

**WILKES-BARRE AREA CAREER & TECHNICAL CENTER  
PRACTICAL NURSING PROGRAM  
P.O. BOX 1699, 350 JUMPER ROAD  
WILKES-BARRE, PA 18705-0699**

## **STUDENT HANDBOOK**

**FALL 2010**

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

**ACCREDITED BY:  
THE NATIONAL LEAGUE FOR NURSING ACCREDITING COMMISSION  
61 BROADWAY, 33RD FLOOR  
NEW YORK, NY 10006  
(212) 363-5555**

**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

**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 Structure</b> . . . . .	<b>6</b>
<b>Philosophy of the Practical Nursing Program</b> . . . . .	<b>7</b>
<b>Description of Organizational Plan.</b> . . . . .	<b>9</b>
<b>Organizational Framework .</b> . . . .	<b>11</b>
<b>Curriculum Overview.</b> . . . . .	<b>12</b>
<b>Program/Level Objectives.</b> . . . . .	<b>13</b>
<b>Requirements for Admission.</b> . . . . .	<b>18</b>
<b>Application Procedure.</b> . . . . .	<b>19</b>
<b>Advanced Placement/Transfer Credit</b> . . . . .	<b>19</b>
<b>Refund Policy</b> . . . . .	<b>20</b>
<b>Students With Special Needs</b> . . . . .	<b>22</b>
<b>Sex Fairness Policy</b> . . . . .	<b>22</b>
<b>Student Health Policies.</b> . . . . .	<b>23</b>
<b>Attendance Policies.</b> . . . . .	<b>24</b>
<b>Academic Policies.</b> . . . . .	<b>26</b>
<b>Clinical Policies .</b> . . . .	<b>28</b>
<b>Graduation Requirements</b> . . . . .	<b>32</b>
<b>Withdrawal/Dismissal Policies.</b> . . . . .	<b>33</b>
<b>General Policies</b> . . . . .	<b>34</b>

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

<b>Probation Policy</b>	. . . . .	<b>38</b>
<b>Counseling.</b>	. . . . .	<b>40</b>
<b>Student Leadership.</b>	. . . . .	<b>41</b>
<b>Infectious Disease Policy.</b>	. . . . .	<b>43</b>
<b>Appendix A - Signature Sheet</b>	. . . . .	<b>46</b>
<b>Appendix B – Invoice</b>	. . . . .	<b>47</b>
<b>Appendix C - Level Calendar</b>	. . . . .	<b>52</b>
<b>Appendix D - School Calendar</b>	. . . . .	<b>54</b>
<b>Appendix E – Nursing Activities/Attributes</b>	. . . . .	<b>55</b>
<b>Appendix F - Sexual Harassment Policy</b>	. . . . .	<b>59</b>
<b>Appendix G – Drug-Free Policy</b>	. . . . .	<b>63</b>
<b>Appendix H – Crime Statistics Policy</b>	. . . . .	<b>69</b>
<b>Appendix I – Fire and Emergency Evacuations</b>	. . . . .	<b>71</b>
<b>Program Layout</b>	. . . . .	<b>74</b>
<b>Appendix J – Smoking Free School .</b>	. . . . .	<b>75</b>

## 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 & Technical Center of Practical Nursing is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, marital status, age and handicap in its activities, programs or employment activities as required by Title VI, Title IX, and Section 504.

For information regarding civil rights or grievance procedures, contact Frank Majikes, Coordinator of Title IX and Section 504, P.O. Box 1699, Wilkes-Barre, PA 18705-0699, (570) 822-4131, for information regarding services, activities, and facilities that are accessible to and useable by disabled individuals.

***\*\*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**

The Practical Nursing Program was established in 1959 to assist the community in fulfilling the tremendous need -- both national and local -- for trained nursing personnel. It began as the Wilkes-Barre City School of Practical Nursing and the first class of nineteen (19) students graduated in February, 1960.

The nursing program was initially located in the Mackin Elementary School, Wilkes-Barre, PA, was moved to the Guthrie Building, Wilkes-Barre, PA, which then became the Adult Program Center for the Wilkes-Barre Area School District. With the opening of the Wilkes-Barre Area Career & Technical Center in 1971, the Program relocated to this facility. The nursing program then became the Practical Nursing Program of the Wilkes-Barre Area Career & Technical Center, and is sponsored by the Joint Operating Committee of the school.

With the many changes in nursing roles and responsibilities, we have continuously evaluated and updated our curriculum to coincide with the needs of the community and the health care field. More than two thousand (2000) students have graduated from the Practical Nursing Program. These graduates have demonstrated competent nursing skills and have been employed in a variety of health care settings. The Practical Nursing Program of the Wilkes-Barre Area Career & Technical Center is approved by the Pennsylvania State Board of Nursing and fully accredited by the National League For Nursing.

The Practical Nursing Program of the Wilkes-Barre Area Career & Technical Center has been rated as one of the finest entry-level nursing programs in the community. Upon successful completion of the Program, the Graduate Practical Nurse is eligible to take the National Council of State Boards of Nursing Licensing Examination to be licensed as a Practical Nurse. More than 99 percent of the graduates secure a nursing position within three months of graduation.

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

CRESTWOOD

Gene R. Mancini, Jr.

GREATER NANTICOKE AREA

Robert Raineri

Gary Smith

HANOVER AREA

David Evans

PITTSTON AREA

Martin Quinn

WILKES-BARRE AREA

James Fisher

Michael McGinley

Joseph Moran

Mary Anne Toole

SOLICITOR

Anthony J. Lupus, Jr.

**PRACTICAL NURSING PROGRAM**

**Mrs. Mary Elizabeth Pacuska, M.S.N, R.N.  
Coordinator, Practical Nursing Program**

---

**PRACTICAL NURSING PROGRAM**

**FACULTY - FULL TIME**

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

**Janet Frascella, B.S.N., R.N.**

**Patricia Maloney, B.S.N., R.N.**

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

**Rita Nita, B.S.N., R.N.**

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

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

**Cristen Walker, M.S.N, C.R.N.P.**

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

---

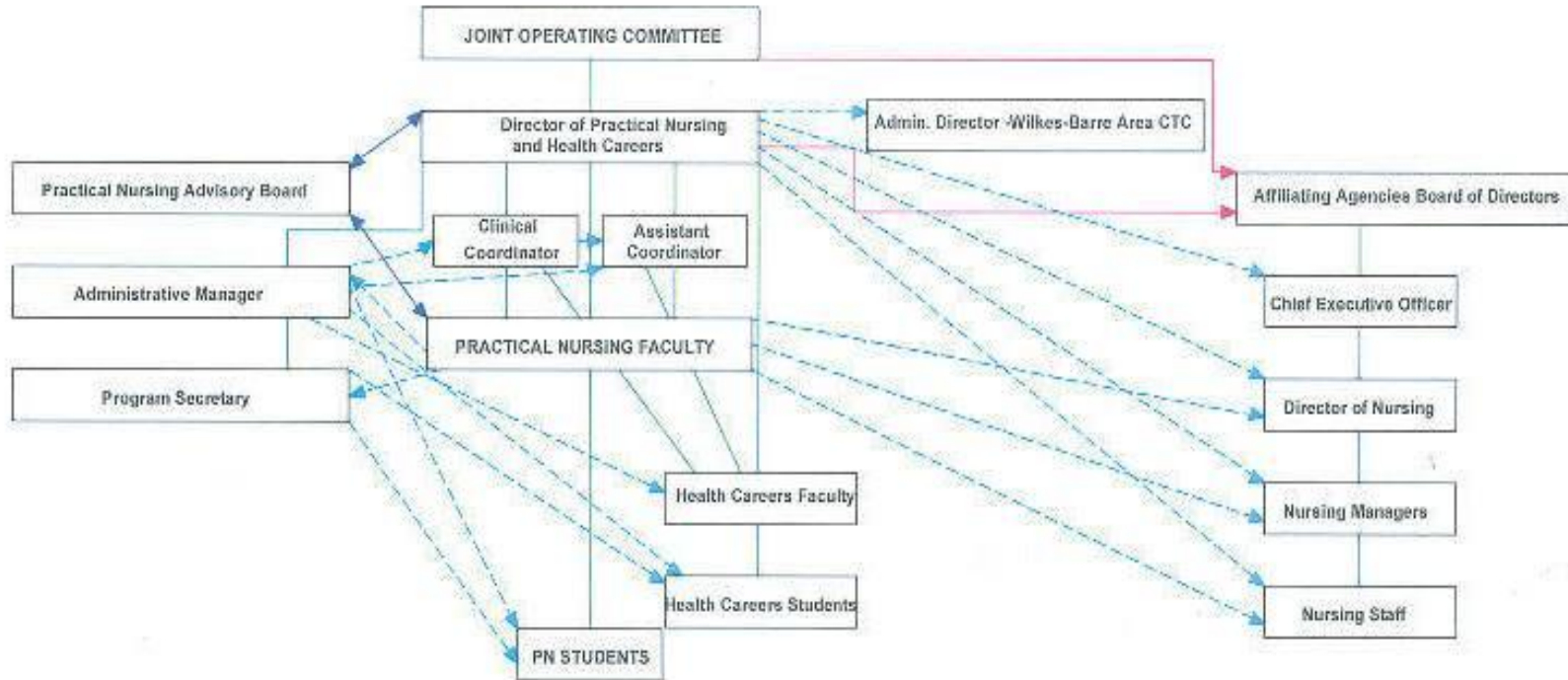
**ADMINISTRATIVE MANAGER**

**Valerie Griglock**

**SECRETARY**

**Joanne Juskiewicz**

PRACTICAL NURSING PROGRAM  
 WILKES-BARRE AREA CAREER CENTER & TECHNICAL CENTER  
 ORGANIZATIONAL STRUCTURE



 ADVISORY  
 DIRECT AUTHORITY  
 COMMUNICATION & COOPERATIVE  
 CONTRACTUAL



## 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 Licensed 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 faculties) 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 ORGANIZATIONAL PLAN

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.

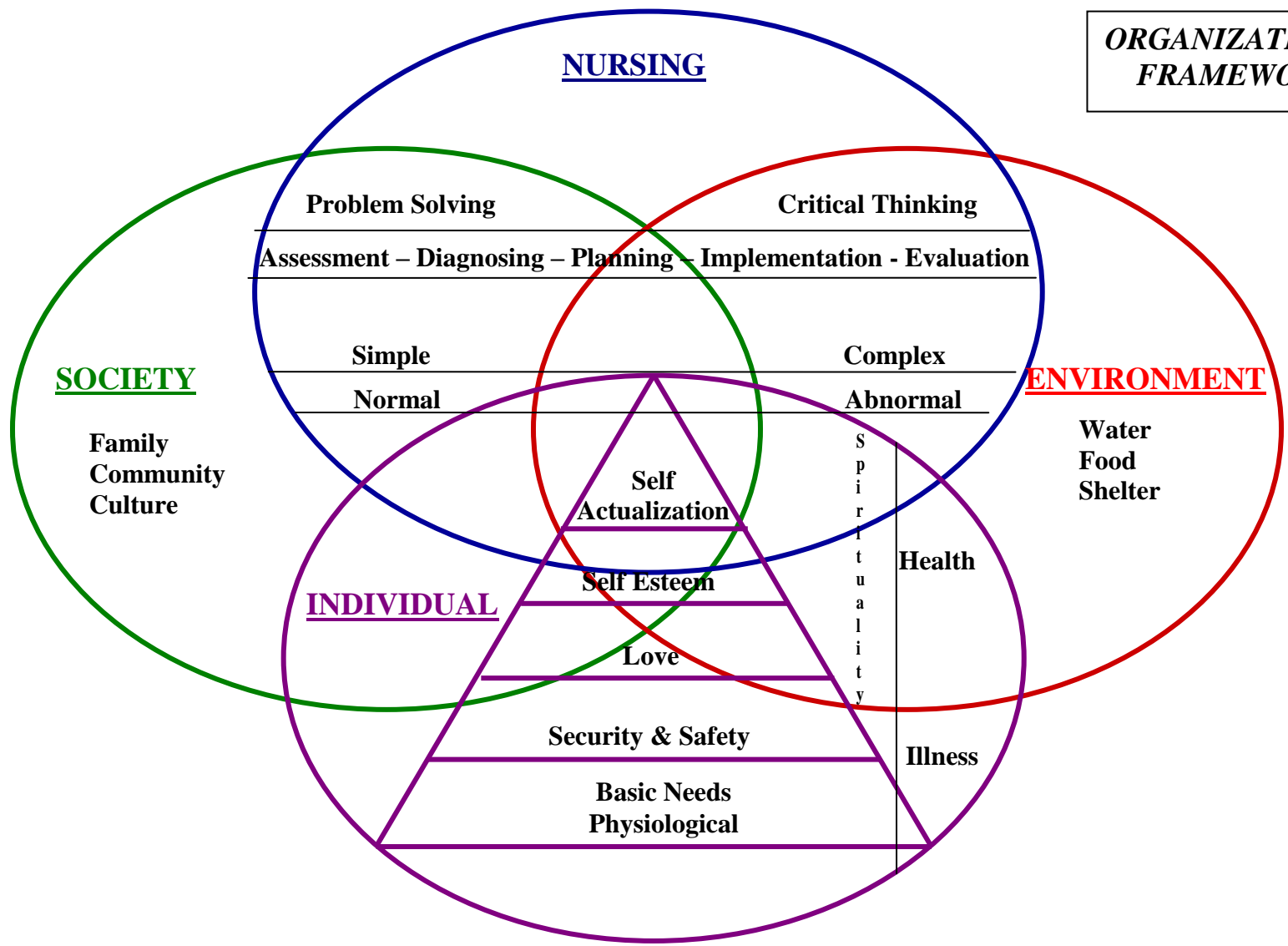
## **DESCRIPTION OF ORGANIZATIONAL PLAN (Continued)**

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.



**ORGANIZATIONAL  
FRAMEWORK:**



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 the highest level possible on the hierarchy of Maslow’s basic needs.

**CURRICULUM ORGANIZATIONAL PLAN  
CURRICULUM OVERVIEW**

<u>LEVEL I</u>	<u>THEORY HOURS</u>	<u>CLINICAL HOURS</u>	<u>TOTAL</u>
Nursing I (including Lab)	127	68.50	195.50
Anatomy and Physiology	95		95
Normal Nutrition & Diet Therapy	22		22
Calculation of Drug Dosage	12		12
Intro. to Computers For P.N. Students	5		5
Gerontology	30		30
Personal & Vocational Relationships 1	8		8
NAPNES I/Drug Administration	<u>32</u>		<u>32</u>
<b>TOTAL HOURS - LEVEL I</b>	331	68.50	399.50
<u>LEVEL II</u>			
NAPNES II	22		22
Nursing Process and Critical Thinking	27		27
Nursing II	32	101.50	133.50
Medical-Surgical Nursing 1	<u>70</u>	<u>152</u>	<u>222</u>
<b>TOTAL HOURS - LEVEL II</b>	151	253.50	404.50
<u>LEVEL III</u>			
NAPNES III	22		22
Medical-Surgical Nursing II	74	218.50	292.50
Maternal-Child Nsg: Obstetrics	28	35	63
IV Therapy (incl. lab)	<u>22</u>		<u>22</u>
<b>TOTAL HOURS - LEVEL III</b>	146	253.50	399.50
<u>LEVEL IV</u>			
NAPNES IV	22		22
Mental Health	30		30
Medical-Surgical Nursing III	60	222	282
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>	144	253.50	397.50
<b>TOTAL CURRICULUM HOURS</b>	772	829	1601

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

## **PROGRAM OBJECTIVES**

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

1. Recognize the right of every individual for quality nursing care.
2. Perform holistic health care delivery in each individual patient's situation based on a comprehensive assessment.
3. Assist in identifying and prioritizing health problems and appropriate nursing interventions utilizing approved nursing diagnosis and the nursing care plan.
4. Correlate the understanding of basic human needs in the planning of patient care.
5. Perform nursing skills in a safe and competent manner within the realm of practice of the Practical Nurse progressing from the simple to complex.
6. Practice standards of professional ethics in the delivery of nursing care.
7. Utilize legal guidelines in the practice of personal and vocational relationships.
8. Utilize appropriate communication with patients, their families and members of the health care team.
9. Accurately document, utilizing the nursing process.
10. Provide appropriate patient teaching.
11. Utilize available community resources as needed for continuity of patient care.
12. Participate in continuing education programs and professional organizations.
13. Be knowledgeable of the scope of practice of the practical nurse.
14. Demonstrate leadership ability within the scope of Practical Nursing.
15. Successfully pass the Pennsylvania State Board of Nursing Licensing Exam for Practical Nurses.
16. Demonstrate eligibility for entry level positions in a health care setting which employs Graduate Practical Nurses.



## **LEVEL I OBJECTIVES**

The following objectives will be evaluated in both the classroom and clinical settings, as relevant.

Upon completion of Level I, the practical nursing student, with maximum supervision, will:

1. Identify alteration from normal anatomy and physiology in assigned patient with simple problems.
2. Identify basic needs of the individual throughout the life cycle.
3. Demonstrate awareness of safety concerns while providing patient care, with supervision,.
4. Demonstrate accurate performance of basic data collection skills.
5. Demonstrate basic therapeutic communication techniques within HIPPA guidelines.
6. Discuss the role of the practical nurse on the health care team.
7. Identify the role of community agencies in meeting the needs of patients.
8. Recognize standards of ethical and legal responsibilities related to the care of the patient.
9. Recognize multicultural effect of diversity, while providing nursing care.

## **LEVEL II OBJECTIVES**

The following objectives will be evaluated in both the classroom and clinical settings, as relevant.

Upon successful completion of Level II, the practical nursing student, with direct supervision, will:

1. Apply basic scientific principles in providing nursing care to patients.
2. Incorporate basic nursing process concepts in the provision of nursing care.
3. Perform basic nursing skills necessary to competently care for patients with less-complex medical-surgical problems within limits of experience and knowledge base.
4. Demonstrates adherence to safety principles at all times while providing patient care.
5. Document simple patient information, with supervision.
6. Utilize appropriate communication techniques in interaction with patients and others.
7. Indicate the practical nurse's limitations and responsibilities through appropriate interaction with other members of the health-care team.
8. Demonstrate basic knowledge of pharmacological principles.
9. Administer medications safely, with maximum supervision.
10. Gather data on selected patients from all relevant sources.
11. Practice the role of a practical nurse, cognizant of the ethical and legal responsibilities related to the care of patients.

## **LEVEL III OBJECTIVES**

The following objectives will be evaluated in both the classroom and clinical settings, as relevant.

Upon completion of Level III, the practical nursing student, with moderate supervision, will:

1. Apply theory to practice when participating in total patient care.
2. Perform competent nursing care to patients with less-complex medical-surgical problems within limits of experience and knowledge base.
3. Utilize the nursing process as a basis for decision-making in the care of the patient with medical–surgical problems.
4. Demonstrate professional adaptability to new clinical situations.
5. Demonstrates adherence to safety principles at all times while providing patient care.
6. Document nursing care accurately.
7. Utilize appropriate communication techniques through oral, written, and electronic methods.
8. Participate as a member of the health-care team in the planning and implementation of patient care, utilizing the nursing process.
9. Administer medications safely, with minimal supervision.
10. Utilize the nursing process to formulate appropriate nursing care for the pre and post-natal patient, neonate and family.
11. Apply basic scientific principles in the care of the pre and post-natal patient, neonate and family.
12. Determine the role of community agencies in meeting the needs of the neonate to adult.
13. Apply the standards of ethical and legal responsibilities related to the care of patients.

## **LEVEL IV OBJECTIVES**

The following objectives will be evaluated in both the classroom and clinical settings, as relevant.

Upon completion of Level IV, the practical nursing student, with minimal supervision, will:

1. Integrate theoretical knowledge in the administration of nursing care to patients, neonates to adults, with medical-surgical problems, including patients with complications.
2. Utilize the nursing process to effectively provide and evaluate nursing care.
3. Promote a safe environment conducive to the optimal health and dignity of the patient.
4. Perform comprehensive nursing care within limits of experience and knowledge base.
5. Show leadership characteristics and responsibilities in the health care setting within the scope of the Practical Nurse..
6. Facilitates continuity of care through oral, written, and electronic communication.
7. Interrelate patients' needs with other members of the health care team in the development of the nursing care plan.
8. Apply basic scientific principles in the care of the pediatric patient.
9. Demonstrates competency in medication knowledge and administration.
10. Analyze the role of the practical nurse as a member of the health-care team, through maximum interaction with members of the health care team.
11. Correlate the community agencies appropriate to intervene in meeting the needs of patients.
12. Function within the ethical and legal framework established for practical nursing by the Pennsylvania Nurse Practice Act.

## **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).***

### Health:

Good physical health, as evidenced by successful completion of the required pre-entrance physical examination.

### Personal Interview:

Applicants who meet the academic requirements of the Program may be required to have a pre-entrance interview with the coordinator 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:

State Police and Child Abuse Clearances are required and **must be completed prior to first day of classes**. Appropriate request forms will be included in your 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).

## **APPLICATION PROCEDURES:**

Application forms will be sent upon request. The applicant is scheduled for the Pre-Entrance Aptitude Test after the completed application is returned with the fee of \$30.00. Interviews are scheduled after the test results, official high school records, and/or G.E.D. scores, State Police Clearances and references are on file. Application should be made to the program as early as possible, since class size is limited. A new class is admitted in the Fall and Spring of each year.

Interested individuals can request an application by writing or calling:

Practical Nursing Program  
Wilkes-Barre Area Career & Technical Center  
P.O. Box 1699, 99 Jumper Road  
Wilkes-Barre, PA 18705-0699  
(570) 822-6539

Application can also be made on-line at [www.wbpracnsg.com](http://www.wbpracnsg.com).

Acceptance to the program is not finalized until the entire admission procedure is completed. The practical nursing program application, official high school transcript, and/or copy of G.E.D. scores, pre-entrance aptitude score, references, personal interview, required State Police Clearances, and all health forms must be on file by requested date. The applicant is required to return the verification form to the practical nursing program to be placed on the specific class roster.

## **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 5 years.
3. The student must have received a minimum of a "C" 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.

**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.

Students who fail a program level are no longer eligible for financial aid; they, therefore, must personally assume the cost to repeat the level. All payment money is due prior to the beginning of classes.

Students who remain in financial arrears at Level IV will not be permitted to sit for final examinations for completion of courses until final payment is made.

### **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 a PELL Grant and Stafford and Keystone Extra, or a PELL Grant, Stafford or supplemental loans, singly. 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.

## **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

## **REFUND POLICY (CONT'D)**

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 inform the Coordinator 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's efforts to make activities and programs accessible to students with special needs. The appropriate forms for accommodations for testing and/or learning are available upon request.

It must be noted, however, that the National Council on State Boards of Nursing identifies specific attributes/activities that are essential to function as a nurse. The prospective student is referred to Appendix E 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 document must be in your file by the first day of school. Documentation by the health care provider of these examinations must be provided on the enclosed Report of Health Evaluation Form. **PLEASE NOTE:** there are specific laboratory tests and vaccines required. **The PPD TB Skin Test (2-step), Rubella Titer screening (or professional documentation of 2 MMR immunizations), Tetanus Vaccine, varicella immunization or positive titer (or professional documentation of history of chicken pox), are mandatory. Due to high risk for exposure, the Hepatitis B Vaccine is strongly recommended for all nursing students, as per recommendations from the Centers for Disease Control (CDC). Any student who chooses not to be immunized for Hepatitis B must sign a declination form.** The student must return these forms to the Practical Nursing Program to be made part of the student's file. The Influenza Vaccine is also recommended and may be required by clinical facilities.

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 coordinator.

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 the 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 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 Coordinator 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 3:15 P.M.

CLINICAL HOURS: 7:00 A.M. TO 2:30 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 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. Return from an approved extended absence; (e.g., hospitalization, infectious disease), must be accompanied by a physician's statement which must indicate the type of illness and the ability of the student to return to both class and clinical experiences.

8. Absence in the clinical area is to be reported, as directed, by the clinical instructor at orientation. Attendance for clinical experience is **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.

9. 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.

## ATTENDANCE POLICIES (Cont'd):

10. 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.

### 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 the next scheduled class time or immediately on return to school, whichever is first. (If there is conflict with a regularly scheduled test at the make-up time, then the make-up test will immediately follow.) 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 rare occurrence of unusual circumstances, the individual instructor may make exceptions, if deemed appropriate.

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) 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. A numerical grade is used.

Academic

79.50% - 100% - Passing

79.49% [and Below]- Failing

Clinical

Satisfactory - Passing

Unsatisfactory- Failing

(2) A final grade of 79.50%, 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) Failure of any subject (except Dosage Calculation)\* will constitute failure of that respective level and dismissal from the program. At that time, the student may be given the opportunity to repeat the level at the Wilkes-Barre Area CTC, Practical Nursing Program. **PRIOR TO RE-ADMISSION, ALL FINANCIAL OBLIGATIONS OF PRIOR LEVELS MUST BE MET.** An alternative option to repeating the Level may be available under the following guidelines: These guidelines apply to the following non-nursing courses – Pharmacology, Anatomy & Physiology, Nutrition:

- a. It is the student's responsibility to find a course in the appropriate subject matter;
- b. Course description and outline must be submitted to and approved by the course instructor and the Director of Practical Nursing;
- c. The course must be completed with a grade of "C", or greater, prior to advancing to the next Level;
- d. The cost of this course is the responsibility of the student.

(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) Students are aware of their status for each specific course on an on-going basis, through test grades and/or notification by instructor. 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.

(7) Each student must fulfill each Level Objective of the Practical Nursing Program, both theoretically and clinically, in order to progress to the next Level or graduate. This includes satisfactory clinical evaluation/evaluations for the level. The faculty reserves the right and responsibility to determine if a student has successfully met the objectives. Individual faculty members may incorporate attendance into grading criteria for certain courses.

## ACADEMIC POLICIES (cont.)

**\*Dosage Calculation:** Any student who fails Dosage Calculation will be given the option to attend tutoring at determined times before or after regular school hours, if a minimum of 4 weeks remains in the level. Attendance at a minimum of one (1) tutoring session per week is mandatory. The student will then be required to achieve a grade of 90%, or greater on exam prior to completion of Level I. If this remedial program is not successfully followed and passed, the student will be given a failure in Dosage Calculation. Any student failing Dosage Calculation will be given the option to complete a designated on-line course, at their cost. Students must complete this course by the end of Level II with a minimum grade of 80%, in order to meet objectives and advance to Level III.

***This policy will only be applicable to students who have successfully passed all other courses and clinical.***

### 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, 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 cheat from one's own or another's work; or actually doing the work of another person.

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 CPR (adult and child) before Level I clinical experience begins and during enrollment in the program. It is the student's responsibility to arrange for completion of the course offered by the American Heart Association, American Red Cross, or other local approved agency.

### **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” (SEE PAGE 25):**

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.
- 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.

## **CLINICAL EVALUATION POLICY**

1. Clinical performance will be evaluated through utilization of the approved clinical evaluation tool.
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.
2. 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.
3. 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.
4. 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.
5. 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.

## **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, as well as completion of all financial obligations with the Wilkes-Barre Area Career & Technical Center.
2. Prior to graduation, the individual, as required by the Pennsylvania State Board of Nursing, must complete forms and preparations.
3. 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/ DISMISSAL POLICIES**

### **Withdrawal:**

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

### **Re-Admission:**

Students who have withdrawn from the Practical Nursing Program, and were in good academic standing at the time of withdrawal, may apply for re-admission to the Program. A written request for re-admission must be submitted to the coordinator. The individual must fulfill the policies and requirements in effect at the time of application for re-admission, and is subject to class space availability.

For re-admission, an individual must re-apply within two (2) years of the withdrawal date. If re-admission is requested beyond two (2) years, the normal admission process must be followed, including the pre-entrance examination.

### **Dismissal:**

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 79.50%.
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.)**

### **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 to 3 uniform sets.
2. I.D. Badge.
3. Watch with a "seconds" hand.
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 rings, 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.)**

### **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.

### **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.

### **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.

All practical nursing students who have successfully completed Level I of the Practical Nursing Program of the Wilkes-Barre Area CTC are eligible to take the certification examination for nursing assistants at a certified testing facility in Pennsylvania. If the student is successful in passing the exam, the individual can be employed as a certified nursing assistant.

### **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 and objectives. Missing school to care for an ill child is an absence.

### **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 five (\$5.00) dollars. Unofficial transcripts are issued directly to the students or graduates.

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

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

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

### **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)**

### **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 G.

### **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.

### **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.



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.**

**LIBRARY:**

Practical Nursing Library Rules:

1. All books and magazines are checked with the librarian or other faculty member before removal from the library.
2. Books may be left with the librarian, other instructors, or the coordinator when the library is closed.
3. The student is held responsible for the safe return of a book. Books that are damaged or lost must be replaced by the student borrowing the book.

Clinical Facility Libraries:

The practical nursing students are able to borrow books and/or periodicals from the medical libraries at Wyoming Valley Health Care System - General Hospital, and Geisinger/Wyoming Valley, and the VA Medical Center, Wilkes-Barre, PA. The rules and regulations of the facilities' libraries must be followed 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, a 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, Mercy Hospital (Scranton), Wesley Village, and the VA Medical Center.

### **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:

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

### LEVEL I GRIEVANCE GUIDELINES

- A. The grievance/problem should be followed up as soon as possible after the occurrence, but not beyond the ten (10) school days of occurrence.
- B. Initially, the person involved should be approached.
- C. If it is not resolved to the student's satisfaction, the student should discuss the situation with the assigned faculty advisor, or faculty person of the student's choice within ten (10) school days of occurrence.
- D. 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

- A. If the grievance problem is still not resolved to the student's satisfaction, the problem must be presented in writing to the practical nursing coordinator within fifteen (15) days of occurrence, to be reviewed by the coordinator.
- B. Within ten (10) school days of the receipt of the student's written grievance, the coordinator shall set up an appointment for a conference for all parties involved including the coordinator. 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 coordinator of the practical nursing program 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.
- C. 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. If the student feels he/she has a grievance/problem, the above Student Grievance Procedure must be followed.

## 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 practical nursing organization, the Northeastern Pennsylvania League for Licensed Practical Nurses - (NPLLPN).

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 coordinator 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 coordinator 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 coordinator 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 coordinator 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. 36).

## **INFECTIOUS DISEASE POLICY**

I. To prevent the accidental transmission of any infectious disease, including bloodborne 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 offered 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 SECRETARY**

**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.**

**I ALSO AGREE THAT I WILL MAINTAIN COMPLETE CONFIDENTIALITY REGARDING ALL INFORMATION PERTAINING TO PATIENT, 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.**

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

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

**APPENDIX B**

**INVOICE**

WILKES-BARRE AREA CAREER & TECHNICAL CENTER  
 PRACTICAL NURSING PROGRAM  
 FALL 2010 CLASS  
 STUDENT FEES, UNIFORMS AND SUPPLIES

STUDENT FEES:

Arnett Testing Fee	\$200.00	
Computer and Skills Lab Fees	\$115.00	
Student Liability Insurance – (Blanket Coverage – 1 <sup>st</sup> Year)	\$ 18.00	
Student General Fee	\$200.00	
Technology Fee	<u>\$100.00</u>	
TOTAL		<u>\$633.00</u>

REQUIRED STUDENT UNIFORMS AND SUPPLIES:

Two (2) Uniforms with School Emblem	\$167.00	
One (1) Name Pin		
One (1) Lab Coat	_____	
TOTAL		<u>\$167.00</u>

TOTAL STUDENT FEES, UNIFORMS AND SUPPLIES \$800.00

OTHER SUPPLIES:

Nurse's Bandage Scissors	\$ 10.00
Stethoscope	\$ 20.00
Postage & Handling	<u>\$ 6.00</u>
TOTAL	\$ 36.00

BOOKS:

\$850.00 \$850.00

PLEASE NOTE: Costs are current. Manufacturers reserve the right to change prices without notification. If costs were changed by the manufacturer, the student would be notified of the change and responsible for the difference in the change. All Practical Nursing Students are required to complete and mail two (2) separate State Police Clearance Forms, the Criminal Record Check, and the Pennsylvania Child Abuse History Clearance. Costs are the responsibility of the student. Also, an Elder Abuse Clearance is required.

It is also mandatory for a Practical Nursing Student to purchase a wristwatch with a second-hand sweep, white nurse shoes and white stockings/pantyhose/socks. These are not included with the charges for school-required uniforms. These are to be purchased by the student from a merchant of his/her choice.

All Practical Nursing Student Uniforms and Books will be ordered by and delivered to the Wilkes-Barre Area Career & Technical Center, Practical Nursing Department.

\*Costs do not include the charges for required health examinations, lab work, CPR, additional uniform items, and State Police Clearances.

**WILKES-BARRE AREA CAREER & TECHNICAL CENTER  
PRACTICAL NURSING PROGRAM  
FALL 2010**

The Practical Nursing Program of the Wilkes-Barre Area Career & Technical Center consists of four (4) Levels. The Program spans fifteen (15) months (twelve (12) months of academic instruction, with a three (3) month summer recess.) Tuition and Fees are charged for each Level, according to the two (2) academic years.

**FALL 2010 TENTATIVE COSTS\***  
**ENROLLMENT: SEPT. 1, 2010**

**CLASS #104**

**LEVEL I – 09/01/2010 – 12/26/2010**

Tuition	\$2,646.00
Fees	\$ 633.00
Uniforms & Supplies	\$ 167.00
Books	<u>\$ 850.00</u>
	\$4,296.00

---

**LEVEL II – 11/29/2010 – 03/04/2011**

Tuition	\$2,646.00
---------	------------

---

**LEVEL III – 03/07/2011 – 06/07/2011**

Tuition	\$2,646.00
---------	------------

---

**LEVEL IV – 08/31/2011 – 12/02/2011**

Tuition	\$2,646.00
Fees	<u>\$ 333.00</u>
	\$2,979.00

---

***Tentative*** Graduation Date: *December 2011*  
Financial Aid is available for those who qualify.  
Costs are subject to change.

**WILKES-BARRE AREA CAREER & TECHNICAL CENTER  
PRACTICAL NURSING PROGRAM  
FALL 2010 - ITEMIZED REQUIRED BOOK LIST**

- Kurzen. (2009). *Contemporary Practical/Vocational Nursing* (6<sup>th</sup> Ed.). **LIPPINCOTT** - ISBN: 9780781782692
- Herlihy & Maebius. (2007). *The Human Body in Health and Illness* (3<sup>rd</sup> Ed.). **Saunders WB Co.** – ISBN: 9781416028857
- Herlihy & Maebius. (2007). *Study Guide for “The Human Body in Health and Illness”* (3<sup>rd</sup> Ed.). **Saunders WB Co.** – ISBN: 9781416028840
- Lilley, Linda; Harrington, Scott; Snyder, Julie. (2011). *Pharmacology and the Nursing Process* (6<sup>th</sup> Ed.) **MOSBY-YEAR BOOK, INC.** – ISBN: 9780323055443
- Leifer, Gloria. (2007). *Introduction to Maternity and Pediatric Nursing* (5<sup>th</sup> Ed.). **Saunders WB Co.** – ISBN: 9781416032755
- Deglin, Judith Hopfer. (2011). *Davis’ Drug Guide* (12<sup>th</sup> Ed.). **F.A. Davis** – ISBN: 9780803623088
- Venes, Donald. (2009). *Taber’s Medical Dictionary (Indexed)* (21<sup>st</sup> Ed.). **F. A. Davis** – ISBN: 9780803615595
- Williams, Linda S.; Hopper, Paula D. (2010). *Understanding Medical Surgical Nursing* (4<sup>th</sup> Ed.). **F.A. Davis** – ISBN: 0803622198
- Alfaro-LeFevre, Rosalinda. (2010). *Applying Nursing Process: A Tool for Critical Thinking* (7<sup>th</sup> Ed.). **LIPPINCOTT WILLIAMS & WILKINS** – ISBN: 9780781774086
- Eliopoulos, Charlotte. (2010). *Gerontological Nursing* (7<sup>th</sup> Ed.). **LIPPINCOTT WILLIAMS & WILKINS** – ISBN: 9780781753449
- Otto, Shirley E. (2005). *Pocket Guide to Infusion Therapy* (5<sup>th</sup> Ed.). **MOSBY-YEAR BOOK, INC.** ISBN: 9780323031967 (\$28.12)
- Boundy, Janice F./Stockert. (2008). *Calculation of Medication Dosages (Book with CD-ROM)* (1<sup>st</sup> Ed.). **LIPPINCOTT WILLIAMS & WILKINS** – ISBN: 9780781758543
- Collins, C. Edward (2011). *Short Course in Medical Terminology (Book w/CD-ROM)* (2<sup>nd</sup> Ed.). **LIPPINCOTT WILLIAMS & WILKINS** – ISBN: 9780781798839
- Nix, Staci (2009). *Williams’ Basic Nutrition & Diet Therapy* (13<sup>th</sup> Ed.). **MOSBY-YEAR BOOK, INC.** – ISBN: 9780323051996
- Van Leeuwen, Anne M./Smith, Lynette/Poelhuis, Debra J. (2009). *Davis’ Comp. Handbook of Lab & Diagnostic Tests w/Nursing Implications* (3<sup>rd</sup> Ed.). **F.A. DAVIS CO.** – ISBN: 9780803618268
- Timby, Barbara Kuhn (2009). *Fund. Nursing Skills & Concepts (Book/CD/WEB)* (9<sup>th</sup> Ed.) **LIPPINCOTT WILLIAMS & WILKINS** - ISBN: 9780781779098
- Mohr, Wanda K. (2006). *Psychiatric-Mental Health Nursing* (7<sup>th</sup> Ed.). **LIPPINCOTT WILLIAMS & WILKINS** – ISBN: 9780781790970
- Merriam-Webster (2006). *Merriam-Webster’s Pocket Dictionary* (1<sup>st</sup> Ed.). ISBN: 9780877795308

**APPENDIX C**

**LEVEL CALENDAR**

WILKES-BARRE AREA CAREER & TECHNICAL CENTER  
PRACTICAL NURSING PROGRAM

2010-2011

CLASSES RESUME – WEDNESDAY, SEPT. 1, 2010

FALL 2009 - CLASS #102

Level IV – 09/01/2010 – 12/03/2010

Tentative Graduation Date: 12/03/2010

SPRING 2010 - CLASS #103

Level I – 03/08/2010 to 06/09/2010

Level II – 09/01/2010 – 11/26/2010

Level III – 11/29/2010 – 03/04/2011

Level IV – 03/07/2010 – 06/03/2011

Tentative graduation date: JUNE 3, 2011

FALL 2009 - CLASS #104

Level I – 09/01/2010 – 12/26/2010

Level II – 11/29/2010 – 03/04/2011

Level III – 03/07/2011 – 06/07/2011

Level IV – 08/31/2011 – 12/02/2011

Tentative graduation date: December 2, 2011

SPRING 2011 – CLASS #105

Level I – 03/07/2011 – 06/07/2011

**Last scheduled student day - June 7, 2011**

*Calendar adjustment may be necessary due to weather and/or emergency conditions.*

07/10

**APPENDIX D**

**SCHOOL CALENDAR**



WILKES-BARRE AREA CAREER & TECHNICAL CENTER  
SCHOOL CALENDAR  
2010 - 2011

AUGUST 2010					SEPTEMBER 2010					OCTOBER 2010					NOVEMBER 2010					DECEMBER 2010				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
2	3	4	5	6	6	7	8	9	10	4	5	6	7	8	1	2	3	4	5	6	7	8	9	10
9	10	11	12	13	13	14	15	16	17	11	12	13	14	15	8	9	10	11	12	13	14	15	16	17
16	17	18	19	20	20	21	22	23	24	18	19	20	21	22	15	16	17	18	19	20	21	22	23	24
23	24	25	26	27	27	28	29	30		25	26	27	28	29	22	23	24	25	26	27	28	29	30	31
30	31														29	30								
1T					21T					41T					59T					76T				
20S					20S					20S					40S					58S				
20T	JANUARY 2011	20S			19T	FEBRUARY 2011	18S			23T	MARCH 2011	23S			18T	APRIL 2011	18S			21T	MAY 2011	21S		
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
3	4	5	6	7	1	2	3	4	5	1	2	3	4	5	4	5	6	7	8	2	3	4	5	6
10	11	12	13	14	8	9	10	11	12	7	8	9	10	11	11	12	13	14	15	9	10	11	12	13
17	18	19	20	21	15	16	17	18	19	14	15	16	17	18	18	19	20	21	22	16	17	18	19	20
24	25	26	27	28	22	23	24	25	26	21	22	23	24	25	25	26	27	28	29	23	24	25	26	27
31					28	29	30	31		28	29	30	31		25	26	27	28	29	30	31			
96T					115T					138T					156T					177T				
6T	JUNE 2011	5S			JULY 2011					Aug. 31	In-Service Day				Feb. 18	In-Service Day				177T				
M	T	W	TH	F	M	T	W	TH	F	Sept. 1	School Opens	Feb. 21	President's Day	Not in Session/Holidays										
1	2	3	4	5	1	2	3	4	5	3	School Closed	Mar. 11	Common Act 80 Day	In-Service Day										
8	9	10	11	12	6	7	8	9	10	6	Labor Day	(1/2 Day) Home School Only	In-Service Day											
13	14	15	16	17	13	14	15	16	17	11	Columbus Day	WBACTC In-Session	Designated Make-up Day											
20	21	22	23	24	20	21	22	23	24	18	Nov. 11 Veterans Day	Apr. 21, 22, 25 Spring Vac.	Special Home School Events											
27	28	29	30		27	28	29			25	Nov. 25-26-29/Thanksgiving Vac.	May 30	Memorial Day	End of Quarter (pending any cancellations)										
										31	Dec. 24-27-28-29-30-31	June 7	Last Student Day	45-90-135-180										
											Christmas Vacation	June 8	In-Service - Last Teacher Day/ Possible Make-up Day											
											Jan. 17 Martin L. King's Day	June 8, 9, 10, 13, 14	Designated Make-up Days											
183T					180S																			

**APPENDIX E**

**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 F**

**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 or 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 G**  
**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 of Practical Nursing 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 both on school or clinical premises or prior to entering school or clinical or on lunch breaks.

**Application:**

A. 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.

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

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.
4. The student will take a Pennant 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 a required specimen, or deliberately interfering with substance-taking procedure (i.e., dilute or substitute specimen) will result in immediate dismissal from the program.

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

1. Evidence of the use of controlled substances and/or alcohol intoxication, Blood Alcohol content (BAC) greater than 0.08% will result in immediate referral to the PA Nurse Peer Assistance Program (PNAP), at the student’s expense. Refusal to participate will result in immediate dismissal.
2. Students accepted and participating in the PNAP Program will be dismissed immediately on advice/recommendation of the PNAP Program.
3. Continued participation in the School of Practical Nursing will be dependent on the recommendations of the PNAP Program.

### **RANDOM DRUG SCREEN:**

THE WILKES-BARRE AREA CAREER & TECHNICAL CENTER OF PRACTICAL NURSING 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 stated above.

**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 of Practical Nursing.

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:

<u>Test</u>	<u>Cost</u>
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.

The Practical Nursing Program of the Wilkes-Barre Area CTC is a client of Wyoming Valley Health Care System – Wilkes-Barre General Hospital’s Outpatient Laboratory Department. Questions regarding services at Wilkes-Barre General Hospital’s Outpatient Laboratory Department should be directed to Mr. George Hockenburry, Toxology Supervisor at (570) 552-1406.

*\*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 H**  
**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 LPN Program Coordinator of the incident.
  - B. The LPN Program Coordinator 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 I**

### **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:

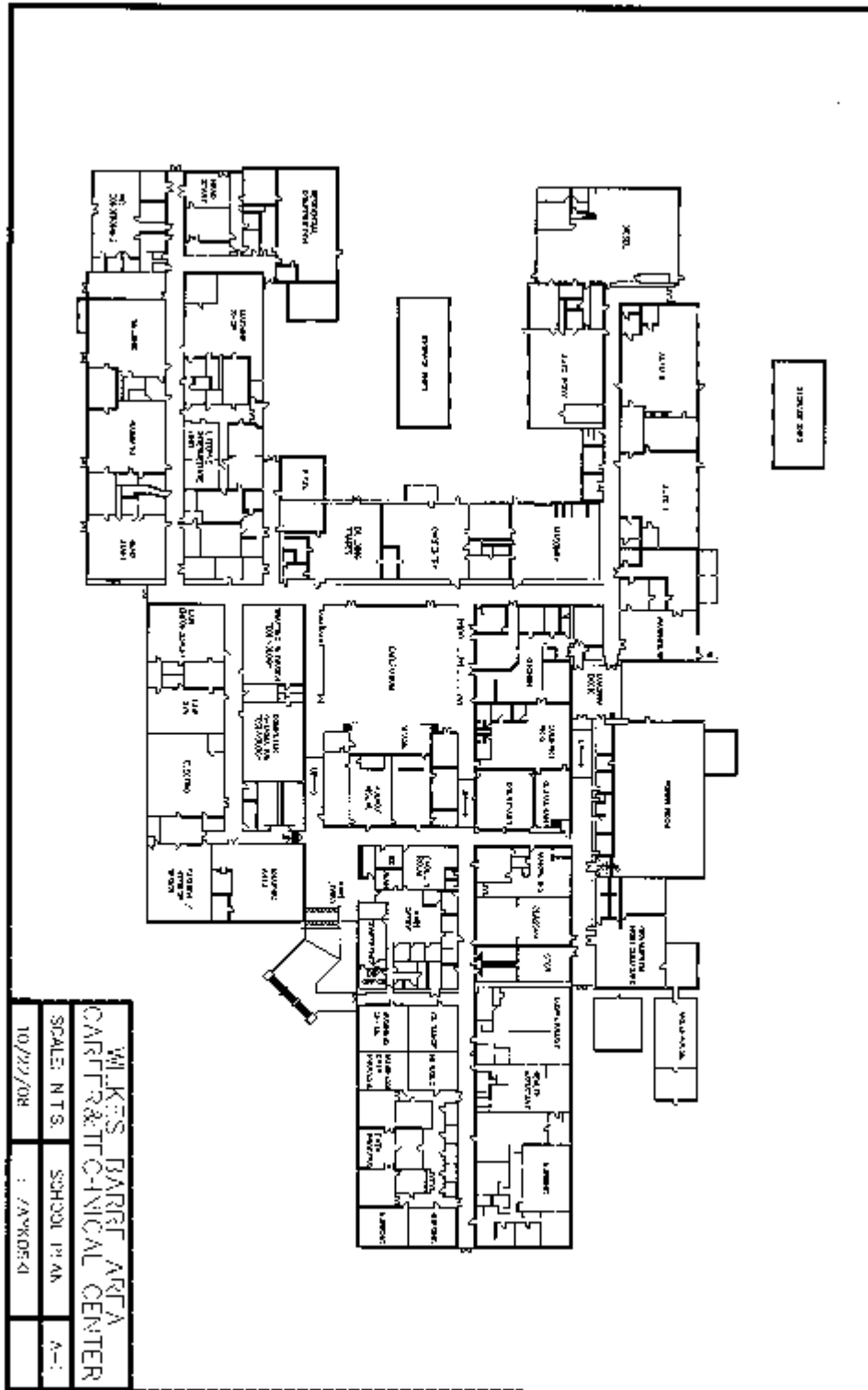
1. Fires
2. Fire drills
3. Bomb threats
4. Explosions
5. Any dangerous situation

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 exist 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.

# PROGRAM LAYOUT



**WILKES BARRE AREA**  
**CAREER & TECHNICAL CENTER**  
 SCALE: N.T.S.      SCHOOL PLAN      A-1  
 10/22/08      : JAWKOSKI

**APPENDIX J**  
**SMOKING FREE SCHOOL**

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\*\*\*