

# St. Joseph School of Nursing

Associate of Science in Nursing  
Practical Nursing  
Health Occupations

## CATALOG

September 2011 - August 2012

St. Joseph Academic Center  
5 Woodward Avenue  
Nashua, NH 03060  
(603) 594-2567  
(800) 370-3169

Keene Area Classroom  
140 Monadnock Highway  
Swanzey, NH 03446  
(603) 352-2423

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## MESSAGE FROM THE DIRECTOR

Welcome to St. Joseph School of Nursing. During the time you will spend with us, I sincerely hope you will find our program to be one that fulfills your expectations as you pursue your nursing career.

This catalog is designed to answer many of your questions about St. Joseph School of Nursing. It is not meant to be a substitute for the advice you can obtain from faculty and staff. We believe that our program will enhance your intellectual needs and personal growth.

St. Joseph School of Nursing was originally founded in 1908 as an entity of St. Joseph Hospital which was founded by the Grey Nuns of Montreal. The school graduated its first class of four in 1910. It became a three year diploma program in 1916 after receiving approval from the State of New Hampshire and operated as such until 1963 having graduated 636 professional nursing students in 55 years. The school then began a practical nursing program which continues today. The school also established a nursing assistant course to meet the needs of the community. With changes in healthcare the need for more highly trained professional nurses is growing. St. Joseph strives for excellence in the education it provides. Therefore, in 2005 the Associate of Science in Nursing program was established.

On behalf of the administration, faculty, and staff, I would like to welcome you to the St. Joseph School of Nursing.

Camilie Twiss, PhD, RN  
Director, Academic Affairs

## CATALOG LIMITATIONS

*Program fees, policies, and procedures contained in this catalog were in effect at the time of printing.*

### I. GENERAL INFORMATION

#### A. APPLICATION INFORMATION

Applications for admission to St. Joseph School of Nursing academic programs are available at the school on 5 Woodward Avenue, Nashua, NH 03060. Inquiries may be made by phone at (603) 594-2567 or (800) 370-3169. Visit our web site at [www.sjhacademiccenter.org](http://www.sjhacademiccenter.org). A non-refundable fee of \$50 is due with the application. A charge of \$25 will be made for any returned checks.

#### B. HISTORY OF THE SCHOOL

St. Joseph Hospital officially opened its doors to patients in 1908. At the same time, a school for "professional" nursing was established. The program was 2 years, 3 months in length. The first class of four graduated in 1910. The school received official approval to operate as a school of nursing from the State of New Hampshire Board of Nursing in 1916 and continued as such until 1963. In 1964, after studying community needs, St. Joseph School of Nursing reopened as a Practical Nursing program which continues today along with the Health Occupations Program. Presently the Practical Nursing Program is also offered in Keene, New Hampshire area.

In 2005, St. Joseph School of Nursing established an Associate in Science degree program after studying community needs. It has been granted temporary approval by the New Hampshire Board of Nursing. Upon completion of the Associate of Science in Nursing program graduates are eligible to take their National Council Licensure Examination for Registered Nurses (NCLEX-RN).

St. Joseph School of Nursing is continuing its long history of preparing individuals to practice the art and science of nursing and to meet the needs of the growing community.

The average number of students in the classroom setting varies with each program but can range from 8 to 60. In the laboratory setting there are typically 30 students and up to 4 instructors. In the clinical setting the ratio of instructor to student is 1:8.

#### C. MISSION STATEMENT

St. Joseph School of Nursing reflects the Mission of St. Joseph Hospital which promotes a healing ministry.

The School's mission is to provide education which fosters the growth of the individual personally, socially, and spiritually in order that they may carry on this healing ministry through service to others.

#### D. NON-DISCRIMINATION POLICY

The St. Joseph School of Nursing, in compliance with all state and federal laws, endorses the principle of equal educational and employment opportunities for all people regardless of race, color, gender, religion, ancestry, national origin, age or disability in its educational programs, scholarship policies and other activities it operates.

## E. ADMISSION REQUIREMENTS

If the prospective student meets the admission requirements a letter of acceptance is sent. The applicant then schedules an information exchange interview with a member of the faculty. During the interview the admission procedure continues with the initiation of the student enrollment agreement. The interview allows for an in-depth explanation of the program and, if appropriate, a meeting with the Financial Aid Coordinator.

### ADMISSION PROCEDURE

#### 1. Applications

- a. Application forms may be obtained from the School web site at [www.sjhacademiccenter.org](http://www.sjhacademiccenter.org) or from the School upon request. A non-refundable processing fee of \$50 must be submitted with the application.
- b. The applicant should request that an official high school transcript or an official copy of the GED results be sent to the School of Nursing.

#### 2. Letters of Reference

Three letters of reference must be received before the file is sent to the Director for review. References from family members will not be accepted. At least one reference from an Employer is required.

#### 3. Pre-Entrance Exam

The TEAS<sup>®</sup> is a pre-requisite for admission into the program. Applicants will be restricted to two opportunities to pass the TEAS<sup>®</sup> per year, per program.

#### 4. Pre-Admission Interview

Applicants who have satisfactorily completed and or submitted the above requirements (application & fee, official high school transcript or high school equivalency certificate, verification of citizenship status, the pre-nursing examination and three letters of reference) will be invited to an interview with a faculty member.

- a. Applicants will be required to complete an application for a criminal background check and submit the applicable fee.
- b. The applicant will be asked to review and initial an enrollment agreement.

#### 5. Health

Health forms will be provided to each accepted applicant. These forms must be completed and include a statement from the healthcare provider that the applicant is in good mental and physical health. The required health forms are as follows:

- a. Pre-entrance Medical Record
- b. Immunization and Test Form

Full acceptance is made upon receipt of completed medical forms.

#### 6. Financial Aid

Financial Aid services are available for the Associate degree and the Practical Nursing programs. Appointments may be made with the Financial Aid Coordinator prior to the scheduled interview day.

#### 7. Acceptance Confirmation

After written notification of acceptance, the applicant must submit a \$100 non-refundable tuition deposit within 30 days to assure a place in the class. Failure to confirm acceptance will result in withdrawal of student's name from incoming class roster.

### F. FINANCIAL AID

The St. Joseph School of Nursing participates in federal funding programs such as the Pell Grant, Federal Direct subsidized and unsubsidized Stafford loans, and the Federal Direct Plus loan, to help students cover the cost of their education.

**ELIGIBILITY:** to be eligible for any of the Federal Aid programs a student must:

- Be a US citizen or legal permanent resident
- Be admitted to the program
- Complete the Free Application for Federal Student Aid (FAFSA) using your IRS income tax returns on line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Our Federal school code is 015016.
- Be enrolled at least half time (6 credits)
- Not be in default or owe a refund on a federal grant or loan

#### **Additional aid not administered by the financial aid office:**

The New Hampshire Charitable Foundation offers several aid programs for low income students. Students may contact the foundation directly to request an application at (603) 225-6641.

State Scholarships are funded and awarded by the state in which the student resides. There are deadlines and other requirements set by each individual state that must be met in order to be eligible for grants. The state grant office usually notifies students of their eligibility when they apply using the free federal form.

Alternative Loan Programs: The Loan for Educational Assistance Funding (LEAF) is offered through NH Higher Education Loan Corp and is available to any student attending our school. Applications are available at the Financial Aid Office.

#### **Refund Policies**

St. Joseph School of Nursing uses the Return of Title IV Funds - Refund Policy and the St. Joseph School of Nursing Refund policy to calculate refunds and repayments when a student withdraws or is dismissed from the program. Refunds and repayments are calculated using one of the following applicable refund policies:

##### 1. St. Joseph School of Nursing Refund Policy

In accordance with the refund rules and regulations of the State of New Hampshire (POS 1111), the school policy applies to students who withdraw or are dismissed from the program and paid a portion and/or the entire tuition and fees by cash, credit card or with funds other than federal financial aid. A refund will be calculated in the following manner:

- a. A student who withdraws or is dismissed before completing 50% of the enrollment period (semester) is subject to a pro rata refund. In a pro rata calculation the number of weeks remaining in the enrollment period is divided by the total number

of weeks in the semester. The resulting percentage, rounded down to the nearest 10 percent, is applied to the total cost of tuition and fees to determine the amount to be refunded to the student or charges owed by the student. (POS 1111.05 (a) (b))

- b. A student who withdraws or is dismissed after completing 50% of the enrollment period will not be entitled to a refund. (POS 1111.05 (d) )
- c. Refunds owed to students will be paid within thirty days from the school's date of determination that the student withdrew. (POS 1111.06)

Full refund: (POS 1111.03)

A student may cancel his/her enrollment any time prior to midnight of the third business day following the first day of his/her enrollment for a full refund. (RSA 188-D:23)

Any request for refunds for books, supplies or uniforms must be made directly to the vendor. St. Joseph School of Nursing does not retain any charges for these items.

**The following fees are not refundable: Application<sup>1</sup>, pre-entrance exam<sup>2</sup>, \$100 tuition deposit<sup>5</sup>, criminal history background check<sup>2</sup>, library/media<sup>2</sup>, activity fee<sup>2</sup>, accident/liability<sup>2</sup>, professional organization membership<sup>2</sup>, lab<sup>2</sup>, administrative fee<sup>2</sup>, graduation fee (non-refundable after commencement of final semester)<sup>4</sup>**

The following fees will be prorated:

Clinical fee, achievement test (prorated based on number of tests taken)

Procedure - Students who intend to withdraw from the program must state their intention in writing to the Director. In the case of an unofficial withdrawal or dismissal from the program; the date of withdrawal is the last date of attendance at an academic related activity. After a calculation is completed by the bursar's office, the student's account will be adjusted to reflect the refund. If a refund is due, a check will be issued and mailed to the student's home address or funding agency within thirty days.

## **2. Return of Title IV Funds - Refund Policy**

Title IV funds refer to Federal student aid such as the Federal Pell Grant, the Federal Stafford Subsidized and Unsubsidized Loan and the Federal Parent PLUS Loan.

A Return of Title IV Funds calculation is required for students who received Federal financial aid and withdraw or are dismissed from the program.

**Procedure** - As with the school policy, students who intend to withdraw from the program must state their intention in writing to the Director. The financial aid office is then notified of the student's withdrawal/dismissal date. In the case of a student who withdraws without providing written notification to the Director, the student's withdrawal date is the last day of attendance at an academically related activity as defined and documented by the school

To comply with the requirements of the Return of Title IV Funds - Return Policy, the financial aid coordinator calculates the percentage of student aid earned and unearned by the student using the Department of Education's provided software.

If it is determined that a refund is due to Title IV programs and the student received Federal student aid above and beyond the percentage earned, the unearned funds must be returned by the school back to the applicable Title IV program in accordance with the Federal distribution formula.

In accordance with this policy, if the calculation determines that the amount of Federal aid disbursed to the student is less than the percentage earned, and the student is eligible, a post-withdrawal disbursement is due to the student. The school will notify the student or parent and allow them the opportunity to accept or decline the post-withdrawal disbursement. A post-withdrawal disbursement can be a Pell grant or a Federal student loan.

**Federal Student Aid that must be returned by the student:**

Repayment of title IV aid: this refers to unearned disbursed aid that must be repaid to Federal financial aid programs by the student. A repayment situation occurs when a student withdraws or is dismissed and has received Federal funds which he/she didn't earn for the period of enrollment.

A Pell grant overpayment due by the student is by matter of this policy reduced to 50%. Students owing a grant repayment will need to make arrangements for repayment with the US Department of Education collections office. Students or parents who owe a repayment of a Federal Subsidized/Unsubsidized Stafford loan or Parent PLUS loan will repay in accordance with the terms of the loan's promissory note.

Failure to repay the amount owed will result in the student's ineligibility for future financial aid funds and the amount owed will be reported as an overpayment to the National Student Loan Data Service (NSLDS), on the financial aid transcript.

Students are notified via exit interview how much was returned to each Federal program. Students are welcome to visit the financial aid office to review the financial aid policy and procedures manual. May 7, 2009

**Satisfactory Academic Progress**

The primary purpose of student financial aid programs is to assist students in earning a degree. Consequently, the US Department of Education mandates institutions of higher education to establish minimum standards of measuring satisfactory academic progress for students receiving Federal aid. By definition, a student is considered to be making academic progress if the student maintains a minimum grade point average of 2.0 per course for non-nursing courses and a 2.5 grade point average per course for nursing courses and is earning the required credits towards the completion of their diploma or degree. Students who do not meet the minimum academic/clinical requirements as stated in the St. Joseph School of Nursing handbook are dismissed from the program and their financial aid is suspended.

**G. STUDENT SERVICES**

**1. Student Advisement**

Each student will be assigned a faculty advisor. The faculty advisor will serve as the student's resource for questions or concerns regarding the academic and clinical schedule. Students are encouraged to meet with their advisor at least once per semester.

**2. Support Services**

Support services are available through the Employee Assistance Program through St. Joseph Hospital.

**3. Academic Support Services**

The Educational Resource Assistant is available to assist students in the media center, computer lab, and with reference materials.

#### 4. Academic Remediation

Faculty will assess the student's need for academic remediation and make necessary recommendations.

### H. ASSOCIATE OF SCIENCE IN NURSING PROGRAM

#### Associate of Science in Nursing Philosophy

The philosophy of St. Joseph School of Nursing Associate of Science in Nursing program is consistent with the philosophy and mission of St. Joseph Hospital. The program strives to provide excellence in nursing education with respect to the diversity of the student population. The following concepts are defined according to faculty beliefs:

The faculty recognizes the individual as a unique composite of body and soul created by God to give witness to the abiding presence and healing ministry of Jesus. Deserving of dignity and self worth, each individual has specific self-care requisites encountered throughout the lifespan.

Society is recognized as a group of individuals with specific and/or collective activities, interests and needs. Environment encompasses the family, community and society in which the totality of surrounding conditions and circumstances affect growth, development and health.

Health is a state of bio-psycho-social, spiritual and cultural well being. It is defined by the individual and is not merely the absence of disease or the presence of disability. Health is the focus of the discipline of nursing.

The role of the nurse is a provider of care, manager of care, and a member of the profession. Nursing interactions occur in a variety of settings that are designed to promote, protect and improve the health of the individual and society.

Nursing education is based on a unique body of knowledge designed to meet the healthcare needs of individuals, community and society. The nursing curriculum progresses from the simple to the complex and integrates Orem's self-care concepts. Opportunities are provided for the student to acquire knowledge, skills and self-direction in order to function effectively in the role of the registered nurse. Nursing education provides the student with theoretical and clinical foundations upon which additional nursing education may be built for the purpose of career mobility.

#### Associate of Science in Nursing Objectives

The graduate of the St. Joseph School of Nursing Associate of Science in Nursing Program will:

1. Fulfill the role of the registered nurse as evidenced by successful completion of the National Council Licensure Examination and as defined by States' Nurse Practice Acts.
2. Evaluate the bio-psycho-social, spiritual, and cultural needs of the individual utilizing Orem's Self-Care Theory.
3. Utilize the nursing process integrating self-care requisites to meet each individual's health and educational needs throughout the life span continuum.
4. Provide holistic care to individuals in various healthcare settings to promote, protect, and improve health.

5. Collaborate with members of the interdisciplinary team in the implementation of the healthcare regime.
6. Participate in wellness promotion, disease management and the rehabilitation of the individual, family and community.
7. Adhere to the ethical, legal, and regulatory standards of professional nursing practice.

### Associate of Science in Nursing Program Admission Requirements

Students desiring admission to the St. Joseph School of Nursing Associate of Science in Nursing degree program must meet the following criteria:

#### Educational

1. Have a high school diploma or GED. All students must have courses of study related to math, science, reading, and writing skills as part of their secondary school education.

Students with foreign diplomas are required to obtain an official translated copy of their high school transcript. This may be obtained from the:

Center for Educational Documentation, Inc.  
P.O. Box 170116  
Boston MA 02117  
Tel: [617 338 7171](tel:6173387171)/ FAX: [617 338 7101](tel:6173387101)  
E-mail: [info@cedevaluations.com](mailto:info@cedevaluations.com)  
Website: [www.cedevaluations.com](http://www.cedevaluations.com)

ESL applicants born outside the US must complete the internet-based TOEFL exam with a minimum score of 74.

2. Successful completion of the TEAS® with a passing grade of 65 within the following areas:
  - Reading
  - Math
  - Science
  - English and Language Usage
  - Composite Percentage

A study guide for the TEAS® exam is available from Assessment Technologies Institute® at <http://www.atitesting.com/global/students/entering-nursing-school.aspx>.

3. Completion of an essay
4. Official transcripts from an accredited school or college showing successful completion of a 3-credit course in Microbiology and a 3-credit course in Sociology with a grade of "C" or better (2.0)

#### Personal

1. Good physical and mental health with acceptable levels of:
  - ❖ manual dexterity and motor coordination
  - ❖ visual acuity\* with color vision
  - ❖ hearing capacity\*
  - ❖ speech patterns to effectively communicate verbally
  - ❖ ability to comprehend through all modes of communication
  - ❖ ability to cope with personal stresses

- \*acceptable if corrected
  - 2. Submit proof of US citizenship or legal residency.
  - 3. Three acceptable letters of reference
  - 4. Completion of a Criminal History Background Check\*\*
- \*\*without felony conviction

LPN to RN Transition Students - Associate of Science in Nursing Program

Admission requirements to enroll as an LPN to RN transition student:

In addition to meeting criteria for entry into the Associate of Science in Nursing program, the LPN to RN applicant must also:

- 1. Have graduated from an accredited school of practical nursing
- 2. Be a practicing LPN with a minimum of one year's experience
- 3. Hold a current license in the State of New Hampshire
- 4. Provide a statement of clinical proficiency from a recent employer
- 5. Successfully complete the LPN to RN Transition Course with a 78 (C+) or above

General Information

A total of 33 credits may be applied toward the 68 credits needed for graduation. Transfer credits must be from an accredited school or college and must meet the general course descriptions offered by St. Joseph School of Nursing. Credit will be given for courses upon approval of the Director.

**Associate of Science in Nursing Program Tuition and Fees**

Tuition and fees charges are due prior to the first day of classes of each semester.

**Summary of Expenses:**

TUITION:

FIRST YEAR

Fall Semester (16 cr)	\$4,960	
Clinical Fee	310	
Spring Semester (17 cr)	5,270	
Clinical Fee	930	
Summer Semester (6 cr)	1,860	
Clinical Fee	620	
LPN to RN Transitions Course (2 cr)	620	(LPN to RN Transition Students Only)

SECOND YEAR

Fall Semester (16 cr)	4,960
Clinical Fee	1,240
Spring Semester (13 cr)	4,030
Clinical Fee	1,240

<u>FEES:</u>	
Application <sup>1</sup>	\$50
Pre-Entrance Exam <sup>2</sup>	\$50
Criminal Background Check <sup>2</sup>	\$25
Accident/Liability Insurance <sup>2</sup>	\$30 per academic year
Library/Media <sup>2</sup>	\$75 per academic year
Activity <sup>2</sup>	\$50 per academic year
Professional Organization Membership <sup>2</sup>	\$50 per academic year
Lab <sup>2</sup>	\$110
Achievement Tests <sup>3</sup>	\$570 (\$330 for transition students)
Administrative Fee <sup>2</sup>	\$50 per semester
Graduation <sup>4</sup>	\$250
Uniforms	\$130 (estimated)
Books	\$900 (estimated)

<sup>1</sup>**Cancellation Policy** - An applicant can cancel his/her application for enrollment within three business days of receipt of the application by the school without any penalty. After the third day the \$50 application fee is non-refundable.

<sup>2</sup>**Non-refundable fees**

<sup>3</sup>**Fees will be prorated: Clinical fee, achievement test fee**

<sup>4</sup>**Graduation fee is non-refundable after commencement of final semester**

<sup>5</sup>**\$100 Tuition Deposit is applied towards first semester tuition**

### **Associate of Science in Nursing Program Curriculum**

<b>FIRST YEAR</b>				
<u>FIRST SEMESTER</u>				
BIO 101 - Anatomy and Physiology I	CH	LAB	CL	CR
	45	30		4.00
ENG 101 - English Composition				3.00
NSG 101 - Nursing I	105	30	45	<u>9.00</u>
				<i>16.00</i>
<u>SECOND SEMESTER</u>				
BIO 102 - Anatomy and Physiology II	45	30		4.00
PSY 101 - Psychology	45			3.00
NSG 102 - Nursing II	75	30	135	9.00
PHI 101 - Ethics 15				<u>1.00</u>
				<i>17.00</i>
<u>SUMMER SEMESTER</u>				
*NSG 200 - LPN to RN Transitions	30			2.00
PHM 201 - Pharmacology	30			2.00
NSG 203 - Mental Health Nursing	30		90	<u>4.00</u>
				<i>6.00</i>
<b>SECOND YEAR</b>				
<u>FIRST SEMESTER</u>				
NSG 201 - Nursing III	60		90	6.00
NSG 204 - Nursing Care of the Childbearing Family				
Part A: Maternal/Neonate	45		45	4.00
NSG 206 - Gerontological Nursing	30		45	3.00
PSY 201 - Life Span Development	45			<u>3.00</u>
				<i>16.00</i>
<u>SECOND SEMESTER</u>				
NSG 202 - Nursing IV	45		90	5.00
NSG 205 - Nursing Care of the Childbearing Family				
Part B: Nursing Care of Children	45		45	4.00
NSG 207 - Management RN	45		45	<u>4.00</u>
				<i>13.00</i>

Total Program Hours                    1,500 hours  
 Total Program Credits                    68 credits  
 15 Class Hours                            = 1 Credit  
 30 Lab Hours                                = 1 Credit  
 45 Clinical Hours                         = 1 Credit  
 Each semester equals a minimum of 15 weeks  
 \*LPN to RN Transition Students Only

**Associate of Science in Nursing Course Descriptions**

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**Number/Title of Course:**                    **BIO 101 - ANATOMY AND PHYSIOLOGY I**  
**Time Allotment:**                            **45 Hours Theory**  
     **30 Hours Laboratory**  
**Credits:**                                        **4.00**  
**Course Description:**  
 Anatomy and Physiology I forms the foundation for course work in the health-related professions. The course presents fundamental information and concepts needed by students in health-related professions. This course is presented as a foundation for all other nursing courses. Before one can understand illness or alteration from normal (pathology), it is necessary to understand the normal function of the body. This course will study the following aspects of human anatomy and physiology: organization of the human body, chemistry, cellular organization, histology, integumentary system, articulations, skeletal system, muscular system, and nervous system.

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**Number/Title of Course:**                    **ENG 101 - ENGLISH COMPOSITION**  
**Time Allotment:**                            **45 Hours Theory**  
**Credits:**                                        **3.00**  
**Course Description:**  
 English Composition is designed to enable the student to perform various interrelated functions. The student will be required to critically read from a variety of sources and, through both class participation and writing, analyze these readings for their merit (i.e., Are they fact/judgment/inference? Do they support their premise in a systematic, logical way?). Concurrently, the student will be required to demonstrate the ability to analyze literature through intensive exploration of an assigned topic and to write a research paper of his findings. Thus, the student must couple his analytical skills with the skills necessary to convey his findings in a written format. This will require the student to organize and develop valid ideas that, through revision and editing, will be presented in a scholarly, professional manner.

A final goal of English Composition is that the student will come to understand the correlation between writing and all other disciplines - how the ability to analyze what one reads and, in turn, convey one's thoughts to others is crucial to any scholarly endeavor.

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**Number/Title of Course:**                    **NSG 101 - NURSING I**  
**Time Allotment:**                            **105 Hours Theory**  
     **30 Hours Classroom Laboratory**  
     **45 Hours Clinical Experience**  
**Credits:**                                        **9.00**  
**Course Description:**  
 Nursing I is designed to introduce the student nurse to basic concepts of the nursing profession. The course will focus self-care principles and the nurse's role in assisting the patient with self-care deficits. The delivery of nursing care will focus on the patient's bio-psycho-social-spiritual and cultural needs. Nursing process will be used as a systematic approach to determine the implementation of therapeutic care. These concepts will be integrated into the classroom, laboratory, and clinical settings

Classroom laboratory will provide the opportunity for student to become competent in basic and intermediate nursing skills.

Clinical practice will focus on the performance of nursing skills to assist patients with self-care deficits. Clinical conferences will facilitate the student nurses application of theory to practice.

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<b>Number/Title of Course:</b>	<b>BIO 102 - ANATOMY AND PHYSIOLOGY II</b>
<b>Time Allotment:</b>	<b>45 Hours Theory 30 Hours Laboratory</b>
<b>Credits:</b>	<b>4.00</b>

**Course Description:**

Anatomy and Physiology II continues the foundation work covered in Anatomy and Physiology I. This course presents fundamental information and concepts needed by students in health-related professions. It is presented as a foundation for all other nursing courses. Before one can understand illness or alteration from normal (pathology), it is necessary to understand the normal function of the body. This course will continue to study the following aspects of human anatomy and physiology: endocrine system, cardiovascular system, respiratory system, digestive system, urinary system, reproductive system, development and inheritance.

**Prerequisite:** Anatomy and Physiology I

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<b>Number/Title of Course:</b>	<b>PSY 101 - PSYCHOLOGY</b>
<b>Time Allotment:</b>	<b>45 Hours Theory</b>
<b>Credits:</b>	<b>3.00</b>

**Course Description:**

This course will provide the student with a general overview of Psychology. Mental processes including both normal and abnormal will be reviewed and discussed. Areas of study will be both subjective and objective to enable the student to apply the various concepts to case studies. A review of the developing person is presented as well as an overview of the biological basis of behavior. Several theories of personality development are discussed and the impact of socialization is emphasized.

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<b>Number/Title of Course:</b>	<b>NSG 102 - NURSING II</b>
<b>Time Allotment:</b>	<b>75 Hours Theory 30 Hours Classroom Laboratory 135 Hours Clinical Experience</b>
<b>Credits:</b>	<b>9.00</b>

**Course Description:**

Nursing II builds on the concepts for the practice of holistic nursing care discussed in Nursing I. The course will introduce the student to nursing systems as they relate to a patient with a health deviation. Emphasis will be on the bio-psycho-social, spiritual and cultural preferences of a patient along the health-illness continuum. The theory presented will progress from the simple to complex. Nursing process will be utilized to identify, intervene, and evaluate the bio-psycho-social-spiritual and cultural preferences of the patient with self care deficits.

Classroom laboratory will provide the opportunity to demonstrate the nursing skills necessary for management of acutely ill patients. Clinical practice will incorporate nursing assessment of the patient with a health deviation in the acute care setting. The focus of care will be to assist the patient and family to promote, maintain and restore health and to prevent illness. Clinical conferences will be directed toward facilitating the student's correlation of theory to practice.

**Prerequisite:** Nursing I

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<b>Number/Title of Course:</b>	<b>PHI 101 - ETHICS</b>
<b>Time Allotment:</b>	<b>15 Hours Theory</b>
<b>Credits:</b>	<b>1.00</b>

**Course Description:**

Ethics is designed to provide the student nurse with a foundation for ethical decision making and ethical reasoning. This course will prepare the student to recognize the impact of ethical

and legal issues on individuals in relation to their bio-psycho-social-spiritual, and cultural needs.

Nursing process will be used as a strategy to analyze ethical dilemmas. Discussion will enhance awareness of health care issues and promote a collaborative effort as a member of the health care team.

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<b>Number/Title of Course:</b>	<b>NSG 200 - LPN TO RN TRANSITIONS</b>
<b>Time Allotment:</b>	<b>30 Hours Theory</b>
<b>Credits:</b>	<b>2.00 Credits</b>

**Course Description:**

The LPN to RN Transitions course introduces the Licensed Practical Nurse to the philosophy and organizing framework of the Associate Degree Nursing program. The role of the Associate Degree Nurse as the provider of care, manager of care, and member of the profession and the NLN eight core competencies will be presented. The Registered Nurse Scope of Practice and standards of practice will be discussed. Nursing process is used as the framework for critical thinking and problem solving. Historical and contemporary perspectives of professional nursing are explored. This course will also emphasize self-care concepts and theories relevant to the discipline of nursing.

<b>Prerequisite:</b>	<b>Current LPN Licensure in State of New Hampshire Meet Transition criteria</b>
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<b>Number/Title of Course:</b>	<b>PHM 201 - PHARMACOLOGY</b>
<b>Time Allotment:</b>	<b>30 Hours Theory</b>
<b>Credits:</b>	<b>2.00</b>

**Course Description:**

This Pharmacology course is designed for nursing students to learn to identify prototype medications and safe drug administration procedures. The course will present the principles of pharmacotherapeutics and common drug classifications. Drugs used to treat major diseases will be reviewed. Nursing interventions, medication safety and prevention of complications will be emphasized. The supportive-educative needs of the patient will be the focus of the Pharmacology Fair presented at the completion of the course.

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<b>Number/Title of Course:</b>	<b>NSG 203 - MENTAL HEALTH NURSING</b>
<b>Time Allotment:</b>	<b>30 Hours Theory 90 Hours Clinical Experience</b>
<b>Credits:</b>	<b>4.00</b>

**Course Description:**

This course will provide a foundation of concepts and principles of mental health nursing that the student nurse can apply in various clinical settings. As the knowledge base of mental health continues to grow and expand, the theory presented will draw upon evidence based practice. The course will address a holistic approach of mental health nursing based on the stress-adaptation model, self-care deficit, and mind/body connection. Nursing process will be utilized in the delivery of care to the individual with a psychiatric disorder and to assist in the prevention of mental illness.

Theory units will present alterations in bio-psycho-social and behavioral adaptation. Various types of therapies and mental health care initiatives will be discussed.

Clinical practice will provide one-to-one student nurse-patient relationship opportunities and observational experiences. Clinical conferences will be directed toward facilitating the student's correlation of theory and practice.

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**Number/Title of Course:** NSG 201 - NURSING III  
**Time Allotment:** 60 Hours Theory  
90 Hours Clinical Experience  
**Credits:** 6.00

**Course Description:**  
Nursing III builds upon the concepts for the practice of holistic nursing care discussed in Nursing I & II. The nursing process is utilized to assist students in the critical analysis of the patient's multiple responses to health changes. Biological, psychosocial, spiritual and cultural variables are addressed. Concept maps are utilized to synthesize pertinent assessment data and to facilitate critical thinking strategies in the clinical settings. Students are provided with opportunities to enhance their skills and knowledge base in the clinical settings and the classroom.

Clinical practice allows the student to apply the nursing process. Clinical conferences are designed to facilitate the correlation of theory to practice.

**Prerequisite:** Nursing I & Nursing II  
or Licensure & LPN to RN Transitions course

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**Number/Title of Course:** NSG 204 - NURSING CARE OF THE CHILDBEARING FAMILY  
Part A - Maternal/Neonatal Nursing

**Time Allotment:** 45 Hours Theory  
45 Hours Clinical Experience  
**Credits:** 4.00

**Course Description:**  
Nursing Care of the Childbearing Family Part A - Maternal/Neonatal Nursing presents as family centered and focuses on the bio-psycho-social-spiritual, and cultural needs of the family. Awareness of the pregnancy, labor, delivery, and postpartum needs of siblings and families will be promoted. Alterations in pregnancy, the birthing process, and recovery are addressed with a holistic approach. Facilitation of family/professional collaboration in the hospital, home and community will be discussed.

**Pre-requisite:** Nursing I and II / OR  
LPN Licensure and Transitions

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**Number/Title of Course:** NSG 205 - NURSING CARE OF THE  
CHILDBEARING FAMILY  
Part B - Nursing Care of Children

**Time Allotment:** 45 Hours Theory  
45 Hours Clinical Experience  
**Credits:** 4.00

This course focuses on care of the child in the context of the family. The students will utilize the nursing process to promote and prevent conditions which inhibit development. Emphasis is placed on the supportive educative needs as they relate to the family, community and health care settings. Clinical practice will expose the student to various childhood settings and the role of the pediatric nurse. Clinical conferences are designed to facilitate the correlation of theory to practice.

**Prerequisite:** Nursing I, II, OR LPN Licensure and Transitions  
Nursing III, & Nursing Care of the Childbearing Family  
Part A - Maternal/Neonatal Nursing

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**Number/Title of Course:** NSG 206 - GERONTOLOGICAL NURSING  
**Time Allotment:** 30 Hours Theory  
45 Hours Clinical Experience  
**Credits:** 3.00

**Course Description:**  
Gerontological Nursing introduces the student nurse to concepts of healthy aging. The goal of the course will be to assist the older adult to achieve the highest level of wellness within the community. The issues related to bio-psycho-social, spiritual and cultural needs will be discussed. The student nurse will learn to assess and plan for universal requisites of the older adult. The course will reflect on historical perspectives and conclude by addressing future trends in gerontological nursing.

Clinical practice will focus on the direct application of knowledge as it is acquired. Theory will correlate with clinical experience at community facilities and experiences at selected senior citizen centers.

**Prerequisite:** Nursing I, II, OR LPN Licensure and Transitions  
Nursing III, & Nursing Care of the Childbearing Family  
Part A & Part B

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**Number/Title of Course:** PSY 201 - LIFE SPAN DEVELOPMENT  
**Time Allotment:** 45 Hours  
**Credits:** 3.00

**Course Description:**  
Life Span Development explores the individual in terms of his/her bio-psycho-social-spiritual and cultural development, from conception to death. Normal patterns of growth and development, as described by several theorists, will be discussed as a frame of reference. The course focuses on how history, environment, and change influence human development. The student will gain insight into his/ her individual development and that of others in comparison to the theoretical developmental stages. The course discusses the evolution of the family unit in society today and the roles of family members when confronted with illness or death. This course will prepare the student to recognize the specific needs of each individual in relation to his/her age so that he/she can be a supportive member of the health care team.

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**Number/Title of Course:** NSG 202 - NURSING IV  
**Time Allotment:** 45 Hours Theory  
90 Hours Clinical Experience  
**Credits:** 5.00

**Course Description:**  
Nursing IV introduces the student to complex nursing care in specialized settings with emphasis on the bio-psycho-social-spiritual and cultural needs of the patient. This course focuses on the integration of previously learned concepts, principles, and skills. The principles of crisis management and caring for patients with critical conditions will be addressed. The student will use critical thinking skills in the community environment to address the continuously changing demands of the health care system. Nursing research will be introduced as a foundation for evidence based practice.

Clinical practice will expose the student to various specialty nursing settings in acute care and community health agencies. Clinical conferences will be directed toward facilitating the student's correlation of theory to practice.

**Prerequisite:** Nursing I, II, OR LPN Licensure and Transitions  
Nursing III, & Nursing Care of the Childbearing Family  
Part A & Part B, & Gerontological Nursing

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<b>Number/Title of Course:</b>	<b>NSG 207 - MANAGEMENT RN</b>
<b>Time Allotment:</b>	<b>45 Hours Theory</b>
	<b>45 Hours Clinical Practice</b>
<b>Credits:</b>	<b>4.00</b>
<b>Course Description:</b>	
Management RN explores the development of the professional nurse as a member of the profession, manager of care, and member of the healthcare team. The course is an introduction to life long learning and a foundation for the progression, into the professional nursing role. The framework for professional nursing practice will be introduced using the concepts of leadership and followership.	
Focus is on the development of nurse leadership within the healthcare team, quality management, resource management, and healthcare economics. Healthcare technology and the evolving trends in nursing informatics are discussed. The social, political, and economic influences of the socialization into professional nursing practice are also examined.	
<b>Prerequisite:</b>	<b>Nursing I, II, OR LPN Licensure and Transitions Nursing III, &amp; Nursing Care of the Childbearing Family Part A &amp; Part B, &amp; Gerontological Nursing</b>

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## I. PRACTICAL NURSING PROGRAM

### Practical Nursing Program Philosophy

The philosophy of St. Joseph School of Nursing Practical Nursing Program is consistent with the philosophy and mission of St. Joseph Hospital.

The faculty recognizes the individual as a unique composite of body and soul created by God to give witness to the abiding presence and healing ministry of Jesus. Society is recognized as a group of individuals with specific and/or collective activities, interests and needs.

The faculty believes that education is a lifelong process which fosters the growth of the individual personally, socially and spiritually, resulting in the continued development of the student as a member of the family, community and society.

Nursing involves scientifically-based, deliberate, creative action designed to assist the individual, group and society to achieve optimal functioning from conception to death within the health-illness continuum.

Nursing education is based on a unique body of knowledge designed to describe, explain, explore and predict the healthcare needs of persons, community and society. The faculty believes in demonstrating sensitivity to the individual's cultural diversity. The faculty further believes in the necessity of the vocational, technical and professional levels within the parameters of the nursing profession.

The education of the student practical nurse is based upon Judeo-Christian values, and fosters individual self-growth by which the student serves God through service to people. This service is of a personal nature and implies caring for and helping individuals in a variety of healthcare settings under the guidance and/or supervision of a registered nurse, licensed physician, or dentist.

The practical nursing curriculum progresses from the simple to complex and includes opportunities for the student to acquire knowledge, skills and self direction, and an appreciation for the multi-dimensional nature and holistic view of the person, community and society, in order to function effectively in the role of the practical nurse.

Practical nursing education provides the student with the foundation upon which additional nursing education may be built for the purpose of career mobility. The school supports programs for continuing education in nursing which encourage individual growth and development, and believes in the value of approved refresher courses in practical nursing to meet the needs of the practical nurse in the changing society.

### **Practical Nursing Program Objectives**

In order for the student to fulfill the role of the practical/vocational nurse, as defined and limited by the NH Nurse Practice Act, St. Joseph School of Nursing Practical Nursing program prepares the student to:

1. Demonstrate the ability to fulfill the role of the practical/vocational nurse, as defined and limited by the NH Nurse Practice Act.
2. Identify basic bio-psycho-social-spiritual-cultural needs of individuals.
3. Utilize the nursing process to assist in the development of a plan of care to meet each individual's health and education needs throughout the life span continuum.
4. Provide holistic care in multiple, diverse health care settings, under the direction of qualified personnel.
5. Apply ethical and legal standards of practice.
6. Participate in wellness promotion and disease management of the individual, family, and community.

### **Practical Nursing Program Admission Requirements**

Students desiring admission to the St. Joseph School of Nursing Practical Nursing program must meet the following criteria:

#### Educational

1. Have a high school diploma or GED. All students must have courses of study related to math, science, reading, and writing skills as part of their secondary school education.

Students with foreign diplomas are required to obtain an official translated copy of their high school transcript. This may be obtained from the:

Center for Educational Documentation, Inc.  
P.O. Box 170116  
Boston MA 02117  
Tel: [617 338 7171](tel:6173387171)/ FAX: [617 338 7101](tel:6173387101)  
E-mail: [info@cedevaluations.com](mailto:info@cedevaluations.com)  
Web site: [www.cedevaluations.com](http://www.cedevaluations.com)

ESL applicants born outside the US must complete the internet-based TOEFL exam with a minimum score of 74.

2. Successful completion of the TEAS<sup>®</sup> with a passing grade of 60 within the following areas:
  - Reading
  - Math
  - Science
  - English and Language Usage
  - Composite Percentage

A study guide for the TEAS® exam is available from Assessment Technologies Institute® at <http://www.atitesting.com/global/students/entering-nursing-school.aspx>

3. Completion of an essay

Personal

1. Good physical and mental health with acceptable levels of:
  - ❖ manual dexterity and motor coordination
  - ❖ visual acuity\* with color vision
  - ❖ hearing capacity\*
  - ❖ speech patterns to effectively communicate verbally
  - ❖ ability to comprehend through all modes of communication
  - ❖ ability to cope with personal stresses
- \*acceptable if corrected
2. Submit proof of US citizenship or legal residency.
3. Three acceptable letters of reference
4. Completion of a Criminal History Background Check\*\*
  - \*\*without felony conviction

**Practical Nursing Program Tuition and Fees**

Tuition and fees charges are due prior to the first day of classes of each semester.

**Summary of Expenses:**

TUITION: <i>NASHUA</i>		TUITION: <i>KEENE</i>	
<b>FIRST YEAR</b>		<b>FIRST YEAR:</b>	
Fall Semester (16 cr)	\$3,440	Summer Sem (20 cr)	\$4,300
Clinical Fee	430	Clinical Fee	430
Spring Semester (15 cr)	3,225		
Clinical Fee	645		
<b>SECOND YEAR</b>		<b>SECOND YEAR:</b>	
Fall Semester (12 cr)	\$2,580	Fall Semester (18 cr)	\$3,870
Clinical Fee	860	Clinical Fee	1,075
Spring Semester (12 cr)	2,580	Spring Semester (17 cr)	3,655
Clinical Fee	645	Clinical Fee	1,075

**FEES:**

Application <sup>1</sup>	\$50
Pre-Entrance Exam <sup>2</sup>	\$50
Criminal Background Check <sup>2</sup>	\$25
Accident/Liability Insurance <sup>2</sup>	\$30 per academic year
Library/Media <sup>2</sup>	\$75 per academic year
Activity <sup>2</sup>	\$50 per academic year
Lab <sup>2</sup>	\$55 per academic year
Professional Organization Membership <sup>2</sup>	\$50 per academic year
Achievement Tests <sup>3</sup>	\$460
Administrative Fee <sup>2</sup>	\$50 (per semester)
Graduation <sup>4</sup>	\$250
Uniforms	\$130 (estimated)
Books	\$600 (estimated)

<sup>1</sup>Cancellation Policy - An applicant can cancel his/her application for enrollment within three business days of receipt of the application by the school without any penalty. After the third day the \$50 application fee is non-refundable.

<sup>2</sup>Non-refundable fees

<sup>3</sup>Fees will be prorated: Clinical fee, achievement test fee

<sup>4</sup>Graduation fee is non-refundable after commencement of final semester

<sup>5</sup>\$100 Tuition Deposit is applied towards first semester tuition

**Practical Nursing Program Curriculum**

FIRST YEAR				
<u>FIRST SEMESTER</u>				
Nursing Fundamentals	CH 105	LAB 30	CL 90	CR 10.00
Anatomy & Physiology I	45			3.00
English Composition	45			<u>3.00</u>
				16.00
<u>SECOND SEMESTER</u>				
Anatomy & Physiology II	45			3.00
Life Span Development	45			3.00
Nursing Care of the Adult & Child I	75		135	8.00
Pharmacology	15			<u>1.00</u>
				15.00
SECOND YEAR				
<u>FIRST SEMESTER</u>				
Nursing Care of the Adult & Child II	75		180	9.00
Psychology	45			<u>3.00</u>
				12.00
<u>SECOND SEMESTER</u>				
Family Centered Nursing	45		45	4.00
Gerontological Nursing	30		90	4.00
Ethics	15			1.00
Contemporary Practical Nursing	45			<u>3.00</u>
				12.00
Total Program Hours	1,200 hours			
Total Program Credits	55 credits			
15 Class Hours	= 1 Credit			
30 Lab Hours	= 1 Credit			
45 Clinical Hours	= 1 Credit			
Each semester equals a minimum of 15 weeks				

**Practical Nursing Program Course Descriptions**

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Title of Course:	NURSING FUNDAMENTALS
Time Allotment:	105 Hours Theory 30 Hours Classroom Laboratory 90 Hours Clinical Practice
Credits:	10.00

**Course Description:**  
 This course is planned to teach basic nursing skills to the student practical nurse. The principles underlying each nursing action are stressed so that each student may better understand, plan and implement his/her nursing care strategies.

This course also introduces the student to the "holistic" approach to patient care, which states the individual is a bio-psycho-social-cultural-spiritual being with multiple needs. The student is encouraged to respect the uniqueness of the individual when providing nursing care. The nursing process is stressed throughout this course.

Concurrent clinical practice includes practicing these basic nursing skills in the non-acute environment, as well as community health observational experience.

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Title of Course:	ANATOMY AND PHYSIOLOGY I (BIO 101)
Time Allotment:	45 Hours Theory

**Credits:** 3.00

**Course Description:**

Anatomy and Physiology I forms the foundation for course work in the health-related professions. The course presents fundamental information and concepts needed by students in health-related professions. This course is presented as a foundation for all other nursing courses. Before one can understand illness or alteration from normal (pathology), it is necessary to understand the normal function of the body. This course will study the following aspects of human anatomy and physiology: organization of the human body, chemistry, cellular organization, histology, integumentary system, articulations, skeletal system, muscular system, and nervous system.

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**Title of Course:** ENGLISH COMPOSITION (ENG 101)

**Time Allotment:** 45 Hours Theory

**Credits:** 3.00

**Course Description:**

English Composition is designed to enable the student to perform various interrelated functions. The student will be required to critically read from a variety of sources and, through both class participation and writing, analyze these readings for their merit (i.e., Are they fact/judgment/inference? Do they support their premise in a systematic, logical way?). Concurrently, the student will be required to demonstrate the ability to analyze literature through intensive exploration of an assigned topic and to write a research paper of his findings. Thus, the student must couple his analytical skills with the skills necessary to convey his findings in a written format. This will require the student to organize and develop valid ideas that, through revision and editing, will be presented in a scholarly, professional manner.

A final goal of English Composition is that the student will come to understand the correlation between writing and all other disciplines - how the ability to analyze what one reads and, in turn, convey one's thoughts to others is crucial to any scholarly endeavor.

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**Title of Course:** ANATOMY AND PHYSIOLOGY II (BIO 102)

**Time Allotment:** 45 Hours Theory

**Credits:** 3.00

**Course Description:**

Anatomy and Physiology II continues the foundation work covered in Anatomy and Physiology I. This course presents fundamental information and concepts needed by students in health-related professions. It is presented as a foundation for all other nursing courses. Before one can understand illness or alteration from normal (pathology), it is necessary to understand the normal function of the body. This course will continue to study the following aspects of human anatomy and physiology: endocrine system, cardiovascular system, respiratory system, digestive system, urinary system, reproductive system, development and inheritance.

**Prerequisite:** Anatomy & Physiology I: Theory

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**Title of Course:** LIFE SPAN DEVELOPMENT

**Time Allotment:** 45 Hours

**Credits:** 3.00

**Course Description:**

Life Span Development addresses the individual in terms of his/her bio-psycho-social-spiritual-cultural development from conception to senescence.

The frame of reference is on a multi-disciplinary study of the hereditary and environmental factors involved.

Human development is an individual process and although age norms are used as a convenient reference, there is actually no one "correct" way to develop. Normal patterns of growth and development are identified with a focus on Erickson's developmental tasks.

Various theories of human growth and development are presented. The student will have an opportunity to understand his/her own individual development as well as the developmental tasks of other individuals.

The course addresses selected health issues of each stage of human development. The evolution of the family unit in society today and the individual within that family unit are discussed as well as roles of family members and how illness of a family member affects the unit as a whole. It is hoped that the student will become aware of the particular needs of the aging adult so that he/she can be a supportive member of the health team in dealing with the problems of the elderly.

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<b>Title of Course:</b>	<b>NURSING OF THE ADULT &amp; CHILD I</b>
<b>Time Allotment:</b>	<b>75 Hours Theory 135 Hours Clinical Practice</b>
<b>Credits:</b>	<b>8.00</b>

**Course Description:**

Nursing of the Adult & Child I provides the foundation for the beginning practice of holistic nursing care of the child, adolescent or adult experiencing alterations in physiological function. Emphasis is on the patient's response to the illnesses of higher incidence more commonly encountered by the student in clinical practice. These illnesses affect all body systems and the theory presented progresses from the simple to the complex. Through the utilization of the Nursing Process this course centers on the nursing interventions designed to meet a patient's identified, actual, and potential bio-psycho-social-spiritual and cultural needs arising from the illness and/or various treatment modalities. Preventative, rehabilitative, and community centered aspects are stressed throughout the course.

Clinical practice will focus on the application of acquired knowledge with supervision. Clinical conferences will be directed toward facilitating the student to correlate theory to clinical experience.

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<b>Title of Course:</b>	<b>PHARMACOLOGY</b>
<b>Time Allotment:</b>	<b>15 Hours Theory</b>
<b>Credits:</b>	<b>1.00</b>

**Course Description:**

This 15-hour course in pharmacology is planned to address the principles and process of nursing management in drug therapy. Core drug knowledge, i.e., pharmacotherapeutics, pharmacokinetics, pharmacodynamics, adverse effects and drug interactions will be explained. Patient assessment relative to drug therapy including life span issues, life style, environmental and cultural issues will be discussed. The course will conclude with the effects on body systems of drugs used to treat diseases and their symptoms.

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<b>Title of Course:</b>	<b>NURSING OF THE ADULT &amp; CHILD II</b>
<b>Time Allotment:</b>	<b>75 Hours Theory 180 Hours Clinical Practice</b>
<b>Credits:</b>	<b>9.00</b>

**Course Description:**

Nursing of the Adult/Child II builds upon the theoretical and practical knowledge acquired in the foundation course (Nursing of Adult/Child I). Progression from the simple to complex leads the student to complete the study of a patient's response to altered physiological function of the body systems and to focus on those illnesses which are of a more complex nature. Emphasis centers on the nursing interventions designed to meet a patient's identified actual and potential bio-psycho-social-spiritual and cultural needs arising from the illness and/or various treatment modalities. Preventative, rehabilitative and community-centered aspects are stressed throughout the course.

Clinical practice allows the student to apply acquired knowledge under direct supervision. Clinical conferences are designed to facilitate the student to correlate theory and practice. Additional laboratory practice is provided for skills necessary to adapt to the rapidly evolving technology utilized in more complex clinical situations within the scope of practical nursing.

Observational/Participatory experiences have been established with a number of specialty units as availability allows, enabling the student to gain a better perspective of the total hospitalization and/or ambulatory care of the patient.

**Prerequisite:** Nursing of the Adult & Child I

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**Title of Course:** PSYCHOLOGY  
**Time Allotment:** 45 Hours Theory  
**Credits:** 3.00

**Course Description:**

This course provides a basic overview of psychology. A basic goal of the course is to help the student understand herself/himself more fully through an understanding of others. A review of the developing person is presented in the first unit as well as an overview of the biological basis of behavior. Several theories of personality development are discussed as well as the impact of socialization on the individual as a holistic being.

Psychology deals with emotions and behavior and how they are interrelated. Since the individual is a member of society, social responses are examined.

The ways in which stress affects a person's patterns of behavior and how people cope with stress is discussed. The student is asked to identify and evaluate coping behaviors in others as well as in herself/himself and employ the problem-solving process in dealing with stress and conflict.

A history of theories and social responses to mental illness and methods of treatment gives the student a base of knowledge to better appreciate present attitudes and treatment and help her/him approach the person who has an emotional illness with empathy. Personality types and disorders are discussed as well as anxiety disorders.

Psychological disorders are identified as well as current modes of therapy.

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**Title of Course:** FAMILY CENTERED NURSING  
**Time Allotment:** 45 Hours Theory  
45 Hours Clinical Observation  
**Credits:** 4.00

**Course Description:**

Family Centered Nursing is presented during the second level after the theoretical foundation of Nursing Care of the Adult/Child I & II has been established. Its two components are Maternal-neonatal and Nursing of Children.

During the first component the student is introduced to the basic bio-psycho-social-spiritual-cultural needs of the individual and family during pregnancy, labor, delivery, and postpartum. Alterations in pregnancy, the birthing process, and recovery are identified and addressed with a holistic approach.

Nursing of Children, the second component of this course, is designed to supplement the pediatric aspect of Nursing Care of Adult/Child I. Focus is on meeting the holistic needs of the pediatric individual with altered physiological conditions. Family and societal influences are delineated as they affect the growing child.

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**Title of Course:** GERONTOLOGICAL NURSING  
**Time Allotment:** 30 Hours Theory  
90 Hours Clinical Practice  
**Credits:** 4.00

**Course Description:**

Gerontological Nursing introduces the student to holistic care of the aging and aged individual within various settings. Emphasis is on the healthy aged who functions independently within community settings as well as the more infirm aged who reside in more structured care settings. Nursing process is utilized to focus on normal and pathophysiological body changes as well as psychosocial/spiritual issues the elderly encounter. The psychology of dealing with aging adults and their normal and abnormal reactions to aging and institutionalization are discussed. Guest speakers from community resources and facilities for the aging and aged adults will be introduced.

Clinical practice will focus on the direct application of knowledge as it is acquired. Theory will correlate with clinical experience at area extended care facilities and observational experiences at selected senior citizen centers.

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**Title of Course:** ETHICS  
**Time Allotment:** 10 Hours Theory  
**Credits:** 1.00

**Course Description:**

Ethics is designed to provide the student nurse with a foundation for ethical decision making and ethical reasoning. This course will prepare the student to recognize the impact of ethical and legal issues on individuals in relation to their bio-psycho-social, spiritual, and cultural needs.

Nursing process will be used as a strategy to analyze ethical dilemmas. Discussion will enhance awareness of health care issues and promote a collaborative effort as a member of the health care team.

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**Title of Course:** CONTEMPORARY PRACTICAL NURSING  
**Time Allotment:** 45 Hours Theory  
**Credits:** 3.00

**Course Description:**

Contemporary Practical Nursing familiarizes students with the status and scope of practical nursing in the United States by tracing the development of health care, defining the types of nursing programs, the legal status and responsibility of the practical nurse and career opportunities in the field of Practical Nursing. The course provides the student practical nurse with a basic foundation for assuming the role of a leader/manager within the constructs of the clinical setting.

The importance of legal implications for the LPN assuming a supervisory role as well as the development of leadership styles and understanding group dynamics will be explored. Time management, organization, and accountability will be discussed and students will develop hypothetical assignments.

Preparation for entry into practice will include exploring the employment process, the development of a resume, interviewing techniques, attendance at the Career Fair, and student presence at an open session at the New Hampshire State Board of Nursing.

## J. HEALTH OCCUPATIONS PROGRAM

### Health Occupations Program Philosophy

The St. Joseph School of Nursing Health Occupations Program reflects the healing mission of the Catholic Church and the philosophy of the Sisters of Charity of Montreal, "Grey Nuns".

The faculty recognizes the individual as a unique composite of body and soul created by God to give witness to the abiding presence and healing ministry of Jesus. Society is recognized as a group of individuals with specific and/or collective activities, interests and needs.

The faculty believes that education is a lifelong process which fosters the growth of the individual personally, socially and spiritually, resulting in the continuous development of the student as a member of family, community and society.

Allied health professions involve scientifically based, deliberate, creative action designed to assist the individual, group and society achieve optimal functioning from conception to death within the wellness-illness continuum.

Health Occupations education is based on a unique body of knowledge designed to assess, describe, explain, explore and predict the health care needs of persons, community and society. The faculty also believes in demonstrating sensitivity to individuals' cultural diversity. Furthermore, the faculty believes in demonstrating vocational, technical and professional levels within the parameters of the nursing profession and Allied Health.

The education of the health occupations student is based upon Judeo-Christian values and fosters individual self-growth by which the student serves God through service to people. This service is of a personal nature and implies caring for and helping the individual in a variety of health care settings under the guidance and/or supervision of a registered nurse or licensed practical nurse.

The various health occupations curricula progress from the simple to complex and include opportunities for the student to acquire knowledge, skills and self direction and an appreciation for the multidimensional nature and holistic view of persons, community and society in order to function effectively in their roles. The School of Nursing Health Occupations Program provides the student with foundations upon which additional education may be built for the purpose of career mobility. The school supports programs for continuing education which encourage individual growth and development.

### Health Occupations Program Objectives

In order for the student to fulfill the role of the nursing assistant as defined and limited by the NH Nurse Practice Act, the Nursing Assistant course prepares the student to:

1. Demonstrate the ability to fulfill the role of the nursing assistant in health care settings.
2. Recognize basic bio-psycho-social, spiritual, and cultural needs of the patient.
3. Demonstrate the skills necessary to assist patients in meeting their activities of daily living.
4. Provide care in a variety of settings under the direction of the licensed practical or registered nurse.
5. Apply ethical and legal standards of practice.

### Health Occupations Program Admission Requirements

To be considered for acceptance into the nursing assistant course you must complete the following prior to the orientation date scheduled for the course you wish to enroll in:

1. Have a high school diploma or GED.
2. Successful completion a pre-entrance exam administered at the school
3. Submit proof of US citizenship or legal residency.
4. Completion of a Criminal History Background Check\*\*  
\*\*without felony conviction

Personal

1. Good physical and mental health with acceptable levels of:
    - ❖ manual dexterity and motor coordination
    - ❖ visual acuity\* with color vision
    - ❖ hearing capacity\*
    - ❖ speech patterns to effectively communicate verbally
    - ❖ ability to comprehend through all modes of communication
    - ❖ ability to cope with personal stresses
- \*acceptable if corrected

**Health Occupations Program Tuition and Fees**

The following fees are to be paid at the time of course orientation: (VISA and Master Card accepted)

**Summary of Expenses:**

Tuition	\$1,390
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FEES:

Application <sup>1</sup>	\$50
Pre-Entrance Exam <sup>2</sup>	\$50
Criminal Background Check <sup>2</sup>	\$25
Accident/Liability Insurance <sup>2</sup>	\$30
Lab Fee <sup>2</sup>	\$55
Graduation Fee <sup>4</sup>	\$50
Textbooks	\$135 (estimated)
*Uniforms	\$130 (estimated)
NH State Licensing Test	\$110

<sup>1</sup>Cancellation Policy - An applicant can cancel his/her application for enrollment within three business days of receipt of the application by the school without any penalty. After the third day the \$50 application fee is non-refundable.

<sup>2</sup>Non-refundable fees

<sup>3</sup>Fees will be prorated: Clinical fee, achievement test fee

<sup>4</sup>Graduation fee is non-refundable after commencement of final semester

<sup>5</sup>\$100 Tuition Deposit is applied towards first semester tuition

\*Student uniforms are required. A representative of the uniform company will be on hand at orientation to assist students.

Payment arrangements may be made for tuition, graduation, and state testing fees only. All other fees listed above must be paid in full at orientation.

The Nursing Assistant course does not meet the criteria for traditional Federal Financial Aid; however, there are a few government programs to assist qualified students to meet the cost of education. There is also a state program that provides for tuition reimbursement for any Nursing Assistant Course graduate who is employed in long term care. Please contact the Program Coordinator to learn more about these opportunities.

**Health Occupations Program - Nursing Assistant Course Curriculum**

The Nursing Assistant Course is a 144-hour program divided into 54 hours of theory and 90 hours of clinical experience. Nursing assistants provide direct care to clients in a variety of health

care settings under the supervision of the Professional Nurse. This is a fast paced comprehensive program that prepares students as entry-level members of the nursing team. The Nursing Assistant curriculum progresses from the simple to complex and includes opportunities for the student to acquire knowledge, skills and self direction and an appreciation for the multidimensional nature and holistic view of persons, community and society in order to function effectively in their roles. This Health Occupations Program Nursing Assistant Course provides the student with foundations upon which additional education may be built for the purpose of career mobility.

### Health Occupations Program - Nursing Assistant Course Description

The course begins with the student in the classroom setting to learn basic nursing theory. Basic nursing care procedures, body mechanics and safety techniques are taught in the classroom and practiced in concurrent lab sessions. Scope of practice, professionalism and effective communication skills are incorporated into the curriculum, including long term care facilities, St. Joseph Hospital, Adult Day Health Center, Home Care, assisted living facilities and Hospice House. All clinical experience is under the supervision of a program instructor.

All course dates are subject to adequate enrollment. Evening courses are available if minimum enrollment is met.

## II. INSTRUCTIONAL & ADMINISTRATIVE STAFF

### ADMINISTRATION

<i><b>DIRECTOR</b></i>	Camilie Twiss, PhD, RN
Undergraduate:	Fitchburg State College 1964 BSN
Graduate:	New England College 1986 MS Education & Human Services
Doctorate:	Medical Univ. of the Americas, Charlestown, Nevis, WI 2006 PhD

<i><b>ADMISSIONS COORDINATOR/BURSAR</b></i>	Linda Nadeau
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<i><b>FINANCIAL AID COORDINATOR</b></i>	L. Adriana Mendes, BA, MEd
Undergraduate:	Eastern Nazarene College 1987 BA
Graduate:	Rivier College, NH 1990 MEd

<i><b>REGISTRAR</b></i>	Pauline Barton, AS
Undergraduate:	Greenfield Community College, MA 1979 AS

### FACULTY

<i><b><u>COORDINATOR, ASN Program</u></b></i>	Margaret Moriarty-Litz, MS, RN
Undergraduate:	St. Anselm College, NH 1978 BSN
Graduate:	University of NH 2002 MS in Nursing

<i><b><u>INSTRUCTOR, ASN Program</u></b></i>	Sylvia Durette, MS, APRN
Undergraduate:	St. Anselm College, NH 1977 BSN
Graduate:	Notre Dame College, NH 1980 BA Boston University, MA 1987 MS in Nursing Northeastern University, MA 1999 MA

<i><b><u>INSTRUCTOR, ASN Program</u></b></i>	Karen Kulakov, MS, RN
Undergraduate:	University of NH 1991 BS in Nursing
Graduate:	Rivier College, NH 2005 MS in Nursing

INSTRUCTOR, ASN Program

Undergraduate:

Annette Marden, MS, RN

Mary Hitchcock School of Nursing 1976

University of NH, Manchester, NH 2003 BSN

Graduate:

University of NH, Durham, NH 2008 MS in Nursing

INSTRUCTOR, ASN Program

Undergraduate:

Kathleen Schuler, MS, RN

SUNY at Stonybrook, NY 1978 BSN

Graduate:

Salem State College, MA 2002 MS in Nursing

COORDINATOR, PN Program

Undergraduate:

Michelle Rudolph, MSN, RN

St. Anselm College, Manchester, NH 1976 BSN

Graduate:

St. Joseph College of Maine 2008 MSN in Nursing Education

Doctorate:

Northcentral University, Prescott Valley, AZ enrolled  
in Doctorate program

INSTRUCTOR, PN Program

Undergraduate:

Rita Anger, MS, RN

St. Joseph School of Practical Nursing 2001

Rivier College, Nashua, NH 2003 ASN

Graduate:

Rivier College, Nashua, NH 2006 BSN

Rivier College, Nashua, NH 2011 MS

INSTRUCTOR, PN Program

Undergraduate:

Dianne Buchholz, MSN, RN

State College at Fitchburg, Fitchburg, MA 1974 BSN

Graduate:

University of Phoenix, Phoenix, AZ 2005 MSN

INSTRUCTOR, PN Program

Undergraduate:

Annette Dawson, MSNc, RN

St. Joseph School of Practical Nursing, Nashua, NH 1983

Rivier College, Nashua, NH 1987 ASN

Graduate:

Rivier College, Nashua, NH 1997 BSN

St. Joseph College of Maine, Enrolled in MSN Program

INSTRUCTOR, PN Program

Undergraduate:

Kathryn Johnson, MSNc, RN

NH Technical Institute, Concord, NH 1989 ASN

University of NH, Manchester, NH 2002 BSN

Graduate:

St. Joseph College of Maine, Enrolled in MSN Program

INSTRUCTOR, PN Program

Undergraduate:

Bonita Kershaw, MSN, RN

Elliot Hospital School of Nursing, Manchester, NH 1971

University of NH, Durham, NH 1997 BSN

Graduate:

University of Phoenix, Phoenix, AZ 2006 MSN 2005

COORDINATOR, Health Occupations Program

INSTRUCTOR, PN Program

Undergraduate:

Diane Droutman, MSN, RN

Northeastern University, Boston, MA 1988 BSN

Graduate:

University of Phoenix, Phoenix, AZ 2008 MSN

NON-NURSING FACULTY

INSTRUCTOR, ASN/PN Program

Undergraduate:

John Eric Bone, MEd

Syracuse University, NY 1974 BA

Graduate:

Keene State College, NH 1994 MEd

INSTRUCTOR, ASN/PN Program

Undergraduate:

Suzanne Cooke, PhD

University of NH, Durham, NH BS 1994

Graduate:

University of NH, Durham, NH MA 1995

Doctorate:

University of NH, Durham, NH PhD 2004

INSTRUCTOR, ASN/PN Program

Graduate:

Carol J. Descoteaux, CSC, PhD  
Boston College, MA 1975 MEd  
University of Notre Dame, IN 1984 MA  
University of Notre Dame, IN 1985 PhD

Doctorate:

SUPPORT STAFF

*ADMINISTRATIVE ASSISTANT*

Certification:

Linda Wilson, CMAA  
Certified Medical Administrative Assistant

*EDUCATIONAL*

*RESOURCE ASSISTANT*

Jeannie Huot

**III. ACADEMIC POLICIES**

**A. ALCOHOL AND DRUG POLICIES**

In accordance with Federal and State regulations, St. Joseph School of Nursing requires a substance abuse free environment. An educational program addressing these issues is presented to all students.

**B. APPEALS POLICY**

The student has the right to appeal decisions of the faculty relative to dismissal in accordance with the Policy for Appeals.

1. The student may submit a written request to the Director for a hearing before the Appeals Board. This request must be received within two (2) business days of the student's written notification of dismissal.
2. The Appeals Board shall consist of the Director, Academic Affairs and a quorum of faculty members.
3. If the request for a hearing is granted, the student will be notified verbally within three (3) business days by the Director as to the time and place of the hearing.
4. The student may request the presence of another person to attend the appeals meeting. This requires prior approval of the Director. If the student is a minor, the parent or guardian may attend the hearing with the student.
5. Following the hearing, the student, and if appropriate, the parent or guardian, will be notified of the decision of the Appeals Board.
6. If the decision is reversed the student is responsible for completing and paying for all classroom/clinical hours.
7. If the decision is not reversed, the student may submit a written request within two (2) business days to meet further with an Appeals Committee consisting of the Director of Human Resources, the Vice President, Hospital Services, St. Joseph Hospital and the Director, Academic Affairs.
8. A final appeal may be made in writing within two (2) business days to the Director, Academic Affairs and the President/CEO, St. Joseph Hospital.

## C. ATTENDANCE/ABSENTEEISM POLICY

Students must attend all classes and clinical experiences. Classes and clinicals will be canceled when public schools in Nashua (for Nashua students) and in Keene (for Keene area classroom students) are closed due to inclement weather. When public school opening is delayed classes and clinicals will also be delayed the corresponding amount of time. Make-up time will be scheduled.

### 1. Classroom/Laboratory Absenteeism

- a. Attendance at all classes, labs, and scheduled exams is mandatory.
- b. Missed Exams
  - 1) Exams will not be given prior to the scheduled class time
  - 2) If a student is going to be absent on exam day, the instructor must be notified prior to the exam time. Arrangements for make-up exam must be made at this time with the instructor.
  - 3) Make-up exams must be made up within one week's time or a grade of zero will be assigned. Also, if the student fails to show for the arranged make-up time, a grade of zero will be assigned.
  - 4) Five points will be deducted after the original exam time and then two points per scheduled class day thereafter up to one week's time.
- c. Any student who misses more than 12 cumulative class hours or 25% of class/lab hours of an individual course, unless otherwise stated in the course syllabus, will be reviewed by the Admissions and Promotions Committee.

### 2. Clinical Attendance

- a. Prior to the commencement of clinical experience students MUST have submitted complete health records with current immunizations and up-to-date CPR certification
- b. Students are expected to be present for all clinical and observational experiences.
- c. When absent from clinical site, the student will call the facility and the school at least one hour prior to start time.
- d. Two days of clinical absenteeism per semester will result in a written warning. Any additional days of clinical absenteeism will result in notification to appear before the Admissions and Promotions Committee to explain the absences.
- e. All clinical absenteeism must be made up at a prearranged, prepaid hourly fee of \$5 prior to completion of the program.
- f. Students absent for three (3) or more consecutive days due to health issues are required to submit a healthcare provider's statement indicating their ability to attend classes and/or clinical. The Director may, at any time, request a statement from a healthcare provider.

### 3. Excused Absenteeism

In the event of the death of a member of the immediate family, up to three days absence is allowed. Immediate family includes spouse, children, brothers, sisters, parents, parents-in-law and grandparents. All missed clinical due to bereavement must be made up. There will be no charge for these missed clinicals.

### 4. Tardiness

Clinical tardiness will be monitored by the instructor and reflected in the clinical evaluation form. Classroom/lab tardiness will be addressed at the discretion of the faculty. Student tardiness will be reported to the Admission and Promotions Committee for review.

#### **D. CODE OF ETHICS**

Students enrolled in the School of Nursing will be expected to comply with the American Nurses Association Code of Ethics:

The nurse in all professional relationships practices with compassion and respect for the inherent dignity, worth and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes or the nature of health problems.

The nurse's primary commitment is to the patient, whether an individual, family, group, or community.

The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.

The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.

The nurse owes the same duties to self as to others including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.

The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.

The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.

The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.

The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy. (Code for Nurses with Interpretive Statements, 2001)

#### **E. CONDUCT POLICY**

Students must be in compliance with institutional policies at all times which include but are not limited to:

1. Attendance
2. Honesty
3. Non-discrimination
4. Harassment
5. Parking
6. Health standards
7. Educational standards

The Director, at her discretion or at the recommendation of Faculty, may immediately dismiss a student for conduct or behavior which seriously jeopardizes the integrity or reputation of the School of Nursing or if the student is found to be in non-compliance with institutional policies. At this time all student privileges will be revoked.

## F. CONFIDENTIALITY POLICY (FERPA)

In compliance with the Family Education Rights and Privacy Act of 1974 (FERPA), students presently enrolled, former students and alumnae may have access to certain educational records directly related to them, and an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate. A student may waive his/her rights of access to such records.

Except for specified school officials and authorized Federal officials, no one shall have access to educational records without the written consent of the student concerned.

Confidentiality evaluations and recommendations of students placed in educational records prior to January 1975 remain confidential.

Parents' financial records and related financial information shall not be released to students.

## G. CRIME AWARENESS AND CAMPUS SECURITY ACT OF 1990

The Crime Awareness and Campus Security Act of 1990 requires that the school collect statistics concerning the occurrence of the following criminal offenses on campus: 1) murder, 2) rape, 3) robbery, 4) aggravated assault, 5) burglary and 6) motor vehicle theft. St. Joseph is a safe campus and only a few minor offenses have occurred over the past years. Statistics are on file in the Director's office.

## H. EMPLOYMENT ASSISTANCE

Students are instructed how to write a resume and how to interview with prospective employers as part of the curriculum.

Each year the School sponsors a Career Fair, usually in March. The fair draws 20-35 prospective employers, many employing registered nursing, practical nursing, and nursing assistant graduates. Students are encouraged to submit their resumes at this time.

## I. GRADING POLICY

Clinical grade is pass-fail and is not calculated into the grade point average.

The grade point is determined by using the following scale:

A	(96-100)	=	4.0
A-	(91-95)	=	3.7
B+	(88-90)	=	3.5
B	(84-87)	=	3.0
B-	(81-83)	=	2.7
C+	(78-80)	=	2.5
C	(75-77)	=	2.0
C-	(72-74)	=	1.7
D+	(70-71)	=	1.5
D	(65-69)	=	1.0
F	(below 65)	=	0

Grade points are calculated by multiplying the course credit by the numerical value of the grade earned. The grade point average (GPA) is obtained by dividing the total number of grade points earned by the total number of credit hours attempted. The grade point average is calculated only for courses taken at this institution.

Due to the nature of the education provided (nursing) it has been determined by State regulators that higher passing standards must be achieved than those normally recognized by other disciplines.

Mid-way between each course the student is evaluated both clinically and academically. Failure to achieve the required grade average results in a warning being issued to the student. This results in the student being made aware that he/she is failing to meet the required standard and allows the student an opportunity to improve. The student is urged to seek assistance through his/her academic advisor.

A final grade of 75% (2.0) or higher must be achieved in all non-nursing courses. A final grade of 78% (2.5) or higher must be achieved in all nursing courses. Nursing courses are composed of both theory and clinical experience and require a PASS grade from the clinical component. Final course grades are posted within two weeks of completion of the entire course. The cumulative grade point average, carried to the third decimal place and rounded to the second decimal place, will be utilized to determine class ranking. In case of a tie, calculations will be carried to additional decimal places as needed.

#### **J. GRADUATION REQUIREMENTS**

Students completing the Associate of Science in Nursing Program will be awarded an Associate of Science in Nursing degree and students completing the Practical Nursing Program will be awarded a diploma, after meeting the following requirements:

1. Students must achieve successful completion of all courses with a 2.0 grade point average or better for non-nursing courses and a 2.5 grade point average or better for nursing courses.
2. Maintain satisfactory clinical performance in all areas.
3. Make up all necessary clinical time.
4. Complete all records and return all school property.
5. Meet all financial obligations.
6. Be approved for graduation by the faculty.

Graduates of the Practical Nursing and Associate of Science in Nursing programs are eligible to take the National Council's Licensing Examination (NCLEX-PN or NCLEX-RN). Licensed graduates are eligible to become members of state and national nursing organizations.

Graduates of the Health Occupations Program will be awarded a certificate of completion after meeting the following requirements:

1. Pass the course with a minimum of 75% (C).
2. Maintain satisfactory performance (PASS) in clinical practice.
3. Make up all necessary lost time.
4. Complete all records and return all school property.
5. Meet all financial obligations.
6. Be approved for graduation by faculty.

Nursing Assistant Course graduates are eligible to take the NH Board of Nursing licensure exam.

#### **K. HIPAA POLICY**

All students must assume accountability and responsibility in all matters committed to their knowledge in the practice of nursing and must follow Rules and Regulations related to the HIPAA Act of 2003.

#### **L. LENGTH OF PROGRAMS**

Normal completion time for each program is as follows:

The Associate of Science in Nursing is 20 months in length. Licensed Practical Nurses entering the ASN program are required to take a LPN to RN Transitions course over the span of 7 additional weeks. The LPN to ASN transition track is 11 months in length.

The Practical Nursing Program is completed in 18 months in Nashua and 12 months at the Keene area classroom (these students follow the same curriculum as the Nashua students).

Health Occupations Program - the Nursing Assistant course is completed in 10-12 weeks.

#### **M. RE-ADMISSION POLICY**

A student may be re-admitted to the School of Nursing if the following criteria are met:

1. The student must return within one calendar year of withdrawal or dismissal.
2. There have been no previous re-admissions to the program.
3. There is no outstanding debt owed to the School.

#### **N. STUDENT GRIEVANCE/COMPLAINT POLICY**

To provide a procedure for an expeditious settlement of causes of dissatisfaction with respect to enrollment in St. Joseph School of Nursing.

##### **OBJECTIVE:**

1. To provide the student with a means of being recognized and heard.
2. To alert school administration to causes of student dissatisfaction and to provide the opportunity for settlement.
3. To provide a formal mechanism to ensure prompt handling of student issues.
4. To resolve student issues in a sound and fair manner.
5. To maintain and enforce a high level of student morale.

##### **PROCEDURE:**

1. The student must present his/her issue to the student's immediate supervisor (faculty member) or faculty advisor. Every effort shall be made to resolve the issue at this level.
2. If the issue cannot be resolved at this level, the student must notify the Director. The student's complaint may be verbal and should be handled as informally as possible. The Director must document the complaint and response for the record.
3. If the issue is not resolved at this level, the student must submit a written request to meet with the Appeals Committee. The letter must state the specifics of the complaint and must be submitted to the Director within two business days.
  - a. The Appeals Committee shall consist of the Director of Academic Affairs, the Vice President of Patient Care Services, and the Vice President of Human Resources.

- b. If the request for a hearing is granted, the student will be notified verbally within three business days by the Director as to the time and place of the hearing.
4. A final appeal may be made in writing within two business days to the Director, Academic Affairs and the President/CEO of St. Joseph Hospital.
5. If the student does not feel the school has adequately addressed a complaint or concern, the student may consider contacting the school's accrediting body. An official form may be obtained from the Director of the School. The student must forward the form to the Executive Director of the Accrediting Commission of Career Schools and Colleges, 2101 Wilson Blvd., Suite 302, Arlington, VA 22201.

#### O. TRANSFER OF COLLEGE CREDITS

The purpose of this policy is to provide the Director with a systematic method to be used when evaluating applicants requesting credit for courses taken at the college level.

The objective of this policy is to clearly identify the process to be used by the Director when evaluating applicants requesting credit for courses taken at the college level.

An official transcript from the accredited college(s) must accompany each request and will be reviewed by the School's Director.

**If the non-nursing course is current and comparable and the grade received is 75/C or better, the course will be transferred and tuition will be adjusted.**

**For transfer of nursing courses the grade must be 78/C+ or better.**

No transfer of the course will be made to any other school or program in the name of St. Joseph School of Nursing.

In order to have the credits approved the student must do the following:

1. Complete the Request for Transfer of Credit form
2. If required, submit a course syllabus from the college where the course was taken prior to the commencement of the nursing program.

Tuition will be adjusted accordingly. The student will be notified in writing and whether transfer of credit has been awarded.

*No monetary credit will be given for courses approved after the start of the academic year in which the course is offered.*

#### P. WITHDRAWAL/DISMISSAL POLICY

A student who has made a decision to resign from the St. Joseph School of Nursing must inform the Director of his/her intent in writing. Included in this written statement must be the reason for the withdrawal and the effective date. All financial obligations must be met before any academic information can be released to the student or to other parties at the student's request. This includes but is not limited to academic transcripts. Compliance with the above is necessary to allow the student to remain in good standing and to be considered for re-admission at a later date. Students who withdraw or are dismissed from the program are responsible for the balance owed the school.

#### **IV. PHYSICAL FACILITIES**

The School of Nursing is housed in a facility with ample classroom space and includes a computer lab and media center. Included in the facility are:

- (1) Private office space for the Director, Coordinator, Administrative Coordinator, Staff Assistant, Financial Aid Coordinator, and each faculty member.
- (2) Three classrooms that can accommodate 123 collectively (49, 50, & 24).
- (3) A multi-level lecture hall/auditorium (stadium style seating) with 80 fixed desk seats expandable to a capacity of 90.
- (4) A simulation/science lab.
- (5) A nursing laboratory with six simulated patient care units and a seating capacity of 35.
- (6) A study room with tables and comfortable seating for 20.
- (7) A media center consisting of two computer labs and an office for the Education Resource Assistant.
- (8) Two lounges, one for faculty and one for students.
- (9) Four conference rooms accommodating from 6-20 people.

The building meets ADA standards and is both functional and eye-pleasing.

#### **V. ACCREDITATION**

Effective July 30, 2009, St. Joseph School of Nursing has been accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC).

The Accrediting Commission of Career Schools and Colleges is listed by the U.S. Department of Education as a nationally recognized accrediting agency.

ST. JOSEPH SCHOOL OF NURSING  
NASHUA, NEW HAMPSHIRE

**ASSOCIATE OF SCIENCE IN NURSING PROGRAM**  
ACADEMIC CALENDAR  
2011-2012

Fall 2011

August 30	First Day of Classes for ASN Class of 2012
September 5	Labor Day - No Classes
September 6	First Day of Classes for ASN Class of 2013
November 24-25	Thanksgiving Holiday
December 15	Last Day of Classes for ASN Class of 2013
December 16	Last Day of Classes for ASN Class of 2012
December 19-30	Christmas Break

Spring 2012

January 2	First Day of Classes for ASN Class of 2012
January 3	First Day of Classes for ASN Class of 2013
February 27-March 2	Mid-Semester Break
April 20	Last Day of Classes for ASN Class of 2013
May 3	Last Day of Activities for ASN Class of 2012
May 6	Graduation - Class of 2012

Summer 2012

May 22	First Day of Classes for LPN to RN Transition Students
June 18-29	Mid-Semester Break
July 2	Classes Resume for ASN Class of 2013
August 19	Last Day of Classes for ASN Class of 2013
August 20-24	Semester Break

Class Hours: Classes are held between the hours of 8:00 am - 4:00 pm

Clinical Hours: 7:00 am - 1:00 pm or 2:00 pm - 8:00 pm; some clinical days will vary; possible weekends

**PRACTICAL NURSING PROGRAM**  
**ACADEMIC CALENDAR**  
**2011-2012**

**NASHUA, NH**

**Fall 2011**

August 29	First Day of Classes for PN Class of 2012
September 5	Labor Day - No Classes
September 6	First Day of Classes for PN Class of 2013
November 24-25	Thanksgiving Break
December 23	Last Day of Classes for PN Class of 2012
December 16	Last Day of Classes for PN Class of 2012
December 19-January 2	Christmas Break - PN Class of 2012
December 26-January 2	Christmas Break - PN Class of 2013

**Spring 2012**

January 3	First Day of Classes
February 27-March 2	Winter Break
April 23-27	Spring Break
May 6	Graduation - PN Class of 2012
May 28	Memorial Day - No Classes
June 5	Last Day of Classes for PN Class of 2013
June 7 & 8	Clinical Make-up Days if needed

Class Hours: Classes are held between the hours of 8:00 am - 3:00 pm  
Clinical Hours: 7:00 am - 1:00 pm or 2:00 pm - 8:00 pm; some clinical days will vary;  
possible weekends.

**KEENE AREA CLASSROOM**

**Summer 2011**

May 9	First Day of Classes
May 30	Memorial Day - No Classes
July 4	Independence Day - No Classes
August 24	Last Day of Classes
August 25 & 26	Clinical Make-up if needed
August 29 - September 2	Semester Break

**Fall 2011**

September 5	Labor Day - No Classes
September 6	First Day of Classes
October 10	Columbus Day - No Classes
November 23-25	Thanksgiving Break
December 21	Last Day of Classes
December 22-23	Clinical Make-up if needed
December 26-30	Christmas Break

**Spring 2012**

January 2, 2012	First Day of Classes
February 20 - 24	Spring Break
February 27	Classes Resume
May 6	Graduation - Class of 2012

Class Hours: Classes are held between the hours of 8:00 am - 4:00 pm  
Clinical Hours: 7:00 am - 3:00 pm; some clinical days will vary; possible weekends