



Ralph R Willis
School
Of
Practical Nursing
Willis Career/Technical Center



2017-2018 LPN STUDENT
HANDBOOK



January 2017

The definition of the term “Practical Nursing” means the performance for compensation of selected nursing acts in the care of the ill, injured or infirmed under the direction of the registered professional nurse or a licensed physician or a licensed dentist, and not requiring the substantial specialized skill, judgment, and knowledge required in professional nursing. (Code of WV 30-7A-1).

WV Code 30-7A-10 states that the Board may refuse to admit an applicant for the licensure examination, or make revoke, suspend, or otherwise discipline a license based upon satisfactory proof that the person “... (2) is convicted of a felony ;...(5) is guilty if professional misconduct as defined by the Board...” the Board Legislative Rules, 10 C.S.R. 2, states that the Board can take disciplinary action against an applicant of licensee who “...12.1.e.11. was convicted of a felony or misdemeanor with substantial relationship to the practice of practical nursing in a court competent jurisdiction...”



The outcome of education is a change in behavior and the process of education is the provision of experiences within a positive learning atmosphere. The student has the freedom to choose a course of action and therefore must assume final responsibility for his/her learning and actions.

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RALPH R WILLIS SCHOOL OF PRACTICAL NURSING

WELCOME

Welcome to the Ralph R Willis School of Practical Nursing. As a member of the LPN class, you are facing a demanding and rigorous year. You will also find many rewards as you prepare yourself to become a member of the nursing profession.

The goal of the faculty is to assist you in gaining the knowledge and skills necessary for safe, competent nursing practice. Your responsibilities include studying, learning and applying the knowledge and skills that are offered to you. As a student of the LPN program, it is also your responsibility to conduct yourself in a professional manner and to be accountable for your actions. One of your primary responsibilities is to know and follow all policies of the nursing program.

This handbook includes the rules, policies and operating procedures of the practical nursing program. You should read and study them carefully and keep them as a reference. Maintaining your position as a student is closely related to your willingness to be aware of and abide by the policies of the program. Know the policies and follow them!

The Ralph R Willis School of Practical Nursing is offered at the Ralph R. Willis Career Center and sponsored by the Logan County Board of Education through cooperation with the West Virginia Division of Vocational and Adult Education. The nursing program is accredited by the West Virginia State Board of Examiners for Licensed Practical Nurses and seeks to conform to all written requirements and policies of the West Virginia State Board of Examiners for LPNs and the West Virginia Division of Vocational and Adult Education.

The nursing program is affiliated with Logan Regional Medical Center, WV Health Systems, Genesis Eldercare/Logan Center, Trinity Health Care, Highland Hospital, Logan-Mingo Mental Health, Dignity Hospice, Logan Hematology/Oncology, WV-Dialysis and other clinical facilities. You will be expected to be courteous, considerate and aware of health and safety factors during the course of the program. You are also expected to dress appropriately and conduct yourself in a professional manner. While you are in uniform, on a school function, you represent the school and are held to a higher standard. Disciplinary action will be taken in the event an occurrence of unprofessionalism is displayed.

The faculty reserves the right to amend and/or add policies at any time during the program.

PHILOSOPHY

The faculty of the Ralph R Willis School of Practical Nursing believes that nursing is both an art and a science that requires educational concepts from a variety of sources - including biological, psychological and social sciences. Holistic care (complete care) requires the use of both the art and the science of nursing.

To be most effective, learning requires the active participation of the student. Each learner must recognize his/her personal accountability in the learning process and professional development. The instructor should be a facilitator in the process of learning and development. Student's must understand his/her own responsibility in the learning process and actively pursue knowledge.

As a dynamic and evolving discipline, nursing may take place in a variety of settings, in a variety of ways. Nursing requires collaboration with other members of the health care team in order to provide safe, effective care. It also requires health teaching and promotion of the client's personal abilities. The nurse must recognize the client's potential to meet his/her own activities of daily living and assist the client in achieving his/her full potential. The nurse must also be aware of potential complications and respond appropriately to reduce or eliminate them. The nurse must be aware of ethical and legal guidelines affecting the delivery of nursing care.

Ethical standards for nurses must be higher than for other professions based on the vulnerability of clients and the personal nature of their problems. Nursing requires a high level of accountability, veracity and respect. The nurse must respect the right of individuals to make their own decisions and realize the individual's personal accountability in making such decisions.

This program strives to prepare the practical nurse with a variety of skills to be utilized and further developed in the workforce. The practical nurse is expected to provide nursing care to individuals of all ages with acute, chronic or life threatening physical and/or mental health conditions. Provision of quality, safe and competent care under appropriate supervision is the expected outcome.

As nursing is a dynamic, evolving profession, the graduate should acknowledge the personal responsibility for maintaining relevant knowledge, skills and abilities throughout his/her career. The basic education is intended to be a foundation which is built upon and enhanced by experience and continuing education. Graduates are encouraged to pursue excellence in the nursing profession.

Program

To instill knowledge, compassion and skill for quality nursing practice and a personal opportunity to render care for restoration of physical, mental and emotional well-being.

Ralph R Willis Career/Technical Center Mission Statement

Provides a cutting edge, state of the art learning environment that boosts self-esteem and confidence; focuses on high expectations; develops life skills and technical skill sets and creates a high-quality workforce in an ever-evolving, forward-moving society.

Florence Nightingale Pledge

“I solemnly pledge myself before God and in the presence of this assembly, to pass my life in purity and to practice my profession faithfully. I will abstain from whatever is deleterious and mischievous, and will not take or knowingly administer any harmful drug. I will do all in my power to maintain and elevate the standard of my profession, and will hold in confidence all personal matters committed to my keeping and all family affairs coming to my knowledge in the practice of my calling. With loyalty will I endeavor to aid the physician in his work, and devote myself to the welfare of those committed to my care.”

Non-Discrimination Policy

The Logan county Board of Education supports equal opportunity for all students and equal opportunity for employees as being essential to education. The Congress in enacting the Civil Rights Acts of 1964, The Education Amendments of 1972, and the Rehabilitation Act of 1973, determined that no person in the United States shall, on basis of race, age, sex, color, creed, or religion, be excluded from participation under any educational program or activity receiving financial assistance.

TERMINAL OBJECTIVES

Upon successful completion of the program, the graduate will be able to:

1. Assess and collect patient data to assist with optimal patient care.
2. Collaborate with other members of the health care team to provide safe, effective client care.
3. Provide client care related to health promotion, maintenance, and early detection of health problems.
4. Promote the client's ability to cope, adapt and/or problem solve situations related to illnesses or stressful events.
5. Provide comfort and assistance in the performance of activities of daily living.
6. Promote a safe and therapeutic environment.
7. Provide care related to the administration of medication and monitor clients receiving parenteral therapies.
8. Respect the rights of individuals with different values, cultures, nationality and lifestyles.
9. Provide care to individuals of all ages with acute, chronic or life threatening physical and/or mental health alterations.
10. Contribute to teaching of patient and family regarding disease process, prevention, recovery, diet, medications, etc.
11. Recognize and reduce the client's potential for developing complications or health problems related to treatments, procedures or existing conditions.
12. Maintain infection control measures consistent with the Centers for Disease Control (CDC) and OSHA
13. Maintain accountability for personal nursing practice within an ethical and legal framework.
14. Document nursing interventions accurately and patient responses in a timely manner.

15. Realize the personal responsibility for further professional growth through continuing educational opportunities and maintaining appropriate hours of continuing education hours to maintain licensure.

16. Identify the role of the practical nurse in various clinical settings.

17. Recognize self-worth in the contribution to the health care profession.

18. Most students will exit the program with a minimum of a Nurse Aid Credentials.

All students are to meet the same objectives throughout the program.

ADMISSION CRITERIA

1. Applicant must have a high school transcript or TAS (previously called GED) prior to July 1st, and be 18years old prior to start of clinicals. TAS may be obtained from DiplomaSender.com and mailed directly to the school.
2. Applicants must take the TABE test and score a minimum of 11.0 in each area of concentration prior to taking the pre-entrance exam. Remediation may be completed through the Adult Education Center, as scheduled by program manager. It is free of charge. It is believed that students who cannot function at this level will have difficulty maintaining pace in the LPN Program. Applicants must also take a Learning Style Inventory and establish level in all areas of WIN.
3. Applicant must pay the testing fee & complete a Pre-Admission exam with a minimum score determined by the Ralph R Willis School of Practical Nursing Program. Applicants who are unsuccessful at meeting the benchmark score can return to the Adult Education Center for a minimum of 10 hours to upgrade skills before re-testing. The Program may accept passing tests scores from SWVCC when space is available.
4. Applicant must be in good physical and mental health as verified by a licensed health care professional (physician, advanced practice nurse, PA). Appropriate proof must be in the applicant's file. Physical exam must include non-reactive PPD (chest x-ray if PPD is reactive), tetanus booster, Hep B Varicella, and MMR titers (booster for any low titer read). Dental exam with any corrective action needs to take place and completed prior to the start of class. Signature of Dentist required for verification.
5. Applicant must have on file in the Nursing Office a minimum of three references from any past employers, clergy, counselors, teachers or personal friends who have known the applicant at least three years. NO RELATIVES may submit references. If the applicant has been employed in any area of health care, a reference form is needed from the facility. The individual completing the reference must mail reference.
6. Applicant may have a personal interview. The interviewer on promptness, appropriate dress, grooming, effectiveness of oral expression, overall attitude and manner and ability to follow instructions may rate the applicant. Additional points are earned for individuals who have an active medical license (CNA, EMT), medical terminology class, or computer class.
7. Applicants are required to have random drug screens. The drug screens are done at the office of Quality Drug Testing. A photo ID and payment are required at the time of the screening. The cost of the drug screen is the applicant's responsibility. The results of the drug screen will be sent directly to the coordinator of the Ralph R Willis School of P.N. The presence of any illegal drug or prescription drug for which the applicant has no valid prescription will be grounds for immediate dismissal. Refusal to submit to a drug screen will be grounds for dismissal from class participation. Drug screening can occur any time

after students receive their acceptance letter and randomly throughout the course year. Faculty reserves the right to screen with urine dipstick or cups and alcohol screening with saliva. Any positive result will be confirmed though additional testing with Quality Drug Testing.

8. A State and National background check must be completed. The results of the background check will be sent directly to the Ralph R Willis School of Practical Nursing. The cost of the background check is the applicant's responsibility. Once the background checks are completed, the names, social security number and date of birth will be submitted to the WV State Board of Nursing for Licensed Practical Nurses for an extended search on the National Data Base. The WV State Board of Examiners for LPNs reserves the right to refuse to admit applicants to the licensure examination, who have been convicted of a felony, are habitually intemperate, addicted to the use of drugs, is mentally incompetent, or guilty of professional misconduct including conviction of a misdemeanor with substantial relationship to the practice of nursing. Anyone who has a criminal conviction should contact the WVSBE to discuss the potential impact of a criminal conviction on the application and licensure process as a practical nurse. Therefore, the Ralph R Willis School of P.N. shall not consider applicants who, because of the above, would not be admitted for the NCLEX-P.N. examination. Failure to report any such acts of criminal convictions may result in immediate dismissal from the program.
9. Must be certified in CPR; will be taught the first week of class.
10. All deadline dates must be met and applicants must be able to provide their own housing of transport needs
11. When interviews are conducted: Selection of students will be based on a point system. Points will be given for scores for each section of the Pre-Admission test, interview data, previous experience in the health care field and completion of a formal hospital or technical nursing assistant class.
14. The West Virginia Long Term Care Nurse Aide Abuse Registry will be checked prior to admission. Any person whose name appears on the Abuse Registry will not be permitted to perform any of their clinical experience in a nursing home or in a licensed distinct part of the hospital. Since these clinical experiences are a requirement of the program and the WVSBE, the individual will be dismissed from the program. The registry will be rechecked at six months and again prior to graduation. Substantiated abuse on a student's record will result in dismissal from the program at that time.
15. Any student who has been denied entry or dismissed previously in the past 24 months for misconduct/failing a drug screen, refusing a drug screen, etc. will not be permitted to re-apply to the program.

ADMISSIONS REQUIREMENTS

Students are admitted without discrimination about creed, ethnic origin, religion, marital status, handicap conditions, race, sex, or age. Anyone who feels they are discriminated against may call the Title IX Coordinator the Logan County Board of Education: 304-792-2058.

For those students whose English is a second language, there is assistance available through the Logan County Board of Education. Individuals needing assistance should see the nursing coordinator who will make arrangements with the Director of Guidance and Testing at 304-752-2080.

Once accepted into the program, applicants must have completed a physical exam by a physician, PA or nurse practitioner. The physical examination should include a 2 step PPD (if the PPD is positive, a chest x-ray is required), MMR titer, Varicella titer, Tdap, and hepatitis B vaccine (if applicant has already received hepatitis B vaccine, a hepatitis B antibody titer should be done). If students are taking medication of any kind, the applicant must list the medications on the examination form.

SEAT HOLDING FEE

A seat-holding fee of \$100.00 is due in the office by the deadline date, prior to the start of classes. The seat-holding fee is non-refundable.

TUITION

The Logan County Board of Education will determine tuition for the school year. Tuition does not include books, uniforms, or other fees. Tuition must be paid for at the beginning of each semester in full, along with books and other fees; unless arrangements have been made with the Special Populations Director. Any student who has not paid tuition in full by the beginning of the semester will not be permitted to continue in the program.

Any student who pays tuition in full and withdraws from the program may be eligible for a prorated refund, if proper procedures for withdrawal are followed. The Ralph R. Willis Career Center School policy must be followed to qualify for the refund. Textbook and lab fees are NOT refundable. Please be advised that students are required to participate in fundraisers, which help with special events and project financing. Any monetary excess will not be payable to individual students. See estimated cost sheet for breakdown of fees.

GENERAL FEE

A laboratory fee will be assessed each year to cover the costs of laboratory supplies and equipment. This fee is NOT included in tuition and is non-refundable. It also covers virtual reality clinical excursions.

CLASS DAYS AND HOURS

Class generally runs Monday through Friday. Due to the availability of clinical experiences, there may be class on Saturdays on occasion, including, but not limited to, Health Fairs, HOSA and CNA testing.

The scheduled time for classroom and clinical experiences will not exceed 32 hours per week. Normal hours of operation are 6 to 7 hours/day Monday through Friday not including breaks/lunch. Due to travel time in some clinical areas and the availability of clinical experiences, starting time may vary. Flexible scheduling is required based on the needs of the facilities. Changes may occur requiring modification to the normal daily schedule. Usual daily hours are 7:45am to 3:15 pm in the classroom. Clinical times vary according to the rotation site, typically, 7:30am start time, but specialty areas vary. It is the students' responsibility to arrange for childcare, transportation, etc. and be available during the required times. Students are given a calendar so they can determine time requirements.

Breaks

Lunch is usually taken around 11:00 am and lasts for 40 minutes. Students are to utilize this time to conduct personal business, eat, go to the bathroom, etc. Students should not be eating lunch when lecture starts, as this can be disruptive to other students. Students may use the Career Center Cafeteria for lunch. Microwaves are available for student use to heat up lunch but are expected to eat lunch in cafeteria or elsewhere, other than the classroom. The classroom will be locked and unavailable to students during lunch. Each student is responsible for cleaning up after themselves, and the microwaves and refrigerator. The program may develop a cleaning committee and each student will take a scheduled rotation in which they will assume responsibility to ensure that the dishes are washed, coffee pot is turned off, and tables are clean at the end of the day. A bathroom check will be conducted to ensure appropriate paper products and soap is available, if not, the student will write a note and post it to the restroom entrance door for the custodian.

While in the classroom, there will be a morning break of 10 minutes around 9:30 am. And one 10 minute evening break. This time should be used to take care of personal needs. It does not mean taking care of personal needs, then come back to the classroom and take lecture time to eat, chat, etc. Returning to class promptly is each student's responsibility. By being late from breaks, you disrupt not only from your learning experience, but from each classmate's learning experience. Returning to class late from break or lunch will result in a tardy being placed on your attendance record.

Please note: The door to the instructors' office is not to be used as an entrance or exit door. It is for instructor access only. Students are to use the main classroom entrance door.

While in the clinical area, breaks will be scheduled at the discretion of the instructor. The length of the clinical day is at least 6-7 hours, not including breaks or lunch. All students must report to the clinical instructor when going off and on duty. Students are to avoid eating or drinking in or around the nurse's station. Break rooms are provided at the facilities.

When at the clinical sites, you may use facilities available for lunch.

HOSA competition is incorporated into the curriculum (meaning it is not an option) and will

require a weekend in Huntington and official HOSA attire. This includes navy or black dress slacks, white shirt, blazer, and dress shoes. Each student is responsible for transportation, lodging, and meals. Typically, fundraisers assist with the cost, however, should your class elect not to do fundraisers: it will be at the expense of the student.

HOLIDAYS AND VACATION

The LPN program tries to follow the Logan County School calendar regarding all school holidays, however, there may be an occasional exception. A calendar will be given at the beginning of each year showing the schedule for class and clinical rotation. The vacation schedule includes time off in November, December, spring and a short Summer Break, in addition to major Holidays and days included for extended Holidays. However, in the event of excess class cancellation, we may have to come to class/clinical on all or part of the scheduled breaks to make up the time.

SNOW DAYS AND DELAYS

The LPN program will follow the Logan County cancellation and delay schedule related to weather. The Logan County Board of Education has a call system that calls the home to inform students of delays and closings. Please do not completely rely upon the system to call and inform you. You can also go the WV State Board of Education website and sign up for text alerts related to school delay and closing.

Please be advised that online instruction will be conducted when a cancellation occurs to help minimize lost time.

On days when classes/clinicals are on delay due to snow, flooding, etc., students should arrive no later than 9:45 for a two-hour delay. Please be advised that the lunch and break schedule will be modified during class delay. Since the day will only be a 5 ½ day, a 30-minute lunch will be taken around 12:00, and a 10-minute evening break. . In addition, students can expect to have additional assignment(s) to make-up the hours.

Please keep in mind that excessive cancellations may require class or clinical time to be made up on a scheduled break or at the end of the year. Therefore, students are cautioned about scheduling trips during spring break. In addition, the program has a Remind App where communications and discussions will be conducted for school cancellations.

SCHOOL/PROGRAM CLOSURE

In the event the program/school closes and it is during the program calendar, the coordinator/administrators will take measures to transfer students to other programs. An attempt will be made to ensure the success of the students through proper program transfer.

PROFESSIONAL COURTESY

All students are to be respectful of all school faculties and address them as Ms., Mrs., and Mr.

DRESS CODE AND PERSONAL APPEARANCE

Appearance is regarded as an important aspect of a student's overall effectiveness. All students are expected to keep themselves, neat, clean and well groomed. Modesty and decency of dress in the classroom and especially the clinical setting, is stressed. The dress code for the Nursing Program is as follows:

1. Students will be expected to wear burgundy scrubs while in class and tennishoes.
2. Sunglasses or head coverings are NOT to be worn in class or clinical settings.
3. Deodorant is required; body odor is offensive and does not portray a model nurse.
4. Certain odors can linger on clothing creating breathing difficulties for the patients and fellow classmates/instructors. This includes, but not limited to animals, smoke, foods, etc. If odor is offensive, students may be asked to leave and attendance will apply.
5. Students may wear gray long sleeve shirts under the uniform &/or lab jacket. No other covering is permitted over uniform.
6. Colored undergarments are not to be worn with white uniform. The color shows through and it may be offensive to others and is considered unprofessional.
(Graduation)

Dress should be conservative and present an attractive professional appearance.

The following specific regulations are to be observed in the clinical facilities:

1. Use cosmetics moderately and avoid perfumes/cologne.
2. Nails should be trimmed to avoid injuring patients, long nails are inappropriate. The use of artificial nails and tips are not permitted. Gel or Shellac nail polish is prohibited.
3. Clear or natural fingernail polish may be worn. No eccentric colors are permitted. Nail polish should be changed every 3 days or more frequent.
4. Hairstyles must be conservative, in good taste, clean and well kept. Some clinical facilities have in their policies that longer hair must be pulled back or up. If your hair touches your collar, it must be pulled up. Eccentric hair colors are unprofessional and unacceptable. This includes but not limited to pink, purple, blue, orange, bright red, burgundy, etc.
Male students are to be clean-shaven and mustache, if applicable must be neat and clean.
5. Excessive jewelry by a uniformed student is not allowed. One pair of small post earrings are allowed. Absolutely **NO** dangling earrings are to be worn while in the clinical areas. Excessive jewelry is considered such things as bracelets, necklaces and rings other than wedding rings. **ABSOLUTELY NO TONGUE RINGS, EYEBROW, LIP, NOSE, CHEEK JEWELRY, PLUGS OR SPACERS!**
6. Uniforms are the responsibility of the student and are to be kept neat, clean, ironed and repaired. The approved school uniform must be worn during all clinicals. .
7. Shoes must be clean. Safety, comfort and appearance are the main considerations for acceptable footwear. Shoes are NOT to be worn outside the clinical setting. Shoes must be brought to clinicals, not worn to clinicals and are not to be worn for other reasons outside the clinical setting. New shoes are required to be purchased at the beginning of class. Black is the chosen color for clinical dress.

There should be a different pair of shoes for class.

8. You must be identifiable as a student at all times. You must be prepared at all times for clinicals. This includes, but not limited to stethoscope, BP kit, black ink pens, note pad, watch, nametag etc.
9. Visible body piercing jewelry may NOT be worn. NO tongue, eyebrow, lip, etc. jewelry.
10. Tattoos containing profanity, any sexual connotation, religious, or satanic symbols, must be covered. If a tattoo of this type, is visible with clinical attire, it must be covered while in the clinical setting.
11. Students who chew gum are to do so in an inconspicuous manner. No blowing bubbles, popping or chomping.
12. Proper hygiene is necessary. Students are to have clean hair, nails, teeth and body.
13. No offensive odors will be tolerated.
14. Students are not permitted to have stethoscope covers due to infection control issues.

Faculty reserves the right to send a student home &/or give an unsatisfactory clinical performance evaluation when such behaviors and dress are not adhered to.

Any student who refuses to follow the command of the instructor will be dismissed from clinicals and the attendance policy will apply. Any student with repeated offenses will face reprimand. The student will have disciplinary measures taken and the event reviewed by staff to determine appropriate action, which could include dismissal from the program.

TOBACCO USE

Tobacco use is not permitted in any county or state operated school building or on school grounds. The use of tobacco in any form (snuff, chewing tobacco, cigarettes, e-cigarettes/vaping etc.) will not be permitted in the Career Technical Center or on the grounds.

Most health care facilities are now designated as smoke free. Use of tobacco products is allowed in designated areas outside the buildings only at break time and in the appropriate areas.

The use of tobacco products in any area not designated as a smoking area, whether at the Technical Center or affiliating clinical agency will be grounds for dismissal.

LOCKERS

Each student is assigned a locker. The space is to be utilized to hang coats, for books, purses, etc. The purpose is to protect personal items, so keep your locker locked. The school will not be responsible for lost articles. All personal items are to be kept in the locker space and not at the desk.

PARKING

Parking at the Career Center is free. Students are permitted to park in the lower lot only. There will be NO PARKING permitted in the teacher's parking lot. Only the front entrance to the

building is to be utilized by students.

While at clinical facilities, students are to park in designated areas. At Logan Regional Medical Center, student parking is in the upper lot, past the sign designating employee parking. Failure to park in designated areas will result in disciplinary action and unsatisfactory clinical performance.

NAME/ADDRESS CHANGE

Any change in your name, address, or phone number should be reported, in writing to the Nursing Office as soon as possible.

OUTSIDE EMPLOYMENT

Students are permitted to hold a part-time job as long as they maintain scholastic standing. The job must not interfere with the student attending lecture or the clinical rotation. Since the student is required to attend some “out of county” trips, the job may interfere with the student’s performance in this area. Clinical times are adjusted based upon the site, so you must be able to be flexible with scheduling. In addition, students may not work a midnight shift before clinicals. It is a safety hazard for students to participate in clinicals after working all night.

DRUG TESTING

Students will be required to submit to random drug/alcohol screening during the course of the year. Screening may be requested at any time by the nursing faculty of the practical nursing program, and will be performed in accordance with proper chain of custody procedures. The drug screen will be at the expense of the student. Students are required to pay the current fee for the pre-entrance drug/alcohol screening. The random drug screens may be done at any time throughout the school year. Any positive result to which the student does not have a valid prescription and letter from the physician regarding clinical ability will result in immediate dismissal. The instructor reserves the right to have the student screened by another facility or by quality drug screening. Screening may also be performed using the urine cups/dipstick. If a positive result is determined, Quality Drug Screening or hospital lab draw will confirm it.

Upon request of the nursing faculty or administration, if reasonable cause exists, the student will agree to submit to testing to determine whether alcohol, controlled substances or illegal substances are present in his/her blood and/or urine/hair sample. Testing will be done as soon as possible. Testing due to probable cause will be at the expense of the student. Refusal to submit to any drug/alcohol screen will result in immediate dismissal from the nursing program.

At no time should any student engage in direct patient care in any clinical agency while under the influence of any drug, alcohol or medication that alters his/her level of consciousness or mood.

All medications for which a student has a valid prescription should be documented in the student’s file at the school. If the student has any drug in his/her blood/urine/hair sample and there is no documentation in the student’s file, the student will be dismissed from the program. The presence of alcohol or illegal substances will be grounds for immediate dismissal.

Any student, having a valid prescription for an antipsychotic, antidepressant, pain medication, etc.: any drug that could alter judgment must have a letter from the prescribing physician stating they are stable on the medication and competent to perform in a clinical setting.

Any student, who tests positive for drugs or alcohol at any time during the candidacy process or after admission, will not be permitted to participate in the program at any time, present or future. The individual will forfeit any entrance or continuance in the Ralph R Willis School of Practical Nursing Program.

SUBSTANCE ABUSE TREATMENT

Any student who is being treated with Methadone, Suboxone, Vivatrol, etc. is prohibited from participating in clinicals. Individuals must understand that clinicals are a necessity of the program. Nurses are held to a higher standard. You may discuss this further with your coordinator for specifics regarding the restrictions. All students must meet the same objectives and some facilities may not permit students to participate in the clinical setting.

FIRE DRILLS

Fire drills are conducted periodically at the Career Center. Students must be aware of the exit sites from the classroom. When the fire alarm sounds, students must stop work immediately and quietly exit the classroom in single file. You should exit the front of the building quickly and proceed down to the bridge. Instructors will follow students, closing all doors and with a class roster. Return to the classroom when a clear signal is given.

DANGEROUS WEAPON POLICY

Any student who is found harboring dangerous weapons upon themselves or school property will be subject to immediate dismissal. The definition of a dangerous weapon is found in West Virginia Code, Chapter 61. This includes, but is not limited to guns, knives, brass knuckles and other similar weapons.

PREGNANCY

A pregnant student may continue in her education in accordance with the Pregnancy Disability Amendment of the Title VII Rights Act and the written approval of her physician. The student assumes all responsibility for any risk involved and must present a physician permit to continue in the program at least once a month. The student must sign a liability waiver.

A student who delivers during the school year will be required to complete the program according to the absenteeism policy. If a student delivers during vacation, holiday time, etc., she must have her physician's written approval to continue in the program. The student assumes all responsibility for any risk involved in early return to the program.

ILLNESS/ACCIDENTS/INCIDENTS

Students involved in any kind of accident or incident at a clinical site should notify the supervisor and clinical instructor. Facility procedures will be followed with respect to Incident/Accident reports. A copy of all such reports should be given to the Coordinator to be placed in the student's file.

Students will be responsible for their own medical care if they become ill during the school year. It is recommended that each student carry medical insurance.

The school is not responsible for any illness or injury occurring while the student is performing school/clinical assignments. If a student becomes ill when at school or in the clinical area, he/she must make his/her own arrangements to see a physician.

TELEPHONE

The school telephones are business telephones. **THEY ARE NOT INTENDED FOR STUDENT USE.** Only in cases of emergency or a matter of school business will students be permitted to use the school phone. Unauthorized use of phones will result in a disciplinary action form being placed in the student's record. This policy also applies to all clinical areas.

Phone calls and messages for students will not be taken in the office. Please ask family members to call the nursing office for emergencies only.

STUDENTS ARE ASKED TO REFRAIN FROM CALLING THE INSTRUCTORS AT HOME

Cell Phones

Cell phones are *Not* permitted during scheduled class or clinical hours. Phones are to be placed in lockers or left in the vehicle. Any student caught in possession of their cell phone will have disciplinary action taken. Written documentation will be kept regarding continued offenses and result in dismissal from the program. 1st offense verbal warning and dismissed the remainder of the day with attendance counted. 2nd offense written warning and dismissed the remainder of the day with attendance counted. 3rd offense dismissal from program.

COPY MACHINE

The copier is a necessity for the success of the program. It cannot be used for personal interests of the student. Faculty cannot and should not be asked to copy material for individuals. Students are to arrange to copy material by other means than the office copier. Staff members are prohibited from copying material for student's personal needs. This includes student made study guides. Students are NOT to ask facility staff to make copies of forms for clinical purposes.

OFFICE HOURS

Students may enter the instructor /coordinator's office before start of class and after class. Time is a precious commodity for us all and to accommodate each request at various times of the day can be disturbing. Therefore, if a student questions a grade or wishes to ask a question about a test,

etc. The time to do so is before or after class. In addition, any request for documents, letters, etc. needed from the coordinator needs to be made in writing to ensure completion. The requested information can be expected with a reasonable amount of time; usually within three days.

VISITORS

All visitors to the Career Center must stop at the office, sign in and obtain a visitor's pass. If someone transports you to and from school, they must obey speed and parking regulations posted. There is no parking in front of the Career Center. No student will be permitted to bring child/children to class or clinicals.

CURRICULUM/ COURSE DESCRIPTIONS

The curriculum is divided into Units and presented in semesters. Units are divided into lessons, which contain theory and clinical practice. Each unit progresses from simple to complex areas of study, and each unit is inter-related to other units. In other words, understanding and mastery of the curriculum is on going. One cannot memorize material and then discard it. Understanding and mastery of the objectives for each unit is necessary for success in the mastery of subsequent Units.

Units and lessons are allotted hours necessary to fulfill WV State Board requirements for practical nursing programs.

Units in the nursing curriculum are:

Unit 1 Fundamentals of Nursing

Prepares the student to provide basic patient care and skilled procedures in the health care setting. The unit presents concepts related to the nursing process and includes medical terminology.

Unit 2 Personal and Vocational Relationships in Nursing I

Helps to prepare the student to function ethically and legally within the role of a Licensed Practical Nurse. This course explores the cultural and spiritual dimensions of humanity. The importance of self-understanding and continued personal growth is stressed. The unit includes Medical Terminology and WIN.

After completion of Fundamentals, students are required to take and pass the CNA exam. It is an integrated part of the program to ensure mastery of skills. Testing dates for the exam are typically on a Saturday.

Unit 3 Growth and Development

Presents human development as a lifelong process of physical, behavioral, cognitive, and emotional growth. The course helps to have an understanding of the growing and maturing process.

Unit 4 Anatomy and Physiology

Involves the study of basic structure and function of the human. It helps students understand body parts involved with various disease states.

Unit 5 Obstetrical Nursing

Presents theory on the concepts of normal human reproduction and maternal-child nursing. The primary focus is on normal prenatal and postpartum care.

Unit 6 Pediatric Nursing

Emphasis is placed on normal growth and development, as well as health promotion in infants, children and adolescents. Included are common conditions of illness in these developmental groups and associated nursing care.

Unit 7 Introduction to Nutrition

Emphasis is placed on the basic principles of nutrition and diet therapy. This enables the student to apply basic principles related to proper nutrition for individuals across the lifespan and dietary modifications necessary for various states of disease.

Unit 8 Geriatric Nursing

Presents theory related to the normal aging process as well as pathological conditions common to the aged population and associated nursing care.

Unit 9 Pharmacology

Presents theory related to drug classification and application to disease conditions. Drug preparation, administration and its legal implications are stressed. This focus serves as a basis on which the student can build when drug classifications, action and nursing implications are presented in other Units such as Geriatrics or Medical-Surgical Nursing.

Students will be required to take and pass a dosage calculation test with 100% proficiency.

Unit 10 Psychiatric/Mental Health Nursing

Introduces basic mental health concepts and presents the psychological and physiological connections that impact adaptation. Common maladaptive mental illnesses, characteristics of these illnesses and therapeutic interactions are taught. The course prepares the student to recognize the emotional and psychosocial needs of clients and focuses on the use of therapeutic communication techniques.

Unit 11 Medical-Surgical Nursing

An emphasis is placed on theory related to disease and medical and surgical interventions. The major focus is on nursing care and the use of technical skills to accomplish goals, assisting the nursing team in assessment, planning, implementation and evaluation of care. Associated diet therapy and pharmacology are included.

The nursing curriculum is systematically organized to present nursing and health care principles and theory from the simple to the more complex. A solid foundation of core knowledge is necessary to achieve an effective understanding of each subsequent level of learning.

In the semester, emphasis is placed on units to promote the beginning skills, knowledge and interactions necessary in practical nursing. In the following semester, units are designed to develop knowledge in medical-surgical, pediatric, psychiatric and geriatric nursing are presented.

CLASSROOM GRADES

Each student must maintain an 80% average in each subject. Students unable to maintain a C average (80%) will be dismissed from the program.

No course may be repeated. No re-testing will be done. The lowest test grade will NOT be dropped.

Pop quizzes missed due to an absence or partial absence cannot be taken or “made up.” A zero will be documented.

Pop or unannounced quizzes may not be made up regardless of reason for absence. A zero will be documented.

Any test that is missed and eligible for makeup will be taken immediately upon return to class, as designated by the instructor. Failure to make contact with the instructor upon immediate return will result in a zero. The student will not be allowed to make up the exam/quiz. The instructor will designate whether the student will take the make-up exam the day of return or a later date. Therefore, the student should be prepared for the exam the day of return. Make-up exams will automatically have 5% deduction score.

The student is expected to arrange for classroom make-up work the day of return to school. Arrangements for make-up tests are the student’s responsibility. If the student fails to arrange for make-up work upon the immediate return to class, a zero will be recorded. The faculty has the option to give a different test or quiz as a make-up. Not only is the student expected to make-up any test the he/she missed, but to be prepared to take any test scheduled the day of return.

In addition, any assignment not turned in at the time the instructor indicates will result in a zero. No assignment will be accepted late. This includes turning an assignment in later the same day. It is due when the instructor collects it. Students are to bring assignments to class, if left in the car; you will not be permitted to get it. Also, if an assignment is due and you are absent that day; you must send it by someone or take a zero. No Late Submissions for credit. In addition; even though you are absent and do not submit your assignment and given a zero; you must still do the assignment and turn it in on the next return of class day. This includes presentations.

Comprehensive Final Exams will be given in each unit of instruction except PVR. Any student

who is absent on the day of a final will be awarded a “zero”. Any student who is not present when the exam is starts will not be permitted to take the exam. There will be NO make-up for any final exam, regardless of the circumstances. If a zero is awarded, it is virtually impossible to pass the course. Therefore, attendance is mandatory. Additionally, any student who fails a system exam will be required to do remediation in Medical-Surgical Nursing.

All tests must be made-up by or on the day of the Final. If a student has not completed all the course exams by the date of the scheduled final exam, a zero will be recorded.

The grading system will be:

- A = 93-100%
- B = 86-92%
- C = 80-85%
- F = below 80%

The scores are entered into the computer and the scores are calculated accordingly. Students earn the grade they receive.

*****There is NO extra credit.*****

The composition of a Unit grade will be:

- Quizzes = 10 %
- Unit tests = 60 %
- Final exam = 30 %

The exception is PVR, which will be: Tests 80% and Quizzes 20%.

Students are allowed 1 minute per question. No drinks, backpacks, books etc. allowed at the student’s desk while testing is in progress. Complete silence is enforced as to avoid any disruption of concentration of others.

Students are prohibited from leaving the classroom during an exam. Utilization of the restroom needs to be done prior to or after completion of the exam. In the event of an emergency and a student must seek bathroom privileges; an instructor will accompany.

Students are to refrain from asking questions during an exam. If there are concerns, students may address them after the test has been handed in by sending a message via Engrade or Remind in a timely manner. Instructors will address questions and concerns after all students have completed the test. Unnecessary conversation is disruptive to other students. If a student believes an error in grading occurred, the student has 10 days to submit a written request to the instructor to consider the grade in question. Test grades become Final after 10 days.

Instructors will analyze test questions to determine if a question(s) are relevant to content. Test

keys will not be available for student review before a final.

Testing will be computerized or in the event of glitches; Scan-Tron's may be used for testing. Students must use a #2 pencil for filling in the answer sheet. If a student erases, he/she must initial the right side over from the number erased. This alerts instructors to check accuracy of the grading system. If initialing is omitted, and the answer is correct but the scan-Tron machine marks it wrong, the staff may not catch the error and therefore, deemed student error. Students will Not be permitted to get back the scan-Tron back after it is handed in. If a student test sequence gets off, they will Not be hand graded.

Please be advised... Test scores will be made available the next class day by lunch. Please Do Not ask instructors if a test has been graded. Computer based questions will be scored immediately.

It is the student's responsibility to keep track of grades. Students will have access to Engrade with a personalized sign in to access grades.

Any student falling below the 80% threshold at mid-course will be required to stay in class until 3:30 daily until the percentage increases. It is considered a study hall course. On clinical days, students will go back to the school for the added time.

DEVELOPMENT ASSESSMENT TESTS

Upon completion of the subject area (e.g. Fundamentals, Pharmacology, Nutrition, OB, Pediatrics, etc.), a comprehensive exam will be given and the student's grade will be averaged according to policy. An assessment test will then be administered for that subject. Each student must pass, with the recommended testing standard of the testing company. If unsuccessful, remediation assignments will be given to complete with a deadline attached. The remediation assignments will require an 80% for passing to be considered. If the deadline is not met, the student will be placed on probation, pending dismissal. Additional assignments may be made for remediation if the student does not meet the required score of the remediation efforts. Each time a student is unsuccessful with the remediation process, additional assignments will be implemented. Students may be required to pay the required testing fee to re-test.

Near the end of the program, students will be given a Diagnostic Readiness Test prior to graduation. Students will be permitted to take the exam as many times as needed to meet academic standards. However, the cost of the testing is at the student's expense. Students need to be aware that they will be required to pay associated fees of the testing. Students are expected to pass the exam in order to receive a graduation certificate. If the student is unsuccessful, they may be required to do additional work before a graduation certificate will be awarded. It is the intent of the nursing faculty to help ensure the students are ready to take and pass the NCLEX Exam.

Students are also required to take a three-week preparation course through the National Council for Nursing (NCSBN). The cost of the review is the students' expense.

CLINICAL GRADE

Clinical performance evaluation will be completed during each semester using a satisfactory/unsatisfactory rating system. Students who do not meet clinical standards will be dismissed from the program. Composition of the clinical performance grade will consist of three categories:

1. Personal and Professional Behaviors
2. Clinical Objectives
3. Written/Electronic Assignments

Three (3) unsatisfactory clinical performance grades in any of the categories will result in dismissal from the program. In addition, students are expected to successfully perform a head to toe assessment with a minimum of 80% completion. Student will be given two attempts to complete the skill but an unsatisfactory will be given if not completed on the first try. Students who cannot complete the skill will be unable to participate in clinicals and therefore lack the ability to complete the program.

PERSONAL AND PROFESSIONAL BEHAVIORS

Personal and Professional Behaviors embody the concept of professional conduct as a nurse. Grading will be based on a satisfactory or unsatisfactory evaluation of these behaviors as documented by the clinical instructor. Satisfactory is passing. The concepts of professional conduct will be explored with students in Personal and Vocational Relationships in Nursing and throughout the Policies. Personal and Professional Behaviors are as follows:

A. PERSONAL RESPONSIBILITY

1. Laboratory attendance
2. Notifies of absence
3. Punctual
4. Dress conforms to acceptable professional standards
5. Responsible
6. Exhibits good health
7. Operates within role and responsibility

B. LABORATORY PREPARATION

1. Reads and reviews
2. Discusses the objectives
3. Completes Skills

C. FLEXIBILITY-INITIATIVE-CREATIVITY

1. Can adapt to change
2. Initiates activity
3. Uses available resources
4. Follows directions and adapts
5. Uses extra time constructively

D. PATIENT CARE

1. Identifies the patient's nursing care needs

2. Makes and uses pertinent observations
 3. Organizes nursing care
 4. Evaluates patient needs in setting priorities
 5. Sees the patient holistically
 6. Recognizes need for independence
 7. Recognizes the limits of safe practice
 8. Recognizes and uses health teaching
 9. Aware of family relations
- E. CRITICAL THINKING
1. Recognizes obvious errors or questionable practices
 2. Transfers and utilizes theory and knowledge
- F. SHARING AND COMMUNICATION
1. Shares experiences
 2. Initiates group activity
 3. Uses appropriate terminology
 4. Recognizes and records pertinent observations
 5. Knows and uses various communication skills
 6. Personal and Professional Behaviors
- G. INTERPERSONAL RELATIONSHIPS
1. Recognizes the rights of others
 2. Genuinely concerned
 3. Recognizes and evaluates the effects of personal behavior
 4. Interacts effectively within the group
 5. Participate in teamwork
- H. SELF EVALUATION AND AWARENESS
1. Utilizes learning experiences
 2. Recognizes weaknesses and strengths

THERE WILL BE NO PROBATION FOR A STUDENT FAILING PERSONAL AND PROFESSIONAL BEHAVIORS.

Classroom and Clinical Behavior

It is important for each instructor and student to remember that classroom and clinical time needs to be conducive to learning. Each person is expected to maintain a level of professionalism that will enhance the learning environment. It is a privilege that agencies allow our students into their facilities. Please be advised that negative and derogatory behavior will not be permitted and gives a poor impression of The Ralph R Willis Career & Technical Center. The following are general guidelines:

Be Courteous and Respectful

Student will address each person by his/her name and treat him/her respectfully. Foul language will not be tolerated. Students are not to belittle, harass, or bully one another. Students are not to

interrupt when another person has the floor.

Be Punctual

Learning is disrupted when unnecessary interruptions are made. Please be in your seat and ready to start at the given time. Students are expected to be prompt when going to and returning from lunch or breaks.

Be Prepared

Preparedness is essential to professional behavior. Students need to make sure they have supplies necessary for class/clinical and that all assignments and homework are completed in accordance with the instructor. Lack of preparedness may result in the student being sent home for the day and the absence will count against the student.

Accountability and Responsibility

As a student, you will be responsible for applying all your knowledge in the clinical setting. It is each student's responsibility to take advantage of learning opportunities. If you are having difficulty with theory or skill, ask for additional instruction. Involvement in the lecture and class discussions is essential to the teaching-learning process. Never perform any task if you are unsure of the proper skill or technique. Always remember that patient safety comes first.

UNSAFE AND UNPROFESSIONAL PRACTICE

Unsafe clinical practice shall be deemed behaviors demonstrated by the student, which threaten or violate the physical, biological, or emotional safety of the patient assigned to his/her care. The following are examples, which may serve as guidelines for the student's understanding of unsafe clinical practices. Examples are not inclusive.

PHYSICAL SAFETY: Unsafe behaviors - inappropriate use of side rails, wheelchairs, positioning straps and equipment, lack of proper protection of the patient, which potentiates falls, lacerations, burns, etc.

BIOLOGICAL SAFETY: Unsafe behaviors - fails to recognize errors in aseptic technique, performs technical actions without appropriate supervision, fails to seek help when needed, etc.

EMOTIONAL SAFETY: Unsafe behaviors - threatens patient, makes patient fearful, provides patient with inappropriate or incorrect information, fails to seek help when needed, demonstrates unstable emotional behaviors. Use of vulgar or profane language or sexual harassment is some examples, but not limited to, threats to a patient's emotional safety.

Unprofessional practice shall be deemed to be behaviors demonstrated by the student, which are inappropriate to the student-instructor, student-personnel or student-patient interactions, which may be interpreted as unsafe practice or to reflect negatively upon the practical nursing program or the Ralph R Willis Career Center. Students are legally and ethically responsible for the clients/patients assigned to their care.

Examples of unprofessional practice include, but are not limited to verbal or non-verbal language, actions or voice inflection that compromise rapport or working relations with patients, family members of patients, staff, physicians, or instructors which may compromise contractual agreements and/or working relations with clinical affiliates, or constitute violations of legal or ethical standards.

One illustration of the above would be breach of confidentiality. Breach of confidentiality is an invasion of privacy in which a patient's rights are violated by public revelation of confidential or privileged information. Such actions not only violate the patient's rights, but also violate the trust and confidence of both the patient and public. The concepts of privileged communication and breach of confidentiality will be explored in PVR. **Any breach of confidentiality will result in dismissal from the program.** Such a breach may include, but not be limited to discussion of patient information in a public place or discussion of patient information on a telephone.

Violations of these standards are considered to be of exceptional importance. At the clinical instructor's discretion, the student may be removed from the clinical site. Such a violation will result in the student being placed on probation and may result in dismissal from the program.

CLINICAL OBJECTIVES

Clinical objectives are goals that can only be met during the time spent in the hospital, nursing home or community agency doing patient care or observing care under the supervision of a clinical instructor or designee. Grading will be based on satisfactory or unsatisfactory completion of these objectives. A satisfactory rating is passing. Once objectives have been mastered, the student is expected to function at that level of competency and build upon it.

CLINICAL WRITTEN/ELECTRONIC ASSIGNMENTS

The clinical instructor will assign written/electronic assignments. Students will be expected to complete Nursing Care Studies for assigned patients. A Nursing Care Study is an in-depth, written report on a patient and consists of four parts: Diagnosis/Patient information, Diagnostic Tests, Nursing Care Plan and Medications. The clinical instructor must approve each Nursing Care Study and each must cover a different body system. Each of the four parts will be scored as satisfactory or unsatisfactory. An overall rating of satisfactory is required. On the weeks a Nursing Care Study is not required, a written/electronic clinical assignment will be at the discretion of the instructor. An overall satisfactory rating on all written work is required. Three unsatisfactory ratings during the course will result in an overall unsatisfactory rating. An overall unsatisfactory rating will result in dismissal from the program.

STANDARDS FOR WRITTEN ASSIGNMENTS

All written assignments required for clinical or classroom should conform to these standards: (unless otherwise specified by the instructor)

1. Typed, double-spaced.
2. Correct grammar should be used.

3. Correct spelling should be used.
4. When indicated, use specific topics or headings for sections of the paper.
5. All papers should be in the student's own words. Assignments copied from a book will result in an unsatisfactory or failing grade.
6. All assignments should be completed on the required form when one is available.
7. For clinical research, at least two references must be used. **REFERENCES SHOULD BE CURRENT. ANYTHING OVER 5 YEARS OLD IS UNACCEPTABLE, UNLESS SPECIAL APPROVAL IS RECEIVED FROM YOUR INSTRUCTOR IN AREAS OF HISTORY.**
8. Correct bibliography form and references should be given for each reference. You may use APA or MLA format.
9. All assignments **must** be placed in a folder. Supplying folders for all assignments is the student's personal responsibility.
10. Work should be neat. Stray marks, scratching out, spills, etc. Will result in a reduction of your score.
11. All assignments should be turned in promptly when due. Papers are due in the morning. Working on a paper during class in order to finish it before the end of the class day is NOT acceptable. Assignments will not be accepted when turned in late. If the assignment is scored as satisfactory/unsatisfactory, it will be recorded as unsatisfactory if not turned in first thing of the morning.

DISCIPLINARY ACTION/PROBATION

Disciplinary action may be taken at any time regarding classroom and/or clinical performance. An instructor or the coordinator may place a student on probation. Probation is a trial period in which the student must improve or be withdrawn from the program. A student may be placed on probation in the practical nursing program for any of the following reasons:

1. Academic failure
2. Unsatisfactory performance in the clinical setting
3. Unsafe or unprofessional practice/sleeping in class
4. Inability to maintain physical or mental health necessary to function in the program
5. Attendance problems
6. Belligerence or insubordination

Probation may begin following a conference with the student. Members present may include faculty, the coordinator or a member of the Career Center administrative staff. Disciplinary Action forms will be filled out and signed by all parties attending the conference.

A verbal warning may be given at any time regarding classroom and/or clinical performance, appearance, attitude or conduct. The verbal warning will be documented in the student's file and the student will be placed on probation for ten school days. At the end of this period, a written warning will be issued if the student has not shown the necessary improvement. The disciplinary action will remain in the students file to determine conduct standards.

The faculty member or the coordinator indicating the violation may deliver a written Disciplinary Action form to the student. The student signs a statement of receipt and is placed on probation for ten school days in which time satisfactory improvement must occur. If improvement is not demonstrated, a letter will be issued to the student requesting the student's withdrawal from the program.

PLAIGERISM POLICY

Plagiarism is defined in dictionaries as "the act of using or closely imitating the language and thoughts of another author without authorization and the representation of them as one's own original work." It is the student's responsibility to clearly distinguish their own work from that created by others. Students are responsible for both intentional and unintentional acts of plagiarism. This includes, but not limited to oral, written and graphical material, published and unpublished work and downloadable material from the internet. If it is determined that a student has plagiarized, a zero will be awarded on the assignment. The second offense will result in immediate dismissal.

IMMEDIATE DISMISSAL

Students will be subject to immediate dismissal without warning for certain offenses including, but not limited to the following:

1. Intoxication or possession of intoxicating beverages on school property or at a clinical site or on a school function. The student will be required to take an alcohol screen at his/her own expense if suspected. Refusal to submit to a screening will result in immediate dismissal.
2. Possession of or presence of illegal drugs or controlled substances in a drug screen or refusal to submit to a requested alcohol or drug screening.
3. Personal violence, threatening, intimidating, coercing or interfering with students, employees or patients.
4. Unauthorized possession of weapons.
5. Failure to comply with the tobacco policy of Logan Co. Board of Education.
6. Failure to notify the instructor of the need to take medically prescribed mood or behavior altering drugs.
7. Any deliberate act jeopardizing the well-being of a patient or co-worker; Considered to be unsafe practice, a threat to physical safety, biological safety, and/or emotional safety. (This includes gossip or any communication causing harm to others.)
8. Theft or dishonesty. (cheating/plagiarism)
9. Declaration of incompetence by authorities or medical evidence.
10. Insubordination. (Refusing to follow direction of instructor, use of profane language)

- or belligerence, verbal or physical abuse)
11. Falsification of documents.
 12. A failing theory grade, upon completion of subject.
 13. Failure in clinical progress evaluations.
 14. Nonpayment of tuition and fees.
 15. Failure to abide by the policies set by each affiliating agency.
 16. Breach of confidentiality or divulging information to unauthorized individuals.
 17. Absences, as set by the attendance policy in the handbook.
 18. A failing grade in clinical resulting from absenteeism 18 hours.
 19. Two failures to notify the clinical facilities/instructors when unable to report for duty.
This is considered unsafe practice and can be considered negligence or abandonment.
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20. Failure to disclose any type of information, which may prevent the student from taking the State Board Examination. Example: DUI's, addiction.
 21. Accessing internet sites containing pornography, profanity or chat rooms.
 22. Failure to complete remediation work for comprehensive testing to which students are below the 70% standard.
 23. Disorderly or immoral conduct on school or clinical sites.

GRIEVANCE PROCEDURE

The faculty recognizes that from time to time problems arise regarding written school guidelines, policies, rules, regulations, scheduling, grading, the student role, etc. The purpose of the grievance procedure is to provide a means by which the program and the student body reach a solution to school related problems that may occur. Thus, student morale is maintained, learning enhanced, and patients in the affiliating hospitals are better served when mutual efforts are exerted toward constructive solution to problems.

Students should feel free to use the procedure without fear of reprisal. This format applies to any individual student who believes he/she has a complaint against any one individual student or teacher within the program. Complaints such as this must first be discussed in private between the persons involved. In the event the complaint is not resolved to the satisfaction of both parties, they should seek the aid of the program coordinator.

1. If a student has a complaint concerning disagreements arising from working relationships, conditions, practices, or observes school decisions that he/she feels are contradictory with program policy, the student will bring the problem to the Student Council. The appeal to the council must be presented within five days of the noted problem or disagreement. The student council will document the complaints, investigate, evaluate and offer suggestions for the resolution of the complaint. The solution should be offered within 5 days.
2. If the student is dissatisfied with the decision of the Student Council, a written appeal may be presented to the Coordinator, through the committee chairperson, within five days of the date the reply is received from the Council. The appeal to the

Coordinator must be in writing. The student who requested the appeal will have the prerogative to meet with the Coordinator. The Coordinator must reach a decision within 5 days of receipt of the written appeal.

3. If the student is dissatisfied with the decision of the Coordinator, the matter may be appealed following the formal grievance procedure of the Logan County Board of Education. Level One - A formal grievance must be lodged by the student with the Center Director in writing, on the prescribed form and signed by the student. Such grievance shall be lodged within ten days of the Coordinator's decision, or the grievance shall be invalid. Any discussion with the Center Director concerning the grievance shall be by the student on his/her own behalf. Within five days after the grievance is lodged, unless extended by mutual agreement of the director and the grievant, the principal shall state the decision in writing to the appropriate parties.
4. Level Two - Within five days of receiving the decision of the Center Director, the aggrieved student may appeal from the decision to the next administrative level. The appeal shall be in writing on the prescribed form and signed by the grievant. Within five days of receipt of the appeal, the administrator receiving the appeal shall try to adjust or resolve the grievance amicably. If the efforts at amicable adjustment do not resolve the grievance, the same procedure and time limitation referred to in Level One shall prevail.
5. Level Three - within five days of receiving the decision of the administrator at Level Two, the student may appeal the decision to the superintendent of schools in writing and signed by the grievant. The superintendent may choose to:
Review all written decisions and transcripts of previous meetings and issue a written decision within five days to all parties.

Or

Conduct a hearing himself or with all persons who participated at Level Two and issue a written statement to all parties within five days.

6. Level Four - Within five days of receiving the decision of the superintendent, the grievant may appeal the decision to the Board of Education in writing and signed by the grievant, through the superintendent or secretary of the Board of Education who shall present the grievance to the Board of Education. The Board of Education within a reasonable time shall: Review all written decisions and transcripts of previous meeting and issue a decision to all parties.

Or

Conduct a hearing with all persons who participated at Level Three and issue a decision to all parties concerned within ten days of such hearing. Such decision by the Board of Education shall be final except those appeals to the State Superintendent of Schools under certain provisions of Chapter 18 and 18A, which may be appropriate, and proper re-address may be sought through the courts, should the student so choose.

7. The Council on Occupational Education (COE) recommends that complainants first attempt to resolve complaints through the institution's established policies and procedures. Once the institution's procedures have been exhausted, the complainant

may file a written and signed letter of complaint to COE describing the nature of the grievance and the preliminary steps taken to resolve the problem. Once the letter is received by COE, a Complaint Certification form is mailed to the individual filing the complaint. The complainant has 14 days to return the signed and completed certification form to COE. The Council staff will then send a copy of the original letter of complaint and a copy of the certification form to the institution. PCTC will have 21 days to submit a formal response to the Council. After the response has been received by COE, the Council will send a copy of the complaint letter, certification form, and institutional response to members of the Commission who will have 21 days to render a judgment on the complaint. The Commission may rule that (a) the institution has responded adequately to the complaint; (b) the institution has not responded adequately and must take appropriate action to resolve the issue; or (c) more information is needed from either the complainant or the institution in order for a judgment to be rendered. Complainants should allow for at least 42 days for the Commission's decision on a complaint once the Council has received a signed Complaint Certification form. The Commission attempts to resolve all complaints within 60 days.

VOLUNTARY WITHDRAWAL

Any student who wishes to withdraw from the program must notify the coordinator of the Practical Nursing Program by phone or in person on the day of withdrawal. A written statement of the reason for withdrawal must follow this. All withdrawing students will be expected to have an exit interview with the Coordinator for the following reasons: to make certain the withdrawal is not based on a misunderstanding and/or condition, which could be remedied; and to obtain information leading to improvement of the learning environment. This information is regarded as strictly confidential. Consideration for readmission is not possible without a written withdrawal form signed by the student and placed in their file by the Coordinator.

Books, lab and seat holding fees are non-refundable. When a student withdraws or is dismissed from the school, tuition may be refundable on a prorated basis. However, not all other fees are.

READMISSION

Non-graduating students of the Ralph R Willis School of Practical Nursing will be considered for readmission prior to the beginning of each semester if all admission/readmission criteria are met. A student must have been admitted in the previous year class. Exam results will be held. If a student is unsuccessful for two years, they must go through all procedures as a new student. Returning students will be responsible to pay for end of course testing, purchase any new or revised textbooks, pay for any expenses related to the course and adhere to the same policies and procedures as their peers. Students making application to return for the second semester will be required to pass a Fundamentals course exam to ensure mastery of foundational concepts. If a student fails out during the first semester, they will be required repeat the course from the beginning.

All requests for readmission must be submitted in writing to the Nursing Coordinator. A committee of faculty and administrative staff will review all requests, and a decision for readmission will be a committee decision. Any student, who fails to complete the program on two occasions, will be required to go through the entire process again, including pre-admission testing.

Any student or candidate of the program who tests positive for drugs or alcohol at any time will not be permitted to participate in the program.

Readmission Criteria:

1. A written request for readmission must be received prior to the start of a new semester.
2. All withdrawal policies were followed.
3. The student had satisfactory and safe clinical performance.
4. The request for readmission is no more than one year from the date of withdrawal.
5. The student must have maintained a satisfactory rating for Personal and Professional Behaviors.
6. Academic status will be evaluated. Failure in more than one area will result in non-readmission.
7. Any personal and/or family problems such as poor health, lack of transportation, etc. that contributed to the withdrawal must have been satisfactorily resolved.
8. Any student who is readmitted as a full time student will be required to pay all fees and expenses as outlined on the cost sheet.

TRANSFER POLICY

Any student dismissed from another nursing program for cause other than academics, (absence, failure of drug screening, etc.) will not be admitted to the Ralph R Willis School of Practical Nursing.

Any student who is allowed to transfer will be required to participate in all class activities (this includes but is not limited to HOSA, fund raising, class dues, and graduation). The student must also attend all class time, regardless of the subject being taught. Students must also pass all courses with 80% standard regardless if they have completed the unit at another school. If the subject is being taught, the student has the same expectations as their peers. Any transfer student must pass a Fundamentals exam to ensure basic knowledge has been obtained.

Any student who applies for transfer must prove their competency through written tests and clinical evaluation. Final exam and/or competency tests for each completed unit will be used for written testing. A one on one basis will conduct clinical skill evaluation with the instructor.

A student will be permitted to transfer to the program if the reentry period has not exceeded 12 months of the resignation and all appropriate material, admission requirements and testing have been met.

A student transferring into the program must bring all item requirements on the first day of attendance. Along with appropriate documentation from the transfer school regarding attendance

status, which will be a continuance of the Ralph R Willis School of Practical Nursing attendance policy.

A student requesting transfer into the Ralph R Willis School of Practical Nursing must present the following information:

1. An official transcript of grades mailed from the accredited school of practical nursing.
2. Written recommendation from the previous school of nursing coordinator or director. Tuition will be calculated on a pro-rated basis to be determined by the Logan County Vocational Director.
3. File requirements as required by classmates.

4. A student must be enrolled a minimum of 90 days before a certificate may be granted.

Any transfer will be at the discretion of the Nursing Coordinator and a committee made up of faculty and administrative staff.

CNA ARTICULATION AGREEMENT

The Ralph R Willis School of Practical Nursing has implemented a plan to improve articulation with the Certified Nursing Assistant educational program. This is a joint effort among the various levels of health education. The intent of the plan is to provide the opportunity for a career ladder, which would eliminate duplication of prior learning. In facilitating this agreement, the following achievement will be recognized by the Licensed Practical program...

1. The Health Science Core
 - A. Theory- Approximately 58 Hours of Fundamentals will be omitted for those students who hold an active CNA license without any disciplinary action.
 - B. Skills- Approximately 59 Hours of clinical time will be omitted for those such students.

During this time, the program will focus on content CNA has covered in their Health Science Core and those skills mastered in the program.

ATTENDANCE

The nature of this course of study makes regular class attendance a requirement. Each student is expected to attend all scheduled learning experiences. Continued enrollment in the practical nursing program depends, in part on consistent attendance. In academic courses, grades are earned based on student attainment of the course objectives; but regular and punctual attendance is expected. In the lab and clinicals, attendance is one of the major factors necessary to attain competence in the nursing field. In case of illness or emergency when a student cannot attend class, the clinical instructor must be notified a minimum of 30 minutes prior to the scheduled class or clinical assignment. The student must notify the instructor EACH day she/he is absent. If notification is not received, unsatisfactory clinical performance will be recorded. Attendance is counted regardless of the cause or nature of event, including, but not limited to hospitalization, car accident, any act of God, etc. Attendance still applies.

Excessive time/absences must be regarded as detrimental to the student's successful completion of the program. Any student who has a total of 40 hours of missed class/clinical will be dismissed from the program (NOT MORE THAN). Specifically: This does not mean after 40 hours. Time will be calculated in one-hour increments. For example: if class starts at 7:45 and students come in at 8:00, you have an hour of missed time. An entire day is calculated at 6 hours. It is the student responsibility to inform instructors of their arrival to class/clinical for accurate calculation. Only 18 of the total hours can be clinical hours. Once a student has missed 18 hours of clinical time, dismissal will result.

The door to the classroom will be locked and any student who is late will be required to text the instructor to open the door for admittance. The student will be required to sign in late and time will be calculated accordingly. Message the instructor on Remind or go to the main office and ask them to call.

Doctor or dental appointments scheduled in advance are discouraged unless they are scheduled on days off, or after 3:30 pm. Routine doctor or dental appointments should not interfere with class or clinical time. Keep in mind that clinical times may vary.

A death in the immediate family is excused. This includes spouse, child, parent, sibling, mother-in-law, father-in-law or grandparents. Such an absence will not count in the absenteeism policy. These absences are limited to two days, unless the services are out of state, then an additional day will be allotted. Documentation will be required.

Bereavement excused absences are accepted for adopted siblings providing the student submit proof of the legal adoption and a copy of the obituary.

Bereavement due to spontaneous abortion (miscarriage) will be recognized if the student has legitimate documentation of the pregnancy and submits a written excuse from the OB-GYN.

Absence without prior notification will result in an unsatisfactory clinical performance. If the student fails to notify the instructor, coordinator or clinical facility of an absence, a minimum of thirty minutes prior to the start of clinicals. The absence will be recorded and an unsatisfactory clinical performance will be documented. The result will remain as recorded even if a doctor's excuse is obtained. Three unsatisfactory clinical episodes will result in dismissal.

Anytime a student is absent, it is his/her responsibility to obtain the information missed and be prepared to take any make-up work or perform any scheduled work the day of return.

Any student, when asked by an instructor, to leave class or clinical for any reason, including illness, the time missed will apply to the absenteeism policy. Also, please note: there is NO light duty in nursing school. The expectations of performance are the same for every student.

STUDENTS NOTE: There is NO opportunity to make up hours.

A notation of total time will be made on the student's permanent record. This will be sent with all employment references.

JURY DUTY

It is recognized as a United States citizen, that it is our duty to serve when called. Therefore, students will not be counted absent when such an event arises. However, it is the students' responsibility to submit proof of attendance for jury duty and he/she will be required to make up course and clinical work on their own time. Arrangements will be made with the Logan County Board of Education for a nursing instructor to do one on one course content and clinical rotation hours to make up for the time spent while serving. This time will be evening and weekend work as not to interfere with the schedule of the service. Students are expected to maintain the same academic and attendance standards as other students. Court hearings and DHHR appointments are also recognized for exemption; provided appropriate documentation are presented.

TRANSPORTATION

Each student is responsible for his/her own transportation to the school or clinical areas. Student parking at the Career Center and all areas of clinical assignment will be at the student's risk. Any personal or property damage incurred is the student's responsibility. Faculty is not permitted to transport students.

CLASS DUES AND FUND-RAISING

The class may elect to pay monthly class dues. Keep in mind that a vote is majority rule. This helps to cover the expenses at the end of the year for pins, lamps, graduation attire, NCLEX registration fees, etc. If the class votes to pay the dues, a due date will be set. Any student missing the payment date will incur an additional hour of community service for every month they are late.

Each student is expected to participate in fund raising activities. The concept behind fund raising is to help with the costs of additional planned and sponsored events. Any student who does not participate will be required to do 3 additional community service hours that must be approved by the coordinator. In addition, the student will be eliminated from all benefits of the fundraising. All students benefit from the funds that are derived from the event. If a student refuses to complete the three additional hours of community service hour, it will be considered an act of insubordination, and the result will be immediate dismissal. The three additional community service hours applies to EACH event not participated in or not meeting the minimal amount set by the student body.

Students are required to pay HOSA related costs and the "Get Acquaintance Reception." This includes decorations, events, and T-shirts for in incoming class.

GRADUATION

Students who have satisfactorily completed the prescribed course of study for the LPN program

are eligible to receive a diploma and a school pin. Each student is responsible for the current price of the pin, graduation attire and lamp, which will be presented at the graduation ceremony. The faculty will establish class graduation date and time annually. All students are required to attend graduation unless approval from the Coordinator is obtained. The graduation ceremony is considered part of the overall attendance time.

The class with the supervision of the faculty will plan the graduation ceremony. The faculty will make the final decision regarding the appropriateness of the ceremony. Graduation attire is at the discretion of the faculty. The program tradition of white dresses for females and white nursing pants and shirt for males will be followed. In addition, white shoes and hose will be incorporated as part of the graduation attire.

In order to graduate:

1. The student must pay all fees in full.
2. Return all borrowed/loaned materials to the school.
3. Complete all tests offered (e.g.: Unit Assessment Completion Tests, mock NCLEX)
4. Demonstrate a grade of 80% or better in all theory courses.
5. Obtain a satisfactory rating in all clinical experiences.

Additionally, students are expected to:

1. Actively participate in ALL portions of the NCLEX Review and pay cost.
2. Purchase graduation attire, cap, lamp and pin for the ceremony.
3. Register to take the NCLEX exam, which requires a fee of \$285.00 and the cost of a passport photo.
4. Take the three-week NCLEX study course and pay the associated cost.

Honor students will be recognized at graduation. An honor student is any student who maintains academic standing with a minimum of a 3.0 GPA, has been nominated by an instructor of the program, and meets all eligibility requirements. Students will not be permitted to wear ropes at graduation unless academics are maintained throughout the completion of the program.

The Florence Nightingale Award is given to the graduate selected by the faculty and classmates who best exemplifies the qualities of scholarship, leadership, loyalty and compassion. To be eligible for this award, the student must have maintained an overall "B" average for the year.

NATIONAL VOCATIONAL TECHNICAL HONOR SOCIETY

LPN students are eligible to be nominated for the NVTHS if the following criteria are met: Please keep in mind that nomination occurs within six months into the program.

1. A "3.5" grade point average maintained throughout the program
2. Leadership ability
3. High moral and ethical standards
4. Trustworthy
5. Satisfactory attendance
6. No written discipline record

7. Skilled clinical ability

Each student will be responsible to pay all dues and fees.
The faculty will make recommendations for the NVTHS.

FINANCIAL AID

The Special Populations Director in the Administrative Office of the Career Center handles financial aid. Tuition assistance is available through Pell Grant and WIA. Scholarships are offered through the Logan Regional Medical Center Auxiliary, UMWA and when available, The National Centers for Nursing. The scholarship awards are based on the criteria established by the individual or group offering the scholarship.

POLICIES AND PROCEDURES

The student is responsible for understanding the policies and procedures of the practical nursing program. If the student is unable to comply with the stated policies and procedures, it may be in the best interest of the student, the program and the school for the student to seek another program in which to develop technical skills. Each student will be asked to sign a statement that they have reviewed, understood, and agree to comply with the policies and procedures of the practical nursing program.

COMMUNITY SERVICE

As an individual, each person has needs. During the year of practical nursing education, students will become acquainted with various theories about human needs and motivation. One complex area of need that is closely related to nursing is the understanding of the needs of others. The community service requirement of the nursing program is intended to help the student become aware of the needs of the community in which they live and work. "Giving back" or sharing talents, knowledge and caring is an important facet of the art of nursing. Each student is required complete 18 hours of community service activity during the year. The student is required to maintain their Community Service Form. Requirements for Community Service include:

1. All community service activities **MUST** be pre-approved by the nursing coordinator.
2. A maximum of 3 hours can be earned from any one agency, family or individual.
3. A representative of the agency, family or individual must sign the form and include their phone number for verification of the student's involvement.

Each student will be given the opportunity to gain 2 hours of community service by volunteering time to the American Red Cross by recruiting 3 donors.

Students may participate in Samaritan's Purse, Shoe Boxes for Soldiers/Children of Abboud, Toy Drives, and Soldiers, personal items for the children's home, women's shelter, and food pantry. The Dignity Hospice Walk and the Autism Awareness Walk are also considered a nice gesture of participation for community service. All others must be approved prior to participation.

*******Community Service Hours Are To Be Completed By July 1.*******

COUNSELING

As a student, you may want to discuss your progress in the classroom and/or clinical area. All faculties will be willing to conference with any student as the need arises. Arrangements should be made with the instructor at a mutually convenient time. Please use the “Request for Counseling” form to notify the instructor. This will serve as a record of the requested counseling and any suggestions for improvement and any assistance provided. The faculty is available for counseling for academic problems only. Faculty members are not qualified to act as counselors for personal problems. If the student requests personal counseling, the student will be referred to the local mental health center.

If you would like to discuss program concerns with someone other than a faculty member, you may schedule a conference with the Center Director.

USE OF THE INTERNET

Students are expected to use the network to pursue intellectual activities, seek information resources, access libraries and other types of educational, learning, or school business activities. Chat rooms and messaging services are NOT to be used except for valid educational purposes that require prior authorization from the administrator. Accessing pornography (writings or pictures about sexual activities) is not allowed. Student sites containing obscenity and profanity are prohibited. Any student found accessing such sites will be immediately dismissed from the program. Email may only be used for educational purposes and or communicating concerning education. Do not give out your home phone number or address to anyone on the internet.

The internet is a powerful tool. It should not be used to discuss happenings during class or clinical rotation on face book, my space, chat, or any other site. If a student is caught degrading the school, instructors or clinical sites, it will result in immediate dismissal. Students should also know that HIPAA rules are extremely strict and should not be taken lightly. Any breach of confidentiality will result in dismissal from the program and possibly a monetary fine placed upon the student.

Misuse of social media by students includes any use that conflicts with the school or clinical facility mission and values, violates and/or compromises the privacy or security of individuals or individual information shall be grounds of dismissal.

Social Media- TIPS TO AVOID PROBLEMS (National Council State Board of Nursing- NCSBN)

- You have a legal and ethical obligation to maintain privacy and confidentiality at all times
- You are strictly prohibited from transmitting any information by way of any electronic media any patient-related image
- Do not share, post or otherwise disseminate any information, including images, about a patient or information gained in the nurse-patient relationship
- Do not identify patients by name or post or publish information that may lead to the identification of a patient
- Do not refer to patients in a disparaging manner
- Do not take photos or videos of patients on personal devices, including cell phones

- Maintain professional boundaries in the use of electronic media
- Do not make disparaging remarks about employers, instructors or co-workers.
- Do not make threatening, harassing, profane, obscene, sexually explicit, racially derogatory, homophobic, or other offensive comments
- Do not post content or otherwise speak on behalf of the employer

SEXUAL HARASSMENT POLICY

Students are entitled to an environment free from inappropriate and/or disrespectful conduct and communication of a sexual nature. Any complaint will be investigated and appropriate corrective action taken to ensure compliance and security of all individuals. The program does not condone any sexual harassment of its employees or students. Sexual harassment can be, but not limited to...

1. Making unwelcome sexual advances or favors or verbal or physical conduct of a sexual nature.
2. Using a student's submission or rejection of such conduct as the basis for academic success or failure.
3. Creating an intimidating, hostile, or offensive working or educational environment by such conduct.

Students who feel victimized by sexual harassment should file a report with their supervisor immediately. The form can be found in the forms section at the back. If the student's immediate supervisor is the source of the alleged harassment, the individual should report the situation to the Director of the School. Any sexual harassment complaint will be carefully and confidentially investigated. No student will be subject to any form of retaliation or discipline for pursuing a sexual harassment complaint.

Any student who is dissatisfied with the investigating manager's resolution of a sexual complaint may utilize the grievance policy.

TRANSCRIPTS

Student records/PN transcripts will be forwarded to your requested destination when the following information is submitted by fax, mail, or in person...

*Full legal name at the time of graduation

*Last 4 digits of your social security number

*Year of your graduation

*The name and complete address of agency, party, and/or institution to which transcript is to be mailed.

A remittance fee of \$5.00 should accompany the request.

Blood-Borne Pathogen Exposure Control

Even with good adherence to all exposure prevention practices and universal precautions, exposure incidents can occur. As a result, procedures have been established for post-exposure evaluation and follow-up should exposure to blood-borne pathogens occur.

OSHA regulations require employers to tell employees what to do if any exposure incident occurs. OSHA also mandates medical follow up and counseling for any employees who are exposed. Practical nursing students are at risk for exposure to blood borne pathogens, yet are not considered employees of any health facilities utilized for clinical experience. While OSHA standards require employers to provide free medical evaluation and treatment to employees who experience an exposure incident; unfortunately, at this time, county boards of education cannot assume similar responsibilities for the practical nursing students. The medical evaluation and follow up is the responsibility of the adult student.

Exposure incident is defined by OSHA as specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood, or the inhalation or ingestion of potentially infectious materials that results from the performance of clinical tasks.

The following procedure will be followed after a potential exposure incident:

1. The student will immediately notify the instructor.
2. The educational facility incident report must be completed and become part of the student's permanent record. The educational facility shall retain the required records for a minimum duration of the educational program plus 30 years.
3. According to the policy of the respective medical facility, the source individual's blood is tested as soon as possible (after consent is obtained) in order to determine HBV and HIV infectivity. If consent is not obtained, the medical facility shall establish that the legally required consent cannot be obtained.
4. Information must remain confidential and every action is taken to protect the privacy of the individuals involved.
5. The following are recommended steps to be taken in the follow up of the exposed student:
Medical evaluation (at the student's expense) to include:
 - a. Appropriate laboratory testing
 - b. Post-exposure prophylaxis
 - c. Counseling
 - d. Follow-up as prescribed by attending health care professional
6. The following information will be provided to the evaluating health care professional:
 - a. Copy of educational facility incident report
 - b. Results the source individual's blood testing, if available
 - c. Immunization records relevant to treatment of the student

This policy is based upon information in the Exposure Control for Blood and Other Potentially Infectious Material: A Protocol for Health Occupations Education Programs in West Virginia published by the West Virginia Department of Education, 1992.

STUDENT PRACTICAL NURSE ASSOCIATION BY-LAWS

ARTICLE I SANCTION & PURPOSE

Section I SANCTION

This organization shall be named the Ralph R. Willis School of Practical Nursing Student Association. This organization is formed under the direction of the faculty of the Practical Nursing Program. This association shall be perpetual.

Section II PURPOSE

The purpose of this organization is to:

1. Assist in the development of competent leaders.
2. Communicate the need for strong work ethics and pride in one's work.
3. Stress the need for personal responsibility and accountability.
4. Communicate the importance of learning to work as a team member.
5. Foster pride in the role and function of a practical nurse.
6. Support practical nursing on a state and national level through membership.

ARTICLE II MEMBERSHIP

Section I REPRESENTATION

Membership shall consist of all students enrolled in the Practical Nursing class.

ARTICLE III OFFICERS

Section I OFFICERS

A simple majority of the members shall elect the officers of the association. The officers shall be:

1. President
2. Vice president
3. Secretary
4. Treasurer
5. Parliamentarian
6. Chaplain
7. Historian(s)

Section II DUTIES OF OFFICERS

1. The president shall be the presiding officer at all meetings. The President shall:
 - A. To open the class meeting at the appointed time
 - B. To prepare prior to each meeting an order of business
 - C. To announce the business that comes before the class

- D. To state and put to vote all questions that legitimately arise in the course of the proceedings and to announce the results of each vote.
 - E. To cast the deciding vote in any motion in which voting results in a tie
 - F. To rule out any motion made that is not in order
 - G. To enforce the rules relating to debate and order within the class
2. The vice president shall assume the role of president in the absence of the president. Including:
 - A. To preside over meetings in the absences of the President
 - B. To work closely with the President as an advisor
 - C. To attend faculty meetings as requested by the coordinator of the Practical Nursing Program
 3. The secretary shall conduct correspondence pertinent to the Association. He/she shall record all proceedings of the Association. Thank you notes shall be sent within 2 weeks or a reasonable amount of time. All Association minutes shall be maintained in a notebook and become the property of the school. The secretary shall also keep records of fund-raising events with the contribution of each class member and number of items sold per individual. The instructor/coordinator may ask for information regarding participation of the class after each event. The secretary may also work in conjunction with the treasurer regarding the transaction of funds.
 4. The treasurer shall have the custody of the funds of the Association. The treasurer shall keep complete financial records and disburse funds as instructed by the Association. The treasurer shall deliver a financial report at each scheduled meeting including the amount taken in and the amount of expenses. The treasurer should make deposits no later than 2pm to the Career Centers secretary. Anytime there is a transaction of funds, the treasure shall involve another member of the class as verification. When deposits are made, a second member of the class shall be present.
 5. The parliamentarian shall be responsible to see that proper procedure is followed, using Roberts Rules of Order as a guideline.
 6. The chaplain shall be responsible for prayers, devotions, etc. When appropriate.
 7. The historian shall be responsible for keeping a class history, both written and/or pictorial. They also have the responsibility of taking pictures and updating the bulletin board. All records of the class become the property of the school.

Section III VACANCIES/RESIGNATIONS

Any vacancy will be filled by a simple majority election.

Section IV ELECTION

Officers will be elected every year after the first few weeks of the start of class and no later than September 1 by ballot. Nominations will be made from the floor. Each member may hold only one office or committee chair.

ARTICLE IV
MEETINGS

Section I FREQUENCY AND DURATION

Meetings shall be held at a date and time each month so as not to interfere with class or clinical time. The time shall meet the approval of the faculty representative. A quorum consists of 2/3 of the members of the practical nursing class. Meetings shall be held in the classroom at the Willis Career Center. Special meetings may be called with faculty approval by the president.

Section II DATE/NOTICE

1. Meetings will be held before the beginning of class, at the scheduled lunch or after completion of the day's class. Normal operating class or clinical time must not be used.
2. Students will be notified one week in advance of the meeting with approval of the faculty advisor.

ARTICLE V
COMMITTEES

Section I COMMITTEES

Nominations shall be made from the floor for chairperson of the committees and election shall be made by secret ballot. Committee members shall be by voluntary membership requiring that each student shall be a part of a committee or hold office.

Standing committees shall be:

1. Finance committee
 - A. Selects fund raisers for class approval
 - B. Coordinates with other committee's financial needs
 - C. Communicates with class
2. Graduation committee:
 - A. The chief function of the graduation committee shall be to make recommendations for the graduation ceremony.
3. Student council

- A. To develop a sensitivity to class problems and complaints
- B. Make the coordinator and faculty aware of complaints and problems
- C. Serve as a liaison between the student body and faculty
- D. Use the grievance procedure when necessary
- E. Attend LPN Association meetings and to report to the class at the next meeting.

Ad hoc committees may be formed as the need arises.

ARTICLE VI PARLIAMENTARY AUTHORITY

Section I **PARLIAMENTARY AUTHORITY**
Roberts Rules of Order, Revised, shall govern the proceedings of the organization in all cases not provided for in these By-Laws.

- A. Call to order
- B. Reading and approval of minutes or previous meetings
- C. Reports of committees
- D. Old business
- E. New business
- F. Announcements
- G. Adjournment

ARTICLE VII AMENDMENTS

Section I **AMENDMENTS TO THE BY-LAWS**
These by-laws may be amended at any regular meeting of the Association by a 2/3 affirmative vote of the members present and faculty approval.

**RALPH R WILLIS SCHOOL OF PRACTICAL NURSING
STATEMENT OF COMPLAINT**

STUDENT NAME _____

DATE OF OCCURRENCE _____

DESCRIPTION OF COMPLAINT (INCLUDE RELEVANT FACTS)

STUDENT SIGNATURE _____

SIGNATURE OF DIRECTOR _____

DATE RECEIVED _____

**RALPH R WILLIS SCHOOL OF PRACTICAL NURSING
REQUEST FOR COUNSELING**

TO: _____ DATE _____

FROM: _____

REASONS: _____

1. Assistance provided. Please explain and include frequency of assistance and progress.

2. Suggestion for ways staff might assist if needed.

3. Additional comments:

**RALPH R WILLIS SCHOOL OF PRACTICAL NURSING
DISCIPLINARY ACTION FORM**

STUDENT NAME _____ DATE _____

REASONS FOR DISCIPLINARY ACTION:

RECOMMENDATIONS:

PROBATION BEGINS:

PROBATION ENDS:

DISPOSITION (Conditions of Probation):

Student: _____ Date _____

Coordinator: _____ Date _____

Instructor: _____ Date _____

**RALPH R WILLIS SCHOOL OF PRACTICAL NURSING
STUDENT CONFERENCE FORM**

STUDENT _____ DATE _____

REASONS FOR CONFERENCE:

____ Excessive absences _____ Attitudinal difficulties
____ Grades (Theory) _____ Unsafe clinical practice
____ Grades (Clinical) _____ Unprofessional clinical practice
____ Other _____

Supporting Documentation: _____

Decisions:

____ Review conference scheduled on _____
____ Probation initiated. Forms completed
____ Withdrawal from program student initiated
____ Dismissal from program

Comments: _____

Student _____ Date _____

Instructor _____ Date _____

Coordinator _____ Date _____

RALPH R WILLIS SCHOOL OF PRACTICAL NURSING
WITHDRAWAL FORM

NAME _____ DATE _____

Reason for withdrawal. Please explain. _____

Please give a descriptive evaluation of the nursing program. This information will only be used to improve the program and instruction offered.

Please list any program strengths _____

Please list any program weaknesses _____

Student is eligible for readmission _____ Yes _____ No

Coordinator _____

Student _____

RALPH R WILLIS SCHOOL OF PRACTICAL NURSING

PREGNANCY RELEASE FORM

I, _____, agree that my physician has given me permission to remain in the Practical Nursing Program. I agree to bring a monthly statement regarding my pregnancy from my physician to the coordinator of the program.

I agree to adhere to the physician's policies, recommendations and expertise regarding when I may return to class/clinical.

I further agree that by signing this form, I am releasing the Ralph R. Willis Career/Technical Center, The Ralph R Willis School of Practical Nursing and its cooperating agencies from any liability should my activities be detrimental to me or my unborn child.

I understand the absenteeism policy still applies regardless of my condition.

I understand that I will be expected to perform the same duties of my classmates.

_____	_____
Student	Date
_____	_____
LPN Coordinator	Date
_____	_____
Vocational Director	Date

RALPH R WILLIS SCHOOL OF PRACTICAL NURSING
LETTER OF INTENT

I, the undersigned, hereby agree to the following terms as conditions to my admission to the Practical Nursing Program as outlined in the guidelines of the Ralph R Willis School of Practical Nursing Student Handbook. I have read the information and policies and understand what is required of me.

I agree that I will:

1. Maintain an 80% grade point average while enrolled in the program.
2. Follow the school policies as specified in the Student Handbook.
3. Adhere to the attendance policies.
4. Accept the grading policy as outlined in the Student Handbook.
5. Participate in planned class activities. Communities service, Fundraisers, HOSA
6. Schedule all appointments after class/clinical time.
7. Arrange any outside work schedule so that it will not interfere with the Practical Nursing program. For example: not to work 11/7 shift prior to class/clinical; not to request to leave class/clinical early to get to work.
8. Pay all fees promptly.
9. Follow a code of conduct as noted in the Student Handbook and in PVR I and that is appropriate for anyone in the nursing profession.
10. Participate in student government.
11. Assume responsibility for my own transportation to and from assigned areas.
12. Notify appropriate people/sites at appropriate times when ill and unable to attend class/clinical.
13. Exhibit consideration and respect through my conduct for fellow classmates, co-workers and faculty members.
14. Be aware that any situation indicating cheating will be reviewed with myself and the faculty members and appropriate measures will be taken.
15. Fill out a withdrawal form if I find it necessary to withdraw from the program.
16. Follow all criteria required for graduation.
17. Perform only safe practice and actions in the clinical setting whereby not to jeopardize the well-being of a client or co-worker.
18. Will accept the decision of the faculty and coordinator regarding my standings in terms of knowledge, scholastic standing, nursing practice, health, general conduct and attendance.
19. Schedule and perform clinical competencies such as sterile dressings, sterile procedures and medication administration with my instructor.
20. I agree that I am considered an adult and will be treated as such regarding all rules and regulations.

Signature _____ Date _____

Any student who refuses to sign the letter of intent will be dismissed from program participation.

RALPH R WILLIS SCHOOL OF PRACTICAL NURSING
NCLEX

I, _____ agree actively participate in All NCLEX Review.

This includes, but not limited to, enrolling and paying for the three week program from the National Council of State Board of Nursing (NCSBN) &/or NLN Review Course.

The process will include...

1. Accessing computer internet site: <http://www.learningext.com>
2. Go to "Students" tool bar and activate it.
3. Activate the "Review for the NCLEX PN".
4. Enroll in the three week program for \$50.00, you will need a credit card for payment.
5. You have three weeks to complete the course.
6. Upon successful completion of the "Review for the NCLEX-PN, you **MUST** print a copy of the completion certificate and bring it to the nursing department.

You should start this process in late June or early July in order to complete the three weeks.

Signature: _____

Ralph R. Willis SCHOOL OF PRACTICAL NURSING
STUDENT RECORDS
RELEASE OF INFORMATION

I, _____, hereby authorize the Ralph R. Willis School of Practical Nursing to release any information concerning my academic, clinical performance, injuries, and behavior while a student in the LPN program, to any prospective employer, insurance, governmental agency, institution, school, state board of nursing, or third party who solicit such information for the purpose of evaluating my qualifications. I give permission to the Ralph R Willis School of Practical Nursing to release information that I am enrolled in the program and my attendance on a specific day or attendance record and/or my academic status.

A student's grades will **NOT** be discussed or given to any person or institution without written permission of the student.

Student Name: _____

Date of Birth _____

Social Security Number _____

I do hereby authorize the instructors of the Ralph R. Willis School of Practical Nursing to forward information from my official transcript to institutions of higher learning, prospective employers, individuals, or organizations. Information request may concern my credentials, clinical competence, character, etc.

Signature _____

Date _____

**RALPH R. WILLIS & TECHNICAL CENTER
SCHOOL OF PRACTICAL NURSING
GRIEVANCE FORM**

Student Making Appeal:

Name

Phone

Address

Please identify the *specific* policy or procedure claimed to have been violated:

In the space provided below briefly describe the problem or concern, how it affects you, and how you think it should be corrected. (Additional information may be attached).

Signature

Organizational Chart

