SCHOOL OF PRACTICAL NURSING

STUDENT HANDBOOK

VALLEY CAREER and TECHNICAL CENTER
FISHERSVILLE, VIRGINIA

Revised August 2017/ dbh
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Valley Career and Technical Center's School of Practical Nursing program has created a culture that embraces the functions of mentoring, role modeling and caring for each student holistically. Each student's qualities and gifts as a caregiver are enhanced through encouraging personal, professional, spiritual, and emotional growth. This growth and development is essential for entry level LPN's as they prepare to enter the ever-changing healthcare environment ready to meet the needs of and the challenges presented by individuals in their care. The program maintains the high standards of academic attainment and employment success through the interaction of a committed faculty and sincerely invested students. These high expectations are substantiated by our #1 ranking (in Virginia) by Practical Nursing.org—please see the following link for more information http://www.practicalnursing.org/lpn-programs/virginia

**Philosophy/ Mission**

**Mission:**

The School of Practical Nursing is committed to meeting the educational and health care needs of our local community through service to:

- The residents of Augusta County, Staunton, Waynesboro and surrounding localities
- Post-graduate learners enrolled in our Practical Nursing program
- Patrons, employers, hospitals and other health care facilities

**Philosophy:**

The faculty of VCTC’s School of Practical Nursing believes in a balanced progression of competencies in the areas of

- Clinical and Technical skill
- Academic proficiency
- Employability training

Our graduates are prepared, as entry-level practical nurses, to provide culturally competent, holistic nursing care in a variety of health care settings.
Program Description

The Valley Career and Technical Center’s School of Practical Nursing is sponsored jointly by the School Boards of Staunton, Waynesboro, and Augusta County. It is approved by the Virginia Department of Health Professions Board of Nursing and the Division of Career and Technical Education within the Virginia Department of Education.

Number of Graduates and NCLEX Pass Rate

- 2017- 13 Graduates 100% pass
- 2016- 13 Graduates 92.3% pass
- 2015- 7 Graduates 100% pass
- 2014- 23 Graduates 91.3% pass
- 2013- 12 Graduates 100% pass
- 2012- 12 Graduates 100% pass
- 2011- 19 Graduates 100% pass
- 2010- 8 Graduates 100% pass
- 2009- 8 Graduates 100% pass
- 2008- 16 Graduates 100% pass
- 2007- 16 Graduates 100% pass
- 2006- 14 Graduates 100% pass
Program Goals

Valley Career and Technical Center’s School of Practical Nursing aims to achieve the following goals. Upon completion of the nursing program, each graduate will:

- Display respectful attitudes for individuals, families, and groups from diverse cultural backgrounds and uphold the dignity for all individuals across the health continuum
- Function effectively and efficiently as integrated members of the health care team providing holistic care in a variety of settings
- Practice safely and professionally within the LPN’s scope of practice
- Uphold and promote the role of practical nursing as evidenced by professionalism, attendance, attitude, and initiative
- Effectively communicate in both oral and written communication forms
- Provide resourceful client education within various health care environments with a focus on prevention strategies
- Function as safe clinicians as evidenced by their ability to adhere to the policies and procedures set forth by any given healthcare setting
- Contribute to the overall health promotion, wellness, and welfare of the communities for which they work and live
- Display positive role modeling and mentoring behaviors that promote the nursing profession while maintaining professional boundaries
- Demonstrate basic technological competencies common to the healthcare profession and understanding the proper use of social media
- Demonstrate competencies necessary to pass the NCLEX-PN after successful completion of supervised clinical experiences which promote evidenced-based practice
Curriculum Description

The Practical Nursing program is an 18 month program of study for individuals who meet the specified admission criteria. The theoretical component is taught at Valley Career and Technical Center, the clinical components are scheduled at various health care facilities throughout the community. Upon completion of the program, the student will be eligible to apply to take the National Council for State Boards of Nursing Licensing Examination (NCLEX-PN).

<table>
<thead>
<tr>
<th>Practical Nursing I &amp; II</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal and Vocational Relationships</td>
<td>60</td>
</tr>
<tr>
<td>Anatomy and Physiology</td>
<td>120</td>
</tr>
<tr>
<td>Nutrition</td>
<td>48</td>
</tr>
<tr>
<td>Growth and Development</td>
<td>30</td>
</tr>
<tr>
<td>Medical Surgical I</td>
<td>90</td>
</tr>
<tr>
<td>Nursing Arts (40 hours of direct patient care)</td>
<td>180</td>
</tr>
<tr>
<td>Introduction to Pharmacology</td>
<td>30</td>
</tr>
</tbody>
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Total hours = 558

<table>
<thead>
<tr>
<th>Practical Nursing III</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maternal-Newborn</td>
<td>36</td>
</tr>
<tr>
<td>Pediatrics</td>
<td>36</td>
</tr>
<tr>
<td>Mental Health</td>
<td>36</td>
</tr>
<tr>
<td>Pharmacology/Medication Administration</td>
<td>130</td>
</tr>
<tr>
<td>Medical-Surgical</td>
<td>140</td>
</tr>
<tr>
<td>Geriatric/Leadership</td>
<td>36</td>
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</table>

Total hours = 414 hours

Clinical experiences during PNIII

<table>
<thead>
<tr>
<th>Experience</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Augusta Health (Surgical Unit)</td>
<td>96</td>
</tr>
<tr>
<td>Operating Room</td>
<td>16</td>
</tr>
<tr>
<td>Wound Clinic</td>
<td>16</td>
</tr>
<tr>
<td>Labor &amp; Delivery</td>
<td>24</td>
</tr>
<tr>
<td>Kings Daughter’s Nursing and Rehab.</td>
<td>120</td>
</tr>
<tr>
<td>UVA/Augusta Dialysis</td>
<td>8</td>
</tr>
<tr>
<td>Office nursing</td>
<td>72</td>
</tr>
<tr>
<td>Augusta Regional Free Clinic</td>
<td>40</td>
</tr>
<tr>
<td>Daily Living Center (Adult Day Care)</td>
<td>8</td>
</tr>
<tr>
<td>Mental Health @ Western State Hospital</td>
<td>48</td>
</tr>
<tr>
<td>Augusta County/Waynesboro Public Schools</td>
<td>24</td>
</tr>
<tr>
<td>Virginia School for the Deaf and Blind</td>
<td>8</td>
</tr>
</tbody>
</table>

Total Hours = 480 hours

Total Program Hours = 1452 hours
Course Descriptions

**Personal and Vocational Relationships:**
This course is designed to introduce the beginning student to the role of the licensed practical nurse. Students will explore nursing throughout history and today’s current health care trends. Legal and ethical aspects are explored as well as issues related to licensure, employment, and professional responsibilities associated with current nursing practice. This course is a pre-requisite for entering into the PNIII/clinical phase of the practical nursing program.

**Anatomy and Physiology:**
Students will study the structure and function of the human body that includes an introduction to basic chemistry. The sequence of this course begins with cells and proceeds to tissues, organs, and systems. Normal growth and development is addressed with particular focus on the aging process. A comprehensive knowledge base will enable the student to assist with the assessment, planning, implementation, and evaluation of nursing care and client teaching. The understanding of these principles is a prerequisite to the study of disease conditions across the lifespan. This course is a pre-requisite for entering into the PNIII/clinical phase of the practical nursing program.

**Nutrition:**
This course will introduce the student to nutrition as a component of overall health and wellness. Emphasis will be placed on how nutrition relates to specific disease processes. This knowledge will enable the student to apply concepts of nutrition and diet therapy to nursing practice with a focus on client education. This course is a pre-requisite for entering into the PNIII/clinical phase of the practical nursing program.

**Growth and Development:**
Students will explore the different stages of growth and development across the life span. Age specific characteristics and needs for the newborn, infant, toddler, preschool child, school-age child, adolescent, early adulthood, middle aged adults and the elderly will also be explored. This course introduces the theories of Erickson, Maslow, Freud, Kohlberg, and Piaget. This course will expand the student’s knowledge of biological, cognitive, and social processes across the life span using various approaches. Health promotion consisting of nutritional needs, wellness, safety, and immunization recommendations for all age groups will also be presented. This course is a pre-requisite for entering into the PNIII/clinical phase of the practical nursing program.

**Medical-Surgical I:**
Utilizing a systematic approach, anatomy and physiology is revisited in relation to specific disease processes occurring in the adult lifespan. The student will gain an understanding of the symptoms of illness, methods of diagnosis, preventative health measures, and common treatment modalities with a focus on nursing interventions. This course is a pre-requisite for entering into the PNIII/clinical phase of the practical nursing program.
Dosage Calculation:
This course is designed to orient the student to the purposes, sources, and forms of medications. The student will begin to learn the terminology and basic principles of medication administration, dosage calculations, and medication abbreviations. This course is a pre-requisite for Pharmacology and Medical-Surgical II as well as the PNIII/clinical phase of the practical nursing program.

Nursing Arts:
This course introduces the nursing process as a method of problem solving and decision making. Students will learn proper methods of assessment and data collection. Students will be guided through learning experiences that facilitate the development of nursing skills and procedures from simple to complex. Emphasis is placed on the technical skills necessary to prepare the beginning nursing student to enter the clinical setting. Students will apply knowledge and skills in the classroom, laboratory, and clinical setting. A 40-hour direct patient care experience in the long-term care setting is included in this course for students to demonstrate the skills taught under the direct supervision of clinical faculty. This course is a pre-requisite for entering into the PNIII/clinical phase of the practical nursing program.

Mental Health Nursing:
This course aims to provide a conceptual framework for students to understand mental health and mental illness. Emphasis will be placed on utilizing the nursing process to provide and manage nursing care for individuals with common psychiatric disorders and their mental health needs. Students will become familiar with community agencies that provide support and/or therapy for those with mental illness and their families. During the mental health nursing clinical rotation, students will have an opportunity to interact with and observe the behaviors of clients with various mental disorders, including substance abuse. Students will attend and participate in various group activities and patient-focused treatment meetings.

Pediatric Nursing:
This course is designed to teach the principles of growth and development as it relates to children. Emphasis is placed on recognition of symptoms, diagnostic procedures, and the appropriate nursing interventions and treatments of common childhood illness. Community resources are identified and discussed. Students will focus on providing client education and prevention strategies to both the child and their families. Students actively participate in vision and hearing screenings in local public schools as well as attend clinical experiences with a school nurse.

Maternity-Newborn Nursing:
This course is designed to teach the principles of growth and development as it relates to maternal-newborn nursing. Emphasis is placed on fetal development, the importance of health promotion, disease prevention, Ante, Intra, and Post-partum care, abnormal conditions surrounding pregnancy, the process and monitoring of clients in labor and delivery, and Newborn care. Community resources will be identified and discussed. Clinical experiences offer each student the opportunity to participate in the delivery of care for vaginal and caesarian deliveries, perform care to the postpartum client, newborn assessments and client teaching.
**Pharmacology:**
This course is designed to provide the student with the principles of pharmacology and medication administration. Emphasis is placed on accurate dosage calculation, drug action, classification, therapeutic use, adverse reaction, drug-drug interaction, safe preparation, and administration. The role of the LPN in relation to medication administration is revisited. Students must demonstrate their ability to accurately and safely administer a variety of medications in supervised clinical experiences in both long-term care and acute care settings.

**Medical-Surgical II:**
A systematic approach is used to reinforce the principles taught in Medical-Surgical I. The student will expand their knowledge by building on an understanding of common disorders across the lifespan. Emphasis is placed on the application of the nursing process. Student will develop and implement client-centered plans of care with a focus on preventive health measures and education. Students will demonstrate skill through accurate identification, reporting, and documentation of data. Students are required to perform safe and appropriate nursing interventions and common treatment modalities in a variety of clinical settings.

**Leadership/Geriatrics:**
This course is integrated throughout the entire practical nursing program. The normal aging process is introduced and discussed throughout most components within the curriculum. Discussions include common disorders associated with aging, principles of pharmacology and nutrition related to the aging client, and psychosocial development. Ethical and legal responsibilities when caring for the aging population is also discussed. Students will care for aging adults in a variety of clinical settings. Principles of leader/follower relationship are integrated throughout the curriculum. Legal and ethical responsibilities of a practical nurse are discussed. Effective communication in the workplace is emphasized. Students will be taught a variety of leadership styles. Each student will submit a portfolio as a culmination of the student nurse experience.

**Course Delivery Method/Teaching Methods**
All courses will be delivered in a face-to-face format. Courses are student-centered; the student can expect that the instructor will incorporate a variety of teaching methods to facilitate each student’s learning. Active learning implies that the learner must do more than just listen and study. Greater retention of knowledge can occur when active student learning and participation is encouraged.

**Methods of Instruction**
- Interactive Lecture and class discussions
- Multimedia presentations
- Group discussions
- Demonstrations
- Case study/scenarios
- Games
- Self-Learning packets and worksheets
- Verbal Questioning
Admission Policies

The following components are required during the admission process:

1. Completed School of Nursing Application
2. Three character/professional letters of reference
3. Copy of High School transcripts or G.E.D. Certificate
4. Personal Interview with Nursing Faculty
5. National League of Nursing Pre-Admission Assessment for Practical Nursing (PAAPN) scores. It is recommended that each applicant have a minimum score in the 50th composite percentile. 30th percentile on the verbal and math ability sections are recommended in order to be considered for admission.
6. Applicants are chosen on an individual basis

*The admissions committee must have all of the above stated information before considering an applicant for admission.

Following acceptance into the program the following components are required:

1. Documentation of a recent Dental Examination
2. Documentation of a recent Physical Examination
3. Current PPD or chest x-ray within the last 5 years
4. Current Hepatitis B vaccination series or documentation of titer (immune)
5. Current CPR certification
6. Documentation of up-to-date vaccinations including either the Varicella vaccine or verification of having had the chickenpox
7. Tuition must be paid in full prior to the beginning of class
8. Fingerprinting and criminal background check—this is completed on the first day of class
9. Signed Liability statement
10. Documentation Tetanus within the last 10 years
11. Yearly Influenza vaccine is highly recommended
Tuition, Textbooks and Required Material Fees

All tuition and fees should be paid in full prior to the first day of Practical Nursing I.
*Please note that tuition and associated fees are nonrefundable. All tuition and related fees are reviewed and subject to increase annually.

2016-2017 LPN FEES
Practical Nursing I - II
(Due between July 1st and July 15th)

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<th>Account</th>
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<tr>
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<tr>
<td>NLN Test</td>
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</tr>
<tr>
<td>Instructional &amp; Lab Supplies</td>
<td></td>
<td>$100.00</td>
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<tr>
<td>Parking Tag</td>
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<td>$20.00</td>
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<tr>
<td>Name Tag</td>
<td></td>
<td>$12.00</td>
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<tr>
<td>Insignias</td>
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<td>$16.00</td>
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<tr>
<td>Liability Insurance</td>
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<td>$30.00</td>
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<tr>
<td>Finger Printing*</td>
<td></td>
<td>$50.00</td>
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<tr>
<td>Drug Screen*</td>
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<td>$75.00</td>
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<tr>
<td>Polo Shirt</td>
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<td>$22.00</td>
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<tr>
<td>HOSA</td>
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<td>$15.00</td>
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<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>$4300.00</strong></td>
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Practical Nursing III
(Payments will be collected July 1-15; Deadline for payment is July 15)

<table>
<thead>
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<th>Description</th>
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<td>NLN Tests</td>
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<td><strong>TOTAL</strong></td>
<td><strong>$3100.00</strong></td>
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### Faculty Roster

<table>
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<tr>
<th>Role</th>
<th>Contact Information</th>
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</thead>
<tbody>
<tr>
<td>Director of Practical Nursing Program</td>
<td>VCTC (540) 245-5002 Ext. 255</td>
</tr>
<tr>
<td></td>
<td>Cell-</td>
</tr>
<tr>
<td></td>
<td>Email:</td>
</tr>
<tr>
<td>Deborah Harris, RN, MSN</td>
<td>VCTC (540) 245-5002 Ext. 214</td>
</tr>
<tr>
<td>Clinical/Preceptor Coordinator</td>
<td>Cell-(540)-836-9781</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:harrisd@valleymtech.us">harrisd@valleymtech.us</a></td>
</tr>
<tr>
<td>Elizabeth Cook-Riddle, RN, BSN</td>
<td>VCTC (540) 245-5002 Ext. 214</td>
</tr>
<tr>
<td>First Year Instructor PNI &amp; II</td>
<td>Cell- (540) 448-3598</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:riddle@valleymtech.us">riddle@valleymtech.us</a></td>
</tr>
<tr>
<td>Ashley Campbell, RN</td>
<td>VCTC (540) 245-5002 Ext. 256</td>
</tr>
<tr>
<td>Classroom/Clinical Instructor PNIII</td>
<td>Cell- 540-290-8719</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:campbella@valleymtech.us">campbella@valleymtech.us</a></td>
</tr>
<tr>
<td>Regina Griffin, RN</td>
<td>VCTC (540) 245-5002 Ext. 214</td>
</tr>
<tr>
<td>Clinical Instructor</td>
<td>Cell-(540) 480-7029</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:griffinr@valleymtech.us">griffinr@valleymtech.us</a></td>
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</table>
School Calendar

As a part of Valley Career and Technical Center, we closely follow the school calendar of the Augusta County School System. The first day of Practical Nursing I will begin on the first day of the Augusta County school schedule. For the remainder of the school year, all students will follow this schedule in most cases. It should be noted that there will be times when this is NOT the case, for instance if we must make up time related to an unforeseeable event. **Reliable babysitters are required. It is not permitted for children of students to accompany parents during scheduled class times or student conference times.**

Policies and Procedures

Readmission policy

In order to be considered for re-admission, **ALL** students must provide an up-dated application. Readmission will be considered on an individual basis. Students successfully completing Practical Nursing I & II **must apply** for acceptance into Practical Nursing III within 3 years of a withdrawal. The entire Practical Nursing I & II portions of the program must be successfully completed (**average of 81% in each unit of study and with faculty recommendation**) in order for the student to be considered for program readmission directly into Practical Nursing III. If Practical Nursing I or II is not completed, the student is required to re-enter the program from the beginning, regardless of what individual units of study were completed. **There are no exceptions to this policy.** All remissions are subject to new criminal background checks and drug screenings.

Attendance policy

It is the belief of the School of Practical Nursing that attendance is imperative both for success in the nursing program and for success in the workplace. Therefore, the following policies and procedures will be **strictly enforced** by all nursing faculty.

Over the entire course of the nursing program, **100 hours** may be missed.

- **During PN I & PNII,** a student is only allowed to miss a maximum of **40 hours,** excess beyond 40 hours may result in a student not being recommended for PNIII.
- **Once 75 hours** have been missed, the student is required to meet with faculty for counsel and will be placed on **probation** (see probation and dismissal portion of this handbook).
- **Hours NOT USED in PN I & PNII** will be carried over into PNIII.

- Each student is required to be seated in class, ready to begin at the scheduled class time. If you anticipate being late, **CALL** the Instructor directly on their cell phone or the Nursing Department at (540) 245-5002 ext. 214 prior to the beginning of class.
NOTE: chronic tardiness or habitual leaving class early will NOT be accepted. All time missed will be deducted from the total hours. **After 6 Tardies, a student will be placed on probation.**

NOTE: **Every 3rd tardy, will result in a 3 hour loss from the 100 hour total. You should not send messages with classmates or ask family members to call for you. You must speak to an instructor; text messages are not acceptable means of communication regarding attendance.**

- It is expected that you will schedule all appointments etc. for times outside of regular class. Any time missed from class or clinicals will be deducted from the 100 hour total.

- **No Call/No Show:**
  Is defined as an absence without telephone notification prior to class or clinical time for each missed day:
  
  - 1st offense- “0” on all missed assignments and student is placed on probation
  - 2nd offense- Program Dismissal

- Each student will be responsible for all missing assignments. All make-up work/tests will be made up prior to the last day of each course. Failure to complete missing assignments and/or tests will result in a zero “0”

- If you must miss time during clinical rotations or scheduled observations, the following should be followed:

  1. If a student is unable to attend the clinical rotation, they are to call the clinical instructor via cell phone number provided prior to the beginning of the clinical rotation. No TEXTING!!
  2. Students unable to attend a preceptor clinical rotation **must call** VCTC’s Clinical Coordinator via cell phone number provided and call the Clinical Site or Preceptor.
  3. If the instructor is unable to be reached, please call VCTC at 245-5002 ext. 214 to notify the Nursing Department. Do not send messages with classmates, family, or friends.
  4. Students must notify VCTC’s Clinical Instructor or Clinical Coordinator if leaving any clinical rotation early.
  5. Students are NOT to call Faculty before 6:00 a.m. or after 9:00 p.m.
Promotion, Retention and Graduation Policies

Students must have an 81 average or higher at the completion of EACH course of study for the duration of the program. Grades will be determined from written tests, exams, oral and written projects, clinical evaluations, and demonstrations in the skills lab. Each course of study is graded as a single unit. There will be NO Rounding of decimals. The following grading scale will be instituted and followed by all faculty members.

Grading Scale
A 94-100
B 93-88
C 87-81
D 80 and below

Testing and Evaluation Policies

It is the expectation of the nursing department that all students conduct themselves with professional integrity. Honesty, responsibility and accountability are unquestionably a cornerstone of quality nursing care and we expect no less of our students. Therefore, every student must agree to follow the guidelines of the honor code upon entrance into the program:

1) All written work is to be pledged with the following statement, “On my honor I have neither given nor received aid on this assignment.”

2) All assignments are to be turned in on time at the beginning of class on the assigned due date. No late assignments will be accepted.

3) The students’ final grade in each unit of study will be determined by the established criteria of each course syllabus.

4) Academic dishonesty is NOT TOLERATED. The following guidelines are for your protection:

- Students are to position themselves as far away from one another as possible.
- Students are to write in black ink only, except for math quizzes and or tests when pencil is permissible.
- Quiz/test papers are to have no extraneous marks (i.e. doodles, scribbles) present. Papers received with undetermined marks will be given zeros.
- If a student makes an error on a quiz/test answer, he/she should mark through the answer with a SINGLE LINE and name initials, and write the correct answer beside it.
- Prior to taking a quiz/test, students are to clear desks completely except for one black ink pen. No drink bottles, pencil pouches, pocket books, cell phones, clothing, or other papers will be allowed.
• No verbal discussion of any kind will be permitted after the first quiz/test is handed out - until the last test is collected.
• Behaviors suggestive of looking at another’s paper will not be permitted or tolerated.
• Finally, students should avoid any behaviors during quiz/test taking that could be interpreted as questionable by the instructor.
• Any violation, as listed above will be assumed as academic dishonesty and could result in program dismissal.

** Parents, family members, friends, relatives and/or fellow classmates are NOT entitled to receive any information from the instructor about a student’s progress, grades or disciplinary actions taken unless the student is a high school senior. The instructor will NOT meet with any parties other than the student to discuss program progress or status.

**Cell Phone Policy**

It is the belief of the nursing faculty that cell phones are a distraction to learning. Therefore, the following policies are to be followed at all times:

Students MUST abide by program, faculty, and clinical agency rules regarding the use of electronic devices.

1- Students must turn off all personal electronic devices and cell phones during class lectures.
2- Students must abide by the rules of the course instructor and the clinical agency. Students must turn off all personal electronic devices and cell phones in ALL clinical areas. **Students will not take pictures or selfies in clinical areas.**
3- Any student found with a cell phone or any other personal electronic device during testing will be asked to leave the room and will receive a zero (0) on that exam.
4- All students will follow all the policies of VCTC. Example: no phones seen in halls
5- Phones out of sight in back packs/ pocket books during test/quiz. At teachers discretion phones may be collected at any time.
6- You must report anyone you see using a phone during a test/quiz. Reporting is part of the pledge you write on your test/quiz.
7- Smart phones may be used for educational purposes during class. Example: using internet to find information, No texting, No checking e-mail.
8- Phones may remain on silent (no sounds, no vibrations)
9- Phones may ONLY be used before/after class and during breaks
10- If someone needs to reach you during class hours please have them call the VCTC office, 540-245-5002 and you will be notified by the classroom paging system.

** Failure to follow instructions and failure to adhere to the policies regarding the use of a cell phone may result in disciplinary action or program dismissal.**
Plagiarism/Academic Integrity/Code of Ethics

All students within the VCTC School of Practical Nursing are expected to adhere to the American Nurses Association (ANA) Code for Nurses. Any nursing student who currently holds a professional license will be expected to adhere to the rules regarding professional conduct. The International Center for Academic Integrity defines academic integrity as a commitment, even in the face of adversity, to six fundamental values: honesty, trust, fairness, respect, responsibility, and courage. See the following link—http://www.academicintegrity.org/icai/home.php

All students are expected to adhere to all policies and procedures as outlined in the VCTC School of Practical Nursing handbook. Students and faculty are to conduct themselves in accordance with accepted standards of good citizenship, honesty, morality, and with proper regard for the rights of others. Lying, cheating, stealing, and academic dishonesty will not be tolerated in the VCTC Practical Nursing Program.

Plagiarism is a form of academic dishonesty and occurs when a student or any individual uses the ideas or writings of another person and claims it as their own. Plagiarism is also a form of theft, intentional or unintentional. It is the use of any idea or phrase by the user, without proper acknowledgment of the source. Plagiarism is cutting, copying, and pasting information directly from the internet into student projects. In other words, plagiarism is ANY act of misrepresenting the work of others as your own. When you do not give proper credit to others for their work, you take credit for developing those ideas or writing those words yourself and leave the impression with others that these ideas belong to you. This is morally wrong, constitutes academic dishonesty, and is not acceptable behavior. Penalties will begin with receiving a failing grade or “0” on an assignment or possibly program dismissal.

All students are expected to understand what plagiarism is and how to avoid it. All work is to be pledged with the written statement “I have not given nor received any help or information on this assignment”

ANA Code of Ethics
Dismissal from the VCTC nursing program may occur if the student:
a. fails to practice compassion and respect for individuals
b. fails to protect the health, safety, and rights of patients
c. fails to demonstrate responsibility and accountability for personal actions in any situation/occurrence associated with the VCTC program.
d. fails to abide by the Health Insurance Portability and Accountability Act of 1996 Public Law 104-191 (HIPPA) which protects the privacy and identification of clients in a health care organization.
e. engages in acts of plagiarism

Use of Social Media

Students should be aware that each has a responsibility to understand the benefits and consequences of participating in social media. Social media is defined as ANY web-based and/or mobile platform for which users generate content that creates interactive and highly accessible content, pictures, and dialogue. Photographs, videos, and any other digital media should demonstrate individual professionalism. Faculty and students carry the responsibility of adhering to privacy and confidentiality standards and should be familiar with the Health Insurance Portability and Accountability Act (HIPAA). All students have a responsibility to promptly report any identified breach of confidentiality or privacy to a nursing faculty member or program director. Please see the following link regarding Social Media Guidelines for Nurses https://www.ncsbn.org/347.htm

** Failure to follow the guidelines for Social Media or any identified breach in confidentiality will result in Automatic Program Dismissal.

Probation and Dismissal

The following conditions can lead to disciplinary action and/or program dismissal:

1. Grades below 81% at the completion of each unit of study or Failure to meet benchmarks/competencies set within the curriculum. Academic Probation/Dismissal will be given.
2. ** Academic Probation will also be followed with a meeting with the instructor and program director to establish a corrective plan of action/remediation.
3. Academic dishonesty, not abiding with grading policies, or not adhering to the signed pledge on all work will result in Automatic dismissal
4. Inability to follow attendance policy.
5. Inability to follow the cell phone policy.
6. Inability to follow the dress code policy.
7. Inability to follow the social media guidelines.
8. Inability to follow all policies and procedures for both the School of Nursing and Valley Career and Technical Center.
9. Failure to adhere to clinical agency rules/regulations may forfeit the student’s privileges in the agency and affect the student's clinical evaluation.
10. Any incurring criminal charges obtained after acceptance into the nursing program may result in program dismissal.
11. Unsatisfactory clinical performance determined by clinical faculty members and/or preceptors. Receiving ANY Unsatisfactory evaluation by a staff member, preceptor, and/or nursing instructors.
** Unsatisfactory clinical practice is defined as any act, practice or omission which may directly, indirectly or potentially cause physiological and/or emotional harm to a client or others in the clinical setting. Unsatisfactory clinical practice also includes unprofessional behavior and non-adherence to policy and procedure of VCTC’s Student Handbook and/or agencies

Examples of unsatisfactory clinical practice include but are not limited to:
1) Inability to meet or maintain appropriate behaviors
2) Failure to incorporate caring behaviors in patient care, i.e. meeting basic needs in a timely manner, demonstrating compassion.
3) Misconduct, including but not limited to, theft, dishonesty, insubordination, unlawful actions, incompetency, drug and/or alcohol use (in class/clinical) and abuse, unsafe clinical practice
4) Demonstration of unstable mental, physical or emotional behavior(s) that may affect the safety of the student or others.
5) Failure to maintain the required level of competency:
   - Inability to adhere rights of medication administration
   - Demonstrating incompetence during a clinical rotation
   - Failure to maintain patient confidentiality
   - Attempting activities without proper orientation, classroom preparation, or proper assistance or supervision
6) Failure to notify appropriate health care team members of changes in clients’ status or failure to follow verbal/written instructions
7) Additional examples of unsafe clinical performance
   - Violates or threatens the physical safety of the client, e.g., leaves bed in high position, leaves client in a position unable to reach the call bell.
   - Violates or threatens the psychological safety of the client, e.g., does not communicate therapeutically, uses clichés, minimizes client’s concerns.
   - Violates or threatens the microbiological safety of the client, e.g., fails to practice adequate hand washing, comes to clinicals sick.
   - Violates or threatens the chemical safety of the client, e.g., medications errors.
   - Inadequately and/or inappropriately uses the nursing process, e.g., makes repeated faulty nursing judgments, and fails to follow instructions/physician’s orders.
   - Assumes inappropriate independence/dependence in actions or decisions, e.g., fails to seek help when needed, continuously seeks help with tasks already mastered, gives medication, hangs IV solutions, performs invasive procedures without supervision/permission of the instructor.
   - Violations with the dress code policy or improper name identification
8) Physical or mental health problems that lead to unsafe clinical practice.
*Note: Consequences for violations as outlined above will be based on the nature and severity of the infraction(s).

**Exception: Administering any medication that results in a medication error, performing any invasive procedure without supervision/permission from the instructor will result in an immediate, automatic dismissal.

***The severity of the offense, if significant enough to threaten client safety, will result in immediate dismissal.

****If probation is granted as a consequence for first offense and the same violation of policy occurs, this will be considered a second offense and will result in program dismissal.

**STUDENT INJURY OR EXPOSURE OCCURRING AT A CLINICAL SITE**

Student injury or accidental exposure to blood, body fluid, or other potentially infectious material that occurs while participating in a scheduled clinical or laboratory experience must be reported immediately to the instructor.

The following procedure will be implemented:

a. The student, following the clinical agency’s policies and procedures, is to report to the local emergency room for treatment, initial testing, and care immediately after the incident. The results will be disseminated to the student according to the clinical agency’s policy.

b. The cost of any emergency medical care or treatment shall be the responsibility of the student receiving the care or treatment.

c. Although it is highly recommended to seek immediate treatment, the student does have the right to refuse treatment and the student will provide written documentation of refusal to be signed by faculty.
Grievance Policy

VCTC’s School of Practical Nursing realizes that misunderstandings and disagreements may arise regarding issues such as academic matters, policies, conditions, and faculty decisions. Decisions regarding grading, probation or dismissal status may be appealed through the departmental grievance policy. The goal of the Grievance Procedure is to achieve a fair and expeditious resolution of a problem at the lowest authority level.

Step 1- Appointment needs to be made with the faculty directly related to issue in question to discuss the matter, discuss a possible resolution or other options that might be available.

Step 2- After discussing matters directly with the faculty, a written request can be made to obtain the form in order to formally initiate the grievance procedure. The grievance form for this purpose is available only in the nursing department….not in the school’s main office.

The steps for the grievance process are included with the forms. Complete the forms in blue or black ink or type. Clearly state the issue you are grieving and include any supporting documentation. The forms must be completed and returned by the person filing the grievance. A decision regarding the matter will be made within 1 week of the date received. Student will be notified of the results in writing.

Step 3- If the student feels that the issue is not resolved, he/she may, within 7 days of notification regarding results of previous appeal, request in writing a further review. This should be addressed to the Director of Practical Nursing Program at Valley Career and Technical Center (VCTC). (The form to be used is part of the original grievance packet used in step 2.) A decision regarding the matter will be made within 1 week of the date received. Student will be notified of results in writing or will be asked to meet with the Director.

Step 4- If still unsatisfied, the student may choose to send for final appeal to the VCTC administration. This must occur within 7 days of the previous notification. It must be in writing utilizing the forms provided and be accompanied by the previous chain of decision. A decision regarding the matter will be made within 1 week of the date received. Student will be notified of final results in writing.

Drug Screening Policy

A comprehensive drug screen will be required prior to entry into the clinical phase. Students should disclose their medication list to the nursing faculty prior to entrance into the clinical phase, before collection of the required drug screening. This list may be disclosed by making a list of your medications and placing it in a sealed envelope and giving it to the nursing instructor. Any student who is found to have a substance in their drug screen that has not been disclosed to the nursing faculty will automatically be dismissed from the program. The nursing faculty reserves the rights to randomly screen any student who is suspected to be under the influence of drugs and/or alcohol. Students will be responsible for all fees associated with these drug screenings.
Inclement Weather Policy

VCTC follows Augusta County School policy. This includes closings for weather. (Snow, flooding and other weather events) If Augusta County Schools are closed, VCTC is closed and there is no class. If Augusta County Schools are late, students are to report 1 or 2 hours late as directed, to their assignment. WHSV-TV 3 out of Harrisonburg begins reporting at 0530 during crisis situations including bad weather conditions. Other local TV and radio stations also broadcast Augusta County School closing. It should be noted that during school closings related to weather, etc. the school and or parking lot is not open to students. In the event that you are in need of signatures or faculty advisement, it will be necessary for you to wait until school is reopened.

**There may be times when faculty will conduct clinicals or class regardless if County schools are closed. Please be advised that adults may be required to attend school regardless of County closures. Faculty will advise students when to attend during the PNIII portion of the program.**

Clinical Dress Guidelines

**Professional Appearance**

Students are to report to ALL clinicals well-groomed and dressed professionally. Good hygiene is required at all times, not only to present a professional appearance, but also to practice infection control and safety.

Uniforms must be white scrub tops with the VCTC emblem on the left sleeve and navy blue scrub bottoms. White hose and/or socks are required with uniforms. Full slips are to be worn under dresses. When choosing a uniform, please be aware that some white uniforms are extremely thin and may be see through. White undergarments should be worn. Solid white or navy scrub jackets are permissible. Shoes must be white nurse’s shoes or white athletic shoes. Athletic shoes with mesh or holes are NOT permitted. No Crocs or open-toe clogs. They must be clean and polished at all times. The student is to **always** wear the VCTC name tag when in the clinical setting. No elastic pant cuffs.

The student’s hair is to be clean and neatly groomed; if it is long, it must be secured in an appropriate style. Minimal jewelry is to be worn to prevent the spread of infection and to prevent patient injuries. A watch, wedding band, and ONE pair of small non-dangling earrings are appropriate. Rings and studs in body piercings are not allowed due to infection control. Nails are to be clean and trimmed short, no nail polish or acrylic nails are permitted. No strong perfumes or colognes are to be used because they can cause patients/clients distress including nausea, coughing, sneezing, etc. All visible tattoos are to be covered.

Some clinical sites require business casual dress. Long hair is to be secured. Blue jeans, denim, sweat shirts, and T-shirts are never acceptable. You will wear blue, black, or tan dress pants with your VCTC white polo shirt as advised by the instructor.

The following equipment should be carried by students in all clinical settings:
Stethoscope, Bandage scissors, Multiple Pens with black ink, Penlight, Watch with second hand, Pocket sized notebook, Black Sharpie Marker, Official VCTC name badge
Meals

Students may use the agency cafeteria when available during scheduled hours of work and will pay for their own meals. Some clinical settings do not have food service to accommodate students and students will pack their meals as directed by the instructor.

Classroom Appearance

This program is designed to educate about nursing and prepare students for the workplace. We consider the classroom and lab as preparation for workplace readiness. It is recommended that shorts must be within 6 inches of the knee. No heels higher than 2 inches. No pajama pants or slippers should be worn to class. No spaghetti strap tops unless covered by another top. Neither bare midriffs nor facial piercings will be allowed. No holes in clothes that expose undergarments. No tight fitting/yoga pants.

Requirements for students in the Lab setting

- Eating is prohibited in the skills lab and patient-care areas of the clinical settings.
- Chewing gum is prohibited in the skills lab and clinical settings.
- No open-toes shoes or flip flops.
- Hair must be pulled back and secured.
- Neither bare midriffs nor facial piercings will be allowed.
- Students will clean up the lab after using and all bed linens will be straightened before students may leave.

Graduation

Graduation will be held on Friday evening during the last week of class. It will be held at Wilson High School or another designated local high school. Any other ceremonies that the class wishes to have must be held on school property to be a qualified school function. Each class will elect officers. The President will be the contact person between the class and faculty for purposes of communication. The President will ensure that each student has an opportunity to be heard and to participate in the planning and implementation of graduation.

Student Records

It is the student’s responsibility to notify the Program Director with any changes in name, address, or phone number. Written proof of changes must be submitted.

Student Fundraising

Students will be required to hold a minimum of one fundraiser as a class to assist with student activities and graduation expenses. Funds raised will be deposited and disbursed through the VCTC main office and Financial Director. Proper paperwork will be completed according to VCTC’s policies.
Student Organization
Health Occupations Students of America (HOSA)

The Health Occupations Students of America (HOSA) is a national organization for students preparing for careers in health care. The HOSA club gives the student an opportunity to develop leadership, citizenship, and character. The purpose of student participation in HOSA activities is to promote personal growth and development. This is accomplished through student-initiated civic, educational, professional, competitive, and social activities. HOSA activities also foster respect for work ethic, and promotes high ethical standards of care.

Criteria for HOSA Officers and Attending both State and National HOSA Conventions

1. Member of HOSA
2. Active participation in local HOSA Chapter
3. Good academic standing, with at least a “C” average
4. Demonstrates ability to get along well with classmates
5. Upholds standards set forth by the VVTC Student Practical Nursing Handbook
6. Displays good class attendance

HOSA Officers will also serve as class officers.

For more information regarding HOSA, go to http://www.hosa.org/
The following items should be reviewed for complete understanding:

1. The practical nursing program is divided into Practical Nursing I and II in the first year and PNIII is the entire second year of the program.
2. An 81 must be maintained in every course of study throughout the entire practical nursing program. Each student must demonstrate competency in both skills lab and in clinical settings.
3. Students must follow the policies and procedures as outlined in the Valley Career and Technical Center’s student handbook as well as the Practical Nursing student handbook.
4. Neither the school nor affiliating agencies are responsible for any expenses related to medical care that incurred as a result of negligence or accidents on the student’s behalf. Furthermore, the school recommends that each student carry their own medical insurance.
5. The information regarding a patient, former patient, or family member is confidential and is to be used for clinical purposes within an educational setting. Failure to follow all guidelines regarding patient privacy as outlined by HIPPA is grounds for program dismissal.
6. Students MUST adhere to the cellphone policy at all times.
7. NO refunds will be given for any reason. Refunds cannot be given for unused books.
8. The nursing ethics and academic honesty policies are to be followed at all times. Following the ANA Code of Ethics will be essential and must be followed at all times.
9. Each student will adhere to the attendance policy as outlined by the student handbook.
10. Each student is expected to conduct themselves in a professional manner at all times. Students will function in their student role at all times both in the classroom and clinical setting.
11. Any action on my part inconsistent with any of the above statements or student handbook guidelines may result in an automatic probation or dismissal from the nursing program.
12. Graduation from this program does not guarantee licensure with the Virginia Board of Nursing. Effective January 1, 2016, all LPN licensure applicants are required to have a fingerprint-based criminal background check (CBC) under Virginia Code Section 54.1-3005.1. For additional information regarding licensure requirements, go to https://www.dhp.virginia.gov/nursing/nursing_forms.htm

I have read the above and agree to these conditions as part of my enrollment in the Valley Career and Technical Center’s School of Practical Nursing Program. Furthermore, I have read and agree to adhere to the school’s policies, rules, and procedures.

Student signature: ________________________________________________________________

Faculty signature: ________________________________________________________________

Date: ________________________________________________________________