

**WILKES-BARRE AREA CAREER & TECHNICAL CENTER  
PRACTICAL NURSING PROGRAM  
350 JUMPER ROAD  
WILKES-BARRE, PA 18705-0699**

**STUDENT HANDBOOK**

**APPROVED BY THE PENNSYLVANIA STATE BOARD OF NURSING**

**Accredited by the Accreditation Commission for Education in Nursing (ACEN)**

3343 Peachtree Road NE, Suite 850  
Atlanta, GA 30326  
Phone: (404) 975-5000, Fax: (404) 975-5020  
[www.acenursing.org](http://www.acenursing.org)

**05/04**

**Revised: 1/05; 7/05; 10/05; 02/06; 7/06; 3/07; 7/07; 7/08; 3/09; 7/09; 12/09; 7/10; 5/11; 9/11; 1/12;  
2/12; 7/12; 9/12; 11/12; 8/13; 11/13; 7/14**

**STUDENT HANDBOOK**  
**TABLE OF CONTENTS**

	<b><u>Page</u></b>
<b>Introduction. . . . .</b>	<b>2</b>
<b>History. . . . .</b>	<b>3</b>
<b>Board Of Education.. . . .</b>	<b>4</b>
<b>Administration and Faculty. . . . .</b>	<b>5</b>
<b>Organizational Framework . . . . .</b>	<b>6</b>
<b>Philosophy of the Practical Nursing Program . . . . .</b>	<b>7</b>
<b>Conceptual Framework . . . . .</b>	<b>9</b>
<b>Curriculum Overview. . . . .</b>	<b>12</b>
<b>Program/Level Outcomes. . . . .</b>	<b>13</b>
<b>Requirements for Admission. . . . .</b>	<b>18</b>
<b>Application Procedure. . . . .</b>	<b>18</b>
<b>Advanced Placement/Transfer Credit . . . . .</b>	<b>19</b>
<b>Refund Policy . . . . .</b>	<b>20</b>
<b>Students With Special Needs . . . . .</b>	<b>21</b>
<b>Sex Fairness Policy . . . . .</b>	<b>21</b>
<b>Student Health Policies. . . . .</b>	<b>22</b>
<b>Attendance Policies. . . . .</b>	<b>23</b>
<b>Academic Policies. . . . .</b>	<b>25</b>
<b>Clinical Policies . . . . .</b>	<b>27</b>
<b>Graduation Requirements . . . . .</b>	<b>33</b>
<b>Withdrawal/Dismissal Policies. . . . .</b>	<b>34</b>
<b>General Policies . . . . .</b>	<b>35</b>

# **STUDENT HANDBOOK**

## **TABLE OF CONTENTS**

[illegible]

## INTRODUCTION

This handbook has been prepared to assist students of the Practical Nursing Program. It contains information and guidelines pertaining to various phases of school life and organization, which should be helpful in orientating the student to the Practical Nursing Program, school adjustment, and for reference throughout enrollment in the Practical Nursing Program.

As a student in the Practical Nursing Program, you should refer to this handbook frequently and utilize the information and guidelines included in it to promote your own best interests, as well as those of the Practical Nursing Program.

The Wilkes-Barre Area Career and Technical Center does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. Programs are offered in Auto Mechanics, Construction Trades, Food Industry, Health and Human Services and Manufacturing.  
For information on services, activities, and/or accessibility, contact: Frank Majikes, Support Programs Coordinator Title IX and Section 504 Coordinator, (570) 823-4304, Wilkes-Barre Area Career and Technical Center, 350 Jumper Road, Wilkes-Barre, PA 18705-0699; School Website: [www.wbactc.org](http://www.wbactc.org)

EOE

***\*\*All content within this Handbook is subject to change at any time. Students will be notified of changes and responsible for updating their Handbook accordingly.***

## **THE HISTORY OF THE PRACTICAL NURSING PROGRAM OF THE WILKES-BARRE AREA CAREER & TECHNICAL CENTER**

Due to a critical post-war nursing shortage in the 1950's, the practical Nursing Program was established in 1959. A year in length, the Practical Nursing Program was able to provide bedside nurses to the workforce much more quickly than the typical three (3) year RN diploma programs.

It began as the Wilkes-Barre City School of Practical Nursing and, under the leadership of its first administrator, Ms. Nancy Reese, the first class of 19 students graduated in February 1960.

The nursing program which was initially located on the second floor of the Mackin Elementary School, Wilkes-Barre, PA, was then moved to the Guthrie Building, N. Washington Street, Wilkes-Barre, PA, which then became the Adult Program Center to the Wilkes-Barre School District. The program, which began classes every September, was in session year round, with clinical assignments beginning in February of each year. Until the late 1960's, all clinical teaching was done at Wilkes-Barre General Hospital, where students had to punch a time clock and received a "stipend" for their clinical experiences. In 1969, with the addition of Mercy Hospital as a clinical site, enrollment increased to 25 students per class. The faculty consisted of 3 full-time instructors, all with B.S.N. in nursing education degrees, being paid \$4.00/hour.

The Practical Nursing Program continued to grow in the early 1970's, under the leadership of Ms. Kitty Panzitta, and with the opening of the Wilkes-Barre Area Vocational-Technical School in 1971, the Program relocated to this facility. The nursing program then became the Practical Nursing Program of the Wilkes-Barre Area Vocational-Technical School, and was sponsored by the Joint Operating Committee of the school.

During the administration of Ms. Mary Lenahan (Cawley) from 1981-2002, the program first received the National League for Nursing Accreditation status in 1990. Since 2002, under the leadership of Mrs. Mary Beth Pacuska, M.S.N., the program has seen its greatest growth in size and technology. In order to again meet the need in a time of crisis, two (2) classes per year are accepted with approximately 100 graduates per year entering the work force. The Practical Nursing Program, today, has a staff of 9 full-time MSN and BSN prepared faculty members and 6 part-time clinical instructors.

More than 3,500 students have graduated from the Practical Nursing Program. These graduates have proudly represented the practical nursing program in our community by serving in a variety of healthcare settings. Currently, the Practical Nursing Program is rated as one of the finest entry-level nursing programs in the community, and is approved by the PA State Board of Nursing and fully accredited by the ACEN.

**BOARD OF EDUCATION  
(JOINT OPERATING COMMITTEE)**

**CRESTWOOD**

Gene R. Mancini, Jr.

**GREATER NANTICOKE AREA**

Robert Raineri

Gary Smith

**HANOVER AREA**

John Mahle

**PITTSTON AREA**

Bruce Knick

Martin Quinn

**WILKES-BARRE AREA**

Louis Elmy

Ned Evans

John Quinn

Dr. James Susek

Denise Thomas

**WILKES-BARRE AREA CAREER & TECHNICAL CENTER  
PRACTICAL NURSING PROGRAM**

---

**Mrs. Mary Elizabeth Pacuska, M.S.N, R.N.  
DIRECTOR**

**Laura Zdancewicz, M.S.N., C.R.N.P.  
Assistant Director**

**Diane Barush, M.S.N., C.R.N.P.  
Clinical Coordinator**

**FACULTY - FULL TIME**

**Elaine Craig, MSN, RN**

**Janet Frascella, MSN/Ed., R.N.**

**Catherine Luksic, BSN, RN**

**Sandy Miller, M.S.N., R.N.**

**Jodi Olenginski, M.S.N., R.N.**

**Joseph Pistack, MS/Ed**

**Julie Ross, M.S.N., R.N.**

**Ruth Weiscarger, BSN, RN**

---

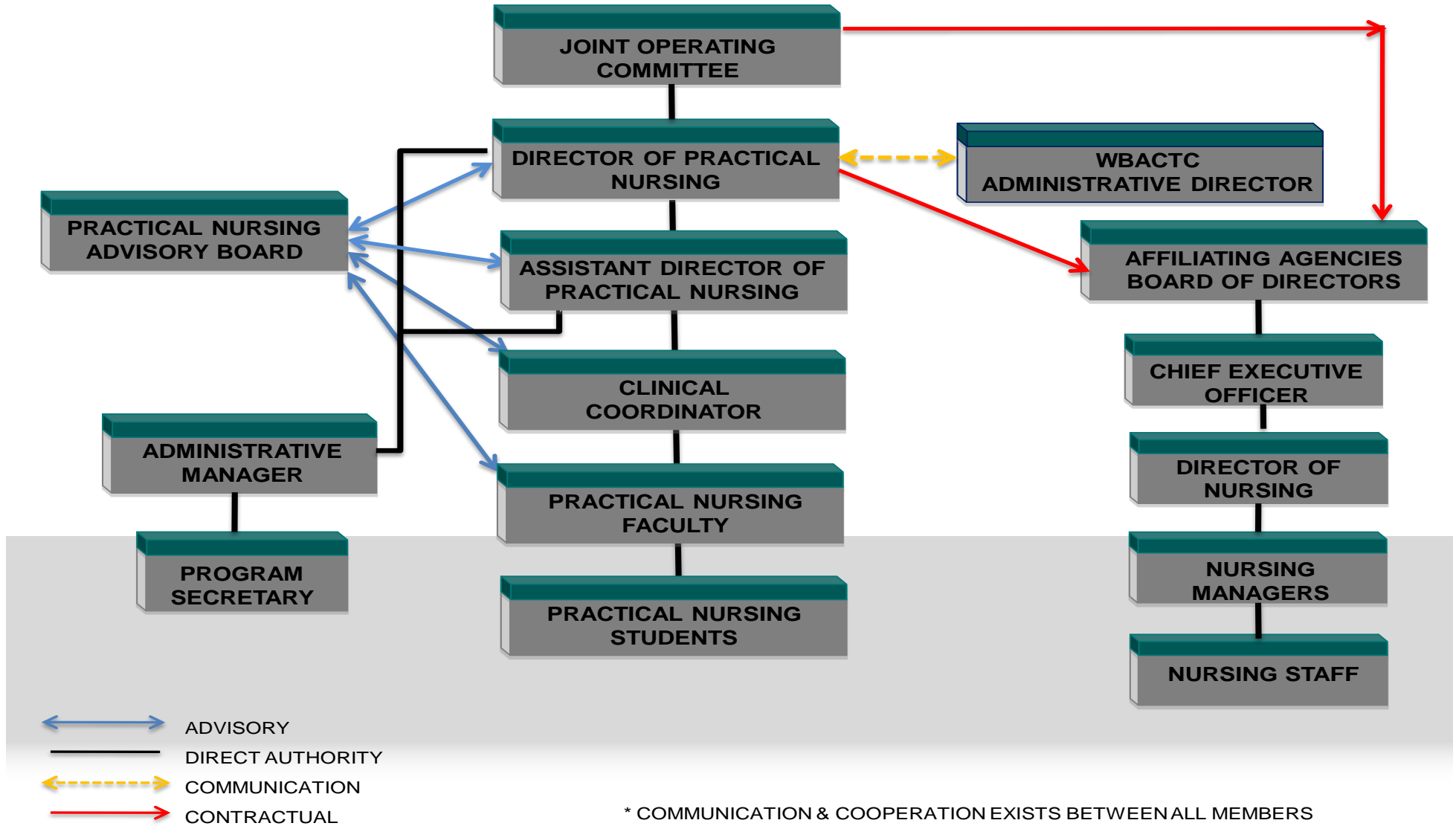
**ADMINISTRATIVE MANAGER**

**Valerie Griglock**

**SECRETARY**

**Joanne Juskiewicz**

## WILKES-BARRE AREA CTC PRACTICAL NURSING ORGANIZATIONAL FRAMEWORK\*





## **PROGRAM PHILOSOPHY**

The philosophy of the Practical Nursing Program is congruent with the mission and belief statements of the Wilkes-Barre Area Career & Technical Center with the addition of the nursing faculty's emphasis on health, environment, nursing, education and the individual.

The faculty of the Practical Nursing Program of the Wilkes-Barre Area Career & Technical Center is dedicated to the preparation of the practical nurse. The department's goal is to graduate a knowledgeable nurse capable of providing safe, effective and competent patient care with direct supervision of the registered nurse, medical doctor or dentist. We believe that the practical nurse education is based on a complementary relationship between clinical experience and classroom studies. Didactic information progresses from the simple to the complex and is closely correlated to scheduled clinical experiences.

The faculty is aware that society and health care are constantly changing and believe the practical nurse is part of this dynamic process. The following are the faculty's beliefs about the interrelated and dynamic concepts that make up the paradigm of nursing:

**Health** is the ability to exist holistically throughout life by balancing and integrating life processes at the best level of an individual's capability. Health includes physical, mental and social well-being with the ability to overcome or adapt to stressors. The faculty believe the strongest factor to affect health is the individual's self-efficacy regarding health promotion and maintenance activities. We believe positive perceptions of control of health strongly relate to continued health promoting behaviors.

**Environment** is the immediate surroundings in which individuals, families and communities exist. It is shaped by one's age, developmental state, life experiences, socio-cultural orientation, health and available resources. The faculty believes the environment is a major determinant in the individual's ability to attain a positive state of health.

**Nursing** is an art and a science that utilizes the nursing process as a basic framework for practice. It is a combination of principles and knowledge from the physical and behavioral sciences with nursing arts and techniques. Holistic nursing addresses the physical, psychological, social and spiritual needs of each individual. Nursing provides care services directed toward primary health care (prevention); secondary health care (hospital and extended care facilities) and tertiary health care (rehabilitation and restorative care) facilities.

**Education** is the process of acquiring knowledge and skills by theory and correlated experience. Education provides the opportunity for an individual to develop to one's own potential. The process is based on prior knowledge and it builds on this foundation. The faculty plans, implements and evaluates the learning experience. The practical nursing program should be in an academic setting with concurrent clinical experience under the supervision and guidance of a qualified instructor.

**Individuals** are unique beings, possessing inherent worth and dignity and a capacity for continued growth and adaptation throughout the life cycle. The individual is the recipient of nursing care and the faculty believes it is our responsibility to the student to integrate society, nursing and

## **PROGRAM PHILOSOPHY** (Continued)

education to allow them to function effectively as contributing members of society. We believe that an individual must continually adapt to changes in the environment and changes within one's self.

We believe that nursing education is based upon a foundation of scientific concepts with a curriculum reflecting current and realistic articulation of theory and clinical experiences in a sequential manner throughout the program. The curriculum should reflect the common needs of all individuals in health care settings as contained in our curriculum which provides well defined objectives. We strive to develop a practical nurse who functions safely, effectively, and competently.

We believe that the educational program is the responsibility of a qualified faculty to develop, implement, evaluate and revise on an on-going process; and to keep the curriculum current, flexible, and reflective of the health care changes, while maintaining the standards of nursing education. Faculty members strive for professional development by use of current teaching methods and nursing trends. The faculty evaluates the curriculum on a continuing basis to fulfill this goal. The Practical Nursing Faculty is dedicated and committed to the development of competent graduates and Practical Nursing Education.

## **DESCRIPTION OF CONCEPTUAL FRAMEWORK**

The philosophy of our Practical Nursing Program is based on Abraham Maslow's theory of human needs basic to all individuals.

These needs as described by Maslow, progress from simple physical needs to more complex esthetic needs.

The hierarchy of needs according to Abraham Maslow are:

1. Physiological - need for oxygen, food, water, rest, and elimination.
2. Security and Safety - need for shelter and protection from harm and danger.
3. Love - need for affection and belonging.
4. Self Esteem - need to be accepted and well thought by others and self.
5. Self Actualization - need to be self-fulfilled and fulfill one's potential.

An individual strives to maintain and/or attain the highest level possible toward self-actualization throughout the life cycle. Upper level needs will not be met unless lower level needs are gratified in some manner. Therefore, an individual who is in need of food or water will concentrate all efforts upon obtaining nourishment before seeking/striving to meet needs for security or safety.

From birth to death, an individual must interact with others in society and the environment to strive for attainment or satisfaction of basic biophysical, psychosocial, and spiritual needs. In the environment and society are the elements/materials necessary to satisfy these needs - food, water, family, shelter, community. This is a continuous process. Needs are continually changing, developing, increasing, and/or decreasing. The individual's level on the hierarchy is also affected by one's state of health or place on the health (wellness) to illness continuum. An individual's health may range from complete wellness to serious illness or impending death.

Nursing provides health services that are directed toward maintaining and promoting health and caring for the individual who is ill, disabled, injured, or dying. Nursing is offered to an individual on a continuing basis throughout the life cycle during health and illness. It is committed to promoting individual, family, and community health; committed to personalized services to all ages without regard to color, creed, social, or economic status.

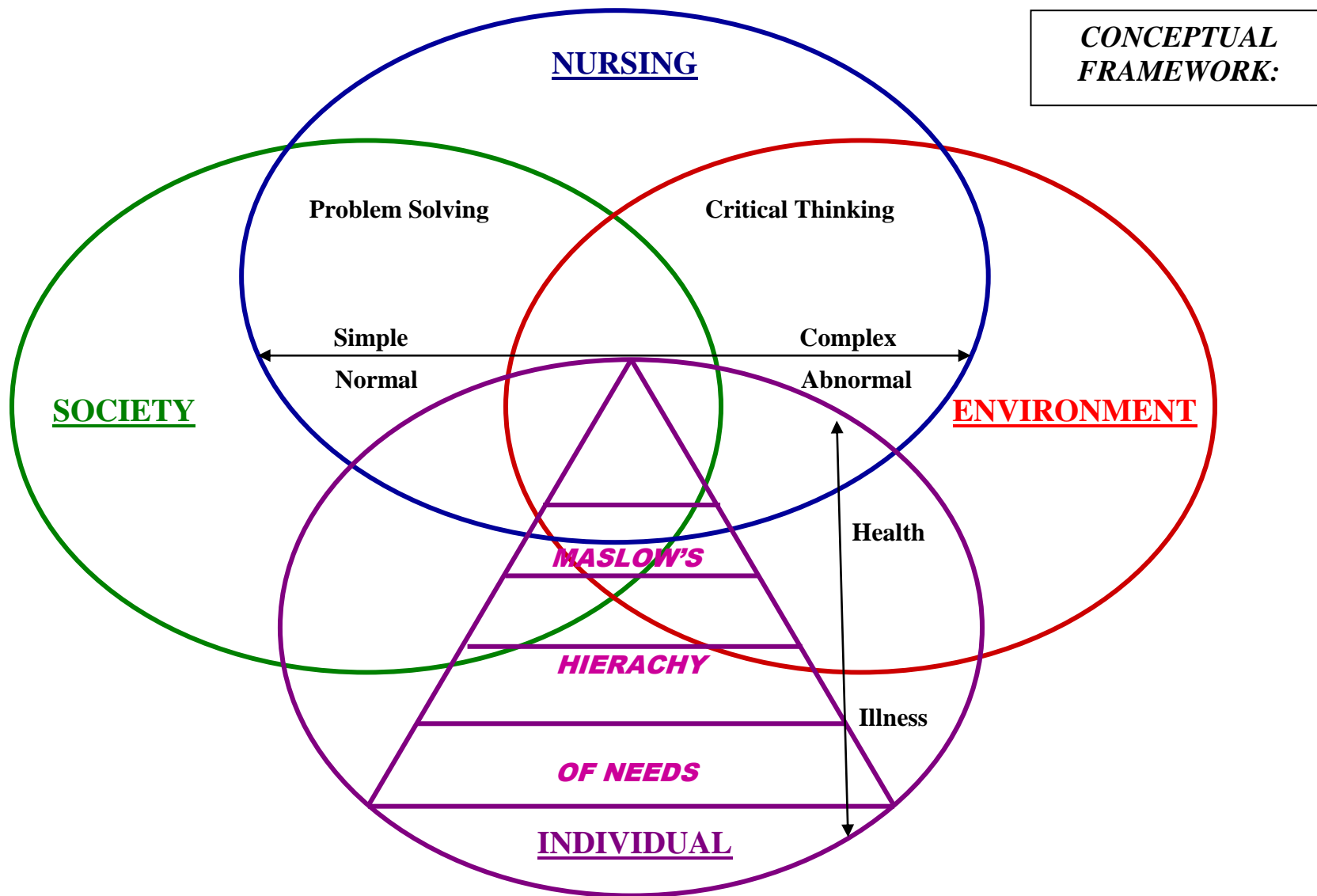
Our Practical Nursing curriculum is designed to provide new knowledge to the student practical nurse beginning with simple material and tasks and progressing to more complex knowledge and skills. Therefore, normal biophysical, psychosocial, and spiritual needs and development of the individual are presented prior to the abnormal.

### **DESCRIPTION OF CONCEPTUAL FRAMEWORK (Continued)**

As illustrated by our organizational plan model, the individual, society, and the environment are each a circle, but intertwined because of the continuous interaction of each entity.

Nursing is the fourth circle intertwined with each of the other three circles -- the individual, society and the environment. The practical nurse interacts with the environment, society, and the individual by continually providing nursing care in health and illness throughout the life cycle of the individual and thereby enabling one to maintain and/or achieve the highest level possible on the hierarchy of Maslow's basic needs.





Nursing is the fourth circle intertwined with each of the other circles – the individual, society and the environment. The practical nurse interacts with the environment, society, and the individual by continually providing nursing care in health and illness throughout the lifecycle of the individual, thereby enabling one to maintain and/or achieve a higher level possible on the hierarchy of Maslow's basic needs.

**WILKES-BARRE AREA CAREER & TECHNICAL CENTER  
PRACTICAL NURSING PROGRAM**

**CURRICULUM ORGANIZATIONAL PLAN  
CURRICULUM OVERVIEW**

<u>LEVEL I</u>	<u>THEORY HOURS</u>	<u>CLINICAL HOURS</u>	<u>TOTAL</u>
Nursing I (including Lab)	130	68.50	198.50
Anatomy and Physiology	98		98
Nursing Process and Critical Thinking (Part I)	10		10
Calculation of Drug Dosage	12		12
Gerontology	16		16
Personal & Vocational Relationships I	15		15
Pharm I/Drug Administration	38		38
<b>TOTAL HOURS - LEVEL I</b>	319	68.50	387.50
<u>LEVEL II</u>			
Pharmacology II	22		22
Normal Nutrition & Diet Therapy	22		22
Nursing Process and Critical Thinking (Part II)	17		17
Nursing II	32	101.50	133.50
Medical-Surgical Nursing 201	<u>70</u>	152	<u>222</u>
<b>TOTAL HOURS - LEVEL II</b>	163	253.50	416.50
<u>LEVEL III</u>			
Pharmacology III	22		22
Medical-Surgical Nursing 301	67	218.50	285.50
Maternal-Child Nsg: Obstetrics	28	35	63
Mental Health	26		26
IV Therapy (incl. lab)	<u>22</u>	<u>      </u>	<u>22</u>
<b>TOTAL HOURS - LEVEL III</b>	165	253.50	418.50
<u>LEVEL IV</u>			
Pharmacology IV	22		22
Medical-Surgical Nursing 401	71	222	293
Personal & Vocational Relationships II	12		12
Maternal-Child Nsg: Pediatrics	<u>20</u>	<u>31.5</u>	<u>51.5</u>
<b>TOTAL HOURS - LEVEL IV</b>	125	253.50	378.50
<b>TOTAL CURRICULUM HOURS</b>	772	829	1601

**\*NOTE: UNDER CERTAIN CIRCUMSTANCES, A VARIATION IN CLINICAL SCHEDULING MAY OCCUR.**

*Revised 7/14*

## **PN Program Outcomes**

### **(Role specific graduate competencies)**

Following successful completion of the program, the graduate of the School of Practical Nursing at Wilkes-Barre Area Career & Technical Center will:

1. Utilize the nursing process in identifying and prioritizing the health care needs of clients and families in a variety of health care settings.
2. Demonstrate critical thinking and problem solving skills while performing nursing care.
3. Perform nursing skills in a safe and competent manner incorporating evidence based practice and national safety goals.
4. Communicate effectively with individuals, groups and communities through verbal, written and electronic means within the realm of nursing practice.
5. Synthesize principles of accountability in nursing practice by:
  - a. Functioning within the scope of practice of the Licensed Practical Nurse.
  - b. Integrating nursing code of ethics into practice.
  - c. Participating in lifelong learning.
  - d. Advocating for clients and health care consumers.
  - e. Demonstrating leadership skills.
6. Successfully pass the Pennsylvania State Board of Nursing Licensing Exam for Practical Nurses.
7. Demonstrate eligibility for entry level positions in a health care setting which employs Graduate Practical Nurses.



**LEVEL I**

**STUDENT LEARNING OUTCOMES**

1. Identify theory learned from anatomy & physiology, math, nutrition, nursing, gerontology and pharmacology when providing basic nursing care.
2. List data collected from patient assignment.
3. Recognize safety issues while providing nursing care.
4. Define basic therapeutic communication techniques.
5. Recognize legal and ethical responsibilities while providing patient care.
6. Identify the role of the practical nurse within the health care team.

## **LEVEL II**

### **STUDENT LEARNING OUTCOMES**

1. Discuss principles from anatomy & physiology, math, nutrition, nursing, gerontology and pharmacology when providing nursing care.
2. Explain basic nursing process principles as a tool while providing nursing.
3. Discuss safety principles utilized while providing patient care.
4. Identify appropriate therapeutic communication techniques in interaction with patients.
5. Discuss standards of ethical and legal responsibilities related to the care of the patient.
6. Explain the practical nurses role and responsibilities as a member of the health care team.

## **LEVEL III**

### **STUDENT LEARNING OUTCOMES**

1. Apply principles of anatomy & physiology, math, nutrition, nursing, gerontology and pharmacology when participating in total patient care.
2. Apply the nursing process as a basis for decision making for assigned patients.
3. Demonstrate adherence to safety principles at all times while providing patient care.
4. Apply therapeutic communication techniques through oral, written and electronic means.
5. Utilize standards of ethical and legal responsibilities while providing patient care.
6. Practice in the role of the practical nurse within the health care team in the planning, implementation, and evaluation of patient care.

## **LEVEL IV**

### **STUDENT LEARNING OUTCOMES**

1. Integrate principles from anatomy & physiology, math, nutrition, nursing, gerontology and pharmacology as a foundation for nursing knowledge and skill competency.
2. Utilize the nursing process as a critical thinking and problem solving tool while providing nursing care.
3. Perform nursing skills in a safe and competent manner incorporating evidence based practice and national safety goals.
4. Communicate effectively with individuals, groups and communities through verbal, written and electronic means within the realm of nursing practice.
5. Function within the ethical and legal framework established for practical nursing by the Pennsylvania nurse practice act.
6. Contrast the role of the practical nurse with other members of the health care team in various settings.

## **REQUIREMENTS FOR ADMISSION:**

### **Educational:**

Applicants must have a high school diploma or a High School Equivalency Diploma (G.E.D.). Official transcripts must be submitted from the applicant's high school and all other educational institutions attended.

### **Pre-Requisite Subjects:**

No pre-requisite courses are required. It is recommended that applied mathematics, algebra, and biology courses have been successfully completed by the applicant while in high school.

### **Pre-Entrance Testing:**

Applicants must complete the Diagnostic Entrance Exam with the minimum required percentile score. All applicants are notified by mail of test results.\*

***\*PLEASE NOTE: All ESL (English as second language) students are required to successfully complete the Test of English as a Foreign Language (TOEFL) Exam prior to taking the Practical Nursing Entrance Exam. This Test is the responsibility of the student applicant. The Wilkes-Barre Area Career & Technical Center, Practical Nursing Program Institutional Code for the TOEFL Exam is 0062, all other information may be obtained on-line at [www.ets.org/toefl](http://www.ets.org/toefl).***

### **Personal Interview:**

Applicants who meet the academic requirements of the Program may be required to have a pre-entrance interview with the Director or faculty member. Eligible applicants are notified of interview time and place by mail.

### **References:**

Two (2) written references are required of all applicants. Individuals completing the reference forms should be familiar with the applicant's experiences in the past five (5) years. If there is no related health care experience, the individuals of reference should have appropriate knowledge regarding the applicant's employment. Suggested examples: teachers, guidance counselors, former employer, or high school principal, or clergy person.

### **\*Clearances:**

FBI, State Police and Child Abuse Clearances are required and **must be completed prior to first day of classes**. Appropriate instructions will be included in your admission packet.

### **\*Health:**

Good physical health, as evidenced by successful completion of the required pre-entrance physical examination and required immunizations/proof of immunity. Appropriate instructions will be included in your admission packet.

**\*ALL STUDENTS ADMITTED TO THE PRACTICAL NURSING PROGRAM MUST SUBMIT REQUIRED DOCUMENTS AS DIRECTED IN ADMISSION PACKET.**

## **PENNSYLVANIA STATE BOARD OF NURSING REQUIREMENTS:**

**The Pennsylvania State Board of Nursing can refuse to allow an individual to sit for the Pennsylvania Practical Nursing Licensing Examination** if the individual has been convicted of a misdemeanor, felony, felonious act, an illegal act associated with alcohol; for an illegal act associated with substance abuse. Conviction includes judgment, admission of guilt, plea of nolo contendere; probation with verdict (ARD).

## **POLICY ON ADVANCED PLACEMENT/TRANSFER COURSES:**

The Practical Nursing Program of the Wilkes-Barre Area Career & Technical Center approves Advanced Placement to applicants on an individual basis. The prospective student may apply for acceptance of courses completed in another postsecondary institution in order to waive a required Practical Nursing Program course. **College credit hours are not applicable to the Practical Nursing Program; however, a course may be accepted as successful completion of a required course within the Practical Nursing Program.**

Courses will be accepted only if that course is determined to be comparable in content to the Practical Nursing Program course which will be waived. The following guidelines apply to advanced placement:

1. The course must have been completed as preparation for or active enrollment in an approved nursing program.
2. The course must have been completed within past 2 years.
3. The student must have received a minimum of a "B" as a final grade in course to be transferred, verified by official transcript.
4. A course description must be submitted and determined comparable to the Practical Nursing Program course which is to be waived.
5. For specific courses, the student will be required to successfully pass a course or skills lab challenge exam before course can be waived.
5. Courses accepted for advanced placement will NOT be calculated into GPA or class ranking of Practical Nursing Program.

**\*\*\*\*\*REQUESTS FOR ADVANCED PLACEMENT MUST BE MADE IMMEDIATELY UPON NOTIFICATION OF ACCEPTANCE TO PROGRAM. CONSIDERATION WILL NOT BE GIVEN AFTER PRACTICAL NURSING CLASSES BEGIN.**

**Final determination on transferable course and advanced placement is made by Practical Nursing Program Director.**

## **TUITION POLICY:**

The Practical Nursing Program is 1601 hours consisting of four (4) Levels of instruction; each is approximately thirteen (13) weeks in length, regardless of school breaks and statutory holidays. As the school is closed for summer recess, the total year-long Program extends over fifteen (15) calendar months.

Tuition and fees are billed quarterly and are due prior to the first day of class for each level.

It **must** be noted that students who remain in financial arrears at end of Level IV have not met objectives of the program, or met graduation requirements.

### **Financial Aid:**

The Financial Aid Officer is responsible for financial aid eligibility and providing required materials for the practical nursing students. The financial aid awarded by the financial aid officer is based on financial need, and may consist of a combination of grants and/or supplemental loans. To be considered, students must complete all the necessary forms according to the tuition and financial aid policies.

All students must have documented completion of FAFSA forms prior to the beginning of school. Applicants in default on student loans are not eligible for acceptance into the Practical Nursing Program until resolved.

**SATISFACTORY PROGRESS:** All students are subject to the academic standards of the nursing program. Each student receiving financial aid will be monitored to ensure that they are meeting satisfactory progress standards. Quantitative and qualitative measures are used in assessing student progress.

### **REFUND POLICY**

Before any refunds are possible, financial aid must first be used to pay for educational costs at school. When all costs have been paid to the school, additional financial aid funds will be refunded to the student.

If a student withdraws from the program, their Title IV funds may be adjusted. In accordance with federal regulations, those students who receive federal financial aid and who withdraw from the program during the first 60% of a payment period will have their federal financial aid adjusted based on the percent of the payment period completed prior to withdrawal. This percent is calculated by dividing the number of clock hours in the payment period into the number of clock hours scheduled to be completed prior to the withdrawal.

Students who do not follow the official withdrawal procedure but who stop attending classes, will be considered to have withdrawn. There will be no adjustment to federal financial aid after the completion of at least 60% of the payment period, as of their last day of attendance.

This policy applies to all federal financial aid including PELL Grants, Supplemental Educational Opportunity Grants, Subsidized and Unsubsidized Stafford Loans and PLUS Loans.

Please note that students who receive a refund of financial aid prior to withdrawing from the program owe a repayment of those funds. Students will be contacted by the Financial Aid Office in such situations and will be given 30 days to repay the funds to the program. Students who fail to return the unearned portion of federal financial aid funds given to them, will become ineligible for continued receipt of financial aid until such time as the repayment is made.

**The Practical Nursing Program of the Wilkes-Barre Area CTC has a refund policy which will be strictly followed. The amount of refund will depend upon the date of the student's last recorded day of attendance.**

**The following will apply: Upon entry of Level I, if a student deems it fit to withdraw after five (5) days attendance in the program, said student will be responsible for Level I Tuition & Fees; if, however, a student withdraws before the five (5) day period, said student will not be responsible for Level I Tuition & Fees.**

**For each successive Level afterward, once said Level is started, student is responsible for Tuition/Fees.**

**Non-attendance, notification to an instructor, or telephone calls to the office, DOES NOT constitute an official withdrawal. The refund of school charges is based on the percentage of the Practical Nursing Program Level completed, less a One Hundred (\$100.00) Dollar administrative fee.**

### **STUDENTS WITH SPECIAL NEEDS:**

The Practical Nursing Program of the Wilkes-Barre Area Career & Technical Center does not discriminate against individuals with special needs. If an applicant/student has a medical, physical, or learning impairment, the individual should provide the appropriate documentation to the Director of the Practical Nursing Program. This information will not be used in any way to determine your qualifications for admission into the Practical Nursing Program. All information provided is voluntary, and will remain confidential and used only by the Practical Nursing Program in order to make accommodations to meet the individual student's needs.

It must be noted, however, that the National Council on State Boards of Nursing identifies specific attributes/activities that are essential to effectively function as a nurse. The prospective student is referred to Appendix D for a list of these attributes.

### **SEX FAIRNESS POLICY:**

It is the policy of this institution to avoid discrimination and stereotyping in all forms and encourages the enrollment of students in programs non-traditional to their sex.

Positive action to remove all stereotyped and sex bias information from literature, brochures, handouts, and materials has been taken. Working with the Department of Education, workshops, and staff development programs have been instituted to create a total awareness among all personnel and promote our ongoing examination of this process. Communications are prepared to promote and encourage pupils of all stations, sex, minority groups to feel welcome to enroll in programs of this school in pursuance of their needs and desires.

The Board of Education, administration, and faculty encourages all pupils, regardless of race, sex, station, or handicap to enroll in all available programs as well as meet their personal career needs and objectives.

### **SEXUAL HARASSMENT POLICY:** (see Appendix F)



## **STUDENT HEALTH POLICIES**

1. A complete physical examination is mandatory, and this must be completed by the first day of school on the school physical form. **PLEASE NOTE:** there are specific laboratory tests and vaccines required. **The PPD TB Skin Test, MMR positive titers or immunization, Tetanus immunization, varicella immunization or positive titer (or professional documentation of history of chicken pox), Hepatitis B proof of immunity or immunization series, and seasonal flu vaccine are mandatory.**

2. If the student refuses any of the required immunizations/screenings, their ability to meet clinical objectives and successfully complete the program may be jeopardized. Final decision will be made at the discretion of the Director.

3. It is the responsibility of all applicants/students to inform the clinical coordinator of the program of existing or new latex sensitivity. This sensitivity must be documented by a health care provider on the entrance physical exam. If the sensitivity is discovered during the course of the program, the student will be required to have documented precautions from a health care provider in order to continue practice in the clinical area.

4. If a student becomes ill or injured during class or clinical experience, the individual should report to the instructor.

At school: The instructor or other practical nursing faculty member will render first aid. If further treatment is needed, the student will be referred to the emergency room of their preference or to their family physician.

In the clinical area: The student will be transferred to the emergency room of the institution with consent of the student. Emergency room costs are the responsibility of the student.

5. It is not a requirement that a student has health insurance, but it is **highly recommended**. Health insurance is the responsibility of the student. If the student does not have health insurance, the Practical Nursing Program of the Wilkes-Barre CTC is **not** responsible for payment of any costs in the event of an incident during school Theory/Clinical hours.

6. The PREGNANT STUDENT: Any student who becomes pregnant is required to notify the Director of the Practical Nursing School. The student must submit written consent from her physician regarding participation in the program, including the clinical component. This information will only be shared with the faculty who will be supervising the student at clinical.

**The student will also be required to sign a release of responsibility from harm that may occur to either the student or fetus as the result of routine participation in the Practical Nursing Program.**

## **ATTENDANCE POLICIES**

**1. PROFESSIONAL WORK ETHICS ARE EXPECTED BY THIS SCHOOL AND ALL FUTURE EMPLOYERS. ATTENDANCE WILL BE NOTED BY FACULTY ON REFERENCES.**

2. Attendance at orientation is mandatory. Any student missing orientation without notification AND prior approval will be determined to have declined acceptance into the Practical Nursing program.

3. Students are expected to attend all scheduled classes and clinical experiences.

THEORY HOURS: 7:45 A.M. TO 3:02 P.M.

CLINICAL HOURS: 6:45 A.M. TO 2:15 P.M.

**NOTE:** It may be necessary for students to adjust to a slightly different time schedule for short periods of rotation, which may involve late afternoon duty. Students will be notified in advance.

4. Students will be allowed a **MAXIMUM** of twelve (12) days (total) absence during the entire four levels of instruction. If the student has reached this maximum number of absence, he/she will be subject to faculty review and may be dismissed from the Practical Nursing Program.

5. Students are expected to be on time for class and clinical experience. Any student who is late for clinical assignment will be dismissed from the clinical site and charged a day of absence. Also at the discretion of the clinical instructor, unpreparedness in the clinical area will result in dismissal from the clinical site, and charged a day of absence. Any student late to class will not be granted admittance until the next-scheduled class. Any student requiring early dismissal will require the student to be absent for that class period and not be allowed admittance to the class.

6. Any student who is deemed to be ill but reports to class or the clinical area, will be excused, but will be charged with a day of absence.

7. Absence in the clinical area is to be reported as directed by the clinical instructor at orientation. Clinical experience hours are **mandatory**. **All** clinical absences must be made up at the end of the Program. The first two (2) clinical absences will be made-up at no cost to the student, all other clinical absences will be at a cost to the student of One Hundred Twenty-Five (\$125.00) Dollars per day. The only exceptions will be for military commitment or jury duty. Any absence that is “no call/no show” is failure of one clinical area for that clinical rotation, and the student may be up for faculty review and possible dismissal from the Program, as per clinical evaluation policies. (Please see “Clinical Evaluation Policies”)

8. Makeup time and work is determined by the faculty. Make-up time will be individualized according to the clinical and/or theory needs of the student. Objectives are developed for specific assignments as determined by faculty. Make-up time can be clinical and/or school assignments, including independent study time; viewing audio-visual programs, and computer programs. Students who have clinical make-up time due after graduation must pay the cost per diem for each day to be made up. Preparation for clinical make-up may include obtaining patient information. Any student reporting for make-up who is unprepared will not be allowed to complete the make-up until preparation is completed.

9. Classes and clinical experiences are scheduled according to the Wilkes-Barre Area CTC academic calendar. School is recessed for the summer. In addition, all school holidays, are observed throughout the school year.

## ATTENDANCE POLICIES (cont.)

### Missed Examinations:

1. It is the student's responsibility to contact the instructor the day of return from the absence. Any student who is absent for an announced test will be required to make it up at a faculty-designated time and day. The maximum grade allowed is 80%, regardless of the actual test grade. A makeup test can be a different test at the instructors' discretion. In the occurrence of unusual circumstances, the individual instructor may make exceptions to this policy.
2. The student is responsible for all material presented to the class during an absence.
3. If a student repeatedly misses test days, the status of the individual will be reviewed for dismissal, and appropriate action will be advised.

### Emergency Closings:

If the Wilkes-Barre Area Career & Technical Center cancels classes for inclement weather or other reasons, Practical Nursing classes are also cancelled. Practical Nursing **will not** be announced separately. **DO NOT CALL THE INSTRUCTORS AT THEIR HOME, OR THE SCHOOL.** If there is a delay for Wilkes-Barre CTC students due to weather or other conditions, clinical experience is automatically cancelled for the day. Students are to report to the school at the delay time.

School cancellations or delays will be announced on Northeastern Pennsylvania radio and television stations. Students who have access to the Internet can also check *Stormtracker 16* for cancellations at <http://local.wnep.com/newswatch16/winterwatch/>

### Graduation attendance:

It is mandatory for undergraduate students (levels 2 and 3 only) to attend the graduation ceremonies. Clinical dress code applies. Dates are announced the first week of each school year and are included in the handbook on level calendar. Every effort should be made to attend.

## **ACADEMIC POLICIES**

(1) Grades are mailed to students at the completion of each Level, as well as available on-line at all times. A numerical grade is used.

### Academic

80% and above - Passing

**Below 80%-** Failing

### Clinical

Satisfactory - Passing

**Unsatisfactory-** Failing

(2) A final grade of 80%, or greater, in each subject area is required in order to pass the course and progress to the next level. In those subject areas having clinical components the clinical component rating must be satisfactory to pass the course. If the clinical rating is unsatisfactory, the student fails that specific course, regardless of the theory grade earned.

(3) Students are made aware of their status for each specific course on an on-going basis, through test grades and/or notification by instructor. (Current grades are posted on-line and accessible to all students). Tutorial/remedial work may be available to any student who is experiencing difficulty grasping the material of a specific course; however, it is the student's responsibility to request this work.

(4) Students may request to review any exam once all of their respective classmates have also completed the exam, and upon a mutually agreed upon time with the instructor responsible for the exam. The exam can only be **requested for review** for a maximum of one week after the requester has completed the exam.

(5) Students are expected to augment classroom and clinical learning through readings, audio/visual and computer materials, and self-motivated practice.

(6) Each student must achieve each Student Learning Outcome of the Practical Nursing Program, both theoretically and clinically, in order to progress to the next Level or graduate. This includes satisfactory clinical evaluation (s) for the level. The faculty reserves the right and responsibility to determine if a student has successfully achieved these outcomes. Individual faculty members may incorporate attendance into grading criteria for certain courses.

(7) **Failure of any one course indicates that the student has not successfully completed the respective level and may NOT advance to the next level.** At that time, the student may be given the opportunity to repeat a failed (level 1) non-nursing course under the following conditions ONLY:

- A. The **only** single courses that may be repeated are: Calculation of Drug Dosage, Nutrition, and Anatomy & Physiology.
- B. Any student who has previously repeated a course may NOT repeat a failed course in order to advance to the next level.
- C. **PRIOR TO REPEATING A COURSE, ALL CURRENT FINANCIAL OBLIGATIONS MUST BE MET.**
- D. The cost of the repeated course is the responsibility of the student.
- E. The student **MUST** repeat the course in the next available respective level 1.
- F. If a student repeats a level 1 course and is unsuccessful in subsequent levels (levels 2,3, or 4), they will NOT be permitted the opportunity to repeat any other level.

❖ **REFER TO “WITHDRAWAL/READMISSION” POLICY FOR ADDITIONAL INFORMATION.**

## **ACADEMIC POLICIES (cont.)**

“Calculation of Drug Dosage”: Any student who is failing Dosage Calculation at the end of the *regularly scheduled* class sessions(12 hours) will be given the option to attend tutoring at determined times before or after regular school hours. Attendance at a minimum of three (3) tutoring session is mandatory. The student will then be required to achieve a grade of 85%, or greater on exam prior to completion of Level I in order to successfully pass course.

Exam Administration: Exams may be proctored by 2 to 4 faculty members. All cell phones and personal belongings (purses, bags, books, etc.) will be placed in a designated area of the classroom. If a calculator is permitted, it must NOT be part of a cell phone, or other personal electronic device. Faculty may assign or reassign seats at any time.

### **Academic Integrity:**

The Practical Nursing Program of the Wilkes-Barre Area Career & Technical Center strongly believes in academic honesty and integrity. Plagiarism is the unacknowledged use of another person's labor, another person's ideas, another person's words, and another person's assistance. Normally, all work assignments - papers, examinations, homework exercises, laboratory reports, oral presentations - are expected to be the individual effort of the student presenting the work. Any assistance must be reported to the instructor. If the work has entailed consulting other resources - journals, books, or other media - these resources must be cited in a manner appropriate to the course, as determined by the instructor.

Academic cheating is, generally, the thwarting or breaking of the general rules of academic work or the specific rules of individual courses. It includes falsifying data; submitting, without the instructor's approval, work in one course which was done for another; helping others to plagiarize, or actually doing the work of another person. Cheating on an exam or quiz is: a) receiving or attempting to receive information from another person during the exam, or b) practicing or attempting to practice any other form of deceit during an exam (i.e.: texting, notes, etc.)

Plagiarism, cheating, or any other form of academic dishonesty violates the Practical Nursing Program's standards and will not be tolerated by the Practical Nursing Program of the Wilkes-Barre Area Career & Technical Center. A practical nursing student who is found guilty of academic dishonesty will be dismissed from the Practical Nursing Program.

## **CLINICAL POLICIES**

### **Clinical Preparation:**

Students are required to pick up clinical assignments the evening prior to the clinical day. Specific prep work will be elaborated by the clinical instructor. Restrictions will be followed when applicable to certain facilities.

### **CPR Certification:**

Practical Nursing Students must be certified in an American Heart Association-approved CPR (adult/child/infant) course while in the program. It is the student's responsibility to arrange for completion of the appropriate course.

### **Cell Phone Use:**

***Students are not permitted to have cell phones in the clinical setting under any circumstances.***

### **The Student as a Legal Witness:**

To avoid any possibility of legal consequences and/ or involvement of the student in a situation that falls out of their level of competence and expertise, the nursing student is NOT to act as legal witness to any patient consent forms or other legal documents while assigned to clinical. The student is to notify the instructor if there are any situations where clarification may be needed regarding this policy.

### **Student Conduct in Affiliating Agencies:**

Students must abide by the rules and regulations of the affiliating agency where assigned for clinical experience. Students, who do not act professionally or do not follow the designated rules and regulations, can jeopardize the affiliation at the institution for all the students in the program. Such conduct may cause dismissal of the individual from the program. The affiliating clinical facilities have the right to expel a student from the facility for non-professional and/or incompetent behavior.

### **ANY Violation of “Standard’s of Nursing Conduct” :**

A student whose behavior is found to be unsafe will be given a verbal and written warning by the clinical instructor and may be dismissed from the clinical area.. The clinical instructor may also request a meeting with the nursing faculty at that time.

Upon a decision by the faculty, the student may be terminated from the clinical practicum and will receive a failing grade for the course. Documented evidence from the student, faculty, and/or staff will be considered in the decision to terminate a student from a clinical practicum.

## **Standards of Nursing Conduct**

***All students in the Practical Nursing Program are expected to uphold the same standards of conduct as stated by the Pennsylvania State Board of Nursing - Rules and Regulations - Subchapter B. Practical Nurses - General Provisions 21.148. Standard of Nursing Conduct:***

A licensed practical nurse shall:

1. Undertake a specific practice only if the licensed practical nurse has the necessary knowledge, preparation, experience and competency to properly execute the practice.
2. Respect and consider, while providing nursing care, the individual's right to freedom from psychological and physical abuse.
3. Act to safeguard the patient from the incompetent, abusive or illegal practice of any individual.
4. Safeguard the patient's dignity, the right to privacy and the confidentiality of patient information. This standard does not prohibit or affect reporting responsibilities under 23 PA C.S. Chapter 63 (relating to the Child Protective Services Law), the Older Adults Protective Services Act. (35 P.S. 10211-10224) and other statutes which may mandate reporting of this information.
5. Document and maintain accurate records.

A licensed practical nurse may not:

1. Knowingly aid, abet or assist another person to violate or circumvent a law or Board regulation.
2. Discriminate, while providing nursing services, on the basis of age, marital status, sex, sexual preference, race, religion, diagnosis, socioeconomic, status or disability.
3. Knowingly permit another individual to use his license or temporary permit for any purpose knowingly permit the unlicensed person under the licensed practical nurse's jurisdiction or supervision to misrepresent that the individual is a licensed nurse.
4. Misappropriate equipment, materials, property, drugs or money from an employer, or patient.
5. Solicit, borrow or misappropriate money, materials or property from a patient or the patient's family.
6. Leave a nursing assignment prior to the proper reporting and notification to the appropriate department head or personnel of such an action.

### **Unsafe Nursing Practice:**

The student will demonstrate patterns of professional behaviors which follow the legal and ethical codes of nursing; promote the actual or potential well-being of patients, health care workers, and self in the physical, social, emotional, spiritual and rehabilitative areas; demonstrate accountability in preparation, documentation, and continuity of care; and show respect for the human rights of individuals.

Indicators to be used as guidelines for evaluating safe practice are:

1. Regulatory: The practical nursing student practices within the boundaries of the Pennsylvania State Practice Act, the guidelines and objectives of the Practical Nursing Program, and

## Standards of Nursing Conduct (cont.)

### Unsafe Nursing Practice (cont.):

follows the rules and regulations of the health care agencies. Students are bound by the rules and regulations of the health care agencies.

Examples of unsafe practice include but are not limited to the following:

- a. Failure to notify the agency and/or instructor of clinical absence,
- b. Failure to adhere to the dress code.
- c. Presenting for clinical practicum under the influence of drugs and/or alcohol.  
If the use of alcohol and/or drugs is suspected, faculty reserves the right to request an immediate blood alcohol level and/or drug toxicology screen. **(SEE APPENDIX H)**
- d. Failure to make up missed clinical experiences.
- e. Repeated tardiness to clinical assignments.

2. Ethical: The student practices according to the Code of Ethics, and the Pennsylvania State Practice Act.

Examples of unsafe practice include but are not limited to the following:

- a. Refusal of assignments based on client's race, culture, or religious preference.
- b. Inappropriate practice in any assigned activity related to clinical practice.
- c. Ignoring unethical behavior(s) of other health care persons in the clinical setting(s) which affects patient welfare.

3. Physical, social, emotional, spiritual and rehabilitative needs: The student's practice meets the total needs of the human being from a physical, social, emotional, spiritual and rehabilitative standpoint.

Examples of unsafe practice include but are not limited to the following:

- a. Failure to display stable mental, physical or emotional behavior.
- b. Failure to follow through on suggested referrals or interventions to correct deficit areas.
- c. Acts of omission or commission in the care of patients, such as, but not limited to: physical abuse, placing in hazardous positions, conditions, or circumstance, mental or emotional abuse, and medication errors.
- d. Interpersonal relationships with agency staff, coworkers, peers, or faculty resulting in miscommunications, disruption of patient care and/or unit functioning.
- e. Lack of physical coordination necessary for carrying out nursing procedures.

4. Accountability: The student's practice demonstrates continuity in the responsible preparation, documentation, and promotion of continuity in the care of patients.

Examples of unsafe practice include but are not limited to the following:

- a. Failure to provide concise, inclusive, written and verbal communication.
- b. Failure to accurately record comprehensive client behaviors.
- c. Failure to report questionable nursing practices.
- d. Attempting activities without adequate orientation or theoretical preparation or appropriate assistance.
- e. Dishonesty.



### **Standards of Nursing Conduct (cont.)**

5. Human Rights: The student's conduct shows respect for the individual patient, health team member, faculty, and self including but not limited to the innate, legal, ethical, and cultural realms.

Examples of unsafe practice include but are not limited to the following:

- a. Failure to maintain confidentiality of interactions.
- b. Failure to maintain confidentiality of records.
- c. Dishonesty in relationships.
- d. Failure to recognize and promote every patient's rights.

### **STUDENT OBJECTIVES FOR SIMULATION LAB:**

1. Participate in procedures not readily available in the clinical area.
2. Utilize the simulation experiences to mimic the reality of the clinical environment without the possibility of patient injury.
3. Develop confidence in clinical skills by means of practice and instructor feedback.
4. Synthesize theory with hands-on application of skills performed in the simulation lab.
5. Summarize experiences utilizing self analysis and critique of skills performed.
6. Incorporate critical thinking and decision making skills when participating in advanced patient scenario simulations.

## CLINICAL EVALUATION POLICY

1. Clinical performance will be evaluated through utilization of the approved clinical evaluation tool. *Evaluation tool is reviewed at level 1 by Clinical Coordinator and again by each rotation instructor to provide opportunity for question or clarification of criteria.*
2. Evaluation of clinical performance focuses on the following general areas: Safety, application of knowledge, skills performance, use of critical thinking/nursing process, communication, professionalism, and medication administration, as appropriate for each respective level. (See **Appendix K**)
3. Methods for evaluating student performance include, but are not limited to: observation of overall clinical performance, attendance, behavior, participation in pre/post conference, written assignments, reports of observational experiences, simulation lab performance.
4. Students will be allowed 2 *absent clinical days within a single level* with a maximum of 4 absent clinical days during the entire program. Greater than 2 days of absence within 1 level, or greater than 4 days of total clinical days absent will result in a failure of a competency on clinical evaluation and the student will be subject to faculty review for dismissal from the practical nursing program. (Also see “Attendance Policies” for further information)
5. Students will be evaluated at mid-rotation and at end of level rotation. Mid-rotation evaluation provides an opportunity for the student to improve identified areas of weakness and potential failure\* (does not apply to level 1, OB, or med pass).
6. In the event that a level rotation is “split” between 2 facilities, the first half of the rotation is evaluated for mid-rotation performance to allow the student ample time to meet clinical objectives. This information will be shared with the instructor who will complete the second half of the rotation and final evaluation will be determined at the end of the level (end of 2<sup>nd</sup> half of rotation). The instructors of a “split” rotation may collaborate to determine if a student who is having difficulty has met required clinical objectives.
7. Final evaluation will be determined by results of final evaluation only.

IN ORDER TO ACHIEVE A PASSING OVERALL CLINICAL PERFORMANCE FOR LEVEL (AND THEREFORE ADVANCE TO THE NEXT LEVEL), THE STUDENT MUST ON FINAL EVALUATION:

1. Achieve a satisfactory in all critical competencies (\*)  
A critical competency is one that is considered essential to achieve stated objective.
2. Receive no more than one (1) unsatisfactory in any non-critical competency.

***\*Repeated poor performance on mid-rotation evaluation over several rotations indicates continuing clinical deficiencies and may result in faculty review for clinical failure.***

### ADDITIONAL EVALUATION CRITERIA:

**Med pass** – the student who receives more than one (1) unsatisfactory in any competency, or has greater than 3 competencies that “need improvement” will be placed on clinical probation and allowed one (1) opportunity to repeat the medication pass rotation. The student will be notified of the date for the repeat med pass in order to allow ample time to prepare. On the repeated med pass, the student must receive satisfactory in ALL competencies in order to successfully pass the rotation and advance to the next level in the nursing program.

**OB and Freshman** rotation – the student will be evaluated using the same criteria applicable to Med-Surg rotations. Additionally, the student must NOT receive greater than 3 non-critical competencies that “need improvement” in order to successfully pass the rotation and advance to the next level in nursing program.

## **CLINICAL EVALUATION POLICY: (cont.)**

### **Pediatrics -**

In order to successfully pass Maternal/Child Nursing –Pediatrics, the student must meet all of the following objectives:

1. Recognizes normal growth and development for age, thereby identifying abnormal aspect when present.
2. Demonstrates knowledge of well-child care, such as immunization schedules, screenings,, etc.
3. Recognizes normal assessment findings (i.e.: vital signs, etc.) in the pediatric patient as contrasted with those of the adult patient.

Pediatric clinical rotation includes observational experiences, simulation laboratory, and written assignments.

- Observational experiences are completed at “Sick Child” sites such as pediatric clinics and pediatrician offices, and “Well Child” sites such as day care and nursery schools.
- Simulation lab is completed at the school under the supervision of the pediatric instructor.
- Written assignments are completed as per instructions for both sick and well child sites, available on-line. Must be submitted to pediatric instructor within 1 week of clinical experience. Completed documentation will be kept in student portfolio.

## **GRADUATION REQUIREMENTS:**

A diploma is awarded to students who have successfully completed the program of studies. The requirements of graduation are:

1. Successful completion of all academic and clinical objectives of the program in order to achieve student learning outcomes.
2. Completion of all financial obligations with the Wilkes-Barre Area Career & Technical Center.
3. Prior to graduation, the individual, as required by the Pennsylvania State Board of Nursing, must complete forms and preparations.
4. The Practical Nursing Program of the Wilkes-Barre Area Career & Technical Center, in accordance with the Pennsylvania State Board of Nursing advises all nursing students that felonious acts prohibit licensure in Pennsylvania as of January 1, 1986. The following is taken from the Law:

The Board shall not issue a license of certification to an applicant who has been:

1. Convicted of a felonious act prohibited by the Act of April 14, 1972 (P.L. 223, No. 64), known as "The Controlled Substance, Drug Device and Cosmetic Act", or
2. Convicted of a felony relating to a controlled substance in a court of law of the United States or any other state, territory, or country unless:
  - a. at least ten years have elapsed from the date of the conviction;
  - b. the applicant satisfactorily demonstrates to the board significant progress in personal rehabilitation since the conviction such that licensure should not create a substantial risk of further violations; and
  - c. the applicant otherwise satisfies the qualifications contained in this act.

A person convicted of any felonious act may be prohibited from licensure by the Board of Nursing at any time.

The graduate of the school is eligible to take the National Council Licensure Examination for (NCLEX) licensure as a Practical Nurse.

## **WITHDRAWAL/ READMISSION POLICIES**

### **Withdrawal:**

Students may voluntarily withdraw from the program at any time. A letter of withdrawal must be submitted to the Director stating the reason for withdrawal. A personal interview must be completed with the Practical Nursing Director.

### **Re-Admission:**

Students who have withdrawn from the Practical Nursing Program, and were in good standing at the time of withdrawal, may apply for re-admission to the Program under the following guidelines:

- A. An individual must re-apply within two (2) years of the withdrawal date.
- B. A written letter of request for re-admission must be submitted to the director.
- C. If the student withdrew in order to repeat a level, the individual must fulfill the policies and requirements in effect at the time of re-admission, and acceptance may be subject to class space availability. *Students may repeat a level within the program only one time – any student who has already repeated a course or level can only apply to re-enter as a new student on level one.*
- D. The repeated level must be paid in full prior to start of classes. *Note: Students will not receive any financial aid until all previously failed hours are successfully completed.***
- E. All students applying for readmission to levels 2 through 4 must be accepted and confirm placement at least 2 weeks prior to the start of classes in order to allow for clinical placement.
- F. If re-admission is requested beyond two (2) years, the normal admission process must be followed, including the pre-entrance examination.

### **DISMISSAL POLICY:**

A student will be subject to dismissal from the Practical Nursing Program of the Wilkes-Barre Area Career & Technical Center for any of the following conditions:

1. Failure of any subject area with a grade of less than 80.00%. (*Also see “Academic Policies”*)
2. Failure of clinical competence.
3. Academic dishonesty.
4. Theft on school/affiliating agency property.
5. Conviction of a felony. (Includes a judgment, an admission of guilt, or a plea of nolo contendere).
6. Use, possession, selling, exchange, or delivery of a controlled substance, alcohol, or firearms on School/affiliating agency property.
7. Use of verbal or physical threats or assault toward another individual while on school/affiliating agency property.
8. Failure to meet financial obligations.
9. Non-compliance with the Practical Nursing Program's rules, policies, or objectives.
10. Non-compliance with rules and regulations of an affiliating agency.
11. Non-compliance with applicable rules and regulations of the Wilkes-Barre Area Career & Technical Center.
12. Any other provisions of dismissal as noted in this handbook.

Termination of a student's enrollment shall be preceded by a careful review of all records. The student will be notified of dismissal in writing. The student has a right to grieve the decision.

## **GENERAL POLICIES**

### **POLICY ON PROFESSIONAL CONDUCT AND ACCOUNTABILITY:**

*The student nurse represents the school, our program, and the nursing profession. The student must demonstrate integrity and dignity at all times, including professional behavior, language, and clothing. Students are expected to conduct themselves using civility and respect. These expectations include:*

- Conduct that is courteous and professional whether in class, clinical, on-line, or any setting where they will be representative of the school.
- Addressing faculty and administration by appropriate titles (i.e.: Mr., Mrs, Ms.), addressing faculty by first names is inappropriate.
- Avoiding disruptive behavior in the classroom and clinical settings.

*Disruptive behavior is defined as any behavior that interferes with the ability for the instructor to teach, or for fellow students to learn. COMMON EXAMPLES OF DISRUPTIVE BEHAVIOR INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:*

- Making excessive noise such as exaggerated moving of papers, books, food wrappers, etc.
- Talking when the instructor or other students are speaking.
- Monopolizing classroom discussions
- Inordinate or inappropriate demands for time or attention
- Inattentiveness such as sleeping or reading unrelated material
- Unnecessary and repetitive questions or comments that delay or interfere with the instructor's presentation
- Repeatedly leaving and entering the class without authorization.
- Poor personal hygiene

More extreme examples include, but are not limited to:

- Verbal abuse of instructor or other students
- Harassment of instructor or other students
- Threats of harm to self or others
- Physical violence of any kind

**IN ADDITION TO THE ABOVE, DEFAMING THE PRACTICAL NURSING PROGRAM IN THE SCHOOL, OUTSIDE AGENCIES, OR THE COMMUNITY IS UNACCEPTABLE BEHAVIOR.**

*Respect must be shown to administrators, staff, faculty, fellow students, as well as staff, patients, and family members within the clinical area. If a student uses poor judgment in his/her behavior or language in either the classroom or clinical setting, or violates any aspect of this policy they will be reviewed for dismissal from the program.*

## **GENERAL POLICIES (cont.)**

### **Confidentiality:**

All students must abide by the rules of HIPAA. This policy is reviewed on orientation and discussed in Level 1 classes. Additionally, confidentiality is discussed in detail prior to start of Level 1 clinical rotation and the student must sign a confidentiality agreement.

### **SOCIAL MEDIA:**

The use of social media such as Facebook, YouTube, MySpace, Twitter, Allnurses.com, blogs, etc. provide the ability for the students to communicate and receive support from their peers. However students need to be aware that publishing information on these sites may be public for anyone to see and could be traced back to them as individuals. Nursing students are preparing for a profession which provides services to the public and expects high standards of behavior. Students are legally responsible for anything that may be posted in social media forums. Periodic surveillance of on-line Practical Nursing Program sites is done by the computer co-chairperson.

Faculty is not permitted to be a social media “friend” to any student while actively enrolled in the program.

### **Telephone:**

Personal telephone calls are not permitted on any school telephones. Of course, emergency messages will be accepted. Out of courtesy for faculty and fellow students, cell phones are **NOT TO BE TURNED ON DURING CLASS TIMES.**

### **Student Identification Cards (I.D.'S.)**

All students are required to have a Practical Nursing Program Student I.D. badge. The I.D. badges are produced by the school. This process will be completed during the first week of enrollment in school. Badges must be worn at all times in school and in clinical facilities.

### **Malpractice Insurance:**

Blanket malpractice insurance (Student Practical Nurse Liability) is carried for the student by the school. The malpractice insurance for the student practical nurse is mandatory. Cost of the insurance is part of the student fees cost.

### **Child Care**

Child-care is to be arranged by the practical nursing student. Child-care facilities are not available at the Program facility. Students are encouraged to make alternate child care arrangements in the event the child becomes ill. Staying home frequently to care for an ill child causes loss of school time, and an inability to meet program requirements. Missing school to care for an ill child is an absence.

### **Transportation:**

Students **must** provide their own means of travel to the school, clinical facilities, and other areas of instruction. It is recommended that car pools be formed where possible. Any parking costs for clinical are the responsibility of the student.

### **Parking:**

Parking assignments will be made at the beginning of each year or as needed throughout the school year. Students are **required** to adhere to the parking assignment.

## **GENERAL POLICIES (cont.)**

### **DRESS CODE:**

#### **Classroom:**

As a member of the nursing profession, the practical nursing student should present a professional appearance:

1. Students are to be properly and neatly attired.
2. Shoes and/or sandals must be worn at all times.
3. Considered unsuitable attire:
  - a. No half-shirts, cut-off shirts, tank tops, halter tops or any clothing that reveals a bare midriff on any student.
  - b. Any type of dress not covered under this code that disrupts the educational process or safety will not be acceptable.
4. Student dress, hairstyle, etc., for class and school social occasions should reflect good taste and maturity.

#### **Clinical:**

##### **Uniform:**

1. School uniform only.
2. Professional scrubs are required in the specialty clinical areas, and are the responsibility of the student.
3. White stockings, or socks, and white nurses' shoes or sneakers.
4. School-issued lab coat.

##### **Additional:**

1. Each student should have 2 uniform sets.
2. I.D. Badge.
3. Watch with a "seconds" hand or digital readout.
4. Hair to be pulled off face and above collar, and is to be neat. Wigs may be worn if they are fitted properly. Fancy hair ornaments may not be worn, and barrettes should be a neutral color. Male students should be clean shaven, or maintain a well-trimmed moustache or beard.
5. Nails are to be filed, not beyond the finger tip, and clean. Absolutely no nail polish permitted.
6. No jewelry except wedding bands may be worn. Absolutely no tongue piercings, nose rings or piercing of any kind other than single earlobes, stud earring only.
7. No sweaters are to be worn while giving patient care. Medical alert necklaces may be worn, but must be inconspicuous.
8. If scheduled for Obstetrics, the uniform must be worn to this area. Scrubs are used in clinical specialty.
9. Students are to be neat and clean in appearance. Shoes and shoelaces are to be kept clean and white.
10. The use of strongly scented perfumes or colognes, extremes in makeup or hairstyles, and chewing gum are prohibited in the clinical area.
11. A white lab coat must be worn over street clothes only to obtain student's assignment. No lab coat is to be worn for patient care.
12. Cleaning and upkeep of the uniform is the responsibility of the individual student.



## **GENERAL POLICIES (cont.)**

### **Employment:**

Because of the intense nature of the program, any type of employment during enrollment in the Practical Nursing Program is not encouraged. If a student must, working times should be arranged so as not to interfere with class or clinical hours. Early dismissal from class/clinical or tardiness, will not be permitted because of employment hours.

Students who are employed in the health field may not perform the functions normally assigned to a professional or practical nurse. Students may not wear any part of the student nurse uniform of the school while at their place of employment.

### **Student Records:**

Current and permanent student records are maintained and kept as defined by federal and state law. In compliance with the Family Educational Rights and Privacy Act, students are permitted to review their records. Educational records are not made available to individuals or agencies outside the school or clinical facility without the student's written consent, except as provided by law. The school is permitted to release, without permission, such information as the student's name, dates of attendance, awards received, and participation in school activities.

### **Transcripts of Records:**

An official transcript will be sent only to the official of the agency named by the graduate. Requests for transcripts must be in writing. The fee for each transcript is ten (\$10.00) dollars. Unofficial transcripts are issued directly to the students or graduates.

### **Change of Address, Phone #, or Name:**

The practical nursing secretary must be notified as soon as possible, in writing.

### **Student Right-to-Know and Campus Security:**

The Practical Nursing Program of the Wilkes-Barre Area Career & Technical Center does have a Campus Safety and Security Policy as required by Federal Law 101-542, the Crime Awareness and Campus Security Act. The policies and statistics are revised yearly. Statistics are calculated yearly and kept on file in the practical nursing department. The Student Right-To-Know and Campus Security Policy are available upon request. See Appendix I.

## **GENERAL POLICIES (cont.)**

### **Tobacco Use By Students:**

The Board of Education, in compliance with Act 168 of 1988, and federal policy regarding smoking free schools, hereby prohibits the use of tobacco by students in school buildings, indoor facilities, school buses, and on school property owned, leased, or under control of the school.

For purposes of this policy, tobacco use shall mean:

1. Smoking and/or the use of smokeless tobacco in any form, which includes chewing tobacco, snuff, and any products made from, or combined with tobacco.
2. "Smoking" as defined includes possession of a lighted cigarette, cigar, pipe, or other lighted smoking equipment.
3. School buildings include the confines of the Wilkes-Barre Area CTC, its storage buildings, sheds, greenhouses, and student-built houses. School property shall include all buildings, busses, campus grounds, parking lots, and roadways owned, leased, or under control of the school.

Violation of this policy shall be punishable by a civil penalty/fine enforceable by law. Civil costs shall also include any court costs associated with the adjudication of such violation.

### **Maintaining a Drug-Free Workplace:**

The Wilkes-Barre Area Career & Technical Center maintains a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited, and actions will be taken against anyone - student, employee, and visitor - for violation of such prohibition. If a student is convicted of drug distribution or possession, the court may suspend eligibility for Title IV financial aid - PELL and/or Stafford Loan.

\*\*\***(See DRUG-FREE POLICY, Appendix G)**

### **LIBRARY RULES:**

1. The library hours are Monday through Friday, 8:00 A.M. to 3:02 P.M.
2. All books and magazines are checked with the Library Chairperson or faculty member before removal from the library.
3. Books and pamphlets, except those in great demand, circulate for one (1) week and may be renewed, if necessary.
4. Books that are outdated by five (5) years will be placed in the Historical Reference Section. Periodicals are placed in the Historical Section after five (5) years.
5. Reference books, nursing journals, and magazines cannot be checked out of the library. Items may be left at the secretary's desk when the library is closed.
6. Overdue books are charged at the rate of \$.05 per day.
7. The student is held responsible for the safe return of any item checked out; therefore the student must replace any damaged or lost item at their own cost.
8. Clinical facility libraries: The Practical Nursing students are allowed to borrow books and/or periodicals from the affiliating facilities. The rules and regulations of the facilities' library rules must be adhered to by the Practical Nursing student.

## **PROBATION POLICY**

**A student can be placed on probation for violation of any policy or mandate stated in this handbook. The student will receive verbal and written notification of probationary status, as well as length of the probationary period. Both the decision to place a student on probation and the length of the probationary period will be determined by the seriousness of any single infraction, or the incidence of repeated “minor” violations of policies. If further violation of any policy occurs during the probationary period, the student can be dismissed immediately.**

## **GENERAL STUDENT INFORMATION:**

### **Facilities:**

All theory classes are held at the Wilkes-Barre Area Career & Technical Center. This includes instruction in the classroom or nursing skills laboratory, and use of the practical nursing library.

Clinical experience is completed at Geisinger South, Wilkes-Barre; Wyoming Valley Health Care Systems, Inc.; Geisinger Wyoming Valley Medical Center, Regional Hospital (Scranton), United Methodist Homes (Wesley Village), VA Medical Center, various long-term care facilities, pediatric sites, and community sites.

### **Cafetorium:**

The school does have cafeteria services available for breakfast and/or lunch. Kitchen facilities located off the skills lab area are also available for use by practical nursing students for lunch and break times.

### **Bulletin Boards/Website notices:**

Schedule of classes, special assignments, job opportunities, and general information happenings will be posted. Please check daily to ensure good communication.

## **COUNSELING**

1. Each student is assigned an advisor, a specific faculty/administrative member for all levels. It is the student's responsibility to meet with the assigned advisor as needed.
2. Counseling conferences can be initiated by the advisor or the student.
3. Students who are having difficulty meeting course objectives, theoretically or clinically, may be referred to their advisor by the involved theory/clinical instructor as soon as the problem is suspected. If applicable, a plan of action is developed by the advisor, involved faculty member, and student.
4. Confidential records of counseling sessions will be maintained.
5. The advisors will be available during school hours for conferences.

## **GRIEVANCE PROCEDURE:**

*If the student feels he/she has a grievance/problem, the following procedure is to be followed:*

### **LEVEL I GRIEVANCE GUIDELINES**

1. The grievance/problem should be followed up as soon as possible after the occurrence, but not beyond the ten (10) school days of occurrence.
2. Initially, the person involved should be approached.
3. If it is not resolved to the student's satisfaction, the student should discuss the situation with the assigned advisor, or faculty person of the student's choice within ten (10) school days of occurrence.
4. The grievance/problem shall be considered resolved if the student fails to file the grievance in accordance to the Level II grievance guidelines.

### **LEVEL II GRIEVANCE GUIDELINES**

1. If the grievance problem is not resolved to the student's satisfaction, a written grievance should be presented by the student to their advisor within five days after meeting with the involved party.
2. The written grievance will be presented by the student advisor, within 5 days of receiving it to the grievance committee.
3. The grievance committee must respond to grievance in writing within 5 days of receiving complaint.

### **LEVEL III GRIEVANCE GUIDELINES**

4. If the grievance problem is still not resolved to the student's satisfaction, the problem must be presented in writing to the Director of the Practical Nursing within twenty (20) days of occurrence, to be reviewed by the Director.
5. Within ten (10) school days of the receipt of the student's written grievance, the Director shall set up an appointment for a conference for all parties involved including the director. If the grievance/problem is resolved during the conference, a written summary of the resolution will be provided to the student in writing within five (5) school days following the conference. If the grievance/problem is not resolved during the conference, the Director will render a decision regarding the grievance/problem within ten (10) school days following the conference and will notify the student in writing within that time period.
6. A student who is pursuing the grievance process can be assisted and accompanied by the president of the student's class during meetings and discussions which follow the grievance process.

## **STUDENT LEADERSHIP**

Purpose: To prepare the student to accept responsibility for self-direction and to permit them to share in program planning.

All practical nursing students of the Wilkes-Barre Area CTC are encouraged to take an active part in their community and profession. Each student is encouraged to join and become involved with the local and national practical nursing organization.

Involvement in community health projects such as health fairs, open house, and the school blood drive provides opportunities for leadership and citizenship opportunities.

### **Student Association:**

Each class, with the guidance of an appointed class faculty advisor, establishes its own class student organization.

The purpose of the student association is to allow members to communicate and discuss class activities, common concerns, and/or problems. Social activities with other classes may be planned and discussed. Meetings shall be held on a regular basis and parliamentary procedure shall be followed. All members of each class are encouraged to take part in the class association.

### **Election of Officers:**

The class advisor, an assigned faculty member, shall act as temporary chairperson for the first class meeting. This faculty person will conduct the election of officers for the class and attend each meeting thereafter.

### **Duties of Class Officers:**

#### **President:**

1. To preside and conduct all class meetings.
2. To report to class advisor and Director of class activities, problems, and concerns.

#### **Vice-President:**

1. To assist the president with class meetings.
2. To preside and conduct class meetings in the absence of the president.

#### **Treasurer:**

1. To collect, record, and report monies.
2. To provide class advisor and Director with a monthly accounting of all class monies.

#### **Secretary:**

1. To record minutes of each class meeting.
2. To read minutes of each previous class meeting and have them approved.
3. To supply class advisor and Director with copies of the minutes of each meeting.

Class dues are optional.

### **STUDENT LEADERSHIP (cont.):**

Fund-raising projects are not encouraged. Before any project is arranged, permission of the Director must be granted. Any monies acquired by the class must not be used for the personal benefit of any class member.

#### **Student Body Representative:**

A student shall be chosen by the faculty to act as a representative of the student body at advisory meetings, and a minimum of 5 faculty meetings per school year.

The president of a specific class can assist and accompany a fellow class member in meetings and discussions in the resolution of a grievance/problem. The steps of the grievance procedure must be followed (see p. 41).

## **INFECTIOUS DISEASE POLICY**

I. To prevent the accidental transmission of any infectious disease, including blood borne pathogens such as Hep. B, Hep. C, and HIV/AIDS, the faculty and students of this program will follow the guidelines for patient contact as defined by the Center for Disease Control and OSHA:

1. Gloves will be worn for all contact with blood, urine, feces, or any body fluid.
2. Masks and goggles will be worn during procedures that are likely to generate air-borne droplets of blood or other body fluids.
3. Disposable gowns will be worn anytime there is a chance of soiling a uniform with blood or other body fluids.
4. Resuscitative devices (i.e., Ambu's, etc.) will be used, rather than mouth-to-mouth resuscitation.
5. To prevent needle-sticks, needles should not be recapped. After use, sharps should be placed in puncture-resistant containers for appropriate disposal.
6. Wash hands prior to and immediately after patient contact. Additionally, alcohol-based hand scrubs will be utilized as per clinical facility protocol.
7. Equipment and supplies necessary to minimize the risk of infections with HIV and blood-borne pathogens will be supplied by the school and/or clinical agencies.

### II. Bloodborne Exposure Control Plan:

Universal precautions will be observed at this facility in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual.

Hand-washing facilities are also available to the students who incur exposure to blood or other potentially-infectious materials. Students shall wash hands and any other potentially contaminated skin area immediately or as soon as feasible with soap and water, after removal of personal protective gloves.

Contaminated needles and other contaminated sharps will not be bent, recapped, removed, sheared or purposely broken. Contaminated sharps are discarded immediately, or as soon as possible after use, into appropriate sharps containers. At this facility the sharps containers are closable, puncture resistant, leak proof and labeled with a biohazard label.

Gloves shall be worn when it is reasonably anticipated that students will have hand contact with blood, other potentially infectious materials, non-intact skin, and mucous membranes, or contaminated surfaces. Gloves are readily available at Wilkes-Barre Area CTC, Practical Nursing Program.

When the student incurs an exposure incident, it should be reported to the instructor immediately. All students who incur an exposure incident will be referred for post-exposure evaluation and follow-up in accordance with the Occupational Safety Hazard Administration standard which is:

1. Documentation of the route of exposure and how exposure occurred.

### **INFECTIOUS DISEASE POLICY(CONT'D):**

2. If possible, the identification of the source individual and, if possible, the status of the source individual. The blood of the source individual will be tested (after consent is obtained) for HIV/HBV infectivity.
3. Results of testing of the source individual will be made available to the exposed student with the exposed student informed about the applicable laws and regulations concerning disclosure of the identity and infectivity of the source individual.
4. The student will be offered the option of having their blood collected for testing. The blood sample will be preserved for up to 90 days to allow the student to decide if the blood should be tested for HIV serological status. However, if the student decides prior to that time that testing will or will not be conducted, then the appropriate action can be taken and the blood sample discarded.
5. The student will be offered post exposure prophylaxis in accordance with the current recommendations of the U.S. Public Health Service.
6. The student will be given appropriate counseling concerning precautions to take during the period after the exposure incident. The student will also be given information on what potential illnesses to be alert for, and to report any related experiences to appropriate personnel.



## **APPENDIX A**

### **SIGNATURE SHEET**

## **PRACTICAL NURSING PROGRAM**

### **AFTER CAREFULLY READING THIS STUDENT HANDBOOK:**

- 1. SIGN BELOW**
- 2. DETACH THIS SHEET.**
- 3. RETURN TO ADMINISTRATIVE MANAGER**

**THIS IS TO VERIFY THAT I HAVE READ, UNDERSTAND, AND AGREE TO ABIDE  
BY THE RULES AND REGULATIONS OF THE PRACTICAL NURSING PROGRAM OF  
THE WILKES-BARRE AREA CAREER & TECHNICAL CENTER.**

***BY SIGNING BELOW, I ALSO VERIFY AGREEMENT WITH THE FOLLOWING:***

- 1. I AGREE THAT I WILL MAINTAIN COMPLETE CONFIDENTIALITY REGARDING ALL INFORMATION PERTAINING TO PATIENTS, AS PER HIPAA (HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT). THIS INCLUDES INFORMATION RESULTING FROM DIRECT CARE, IN DISCUSSION, OR ANY OTHER FORM TO WHICH I MIGHT HAVE ACCESS.**
- 2. SKILLS LABORATORY WAIVER: I GIVE PERMISSION TO RECEIVE INTRADERMAL TESTING (IF REQUIRED) AND/OR FINGERSTICK FOR BLOOD GLUCOSE UNDER FACULTY SUPERVISION AS A COMPONENT OF NURSING SKILLS LAB EXPERIENCE. I RELIEVE THE SCHOOL, FACULTY, AND FELLOW STUDENTS FROM ANY RESPONSIBILITY WITH ASPECTS OF PARTICIPATION IN THESE STATED SKILLS, AS WELL AS ANY OTHER SKILLS OF THE NURSING PROGRAM.**

**NAME: \_\_\_\_\_**

**DATE: \_\_\_\_\_**

## **APPENDIX B**

### **NURSING ACTIVITIES/ATTRIBUTES**

# A Career In Nursing

Functional Ability  
Categories and  
Representative  
Activities/Attributes  
essential for nursing in a  
safe & effective manner

Nurse must have or be  
able to compensate

Identified by the  
National Council of State  
Boards of Nursing, Inc.

## **Gross Motor Skills**

Move within confined spaces

Sit & maintain balance

Stand & maintain balance

Reach above shoulders (e.g. IV poles)

Reach below waist

## **Fine Motor Skills**

Pick up objects with hands

Grasp small objects with hands (e.g. IV tubing, pencil)

Write with pen or pencil

Key/type (e.g. use a computer)

Pinch/pick or otherwise work with fingers (e.g. manipulate syringe)

Twist (e.g. turn objects/knobs using hands)

Squeeze with fingers (e.g. eye dropper)

## **Physical Endurance**

Push & pull 25 pounds (e.g. position clients)

Support 25 pounds of weight (e.g. ambulate client)

Lift 25 pounds (e.g. pick up a child, transfer client)

Move light objects weighing up to 10 pounds (e.g. IV poles)

Move heavy objects weighing from 11 to 50 pounds

Defend self against combative client

Carry equipment/supplies

Use upper body strength (e.g., perform CPR, physically restrain a client)

Squeeze with hands (e.g. operate fire extinguisher)

## **Mobility**

Twist

Bend

Stoop/squat

Move quickly (e.g. respond to an emergency)

Climb (e.g. ladders/stools/stairs)

Walk

## **Hearing**

Hear normal speaking level sounds (e.g. person-to-person report)

Hear faint voices

Hear faint body sounds (e.g. blood pressure sounds, assess placement of tubes)

Hear in situation when not able to see lips (e.g. when masks are used)

Hear auditory alarms (e.g. monitors, fire alarms, call bells)

## **Visual**

See objects up to 20 inches away (e.g. information on a computer screen, skin conditions)

See objects up to 20 feet away (e.g. client in a room)

See objects more than 20 feet away (e.g. client at end of hall)

Use depth perception

Use peripheral vision

Distinguish color (e.g. color codes on supplies, charts, bed)  
Distinguish color intensity (e.g. flushed skin, skin paleness)

#### **Tactile**

Feel vibrations (e.g. palpate pulses)  
Detect temperature (e.g. skin, solutions)  
Feel differences in surface characteristics (e.g. skin turgor, rashes)  
Feel differences in sizes, shapes (e.g. palpate vein, identify body landmarks)  
Detect environmental temperature (e.g. check for drafts)

#### **Smell**

Detect odors from client (e.g. foul smelling drainage, alcohol breath, etc.)  
Detect smoke  
Detect gases or noxious smells

#### **Reading**

Read and understand written documents (e.g. policies, protocols)

#### **Arithmetic Competence**

Read & understand columns of writing (flow sheet, charts)  
Read digital displays  
Read graphic printouts (e.g. EKG)  
Calibrate equipment  
Convert numbers to and/or from the Metric System

Read graphs (e.g. vital sign sheets)  
Tell time  
Measure time (e.g. count duration of contractions, etc.)  
Count rates (e.g. drips/minute, pulse)  
Use measuring tools (e.g. thermometer)  
Read measurement marks (e.g. measurement tapes, scales, etc.)  
Add, subtract, multiply, and/or divide whole numbers  
Compute fractions (e.g. medication dosages)  
Use a calculator  
Write numbers in records

#### **Emotional Stability**

Establish therapeutic boundaries  
Provide client with emotional support  
Adapt to changing environment/stress  
Deal with the unexpected (e.g. client going bad, crisis)  
Focus attention on task  
Monitor own emotions  
Perform multiple responsibilities concurrently  
Handle strong emotions (e.g. grief)

#### **Analytical Thinking**

Transfer knowledge from one situation to another  
Process information  
Evaluate outcomes  
Problem solve  
Prioritize tasks

Use long term memory  
Use short-term memory

#### **Critical Thinking**

Identify cause-effect relationships  
Plan/control activities for others  
Synthesize knowledge and skills  
Sequence information

#### **Interpersonal Skills**

Negotiate interpersonal conflict  
Respect differences in clients  
Establish rapport with clients  
Establish rapport with co-workers

#### **Communication Skills**

Teach (e.g. client/family about health care)  
Explain procedures  
Give oral report (e.g. report on client condition to others)  
Interact with others (e.g. health care workers)  
Speak on the telephone  
Influence people  
Direct activities of others  
Convey information through writing (e.g. progress notes)

## APPENDIX C

### WILKES-BARRE AREA CTC NON-DISCRIMINATION POLICY

# WILKES-BARRE AREA CAREER & TECHNICAL CENTER

<p>1. Policy</p> <p>Public School Code § 1310;  Civil Rights Act  Title VI: 42 USC § 2000d  <i>et seq.</i>;  1972 Ed. Am.  Act. Title IX:  20 USC§ 1681;  42 USC § 12101  <i>et seq.</i>;  ADEA: 29 USC § 621 <i>et seq.</i>;  29 USC § 701 <i>et seq.</i>;  34 CFR Parts 100,104, 106, 110;  Pa.HRA: 43 PA.  STAT. ANN. § 951 <i>et seq.</i>;  16 Pa. Code ch. 44, 47;  PHRC guidelines;  29 CFR § 1606.8(a);  22 Pa. Code § 4.4</p>	<p style="text-align: center;"><b>Nondiscrimination Policy and Procedure</b></p> <p>The Joint Operating Committee declares it to be the policy of this School to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the School regardless of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin, handicap/disability, or any other legally protected classification. The School shall provide to all students, without discrimination, course offerings, counseling, assistance, employment and extracurricular activities.</p> <p>The Joint Operating Committee declares it to be the policy of this School to provide to all persons equal access to all categories of employment in this district, regardless of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin, familial status, handicap/disability, or any other legally protected classification.</p> <p>Further, in all other respects, the Joint Operating Committee declares it to be the policy of this School that no person shall be excluded from participation in, be denied the benefits of, or otherwise subjected to unlawful discrimination on the ground of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin, handicap/disability or any other legally protected classification with respect to any of its programs or activities or in the employment of any personnel.</p> <p>The School shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations.</p> <p>Sexual Harassment and other types of unlawful Harassment (as defined below) are forms of unlawful discrimination and are expressly prohibited under this policy.</p> <p>The Joint Operating Committee encourages students, employees, and third parties who have been subject to discrimination to promptly report such incidents to designated employees.</p> <p>The Joint Operating Committee directs that complaints of discrimination shall be investigated promptly, and corrective action be taken when allegations are substantiated.</p>
---	--

<p>2. Definitions</p> <p>29 CRF § 1606.8(a); 62 Fed. Reg. 12033 (3/13/97); 66 Fed. Reg. 5512 (1/19/01)</p>	<div><div><div>Nondiscrimination</div><div>Page 2</div></div><p>No reprisals or retaliation may be taken against any person for making any report of discrimination or filing any complaint under this policy in good faith, or for providing truthful information as a witness in any investigation under this policy or in any related proceeding. Any such reprisal or retaliation is in itself unlawful discrimination prohibited by this policy and constitutes an independent violation of this policy.</p><p>A. <u>Harassment</u></p><p>For purposes of this policy, "harassment" shall consist of verbal, written, graphic, or physical conduct relating to an individual's race, color, national origin/ethnicity, ancestry, gender, age, disability/handicap, sexual orientation, religion, creed, or any other legally protected classification when such conduct:</p><ol style="list-style-type: none"><li>1. Is sufficiently severe, persistent, or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or to perform job functions, or creates an intimidating, threatening, or abusive educational or work environment.</li><li>2. Has the purpose or effect or substantially or unreasonably interfering with an individual's academic or work performance.</li><li>3. Otherwise adversely affects an individual's learning or employment opportunities.</li></ol><p>The term "harassment" also includes all activity which constitutes "sexual harassment."</p><p>B. <u>Sexual Harassment</u></p><p>For purposes of this policy, "sexual harassment" shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, graphic, or physical conduct of a sexual nature when:</p><ol style="list-style-type: none"><li>1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status or an individual's employment.</li><li>2. Submission to or rejection of such conduct is used as the basis for academic or employment decisions affecting the individual.</li></ol></div>
--	---



**2. Delegation of  
Responsibility**

3. Such conduct deprives a student of educational aid, benefits, services, or treatment.
4. Such conduct is sufficiently severe, persistent, or pervasive that it has the purpose or effect of substantially interfering with a student's school performance or on employee's job performance, or creating an intimidating, hostile, or offensive educational or working environment.

Examples of conduct that may constitute sexual harassment include, but are not limited to, sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes; pin-ups; calendars; objects; graffiti; vulgar statements; abusive language; innuendoes; references to sexual activities; overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or creates an intimidating, hostile, or offensive leaning or working environment.

This policy covers, without limitation, sexual harassment by a student to another student; a student to an employee; an employee to a student; an employee to an employee; a third party to a student or employee; a student or employee to a third party; a male to a male; a female to a female; a male to a female; and a female to a male.

In order to maintain a program of nondiscrimination practices and a learning and working environment that is in compliance with applicable laws and regulations, the Joint Operating Committee designates the Principal as the School's Compliance Officer to serve as the coordinator and/or compliance official for purposes of Title IX of the Educational Amendments Act of 1972, the Americans with Disabilities Act of 1990, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and all other nondiscrimination statutes and regulations.

Principal Frank Majikes' contact information is as follows: Frank Majikes, Wilkes Barre Career & Technical Center, PO Box 1699, Wilkes Barre, PA, 18705-0699; (570) 822-4131; Fax: (570) 823-4304; E-mail: [fmajikes@wbactc.org](mailto:fmajikes@wbactc.org).

The Compliance Officer shall publish and disseminate a notice of this policy and complaint procedure at least annually to students, parents/guardians, employees, and the public, together with either a copy of this policy or a statement how to obtain a copy of this policy. A copy of this policy will be included or referenced in all student or employee handbooks. Nondiscrimination statements shall include the position, office address and telephone number of the Compliance Officer.

### 3. Implementation

#### **Nondiscrimination**

**Page 4**

The Compliance Officer is responsible to monitor the implementation of nondiscrimination procedures in the following areas:

1. Curriculum and Materials - Review of curriculum guides, textbooks and supplemental materials for discriminatory bias.
2. Training - Provision of training for students and staff to identify and alleviate problems of discrimination and unlawful harassment. Provision of training to all building principals to investigate complaints under this policy.
3. Student Access - Review of programs, activities, and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.
4. School Support -- Assurance that like aspects of the school program receive like support as to staffing and compensation, facilities, equipment, and related matters.
5. Student Evaluation - Review of tests, procedures, and guidance and counseling materials for stereotyping and discrimination.
6. Employment Relations -
  - a. Development of position qualifications, job descriptions and essential job functions.
  - b. Recruitment materials and practices.
  - c. Procedures for screening, interviewing and hiring.
  - d. Promotions.
  - e. Disciplinary actions, up to and including terminations.
7. Reports and Complaints - Administration of the reporting and complaint procedure provided in this policy.

Each employee shall be responsible to maintain a learning and working environment free from all forms of unlawful discrimination and harassment, and to report all incidents of unlawful discrimination or harassment which he/she observes or is informed about to the Compliance Officer.

<p>4. Complaint Procedure</p>	<div><div>NondiscriminationPage 5</div><p>Each student shall be responsible to respect the rights of their fellow students and school employees and to ensure an environment free from all forms of unlawful discrimination and harassment, and to report all incidents of unlawful discrimination or harassment which he/she observes or is informed about to the Compliance Officer.</p><p>A. <u>Reporting Violations; Filing Complaints</u></p><p>A student (or his/her parent/guardian), employee, or third party who believes he/she has been subject to conduct that constitutes a violation of this policy is encouraged to report the incident to the Compliance Officer as soon as possible. A student may also report incidents/violations to any teacher, coach/advisor, counselor, or administrator.</p><p>Any school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy, shall report the incident to the Compliance Officer as soon as possible (not later than twenty- four (24) hours unless extenuating circumstances justify a reasonable extension of that deadline). If it is not possible to contact the Compliance Officer in a timely fashion, the school employee shall report the incident to another School Administrator.</p><p>If the Compliance Officer is the subject of the complaint or otherwise not impartial, the student, third party, or employee shall report the incident directly to the Administrative Director. If the Administrative Director is also a subject of the complaint or otherwise not impartial, the report shall be made to the Chairman of the Joint Operating Committee or the Solicitor.</p><p>All complaints by a student (or his/her parent/guardian), employee, or third party who asserts that he/she has been subject to conduct that constitutes a violation of this policy shall be made in writing on the form attached to this policy (which will be made available by the Compliance Officer). If the incident was initially reported orally, the Compliance Officer shall inform the student, parent/guardian, employee, or third party of the right to file a complaint and the complaint procedure, and shall promptly provide all necessary forms and assistance to enable the complainant to file an appropriate written complaint if he/she so desires.</p><p>The Compliance Officer shall inform any complainant or potential complainant who is a minor that he/she may be accompanied by a parent/guardian during all steps of the complaint procedure.</p><div>56</div></div>
-------------------------------	---

Complaints shall be filed within thirty (30) calendar days after any incident alleged to constitute a violation of this policy or they shall be deemed untimely, unless special circumstances exist which justify a later filing.

Even if no formal written complaint has been filed by or on behalf of a person who alleges he/she has been subjected to conduct that constitutes a violation of this policy, the Compliance Officer who receives a report of a possible violation of this policy shall cause an informal investigation to be made, and take all necessary interim actions reasonably calculated to prevent any violations during the period before the completion of informal and formal procedures under this policy. The Compliance Officer shall review the matter, conduct such further investigation as he/she deems appropriate, and, if he/she concludes that there has been a violation of this policy, the Compliance Officer shall take prompt, corrective action to ensure that conduct violating this policy ceases and will not recur, and to remedy any effects of the violation for which the School is responsible. The Compliance Officer shall also initiate such disciplinary procedures as he/she deems appropriate.

**B. Appointment of Initial Investigator**

Upon receiving a written complaint of discrimination, the Compliance Officer shall be immediately notified. (If the Compliance Office is the subject of the complaint or otherwise not impartial, notice shall be provided to the Administrative Director and the Solicitor.) The Compliance Officer (or Administrative Director) shall investigate the complaint, unless the Compliance Officer and/or Administrative Director are the subject of the complaint, are otherwise not impartial, or are unable to conduct the investigation. In the latter case, the Solicitor or Chairman of the Joint Operating Committee shall authorize another administrator who is not the subject of the complaint and who is impartial to conduct the initial investigation. If no administrators are able to conduct the investigation, the Chairman of the Joint Operating Committee or the Solicitor shall designate a qualified and willing administrator from a school district within the Joint Operating Committee to conduct the initial investigation.

School employees and officials shall ensure that the initial investigator shall be appointed and initiate a formal investigation within forty-eight (48) hours after the filing of a written complaint under this policy, unless extenuating circumstances justify a reasonable extension of that deadline.

In the event the person designated to conduct the initial investigation shall be unable to complete the investigation in a timely manner, the Compliance Officer or Administrative Director (or Solicitor) shall authorize another appropriate person to complete the initial investigation

**C. Rights During Complaint Procedure**

The Compliance Officer or other person designated to conduct the initial investigation shall be responsible to:

1. Provide the opportunity for participation by the parents/guardian of a minor student and representation by counsel at any conference, meeting, or hearing with a student and in presenting information.
2. Permit an employee to be accompanied by a representative at any conference, meeting, or hearing with the employee.
3. Provide an opportunity for the complainant and the accused to present witnesses and other evidence.
4. Take all necessary interim actions reasonably calculated to prevent any other violations of this policy prior to the completion of the complaint procedure.
5. Comply with the confidentiality requirements of this policy.
6. Notify the complainant and the accused of the status of the investigation and complaint procedure on a periodic basis and at appropriate stages of the procedure.
7. Insure that when a complaint of sexual harassment has been filed by or on behalf of a female student or employee, a female staff member shall be present at all discussions and meetings with the student or employee (unless waived by the student or employee); and that when a complaint of sexual harassment has been filed by or on behalf of a male student or employee, a male counselor shall be present at discussions and meetings with the student or employee (unless waived by the student or employee).

After the initial investigation has been completed, the Compliance Officer shall be responsible to implement the above requirements until the conclusion of the complaint procedure.

**D. Investigation**

The formal investigation shall include individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation, and shall consider all information presented by the complainant and the accused. Every attempt will be made to conduct and complete the investigation as thoroughly and speedily as possible.

The obligation to conduct this investigation shall not be negated by the fact that a criminal or insurance investigation of the incident is pending or has been concluded.

**E. Investigative Report**

The Compliance Officer or other person designated to conduct the initial investigation shall prepare a written report within fifteen (15) calendar days after commencing the investigation, unless additional time to complete the investigation is required. In that case, the investigator shall report on the status of the investigation to the complainant, the accused, and the Administrative Director at the expiration of the fifteen (15) day period and every five (5) calendar days thereafter. Although the School may extend the investigation when necessary, it must insure that the completion provides a prompt and equitable resolution.

The written report shall include a summary of the investigation; findings of fact and an explanation of the evidence in support of such findings (including a determination with respect to the factual allegations of the complaint); conclusions whether there have been any violations of this policy based on the factual findings and a discussion of the reasons for such conclusions; and a recommended disposition of the complaint, including any recommended School action.

Copies of the report shall be provided to the complainant, the accused, and the Administrative Director. Any such copies shall be redacted as necessary to comply with the confidentiality requirements of this policy.

**F. Appeal**

If the complainant is not satisfied with any finding or recommended corrective action proposed in the investigative report, he/she may submit a written appeal to the Compliance Officer within fifteen (15) calendar days after receipt of the investigative report. If the Compliance Officer is the subject of the complaint or otherwise not impartial, the appeal shall be submitted to the Administrative Director who shall designate another administrator to conduct the appeal. If an appropriate administrator cannot be designated, the Administrative Director shall designate a qualified and willing administrator from a school district within the Joint Operating Committee to conduct the appeal.

An appeal may also be initiated by the Administrative Director if he/she does not accept without further review the recommended corrective action proposed in the investigative report. In that event, the Compliance Officer shall notify the complainant and the accused that an appeal will be conducted and shall discuss alternative corrective actions with the complainant. (The Administrative Director may not initiate an appeal if he/she is the subject of the complaint or is otherwise not impartial.)

The Compliance Officer (or other designated appeal official) shall review the investigation and the investigative report and may also conduct a reasonable supplemental investigation.

The Compliance Officer (or other designated appeal official) shall prepare a written determination with respect to the appeal within fifteen (15) calendar days after initiation of the appeal, unless additional time to complete a supplemental investigation is required. In that case, the appeal officer shall report on the status of the supplemental investigation to the complainant and the accused at the expiration of the fifteen (15) day period and every five (5) calendar days thereafter. Although the School may extend the investigation when necessary, it must insure that the completion provides a prompt and equitable resolution.

The written determination shall include a summary of any supplemental investigation; findings of fact and an explanation of the evidence in support of such findings (including a determination with respect to the factual allegations of the complaint); conclusions as to whether there have been any violations of this policy based on the factual findings and a discussion of the reasons for such conclusions; and a recommended disposition of the complaint, including any recommended district action.

Copies of the determination on appeal shall be provided to the complainant, the accused, and the person who conducted the initial investigation. Any such copies shall be redacted as necessary to comply with the confidentiality requirements of this policy.

G. School Action

If the investigation or appeal results in a finding that the complaint is factual and constitutes a violation of this policy, the School shall take prompt, corrective action reasonably calculated to ensure that such conduct ceases and will not recur, and to remedy any effects of the violation for which the School is responsible. School action within the authority of administration shall be implemented as recommended in the investigation and appeal process. Recommendations for School action which require Joint Operating Committee approval and/or the approval of persons or entities other than the School or its officers or employees shall not be implemented unless so approved.

Any student or employee who is found to have engaged in conduct constituting unlawful discrimination or harassment in violation of this policy shall be subject to discipline up to and including expulsion from school or termination of employment. Disciplinary actions and procedures shall be consistent with the Student Code of Conduct, Board policies and district procedures, applicable collective bargaining agreements, the Public School Code, and other applicable state and federal laws, rules, regulations, and constitutional requirements.

H. Confidentiality

Confidentiality of all parties shall be maintained with respect to the filing, investigation, and disposition of all complaints under this policy, consistent with the School's legal and investigative obligations. The School shall not disclose the name of a complainant (or the student on whose behalf a complaint has been filed) to an alleged violator/perpetrator/harasser if the complainant or the parent/guardian of a minor student so requests, but the scope of a reasonable response to the complaint may be limited as a result (*e.g.*, disciplinary action against an accused individual may be limited or precluded).

Notwithstanding anything to the contrary in this policy, while a complainant has the right to learn the outcome of his/her complaint (*i.e.*, to learn whether the complaint was investigated and whether discrimination/harassment was found), the School shall not disclose to a complainant any sanction or discipline recommended or imposed upon a student or employee to the extent such disclosure is prohibited by the Family Educational Rights and Privacy Act (FERPA) or other applicable laws, regulations, rules, constitutional requirements, or orders. (An exception may apply, for example, in the case of a sanction that directly relates to the victim, such as an order that a violator/perpetrator/harasser stay away from the victim.)



## **APPENDIX D**

### **SEXUAL HARASSMENT POLICY**

## **POLICY**

### **SEXUAL HARASSMENT**

**Adopted:     Joint Operating Committee  
                 June 20, 1994**

**Amended:    November 16, 1998**

**03/03**

**WILKES-BARRE AREA CAREER & TECHNICAL CENTER**  
**PRACTICAL NURSING PROGRAM**  
**SEXUAL HARASSMENT POLICY**

It is the policy of the Wilkes-Barre Area Career & Technical Center to provide an educational environment, free from sexual harassment.

Sexual harassment is a violation of the Civil Rights Act of 1964, Section 5 (a) PHRC Act, Title IX of the 1972 Educational Amendments.

It shall be a violation of this policy for any member of the staff to harass a student through conduct or communications of a sexual nature as defined below.

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any member of the school staff to a student, or student to a staff member, when made by any member of staff to another staff member when:

1. Submission to such conduct is made either explicitly or implicitly, as a term or condition of an individual's employment or education; or when
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; or when
1. Such conduct has the purpose of the effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive employment or education environment.

Sexual harassment, as defined above, may include, but is not limited to the following:

Verbal harassment or abuse  
Pressure for sexual activity  
Repeated remarks to a person, with sexual or demeaning implications  
Unwelcome touching  
Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, job or the creation of a hostile school climate.

### SEXUAL HARASSMENT POLICY (Cont'd):

Whatever form it takes, sexual harassment is insulting and demeaning to the recipient, and will not be tolerated in the educational institution. All employees must comply with this policy and take appropriate measures to ensure that such conduct does not occur. Violations may result in disciplinary action up to and including termination.

This policy is in effect for employers to employers, employer to employee, employee to employer, employee to employee, employer to student, student to employer, employee to student, student to employee, and student to student.

The Wilkes-Barre Area CTC will provide in-service training sessions to all individuals covered by this policy.

Any person who alleges sexual harassment may complain to the Administrative Title IX Officer (school principal) by completing a written complaint form.

The Compliance Officer shall investigate any incident of an alleged sexual harassment complaint in a timely manner and report the findings to the Administrative Director and the Joint Operating Committee.

All complaints of sexual harassment must be filed within a ninety (90) day period from the time of the alleged incident.

Filing of a complaint of sexual harassment will not reflect upon the individual, nor will it affect future employment, grades, or status in the school.

The right of confidentiality of both complainant and the accused will be respected.

**WILKES-BARRE AREA CAREER & TECHNICAL CENTER  
PRACTICAL NURSING PROGRAM**

**SEXUAL HARASSMENT COMPLAINT FORM**

Name of person making complaint: \_\_\_\_\_

Date: \_\_\_\_\_

Person(s) you are complaint about: \_\_\_\_\_

\_\_\_\_\_

Please report date and time of incident:

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Detailed description of the incident:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Title IX Officer

\_\_\_\_\_  
Date

**APPENDIX E**

**DRUG-FREE POLICY**

**WILKES-BARRE AREA CAREER & TECHNICAL CENTER  
PRACTICAL NURSING PROGRAM**

**DRUG FREE ENVIRONMENT**

**Policy:**

It is the policy of the Wilkes-Barre Area Career & Technical Center (CTC) Practical Nursing Program to create a safe and healthy environment by making a firm commitment to a drug-free environment. The illegal use, possession, manufacture, trade, or sale of controlled substances or alcoholic beverages when a student is on the Wilkes-Barre Area CTC property or is offsite on any school-related assignment, is strictly prohibited.

**Definitions:**

**A. Controlled substance:**

Any drug or substance of which the use, possession, manufacture, trade, or sale is illegal; or can't be purchased over the counter and/or is not prescribed or being used under the supervision of a physician.

**B. Under the influence of a controlled substance:**

Having consumed any drug or chemical as evidenced by behavior, appearance, and/or performance.

**C. Alcohol:**

Any alcohol beverage, or substance containing alcohol.

**D. Under the influence of alcohol:**

Impairment due to consumption of alcohol. This will include the consumption of alcohol either on school or clinical premises, or prior to entering school or clinical premises, or on class/lunch breaks.

## **DRUG FREE ENVIRONMENT (Cont'd):**

**Application:** All students will submit to a urine drug screening after admission to the nursing program. Students will be sent for this screen at varied random times as determined by the PN administration. The cost for this screening is included in school fees.

Additionally, a student will be required to submit to a urine drug screen in any instance where Wilkes-Barre Area Career & Technical Center, Practical Nursing faculty and/or personnel have reasons to believe that a student is under the influence of alcohol and/or controlled substances, In this case, the following steps will be taken:

1. An Onsite Opinion-Based Observation Form will be completed to document all changes in a student's performance, behavior and/or appearance that may indicate impairment.
2. The student will be removed to a private area to discuss findings. The testing process will be explained, as well as implications for refusal to cooperate.
3. The student will be asked to sign a "Voluntary Submission for Urinalysis Testing and Release Of Findings Form." Refusal to sign for voluntary testing will be considered as a presumption that the student is under the influence of alcohol and/or controlled substance and will result in the student's immediate termination from school.

### ***Steps 4 and 5 apply to all drug screens:***

4. The student will take a Pennant (Commonwealth) Lab Request (obtained from the Administrative Secretary) form to the Outpatient Laboratory at Wilkes-Barre General Hospital located at 575 North River Street, Wilkes-Barre, PA 18764 and have a 5 Drug Panel and Alcohol Screen performed. Testing is at the student's expense. Students will have a maximum of two (2) hours to report to Pennant Lab Services for the drug test.
5. Failure to provide the required specimen will result in immediate dismissal from the program.

### **Procedures for positive drug test results:**

- Evidence of the use of controlled substances and/or alcohol intoxication, or a Blood Alcohol content (BAC) greater than 0.08% will result in immediate referral to an approved drug and alcohol treatment program, at the student's expense. *Deliberately interfering with substance-taking procedure (i.e., dilute or substitute specimen) will also be considered a positive drug test result.*
- Refusal to participate in the treatment program will result in immediate dismissal.
- Continued participation in the School of Practical Nursing will be dependent on the recommendations of the Drug and Alcohol Treatment Program. \*\*\*



**RANDOM DRUG SCREEN:**

THE WILKES-BARRE AREA CAREER & TECHNICAL CENTER PRACTICAL NURSING PROGRAM MAY CONDUCT **RANDOM DRUG SCREENING** AT ANY TIME DURING ENROLLMENT IN THE PROGRAM.

DRUG SCREENING MAY ALSO BE REQUIRED AS PER POLICY OF ASSIGNED CLINICAL AGENCIES.

Cost for random drug screening will be responsibility of the school *unless a student has a positive result*. All costs associated with ANY random drug screen with a POSITIVE result will become the responsibility of the student.

Positive drug screen results will follow procedure as described.

*\*\*\*Any student who has failed a drug test and has completed the appropriate Drug and Alcohol Treatment program evaluation will only be allowed to continue in the PN program after documentation is provided by the treatment program provider. The student will then be subject to random drug screening at their own expense for the remainder of the program. If the student subsequently fails a drug screening they will be immediately dismissed from the PN program.*

**WILKES-BARRE AREA CAREER & TECHNICAL CENTER  
PRACTICAL NURSING PROGRAM**

**VOLUNTARY SUBMISSION FOR URINALYSIS TESTING  
AND RELEASE OF FINDINGS**

I, \_\_\_\_\_ voluntarily agree to undergo a urine analysis (a 5 Drug Panel and Alcohol Screen) and understand that I am responsible for all costs. I authorize the release of the results of the test to the Wilkes-Barre Area Career & Technical Center Practical Nursing Program.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

---

**Refusal for Voluntary Submission for Urinalysis Testing**

I, \_\_\_\_\_ refuse to sign the above statement for voluntary testing and release of findings. I also understand that my refusal will be considered as a presumption that I am either under the influence of controlled substances and/or alcohol and that will be grounds for my immediate dismissal from the Wilkes-Barre Area Career & Technical Center, Practical Nursing Program.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

Original to student file

Cc: Wilkes-Barre General Hospital, Outpatient Laboratory  
Student

**WILKES-BARRE AREA CAREER & TECHNICAL CENTER  
PRACTICAL NURSING PROGRAM**

**ANY** student suspected of being under the influence of alcohol and/or controlled substance (as defined by the “Drug Free Environment” Policy) will be sent to the Outpatient Laboratory at the Wilkes-Barre General Hospital, 575 North River Street, Wilkes-Barre, PA 18764 for a 5 Drug Panel and Breath Alcohol Test. All testing is at the **student’s expense**. The cost is as follows:

<b><u>Test</u></b>	<b><u>Cost</u></b>
5 Drug Panel Screen (Urinalysis) [Includes: marijuana, cocaine, PCP, amphetamine & opiates]	\$25.00
Breath Alcohol Test (BAT)	\$15.00
Drug Confirmation (each positive drug)	\$25.00 (each drug)

The student is to pay for the testing prior to arriving at the laboratory by reporting to the Cashier in the Admission’s Department at the Wilkes-Barre General Hospital.

If any test result is positive, the student will be asked to return to the Outpatient Lab at the Wilkes-Barre General Hospital for a/an confirmation test/s.

*\*All positive results are maintained on file at the Wilkes-Barre General Hospital Outpatient Lab for thirty (30) days.*

**WILKES-BARRE AREA CAREER & TECHNICAL CENTER  
PRACTICAL NURSING PROGRAM**

**ON-SITE BASED OBSERVATIONS**

I have had an opportunity to witness \_\_\_\_\_ while enrolled as a  
(Student Name)

student in the Practical Nursing Program at Wilkes-Barre Area Career & Technical Center on  
\_\_\_\_\_ and my observations indicate that he/she may be:

(Date)

\_\_\_\_\_ Under the influence of alcohol and/or

\_\_\_\_\_ A controlled substance

**ON-SITE BASED OBSERVATIONS (Check all circles that apply)**

**Balance:**    ☐ Steady    ☐ Fair    ☐ Falling    ☐ Swaying    ☐ Staggering    ☐ Unsteady

**Walking:**    ☐ Steady    ☐ Swaying    ☐ Stumbling    ☐ Falling    ☐ Needs Support    ☐ Arms Extended for  
Balance

**Standing:**    ☐ Uncoordinated body movements

**Speech:**    ☐ Clear    ☐ Slurred    ☐ Confused    ☐ Incoherent    ☐ Silent  
☐ Unable to Comprehend Normal Conversation    ☐ Unclear Speech Pattern in Marked  
Contrast to Normal Pattern

**Awareness:** ☐ Oriented    ☐ Confused    ☐ Distracted    ☐ Sleepy    ☐ Calm    ☐ Impaired Memory

**Demeanor:** ☐ Cooperative    ☐ Polite    ☐ Calm    ☐ Talkative    ☐ Excited    ☐ Angry

**Actions:**    ☐ Calm    ☐ Threatening    ☐ Hostile    ☐ Aggressive    ☐ Erratic    ☐ Impulsive  
☐ Hyperactive    ☐ Tremoring    ☐ Fighting    ☐ Resists Communication    ☐ Using Profanity  
☐ Irritable

**Eyes:**    ☐ Clear    ☐ Bloodshot    ☐ Watery    ☐ Glassy    ☐ Closed    ☐ Unfocused Gaze

**Pupils:**    ☐ Dilated    ☐ Constricted

**Skin:**    ☐ Flushed    ☐ Pale    ☐ Sweaty

**Appearance:** ☐ Neat    ☐ Messy    ☐ Odor    ☐ Soiled    ☐ Partially Dressed

**Breath:**    ☐ Alcohol    ☐ Smoke    ☐ Other: \_\_\_\_\_

**Additional Comments:**

\_\_\_\_\_

(Signature)

(Date)

(Witness)

(Date)

**APPENDIX F**  
**CRIME STATISTICS POLICY**

**WILKES-BARRE AREA CAREER & TECHNICAL CENTER  
PRACTICAL NURSING PROGRAM**

**CRIME STATISTICS**

1. The statistics for reportable crimes will be reviewed by the Director of the School of Practical Nursing with all students on the first day of class. The Report is posted on the bulletin board in the Learning Resource Center.
2. Procedure for reporting any incident:
  - A. Notify the Practical Nursing Faculty and/or PN Program Director of the incident.
  - B. The PN Program Director will notify the Police Resource Officer, and a written record will be sent to the Administrative Director and Principal of the school.
  - C. The Plains Township Police Department will be notified, as necessary.
  - D. Follow-up will be done with involved students, and policies will be reviewed/revised, as necessary, to prevent re-occurrences.

## **APPENDIX G**

### **FIRE AND EMERGENCY EVACUATIONS**

**WILKES-BARRE AREA CAREER & TECHNICAL CENTER  
PRACTICAL NURSING PROGRAM**

SCHOOL EMERGENCY RESPONSE PLAN:

Senate Bill No 1167 amended Title 35 (health and Safety) of the Pennsylvania/ Consolidated Statutes commonly known as the Emergency Management Service Code (35 PA C.S. Section 7101, et seq.) as amended, requires every public-funded school within the Commonwealth to have a disaster response plan and to exercise that plan annually. This law authorizes the Governor to utilize all public-funded universities, colleges, and elementary and secondary schools for emergency planning and disaster exercise purposes, and to utilize such mass care centers in the event of an actual emergency evacuation. Finally, the amendment provides that school buses and transportation vehicles owned by universities, colleges, and school districts are to be made available to local county and state officials for emergency planning and exercise purposes and to utilize such vehicles in the event of an emergency evacuation.

The Wilkes-Barre Area Career & Technical Center Emergency Response Plan is on file with the Wilkes-Barre Chapter of The American Red Cross and Luzerne County E.M.A. office.



## DISASTER EVACUATION PLAN:

Definition: A disaster evacuation procedure will be implemented in the event of:

1. Fires
2. Fire drills
3. Bomb threats
4. Explosions
5. Any dangerous situation

Importance: A disaster evacuation is one of the most important atrocities of a school under certain conditions. The failure to carry through with it properly may mean the difference between panic and successful exit from a building. Therefore, a well-conducted evacuation should be one in which everyone walks out of the building in a quick, quiet and orderly manner.

Procedure: To assist in the evacuation, the following preparations are to be made in advance:

1. Each student is to be instructed regarding the proper exit/s to use in his/her shop area.
2. No one may return to the building until the person conducting the evacuation gives permission.
3. Instructors shall designate an area outside the building, in the parking lot, where all students will assemble for roll call. It is important to stress that any student out of his/her shop on a work detail should evacuate the building with the instructor of the work area where he/she is in. Students out of their shop on an errand or at the lavatory should evacuate the building with the instructor nearest to him/her. The student should indicate to that instructor what shop he/she is from so that he/she will be reported as an additional student by the section leader. The student is to remain with this instructor until the evacuation is concluded and students return to their shop/class area.
4. Enforce the "No Talking" rules.
5. Instructors in program areas adjacent to lavatories are responsible for checking that students have evacuated these areas.
6. Instruct students that if a hallway is blocked off, or some other obstruction occurs, they are to proceed to any nearby exit and leave the building.
7. In order to provide an accurate accounting of pupils, instructors are to take ATTENDANCE RECORDS for evacuations and check that every student is accounted for. Instructors in each section will report their roll to the section leaders. It is important to report any missing or additional student in your area to the section leaders. If all students in your program area are present and accounted for, the instructors should inform their section leaders that "all students are present and accounted for". The section leader, after getting reports from the instructor in his/her section, will report via portable radio to the control center.
8. Instructors are not to leave the area of the students under their care until an administrator issues permission.
9. In the event of a fire, the alarm must be sounded, the fire department notified, and the police called. In the event of a bomb threat, instructors will be notified, the alarm system will be activated, and all students will evacuate as though it was a building fire. The fire department and police will be notified by the administrator in charge.
10. In the event of an alarm failure, the signal to evacuate the building will be announced through the intercom system originating in the main office.

## **APPENDIX H**

### **SMOKING FREE SCHOOL**

***(the following policy is derived from the WBACTC Handbook and applies to all Practical Nursing students)***

# WILKES-BARRE AREA VOCATIONAL-TECHNICAL SCHOOL

## POLICY

### SMOKING FREE SCHOOL

#### I. PREAMBLE:

A federal law entitled "Goals 2000: Education America Act," contains certain smoke-free provisions which have become incumbent upon school for adoption, effective December 26, 1994. These provisions prohibit smoking in all indoor school-owned or leased facilities.

#### II. DEFINITION OF TERMS

The following definitions shall apply to the AVTS Smoke-Free School:

Smoking - describes an act which entails the possession of a lighted cigarette, cigar, pipe, or other lighted smoking equipment.

Indoor  
Public  
Facility - an indoor area, facility or ground or conveyance, which is enclosed and which is owned, leased, operated or under the control of School, where such indoor public facilities serves the purpose of accommodating the employment, educational, cultural, athletic, administrative, recreational or other purposes as administered or employed by or through the School. These indoor public facilities will include, but not limited to, all indoor buildings, educational facilities, administrative facilities, work sites or storage buildings or warehouses, offices, class rooms, work rooms or areas, lounge areas, cafeterias, rest rooms, auditoriums, gymnasiums, hallways, meeting rooms, buses and vans, public conveyances and School-owned or leased vehicles; or any indoor area, or indoor facility to which an individual may attend in representation or on behalf of the School.

#### III. POLICY STATEMENT

In compliance with federal law on the matter of smoke-free schools, it shall be the policy of this School that the following rules become an order of conduct and behavior for all individuals while they are within the indoor public facilities of the School:

1. No person is permitted to smoke in school buildings, gymnasiums or in or on any other indoor facility owned, leased, or under the control of the School. All area associated with the School as represented as "indoor public facilities" within the Definitions section of this policy are to be and remain smoke-free areas. No individual shall smoke while in or on a School-owned, leased or controlled bus, van or other conveyance while at work for the School, in attendance of a School-sponsored or provided activity or event, or while representing the School.

2. The Administrative Director is hereby authorized and directed to designate appropriate School officials and personnel to be responsible for the enforcement of this policy. The Administrative Director, or his designate(s) shall develop procedures to implement the policy, which shall include:
  - A. Informing all students, employees, staff members and the general public of the smoke-free school regulations of the School;
  - B. Monitoring school buildings, facilities, buses, and all indoor public facilities which are owned, leased or under the control of the School;
  - C. Directing appropriate personnel to post "No Smoking" signs in each school building, structure, facility room, faculty room, as well in all school buses, vans or other conveyances owned or leased by the school and on all other indoor public facilities owned, leased or under control of the School to which the smoke-free spirit of the policy shall apply.
3. Violation of this Policy shall be punishable by a Civil Penalty fine, enforceable by law, of not more than fifty dollars (\$50.00). Civil costs shall also include any court costs associated with the adjudication of such violation.
4. Notification of the enactment of this policy shall be made to all employees, students, parents and citizens of the School community by publishing it in student handbooks, newsletter, posted signs, as a legal notice in local newspapers and through other efficient means as may be available.

As an employee of the Wilkes-Barre Area Vocational Technical School  
 I acknowledge, read and understand the above smoke free policy.

\_\_\_\_\_  
 Signature and Date

\*\*\*Please Return to the main office\*\*\*

**APPENDIX I**

**CLINICAL PERFORMANCE OBJECTIVES/COMPETENCIES**

## **LEVEL 1 CLINICAL PERFORMANCE OBJECTIVES/COMPETENCIES**

(Derived from Program Level Objectives. Expected student performance in the clinical setting includes but is not limited to the following competencies)

### THE STUDENT WILL:

- 1) DEMONSTRATE AWARENESS OF SAFETY CONCERNS WHILE PROVIDING PATIENT CARE.
  - a) Protects patient from injury by implementing basic safety measures (call bell, lowered bed, etc.)
  - b) Uses equipment safely as designed
  - c) Reports/corrects safety concerns ASAP
  - d) Demonstrates correct use of universal precautions
  - e) Follows infection control standards
  - f) Uses appropriate ambulation and transfer techniques
  - g) Complies with all ordered precautionary measures (fall, aspiration, etc.)
  - h) Maintains a safe patient environment
- 2) IDENTIFY HEALTH PROBLEMS IN ASSIGNED PATIENTS USING KNOWLEDGE LEARNED IN LEVEL 1 CLASSES/LABS.
  - a) Recognizes alterations from normal health patterns in the elderly
  - b) Identifies nutritional needs in assigned patient
  - c) Calculates fluid intake and output accurately
  - d) Discusses rationale for specific patient measures
- 3) DEMONSTRATE CORRECT TECHNIQUE WHEN USING RUDIMENTARY NURSING SKILLS
  - a) Accurately performs all vital signs
  - b) Performs bed bath/shower using appropriate procedure
  - c) Correctly transfers patient with appropriate technique
  - d) Assists patients with ADL's as needed
- 4) PERFORM BASIC COMMUNICATION TECHNIQUES AS REQUIRED FOR PATIENT CARE
  - a) Records vital signs accurately according to facility documentation policy
  - b) Utilizes basic medical terminology
  - c) Establishes rapport with patients, families, staff and peers
  - d) Uses communication styles that are culturally and age-appropriate
- 5) RECOGNIZE ETHICAL AND LEGAL RESPONSIBILITIES NECESSARY FOR THE NURSING PROFESSION
  - a) Adheres to clinical institution policies
  - b) Demonstrates professional demeanor in interactions with patients, family, peers, and staff
  - c) Seeks assistance appropriately from instructor, peers and staff
  - d) Keeps all knowledge of patients and patient situations confidential
  - e) Demonstrates honesty and truthfulness at all times
  - f) Complies with dress code and grooming standards as per school policy
  - g) Arrives on time and prepared for practice for clinical activities.
  - h) Demonstrates initiative in seeking out learning activities
  - i) Does not allow personal issues to interfere with clinical performance

## **LEVEL 2 CLINICAL PERFORMANCE OBJECTIVES/COMPETENCIES**

**(Derived from Program Level Objectives. Expected student performance in the clinical setting includes but is not limited to the following competencies)**

### **THE STUDENT WILL:**

- 1) **DEMONSTRATE ADHERENCE TO SAFETY PRINCIPLES AT ALL TIMES WHILE PROVIDING PATIENT CARE.**
  - a) Maintains standard precautions at all times
  - b) Correctly follows appropriate isolation precautions as ordered
  - c) Follows accepted policies and procedures when performing care
  - d) Maintains a safe patient environment
  - e) Addresses patient safety needs in the clinical setting
  - f) Complies with all ordered precautionary measures (fall, aspiration, etc.)
- 2) **DESCRIBE HEALTH PROBLEMS IN ASSIGNED PATIENTS USING KNOWLEDGE LEARNED IN LEVELS 1 & 2 CLASSES/LABS**
  - a) Recognizes deviations from normal anatomy and physiology of assigned patients
  - b) Utilizes appropriate resources as sources for information
  - c) Submits relevant and complete written preparation on patient diagnosis and treatments prior to initiating care
  - d) Identifies signs & symptoms for known pathophysiology of patient
  - e) Describes common diagnostic tests performed for patient's diagnosis
  - f) Discusses rationale for specific treatments/interventions used in assigned patient's care
  - g) Describes new knowledge learned in observational experiences
- 3) **DEMONSTRATE ETHICAL AND LEGAL RESPONSIBILITIES NECESSARY FOR THE NURSING PROFESSION**
  - a) Keeps all knowledge of patients and patient situations confidential
  - b) Demonstrates professional demeanor in interactions with patients, family, peers and staff
  - c) Adheres to attendance policy as per student handbook
  - d) Seeks assistance appropriately from instructor, peers and staff
  - e) Demonstrates honesty and truthfulness at all times
  - f) Complies with dress code/grooming standards as per school policy
  - g) Arrives on time and prepared for practice of clinical activities
  - h) Demonstrates initiative in seeking out learning activities
  - i) Does not allow personal issues to interfere with clinical performance
  - j) Recognizes own strengths and weaknesses
  - k) Accepts responsibility for own actions
  - l) Submits daily journal to foster self-awareness
- 4) **DEMONSTRATE CORRECT TECHNIQUE WHEN PERFORMING NURSING SKILLS**
  - a) Demonstrates ability to accurately perform palpation
  - b) Demonstrates ability to accurately perform auscultation
  - c) Performs basic head-to-toe assessment accurately
  - d) Performs previously learned nursing skills correctly (i.e.: bath, transfer, etc)
  - e) Gathers appropriate equipment necessary for procedures
  - f) Performs skills following correct procedures, either facility or textbook as appropriate
  - g) Demonstrates correct use of all equipment required for care of assigned patient
  - h) Participates actively and consistently in simulation laboratory
- 5) **UTILIZES ACCEPTABLE COMMUNICATION TECHNIQUES AS REQUIRED FOR PATIENT CARE**
  - a) Utilizes appropriate medical terminology in oral and written communication
  - b) Utilizes proper spelling and grammar
  - c) Reports pertinent data to staff and instructor in a timely manner
  - d) Communicates in professional manner with members of healthcare team
  - e) Establishes rapport with patients, families, and peers
  - f) Uses communication styles that are culturally/age appropriate
- 6) **ORGANIZE NURSING CARE BY INCORPORATION PRINCIPLES OF THE NURSING PROCESS AND CRITICAL THINKING**
  - a) Completes all assessments in a timely manner
  - b) Identifies pertinent data
  - c) Identifies actual and potential problems based on assessment data
  - d) Formulates simple, measurable goals based on the nursing process
  - e) Organizes time to complete nursing care within acceptable time frame
  - f) Decides on individualized, evidenced-based interventions
  - g) Evaluates patient response to nursing interventions
  - h) Recognizes gender, age, and/or cultural concerns while providing care
  - i) Identify practical nurse role in assigned observational experiences
- 7) **DEMONSTRATES COMPETENCY IN DRUG COMPUTATIONS & DRUG ADMINISTRATION (When applicable)**
  - a) Validates accuracy of all medication orders
  - b) Calculates drug dosages correctly
  - c) Identifies indications, actions, and side effects of all patient medications
  - d) States nursing implications for medications being administered
  - e) Safely administers oral medications using the "6 rights"
  - f) Safely administers parenteral medication using the "6 rights"
  - g) Correctly documents administration of medication
  - h) Evaluates effectiveness of medications



## **LEVEL 3 CLINICAL PERFORMANCE OBJECTIVES/COMPETENCIES**

**(Derived from Program Level Objectives. Expected student performance in the clinical setting includes but is not limited to the following competencies)**

THE STUDENT WILL:

- 1) **DEMONSTRATE ADHERENCE TO SAFETY PRINCIPLES AT ALL TIMES WHILE PROVIDING PATIENT CARE.**
  - a) Maintains standard precautions at all times
  - b) Correctly follows appropriate isolation precautions as ordered
  - c) Follows accepted policies and procedures when performing care
  - d) Maintains a safe patient environment
  - e) Addresses patient safety needs in the clinical setting
  - f) Complies with all ordered precautionary measures (fall, aspiration, etc.)
- 2) **DEMONSTRATE CORRECT TECHNIQUE WHEN PERFORMING NURSING SKILLS**
  - a) Demonstrates proper technique for performing physical exam
  - b) Accurately performs head-to-toe assessment at start of care
  - c) Performs basic focused assessment on assigned patient when required
  - d) Demonstrates ability to maintain correct performance of previously learned skills.
  - e) Performs skills following correct procedures, either facility or textbook as appropriate
  - f) Demonstrates correct use of all equipment required for care of assigned patient
  - g) Participates actively and consistently in clinical lab simulation
- 3) **CORRELATE PATIENTS WITH MEDICAL-SURGICAL PROBLEMS USING KNOWLEDGE LEARNED IN LEVEL 1-3 CLASSES/LABS.**
  - a) Submits relevant and complete written preparation on patient diagnosis and treatments prior to initiating care
  - b) Demonstrates assimilation of knowledge through verbal discussion with instructor concerning any research submitted as preparation for clinical.
  - c) Discusses the involved pathophysiology of patient's disease process
  - d) Correlates patient's symptoms with the disease process
  - e) Correlates pharmacotherapy in relation to the patient's disease process
  - f) Correlates treatments in relation to the disease process
  - g) Correlates the patient's nutritional needs/diet to the disease process
  - h) Identifies diagnostic tests pertinent to the assigned patient's care
  - i) Utilizes appropriate resources as sources for information
  - j) Describes new knowledge learned in observational experiences
- 4) **DEMONSTRATE ETHICAL AND LEGAL RESPONSIBILITIES NECESSARY FOR THE NURSING PROFESSION**
  - a) Demonstrates professional demeanor in interactions with patients, family, peers and staff
  - b) Seeks assistance appropriately from instructor, peers and staff
  - c) Keeps all knowledge of patients and patient situations confidential
  - d) Adheres to attendance policy as per student handbook
  - e) Demonstrates honesty and truthfulness at all times
  - f) Complies with dress code/grooming standards as per school policy
  - g) Arrives on time and prepared for practice of clinical activities
  - h) Demonstrates initiative in seeking out learning activities
  - i) Does not allow personal issues to interfere with clinical performance
  - j) Acts to correct identified weakness
  - k) Accepts responsibility for own actions
- 5) **FACILITATES CONTINUITY OF CARE THROUGH ORAL, WRITTEN, AND ELECTRONIC COMMUNICATIONS**
  - l) Submits daily clinical journal to foster self-awareness
  - a) Utilizes appropriate medical terminology in oral and written communication
  - b) Utilizes proper spelling and grammar in all written communications
  - c) Reports all pertinent data to staff and instructor in a timely manner
  - d) Reports significant change in patient's health status to appropriate person at appropriate time
  - e) Provides verbal report that is complete, appropriate and accurate when leaving floor at any time
  - f) Performs documentation in accurate, complete and concise manner in appropriate patient record
  - g) Establishes rapport with patients, families, and peers
  - h) Uses communication styles that are culturally/age appropriate
  - i) Communicates in professional manner with members of healthcare team
  - j) Utilizes appropriate teaching strategies when providing patient education
- 6) **PRIORITIZE NURSING CARE THROUGH UTILIZATION OF THE NURSING PROCESS AND CRITICAL THINKING**
  - a) Completes all assessments in a timely manner
  - b) Reports pertinent data
  - c) Identifies actual and potential problems based on assessment data
  - d) Prioritizes care based on principles of the nursing process
  - e) Organizes time to complete nursing care within acceptable time frame
  - f) Formulates individualized, evidence-based interventions
  - g) Verbalizes scientific rationale for nursing interventions
  - h) Evaluates patient response to nursing interventions
  - i) Submits completed comprehensive NCP on assigned patient (1<sup>st</sup> prior to mid-evaluation, 2<sup>nd</sup> prior to final evaluation)
  - j) Recognizes gender, age, and/or cultural concerns while providing care
  - k) Discusses role of the practical nurse in assigned observational experiences
- 7) **DEMONSTRATE COMPETENCY IN DRUG COMPUTATIONS & DRUG ADMINISTRATION (When applicable)**
  - a) Validates accuracy of all medication orders
  - b) Calculates drug dosages correctly
  - c) Verbalizes rationale for medication use
  - d) Identifies indications, actions, and side effects of all patient medications
  - e) States nursing implications for medications being administered
  - f) Safely administers oral medications using the "6 rights"
  - g) Safely administers parenteral medication using the "6 rights"
  - h) Correctly documents administration of medication
  - i) Calculates IV flow rates accurately
  - j) Identifies IV fluids and rates correctly
  - k) Administers IV medications correctly within scope of practice
  - l) Evaluates effectiveness of medications \



## LEVEL 4 CLINICAL PERFORMANCE OBJECTIVES/COMPETENCIES

(Derived from Program Level Objectives. Expected student performance in the clinical setting includes but is not limited to the following competencies)

THE STUDENT WILL:

- 1) DEMONSTRATE ADHERENCE TO SAFETY PRINCIPLES AT ALL TIMES WHILE PROVIDING PATIENT CARE.
  - a) Maintains standard precautions at all times
  - b) Correctly follows appropriate isolation precautions as ordered
  - c) Follows accepted policies and procedures when performing care
  - d) Maintains a safe patient environment
  - e) Addresses patient safety needs in the clinical setting
  - f) Complies with all ordered precautionary measures (fall, aspiration, etc.)
- 2) DEMONSTRATE CORRECT TECHNIQUE IN PERFORMANCE OF ALL ESSENTIAL NURSING SKILLS
  - a) Accurately performs head-to-toe assessment
  - b) Performs accurate focused assessment
  - c) Demonstrate ability to maintain correct performance of previously learned skills
  - d) Performs skills following correct procedures, either facility or textbook as appropriate
  - e) Demonstrates correct use of all equipment required for care of assigned patient
  - f) Participates actively and consistently in clinical lab simulation.
- 3) CORRELATE ALL ASPECTS OF CARE/TREATMENT OF THE ASSIGNED PATIENTS WITH MEDICAL-SURGICAL PROBLEMS, USING KNOWLEDGE LEARNED IN LEVELS 1-4 CLASSES/LABS
  - a) Submits relevant and complete written preparation on patient diagnosis and treatments prior to initiating care.
  - b) Demonstrates assimilation of knowledge through verbal discussion with instructor concerning any research submitted as preparation for clinical.
  - c) Discusses the involved pathophysiology of patient's disease process
  - d) Correlates patient's symptoms with the disease process
  - e) Correlates pharmacotherapy in relation to the patient's disease process
  - f) Correlates treatments in relation to the disease process
  - g) Correlates the patient's nutritional needs/diet to the disease process
  - h) Discusses significance of diagnostic tests with the patient's disease process
  - i) Utilizes appropriate resources as sources for information
  - j) Describes new knowledge learned in observational experiences
- 4) DEMONSTRATE ETHICAL AND LEGAL RESPONSIBILITIES NECESSARY FOR THE NURSING PROFESSION
  - a) Demonstrates professional demeanor in interactions with patients, family, peers and staff
  - b) Seeks assistance appropriately from instructor, peers and staff
  - c) Keeps all knowledge of patients and patient situations confidential
  - d) Demonstrates honesty and truthfulness at all times
  - e) Adheres to attendance policy as per student handbook
  - f) Complies with dress code/grooming standards as per school policy
  - g) Arrives on time and prepared for practice of clinical activities
  - h) Demonstrates initiative in seeking out learning activities
  - i) Does not allow personal issues to interfere with clinical performance
  - j) Acts to correct identified weakness
  - k) Accepts responsibility for own actions
  - l) Reports illegal, incompetent, or impaired practices to instructor
  - m) Functions in a culturally sensitive manner in all aspects of care
- 5) INTEGRATE PROFESSIONALLY APPROPRIATE AND THERAPEUTIC COMMUNICATION SKILLS IN BOTH DOCUMENTATION AND INTERACTIONS WITH PATIENTS AND OTHERS
  - a) Utilizes appropriate medical terminology in oral and written communication
  - b) Utilizes proper spelling and grammar in all written communications
  - c) Reports all pertinent data to staff and instructor in a timely manner
  - d) Reports significant change in patient's health status to appropriate person at appropriate time
  - e) Provides verbal report that is complete, appropriate and accurate when leaving floor at any time
  - f) Performs documentation in accurate, complete and concise manner in appropriate patient record
  - g) Responds appropriately to patient's non-verbal communications
  - h) Establishes rapport with patients, families, and peers
  - i) Uses communication styles that are culturally/age appropriate
  - j) Communicates in professional manner with members of healthcare team
  - k) Utilizes appropriate teaching strategies when providing patient education
- 6) UTILIZE THE NURSING PROCESS AND CRITICAL THINKING IN CARING FOR PATIENTS
  - a) Completes all assessments in a timely manner
  - b) Consistently reports pertinent data
  - c) Identifies actual and potential problems based on assessment data
  - d) Prioritizes care through utilization of the nursing process
  - e) Organizes time to complete nursing care within acceptable time frame
  - f) Demonstrates ability to care for multiple patients
  - g) Performs individualized, evidence-based interventions
  - h) Verbalizes scientific rationale for nursing interventions
  - i) Evaluates patient response to nursing interventions
  - j) Submits completed comprehensive NCP on assigned patient (1<sup>st</sup> prior to mid-evaluation, 2<sup>nd</sup> prior to final evaluation)
  - k) Provides age-appropriate, culturally competent care
  - l) Discusses the responsibilities of the practical nurse in assigned observational experiences
- 7) DEMONSTRATE COMPETENCY IN DRUG COMPUTATIONS & DRUG ADMINISTRATION (When applicable)
  - a) Validates accuracy of all medication orders
  - b) Calculates drug dosages correctly
  - c) Verbalizes rationale for medication use
  - d) Identifies indications, actions, and side effects of all patient medications
  - e) States nursing implications for medications being administered
  - f) Safely administers oral medications using the "6 rights"
  - g) Safely administers parenteral medication using the "6 rights"
  - h) Correctly documents administration of medication
  - i) Calculates IV flow rates accurately
  - j) Identifies IV fluids and rates correctly
  - k) Administers IV medications correctly within scope of practice
  - l) Evaluates effectiveness of medications

# OBSTETRIC CLINICAL PERFORMANCE OBJECTIVES/COMPETENCIES

(Derived from Program Level Objectives. Expected student performance in the clinical setting includes but is not limited to the following competencies)

## THE STUDENT WILL:

- 1) DEMONSTRATE ADHERENCE TO SAFETY PRINCIPLES AT ALL TIMES WHILE PROVIDING PATIENT CARE.
  - a) Maintains standard precautions at all times
  - b) Follows accepted policies and procedures for post-partum care
  - c) Maintains a safe patient environment
  - d) Addresses patient safety needs in the clinical setting
- 2) DEMONSTRATE CORRECT TECHNIQUE WHEN PERFORMING NURSING SKILLS
  - a) Performs basic focused assessment of post-partum patient
  - b) Demonstrates ability to maintain correct performance of previously learned skills.
  - c) Participates actively and consistently in clinical lab simulation.
- 3) CORRELATE PATIENTS WITH MEDICAL-SURGICAL PROBLEMS USING KNOWLEDGE LEARNED IN LEVEL 1-3 CLASSES/LABS.
  - a) Submits relevant and complete written preparation on post-partum care.
  - b) Discusses the care of the c-section patients vs. vaginal birth.
  - c) Correlates treatments in relation to the type of birth
  - d) Identifies diagnostic tests pertinent to the assigned patient's care
  - e) Describes new knowledge learned in observational experiences in nursery and labor/delivery.
- 4) DEMONSTRATE ETHICAL AND LEGAL RESPONSIBILITIES NECESSARY FOR THE NURSING PROFESSION
  - a) Adheres to clinical institution policies
  - b) Demonstrates professional demeanor in interactions with patients, family, peers and staff
  - c) Seeks assistance appropriately from instructor, peers and staff
  - d) Keeps all knowledge of patients and patient situations confidential
  - e) Demonstrates honesty and truthfulness at all times
  - f) Complies with dress code/grooming standards as per school policy
  - g) Arrives on time and prepared for practice of clinical activities
  - h) Demonstrates initiative in seeking out learning activities
  - i) Does not allow personal issues to interfere with clinical performance
  - j) Acts to correct identified weaknesses
  - k) Accepts responsibility for own actions
  - l) Submits daily journal to foster self-awareness
- 5) FACILITATES CONTINUITY OF CARE THROUGH ORAL, WRITTEN, AND ELECTRONIC COMMUNICATIONS
  - a) Utilizes appropriate medical terminology in oral and written communication
  - b) Utilizes proper spelling and grammar in all written communications
  - c) Reports all pertinent data to staff and instructor in a timely manner
  - d) Provides verbal report that is complete, professional, and accurate when leaving floor at any time
  - e) Performs documentation in accurate, complete and concise manner in appropriate patient record
  - f) Uses communication styles that are culturally/age appropriate
- 6) PRIORITIZE NURSING CARE THROUGH UTILIZATION OF THE NURSING PROCESS AND CRITICAL THINKING
  - a) Completes all assessments in a timely manner
  - b) Submits completed comprehensive NCP on assigned patient prior to final evaluation
  - c) Recognizes gender, age, and/or cultural concerns while providing care

## MEDICATION PASS CLINICAL PERFORMANCE OBJECTIVES/COMPETENCIES

(Derived from Program Level Objectives. Expected student performance in the clinical setting includes but is not limited to the following competencies)

### THE STUDENT WILL:

- 1) DEMONSTRATE ADHERENCE TO SAFETY PRINCIPLES AT ALL TIMES WHILE ADMINISTERING MEDICATIONS.
  - a) Maintains standard precautions at all times
  - b) Correctly follows appropriate isolation precautions as ordered
  - c) Follows accepted policies and procedures when performing care
  - d) Addresses patient safety needs in the clinical setting
  - e) Complies with all ordered precautionary measures (thickened liquids, swallowing, etc.)
- 2) IDENTIFIES COMMON HEALTH PROBLEMS WHILE ADMINISTERING MEDICATIONS TO ASSIGNED PATIENTS USING KNOWLEDGE LEARNED IN LEVELS 1 & 2 CLASSES/LABS
  - a) Recognizes deviations from normal anatomy and physiology of assigned patients
  - b) Identifies common signs & symptoms for known pathophysiology of patient
  - c) Submits relevant and complete written preparation on patient medications prior to initiating care.
  - d) Utilizes appropriate resources as sources for information
  - e) Discusses rationale for specific medications used in assigned patient's care
- 3) DEMONSTRATES COMPETENCY IN DRUG COMPUTATIONS & DRUG ADMINISTRATION
  - a) Validates accuracy of all medication orders
  - b) Calculates drug dosages correctly
  - c) Identifies indications, actions, and side effects of all patient medications
  - d) States nursing implications for medications being administered
  - e) Safely administers oral medications using the "6 rights"
  - f) Safely administers parenteral medication using the "6 rights"
  - g) Reads medication sheets and labels correctly
  - h) Correctly documents administration of medication
  - i) Evaluates effectiveness of medications
- 4) DEMONSTRATE CORRECT TECHNIQUE WHEN PERFORMING MEDICATION ADMINISTRATION
  - a) Demonstrates ability to accurately perform palpation
  - b) Demonstrates ability to accurately perform auscultation
  - c) Performs basic head-to-toe assessment accurately
  - d) Gathers appropriate equipment necessary for procedures
  - e) Performs supplemental skills (i.e.: PEG tube flush) following correct procedures, either facility or textbook as appropriate
  - f) Demonstrates correct use of all equipment required for administering medications
- 5) UTILIZES ACCEPTABLE COMMUNICATION TECHNIQUES AS REQUIRED
  - a) Maintains confidentiality of patient information
  - b) Utilizes appropriate medical terminology in oral and written communication
  - c) Utilizes proper spelling and grammar
  - d) Reports pertinent data to staff and instructor in a timely manner
  - e) Communicates in professional manner with members of healthcare team
  - f) Establishes rapport with patients, families, and peers
  - g) Uses communication styles that are culturally/age appropriate
- 6) INCORPORATE PRINCIPLES OF THE NURSING PROCESS AND CRITICAL THINKING WHILE PERFORMING MEDICATION ADMINISTRATION
  - a) Completes necessary assessments in a timely manner
  - b) Identifies pertinent data
  - c) Identifies actual and potential problems based on assessment data
  - d) Organizes time to complete medication pass within acceptable time frame
  - e) Decides on individualized, evidenced-based interventions
  - f) Evaluates patient response to nursing interventions
  - g) Recognizes gender, age, and/or cultural concerns while providing care
- 7) DEMONSTRATE ETHICAL AND LEGAL RESPONSIBILITIES NECESSARY FOR THE NURSING PROFESSION
  - a) Adheres to clinical institution policies
  - b) Keeps all knowledge of patients and patient situations confidential
  - c) Demonstrates professional demeanor in interactions with patients, family, peers and staff
  - d) Seeks assistance appropriately from instructor, peers and staff
  - e) Demonstrates honesty and truthfulness at all times
  - f) Complies with dress code/grooming standards as per school policy
  - g) Arrives on time and prepared for practice of clinical activities
  - h) Demonstrates initiative in seeking out learning activities
  - i) Does not allow personal issues to interfere with clinical performance
  - j) Recognizes own strengths and weaknesses
  - k) Accepts responsibility for own actions

**WBACTC PRACTICAL NURSING**  
**PEDIATRIC CLINICAL EXPERIENCE**  
**LEVEL 4**

In order to successfully pass Maternal/Child Nursing – Pediatrics, the student must meet all of the following objectives:

1. Recognizes normal growth and development for age, thereby identifying abnormal aspect when present.
2. Demonstrates knowledge of well-child care, such as immunization schedules, screenings,, etc.
3. Recognizes normal assessment findings (i.e.: vital signs, etc.) in the pediatric patient as contrasted with those of the adult patient.

Pediatric clinical rotation includes observational experiences, simulation laboratory, and written assignments.

- Observational experiences are completed at “Sick Child” sites such as pediatric clinics and pediatrician offices, and “Well Child” sites such as day care and nursery schools.
- Simulation lab is completed at the school under the supervision of the pediatric instructor.
- Written assignments are completed as per instructions for both sick and well child sites, available on-line. Must be submitted to pediatric instructor within 1 week of clinical experience. Completed documentation will be kept in student portfolio.