for Nursing summarily suspend the license of Kimberly Lemire, R.N. to practice as a registered nurse in Connecticut. This motion is based on the attached Statement of Charges, Affidavit and on the Department's information and belief that the continued practice as a nurse represents a clear and immediate danger to the public health and safety.

Dated at Hartford, Connecticut this 23rd day of June 2022.



Christian D. Andresen, MPH, CPH, Section Chief
Practitioner Licensing and Investigations Section
Healthcare Quality and Safety Branch

**STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC HEALTH
HEALTHCARE QUALITY AND SAFETY BRANCH**

In re: Kimberly Lemire, R.N.

Petition No. 2022-561

STATEMENT OF CHARGES

Pursuant to the Connecticut General Statutes, §§19a-10 and 19a-14, the Department of Public Health (hereinafter "the Department") brings the following charges against Kimberly Lemire, R.N.:

1. Kimberly Lemire, R.N., of Pascoag, Rhode Island (hereinafter "respondent") is, and has been, at all times referenced herein, the holder of Connecticut registered nursing license number 155761.
2. The respondent herein was also the respondent in Petition No. 2019-1237 wherein the Connecticut Board of Examiners for Nursing (hereinafter "the Board"), on or about May 20, 2020, summarily suspended respondent's registered nurse license number 155761; and, on or about June 17, 2020, held a hearing; and on or about April 21, 2021, issued a Memorandum of Decision; and, on or about September 15, 2021, issued an Amended Memorandum of Decision; and placed respondent's registered nurse license on probation for a period of one year.
3. On or about May 23, 2022, in the matters of Kimberly Lemire, R.N., Matters No. C22-0536 and C22-0580 (hereinafter the "RI Matters"), the Rhode Island Board of Nurse Registration and Nursing Education (hereinafter the "RI Board"), issued an Order Revoking License (hereinafter the "RI Order"), wherein it revoked the respondent's Rhode Island registered nurse license.
4. In the RI Order, the RI Board cited to a hearing it held in the RI Matters, and the facts that it found thereat. Those facts included, in part, that:
 - a. As a registered nurse in Connecticut, the respondent failed to document hospital records, failed to safeguard controlled substances, failed to administer and/or document properly the administration of controlled substances, falsified and/or improperly documented control substance disposition records, and falsified another person's name for the wasting of a controlled substance; and
 - b. In July 2018 the respondent had discrepancies in her narcotic book at a nursing home where she was employed; and
 - c. In December 2018, the respondent diverted oxycodone at a nursing home in Rhode Island; and

- d. On three different occasions in 2020, the respondent diverted oxycodone at two different nursing homes at which she worked; and
- e. The respondent was not truthful on her 2021 Rhode Island renewal application whereon she failed to disclose the May 2020 disciplinary action taken by Connecticut against her registered nurse license; and
- f. In February 2022, the respondent diverted oxycodone at a nursing home where she worked and forged the director of nursing's signature in an effort to cover up her diversion; and
- g. In April 2022, the respondent diluted morphine of a patient in her care.

5. The above cited facts evidence conduct of the respondent failing to conform to the accepted standards of the nursing profession, they represent a clear and immediate danger to the public health and safety if respondent is allowed to continue to practice, and they constitute grounds for disciplinary action pursuant to Conn. Gen. Stat. §§ 19a-17 and 20-99, including, but not necessarily limited to:

- a. §19a-17(a),
- b. §19a-17(c),
- c. §19a-17(f),
- d. §20-99(b)(1),
- e. §20-99(b)(2),
- f. §20-99(b)(6), and
- g. §20-99(b)(7).

6. For the foregoing reasons, the Department believes that respondent's continued practice as a registered nurse represents a clear and immediate danger to the public health and safety.

THEREFORE, the Department prays that:

The Connecticut Board of Examiners for Nursing, as authorized by the Connecticut General Statutes, §§ 20-99(b) and 19a-17, summarily suspend the registered nurse license of Kimberly Lemire, R.N. until a full hearing on the merits can be held, and that it revoke or order other disciplinary action against the registered nurse license of Kimberly Lemire, R.N. as it deems appropriate and consistent with law.

Dated at Hartford, Connecticut this 23rd day of June 2022.



Christian D. Andresen, MPH, CPH, Section Chief
Practitioner Licensing and Investigations Section
Healthcare Quality and Safety Branch

**STATE OF CONNECTICUT
CONNECTICUT BOARD OF EXAMINERS FOR NURSING**

Kimberly Lemire
46 Reservoir Road
Pascoag, RI 02859-3500

VIA EMAIL (Kimberly.lemire@yahoo.com)
First Class Mail
Certified Mail 9489 0090 0027 6139 1251 60

RE: Kimberly Lemire, R.N. - Petition No. 2022-561

NOTICE OF HEARING

By authority of the General Statutes of Connecticut, Section 4-177, you are hereby notified to appear before the Board of Examiners for Nursing for a hearing on the attached Charges against you at 9:00 AM on **August 3, 2022**. The hearing will be held by video conference during the meeting of the Board of Examiners for Nursing. The link to connect to the hearing will be provided by email 3-5 days prior to the hearing.

These Charges are being brought against you under the provisions of the Sections 19a-9, 19a-10 and 20-99(b) of the Connecticut General Statutes. The hearing will be conducted in accordance with Chapter 54 of the General Statutes of Connecticut and Section 19a-9-1, et seq., of the Regulations of Connecticut State Agencies (Public Health Code).

At the hearing you will have the opportunity to present your evidence, including witnesses and documents. It will be your responsibility to provide the hearing connection link to any witnesses you may call.

Filing an Answer; Failure to File Answer:

You are required to file an answer to the attached Charges with the Department of Public Health within 14 days from the date of this Notice of Hearing. Please note: failure to file an Answer could result in the allegations being found to be true as stated, and the possibility that you will not be permitted to submit any evidence concerning the allegations.

Representation by an Attorney:

At the aforementioned hearing you may be represented by an attorney and present evidence on your behalf. Although you may represent yourself (pro se), you are urged to obtain the services of an attorney.

Documents:

If you intend to introduce documents into evidence, **YOU MUST COMPLY WITH THE FOLLOWING REQUIREMENTS:**

Exhibits should be pre-marked for identification (i.e. Department exhibit 1, Respondent exhibit A), page numbered, and properly redacted.

The following information shall be redacted.

- (1) Date of birth
- (2) Mother's maiden name
- (3) Motor vehicle operator's license number
- (4) Social Security Number
- (5) Other government-issued identification number
- (6) Health insurance identification number
- (7) Financial account number
- (8) Security code or personal identification number (PIN)

Order Re: Filings

In preparation for this hearing you must, no later than July 27, 2022, provide the information specified in the attached Notice for Submissions.

All communications to the Board shall be submitted in this fashion. The Department or Respondent shall provide a copy of each document filed to Respondent or Department as the case may be and certify such to the Board.

Failure to Appear:

If you fail to appear at the hearing, upon proof that due notice was served upon you to appear, the Board may proceed in the same manner as though you were present in person. **The Board may hold a fact-finding meeting immediately following the close of the record.**

Please call 860-509-7566 as soon as possible if you have any questions about the hearing schedule.

Dated at Hartford, Connecticut this 20th day of July 2022.

For the Connecticut Board of Examiners for Nursing

/s/ Jeffrey A. Kardys

Jeffrey A. Kardys, Administrative Hearings Specialist

c: Christian Andresen, Section Chief, Practitioner Licensing and Investigations
Craig Sullivan, Staff Attorney, Office of Legal Compliance

The Department of Public Health is an equal opportunity provider and employer.

*If you require aid/accommodation to participate fully and fairly,
please contact the Public Health Hearing Office at 860-509-7566.*

Notice for Submissions

The hearing in the matter of **Kimberly Lemire, R.N.** has been scheduled for **August 3, 2022** and will be conducted remotely through Microsoft Teams/teleconference.

On or before **July 27, 2022**, you must provide the following by electronic mail response to the Department of Public Health, Public Health Hearing Office at phho.dph@ct.gov.

1. Electronically Pre-filed exhibits – Exhibits should be pre-marked for identification (i.e. Department exhibit 1, Respondent exhibit A), page numbered, and properly redacted. *Parties and/or counsel should stipulate to any exhibits and facts not in dispute, and provide any objections to proposed exhibits.* All exhibits also must be sent to the opposing party or counsel.
2. Witness List – identify any persons expected to be called to testify. Be sure to notify your witnesses that they will be required to remain available and in attendance for the full duration of the hearing. (This will eliminate the difficulty of trying to reach witnesses again for rebuttal or additional examination later in the hearing). Witness lists also must be sent to the opposing party or counsel.
3. Photo Identification: a copy of a government-issued photo identification of the parties and witnesses.
4. Electronic Mail (“e-mail”) addresses for parties, counsel and witnesses. All e-mail addresses must be current and able to receive all notices relating to this matter.
5. Cellphone numbers for all parties, counsel, and witnesses at which they can be reached and respond to text message during the hearing (in the event a connection is lost).
6. A statement whether executive session may be required to receive testimony containing personal protected information, and if so, what that information may be (treatment records, patient records, therapy reports). Parties or counsel should identify any witnesses listed in response to #2 above who may provide testimony relating to personal protected information requiring executive session.
7. A statement whether an interpreter will be needed for the proceeding.

This is a formal public hearing. It will be video recorded and posted on the DPH website for public viewing. All hearing participants should appear in proper attire, in proper surroundings, and remove any potential distractions.

In preparation, please make sure all of your devices are fully functioning and properly charged. All participants are required to have video and audio functions on when testifying or speaking. Our office will contact you again 3 to 5 calendar days prior to the hearing to provide you with any further instructions and a Microsoft Teams link / phone number and code to enter the hearing.

Should you have any question please contact the hearing office at phho.dph@ct.gov.

STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC HEALTH



Deidre S. Gifford, MD, MPH
Acting Commissioner

Ned Lamont
Governor
Susan Bysiewicz
Lt. Governor

PUBLIC HEALTH HEARING OFFICE

May 22, 2020

Tammy Picirillo
12 Elm Street
Seymour, CT 06483

VIA EMAIL (tpicirillo50@gmail.com)
and First Class Mail

Brittany Allen, Staff Attorney
Department of Public Health
410 Capitol Avenue, MS #12LEG
PO Box 340308
Hartford, CT 06134-0308

VIA EMAIL

RE: Tammy Picirillo - LPN - Petition No. 2019-839

Dear Ms. Picirillo

Enclosed please find the Memorandum of Decision issued by the **Board of Examiners for Nursing** in the above-referenced matter.

Sincerely,

Jeffrey A. Kardys

Jeffrey A. Kardys
Administrative Hearings Specialist/Board Liaison
Public Health Hearing Office

c: Susan Castonguay, Assistant Attorney General, Office of the Attorney General
Barbara Cass, Branch Chief, HCS
Christian Andresen, Section Chief, Practitioner Licensing and Investigations, DPH
Deborah Brown, Health Program Assistant, Department of Public Health
Lavita Sookram, RN, DPH Monitoring Unit



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**STATE OF CONNECTICUT
BOARD OF EXAMINERS FOR NURSING**

Tammy Piccirillo, L.P.N.
License No. 037336

Petition No. 2019-839

MEMORANDUM OF DECISION

I

Procedural Background

On August 5, 2019, the Department of Public Health ("Department") filed a Statement of Charges ("Charges") with the Board of Examiners for Nursing ("Board"). Board ("Bd.") Exhibit ("Ex.") 3. On that date, the Department also filed a Motion for Summary Suspension ("Motion") with the Board. Bd. Ex. 1. The Charges allege violations of Chapter 378 of the General Statutes of Connecticut ("Conn. Gen. Stat.") by Tammy Piccirillo ("Respondent"), which would subject Respondent's licensed practical nurse ("L.P.N.") license to disciplinary action pursuant to Conn. Gen. Stat. §§ 19a-17 and 20-99(b).

Based on the allegations in the Charges, the Board found that Respondent's continued nursing practice presented a clear and immediate danger to public health and safety. Accordingly, on August 14, 2019, pursuant to Conn. Gen. Stat. § 4-182(c) and § 19a-17(c), the Board ordered that Respondent's L.P.N. license be summarily suspended pending a final determination by the Board of the allegations contained in the Charges ("Summary Suspension Order.") Bd. Ex. 2.

On August 15, 2019, the Department mailed the Summary Suspension Order, Charges, and Notice of Hearing ("Notice") by first class and certified mail to Respondent's address of record, 12 Elm Street, Seymour, CT, and to her email address at tpiccirillo50@gmail.com. Bd. Ex. 4. The Notice informed that a hearing had been scheduled for September 18, 2019.

On August 17, 2019, the tracking records of the United States Postal Service ("USPS") indicated that the correspondence was left with an individual at the Seymour address. Bd. Ex. 5.

On September 11, 2019, Respondent emailed the Department requesting a continuance of the September 18, 2019 hearing. Without objection from the Department, the Board granted Respondent's request and the hearing was continued to November 20, 2019. Bd. Ex. 6. Subsequently, the Department sent written notification of the continued hearing date via certified

mail and first-class mail to Respondent's address of record and to Respondent's email address. The certified mail was delivered to the Respondent on September 13, 2019.

On October 7, 2019, the certified mail that had been delivered to Respondent's address of record on September 13, 2019 was returned to the Department. The certified mailing was stamped "return to sender," "unclaimed," and "unable to forward." Bd. Ex. 7. The first-class mail was not returned and there is no evidence in the record that the Department's electronic transmission sent to Respondent's email address was not successfully completed.

On November 20, 2019, the Board held the hearing. Respondent was not present at the hearing and was not represented by an attorney. Tr. p. 2. Attorney Brittany Allen represented the Department. *Id.*

Respondent did not file an Answer to the Charges within 14 days of her receipt of the Notice. Due to Respondent's failure to timely file an Answer to the Charges, Attorney Allen orally moved on the record to deem the allegations admitted ("Motion to Deem"). Tr. p. 5. Based on the evidence that Respondent had previously communicated with the Department via email and given that the first-class mail informing Respondent of the rescheduled hearing date was not returned, the Board determined that Respondent was properly served. Attorney Allen's Motion was granted. Tr. pp. 5-6.

Following the close of the record, the Board conducted fact finding.

Each member of the Board involved in this decision attests that he or she was present at the hearing or has reviewed the record, and that this decision is based entirely on the record, the law, and the Board's specialized professional knowledge in evaluating the evidence. *Pet v. Department of Health Services*, 228 Conn. 651 (1994).

II

Allegations

1. In paragraph 1 of the Charges, the Department alleges that Respondent of Seymour, Connecticut is, and has been at all times, as referenced in the Charges, the holder of Connecticut L.P.N. license number 037336. Bd. Ex. 3.
2. In paragraph 2 of the Charges, the Department alleges that on May 15, 2019, the Board approved a Consent Order in Petition No. 2018-684 that placed Respondent's license on probation for four years. Such disciplinary action was based on Respondent's abuse and/or utilization of opiates to excess. Bd. Ex. 3.

3. In paragraph 3 of the Charges, the Department alleges that said Consent Order specifically provided that Respondent shall submit to random urine screens which shall be negative for the presence of alcohol and drugs. Bd. Ex. 3.
4. In paragraph 4 of the Charges, the Department alleges Respondent has not submitted for random urine screens in accordance with the terms of probation.
5. In paragraph 5 of the Charges, the Department alleges that Respondent's conduct as described above constitutes a violation of the terms of probation as set forth in the May 15, 2019 Consent Order, and subjects Respondent's license to revocation or other disciplinary action authorized by Conn. Gen. Stat. §§ 19a-17 and 20-99(b).

III

Findings of Fact

1. Respondent, of Seymour, Connecticut, is, and has been at all times, as referenced in the Charges, the holder of Connecticut L.P.N. license number 037336. Bd. Ex. 3
2. On May 15, 2019, the Board approved a Consent Order in Petition No. 2018-684 that placed Respondent's license on probation for four years. Such disciplinary action was based upon Respondent's abuse and/or utilization of opiates to excess. Bd. Ex. 3.
3. Said Consent Order specifically provided that Respondent shall submit to random urine screens which shall be negative for the presence of alcohol and drugs. Bd. Ex. 3.
4. Respondent has not submitted for random urine screens in accordance with the terms of probation. Bd. Ex. 3.
5. On August 15, 2019, the Department mailed the Summary Suspension Order, Charges, and Notice by first class and certified mail to Respondent's address of record, 12 Elm Street, Seymour, CT, and to her email address at tpiccirillo50@gmail.com. Bd. Ex. 4.
6. On August 17, 2019, the USPS left the correspondence with an individual at the Respondent's Seymour address. Bd. Ex. 5.
7. On September 11, 2019, Respondent requested a continuance of the hearing which had been scheduled for September 18, 2019. The Board granted Respondent's request and the hearing was continued to November 20, 2019. Bd. Ex. 6.
8. The Department sent written notification of the continued hearing date via certified mail and first-class mail to Respondent's address of record and to Respondent's email address. The certified mail was delivered to Respondent on September 13, 2019. Bd. Ex. 7.
9. On October 7, 2019, the certified mail that had been delivered to Respondent's address of record on September 13, 2019 was returned to the Department. The certified mailing was

stamped “return to sender,” “unclaimed,” and “unable to forward.” Bd. Ex. 7. The first-class mail was not returned and there is no evidence in the record that Respondent did not receive the correspondence via her email address. *Id.*

10. The Department provided Respondent with reasonable and adequate written notice of the hearing and the allegations contained in the Charges. Tr. p. 5.
11. Respondent failed to appear for the hearing and did not request a second continuance. Tr. p. 5.
12. The factual allegations contained in paragraphs 1 through 4 of the Charges are deemed admitted and true. Tr. pp. 5-6.

IV

Discussion and Conclusions of Law

The Department bears the burden of proof by a preponderance of the evidence in this matter. *Jones v. Connecticut Medical Examining Board*, 309 Conn. 727, 739-740 (2013).

The Department sustained its burden of proof with respect to all of the allegations contained in the Charges.

Conn. Gen. Stat. § 20-99 (a) provides, in pertinent part,:

The Board . . . shall have jurisdiction to hear all charges of conduct which fails to conform to the accepted standards of the nursing profession brought against persons licensed to practice nursing. After holding a hearing . . . said board, if it finds such person to be guilty, may revoke or suspend his or her license or take any of the actions set forth in section 19a-17. . . .

Conn. Gen. Stat. § 20-99(b) sets forth specific conduct which fails to conform to the accepted standards of the nursing profession and makes clear that nonconforming conduct is not limited to the behavior identified in the subsection. Pursuant to Conn. Gen. Stat. § 19a-17(a), the Board is authorized to impose discipline on a license upon the finding of good cause.

Since Respondent did not file an Answer to the Charges, the allegations are deemed admitted and true. *See*, Conn. State Agencies § 19a-9-20. The record establishes that on May 15, 2019, the Board approved a Consent Order in Petition No. 2018-684 that placed Respondent's license on probation for four years. Such disciplinary action was based upon Respondent's abuse and/or utilization of opiates to excess. FF 2. The Consent Order specifically required Respondent to submit to random urine screens and the results of those screens be negative for the presence of alcohol and drugs. FF 3. The record establishes that

Respondent has not submitted to random urine screens in accordance with the probationary terms of the Consent Order. FF 4.

Based on Respondent's noncompliance with the terms of the Consent Order, the Board finds that such violation constitutes good cause for the Board to discipline her license.

Therefore, the Board concludes that Respondent's above-described conduct, as deemed to be admitted and true, constitutes grounds for disciplinary action pursuant to Conn. Gen. Stat. §§ 20-99(b) and 19a-17.¹ Based on the totality of the evidence, revocation of Respondent's license is deemed an appropriate remedy.

V

Order

Based on the record in this case, the above findings of fact and conclusions of law, the Board hereby orders that Tammy Piccirillo's license number 037336 to practice as a licensed practical nurse is hereby revoked.

This Order is effective on the date it is signed by the Board.

The Board hereby informs Respondent, Tammy Piccirillo, and the Department of this Decision.

Dated at Hartford, Connecticut this 20th day of May 2020.

BOARD OF EXAMINERS FOR NURSING

By Patricia C. Bouffard D.N.Sc.
Patricia C. Bouffard, D.N.Sc., Chair

¹ Pursuant to Conn. Gen. Stat. § 19a-17, the Board may impose disciplinary action, as set forth in the Statute, upon a finding of the existence of good cause.

CERTIFICATION

I hereby certify that, pursuant to Connecticut General Statutes § 4-180(c), a copy of the foregoing Memorandum of Decision was sent this 22 day of MAY 2020, by first class mail and email to:

Tammy Picirillo
12 Elm Street
Seymour, CT 06483

VIA EMAIL (tpicirillo50@gmail.com)

and via email to:

Brittany Allen, Staff Attorney
Office of Legal Compliance
Department of Public Health
410 Capitol Avenue, MS #12LEG
Hartford, CT 06134-0308

Jeffrey A. Kardys

Jeffrey A. Kardys
Administrative Hearings Specialist
Department of Public Health
Public Health Hearing Office

STATE OF CONNECTICUT
CONNECTICUT BOARD OF EXAMINERS FOR NURSING

Tammy Piccirillo
12 Elm Street
Seymour, CT 06483

Via Email (Tpiccirillo50@gmail.com)
and First Class Mail

RE: Tammy Piccirillo LPN – License Reinstatement Request

NOTICE OF HEARING

Pursuant to the General Statutes of Connecticut Section 19a-17, Subsection (d), you are hereby notified to appear before the Connecticut Board of Examiners for Nursing for a hearing to determine whether your licensed practical nurse license may be reinstated. The hearing will be held on **February 16, 2022 at 9:00 a.m.** The hearing will be held by video conference during the meeting of the Board of Examiners for Nursing. The link to connect to the hearing will be provided by email 3-5 days prior to the hearing.

At the aforementioned hearing you may be represented by legal counsel at your own expense or you may present evidence on your own behalf. You will have the burden of satisfying the Board of your ability to practice nursing with reasonable skill and safety. Evidence of the outcomes of your efforts toward recovery, which demonstrate maintenance of recovery over a lengthy period of time, especially in relationship to length of time of substance abuse, is to be presented to the Board. The Board will require you at that time, to present current evidence regarding:

- 1) Documentary or testimonial evidence from a licensed **therapist** documenting a lengthy period of drug/alcohol free status documented by reports of therapy, your emotional health, and your ability to administer safe nursing care, including the administration of controlled substances.
- 2) **Personal references** stipulating, but not limited to, the following: your drug/alcohol free status, emotional health, and work habits.
- 3) Documentary or testimonial evidence from **current and past employers** (since revocation of your license) documenting your ability to responsibly and accurately carry out assigned duties and your potential for functioning safely and effectively as a nurse.
- 4) Copies of **random, legally defensible screens** for drugs and alcohol conducted by your therapist and/or physician which support your drug/alcohol free status.
- 5) Documentation of participation in support groups and support of a sponsor, as well as the outcome of your participation in support groups.
- 6) Documentation from your therapist and/or physician which includes a **list of current medications** prescribed by all providers, an evaluation of your need for these medications and an assessment of your continued need for these medications.

In addition, please be prepared to present, at the hearing, any additional information relevant to your current ability to administer safe nursing care.

In preparation for this hearing you must, no later than November 4, 2020, provide the information specified in the attached Notice for Submissions.

The Board may hold a fact-finding meeting immediately following the close of the record.

Dated at Hartford, Connecticut, this 1st day of November 2021.

FOR: Connecticut Board of Examiners for Nursing

/s/ Jeffrey A. Kardys

Jeffrey A. Kardys, Administrative Hearings Specialist
Department of Public Health
410 Capitol Avenue, MS #13PHO
Hartford, CT 06106
Tel. (860) 509-7566 FAX (860) 707-1904
jeffrey.kardys@ct.gov

c: Dana Dalton, Supervising Nurse Consultant
Deborah M. Brown, Health Program Associate

Notice for Submissions

The hearing in the matter of **Natalie Primini, LPN** has been scheduled for **February 16, 2022** and will be conducted remotely through Microsoft Teams/teleconference.

On or before **February 2, 2022**, you must provide the following by electronic mail response to the hearing office at phho.dph@ct.gov

1. Electronically Pre-filed exhibits – Exhibits should be pre-marked for identification (i.e. Department exhibit 1, Respondent exhibit A), page numbered, and properly redacted. *Parties and/or counsel should stipulate to any exhibits and facts not in dispute, and provide any objections to proposed exhibits.* All exhibits also must be sent to the opposing party or counsel.
2. Witness List – identify any persons expected to be called to testify. Be sure to notify your witnesses that they will be required to remain available and in attendance for the full duration of the hearing. (This will eliminate the difficulty of trying to reach witnesses again for rebuttal or additional examination later in the hearing). Witness lists also must be sent to the opposing party or counsel.
3. Photo Identification: a copy of a government-issued photo identification of the parties and witnesses.
4. Electronic Mail (“e-mail”) addresses for parties, counsel and witnesses. All e-mail addresses must be current and able to receive all notices relating to this matter.
5. Cellphone numbers for all parties, counsel, and witnesses at which they can be reached and respond to text message during the hearing (in the event a connection is lost).
6. A statement whether executive session may be required to receive testimony containing personal protected information, and if so, what that information may be (treatment records, patient records, therapy reports). Parties or counsel should identify any witnesses listed in response to #2 above who may provide testimony relating to personal protected information requiring executive session.
7. A statement whether an interpreter will be needed for the proceeding.

In preparation for the remote hearing, please make sure all of your devices are fully functioning and properly charged. All participants are required to have video and audio functions on when testifying or speaking.

Our office will contact you again 3 to 5 calendar days prior to the hearing to provide you with any further instructions and a Microsoft Teams link / phone number and code to enter the hearing.

Should you have any questions regarding the above, please contact the hearing office.

STATE OF CONNECTICUT

DEPARTMENT OF PUBLIC HEALTH



Manisha Juthani, MD
Commissioner

Ned Lamont
Governor
Susan Bysiewicz
Lt. Governor

BOARD OF EXAMINERS FOR NURSING

February 17, 2022

Tammy Piccirillo
12 Elm Street
Seymour, CT 06483

Via Email (Tpiccirillo50@gmail.com)
and First Class Mail

RE: Tammy Piccirillo LPN – License Reinstatement Request

NOTICE OF RESCHEDULED HEARING

The hearing in the above referenced matter is rescheduled to **April 20, 2022**.

The hearing will be held via Microsoft TEAMS during the meeting of the Board of Examiners for Nursing.

In preparation for this hearing you must, no later than April 6, 2022, provide the information specified in the attached Notice for Submissions.

FOR: BOARD OF EXAMINERS FOR NURSING

/s/ *Jeffrey A. Kardys*

Jeffrey A. Kardys, Administrative Hearings Specialist/Board Liaison
Department of Public Health
410 Capitol Avenue, MS #13PHO
PO Box 340308
Hartford, CT 06134-0308
Tel. (860) 509-7566 FAX (860) 707-1904

c: Christian Andresen, Section Chief, Practitioner Licensing and Investigations
Dana Dalton, Supervising Nurse Consultant



Phone: (860) 509-7566 • Fax: (860) 707-1904
Telecommunications Relay Service 7-1-1
410 Capitol Avenue, P.O. Box 340308
Hartford, Connecticut 06134-0308
www.ct.gov/dph

Affirmative Action/Equal Opportunity Employer



Notice for Submissions

The hearing in the matter of **Tammy Piccirillo LPN** has been rescheduled to **April 20, 2022** and will be conducted remotely through Microsoft Teams/teleconference.

On or before **April 6, 2022**, you must provide the following by electronic mail response to the Department of Public Health, Public Health Hearing Office at poho.dph@ct.gov

1. Electronically Pre-filed exhibits – Exhibits should be pre-marked for identification (i.e. Department exhibit 1, Respondent exhibit A), page numbered, and properly redacted. *Parties and/or counsel should stipulate to any exhibits and facts not in dispute, and provide any objections to proposed exhibits.* All exhibits also must be sent to the opposing party or counsel.
2. Witness List – identify any persons expected to be called to testify. Be sure to notify your witnesses that they will be required to remain available and in attendance for the full duration of the hearing. (This will eliminate the difficulty of trying to reach witnesses again for rebuttal or additional examination later in the hearing). Witness lists also must be sent to the opposing party or counsel.
3. Photo Identification: a copy of a government-issued photo identification of the parties and witnesses.
4. Electronic Mail (“e-mail”) addresses for parties, counsel and witnesses. All e-mail addresses must be current and able to receive all notices relating to this matter.
5. Cellphone numbers for all parties, counsel, and witnesses at which they can be reached and respond to text message during the hearing (in the event a connection is lost).
6. A statement whether executive session may be required to receive testimony containing personal protected information, and if so, what that information may be (treatment records, patient records, therapy reports). Parties or counsel should identify any witnesses listed in response to #2 above who may provide testimony relating to personal protected information requiring executive session.
7. A statement whether an interpreter will be needed for the proceeding.

This is a formal public hearing. It will be video recorded and posted on the DPH website for public viewing. All hearing participants should appear in proper attire, in proper surroundings, and remove any potential distractions.

In preparation, please make sure all of your devices are fully functioning and properly charged. All participants are required to have video and audio functions on when testifying or speaking. Our office will contact you again 3 to 5 calendar days prior to the hearing to provide you with any further instructions and a Microsoft Teams link / phone number and code to enter the hearing.

Should you have any question please contact the hearing office at poho.dph@ct.gov.

STATE OF CONNECTICUT

DEPARTMENT OF PUBLIC HEALTH



Manisha Juthani, MD
Commissioner

Ned Lamont
Governor
Susan Bysiewicz
Lt. Governor

BOARD OF EXAMINERS FOR NURSING

March 10, 2022

Tammy Piccirillo
12 Elm Street
Seymour, CT 06483

Via Email (Tpiccirillo50@gmail.com)
and First Class Mail

RE: Tammy Piccirillo LPN – License Reinstatement Request

NOTICE OF RESCHEDULED HEARING

The hearing in the above referenced matter is rescheduled to **May 11, 2022**.

The hearing will be held via Microsoft TEAMS during the meeting of the Board of Examiners for Nursing.

FOR: BOARD OF EXAMINERS FOR NURSING

/s/ Jeffrey A. Kardys

Jeffrey A. Kardys, Administrative Hearings Specialist/Board Liaison
Department of Public Health
410 Capitol Avenue, MS #13PHO
PO Box 340308
Hartford, CT 06134-0308
Tel. (860) 509-7566 FAX (860) 707-1904



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410 Capitol Avenue, P.O. Box 340308
Hartford, Connecticut 06134-0308
www.ct.gov/dph



Affirmative Action/Equal Opportunity Employer

Notice for Submissions

The hearing in the matter of **Tammy Piccirillo LPN** has been rescheduled to **April 20, 2022** and will be conducted remotely through Microsoft Teams/teleconference.

On or before **April 6, 2022**, you must provide the following by electronic mail response to the Department of Public Health, Public Health Hearing Office at poho.dph@ct.gov

1. Electronically Pre-filed exhibits – Exhibits should be pre-marked for identification (i.e. Department exhibit 1, Respondent exhibit A), page numbered, and properly redacted. *Parties and/or counsel should stipulate to any exhibits and facts not in dispute, and provide any objections to proposed exhibits.* All exhibits also must be sent to the opposing party or counsel.
2. Witness List – identify any persons expected to be called to testify. Be sure to notify your witnesses that they will be required to remain available and in attendance for the full duration of the hearing. (This will eliminate the difficulty of trying to reach witnesses again for rebuttal or additional examination later in the hearing). Witness lists also must be sent to the opposing party or counsel.
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In preparation, please make sure all of your devices are fully functioning and properly charged. All participants are required to have video and audio functions on when testifying or speaking. Our office will contact you again 3 to 5 calendar days prior to the hearing to provide you with any further instructions and a Microsoft Teams link / phone number and code to enter the hearing.

Should you have any question please contact the hearing office at poho.dph@ct.gov.

STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC HEALTH
HEALTHCARE QUALITY AND SAFETY BRANCH

In Re: Tammy L. Piccirillo, LPN

Petition No. 2022-498

May 9, 2022

MOTION TO CONTINUE

The Department of Public Health respectfully moves the Connecticut Board of Examiners for Nursing (“Board”) to continue the hearing scheduled May 11, 2022. The documents respondent provided to support her reinstatement are almost one year old and are insufficient for the Board to make a determination.

The Department requests a continuance to provide respondent with sufficient time to provide updated records to support her reinstatement.

Respectfully submitted,
THE DEPARTMENT OF PUBLIC HEALTH

Joelle C. Newton

Joelle C. Newton, Staff Attorney
Office of Legal Compliance

ORDER

The foregoing motion having been duly considered by the Connecticut Board of Examiners for Nursing is hereby GRANTED/DENIED.

Dated at Hartford, Connecticut this _____ day of May, 2022.

Connecticut Board of Examiners for Nursing

CERTIFICATION

This certifies that on 5/9/2022 the original of this motion was emailed to the Department of Public Health, Public Health Hearing Office, 410 Capitol Avenue, Hartford, Connecticut, and emailed to respondent, piccirillotammy@yahoo.com.

Joelle C. Newton, Staff Attorney

STATE OF CONNECTICUT

DEPARTMENT OF PUBLIC HEALTH



Manisha Juthani, MD
Commissioner

Ned Lamont
Governor
Susan Bysiewicz
Lt. Governor

BOARD OF EXAMINERS FOR NURSING

June 3, 2022

Tammy Piccirillo
12 Elm Street
Seymour, CT 06483

Via Email (Tpiccirillo50@gmail.com)
and First Class Mail

RE: Tammy Piccirillo LPN – License Reinstatement Request

NOTICE OF RESCHEDULED HEARING

The hearing in the above referenced matter is rescheduled to **August 3, 2022**.

The hearing will be held via Microsoft TEAMS during the meeting of the Board of Examiners for Nursing.

FOR: BOARD OF EXAMINERS FOR NURSING

/s/ Jeffrey A. Kardys

Jeffrey A. Kardys, Administrative Hearings Specialist/Board Liaison
Department of Public Health
410 Capitol Avenue, MS #13PHO
PO Box 340308
Hartford, CT 06134-0308
Tel. (860) 509-7566 FAX (860) 707-1904



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Hartford, Connecticut 06134-0308
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Affirmative Action/Equal Opportunity Employer

Notice for Submissions

The hearing in the matter of **Tammy Piccirillo LPN**, has been rescheduled to **August 3, 2022** and will be conducted remotely through Microsoft Teams/teleconference.

On or before **July 15, 2022**, you must provide the following by electronic mail response to the Department of Public Health, Public Health Hearing Office at phho.dph@ct.gov

1. Electronically Pre-filed exhibits – Exhibits should be pre-marked for identification (i.e. Department exhibit 1, Respondent exhibit A), page numbered, and properly redacted. *Parties and/or counsel should stipulate to any exhibits and facts not in dispute, and provide any objections to proposed exhibits.* All exhibits also must be sent to the opposing party or counsel.
2. Witness List – identify any persons expected to be called to testify. Be sure to notify your witnesses that they will be required to remain available and in attendance for the full duration of the hearing. (This will eliminate the difficulty of trying to reach witnesses again for rebuttal or additional examination later in the hearing). Witness lists also must be sent to the opposing party or counsel.
3. Photo Identification: a copy of a government-issued photo identification of the parties and witnesses.
4. Electronic Mail (“e-mail”) addresses for parties, counsel and witnesses. All e-mail addresses must be current and able to receive all notices relating to this matter.
5. Cellphone numbers for all parties, counsel, and witnesses at which they can be reached and respond to text message during the hearing (in the event a connection is lost).
6. A statement whether executive session may be required to receive testimony containing personal protected information, and if so, what that information may be (treatment records, patient records, therapy reports). Parties or counsel should identify any witnesses listed in response to #2 above who may provide testimony relating to personal protected information requiring executive session.
7. A statement whether an interpreter will be needed for the proceeding.

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In preparation, please make sure all of your devices are fully functioning and properly charged. All participants are required to have video and audio functions on when testifying or speaking. Our office will contact you again 3 to 5 calendar days prior to the hearing to provide you with any further instructions and a Microsoft Teams link / phone number and code to enter the hearing.

Should you have any question please contact the hearing office at phho.dph@ct.gov.

STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC HEALTH
HEALTHCARE QUALITY AND SAFETY BRANCH

In re: Lisa M. Simon, L.P.N.

Petition No. 2021-578

STATEMENT OF CHARGES

Pursuant to Connecticut General Statutes §§19a-10 and 19a-14, the Department of Public Health ("the Department") brings the following charges against Lisa M. Simon:

1. Lisa M. Simon of Ansonia, Connecticut ("respondent") is, and has been at all times referenced in this Statement of Charges, the holder of Connecticut licensed practical nurse license number 025783.
2. On or about September 16, 2021, the Vermont Board of Nursing issued a Summary Suspension Order ("Vermont Order") suspending respondent's ability to practice nursing in Vermont based, in part, upon findings that an emergency action was necessary to prevent patient harm and to protect the public in connection with the misuse of a credit card belonging to a resident of Wake Robin Care Home in Shelburne, Vermont ("Wake Robin").
3. In or about April 2021, respondent accepted an assignment as a travel nurse at Wake Robin. At that time, respondent did not hold a Vermont nursing license, but she was authorized to practice in Vermont pursuant to Act 6 of the 2021 Session Laws of the State of Vermont by virtue of having a valid Connecticut nursing license in good standing.
4. In or about April and/or May 2021, respondent violated the standard of care of the nursing profession and/or engaged in unprofessional conduct in that she misappropriated and/or fraudulently used a credit card belonging to a Wake Robin resident.
5. Respondent failed to report to the Department, as required by Connecticut General Statutes §19a-12e(e), the disciplinary action taken by the Vermont Board of Nursing under the Vermont Order.
6. The above facts constitute grounds for disciplinary action pursuant to Connecticut General Statutes §§19a-17(f), 19a-12e(e) and/or 20-99, including, but not limited to §20-99(b)(2) and/or §20-99(b)(6).

THEREFORE, the Department prays that:

The Connecticut Board of Examiners for Nursing, as authorized by Connecticut General Statutes §§20-99(b) and 19a-17, revoke or order other disciplinary action against the license of Lisa M. Simon as it deems appropriate and consistent with law.

Dated at Hartford, Connecticut this 25th day of May, 2022.



Christian D. Andresen, MPH, CPH, Section Chief
Practitioner Licensing and Investigations Section
Healthcare Quality and Safety Branch

**STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC HEALTH
HEALTHCARE QUALITY AND SAFETY BRANCH**

In re: Sabrina Ernst, RN

Petition No. 2022-611

STATEMENT OF CHARGES

Pursuant to Connecticut General Statutes §§19a-10 and 19a-14, the Department of Public Health ("Department") brings the following charges against Sabrina Ernst:

1. Sabrina Ernst of Lakeville, Connecticut ("respondent") is, and has been at all times referenced in this Statement of Charges, the holder of Connecticut registered nurse license number 089416.
2. On or about April 6, 2022, the Connecticut Board of Examiners for Nursing ordered a Consent Order in Petition No. 2019-62 ("Order") based, in part, upon respondent's abuse of alcohol and/or emotional disorders or mental illnesses. The Order required respondent, in part, to engage in therapy and counseling, attend "anonymous" or support group meetings, and submit to random observed urine screens (collectively "terms of the Order").
3. From approximately May 1, 2022 through the present, respondent failed to comply with the terms of the Order and such failure does and/or may affect her practice of nursing.
4. Respondent's conduct as described above constitutes violations of the probationary terms required by the Order and subjects her license to revocation or other disciplinary action authorized by Connecticut General Statutes §§19a-17 and 20-99(b).

THEREFORE, the Department prays:

STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC HEALTH
HEALTHCARE QUALITY AND SAFETY BRANCH

In re: Sabrina Ernst, RN

Petition No. 2022-611

MOTION FOR SUMMARY SUSPENSION

The Department of Public Health ("Department") moves in accordance with Connecticut General Statutes §§4-182(c) and 19a-17(c) the Connecticut Board of Examiners for Nursing to summarily suspend Sabrina Ernst's registered nursing license. This motion is based on the attached Statement of Charges, affidavit, documents, report and on the Department's information and belief that Sabrina Ernst's ability to nursing practice of represents a clear and immediate danger to the public health and safety.

Dated at Hartford, Connecticut this 30th day of June, 2022.

Christian Andresen

Christian D. Andresen, MPH, CPH, Section Chief
Practitioner Licensing and Investigations Section
Healthcare Quality and Safety Branch

The Connecticut Board of Examiners for Nursing, as authorized by Connecticut General Statutes §§20-99(b) and 19a-17, revoke, or order other disciplinary action against respondent's nursing license as it deems appropriate and consistent with law.

Dated at Hartford, Connecticut this 30th day of June, 2022.

Christian Andresen

Christian D. Andresen, MPH, CPH, Section Chief
Practitioner Licensing and Investigations Section
Healthcare Quality and Safety Branch

STATE OF CONNECTICUT

DEPARTMENT OF PUBLIC HEALTH



Manisha Juthani, MD
Commissioner

Ned Lamont
Governor
Susan Bysiewicz
Lt. Governor

BOARD OF EXAMINERS FOR NURSING

In re: Sabrina Ernst, RN

Petition No. 2022-611

SUMMARY SUSPENSION ORDER

WHEREAS, the Department of Public Health having moved for an order of summary suspension in this matter and having submitted duly verified affidavits in support of its motion; and,

WHEREAS, said affidavits allege facts which show violations of §20-99(b) of the Connecticut General Statutes, and which imperatively require emergency action in that the public health, safety or welfare of the citizens of the State of Connecticut is in clear and immediate danger.

NOW, THEREFORE, pursuant to §4-182(c) and §19a-17(c) of the Connecticut General Statutes, it is hereby **ORDERED**, by vote of the Board of Examiners for Nursing:

1. That license number 089416 of Sabrina Ernst to practice as a registered nurse in the State of Connecticut is hereby summarily suspended pending a final determination by the Board of Examiners for Nursing regarding the allegations contained in the Statement of Charges, and
2. That a hearing in this matter is scheduled for the 3rd day of August 2022, at 9:00 a.m. The hearing will be held remotely via Microsoft TEAMS.

Dated at Waterbury, Connecticut this 6th day of July, 2022.

Gina Reipers PhD, APRN, PMHNP, PMHCNS.
Gina Reipers, PhD, APRN, PMHNP, PMHCNS
Connecticut Board of Examiners for Nursing



Phone: (860) 509-7566 • Fax: (860) 707-1904
Telecommunications Relay Service 7-1-1
410 Capitol Avenue, P.O. Box 340308
Hartford, Connecticut 06134-0308
www.ct.gov/dph

Affirmative Action/Equal Opportunity Employer



**STATE OF CONNECTICUT
CONNECTICUT BOARD OF EXAMINERS FOR NURSING**

Sabrina J Ernst
PO BOX 1371
Lakeville, Ct 06039-8371

VIA EMAIL (joernst@sbcglobal.net)
First Class Mail
Certified Mail 9489 0090 0027 6139 1254 05

RE: Sabrina Ernst, R.N. - Petition No. 2022-611

NOTICE OF HEARING

By authority of the General Statutes of Connecticut, Section 4-177, you are hereby notified to appear before the Board of Examiners for Nursing for a hearing on the attached Charges against you at 9:00 AM on **August 3, 2022**. The hearing will be held by video conference during the meeting of the Board of Examiners for Nursing. The link to connect to the hearing will be provided by email 3-5 days prior to the hearing.

These Charges are being brought against you under the provisions of the Sections 19a-9, 19a-10 and 20-99(b) of the Connecticut General Statutes. The hearing will be conducted in accordance with Chapter 54 of the General Statutes of Connecticut and Section 19a-9-1, et seq., of the Regulations of Connecticut State Agencies (Public Health Code).

At the hearing you will have the opportunity to present your evidence, including witnesses and documents. It will be your responsibility to provide the hearing connection link to any witnesses you may call.

Filing an Answer; Failure to File Answer:

You are required to file an answer to the attached Charges with the Department of Public Health within 14 days from the date of this Notice of Hearing. Please note: failure to file an Answer could result in the allegations being found to be true as stated, and the possibility that you will not be permitted to submit any evidence concerning the allegations.

Representation by an Attorney:

At the aforementioned hearing you may be represented by an attorney and present evidence on your behalf. Although you may represent yourself (pro se), you are urged to obtain the services of an attorney.

Documents:

If you intend to introduce documents into evidence, **YOU MUST COMPLY WITH THE FOLLOWING REQUIREMENTS:**

Exhibits should be pre-marked for identification (i.e. Department exhibit 1, Respondent exhibit A), page numbered, and properly redacted.

The following information shall be redacted.

- (1) Date of birth
- (2) Mother's maiden name
- (3) Motor vehicle operator's license number
- (4) Social Security Number
- (5) Other government-issued identification number
- (6) Health insurance identification number
- (7) Financial account number
- (8) Security code or personal identification number (PIN)

Order Re: Filings

In preparation for this hearing you must, no later than July 20, 2022, provide the information specified in the attached Notice for Submissions.

All communications to the Board shall be submitted in this fashion. The Department or Respondent shall provide a copy of each document filed to Respondent or Department as the case may be and certify such to the Board.

Failure to Appear:

If you fail to appear at the hearing, upon proof that due notice was served upon you to appear, the Board may proceed in the same manner as though you were present in person. **The Board may hold a fact-finding meeting immediately following the close of the record.**

Please call 860-509-7566 as soon as possible if you have any questions about the hearing schedule.

Dated at Hartford, Connecticut this 6th day of July 2022.

For the Connecticut Board of Examiners for Nursing

/s/ Jeffrey A. Kardys

Jeffrey A. Kardys, Administrative Hearings Specialist

c: Christian Andresen, Section Chief, Practitioner Licensing and Investigations
Joelle Newton, Staff Attorney, Office of Legal Compliance

The Department of Public Health is an equal opportunity provider and employer.

*If you require aid/accommodation to participate fully and fairly,
please contact the Public Health Hearing Office at 860-509-7566.*

Notice for Submissions

The hearing in the matter of **Sabrina Ernst,, R.N.** has been scheduled for **August 3, 2022** and will be conducted remotely through Microsoft Teams/teleconference.

On or before **July 20, 2022**, you must provide the following by electronic mail response to the Department of Public Health, Public Health Hearing Office at phho.dph@ct.gov.

1. Electronically Pre-filed exhibits – Exhibits should be pre-marked for identification (i.e. Department exhibit 1, Respondent exhibit A), page numbered, and properly redacted. *Parties and/or counsel should stipulate to any exhibits and facts not in dispute, and provide any objections to proposed exhibits.* All exhibits also must be sent to the opposing party or counsel.
2. Witness List – identify any persons expected to be called to testify. Be sure to notify your witnesses that they will be required to remain available and in attendance for the full duration of the hearing. (This will eliminate the difficulty of trying to reach witnesses again for rebuttal or additional examination later in the hearing). Witness lists also must be sent to the opposing party or counsel.
3. Photo Identification: a copy of a government-issued photo identification of the parties and witnesses.
4. Electronic Mail (“e-mail”) addresses for parties, counsel and witnesses. All e-mail addresses must be current and able to receive all notices relating to this matter.
5. Cellphone numbers for all parties, counsel, and witnesses at which they can be reached and respond to text message during the hearing (in the event a connection is lost).
6. A statement whether executive session may be required to receive testimony containing personal protected information, and if so, what that information may be (treatment records, patient records, therapy reports). Parties or counsel should identify any witnesses listed in response to #2 above who may provide testimony relating to personal protected information requiring executive session.
7. A statement whether an interpreter will be needed for the proceeding.

This is a formal public hearing. It will be video recorded and posted on the DPH website for public viewing. All hearing participants should appear in proper attire, in proper surroundings, and remove any potential distractions.

In preparation, please make sure all of your devices are fully functioning and properly charged. All participants are required to have video and audio functions on when testifying or speaking. Our office will contact you again 3 to 5 calendar days prior to the hearing to provide you with any further instructions and a Microsoft Teams link / phone number and code to enter the hearing.

Should you have any question please contact the hearing office at phho.dph@ct.gov.

**STATE OF CONNECTICUT
CONNECTICUT BOARD OF EXAMINERS FOR NURSING**

Danielle D. Works, Register Number 40145-509
FPC Alderson
Federal Prison Camp
Glen Ray Road, Box A
Alderson, WV 24910

First Class Mail

Danielle D. Works
120 Hampden Road
Stafford Springs, CT 06076-3101

VIA EMAIL (dworks3@yahoo.com)
and First Class Mail

RE: Danielle D. Works, LPN - Petition No. 2021-519

NOTICE OF HEARING

By authority of the General Statutes of Connecticut, Section 4-177, you are hereby notified to appear before the Board of Examiners for Nursing for a hearing on the attached Charges against you at 9:00 AM on **August 3, 2022**. The hearing will be held by video conference during the meeting of the Board of Examiners for Nursing. The link to connect to the hearing will be provided by email 3-5 days prior to the hearing.

These Charges are being brought against you under the provisions of the Sections 19a-9, 19a-10 and 20-99(b) of the Connecticut General Statutes. The hearing will be conducted in accordance with Chapter 54 of the General Statutes of Connecticut and Section 19a-9-1, et seq., of the Regulations of Connecticut State Agencies (Public Health Code).

At the hearing you will have the opportunity to present your evidence, including witnesses and documents. It will be your responsibility to provide the hearing connection link to any witnesses you may call.

Filing an Answer; Failure to File Answer:

You are required to file an answer to the attached Charges with the Department of Public Health within 14 days from the date of this Notice of Hearing. Please note: failure to file an Answer could result in the allegations being found to be true as stated, and the possibility that you will not be permitted to submit any evidence concerning the allegations.

Representation by an Attorney:

At the aforementioned hearing you may be represented by an attorney and present evidence on your behalf. Although you may represent yourself (pro se), you are urged to obtain the services of an attorney.

Documents:

If you intend to introduce documents into evidence, **YOU MUST COMPLY WITH THE FOLLOWING REQUIREMENTS:**

Exhibits should be pre-marked for identification (i.e. Department exhibit 1, Respondent exhibit A), page numbered, and properly redacted.

The following information shall be redacted.

- (1) Date of birth
- (2) Mother's maiden name
- (3) Motor vehicle operator's license number
- (4) Social Security Number
- (5) Other government-issued identification number
- (6) Health insurance identification number
- (7) Financial account number
- (8) Security code or personal identification number (PIN)

Order Re: Filings

In preparation for this hearing you must, no later than July 15, 2022, provide the information specified in the attached Notice for Submissions.

All communications to the Board shall be submitted in this fashion. The Department or Respondent shall provide a copy of each document filed to Respondent or Department as the case may be and certify such to the Board.

Failure to Appear:

If you fail to appear at the hearing, upon proof that due notice was served upon you to appear, the Board may proceed in the same manner as though you were present in person. **The Board may hold a fact-finding meeting immediately following the close of the record.**

Please call 860-509-7566 as soon as possible if you have any questions about the hearing schedule.

Dated at Hartford, Connecticut this 2nd day of June 2022.

For the Connecticut Board of Examiners for Nursing

/s/ Jeffrey A. Kardys
Jeffrey A. Kardys, Administrative Hearings Specialist

c: Christian Andresen, Section Chief, Practitioner Licensing and Investigations
Linda Fazzina, Staff Attorney, Office of Legal Compliance

The Department of Public Health is an equal opportunity provider and employer.

*If you require aid/accommodation to participate fully and fairly,
please contact the Public Health Hearing Office at 860-509-7566.*

Notice for Submissions

The hearing in the matter of **Danielle Works, LPN** has been scheduled for **August 3, 2022** and will be conducted remotely through Microsoft Teams/teleconference.

On or before **July 15, 2022**, you must provide the following by electronic mail response to the Department of Public Health, Public Health Hearing Office at phho.dph@ct.gov.

1. Electronically Pre-filed exhibits – Exhibits should be pre-marked for identification (i.e. Department exhibit 1, Respondent exhibit A), page numbered, and properly redacted. *Parties and/or counsel should stipulate to any exhibits and facts not in dispute, and provide any objections to proposed exhibits.* All exhibits also must be sent to the opposing party or counsel.
2. Witness List – identify any persons expected to be called to testify. Be sure to notify your witnesses that they will be required to remain available and in attendance for the full duration of the hearing. (This will eliminate the difficulty of trying to reach witnesses again for rebuttal or additional examination later in the hearing). Witness lists also must be sent to the opposing party or counsel.
3. Photo Identification: a copy of a government-issued photo identification of the parties and witnesses.
4. Electronic Mail (“e-mail”) addresses for parties, counsel and witnesses. All e-mail addresses must be current and able to receive all notices relating to this matter.
5. Cellphone numbers for all parties, counsel, and witnesses at which they can be reached and respond to text message during the hearing (in the event a connection is lost).
6. A statement whether executive session may be required to receive testimony containing personal protected information, and if so, what that information may be (treatment records, patient records, therapy reports). Parties or counsel should identify any witnesses listed in response to #2 above who may provide testimony relating to personal protected information requiring executive session.
7. A statement whether an interpreter will be needed for the proceeding.

This is a formal public hearing. It will be video recorded and posted on the DPH website for public viewing. All hearing participants should appear in proper attire, in proper surroundings, and remove any potential distractions.

In preparation, please make sure all of your devices are fully functioning and properly charged. All participants are required to have video and audio functions on when testifying or speaking. Our office will contact you again 3 to 5 calendar days prior to the hearing to provide you with any further instructions and a Microsoft Teams link / phone number and code to enter the hearing.

Should you have any question please contact the hearing office at phho.dph@ct.gov.

**STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC HEALTH
HEALTHCARE QUALITY AND SAFETY BRANCH**

In re: Danielle D. Works, LPN

Petition No. 2021-519

STATEMENT OF CHARGES

Pursuant to Connecticut General Statutes, §§19a-10 and 19a-14, the Department of Public Health ("the Department") brings the following charges against Danielle D. Works:

1. Danielle D. Works of Stafford Springs, Connecticut ("respondent") is, and has been at all times referenced in this Statement of Charges, the holder of Connecticut licensed practical nurse license number 040340.
2. On or about July 17, 2019, the Board of Examiners for Nursing ("the Board") ordered a Consent Order in Petition Number 2018-1100 ("the Order") that placed respondent's nursing license on probation for a period of four (4) years. Such disciplinary action was based, in part, upon allegations that respondent, while practicing nursing in Massachusetts, diverted Roxanol, Dilaudid and/or Oxycodone ("controlled substances"); failed to completely, properly and/or accurately document medical or hospital records; and abused or utilized to excess controlled substances.
3. The Order specifically provided, in part, that respondent: engage in therapy and counseling with a licensed therapist, approved by the Department; cause her therapist to provide written reports to the Department monthly during the first and fourth years of her probation and quarterly for the remainder of her probation; submit to observed, random chain of custody urine screens for alcohol and drugs, at a testing facility approved by the Department; submit to at least one such urine screen weekly during the first and fourth years of her probation, and monthly for the remainder of her probation, and have laboratory reports of random alcohol and drug screens submitted directly to the Department; attend support group meetings on an average of eight (8) to ten (10) times monthly and provide quarterly reports of attendance to the Department; and cause her nursing supervisor to provide written reports to the Department monthly during the first and fourth years of her probation, and quarterly for the remainder of her probation.
4. From approximately on or about May 28, 2021 to the present, respondent failed to:
 - (a) engage in therapy and counseling;
 - (b) cause her therapist to provide written report(s) to the Department;

- (c) submit to observed, random chain of custody urine screens for alcohol and drugs;
 - (d) cause laboratory reports of urine screens for alcohol and drugs to be submitted directly to the Department;
 - (e) attend support group meetings and/or provide reports of attendance to the Department; and/or
 - (f) cause her nursing supervisor to provide written report(s) to the Department.
5. Respondent's conduct as described above constitutes violations of the terms of probation as set forth in the Order, and subjects respondent's license to revocation or other disciplinary action authorized by Connecticut General Statutes, §§19a-17 and 20-99(b).

THEREFORE, the Department prays that:

The Connecticut Board of Examiners for Nursing, as authorized by Connecticut General Statutes §§20-99(b) and 19a-17, revoke or order other disciplinary action against the license of Danielle D. Works as it deems appropriate and consistent with law.

Dated at Hartford, Connecticut this 13th day of May, 2022.



Christian D. Andresen, MPH, Section Chief
Practitioner Licensing and Investigations Section
Healthcare Quality and Safety Branch

STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC HEALTH
HEALTHCARE QUALITY AND SAFETY BRANCH

In Re: Rachel Pisani, APRN, RN

Petition No. 2021-1209

Petition No. 2021-1223

STATEMENT OF CHARGES

Pursuant to Connecticut General Statutes §§19a-10 and 19a-14, the Department of Public Health ("Department") brings the following charges against Rachel Pisani:

1. Rachel Pisani of Meriden, Connecticut ("respondent") is, and at all times referenced in this Statement of Charges, the holder Connecticut registered nurse license number 098569 and Connecticut advanced practice registered nurse license number 006018.
2. On or about November 11, 2021, respondent abused or used to excess cocaine and/or amphetamine ("substance abuse").
3. From approximately November 11, 2021 to the present, respondent has or had one or more emotional disorders and/or mental illnesses ("illnesses").
4. Respondent's illnesses and/or substance abuse does, and/or may, affect her practice of nursing.
5. The above-described conduct constitutes grounds for disciplinary action pursuant to Connecticut General Statutes §20-99(b), including, but not necessarily limited to:
 - a. §20-99(b)(4); and/or
 - b. §20-99(b)(5).

THEREFORE, the Department prays:

The Connecticut Board of Examiners for Nursing as authorized by Connecticut General Statutes §§20-99(b) and 19a-17, revoke, or order other disciplinary action against respondent's nursing licenses as it deems appropriate and consistent with law.

Dated at Hartford, Connecticut this 13th day of May 2022.



Christian D. Andresen, MPH, CPH, Section Chief
Practitioner Licensing and Investigations Section
Healthcare Quality and Safety Branch

STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC HEALTH



Manisha Juthani, MD
Commissioner

Ned Lamont
Governor
Susan Bysiewicz
Lt. Governor

BOARD OF EXAMINERS FOR NURSING

In re: Rachel Pisani, APRN, RN

Petition Nos. 2021-1209; 2021-1223

SUMMARY SUSPENSION ORDER

WHEREAS, the Department of Public Health having moved for an order of summary suspension in this matter and having submitted duly verified affidavits in support of its motion; and,

WHEREAS, said affidavits allege facts which show violations of §20-99(b) of the Connecticut General Statutes, and which imperatively require emergency action in that the public health, safety or welfare of the citizens of the State of Connecticut is in clear and immediate danger.

NOW, THEREFORE, pursuant to §4-182(c) and §19a-17(c) of the Connecticut General Statutes, it is hereby ORDERED, by vote of the Board of Examiners for Nursing:

1. That registered nurse license number 098569 and advanced practice registered nurse license number 006018 of **Rachel Pisani** to practice in the State of Connecticut, are hereby summarily suspended pending a final determination by the Board of Examiners for Nursing regarding the allegations contained in the Statement of Charges, and
2. That a hearing in this matter is scheduled for the 1st day of June 2022, at 9:00 a.m. The hearing will be held remotely via Microsoft TEAMS.

Dated at Waterbury, Connecticut this 18th day of May, 2022.

Patricia C. Bouffard, D.N.Sc., RN
Patricia C. Bouffard, D.N.Sc., RN, Chair
Connecticut Board of Examiners for Nursing



Phone: (860) 509-7566 • Fax: (860) 707-1904
Telecommunications Relay Service 7-1-1
410 Capitol Avenue, P.O. Box 340308
Hartford, Connecticut 06134-0308
www.ct.gov/dnh



**STATE OF CONNECTICUT
CONNECTICUT BOARD OF EXAMINERS FOR NURSING**

Rachel Pisani, APRN, RN
c/o John O'Brien, Esq.
411 Center St
Manchester, CT 06040

VIA EMAIL (rachelmpisani@gmail.com)
Via First Class Mail

RE: Rachel Pisani, APRN, RN - Petition Nos. 2021-1209; 2021-1223

NOTICE OF HEARING

By authority of the General Statutes of Connecticut, Section 4-177, you are hereby notified to appear before the Board of Examiners for Nursing for a hearing on the attached Charges against you at 9:00 AM on **June 1, 2022**. The hearing will be held by video conference during the meeting of the Board of Examiners for Nursing. The link to connect to the hearing will be provided by email 3-5 days prior to the hearing.

These Charges are being brought against you under the provisions of the Sections 19a-9, 19a-10 and 20-99(b) of the Connecticut General Statutes. The hearing will be conducted in accordance with Chapter 54 of the General Statutes of Connecticut and Section 19a-9-1, et seq., of the Regulations of Connecticut State Agencies (Public Health Code).

At the hearing you will have the opportunity to present your evidence, including witnesses and documents. It will be your responsibility to provide the hearing connection link to any witnesses you may call.

Filing an Answer; Failure to File Answer:

You are required to file an answer to the attached Charges with the Department of Public Health *within 14 days from the date of this Notice of Hearing*. Please note: failure to file an Answer could result in the allegations being found to be true as stated, and the possibility that you will not be permitted to submit any evidence concerning the allegations.

Representation by an Attorney:

At the aforementioned hearing you may be represented by an attorney and present evidence on your behalf. Although you may represent yourself (pro se), you are urged to obtain the services of an attorney.

Documents:

If you intend to introduce documents into evidence, **YOU MUST COMPLY WITH THE FOLLOWING REQUIREMENTS:**

Exhibits should be pre-marked for identification (i.e. Department exhibit 1, Respondent exhibit A), page numbered, and properly redacted.

The following information shall be redacted.

- (1) Date of birth
- (2) Mother's maiden name
- (3) Motor vehicle operator's license number
- (4) Social Security Number
- (5) Other government-issued identification number
- (6) Health insurance identification number
- (7) Financial account number
- (8) Security code or personal identification number (PIN)

Order Re: Filings

In preparation for this hearing you must, no later than May 24, 2022, provide the information specified in the attached Notice for Submissions.

All communications to the Board shall be submitted in this fashion. The Department or Respondent shall provide a copy of each document filed to Respondent or Department as the case may be and certify such to the Board.

Failure to Appear:

If you fail to appear at the hearing, upon proof that due notice was served upon you to appear, the Board may proceed in the same manner as though you were present in person. **The Board may hold a fact-finding meeting immediately following the close of the record.**

Please call 860-509-7566 as soon as possible if you have any questions about the hearing schedule.

Dated at Hartford, Connecticut this 18th day of May, 2022.

For the Connecticut Board of Examiners for Nursing

/s/ Jeffrey A. Kardys

Jeffrey A. Kardys, Administrative Hearings Specialist

c: Christian Andresen, Section Chief, Practitioner Licensing and Investigations
Joelle Newton, Staff Attorney, Office of Legal Compliance

The Department of Public Health is an equal opportunity provider and employer.

*If you require aid/accommodation to participate fully and fairly,
please contact the Public Health Hearing Office at 860-509-7566.*

Notice for Submissions

The hearing in the matter of **Rachel Pisani, APRN, RN** has been scheduled for **June 1, 2022** and will be conducted remotely through Microsoft Teams/teleconference.

On or before **May 24, 2022**, you must provide the following by electronic mail response to the Department of Public Health, Public Health Hearing Office at phho.dph@ct.gov.

1. Electronically Pre-filed exhibits – Exhibits should be pre-marked for identification (i.e. Department exhibit 1, Respondent exhibit A), page numbered, and properly redacted. *Parties and/or counsel should stipulate to any exhibits and facts not in dispute, and provide any objections to proposed exhibits.* All exhibits also must be sent to the opposing party or counsel.
2. Witness List – identify any persons expected to be called to testify. Be sure to notify your witnesses that they will be required to remain available and in attendance for the full duration of the hearing. (This will eliminate the difficulty of trying to reach witnesses again for rebuttal or additional examination later in the hearing). Witness lists also must be sent to the opposing party or counsel.
3. Photo Identification: a copy of a government-issued photo identification of the parties and witnesses.
4. Electronic Mail (“e-mail”) addresses for parties, counsel and witnesses. All e-mail addresses must be current and able to receive all notices relating to this matter.
5. Cellphone numbers for all parties, counsel, and witnesses at which they can be reached and respond to text message during the hearing (in the event a connection is lost).
6. A statement whether executive session may be required to receive testimony containing personal protected information, and if so, what that information may be (treatment records, patient records, therapy reports). Parties or counsel should identify any witnesses listed in response to #2 above who may provide testimony relating to personal protected information requiring executive session.
7. A statement whether an interpreter will be needed for the proceeding.

This is a formal public hearing. It will be video recorded and posted on the DPH website for public viewing. All hearing participants should appear in proper attire, in proper surroundings, and remove any potential distractions.

In preparation, please make sure all of your devices are fully functioning and properly charged. All participants are required to have video and audio functions on when testifying or speaking. Our office will contact you again 3 to 5 calendar days prior to the hearing to provide you with any further instructions and a Microsoft Teams link / phone number and code to enter the hearing.

Should you have any question please contact the hearing office at phho.dph@ct.gov.

Kardys, Jeffrey

From: Newton, Joelle
Sent: Tuesday, May 31, 2022 9:11 AM
To: Kardys, Jeffrey; phho, dph
Cc: rachelpisani@gmail.com; John OBrien
Subject: Rachel M. Pisani, APRN, RN, Petition numbers 2021-1209, 2021-1223 - Request for Additional Time

Please see continuance request below.

The Department has no objection.

Thank you for your attention.

Joelle C. Newton, Staff Attorney
State of Connecticut Department of Public Health
410 Capitol Avenue, MS 12 LEG
Hartford, CT 06143
Email: joelle.newton@ct.gov
Telephone: 860-509-7600
Fax: 860-509-7650

NOTICE OF CONFIDENTIALITY This e-mail (including attachments) is covered by the Electronic Communications Privacy Act 18 U.S.C. Sec 2510-2521 and is confidential. This confidential transmission may include attorney-client privilege, attorney work product, privileged medical, psychiatric, and/or drug treatment information intended only for the recipient(s) names above. If you are not the intended recipient, reading, disclosure, discussion, dissemination, distribution or copying of this information by anyone other than the intended recipient or their legal agent(s) is strictly prohibited.

From: rachelpisani@gmail.com <rachelpisani@gmail.com>
Sent: Tuesday, May 31, 2022 8:54 AM
To: Newton, Joelle <Joelle.Newton@ct.gov>; John OBrien <attyjohnfobrien@gmail.com>
Subject: Re: Rachel M. Pisani, APRN, RN, Petition numbers 2021-1209, 2021-1223 - Request for Additional Time

Dear Ms Newton,

I am emailing you to ask for a continuance of my hearing, currently scheduled for 6/1, so that I may retain an attorney. If I could have a month I would truly appreciate it.

Many
Rachel Pisani

thanks

STATE OF CONNECTICUT

DEPARTMENT OF PUBLIC HEALTH



Manisha Juthani, MD
Commissioner

Ned Lamont
Governor
Susan Bysiewicz
Lt. Governor

BOARD OF EXAMINERS FOR NURSING

June 1, 2022

Rachel Pisani, APRN, RN
211 Pomeroy Avenue
Meriden, CT 06450

VIA EMAIL ONLY (rachelmpisani@gmail.com)

Joelle Newton, Staff Attorney
Department of Public Health
410 Capitol Avenue, MS #12LEG
PO Box 340308
Hartford, CT 06134-0308

VIA EMAIL ONLY

RE: Rachel Pisani, APRN, RN - Petition Nos. 2021-1209; 2021-1223

RULING ON REQUEST FOR CONTINUANCE

The Request for Continuance of the hearing scheduled for June 1, 2022, filed by respondent in the above-referenced matter is GRANTED without objection from the Department of Public Health.

The hearing is rescheduled to **Wednesday, August 3, 2022 at 9:00 a.m.** The hearing will be held via Microsoft TEAMS during the meeting of the Board of Examiners for Nursing.

In preparation for this hearing you must, no later than July 15, 2022, provide the information specified in the attached Notice for Submissions.

FOR: BOARD OF EXAMINERS FOR NURSING

BY: /s/ Jeffrey A. Kardys

Jeffrey A. Kardys, Administrative Hearings Specialist/Board Liaison
Department of Public Health
410 Capitol Avenue, MS #13PHO
PO Box 340308
Hartford, CT 06134-0308
Tel. (860) 509-7566 FAX (860) 707-1904



Phone: (860) 509-7566 • Fax: (860) 707-1904
Telecommunications Relay Service 7-1-1
410 Capitol Avenue, P.O. Box 340308
Hartford, Connecticut 06134-0308
www.ct.gov/dph

Affirmative Action/Equal Opportunity Employer



Notice for Submissions

The hearing in the matter of **Rachel Pisani, APRN, RN** has been rescheduled to **August 3, 2022** and will be conducted remotely through Microsoft Teams/teleconference.

On or before **July 15, 2022**, you must provide the following by electronic mail response to the Department of Public Health, Public Health Hearing Office at phho.dph@ct.gov

1. Electronically Pre-filed exhibits – Exhibits should be pre-marked for identification (i.e. Department exhibit 1, Respondent exhibit A), page numbered, and properly redacted. *Parties and/or counsel should stipulate to any exhibits and facts not in dispute, and provide any objections to proposed exhibits.* All exhibits also must be sent to the opposing party or counsel.
2. Witness List – identify any persons expected to be called to testify. Be sure to notify your witnesses that they will be required to remain available and in attendance for the full duration of the hearing. (This will eliminate the difficulty of trying to reach witnesses again for rebuttal or additional examination later in the hearing). Witness lists also must be sent to the opposing party or counsel.
3. Photo Identification: a copy of a government-issued photo identification of the parties and witnesses.
4. Electronic Mail (“e-mail”) addresses for parties, counsel and witnesses. All e-mail addresses must be current and able to receive all notices relating to this matter.
5. Cellphone numbers for all parties, counsel, and witnesses at which they can be reached and respond to text message during the hearing (in the event a connection is lost).
6. A statement whether executive session may be required to receive testimony containing personal protected information, and if so, what that information may be (treatment records, patient records, therapy reports). Parties or counsel should identify any witnesses listed in response to #2 above who may provide testimony relating to personal protected information requiring executive session.
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In preparation, please make sure all of your devices are fully functioning and properly charged. All participants are required to have video and audio functions on when testifying or speaking.

Our office will contact you again 3 to 5 calendar days prior to the hearing to provide you with any further instructions and a Microsoft Teams link / phone number and code to enter the hearing.

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**STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC HEALTH
HEALTHCARE QUALITY AND SAFETY BRANCH**

In re: Jacquelyn O'Connor, L.P.N

Petition No. 2020-845

STATEMENT OF CHARGES

Pursuant to the General Statutes of Connecticut, §§19a-10 and 19a-14, the Department of Public Health (hereinafter "the Department") brings the following charges against Jacquelyn O'Connor, L.P.N.:

1. Jacquelyn O'Connor of Milford, Connecticut (hereinafter "respondent") is, and has been at all times referenced in this Statement of Charges, the holder of Connecticut practical nurse license number 040670.
2. From on or about May 16, 2018 to on or about November 25, 2019 respondent practiced nursing at the Center for Discovery (hereinafter "the Center"), a facility specializing in the treatment of eating disorders, located in Fairfield, Connecticut. During the course of her employment, respondent provided care and treatment to Patient #1, a then 19-year old female patient with multiple behavioral, emotional, and/or physical impairments.
3. Throughout 2020, respondent provided care for Patient #1 from respondent's home in Milford, Connecticut. Respondent's care for Patient #1 failed to conform to the accepted standards of the nursing profession when she:
 - a. maintained an improper personal relationship with Patient #1;
 - b. provided nursing care to Patient #1 while also acting as her healthcare representative;
 - c. allowed Patient #1 to reside with her and her family;
 - d. slept in the same bed as Patient #1;
 - e. spoke to Patient #1 in a loud, hostile, and/or threatening nature;
 - f. forcefully and/or violently removed Patient #1 from their shared residence; and/or
 - g. used threatening language to coerce Patient #1 into taking unprescribed medication.
4. On various occasions in 2020, respondent's care for Patient #1 exceeded the scope of her practical nurse license when she:
 - a. provided care without the direction of a registered nurse;
 - b. administered medication over the prescribed dose;
 - c. improperly withheld prescribed medication; and/or
 - d. administered prescription medication without authorization from a physician.

5. On or about July 31, 2020, respondent falsified one or more medical records.
6. The above facts constitute grounds for disciplinary action pursuant to the General Statutes of Connecticut, §20-99(b), including but not limited to §20-99(b)(2) and/or §20-99(b)(6).

THEREFORE, the Department prays that:

The Connecticut Board of Examiners for Nursing, as authorized by the General Statutes of Connecticut, §§20-99(b) and 19a-17, revoke or order other disciplinary action against the license of Jacquelyn O'Connor as it deems appropriate and consistent with law.

Dated at Hartford, Connecticut this 15th day of March 2022.



Christian D. Andresen, MPH, CPH, Section Chief
Practitioner Licensing & Investigations Section
Healthcare Quality and Safety Branch

STATE OF CONNECTICUT
CONNECTICUT BOARD OF EXAMINERS FOR NURSING

Jacquelyn O'Connor
c/o Ellen M. Costello, Esq.
Del Sole & Sel Sole, LLP
46 South Whittlesey Avenue
Wallingford CT 06492-4102

VIA EMAIL (ellenc@delsoledelsole.com)
and First Class Mail

RE: Jacquelyn O'Connor, LPN - Petition No. 2020-845

NOTICE OF HEARING

By authority of the General Statutes of Connecticut, Section 4-177, you are hereby notified to appear before the Board of Examiners for Nursing for a hearing on the attached Charges against you at 9:00 AM on **June 15, 2022**. The hearing will be held by video conference during the meeting of the Board of Examiners for Nursing. The link to connect to the hearing will be provided by email 3-5 days prior to the hearing.

These Charges are being brought against you under the provisions of the Sections 19a-9, 19a-10 and 20-99(b) of the Connecticut General Statutes. The hearing will be conducted in accordance with Chapter 54 of the General Statutes of Connecticut and Section 19a-9-1, et seq., of the Regulations of Connecticut State Agencies (Public Health Code).

At the hearing you will have the opportunity to present your evidence, including witnesses and documents. It will be your responsibility to provide the hearing connection link to any witnesses you may call.

Filing an Answer; Failure to File Answer:

You are required to file an answer to the attached Charges with the Department of Public Health within 14 days from the date of this Notice of Hearing. Please note: failure to file an Answer could result in the allegations being found to be true as stated, and the possibility that you will not be permitted to submit any evidence concerning the allegations.

Representation by an Attorney:

At the aforementioned hearing you may be represented by an attorney and present evidence on your behalf. Although you may represent yourself (pro se), you are urged to obtain the services of an attorney.

Documents:

If you intend to introduce documents into evidence, **YOU MUST COMPLY WITH THE FOLLOWING REQUIREMENTS:**

Exhibits should be pre-marked for identification (i.e. Department exhibit 1, Respondent exhibit A), page numbered, and properly redacted.

The following information shall be redacted.

- (1) Date of birth
- (2) Mother's maiden name
- (3) Motor vehicle operator's license number
- (4) Social Security Number
- (5) Other government-issued identification number
- (6) Health insurance identification number
- (7) Financial account number
- (8) Security code or personal identification number (PIN)

Order Re: Filings

In preparation for this hearing you must, no later than June 1, 2022, provide the information specified in the attached Notice for Submissions.

All communications to the Board shall be submitted in this fashion. The Department or Respondent shall provide a copy of each document filed to Respondent or Department as the case may be and certify such to the Board.

Failure to Appear:

If you fail to appear at the hearing, upon proof that due notice was served upon you to appear, the Board may proceed in the same manner as though you were present in person. **The Board may hold a fact-finding meeting immediately following the close of the record.**

Please call 860-509-7566 as soon as possible if you have any questions about the hearing schedule.

Dated at Hartford, Connecticut this 30th day of March, 2022.

For the Connecticut Board of Examiners for Nursing

/s/ Jeffrey A. Kardys

Jeffrey A. Kardys, Administrative Hearings Specialist

c: Christian Andresen, Section Chief, Practitioner Licensing and Investigations
Aden Baume, Staff Attorney, Office of Legal Compliance
Jacquelyn O'Connor (Via Email)

The Department of Public Health is an equal opportunity provider and employer.

*If you require aid/accommodation to participate fully and fairly,
please contact the Public Health Hearing Office at 860-509-7566.*

Notice for Submissions

The hearing in the matter of **Jacquelyn O'Connor, LPN** has been scheduled for **June 15, 2022** and will be conducted remotely through Microsoft Teams/teleconference.

On or before **June 1, 2022**, you must provide the following by electronic mail response to the Department of Public Health, Public Health Hearing Office at phho.dph@ct.gov.

1. Electronically Pre-filed exhibits – Exhibits should be pre-marked for identification (i.e. Department exhibit 1, Respondent exhibit A), page numbered, and properly redacted. *Parties and/or counsel should stipulate to any exhibits and facts not in dispute, and provide any objections to proposed exhibits.* All exhibits also must be sent to the opposing party or counsel.
2. Witness List – identify any persons expected to be called to testify. Be sure to notify your witnesses that they will be required to remain available and in attendance for the full duration of the hearing. (This will eliminate the difficulty of trying to reach witnesses again for rebuttal or additional examination later in the hearing). Witness lists also must be sent to the opposing party or counsel.
3. Photo Identification: a copy of a government-issued photo identification of the parties and witnesses.
4. Electronic Mail (“e-mail”) addresses for parties, counsel and witnesses. All e-mail addresses must be current and able to receive all notices relating to this matter.
5. Cellphone numbers for all parties, counsel, and witnesses at which they can be reached and respond to text message during the hearing (in the event a connection is lost).
6. A statement whether executive session may be required to receive testimony containing personal protected information, and if so, what that information may be (treatment records, patient records, therapy reports). Parties or counsel should identify any witnesses listed in response to #2 above who may provide testimony relating to personal protected information requiring executive session.
7. A statement whether an interpreter will be needed for the proceeding.

This is a formal public hearing. It will be video recorded and posted on the DPH website for public viewing. All hearing participants should appear in proper attire, in proper surroundings, and remove any potential distractions.

In preparation, please make sure all of your devices are fully functioning and properly charged. All participants are required to have video and audio functions on when testifying or speaking. Our office will contact you again 3 to 5 calendar days prior to the hearing to provide you with any further instructions and a Microsoft Teams link / phone number and code to enter the hearing.

Should you have any question please contact the hearing office at phho.dph@ct.gov.

STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC HEALTH


In Re: DPH V JACQUELYN JEAN O'CONNOR, LPN
Petition No. 2020-845

RESPONDENT'S ANSWER TO STATEMENT OF CHARGES DATED MARCH 15, 2022

1. Admit.
2. Denied. Respondent was employed part time for two days a week from 5-16-18 to 7-3-19 thereafter she only worked on-call.
3. Denied. Patient was a renter in respondent's home from 1-1-2020 to 3-11-2020 only. She provided nursing care to patient #1 only when patient #1 was a resident of Center for Discovery.
4. Denied. No nursing care was provided to patient #1 in 2020.
5. Denied.
6. Denied.

THE RESPONDENT,
JACQUELYN JEAN O'CONNOR, LPN

BY /s/


ELLEN M. COSTELLO
DEL SOLE & DEL SOLE, L.L.P.
46 SOUTH WHITTLESEY AVENUE
WALLINGFORD, CT 06492
TEL: 203-284-8000
FAX: 203-284-9800
JURIS NO. 101674
ELLENC@DELSOLEDELSOLE.COM

CERTIFICATION

I hereby certify that a copy of the foregoing has been mailed postage prepaid and/or sent via electronic mail and/or via facsimile on this, the sixth day of June 2022 to the following:

VIA EMAIL: ADEN.BAUME@CT.GOV

Aden T. Baume, Staff Attorney
Department of Public Health
410 Capitol Avenue, MS# 12 HSR
P.O. Box 340308
Hartford, CT 06134-0308

VIA EMAIL: PHHO.DPH@CT.GOV

Johanna Wallace
Department of Public Health
410 Capitol Avenue, MS# 12 HSR
P.O. Box 340308
Hartford, CT 06134-0308

VIA EMAIL: JEFFREY.KARDYS@CT.GOV

Jeffrey A. Kardys, Administrative Hearings Specialist
Legal Office/Public Health Hearing Office
State of Connecticut
Department of Public Health
410 Capitol Avenue, MS 13PHO
P.O. Box 340308
Hartford, CT 06134-0308


/s/ Ellen M. Costello
Ellen M. Costello

**STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC HEALTH**

In Re: DPH V JACQUELYN JEAN O'CONNOR, LPN
Petition No. 2020-845

RESPONDENT'S MOTION FOR HEARING CONTINUANCE

The Respondent in the above captioned matter hereby seeks a continuance of her hearing from June 15, 2022, to July 6, 2022. The Department has indicated that they may object as they are ready to proceed.

The undersigned simply is not prepared to go forward on June 15, 2022. As the Board is aware the undersigned has had a number of involved hearings before the Board in the past couple of months along with a very busy trial practice.

In this matter a subpoena has been issued to Google regarding emails from the Petitioner, and the information obtained from Google will be used to cross-examine the Petitioner Porter. Although requested to appear on June 10, 2022, they have indicated ten more days, the Respondent needs additional time to obtain this information. The undersigned is still attempting to schedule necessary witnesses, obtain statements from witnesses and potentially obtain other emails and text messages between the parties. Additionally, the undersigned is attempting to sort the text messages exchanged between the parties which the department has submitted, some are undated or untimed, taken out of context and cut and pasted and rebut those messages with the entire text message threads and screenshots or text messages which are well over a hundred pages. This is a very time consuming and laborious process but necessary for cross examination of the Department's witnesses and for the Board's understanding and consideration of this case.

Based upon the Department's witness list and those anticipated by the Respondent, the Respondent expects this hearing will take 11 to 12 hours. The Respondent has suggested the Department propose a Consent Order, they declined. The Respondent suggested that the parties engage in Pre-Hearing Review in order to potentially reach an agreement short of such a long hearing, the Department has declined.

This matter has been pending for two years. The Department has not requested a summary suspension, there appears to be no

urgency for this hearing other than after two years the Department has decided it is ready for the hearing.

The Respondent respectfully requests that the Board grant this short continuance in order for the Respondent to prepare.

THE RESPONDENT,
JACQUELYN JEAN O'CONNOR, LPN

BY /S/



ELLEN M. COSTELLO
DEL SOLE & DEL SOLE, L.L.P.
46 SOUTH WHITTLESEY AVENUE
WALLINGFORD, CT 06492
TEL: 203-284-8000
FAX: 203-284-9800
JURIS NO. 101674
ELLENC@DELSOLEDELSOLE.COM

CERTIFICATION

I hereby certify that a copy of the foregoing has been mailed postage prepaid and/or sent via electronic mail and/or via facsimile on this, the 8th day of June 2022 to the following:

VIA EMAIL: ADEN.BAUME@CT.GOV

Aden T. Baume, Staff Attorney
Department of Public Health
410 Capitol Avenue, MS# 12 HSR
P.O. Box 340308
Hartford, CT 06134-0308


VIA EMAIL: PHHO.DPH@CT.GOV

Johanna Wallace
Department of Public Health
410 Capitol Avenue, MS# 12 HSR
P.O. Box 340308
Hartford, CT 06134-0308

VIA EMAIL: JEFFREY.KARDYS@CT.GOV

Jeffrey A. Kardys, Administrative Hearings Specialist
Legal Office/Public Health Hearing Office
State of Connecticut
Department of Public Health
410 Capitol Avenue, MS 13PHO
P.O. Box 340308
Hartford, CT 06134-0308

/s/


Ellen M. Costello

**STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC HEALTH
HEALTHCARE QUALITY AND SAFETY BRANCH**

In re: Jacquelyn O'Connor, L.P.N

Petition No. 2020-845

June 9, 2022

**DEPARTMENT'S OBJECTION TO RESPONDENT'S
MOTION FOR HEARING CONTINUANCE**

On June 8, Jacquelyn O'Connor, L.P.N., ("respondent") moved for a continuance of the hearing currently scheduled in this matter before the Board of Examiners for Nursing ("the Board") from June 15, 2022, to July 6, 2022. Respondent argues that respondent's counsel has not properly prepared for the hearing due to her heavy caseload, that her June 8, 2022 subpoena and deposition notice to Google was issued too close to the hearing date for Google to respond, and that sorting evidence already obtained is too time consuming and laborious. Further, respondent goes on to protest the Department's position regarding confidential settlement negotiations. The Department of Public Health ("the Department") objects to continuing the date of the hearing from June 15, 2022, to July 6, 2022 for the following reasons.

1. Respondent has had ample time to secure evidence and witness availability.

The notice of hearing in this matter was issued on March 31, 2022, ten weeks prior to the date of Respondent's Motion and ten weeks prior to respondent's issuance of a subpoena and Notice of Deposition. These ten weeks represent more than enough time to schedule any witness, secure any evidence, and prepare any documents. Further, respondent was represented by counsel not only for the entirety of these ten weeks but for the year that proceeded it.

Additionally, respondent failed to identify any particular conflict in scheduling, only alluding to respondent's counsel being very busy. While the Department is sympathetic to heavy

caseloads, placing the burden upon the Board to accommodate counsel's assumed caseload does not serve the interest of the Board's mission and goals. The solution to a caseload which exceeds one's capacity should not be to demand that others slow down. Simply put, being generally too busy to prepare for a hearing that has been scheduled for two and a half months is not a basis for a continuance.

2. Respondent's late-filed subpoena and deposition notice request non-existent data from a non-party.

Respondent wishes to delay proceedings in an attempt to discover the owner of an email address from Google via subpoena and deposition. The procedures and due process afforded to the respondent are governed by the Uniform Administrative Procedures Act. (UAPA). The Department is unaware of any provision in the UAPA that allows for the taking of depositions in this forum. However, even if that were not the case, Google could not possibly have the information respondent is demanding.

Rather, at best and if Google were to respond substantially at all, the only information Google could conceivably have would be relegated to what an anonymous person has inputted into a form on a web browser. Even if Google could provide the geographic location of the computer upon which that web-browser was accessed, which is outside the scope of respondents subpoena, this geographic information says nothing as to the person behind the keyboard. Further, even if Google could provide an accurate account of the identity of an individual who created an account, it could not possibly know who controls that account at any given time.

But, in any event, it is unlikely that Google would respond at all, either to a subpoena for information outside of its possession or to a deposition in a forum where no depositions are provided. More likely, this endeavor represents a thinly veiled attempt to circumvent the Board's filing deadline, which respondent missed.

3. The attempt to secure additional evidence and to schedule witnesses comes after the deadline to file evidence and witness disclosure.

The filing deadline for this matter was set by the Notice of Hearing dated March 30, 2022 for June 1, 2022. Per this Notice of Hearing, respondent was provided due process and a fair and full opportunity under the UAPA to submit evidence. Assuming respondent waited until the Hearing Notice to begin compiling exhibits and scheduling witnesses, there were 64 days in which to accomplish this task. Instead, the filing deadline passed without respondent filing a single paper.

Then, one week after the deadline passed, respondent issues a subpoena and notices a deposition, and moves for a continuance. In this motion, respondent fails to identify any procedural grounds for late filing or good cause for the late submissions. Absent either of these, it is unclear what respondent plans to do with any documents obtained or generated after the deadline to file.

As a matter of public policy, respondent should not be allowed to evade the process created under UAPA. Due process was afforded the respondent, and any attempt to circumvent that process when inconvenient to her would evince a lack of respect for this process, and to all respondents who duly comply with this process. Either deadlines are deadlines, or they are not. To delay proceedings to secure documents which cannot be submitted makes little sense.

Despite her counsel's apparently burdensome caseload, respondent has had ample time to consider potential conflicts, manage her schedule, arrange witnesses, compile documents, secure evidence and to properly prepare. That she did none of this within the generous time provided should not slow down or otherwise impede the Board's mission. This is not an incidence of an un-represented respondent who is unfamiliar with legal proceedings. Respondent has been represented for more than a year. Accordingly, the hearing currently scheduled for June 15, 2022 should proceed.

Respectfully submitted,

THE DEPARTMENT OF PUBLIC HEALTH

Aden T. Baume

Aden T. Baume, Staff Attorney
Office of Legal Compliance

CERTIFICATION

I certify that on this 9th day of June, 2022, a copy of the foregoing was sent by email to Attorney Ellen Costello (ellenc@delsoledelsole.com) and to Jeffrey A. Kardys (jeffrey.kardys@ct.gov), Administrative Hearings Specialist in the Department's Public Health Hearing Office.

Aden T. Baume

Aden T. Baume, Staff Attorney
Office of Legal Compliance

STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC HEALTH



Manisha Juthani, MD
Commissioner

Ned Lamont
Governor
Susan Bysiewicz
Lt. Governor

BOARD OF EXAMINERS FOR NURSING

June 13, 2022

Ellen M. Costello, Esq.
Del Sole & Sel Sole, LLP
46 South Whittlesey Avenue
Wallingford CT 06492-4102

VIA EMAIL (ellenc@delsoledelsole.com)

Aden Baume, Staff Attorney
Department of Public Health
410 Capitol Avenue, MS #12LEG
PO Box 340308
Hartford, CT 06134-0308

VIA EMAIL ONLY

RE: Jacquelyn O'Connor, LPN - Petition No. 2020-845

RULING ON REQUEST FOR CONTINUANCE

On June 8, 2022 respondent filed a motion for continuance of the hearing in the referenced matter scheduled for June 15, 2022. The Department of Public Health filed an objection on June 9, 2022.

Respondent's motion is **GRANTED**.

The hearing is rescheduled to **Wednesday, August 3, 2022, at 9:00 a.m.** The hearing will be held by video conference during the meeting of the Board of Examiners for Nursing.

FOR: BOARD OF EXAMINERS FOR NURSING

BY: /s/ Jeffrey A. Kardys

Jeffrey A. Kardys, Administrative Hearings Specialist/Board Liaison
Department of Public Health
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Affirmative Action/Equal Opportunity Employer



Notice for Submissions

The hearing in the matter of **Jacqueline O'Connor, LPN** has been scheduled for **August 3, 2022** and will be conducted remotely through Microsoft Teams/teleconference.

On or before **July 13, 2022**, you must provide the following by electronic mail response to the hearing office at poho.dph@ct.gov

1. Electronically Pre-filed exhibits – Exhibits should be pre-marked for identification (i.e. Department exhibit 1, Respondent exhibit A), page numbered, and properly redacted.
Parties and/or counsel should stipulate to any exhibits and facts not in dispute, and provide any objections to proposed exhibits. All exhibits also must be sent to the opposing party or counsel.
2. Witness List – identify any persons expected to be called to testify. Be sure to notify your witnesses that they will be required to remain available and in attendance for the full duration of the hearing. (This will eliminate the difficulty of trying to reach witnesses again for rebuttal or additional examination later in the hearing). Witness lists also must be sent to the opposing party or counsel.
3. Photo Identification: a copy of a government-issued photo identification of the parties and witnesses.
4. Electronic Mail (“e-mail”) addresses for parties, counsel and witnesses. All e-mail addresses must be current and able to receive all notices relating to this matter.
5. Cellphone numbers for all parties, counsel, and witnesses at which they can be reached and respond to text message during the hearing (in the event a connection is lost).
6. A statement whether executive session may be required to receive testimony containing personal protected information, and if so, what that information may be (treatment records, patient records, therapy reports). Parties or counsel should identify any witnesses listed in response to #2 above who may provide testimony relating to personal protected information requiring executive session.
7. A statement whether an interpreter will be needed for the proceeding.

This is a formal public hearing. It will be video recorded and posted on the DPH website for public viewing. All hearing participants should appear in proper attire, in proper surroundings, and remove any potential distractions.

In preparation, please make sure all of your devices are fully functioning and properly charged. All participants are required to have video and audio functions on when testifying or speaking. Our office will contact you again 3 to 5 calendar days prior to the hearing to provide you with any further instructions and a Microsoft Teams link / phone number and code to enter the hearing.

Should you have any question please contact the hearing office at poho.dph@ct.gov.

STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC HEALTH
HEALTHCARE QUALITY AND SAFETY BRANCH

In re: Stephanie A. Esposito, RN, APRN

Petition Number: 2021-4

Petition Number: 2021-294

PREHEARING REVIEW COVER SHEET

1. Stephanie A. Esposito ("respondent") of Milford, Connecticut graduated from Bridgeport Hospital School of Nursing and received her registered nursing license in 2011. She received an advanced degree from Herzing University in 2019 and her advanced practice registered nurse license in 2020. She has no prior discipline.
2. From approximately February 26, 2020 through December 24, 2020, while practicing nursing at Bridgeport Hospital, respondent's conduct failed to conform to the accepted standards of the nursing profession, in one or more of the following ways, in that she:
 - a. inappropriately accessed medical records for two individuals with whom she did not have a patient-provider relationship; and/or
 - b. failed to comply with the Health Insurance Portability and Accountability Act.
3. On June 1, 2022, a Consent Order was presented to the Board which was rejected. The Board suggested a period of probation and a civil penalty based upon the number of times respondent accessed patient records as reported by Bridgeport Hospital. Subsequently, Bridgeport Hospital provided a report clarifying the number of times respondent accessed patient records which report is submitted for the Board's review.
4. The Department and respondent, through her attorney, respectfully request the Board to review the attached documents and provide a recommendation regarding this petition.

CONFIDENTIALITY NOTICE: The confidentiality of the attached documents is required under Federal and State law. All recipients must maintain strict confidentiality. All forms of disclosure, whether oral, written, or electronic, are strictly prohibited.

