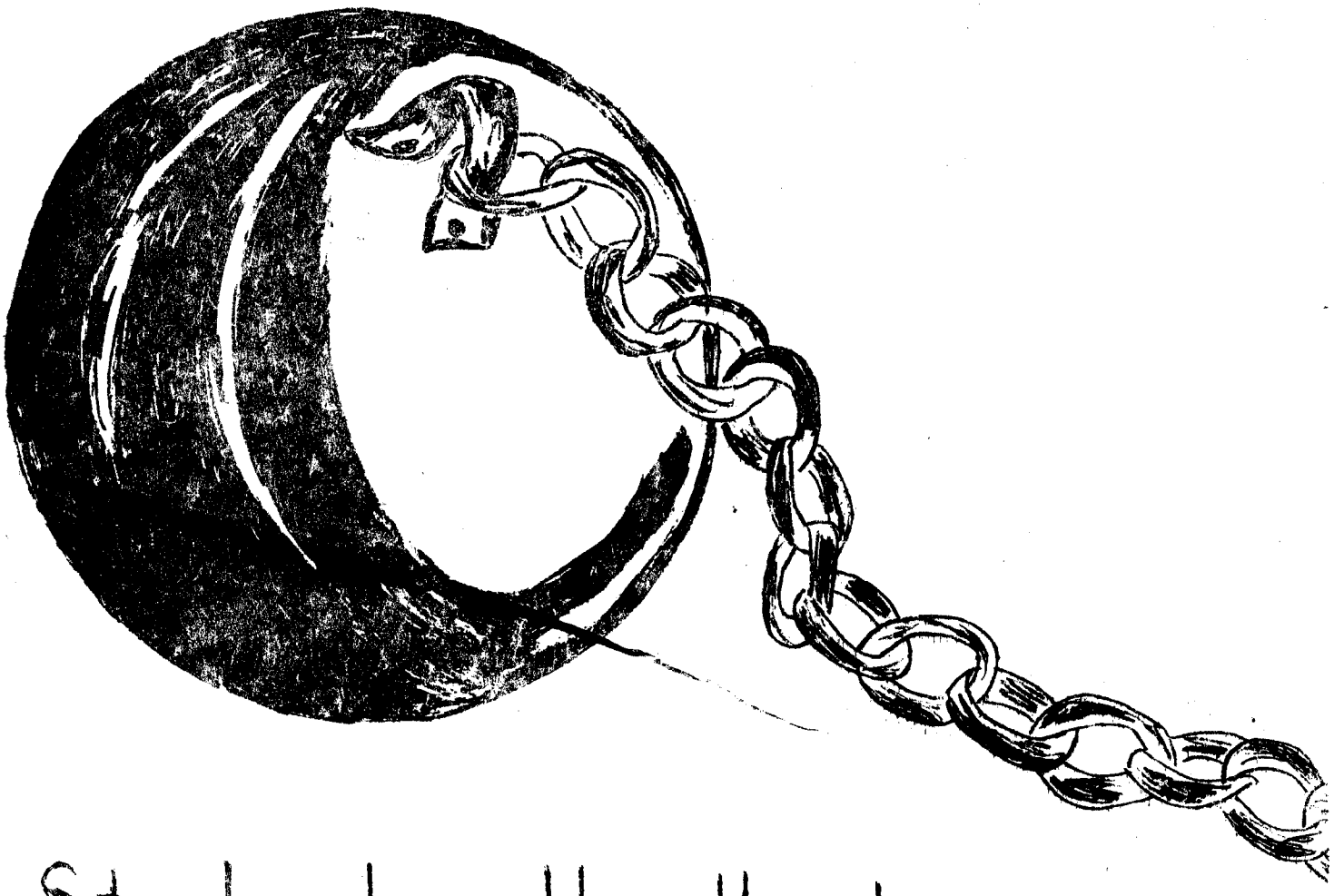
Amy Miller

EASTON HOSPITAL
EASTON, PA.

BALL & CHAIN



Student Handbook

1968 - 1970

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GREETINGS

On behalf of the Faculty and the hospital family, may I extend a most cordial welcome to the Easton Hospital School of Nursing. All of us are delighted you chose to come here and we will do whatever we can to make your new life comfortable and challenging.

As you entered the front door of your new residence, you were probably excited and fearful, at the same time, The excitement - may it last throughout your professional career; the fear - I hope The Ball and Chain will help you to conquer and to adjust to it in the days and months ahead and to find your way along the path of your life in the school of nursing.

We have written this handbook with you in mind and hope most sincerely we have answered all your questions, If you still have problems, call on your Counselor or Big Sister - maybe they can provide the information you need.

Virginia M McIlroy, RN, MS

Virginia M. McIlroy R.N.,M.S.
Director, School of Nursing

GREETINGS FRESHMEN

You are now beginning the second phase of your lives. The profession you have chosen is one which offers a vast amount of knowledge and experience, but the most beneficial part is what you yourself offer in return. I hope that you will find your next three (3) years to be quite rewarding.

Good Luck.

Jacqueline Reddicks

Jacqueline Reddicks
President Student Government

EASTON HOSPITAL
SCHOOL OF NURSING
HANDBOOK

THE STUDENT RESIDENCE

The Student Residence is located on twenty-first street across from the main entrance of the hospital. It is a three-story, fireproff brick building. Male students live in Meuser Hall.

The mail room for female students is located on the first floor to the left of the entrance. This also serves as the office of the Residence Director (Mrs. Dorothea Clarke) and she, or one of her assistants, is on duty throughout the entire twenty four hours. Male students receive mail thru the School office.

Student rooms are assigned by the School. Each room is furnished for the comfort of two students and contains furniture and closet space sufficient for each. The hospital furnishes sheets, pillow case, and a wool blanket. The student must provide washcloths, towels, bureau scarfs, and extra blankets. If the student wishes to hang drapes, the Housemother must first be consulted for directions.

Maid service is supplied but students are expected to keep their rooms neat. Room check will be made. Beds are to be made before 8:00 A.M., except on Thursdays when clean linens are received, and soiled linens are thrown down laundry schute. The student makes the bed, dust the furniture and changes the bureau scarf.

RESIDENCE RULES

1. On admission a key to closet, room, and mail box are obtained from the Director of the School for a deposit of ($1.00). Lost key is replaced at a cost of ($1.00) paid to Residence Director. Fees is added to Terry Stoneback Student Fund when student leaves school.

2. Closet and room doors are to be locked when leaving rooms.

3. The mirrors, walls, and doors may not be marked by nails, scotch tape, pictures, posters, and pennants. Masking tape may be used with discretion.

4. Food kept in the room should be placed in a tightly covered tin container.

5. Empty soda bottles must be placed in receptacle located in the basement.

6. Valuables and large sums of money are kept in the students room at their own risk. It is suggested that students open a checking account if they must keep large sums of money on hand. Valuables may be kept in the hospital safe. Hospital will not cash any checks at any time.

7. The furniture may not be rearranged in the room.

8. Students may add their own book case, towel rack, lamp, portable hi-fi with small stand, or a table radio. T.V. with permission; fee of $10.00 for use of T.V. antenna (payable to Hospital; arranged thru Housemother)

9. Needed repairs should be reported to the Residence Director.

10. Students are required to be in their own rooms at room check (10-10:30 P.M.) or be considered absent without leave. Visiting permitted after 10:30 P.M. if quiet is maintained. T.V. room, living room, recreation room, laundry and library are closed at 11:30 P.M. Room check on Sundays during June-July-August will be at 11:30 P.M.

11. Students are required to sleep in their own rooms.

12. Students must close windows and open venetian blinds before going on duty.

13. Students <u>should</u> close venetian blinds when washing or dressing.

14. For more gracious living, it is suggested that:

    a. Radios be turned on only loud enough to be heard in the room and not in the corridor.

    b. Radios be turned down at 10:30 P.M. (Someone else wishes to sleep)

    c. Radios may be played, but quietly, during study hours. (8-10:00 P.M., Mondays thru Thursdays.)

15. Irons are to be used in the laundry room only and <u>may not</u> be kept in student rooms at any time.

16. Smoking in bed is a good way to burn the house down.

17. No large amounts of laundry are to be done in the room.

18. Students may wash underwear & stockings in the room and dry on towel rack; however they must protect floor with newspapers and remove the laundry from the racks before going on duty.

19. Waste cans are provided - use them.

20. Lamp shades defaced by scotch tape or paper clips will be charged to the student.

21. Each student has assigned a personal electric name card on

on the board in the Housemother's office. This should be switched "ON" when the student is actually in the nurses' residence; all other times it should be switched off. This is a personal responsibility of the student - male and female

LIVING QUARTERS

RECEPTION ROOM

The reception room on the first floor is to be used to entertain friends until 9:50 P.M. (during June, July, August - 10:50 P.M.)

RECREATION ROOM

A recreation room is located on the ground floor with kitchen facilities for student use for student affairs - not for "dinners" for guests. Ping pong and music facilities are available.

T.V. ROOM

To the left of the recreation room is the "T.V. room". This area is reserved for student use only. Dates must be entertained in the reception room.

SEWING FACILITIES

An electric sewing machine is located in the small conference room on the ground floor for student use. Bobbins and sewing machine needles may be signed out with the Housemother and returned to her.

KITCHEN

Each floor is provided with a kitchen for use of the residents of that floor. It is supplied with bread, butter, cereal, and milk for snacks and only those students on days off or P.M. duty may eat breakfast there. All others will use the dining room. A hair dryer is located here, easily accessible to the bathroom, and for the convenience of the female student.

It is required that each student leave the kitchen neat and tidy after use. Infraction of this rule must result in desciplinary action by the Judiciary Board.

SUNDECK

Sundeck is located on the roof and is for all student use. Equipment is provided and must be returned to the storage room. Sunbathing on the roof deck is visible in the hospital top floors; hence, students must be guided accordingly. Bathing suits or shorts and halters are accepted dress in this area. Male students will enter and leave with discretion - after notifying Housemother they are in the area.

MALE STUDENT NURSES

1. Male students will use electric call system in Nurses' Residence to indicate whether they are in the residence or not. Students may call Housemother to have them turn lights on or off.

2. Male student will follow regulations for signing "in", "out" as outlined in Ball and Chain,

3. Male students may use laboratory on third floor for study purpose if desired.

4. Male students have all privileges of the living room and kitchen on the first floor of Meuser Hall.

5. Male students will entertain female guests in the living room of Meuser Hall or in the Nurses' Residence. When available, T.V. room and Recreation room of the Nurses' Residence may be used by male students. Male guests may be entertained in male students rooms. Female students are not permitted in Meuser students rooms. Female students are not permitted in Meuser Hall after 4 P.M. except for assigned classes.

6. Maintenance repairs will be requested from school secretary.

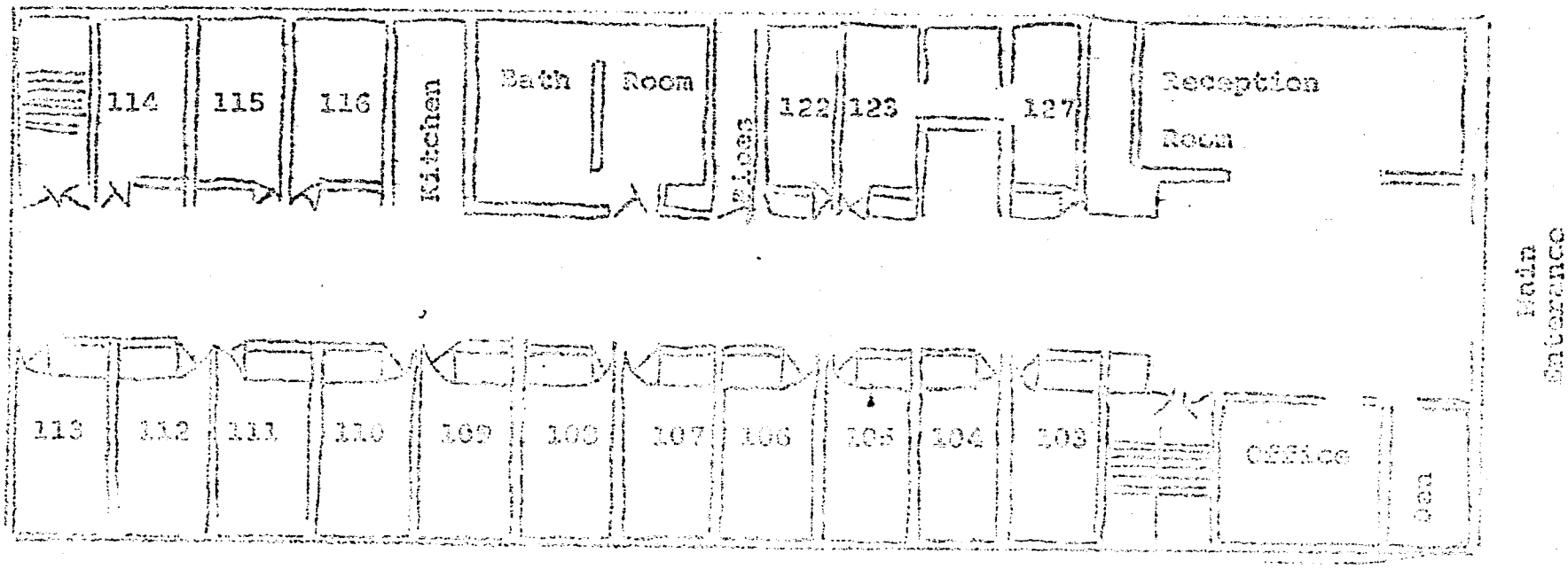
7. A mail box is provided for male students in Meuser Hall, School office.

8. Wednesday is laundry day for male students. Soiled uniforms must be put in a marked laundry bag and placed at the foot of the stairs (20th street exit). Bed linens will be changed by the maid. Towels will be furnished; wash cloths are not furnished.

ROOM CHECK

Under ordinary circumstances, Housemother will call male students before making rounds in the Residence; however, those male students wishing to retire early may call her (before 10 P.M.)

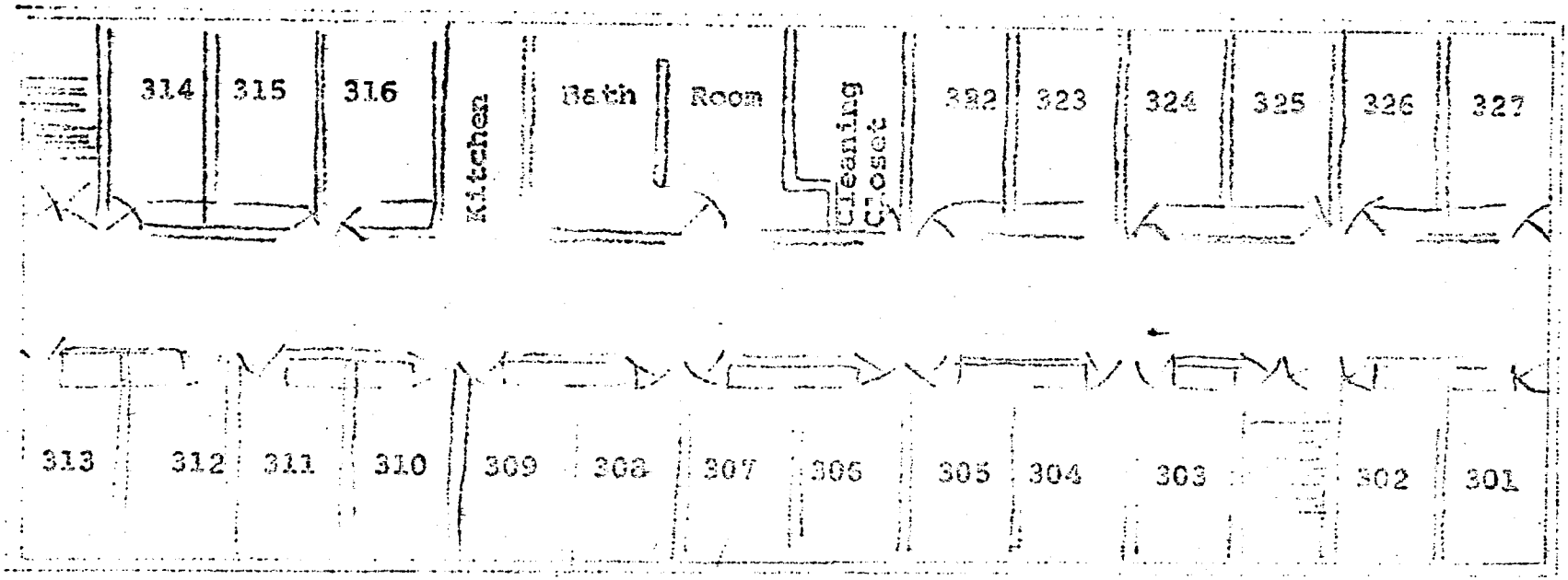
NURSES' HOME
BASEMENT



NURSING HOME

1st. Floor

2nd Floor - Business Residence



3rd Floor - Nurses' Residence

GENERAL INFORMATION

MAIL AND TELEGRAMS (Zip Numbers 18042)

Housemothers place mail in the student personal mail box. Each student has key and no one else may open box. Male student mail will be delivered to school office.

Packages will be held in the Housemother's office and note will be placed in the student's mail box informing her of such packages; Males to School office.

Special delivery letters will be delivered to the student personally.

Telegrams will be received in the Nursing Office and the student notified.

TELEPHONE CALLS

There is located on each floor of the Residence a pay phone for incoming and outgoing personal calls. Emergency calls should be directed to the School of Nursing during the day or the Supervisor on duty after 4:00 P.M. and on weekends. Phone calls may not be made or received from 12 midnight to 7 A.M. PHONE CALLS SHOULD NOT EXCEED A TEN (10) MINUTE LIMIT AT ANY TIME OF THE DAY.

Pay phone numbers are:

1. First floor - Nurses' Residence - 252-9225 (Area code 215)
   Second floor - Nurses' Residence - 252-9115 "
   Third floor - Nurses' Residence - 252-9473 "

Hospital phone number is:

2. 258-6221

3. Male Students Extensions 269, 208, 234, 460, & 453

GUESTS

All guests are greeted by the Housemother who will notify the student.

Female students may take the female guests to their rooms. Male guests are to be entertained in the living room, and must leave by 9:50 P.M. The student takes a late leave and entertains in the living room until 11:50 P.M.

Students may not receive nor entertain guests while on duty or during assigned study hours.

OVERNIGHT GUESTS

Insofar as it is possible, students will be permitted to have overnight guests in the residence provides the students;

1. Arrange with Housemother for guest.
2. Pay a fee of one dollar ($1.00) per night to the Housemother for each guest. Fee payable to Library fund.

MEAL HOURS

1. Breakfast..... 6:30 A.M. - 8:30 A.M.
2. Dinner.....11:30 A.M. - 1:00 P.M.
3. Supper..... 4:30 P.M. - 6:00 P.M.

Meal hours are 30 minutes only

Students are expected to be dressed in complete uniform or street clothes and never shorts, slacks, or rollers when they enter the hospital or dining room. Scrub dresses and turbans may not be worn outside of the departments, since they either contaminate themselves or the area. A trench coat worn over slax or shorts does not constitute proper dress for the dining room.

SMOKING

Smoking is not permitted in corridors, stairways, classroom, or any part of the third floor of Meuser Hall, library, or front steps of Meuser Hall. Smoking is permitted in the reception room if care is used.

Smoking is permitted in the dining room of the hospital. Students do not smoke while on assigned duty in the hospital.

DRINKING

Alcholoic beverage in the Nurses' Residence or Meuser Hall is forbidden. No one is permitted to enter the Residences under the influence of alcohol. Alcoholic beverages at school affairs is forbidden and hospital regulations strictly forbid alcoholic beverage anywhere on the hospital grounds.

Any offense shall be reported to the Director of the School by the Housemother or other person recognizing the situation. The student involved shall be dismissed.

CARS

Students desiring to have their own cars must arrange with the Director of the School for the privilege and must have parents sign a permission slip covering their use. The hospital accepts no responsibility for injuries to students resulting from car accidents. Cars may be parked on the parking lot for a $1.00 fee. Key for lot is purchased in office of the Administrator and is refunded when key is returned.

LAUNDRY FACILITIES

Personal:

1. An automatic washer and dryer is provided for student use in the laundry room on the ground floor. For a minimal fee a student can easily and rapidly do her own laundry. The Housemother will demonstrate the use of these machines to new students.

2. Ironing boards are located in the laundry. Irons are kept in the Housemother's office and may be secured from her by signing for them. Irons are to be drained of water and returned promptly to Housemother after use.

3. Residents of Meuser Hall may use the coin washer and dryer located in the basement.

BED LINEN

Each Thursday the student will strip bed and throw linens down schute by 8 A.M. (lateness means no clean linen). Maids will change linens for male students.

UNIFORMS

Soiled uniforms will be tied together, counted, tally marked on sheet of paper and placed in linen hamper in basement by 8 A.M. Tuesday (lateness means no clean uniforms).

Clean uniforms are returned on hangers on a rack placed in the first floor the first part of each week (Thursday usually). By Friday students take own uniforms only.

PERSONAL APPEARANCE

STUDENT UNIFORM - All Students

1. Gum chewing is not included as a part of the uniform.

2. Torn uniforms are not to be mended with adhesive, but are to be given to the Housemother for repares or mended by the student herself.

3. Complete uniform is the required attire for clinical experience special school functions such as Capping, Graduation, and Baccalaureate Exercises, and all assigned classes.

4. Students may attend church services in uniform provided they wear a raincoat or sweater over the uniform and carry their cap in a plastic bag and provided they go no further than a radius of five (5) blocks. The service must be held on off duty time.

5. Lost or broken name pins must be replaced by purchasing them from the school secretary for (55¢)

OFF DUTY ATTIRE - Female Students

1. Housecoats must be worn over pajamas or slips whenever student leaves her room if she lives on the first floor or if male workers are on the floor (for repairs etc.)

2. Students may never enter the lobby or waiting room on the first floor in anything but complete uniforms or proper dress for out doors. Housecoats or pajamas are not permitted here at any time.

3. Students must be dressed in street clothes when using any area of the ground floor (T.V. room, recreation room, laundry, etc.) since male students and/or guests may be present on the same area.

STUDENT UNIFORM - Female Students

1. When uniform is the correct dress, it consists of:

   a. blue dress, white bid, and apron
   b. cap
   c. white shoes and stockings
   d. name pin
   e. bandage scissors
   f. fountain pen and pencil

   student wears blue dress with white apron and white shoes and stockings on admission until Capping (May).

2. A navy blue cardigan sweater or navy cape may be worn over the uniform. The hospital supplies the student with the cape, the sweater is her own responsibility.

3. Hair net is required if hair touches collar.

4. Each student is issued a cap annually for graduation exercises, Additional ones may be purchased for $1.75 from school office. The cap is to be neat, folded properly, and held in place with two (2) pins.

5. Stockings are to be clean and without holes or runs when reporting on duty.

6. White shoes are to be of the "oxford" style and are to be clean and whole. An old pair of shoes is needed for the operating room where they must be specially equipped.

7. Sufficient cosmetics to look healthy are suggested, Eye make-up must be kept at a minimum.

8. Jewelry in uniform is forbidden except for a watch and a wedding ring. Engagement ring and religious medals are not permitted. Pierced gold post ear rings are the only ones permitted.

9. Chevrons:

   a. Each student is responsible for placing the required number of chevrons on her left sleeve ½ inch above the cuff according to the following schedule:

      1. One (1) Chevron - day of Capping Exercises.
      2. Two (2) Chevrons - August 31 (end of year 1)
      3. Three (3) Chevrons - August 31 (end of year 2)

   b. Chevrons can be obtained from the Housemother but are to be sewed on by the student herself.

OFF DUTY ATTIRE - Male Students

1. No dungarees or cut-off dungarees are to be worn in the hospital, classrooms, or on field trips.

2. No sandals without socks are to be worn in the hospital, classroom, or on field trips.

3. No white tee-shirts are to be worn as external attire in the hospital, classrooms, field trips.

4. No shirts with tails are to be worn outside the beltline in the hospital, classrooms, field trips, except those so designed to be worn outside. (i.e. shirts with rounded waistbands.)

5. Shirts and shoes must be kept on at all times when in the female nurses' residence.

6. Socks must be worn with shoes in the hospital and on field trips.

STUDENT UNIFORM - Male Students

1. A clean uniform neatly pressed must be worn on duty.

2. Male students may wear lab coats in hospital except when on assigned duty.

3. Clean white polished shoes with white socks are to be worn with uniform.

4. Proper name pin to be worn on uniform while on duty. Pin is to be centered on lower edge of hemline of upper chest pocket, not in obscure "student nurse" lettering.

5. Bandage scissors to be carried at all times in uniform.

6. Proper number of (chevron(s) to be attached to left shirtsleeve centered not less than three (3) inches from hemline nor more than seven (7) inches from hemline.

STUDENT PASSES

EXPLANATION:

Students are required to be in their rooms for room check:

a. 10-10:30 P.M. September 2 to May 29
b. 11-11:30 P.M. May 30 to September 1

Therefore, if a student is not in the room at room check, that student is regarded as "AWOL" - away without leave." Most students will wish to leave the residence; sometimes until 12 or 1 A.M., and sometimes overnight. Hence, the School has set up a system of three kinds of passes:

a. Midnight pass
b. 1 A.M. pass
c. Overnight pass

Passes are permitted according to the placement of the student nurse in the School of Nursing. All students are automatically granted the following passes:

a. Midnight Pass
   1. on all holidays (or compensatory day)
   2. on day of return from vacation
   3. to attend SNAP meetings and/or school functions
   4. any night May 30 to September 1
   5. Sunday night
   6. Graduation and Capping night

b. 1 A.M. Pass
   1. Friday or Saturday

c. Overnight Pass
   1. night preceeding day (s) off
   2. night preceeding holiday time

d. 2 A.M. Pass
   1. Christmas Eve
   2. Dinner Dance
   3. Christmas Dance

SCHEDULE OF PASSES:

a. Year One (September 2 - May 29)
   1. Friday and Saturday - Midnight, 1 A.M., or Overnight

b. Year One (May 30 - September 1)
   1. Unlimited Midnight passes
   2. 1 A.M. Friday or Saturday
   3. 2 Overnights a week

c. Year Two
   1. Unlimited Midnights
   2. 1 A.M. Friday or Saturday
   3. 2 Overnights

d. Year Three
   1. Unlimited midnights
   2. 1 A.M. Friday, Saturday
   3. Unlimited Overnights

METHOD OF SECURING PASSES:

1. Each year parents/legal guardians will be required to sign an official school permit accepting responsibility for students when away from the residence or the campus.

2. When entering the school of nursing, the student will be provided with a card for signing out for:

   a. overnight passes
   b. midnight passes
   c. 1:00 A.M. passes

   This card is kept in the office of the Residence Director and has the students name and columns for (see figure 1)

   1. date
   2. type of pass
   3. expected date of return
   4. time
   5. date returned
   6. time
   7. address and telephone number

   When the students leave for an overnight, midnight, or 1 A.M. pass, they shall provide the information required, filling out each column fully and accurately. For a midnight or 1 A.M. pass, merely indicate a general destination (see example). On return to the school, the student signs in on the card.

DATE	TYPE PERM.	EXPECT DATE OF RETURN	TIME	DATE RETURNED	TIME	ADDRESS & TELEPHONE NO.
7/1/68	12 o'clock	7/1/68	12 M.	7/1/68	11:30P.M.	Wilson Drive In.
7/2/68	1 A.M.	7/3/68	1 A.M.	7/3/68	1 A.M.	Bowling
7/3/68	2 O.N.	7/5/68	1 P.M.	7/5/68	10:00A.M.	17 S. 21 st. Easton 252-2522 (phone)

Figure 1

3. The clock in the office of the Residence Director is the official time. No other time is accepted; hence, students are requested to synchronize their watches with this clock.

4. A student signs "out" and "in" for herself only.

5. A student desiring an overnight,a midnight pass, or a 1 A.M. must sign out by 9:30 P.M.

6. A student may not leave the residence after 9:50 P.M. Exception: Social functions which are assigned special privileges and Summers when time is 10:50 P.M.

7. A student assigned P.M. duty may not take an overnight pass after she comes off duty unless her parents or fiancee come for her and she has the next day off. Male students must have following day off if they are to leave. Students must sign out BEFORE going on duty. They may not leave after midnight.

HOLIDAYS

Every student nurse is granted seven (7) holidays - or equivalent days - a year. They are:

New Year
Easter
Memorial Day
Fourth of July
Labor Day
Thanksgiving Day
Christmas

Students may not be off on the holiday; however, an equivalent day will be given two (2) weeks before, the week of, or two (2) weeks after the holiday. When a holiday occurs during a vacation period, it will be added to the vacation.

VACATIONS

Every student nurse receives twelve weeks vacation during her course of study, assigned by rotation plan. Special request cannot be honored.

LATE RETURN TO RESIDENCE

If student nurses finds that circumstances are such that they will be late returning to the residence, the following must be carried out;

1. call the Housemother on duty and tell her the situation
2. report to the Housemother when arriving at the hospital-unless the hour is after midnight then- report to the Night Supervisor on duty for an escort to the residence.
3. report to the Judiciary Board your late return
4. sign in on your card the exact hour you arrive at the residence.

circumstances.

Attendance at all classes is required unless illness intercedes or other arrangements have been made with the Director because of unusual circumstances. This includes all types of classes. Students late for class will not be admitted unless presenting a note from the Head Nurse or Instructor, countersigned by the Director, stating the reason.

COMPULSORY STUDY HOUR

The student residence must be quiet and students assigned compulsory study hour must remain in their rooms with their radio and/or hi-fi turned off. Student visitors, phone calls, and guests are not permitted when the student is on compulsory study.

Compulsory study hours are required of new Students, September to November 1.

1. All new students Mondays thru Thursday 8-10 P.M. No phone calls or guests permitted during these hours.

2. All students requested to maintain quiet thru out the year during these hours.

GRADING SYSTEM

Factors considered in determining grades:

Theory

1. Grades received on quizzes, mid-term and final examinations.

2. Character of written work and promptness in completing assignments.

3. Participation in class discussion.

4. Reports required for reference readings.
5. Written assignments must be in on time or receivegrade of 0.

Practice

1. Clinical nursing ability.

2. Teaching ability.

3. Interpersonal relationships.

4. Administrative ability.

Grading Scale

1.	A	93 - 100	Superior
	B	87 - 92	Good
	C	80 - 86	Average
	D	75 - 79	Poor
	F	74 - and below	Failing

2. Passing grade is 75.

CREDIT HOUR

One credit hour is given for each fifteen hours of planned classroom instruction given during a term.

HONOR POINTS

Honor points are awarded for each credit hour on the basis of marks as follows:

A - 4
B - 3
C - 2
D - 1
F - 0

for example, if a student completes a course carrying (4) credit hours (60 hours of planned instruction) with a grade of A, she receiveds (16) honor points. A student must achieve at least twice as many honor points as credit hours, or a 2.0 (c) average in order to maintain a satisfactory standing for promotion and graduation.

PROBATION

A student who falls below a 2.0 (c) average in any term will be placed on probation for the following term. If the probation status has not been removed at the end of the next term by the student achieving at least a 2.0 (c) average, the Faculty will dismiss the student. This includes class and/or clincial practice and a combination of class and clinical practice shall constitute grounds for dismissal when each falls below a 2.0 (c) average in any given term (example - MS I class 79 (D) and MS I clinical practice (D) equal grounds for dismissal).

Students on probation may be put on compulsory study at the discretion of the Faculty.

A student who fails to achieve a 2.00 honor point average at the completion of any given year will be dismissed; hence, although a student on probation achieving less than 2.00 (example 1.92) may remove the probation by earning 2.00 honor points the next term, she must also earn extra honor points (example .08 honor points) sometime during the year to remain in the school at the year's end (example: she will then earn the required 2.00 honor points for the whole year). Student will be dismissed automatically after receiving third probation during three year program.

REPORT CARDS

Reports are mailed to parents at the end of each term; more often if a student is not meeting academic requirements.

CAPPING EXERCISES

Capping exercises are planned annually in May, all students attend in complete uniform, except those on vacation or ill.

BACCALUAREATE EXERCISES AND GRADUATION

Baccalaureate Exercises are held the Sunday following Labor Day; Graduation the Monday following Labor Day. All students attend in complete uniform, except those on vacation or ill.

ACHIEVEMENT TESTS

Included in the educational program is the administration of National League for Nursing Achievement Tests at stated intervals. Results of these tests, reported in percentiles, serve as an indication of the students knowledge of the subject matter and a comparison with other students through out the country who took the test. Tests are shceduled atthe following intervals:

A. Year one, term two (May)
   1. Anatomy and Physiology
   2. Chemistry
   3. Microbiology

B. Year one, term three
   1. Basic Medical-Surgical Nursing
   2. Normal Nutrition

C. Year two - Medical-Surgical Nursing II
   1. Medical-Surgical Nursing Part I
   2. Basic Pharmacology

D. Year two - Psychiatric Nursing Test (at affiliating agency)

E. Year two - Obstetric Nursing

F. Year three - Pediatrics
   1. Nursing of Children
   2. Diet Therapy and Applied Nutrition

G. Year three - (Completion MS III)
   1. Medical-Surgical Nursing: Part II
   2. Disaster Nursing

H. Year three - term four (summer session)
   1. Pharmacology in Clinical Nursing
   2. Maternal and Child Health Nursing
   3. Communicable Disease Nursing
   4. Psychiatric Nursing

NURSING PRACTICE

In addition to meeting the requirement in theory, the student nurse is expected to amintain a general average of (c) in nursing practice each term; failure to maintain C average places student on probationary status and can result in dismissal in the same manner as academic grades.

FAILURES

All courses must be passed before the student nurse can be recommended for graduation. Failure in a final examination, Which results in a failure for the course, may be removed by successfully passing a single re-examination. Grade received on re-examination will be recorded as 75 although a higher grade may be required to erase the failure.

A fee of ($5.00) is required to be paid before the re-examination.

DISMISSAL

1. A student can be dismissed by the Faculty after having been warned regarding (class and/or clinical practice).
   a. Failure to maintain 2.0 (c) average each term.
      1. Theory
      2. Clinical Laboratory

   b. Failure to maintain 2.0 (c) average each year.
      1. Theory
      2. Clinical Laboratory

   c. Failure to remove probationary status at completion of a term.
      1. Theory
      2. Clinical Laboratory

   d. Accumulation of three (3) probation periods in the three (3) year program.

   e. Failure to improve under guidance.

   f. Problems of health.

   g. Problems of personality.

   h. Problems of social development.

   i. Problems regarding professional growth.

GRADUATION

Graduation ceremonies are held the Monday following Labor Day. Activities include a formal dance, a Baccalaureate Service, and a breakfast. All students wear white uniform the last day.

The Faculty shall recommend for graduation a student who has:
1. Satisfactorily completed the program of study.
2. Fulfilled all financial responsibilities.
3. Satisfactorily completed health requirements.

WITHDRAWAL FROM THE SCHOOL

A student who is dismissed is required to return all uniforms. Library books must be returned and any not available will be charged to the student. Tuition and fees are not refundable.

A student who wishes to resign from the school must first request a conference with the Director and present a formal letter of resignation. The parents should accompany the student so as to provide proof of their support of the decision. Regulations regarding uniforms, tuition, and fees are identical to those of a student who is dismissed.

At completion of the course students must return all uniforms and fulfill all obligations regarding class work, clinical practice, and financial affairs, including fees, fines and class dues before they will be awarded a diploma.

TUITION

Tuition is payable on admission to the school and is not refundable for any reason. Tuition is payable as follows:

The tuition for the school of nursing is ($600.00), ($50.00) of which is an Acceptance Fee and is payable within twenty days of appointment. The additional ($550.00) is payable as follows: Year 1 - (due September 1, 1968) $250.00 Year 2 - (due September 1, 1969) $150.00, Year 3 - (due September 1, 1970) $150.00. Fees due on admission are listed in the catalogue.

NON-RESIDENT STUDENTS

Married, and non-resident students, are expected to participate in school activities and observe school regulations. The student who lives outside the residence does so by choice and is entitled to no change in tuition or fees.

MARRIAGE POLICIES

Marital status shall not be a deterrent factor in the consideration of a qualified applicant for admission to the School of Nursing.

A student who wishes to marry during her program of studies, may do so after submitting her plans to the Director of the School of Nursing in writing. Parents or legal guardian must also mail written notification to the Director of the School of Nursing for the marriage.

A married student, or one who wishes to marry, may choose to be a resident - or a non-resident student. Student must arrange for a conference with the Director to discuss status. Non-resident students must travel in street clothes and change to uniform in assigned room in the residence.

PREGNANCY

Married students who desire a leave of absence must request if from the Director of the School of Nursing and Faculty no later than the second month of their pregnancy. When granted, student must provide written certificate from her Obstetrician relieving the school of responsibility for problems occurring as a result of her pregnancy and stating how long she may remain on duty. A similar written certificate must be given in evidence of her ability to return to duty.

Departure from and return to the school shall be only at the ending and beginning of a term. All physician and hospital bills incurred during the course of the pregnancy are the personal responsibility of the student and her husband. A leave of absence of one calendar year will follow departure from school as described in above regulations.

Married students will not be permitted to go on psychiatric affiliation during their term of pregnancy.

The School of Nursing reserves the right to determine dates student will leave and return to the School.

Decision regarding such policies as participation in school ceremonies will be decided by the Faculty on an individual basis.

CLINICAL ASSIGNMENTS

Clinical assignment is posted in the office of the Director for a three (3) year period, master rotation plan. Ward changes are posted periodically on the official bulletin board in Meuser Hall and the bulletin board on each floor of the Residence. The Faculty reserves the right to make changes on the master rotation plan without notice. Students assigned to the hospital wards are expected to report on duty ten (10) minutes before the scheduled hour. Students will leave the ward promptly when going off duty and will not return to the hospital without permission of the Director (day) or Supervisor (P.M.) but will go directly to the Residence. Whenever the student goes to the hospital wards, she will wear complete uniform. Students are not permitted to visit patients in the hospital.

If a student is assigned a bedisde clinic or clinical conference to be held in the hospital, she must wear complete uniform. If she goes on a field trip, correct clothing will be designated by the Instructor making the plans. There are two (2) exceptions to this policy. First, obstetric students and senior students will have a one (1) day field trip to the Easton V.N.A. For these visits, the student will wear low heeled brown or black shoes, dark skirt, and white cotton blouse. Make up and perfume will be used very sparingly. Dark cloth coat or navy blue rain coat will be worn. Purse must be small, dark, and plain. Second, when assigned nursing of children, the student will visit clinics at Allentown General Hospital. Complete uniform will be worn-cap will be carried in plastic bag to Allentown and put on after arrival at the hospital.

VISITING PATIENTS IN HOSPITAL

1. Students may visit patients in the hospital only when an assignment is involved or if the patient is a well known and personal friend of the student or her family.

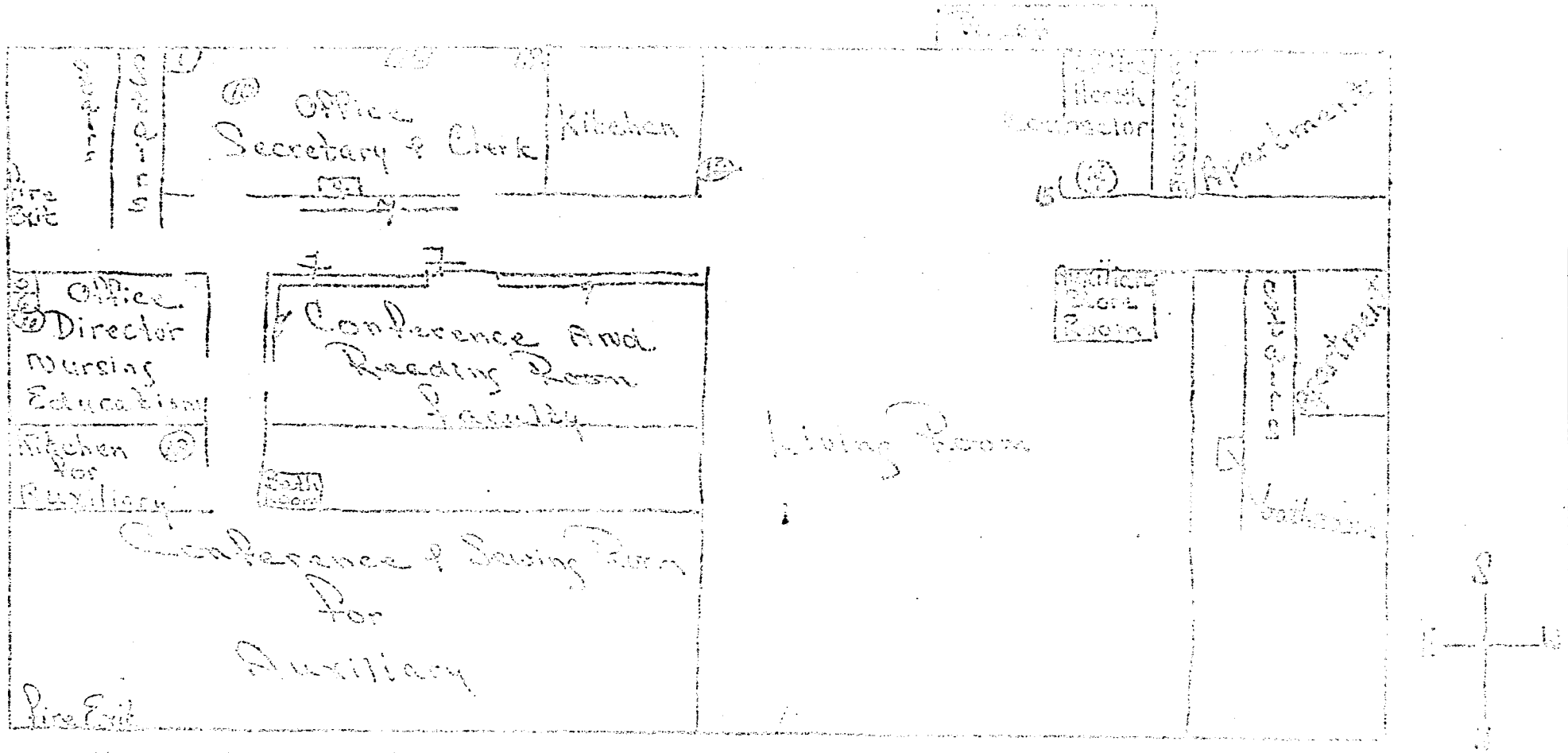
2. Student must always secure special slip from housemother and have housemother sign the slip when she leaves the residence and when she is visiting in the hospital and be returned to the Housemother when she returns to the residence.

LAB COATS

Students are reminded, visits to the hospital are to be made in complete uniform, or laboratory coats.

[illegible] HOSPITAL
SCHOOL OF NURSING

NEUSER HALL - [illegible]

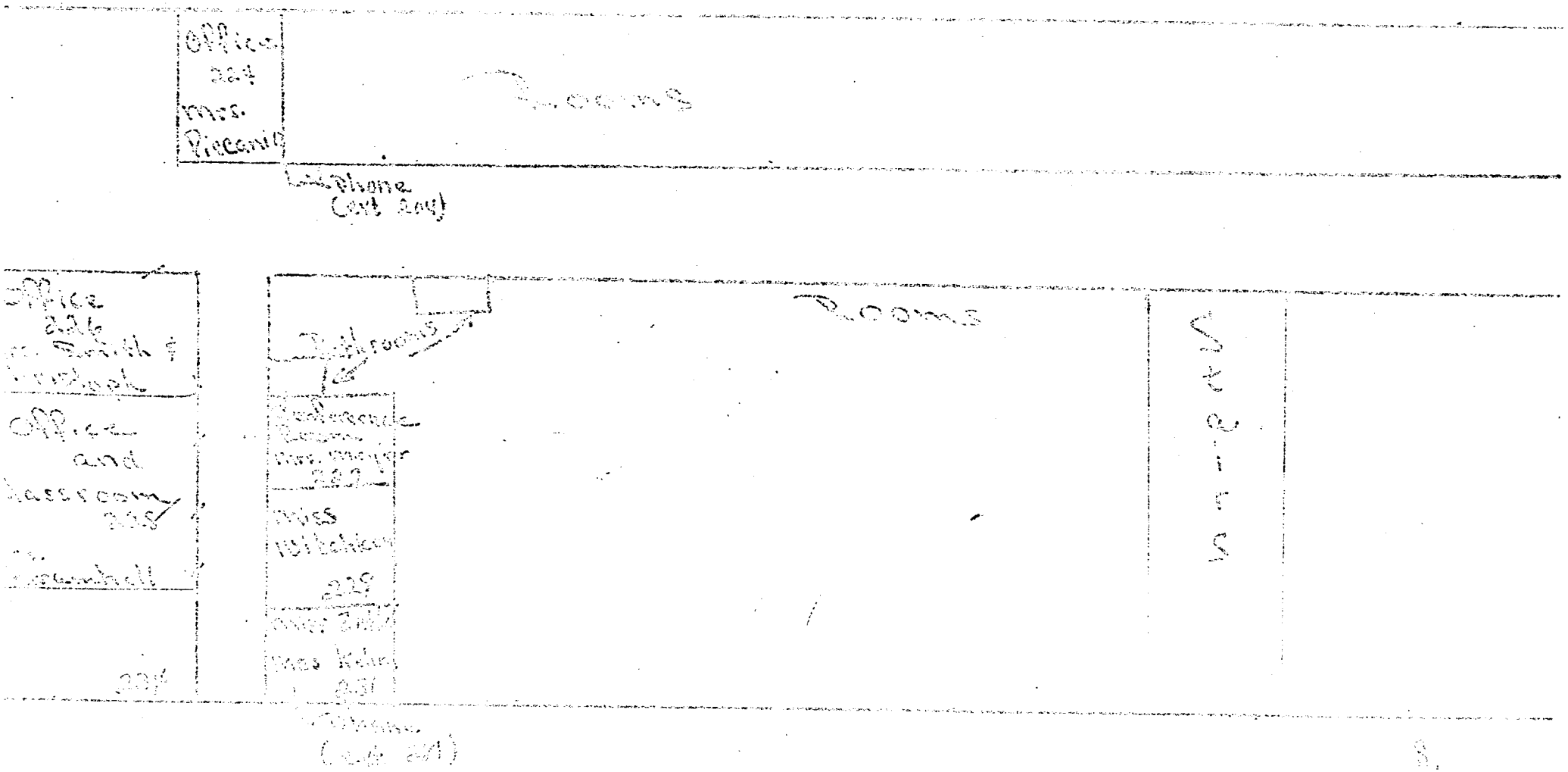


KEY:
1. File - School Records
2. File - Time Cards, Dittos
3. File - School Forms
4. File - School Forms
5. File - School Records
6. File - Student Records
7. Official Bulletin Boards
8. Professional Periodicals
9. Catalogues
10. Rotation Students
11,12,13,14 Telephones
15. Health Bulletin Board

The Easton Hospital

School of Nursing -

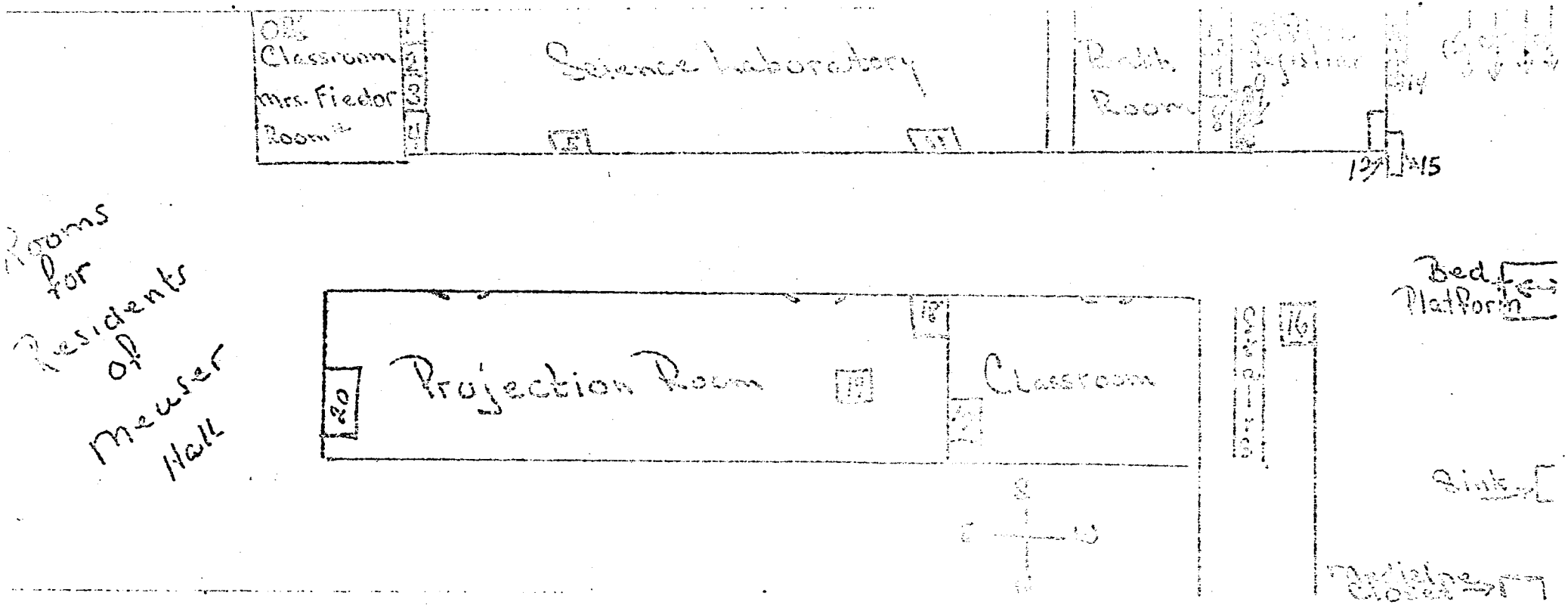
MEUSER HALL - SECOND FLOOR



The Barton Hospital

School of Nursing --

Nurses Hall -- Third Floor



KEY:

1. exhaust fan
2. incubator
3. refrigerator
4. supplies (chemicals)
5. extra equipment
6,7,8 laboratory equipment & supplies
9. alumnae files
10. model-nervous system
11. skeleton
12. supplies
13. models
14. books & supplies
15. tomo
16. linens
17. closet -- catalogues
18. closet -- projectors
19. movie projector
20. screen

HEALTH PROGRAM

HEALTH CLINIC

A physician is on duty in the Emergency Ward daily. The Health Counselor is on duty Monday through Friday. Students are required to report illnesses before 7:45 A.M. whenever possible. Emergencies will be taken care of by the Health Counselor, who will secure a physician to see the student. After 4:00 P.M. the student will report to the Afternoon or Night Supervisor, who will secure a phsyician to see her in the Emergency Ward. A student seen by a physician after 4:00 P.M. must report to the School Physician the following morning for his check-up.

Students confined to the residence because of "illness" are not permitted to leave the residence for any purpose except for meals or to report to health clinic.

If illness occurs when the student is away from the hospital, the student must report the incident to the Health Counselor on return.

Health Counselor Mrs. Isabelle Broad, R.N.,M.Ed.
Office - Meuser Hall ext. 309
On duty Mondays through Fridays - 8:00 A.M. to 4:30 P.M.
(other times see Supervisor on duty in hospital)

School Physicians-
Dr. F. Clarke M.D.
Dr. G. Laubach M.D.
Dr. H. Krieger M.D.
Dr. D. Raso M.D.

SICK CALL

Physician on duty in Emergency ward will see student for one time visit.

HEALTH POLICIES

1. Students never contact any physician without permission of the Health Counselor and unless accompanied by the Health Counselor. (including going to emergency ward without Health Counselor)

2. Students desiring to see Health Physician will sign in the notebook in the Housemother's office no later than 7:45 A.M. Male students sign slip on bulletin board of Health Counselor.

3. a. Any student too ill to go on duty at 7:00 A.M. will personally contact the Housemother and report the illness and call Health Nurse personally at 8:00 A.M. ext. 309.

   b. Student too ill to go on duty will personally call the ward or ask the housemother to call the ward to explain absence from duty.

4. Student sent off duty by Physician may not return to duty until permitted to do so by the Physician, NO privileges may be taken during this period. Students may attend classes if Physician grants permission.

5. Sick time cannot be traded by days off for the week.

6. A student will be granted three (3) days leave of absence if there is a death in the immediate family. Student will arrange for such time with the Director of the School.

7. Students are permitted no more than twenty-one (21) sick days in three (3) years; more must be made up. This is a state law and cannot be changed. Time missed on specialties must be made up in certain instances.

8. Students too ill to return to the school afrer days off, vacation, etc. will have their parents contact the Health Nurse or the Director personally to report. On return to the School they will be seen by the School Physician before going on duty.

9. Self-Diagnosis & Self Prescription--not professional.

APPOINTMENTS

Required follow-up and health examinations are arranged by the Health Counselor

DRUGS

Drugs are supplied by the Student Health Service except in unusual circumstances. Medicines and supplies must not be taken from the wards or classroom. Health Counselor will countersign all prescriptions and have them filled by the Pharmacist for the student.

STUDENT HOSPITALIZATION

If students are ill enough to require hospitalization, they will be admitted to a semi-private room and parents notified by the Health Counselor. If parents carry health insurance, it must be used for hospitalization.

VISITING SICK STUDENTS

Visiting privileges for sick students shall be secured through the Health Counselor or Supervisor on duty. There is a form provided for this use, which can be secured from Health Nurse and presented to charge nurse before visiting.

PRE-AFFILIATION HEALTH REQUIREMENTS

Pre-affiliation physicals are scheduled by the Health Counselor. Students must use the facilities of the affiliating agency and not return to the home school for treatment.

MONTHLY WEIGHTS

Each month students must weight themselves on the health office scale and record weight on the list provided. Any weight not recorded by the fourth of the month will result in disciplinary action by the Judiciary System.

ANNUAL PHYSICAL

Annually the students will have a complete physical examination by one of the Physicians. In preparation for this students will have chest X-ray, blood studies, urinalysis. Annually students must submit signed statement of dental examination onform provided.

SPECIAL MEDICAL CARE

Special medical care such as, dental, eye, etc. is not provided by the hospital and must be assumed by the student and the family.

Student requiring gynecologic referrals and/or treatment will need written permission from her parents on the form provided.

COUNSELING AND GUIDANCE PROGRAM

To assist the student in his personal and professional adjustments to the School of Nursing, the hospital, and the community, a counseling and Guidance Program is available. For the student's first year a counselor is chosen before admission. The student is then permitted to chose a counselor for the second and third years. If none is chosen, the class advisor becomes the counselor. A student is encouraged to see his counselor as the need arises but there is a planned schedule for counseling and guidance sessions.

Interviews with individual students.

1. First year, first term
   a. orientation week
   b. before Thanksgiving
   c. at completion of the term

2. First year, second and third terms
   a. mid-term
   b. completion of term

3. Second year,
   a. one interview except when more are requested by counselor or counselee.
   b. pre and post psychiatric affiliation - health counselor

4. Third year,
   a. one interview with counselor except when more are requested by counselor or counselee
   b. before graduation (July or August), Director School of Nursing

Group counseling and guidance sessions - Health Counselor

1. First year - One or two hours per week

2. Upper classmen - depend upon requests of students and/or instructors.

Information services are also a part of the Counseling and Guidance Program. These include:

1. Freshman orientation week program.

2. Orientation to the hospital.

3. Orientation to affiliating agencies.

4, Professional Organizations

5. Post Graduation Opportunities.

Other services include:

1. Co-Curricular Activities planned by
   a. Student Government association
   b. Faculty
   c. School of Nursing Advisory Committee.

2. Student Recruitment
   a. Overnight visit by prospective students.
   b. Speaking engagements.

3. Student Organizations
   a. Student Government Association
   b. Individual Class Organization

4. Student Health

5. Scholastic and Clinical Student Evaluation
   a. Self
   b. Instructor-Head Nurse

6. Assistance with Application for State-Board Examination.

7. Follow-Up Survey of Graduates.

CO-CURRICULAR ACTIVITIES

PHYSICAL EDUCATION

Student classes in a physical education program at a local school are compulsory for first year students; optional for others.

Swimming is available at Meuser Park in the summer at a reduced rate through the courtesy of the Wilson Board of Recreation. Students may wear swim suit to the pool provided a coat or shirt is worn over it.

RELIGIOUS AFFILIATIONS

There are many churches nearby and students are urged to attend the church of their choice. Since public bus service is not available Sundays, it is suggested one nearby be chosen. Notice of church services is listed in Saturday night's Easton Express. A few of those within walking distance are as follows:

Good Shepherd Lutheran Church
22nd & Washington Boulevard

Calvary Memorial Mettodist Church
1412 Lehigh Street

First Moravian Church
225 North 10th Street

Olivet Presbyterian Church
1137 Northampton Street

St. Frances de Chantal
1918 Washington Street

Temple Covenant of Peace
15 & Northampton Street (Others are listed in the phone book.)

LIBRARY REGULATIONS

GENERAL RULES

1. The library is located on the ground floor of the residence.

2. a. The library is open from 4:00 P.M. until 10:00 P.M. Mondays through Thursdays, at which time there are student librarians on duty. The student librarian will remain in the vacinity of the library, except the hours of 5:00 - 5:30 P.M., when the student will go for her supper.

   b. During the hours that the library monitor is not on duty; all students using the library must sign in and out in the book in the House Mother's office.

   c. With the exception of the above time, the library will be locked. Students wishing to use the library may obtain the key from the housemother. The student must sign the book in the housemother's office for this purpose; stating her name, the time she has taken the key and the time she returns it.

   d. Students are not permitted to use the medical library in the hospital. Faculty members will secure books from this library for students if necessary.

   e. Students can secure library cards from the two local libraries.

LIBRARY MONITOR

A library monitor assignment list shall be made by the student and faculty library chairmen and posted at strategic areas in the residence. Duties of the library monitors are:

a. maintain law and order

b. stongly encourage a quiet atmosphere.

c. check to see that only authorized personnel use the library.

   All persons other than students and Faculty must have permission of the Director of School of Nursing and use the same procedures as students for signing in and out of the Library. They are not to remove any type of book from the Library unless they have permission from the Director of School of Nursing.

d. see that there is "no smoking" in the library

e. Check for infractions of library rules

f. Replace AJN's and bound periodicals and straighten library books before leaving the library.

g. If it happens that the student assigned to library duty has class later than 4:00 P.M., it is her responsibility to assume the duties at the close of class. If, for any reason, the student cannot take library duty on the assigned night, it is her responsibility to make arrangements to change with another student and inform the faculty and student library chairman and

the housemother of the change in schedule.

h. grant permission for students to use "reserve" books after 10 P.M.

i. go for supper from 5-5:30 P.M.; turn key over to Housemother

j. place "signout list" in book box when going off duty

SMOKING PRIVILEGES

There is no smoking in the library. Smoking is permitted in the reading room only.

SIGNING OUT BOOKS

1. When a student desires to take a book from the library she signs the card in the book pocket, removes the card, and places it in the designated box. If there is no card in the book pocket, the student should sign the form on desk for this purpose.

2. Reference books not reserved for class use, may be borrowed for two (2) weeks. They may not be kept longer and may not be removed

3. Fiction may be borrowed for two (2) weeks and may be renewed once

4. Magazines may not be removed from the library, or in the case of those located in the Residence, to the student's room.

5 A reserve shelf has been provided on which are placed books dealing with current courses. These books are to be used in the library only.

6. If a book is on "reserve" and a student wishes to use the book after 10:00 P.M., she may do so if the student librarian on duty gives her permission. This student will sign her name, the date, the author and the title of the book on the form provided on the desk in the library. If books have been signed out, the student librarian places this paper in the book box in the housemother's office at 10:00 P.M.

7. The "reserve" book must be returned by 8:00 A.M. the following morning. There is a book box in the Housemother's office for this purpose.

8. "The American Journal of Nursing," The Encyclopedias, and the large clinical te ts are to be used in the library only.

9. Books are not to be placed back on the shelf when once removed, but are to be placed on the table.

10. All faculty members must sign out for all books, using the same procedure as students.

11. If the faculty librarian notes any books which have not been signed out properly, it is their perogative to check all students rooms, providing the housemother and the Director of Nursing Education accompany them.

2. No books may be borrowed until all fines are paid in full. When the fines are paid, privileges to borrow books will be restored. Any infraction of the regulation will be considered on an individual basis.

3. Failure to comply with the above rules and regulations will result in loss of all privileges for one week.

CATALOGUING OF BOOKS

Books are catalogued according to the Dewey Decimal System. A card filing system is available and books are best located by referring to these cards. Sample and explanation of the card follows:

AUTHOR CARD

610.73
M861s4

Morison, Luella Josephine, 1911-
Steppingstones to professional nursing; text and workbook for student nurses -- by Luella J. Morison. 4th ed.
St. Louis, C.V. Mosby Co., 1965.

462 pg. illus. (part col.) 29 cm
Includes bibligoraphies

1. Nursing as a profession. 2. Nurses and nursing -- Study and Teaching. 1. Title

RT82.M6 1965 610.73069 65-10696

Library of Congress

a. Call number.
b. Birth and death dates are given to avoid confusion with another author of the same name.
c. Full title of the book.
d. Publisher and date indicate a modern, scholarly work.
e. 462 pages, about 8 inches (22½ cm.) high - a good size to hold with ease. The fact that illustrations and diagrams is designed especially for nurses and has supplementary reading lists.
f. Technical details, including library of congress call number.

ADDED ENTRY CARD

610.73
M861s4

Steppingstones to professional nursing; textbook and workbook for student nurses

SUBJECT CARDS

610.73 Nursing as a profession
M861s4

610.73
M861s4 Nurses and nursing - Study and teachings.

In the file is also found a card index to such nursing magazines as "American Journal of Nursing","Nursing Outlook", and "Nursing Research." These cards are arranged alphabetically by subject and cover a five (5) year period.

PERIODICALS

The school of nursing subscribes to 39 professional magazines and 18 popular magazines including:

A. PROFESSIONAL MAGAZINES

1. American Association of Industrial Nursing Journal
2. American Journal of Nursing
3. American Journal of Sociology
4. Bulletin - National Tuberculosis Association
5. CA
6. Canadian Nurse
7. Cancer Bulletin
8. Children
9. The Challenge Forecast
10. Geriatrics
11. The Heart Bulletin
12. Hospitals, Hospital Topics
13. International Nursing Review
14. Journal of American Dietetic Association
15. Journal of Nursing Education
16. Journal of Practical Nursing
17. Journal of Psychiatric Nursing
18. Mental Hygiene
19. Modern Drugs
20. The Modern Hospital
21. Nursing Forum
22. Nursing Homes
23. Nursing Outlook
24. Nursing Research
25. Obstetrics and Gynecology
26. Pediatrics
27. Pennsylvania's Health
28. The Pennsylvania Nurse
29. Pictoclinic
30. Public Health Reports
31. R.N.
32. Seer
33. Spectrum
34. Today's Health
35. World Health

1. Regulations concerning the use of these magazines are:

   a. Current issue is on display in the conference room, Meuser Hall and is available for use by all in this room
   b. Thereafter, magazines are filed in the library where they are to be used. They may not be removed.
   c. Bound volumes of past issues are available for library use only and include:

      1. The American Jounal of Nursing (1918-1964)
      2. Nursing Outlook (1953-1964)
      3. Public Health Nurse (1954-1952)
      4. Geriatrics - (1949-1952)
      5. Public Health Reports - (1955-1964)
      6. Trained Nurse and Hospital Review - (1940-1959)

STUDENT ORGANIZATIONS

THE STUDENT GOVERNMENT ASSOCIATION

The total student body is officially organized as The Student Government Association with formal Constitution and By Laws. Meetings are held the first Tuesday of each month - except July and August at 2:00 P.M.. Student Council meetings preceed meetings at 12:30 P.M. and both are held in the classroom of Meuser Hall. All students are required to attend the meetings unless they are ill, on vacation, or on affiliation. Dues of the organization are due annually and used to support various student projects; they are paid on admission to the School. An advisor is elected annually to assist the organization. Typed minutes are due in the school office by the 15th of the month.

FORMAL GRADUATION DANCE

Each year a formal dance is held in honor of the graduating class and students are expected to attend. A queen and her court are selected. Rules for selection of the queen (a member of the graduating class) and the six (6) student court (two from each class) are:

1. Senior Class elects the Queen and the two attendants from their class. Students who were members of Court first and second year are eligible for Queen.

2. First and second year class elects two attendants from their class but previous attendants are not eligible for re-election a second time.

3. The Advisor of the Senior Class helps the Master of Ceremonies with the crownings.

4. The Master of Ceremonies is chosen by the Senior Class from the Physicians on the Hospital Staff.

5. In case of a tie the Faculty will elect the winners.

STUDENT GOVERNMENT ACTIVITIES

According to Student Government regulations, participation in Student Government Activities is compulsory.

THE JUDICIARY SYSTEM

The law enforcing group is known as The Judiciary System. This representative group meets at least once monthly, the fourth Wednesday at 4:00 P.M. in the classroom. A faculty advisor is elected to assist in interpretation of student rules and regulations. Typed minutes are due in the school office by the 15th of the month.

CLASS ORGANIZATION

Each class organizes according to the correct rules of parliamentary procedure, elects officers, establishes meeting dates, determines dues, and selects an advisor for the three year period. On Admission, the class selects temporary officers and organizes itself with the assistance of their temporary advisor, the Director of the School. November first they elect permanent officers and class advisor. Each June thereafter, officers are elected and slate reported to the Director of the School. It is customary to elect the same class advisor for the three year term. Typed minutes are due in the school office by the 15th of the month.

Classes deciding to collect dues from their members are requested to establish an account immediately at a nearby bank; hence, the temporary treasurer elected on admission should be considered to hold the office the entire first year. All checks drawn from such accounts must be cosigned by the class treasurer and class advisor as a protective measure. Books must be audited annually.

N.S.N.A. AND S.N.A.P.

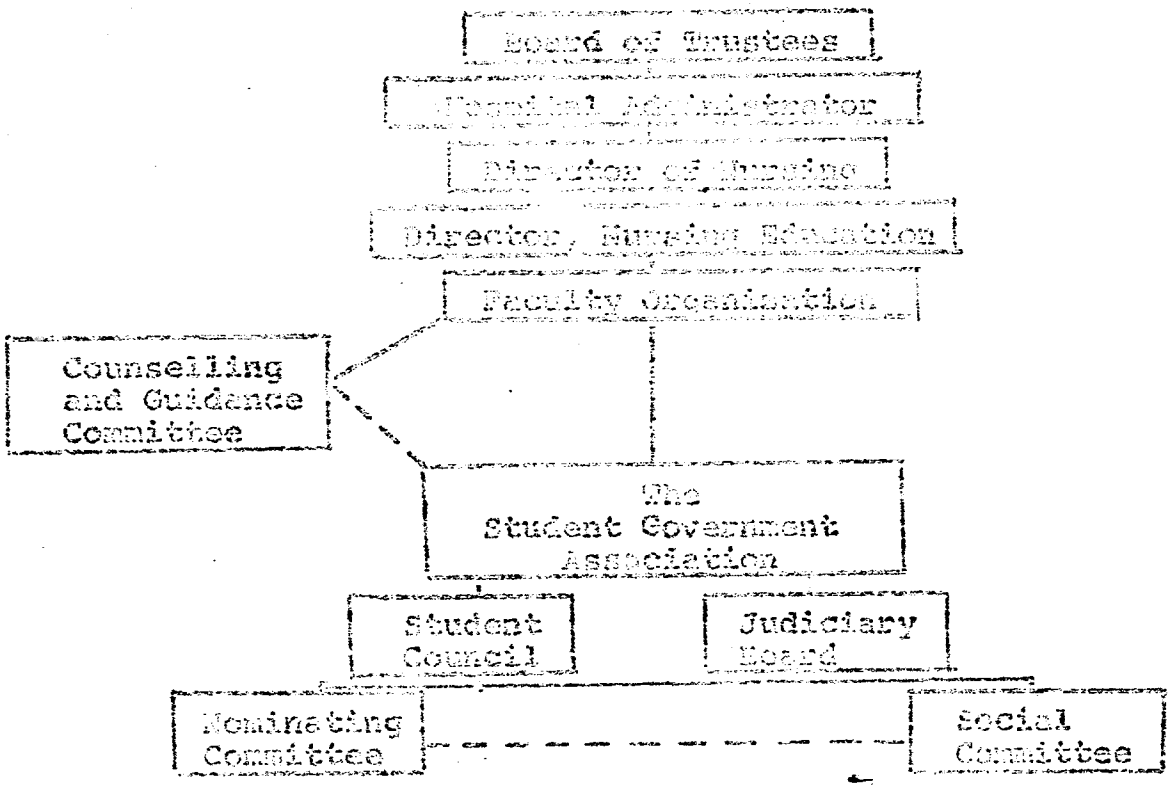
All students are automatically enrolled as members of the National Student Nurses' Association and the Student Nurse Association of Pennsylvania, both professional student nurse associations (N.S.N.A., the national organization and S.N.A.P., the state department of this organization). Dues are ($3.25) a year and are included with fees payable on admission. Annually, the national and state groups hold conventions to which student delegates are sent unless the distance is not within reason. In addition, S.N.A.P. is further divided into areas. Area meetings are held bi-monthly at local hospitals in Ashland, Bethlehem, Allentown, Reading, Pottsville, and Easton and students are urged to attend these area meetings. When students are reguired to attend compulsory school meetings (ex. SNAP) they are not to leave the meeting before adjournment.

STUDENT GOVERNMENT OFFICERS 1967-1968

PRESIDENT.....	Jacqueline Reddicks	'69
VICE PRESIDENT.....	Janet Calkin	'70
SECRETARY.....	Joanne Haas	'70
TREASURER.....	Diane Logue	'70
JUDGE.....	Susan Dussinger	'69
ADVISOR.....	Joanne Nitchkey	
ADVISOR.....	Virginia McIlroy (ex officio)	

THE BASTON HOSPITAL

THE STUDENT GOVERNMENT ASSOCIATION



KEY

Direct _____

Advisory- - - - - -

April, 1964
May 1968