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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 WBACTC Practical Nursing Program does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. Inquiries may be directed to: Frank Majikes, Support Programs Coordinator Title IX and Section 504 Coordinator, (570) 823-4304, Wilkes-Barre Area Career and Technical Center, 350 Jumper Road, Wilkes-Barre, PA 18705-0699:
EOE

**All content within this Handbook is subject to change at any time. Students will be notified of changes and responsible for updating their Handbook accordingly.**
Due to a critical post-war nursing shortage in the 1950’s, the practical Nursing Program was established in 1959. A year in length, the Practical Nursing Program was able to provide bedside nurses to the workforce much more quickly than the typical three (3) year RN diploma programs.

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

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

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

During the administration of Ms. Mary Lenahan (Cawley) from 1981-2002, the program first received the National League for Nursing Accreditation status in 1990. Since 2002, under the leadership of Mrs. Mary Beth Pacuska, M.S.N., the program has seen its greatest growth in size and technology. In order to again meet the need in a time of crisis, two (2) classes per year are accepted with approximately 100 graduates per year entering the work force. The Practical Nursing Program, today, has a staff of 10 full-time MSN and BSN prepared faculty members and multiple part-time clinical instructors.

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

CRESTWOOD

Bill Thomas
William Jones

GREATER NANTICOKE AREA

Megan Tennesen

HANOVER AREA

John Mahle

PITTSSTON AREA

Bruce Knick
Martin Quinn

WILKES-BARRE AREA

Ned Evans
James Geiger
Dr. James Susek
John Quinn
Rev. Shawn Walker
Mrs. Mary Elizabeth Pacuska, MSN, R.N.
DIRECTOR

Laura Zdancewicz, MSN, C.R.N.P.
Assistant Director

Diane Barush, MSN, C.R.N.P.
Clinical Coordinator

FACULTY – FULL TIME

Elaine Craig, MSN, RN
Briane Flaherty, BSN, RN
Catherine Luksic, BSN, RN
Sandy Miller, MSN., RN
Jodi O lenginski, MSN., RN
Joseph Pistack, MS/Ed
Patricia Simyan, BSN, RN
Ruth Weiscarger, BSN, RN

ADMINISTRATIVE MANAGER

Cheryl Woloski, CPA

SECRETARY

Joanne Juskiewicz
WILKES-BARRE AREA CTC PRACTICAL NURSING ORGANIZATIONAL FRAMEWORK*

* COMMUNICATION & COOPERATION EXISTS BETWEEN ALL MEMBERS
PROGRAM PHILOSOPHY

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

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

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

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

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

**Nursing** is an art and a science that utilizes the nursing process as a basic framework for practice. It is a combination of principles and knowledge from the physical and behavioral sciences with nursing arts and techniques. Holistic nursing addresses the physical, psychological, social and spiritual needs of each individual. Nursing provides care services directed toward primary health care (prevention); secondary health care (hospital and extended care 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
education to allow them to function effectively as contributing members of society. We believe that an individual must continually adapt to changes in the environment and changes within one’s self.

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

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

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

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

The hierarchy of needs according to Abraham Maslow are:

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

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

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

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

Our Practical Nursing curriculum is designed to provide new knowledge to the student practical nurse beginning with simple material and tasks and progressing to more complex knowledge and skills. Therefore, normal biophysical, psychosocial, and spiritual needs and development of the individual are presented prior to the abnormal.
As illustrated by our organizational plan model, the individual, society, and the environment are each a circle, but intertwined because of the continuous interaction of each entity.

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

### CURRICULUM OVERVIEW

<table>
<thead>
<tr>
<th>LEVEL</th>
<th>THEORY HOURS</th>
<th>CLINICAL HOURS</th>
<th>TOTAL</th>
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<tbody>
<tr>
<td><strong>LEVEL I</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nursing I (including Lab)</td>
<td>130</td>
<td>68.50</td>
<td>198.50</td>
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<tr>
<td>Anatomy and Physiology</td>
<td>98</td>
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<tr>
<td>Nursing Process and Critical Thinking (Part 1)</td>
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<tr>
<td>Calculation of Drug Dosage</td>
<td>12</td>
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<tr>
<td>Gerontology</td>
<td>16</td>
<td></td>
<td>16</td>
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<tr>
<td>Personal &amp; Vocational Relationships I</td>
<td>15</td>
<td></td>
<td>15</td>
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<tr>
<td>Pharm I/Drug Administration</td>
<td>38</td>
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<tr>
<td><strong>TOTAL HOURS – LEVEL I</strong></td>
<td>319</td>
<td>68.50</td>
<td>387.50</td>
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<tr>
<td><strong>LEVEL II</strong></td>
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<tr>
<td>Pharmacology II</td>
<td>22</td>
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<td>22</td>
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<tr>
<td>Normal Nutrition &amp; Diet Therapy</td>
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<td></td>
<td>22</td>
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<tr>
<td>Nursing Process and Critical Thinking (Part II)</td>
<td>17</td>
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<tr>
<td>Nursing II</td>
<td>32</td>
<td>101.50</td>
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<tr>
<td>Medical-Surgical Nursing 201</td>
<td>70</td>
<td>152</td>
<td>222</td>
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<tr>
<td><strong>TOTAL HOURS – LEVEL II</strong></td>
<td>163</td>
<td>253.50</td>
<td>416.50</td>
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<tr>
<td><strong>LEVEL III</strong></td>
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<tr>
<td>Pharmacology III</td>
<td>22</td>
<td></td>
<td>22</td>
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<tr>
<td>Medical-Surgical Nursing 301</td>
<td>67</td>
<td>218.50</td>
<td>285.50</td>
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<tr>
<td>Maternal-Child Nsg: Obstetrics</td>
<td>28</td>
<td>35</td>
<td>63</td>
</tr>
<tr>
<td>Mental Health</td>
<td>26</td>
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<tr>
<td>IV Therapy (incl. lab)</td>
<td>22</td>
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<tr>
<td><strong>TOTAL HOURS – LEVEL III</strong></td>
<td>165</td>
<td>253.50</td>
<td>418.50</td>
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<tr>
<td><strong>LEVEL IV</strong></td>
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<td>Pharmacology IV</td>
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<td>Medical-Surgical Nursing 401</td>
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<td>293</td>
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<td>Personal &amp; Vocational Relationships II</td>
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<tr>
<td>Maternal-Child Nsg: Pediatrics</td>
<td>20</td>
<td>31.5</td>
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<tr>
<td><strong>TOTAL HOURS – LEVEL IV</strong></td>
<td>125</td>
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<td>378.50</td>
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<tr>
<td><strong>TOTAL CURRICULUM HOURS</strong></td>
<td>772</td>
<td>829</td>
<td>1601</td>
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*NOTE: UNDER CERTAIN CIRCUMSTANCES, A VARIATION IN CLINICAL SCHEDULING MAY OCCUR.*

_Revised 7/14_
PN Program Outcomes

(Role specific graduate competencies)

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

1. Utilize the nursing process in identifying and prioritizing the health care needs of clients and families in a variety of health care settings.

2. Demonstrate critical thinking and problem solving skills while performing nursing care.

3. Perform nursing skills in a safe and competent manner incorporating evidence based practice and national safety goals.

4. Communicate effectively with individuals, groups and communities through verbal, written and electronic means within the realm of nursing practice.

5. Synthesize principles of accountability in nursing practice by:
   a. Functioning within the scope of practice of the Licensed Practical Nurse.
   b. Integrating nursing code of ethics into practice.
   c. Participating in lifelong learning.
   d. Advocating for clients and health care consumers.
   e. Demonstrating leadership skills.

6. Successfully pass the Pennsylvania State Board of Nursing Licensing Exam for Practical Nurses.

7. Demonstrate eligibility for entry level positions in a health care setting which employs Graduate Practical Nurses.
LEVEL I

STUDENT LEARNING OUTCOMES

1. Identify theory learned from anatomy & physiology, math, nutrition, nursing, gerontology and pharmacology when providing basic nursing care.

2. List data collected from patient assignment.

3. Recognize safety issues while providing nursing care.

4. Define basic therapeutic communication techniques.

5. Recognize legal and ethical responsibilities while providing patient care.

6. Identify the role of the practical nurse within the health care team.
LEVEL II

STUDENT LEARNING OUTCOMES

1. Discuss principles from anatomy & physiology, math, nutrition, nursing, gerontology and pharmacology when providing nursing care.

2. Explain basic nursing process principles as a tool while providing nursing.

3. Discuss safety principles utilized while providing patient care.

4. Identify appropriate therapeutic communication techniques in interaction with patients.

5. Discuss standards of ethical and legal responsibilities related to the care of the patient.

6. Explain the practical nurses role and responsibilities as a member of the health care team.
LEVEL III

STUDENT LEARNING OUTCOMES

1. Apply principles of anatomy & physiology, math, nutrition, nursing, gerontology and pharmacology when participating in total patient care.

2. Apply the nursing process as a basis for decision making for assigned patients.

3. Demonstrate adherence to safety principles at all times while providing patient care.

4. Apply therapeutic communication techniques through oral, written and electronic means.

5. Utilize standards of ethical and legal responsibilities while providing patient care.

6. Practice in the role of the practical nurse within the health care team in the planning, implementation, and evaluation of patient care.
LEVEL IV

STUDENT LEARNING OUTCOMES

1. Integrate principles from anatomy & physiology, math, nutrition, nursing, gerontology and pharmacology as a foundation for nursing knowledge and skill competency.

2. Utilize the nursing process as a critical thinking and problem solving tool while providing nursing care.

3. Perform nursing skills in a safe and competent manner incorporating evidence based practice and national safety goals.

4. Communicate effectively with individuals, groups and communities through verbal, written and electronic means within the realm of nursing practice.

5. Function within the ethical and legal framework established for practical nursing by the Pennsylvania nurse practice act.

6. Contrast the role of the practical nurse with other members of the health care team in various settings.
REQUIREMENTS FOR ADMISSION:

Educational:

Applicants must have a high school diploma, or a High School Equivalency Diploma (G.E.D.) or certification. 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 of results after test completion.*

*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.

Personal Interview:

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

References:

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

*Clearances:

FBI, State Police and Child Abuse Clearances are required. Appropriate instructions will be included in your admission packet. Link is also available on our website under “Useful Links”, then click “Directions for Student Clearances”

*Health:

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

*ALL STUDENTS ADMITTED TO THE PRACTICAL NURSING PROGRAM MUST SUBMIT REQUIRED DOCUMENTS AS DIRECTED IN ADMISSION PACKET.
PENNSYLVANIA STATE BOARD OF NURSING REQUIREMENTS:

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

POLICY ON ADVANCED PLACEMENT/TRANSFER COURSES:

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

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

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

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

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

TUITION POLICY:

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

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

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

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

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

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

Refund Policy

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

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

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

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

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

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

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

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

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

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

It must be noted, however, that the National Council on State Boards of Nursing identifies specific attributes/activities that are essential to effectively function as a nurse. The prospective student is referred to Appendix B 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 C “Anti-Harassment/Violence and Discrimination Policy”)
STUDENT HEALTH POLICIES

1. A complete physical examination is mandatory, and this must completed on the school physical form prior to the first day of clinical. **PLEASE NOTE:** there are specific laboratory tests and vaccine required.

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

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

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

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

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

5. Personal health insurance is the responsibility of the student. If the student does not have health insurance, the Practical Nursing Program of the Wilkes-Barre CTC is **not** responsible for payment of any costs in the event of an incident during school Theory/Clinical hours.

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

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

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

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

3. Students are expected to attend all scheduled classes and clinical experiences.
   
   THEORY HOURS: 7:45 A.M. TO 3:02 P.M.
   
   CLINICAL HOURS: 6:45 A.M. TO 2:15 P.M.

NOTE: It may be necessary for students to adjust to a different time schedule for specific rotations, which may involve late afternoon duty. Students will be notified in advance.

4. 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.

5. 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.

6. Any student who has excessive absence will be subject to faculty review and possible dismissal from the PN program. Excessive absence is: Greater than 5 days in single level up to MAXIMUM of 10 days for entire program. Absenteeism has a negative impact on academic success, and can affect eligibility for financial aid.

7. Absence in the clinical area is to be reported as directed by the clinical instructor at orientation. Clinical experience hours are mandatory. All clinical absences must be made up at the end of the Program at a cost to the student of One Hundred Fifty ($150.00) Dollars per day. The only exceptions will be for military commitment or jury duty. Any absence that is “no call/no show” may result in the student placed on probationary status for violation of attendance policies. (Also see “Clinical Evaluation Policies”)

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

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

Missed Examinations:
1. It is the student’s responsibility to contact the instructor the day of return from the absence. Any student who is absent for an announced test will be required to make it up at a faculty-designated time and day. The maximum grade allowed is 80%, regardless of the actual test grade. A makeup test can be a different test at the instructors’ discretion. In the occurrence of unusual circumstances, the individual instructor may make exceptions to this policy.
2. Failure to contact the instructor on return, or absence for make-up exam may result in a grade of “0”
3. The student is responsible for all material presented to the class during an absence.
4. 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, all Practical Nursing classes/clinicals are also cancelled.
If there is a delay for Wilkes-Barre Area 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. Please note: If there are excessive “delay” days resulting in loss of clinical experience, clinical may be scheduled for late start if approved by facilities. Students will be notified accordingly.

Practical Nursing will not be announced separately. DO NOT CALL THE INSTRUCTORS AT THEIR HOME, OR THE SCHOOL. 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 strongly requested that undergraduate students (levels 2 and 3 only) attend the graduation ceremonies for upper classes. Clinical dress code applies. Dates are announced the first week of each school year and are included on level calendar. Every effort should be made to attend.
ACADEMIC POLICIES

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

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

(3) Students are made aware of their status for each specific course on an on-going basis, through test grades and/or notification by instructor. (Current grades are posted on-line and accessible to all students). Tutorial/remedial work may be available to any student who is experiencing difficulty grasping the material of a specific course; however, it is the student’s responsibility to request this work. Remedial work cannot be used to alter an earned grade.

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

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

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

(7) Failure of any one course indicates that the student has not successfully completed the respective level and may NOT advance to the next level.

*Students may repeat a level only one time (REFER TO “WITHDRAWAL/READMISSION” POLICY FOR ADDITIONAL INFORMATION).

The student may be given the opportunity to repeat the following single “non-nursing courses” (level 1) ONLY under the following conditions:

A. The only single courses that may be repeated are: Calculation of Drug Dosage, and Anatomy & Physiology.
B. PRIOR TO REPEATING A COURSE, ALL CURRENT FINANCIAL OBLIGATIONS MUST BE MET. The cost of the repeated course is the responsibility of the student.
C. The student MUST repeat the course in the next available level 1.
D. *If a student repeats a level 1 course and is then unsuccessful in subsequent levels (levels 2, 3, or 4), they will NOT be permitted the opportunity to repeat any other level.
(8) “Calculation of Drug Dosage”: Any student who is failing Calculation of Drug Dosage at the end of the regularly scheduled class sessions (12 hours) will be given the option to attend tutoring at determined times before or after regular school hours. Attendance at a minimum of three (3) tutoring sessions is mandatory. The student will then be required to achieve a grade of 85%, or greater on a comprehensive exam prior to end of Level I in order to successfully pass the Calculation of Drug Dosage course.

(9) Exam Administration: Exams may be proctored by more than 1 faculty members. If a calculator is permitted, it must NOT be part of a cell phone, or other personal electronic device. Faculty may assign or reassign seats at any time.

Academic Integrity:

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

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

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

Clinical Preparation:

Students are required to pick up clinical assignments prior to the clinical day. Specific prep work will be elaborated by the clinical instructor. Restrictions will be followed when applicable to certain facilities. Students are required to be prepared for simulation lab experiences as directed prior to assignment.

CPR Certification:

Practical Nursing Students must be certified in an American Red Cross or American Heart Association approved CPR (adult/child/infant) course by start of clinical rotations. It is the student’s responsibility to arrange for completion of the appropriate course.

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 “Standards of Nursing Conduct” – Unsafe Nursing Practice* (see p. 28):

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:

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

Examples of unsafe practice include but are not limited to the following:
   a. Failure to notify the agency and/or instructor of clinical absence,
   b. Failure to adhere to the dress code.
   c. Presenting for clinical practicum under the influence of drugs and/or alcohol.
      If the use of alcohol and/or drugs is suspected, faculty reserves the right to request an immediate blood alcohol level and/or drug toxicology screen. (SEE APPENDIX D)
   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.
Standards of Nursing Conduct (cont.)

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.

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 POLICIES (cont.):

STUDENT OBJECTIVES FOR SIMULATION LAB:

1. Actively participate in procedures/patient situations not readily available in the clinical area.

2. Utilize the simulation experiences to mimic the reality of the clinical environment without the possibility of patient injury.

3. Develop confidence in clinical skills/patient situations by means of practice and instructor feedback.

4. Synthesize theory with hands-on application of skills performed in the simulation lab.

5. Summarize experiences utilizing self-analysis and critique of skills performed in debriefing/reflection session.

6. Incorporate critical thinking and decision making skills when participating in advanced patient scenario simulations.
CLINICAL POLICIES (cont.):

CLINICAL EVALUATION
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. (See Appendix G)
3. Methods for evaluating student performance include, but are not limited to: observation of overall clinical performance, attendance, behavior, participation in pre/post conference, written assignments, reports of observational experiences, and simulation lab performance.
4. Students will be allowed 2 absent clinical days within a single level with a maximum of 4 absent clinical days during the entire program. Greater than 2 days of absence within 1 level, or greater than 4 days of total clinical days absent will result in a failure of a competency on clinical evaluation and the student will be subject to faculty review for dismissal from the practical nursing program. (Also see “Attendance Policies” for further information)
5. Students will be evaluated at mid-rotation and at end of level rotation. Mid-rotation evaluation provides an opportunity for the student to improve identified areas of weakness and potential failure* (mid-rotation eval does not apply to level 1 or med pass).
6. In the event that a level rotation is “split” between 2 facilities, the first half of the rotation is evaluated for mid-rotation performance to allow the student ample time to meet clinical objectives. This information will be shared with the instructor who will complete the second half of the rotation and final evaluation will be determined at the end of the level (end of 2nd half of rotation). The instructors of a “split” rotation may collaborate to determine if a student who is having difficulty has met required clinical objectives.
7. Final evaluation will be determined by results of final evaluation only.

IN ORDER TO ACHIEVE A PASSING OVERALL CLINICAL PERFORMANCE FOR LEVEL (AND THEREFORE ADVANCE TO THE NEXT LEVEL), THE STUDENT MUST ON FINAL EVALUATION:
1. Achieve a satisfactory in all critical competencies (*)
   A critical competency is one that is considered essential to achieve stated objective.
2. Receive no more than one (1) unsatisfactory in any non-critical competency.
3. Demonstrate active participation in simulation lab experiences.

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

ADDITIONAL EVALUATION CRITERIA:

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

ADDITIONAL EVALUATION CRITERIA (cont.):

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

**Pediatrics** –
In order to successfully pass Maternal/Child Nursing –Pediatrics, the student must meet all of the following objectives:
1. Recognizes normal growth and development for age, thereby identifying abnormal aspect when present.
2. Recognizes normal assessment findings (i.e.: vital signs, etc.) in the pediatric patient as contrasted with those of the adult patient.

Pediatric clinical rotation includes observational/clinical experiences, simulation laboratory, and written assignments.
- Observational/clinical experiences may be completed at “Sick Child” sites such as pediatric clinics and pediatrician offices, and/or “Well Child” sites such as day care and nursery schools. Student role will be determined dependent on available site.
- Simulation lab is completed at the school under the supervision of the pediatric instructor.
- Written assignments are completed as per instructions for both sick and well child sites, available on-line. Must be submitted to pediatric instructor within 1 week of clinical experience.

**Long-Term Care Experience** – Observational learning experience scheduled on Level 2 to enhance learning of the specific skills and knowledge required to effectively care for the geriatric patient. See **Appendix G** – “LTC Experience”

**Simulation** –
1. Students not prepared for simulation lab will be dismissed and marked ½ day clinical absence.
2. Students who do not participate in the simulation process, including but not limited to, pre-briefing, role assignment during the scenario and debriefing will receive a “Faculty Simulation Evaluation of Student” form describing the unsatisfactory behaviors. A copy of this form will be given to the Simulation Lab Director to be included with the students Clinical Performance Evaluation tool. Students who consistently do not participate will be evaluated by the Director, Nursing Simulation Director, and faculty for possible clinical failure of that level. (Please see “Clinical Performance Evaluation Tool”)
3. At the completion of each level, the student’s will receive a “Simulation Evaluation Form” to allow feedback regarding the simulation experience.
GRADUATION REQUIREMENTS:

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

1. Successful completion of all academic and clinical objectives of the program in order to achieve student learning outcomes.

2. Completion of all financial obligations with the Wilkes-Barre Area Career & Technical Center.

3. Prior to graduation, the individual, as required by the Pennsylvania State Board of Nursing, must complete forms and preparations.

4. The Practical Nursing Program of the Wilkes-Barre Area Career & Technical Center, in accordance with the Pennsylvania State Board of Nursing advises all nursing students that felonious acts prohibit licensure in Pennsylvania as of January 1, 1986. The following is taken from the Law:

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

1. Convicted of a felonious act prohibited by the Act of April 14, 1972 (P.L. 223, No. 64), known as “The Controlled Substance, Drug Device and Cosmetic Act”, or

2. Convicted of a felony relating to a controlled substance in a court of law of the United States or any other state, territory, or country unless:
   a. at least ten years have elapsed from the date of the conviction;
   b. the applicant satisfactorily demonstrates to the board significant progress in personal rehabilitation since the conviction such that licensure should not create a substantial risk of further violations; and
   c. the applicant otherwise satisfies the qualifications contained in this act.

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

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

Withdrawal:

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

Re-Admission:

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

A. An individual must re-apply within two (2) years of the withdrawal date.
B. A written letter of request for re-admission must be submitted to the director.
C. If a student is required to repeat a level, the individual must fulfill the policies and requirements in effect at the time of re-admission, and acceptance may be subject to class space availability.
D. Students who have failed may repeat a level within the program only one time – any student who has already repeated a course or level can only apply to re-enter as a new student on level one.
   Note: If a student voluntarily withdraws within the first 4 weeks of start of level (levels 2, 3, or 4), the withdrawn level will not be considered a “repeated” level if the student requests readmission at a later date. All other stipulations of the Re-Admission Policy remain as stated.
E. Arrangement of payment for the repeated level must be in place prior to start of classes. Note: Students will not receive any financial aid until all previously failed hours are successfully completed.
F. All students applying for readmission to levels 2 through 4 must be accepted and confirm placement at least 6 weeks prior to the start of classes in order to allow for clinical placement.
G. If re-admission is requested beyond two (2) years, the normal admission process must be followed, including the pre-entrance examination.

DISMISSAL POLICY:

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

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

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

POLICY ON PROFESSIONAL CONDUCT AND ACCOUNTABILITY:

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

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

Disruptive behavior is defined as any behavior that interferes with the ability for the instructor to teach, or for fellow students to learn. Common examples of disruptive behavior include, but are not limited to the following:

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

More extreme examples include, but are not limited to:

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

In addition to the above, defaming the practical nursing program in the school, outside agencies, or the community is unacceptable behavior.

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

Confidentiality:
All students must abide by the rules of HIPAA. This policy is reviewed on orientation, discussed in Level 1 classes, and reinforced throughout program in both clinical and classroom.

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

Student Identification Cards (I.D.’S.)
All students are required to have a Practical Nursing Program Student I.D. badge. The I.D. badges are produced by the school. This process will be completed during the first week of enrollment in school.

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

Child Care
Child care is to be arranged by the practical nursing student. Students are encouraged to make alternate child care arrangements in the event the child becomes ill. Staying home frequently to care for an ill child causes loss of school time, and an inability to meet program requirements. Missing school to care for an ill child is an absence.

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

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

The purpose of this policy is to assist faculty, staff, and nursing students to maintain appropriate professional communication boundaries online to avoid future repercussion due to inappropriate postings on platforms such as e-mail, cell phone texting, Facebook, Twitter, or other social media outlets. It is also intended to protect student, faculty, staff, and clinical agency personal and patients while following clinical agency guidelines.

1. This policy applies to WBACTC Practical Nursing Students for any written electronic communication published online regarding any WBACTC and clinical agency related matters and information, public or private.

2. Confidential information of patients, patient family members, and visitors, physicians, nursing staff, faculty, WBACTC staff, fellow students, class and clinical situations should never be discussed in any form online, including texting and e-mail. The Health Insurance Portability and Accountability Act (HIPAA) guidelines are to be upheld at all times. A student is subject to dismissal from the nursing program for any violations of HIPAA.

3. The use of or posting of unauthorized, (where permission has not been obtained from involved parties), pictures, logos, videos, or WBACTC Practical Nursing Program materials is strictly prohibited.

4. Students shall not use online social networking to harass, threaten, or discriminate against other students, faculty, staff, or any member of the public. Text, photos, e-mails, or videos that are demeaning, belittling or insulting to faculty, staff, or students may not be used or posted.

5. The posting, texting, and e-mail of unauthorized pictures, videos, course materials, quizzes/tests or plagiarizing online information is prohibited. A student is subject to dismissal from the nursing program for any violations.

6. Personal information about students, faculty, staff, patients, and clinical sites will not be shared on networking sites without written permission from all involved parties. A student is subject to dismissal from the nursing program for any violations.

7. Faculty and staff at WBACTC Practical Nursing will not accept friend requests from current students on any social network medium. To contact a faculty member student must use communication methods specified by faculty member.

8. Social networking, cell phone, texting, e-mail, and other recreational computer use will not be done during class or clinical time. Personal telephone calls are not permitted on school or hospital telephones. Emergency calls can be directed through the faculty secretary’s office. Cell phone use is not permitted in the classroom, clinical unit or while on observational experiences. Abuse of this policy may result in probation and possible termination. Cell phones must be turned off during all tests. Violations may result in a grade of 0%.

9. Students who use online social networking and identify him/herself as associated with WBACTC Practical Nursing must clearly and explicitly note any views or opinions made are explicitly his/her own and not that of WBACTC Practical Nursing.

10. Faculty and administration have the right to search for and monitor any comments or discussions about WBACTC Practical Nursing employees, students, clinical sites/patients or other matters directly related to the WBACTC Practical Nursing Program.

11. On campus computing resources and network capacity may not be used for illegal purposes including, but not limited to:
   a. Intentional harassment of other users
   b. Intentional destruction of or damage to equipment, software, or data belonging to WBACTC or other users
   c. Intentional disruption or unauthorized monitoring of electronic communications
   d. Unauthorized copying of copyrighted material
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 may be required in the specialty clinical areas, and specific instructions will be provided as necessary.
3. White stockings or socks, and white nurses’ shoes or sneakers.
4. School-issued lab coat.

Additional:
1. Each student should have minimum 2 uniform sets.
2. I.D. Badge.
3. 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/ties may not be worn.
4. 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. Medical alert necklaces may be worn, but must be inconspicuous. Absolutely no tongue piercings, nose rings or piercing of any kind other than single earlobes, stud earring only.
7. Students with visible tattoos may be required to keep covered dependent on policies of clinical setting. If long sleeves required, the student must wear the “warm-up jacket” allowed with the school uniform (the student is responsible for the cost of this jacket)
8. Students are to be neat and clean in appearance. Shoes and shoelaces are to be kept clean and white.
9. The use of strongly scented perfumes or colognes, extremes in makeup or hairstyles, and chewing gum are prohibited in the clinical area.
10. 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.
11. Cleaning and upkeep of the uniform is the responsibility of the individual student.
GENERAL POLICIES (cont.)

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

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

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

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

Change of Address, Phone #, or Name:
It is the responsibility of the student to update any changes immediately on the secure website of the WBACTC PN Program.

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 E.
GENERAL POLICIES (cont.)

Tobacco Use By Students:

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.

The Board of Education/JOC, in compliance with Act 168 of 1988 and federal policy regarding smoke 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:

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.

"Smoking" as defined includes possession of a lighted cigarette, cigar, pipe or other lighted smoking equipment.

School buildings include the confines of the WBACTC, its storage buildings, sheds, greenhouses and student-built houses. School property shall include all buildings, buses, campus grounds, parking lots and roadways owned, leased or under control of the school.

Act 145 of 1996 clarifies the School Tobacco Control Act in 35 P.S. Section 1223.5 for schools and local district justices. Possession is now included, unlighted tobacco is added and such possession or use is identified as a summary offense.

Definitions

"Pupil" A person between the ages of 6 and 21 years old who is enrolled in school.

"School," a school operated by a joint board, board of directors or school board where pupils are enrolled in compliance with the Act of March 10, 1949 (P.L. 30, No. 14), known as the Public School Code of 1949, including area vocational-technical schools.

"Tobacco," a lighted or unlighted cigarette, cigar, pipe or other lighted smoking product and smokeless tobacco in any form.

Violation of this policy shall be punishable by a civil penalty/fine enforceable by law. When a pupil is charged with violating this policy, the court may admit the offender to an adjudication alternative or authorized, under 24 PA C.S. Section 1520 in lieu of imposing the fine.

NOTE: Adults are governed by the rules and regulations of the above mentioned policy.
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 D)

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. The decision to place a student on probation is determined by the seriousness of a single infraction, or incidences 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, advanced simulation lab, and nursing skills laboratory, as well as 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, United Methodist Homes (Wesley Village), VA Medical Center, various long-term care facilities, pediatric sites, and community sites.

Cafetorium:
The school does have cafeteria services available for breakfast and/or lunch. Student lounge area is also available for use by practical nursing students for lunch and break times.

Bulletin Boards/Website notices:
Schedule of classes, special assignments, job opportunities, and general information happenings will be posted. Please check daily to ensure good communication.

COUNSELING

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

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

**LEVEL I GRIEVANCE GUIDELINES**

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

**LEVEL II GRIEVANCE GUIDELINES**

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

**LEVEL III GRIEVANCE GUIDELINES**

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

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

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

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

Student Association:
Each class, with the guidance of an appointed class faculty advisor, establishes its own class student organization. The purpose of the student association is to allow members to communicate and discuss class activities, common concerns, and/or problems. Social activities with other classes may be planned and discussed. Meetings shall be held on a regular basis and parliamentary procedure shall be followed. All members of each class are encouraged to take part in the class association.

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

Duties of Class Officers:

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

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

Treasurer:
1. To collect, record, and report monies.
2. To provide class advisor and Director with an accounting of all class monies.

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

Class dues are optional.
STUDENT LEADERSHIP (cont.):

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

Student Body Representative:

A student (usually Class President) shall be chosen by the faculty to act as a representative of the student body at advisory meetings, and designated faculty meetings during the 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. 43).
INFECTIOUS DISEASE POLICY

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

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

II. Bloodborne Exposure Control Plan:

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

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

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

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

When the student incurs an exposure incident, it should be reported to the instructor immediately. All students who incur an exposure incident will be referred to the nearest emergency facility or preferred healthcare provider for post-exposure evaluation and follow-up in accordance with the Occupational Safety Hazard Administration standard.
APPENDIX A

SIGNATURE SHEET
PRACTICAL NURSING PROGRAM

AFTER CAREFULLY READING THIS STUDENT HANDBOOK:

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

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

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

1. I AGREE THAT I WILL MAINTAIN COMPLETE CONFIDENTIALITY REGARDING ALL
   INFORMATION PERTAINING TO PATIENTS, AS PER HIPAA (HEALTH INSURANCE PORTABILITY
   AND ACCOUNTABILITY ACT). THIS INCLUDES INFORMATION RESULTING FROM DIRECT
   CARE, IN DISCUSSION, OR ANY OTHER FORM TO WHICH I MIGHT HAVE ACCESS.

2. SKILLS LABORATORY WAIVER: I GIVE PERMISSION TO RECEIVE INTRADERMAL
   TESTING (IF REQUIRED) AND/OR FINGERSTICK FOR BLOOD GLUCOSE UNDER FACULTY
   SUPERVISION AS A COMPONENT OF NURSING SKILLS LAB EXPERIENCE. I RELIEVE THE
   SCHOOL, FACULTY, AND FELLOW STUDENTS FROM ANY RESPONSIBILITY WITH ASPECTS OF
   PARTICIPATION IN THESE STATED SKILLS, AS WELL AS ANY OTHER SKILLS OF THE NURSING
   PROGRAM.

NAME: _______________________________________________________

DATE: _______________________________________________________
APPENDIX B

NURSING ACTIVITIES/ATTRIBUTES
A Career In Nursing

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

Nurse must have or be able to compensate

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

**Gross Motor Skills**
- Move within confined spaces
- Sit & maintain balance
- Stand & maintain balance
- Reach above shoulders (e.g. IV poles)
- Reach below waist

**Fine Motor Skills**
- Pick up objects with hands
- Grasp small objects with hands (e.g. IV tubing, pencil)
- Write with pen or pencil
- Key/type (e.g. use a computer)
- Pinch/pick or otherwise work with fingers (e.g. manipulate syringe)
- Twist (e.g. turn objects/knobs using hands)
- Squeeze with fingers (e.g. eye dropper)

**Physical Endurance**
- Push & pull 25 pounds (e.g. position clients)
- Support 25 pounds of weight (e.g. ambulate client)
- Lift 25 pounds (e.g. pick up a child, transfer client)
- Move light objects weighing up to 10 pounds (e.g. IV poles)
- Move heavy objects weighing from 11 to 50 pounds
- Defend self against combative client
- Carry equipment/supplies
- Use upper body strength (e.g., perform CPR, physically restrain a client)

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

**Mobility**
- Twist
- Bend
- Stoop/squat
- Move quickly (e.g. respond to an emergency)
- Climb (e.g. ladders/stools/stairs)
- Walk

**Hearing**
- Hear normal speaking level sounds (e.g. person-to-person report)
- Hear faint voices
- Hear faint body sounds (e.g. blood pressure sounds, assess placement of tubes)
- Hear in situation when not able to see lips (e.g. when masks are used)
- Hear auditory alarms (e.g. monitors, fire alarms, call bells)

**Visual**
- See objects up to 20 inches away (e.g. information on a computer screen, skin conditions)
- See objects up to 20 feet away (e.g. client in a room)
- See objects more than 20 feet away (e.g. client at end of hall)
- Use depth perception
- Use peripheral vision
Distinguish color (e.g. color codes on supplies, charts, bed)
Distinguish color intensity (e.g. flushed skin, skin paleness)

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

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

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

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

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

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

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

**Use long term memory**
**Use short-term memory**

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

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

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

ANTI-HARASSMENT/VIOLENCE AND DISCRIMINATION POLICY
WILKES-BARRE AREA CAREER AND TECHNICAL CENTER
SCHOOL OF PRACTICAL NURSING

ANTI-HARASSMENT/VIOLENCE AND DISCRIMINATION POLICY

The Wilkes-Barre Area Career and Technical Center (WBACTC) School of Practical Nursing is committed to providing a work and school environment free of unlawful harassment, violence or discrimination. In furtherance of this commitment, a mandatory Sexual Harassment/Violence and Prevention Training and prevention and awareness programs are scheduled regularly for students and employees. School policy prohibits harassment or discrimination based on race, religion, creed, color, national origin, ancestry, sex (including pregnancy, childbirth or related medical conditions), military or veteran status, physical or mental disability, medical condition, marital status, age, sexual orientation, gender, gender identity or expression, genetic information or any other basis protected by the federal, state or local law. Additionally, in accordance with Title IX of the Education Amendments of 1972, the School prohibits discrimination based on sex, which includes sexual harassment and sexual violence, and the School has jurisdiction over Title IX complaints.

The School’s anti-harassment policy applies to all persons involved in the operation of the School, and prohibits unlawful harassment by any employee of the School, as well as students, customers, vendors or anyone who does business with the School. It further extends to prohibit unlawful harassment by or against students. Any employee, student or contract worker who violates this policy will be subject to disciplinary action. To the extent a customer, vendor or other person with whom the School does business engages in unlawful harassment or discrimination, the School will take appropriate corrective action.

Definitions

Sexual Harassment is defined as unwanted 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 a student to a staff member, or when made by any member of staff to another staff member. Or when:

1. Submission of such conduct is made either explicitly or implicitly, as a term or condition of an individual’s employment or education.
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
3. Such conduct has the purpose or effect of substantially interfering with an individual’s academic or professional performance or creating and intimidating, hostile or offensive employment or education environment.

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

1. Verbal harassment or abuse
2. Pressure for sexual activity
3. Repeated remarks to a person, with sexual or demeaning implications
4. Unwelcome touching
5. Suggesting or demanding sexual involvement, accompanied by implied or explicit threat’s concerning one’s grades, job or the creation of a hostile school climate.
**Sexual Offenses/Violence** is defined as any type of unwanted sexual contact, harassment, or exposure. This can include words and actions of a sexual nature against a person’s will. Sexual violence includes:

1. **Rape** - the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
2. **Fondling** - the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
3. **Incest** - Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
4. **Statutory Rape** - Sexual intercourse with a person who is under the statutory age of consent.
5. **Sexual assault, incest, child sexual assault, date and acquaintance rape, grabbing or groping, sexting without permission, ritual abuse, commercial sexual exploitation, sexual harassment, sexual or homophobic-based bullying, exposure and voyeurism, forced participation in the production or viewing of pornography, or any other unwanted sexual act, coercion; domestic violence; dating violence; and stalking.**

**Domestic Violence** is defined as abuse committed against an adult or a minor who is a spouse or former spouse, cohabitant or former cohabitant, or someone with whom the abuser has a child, has an existing dating or engagement relationship, or has had a former dating or engagement relationship.

**Dating Violence** is defined as abuse committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

**Sexual Assault** occurs when a physical sexual activity is engaged in without the consent of the other person or when the other person is unable to consent to the activity. The activity or conduct may include physical force, violence, threat, or intimidation, ignoring the objections of the other person, causing the other person’s intoxication or incapacitation through the use of drugs or alcohol, and taking advantage of the other person’s incapacitation (including voluntary intoxication).

**Stalking** is defined as a repetitive pattern of unwanted, harassing or threatening behavior committed by one person against another. Acts include: telephone harassment, being followed, receiving unwanted gifts, and other similar forms of intrusive behavior. It is willful, malicious, and repeated following and harassing of another person that threatens his or her safety.

**Consent** is informed, voluntary and revocable. Consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity. It must be given without coercion, force, threats or intimidation. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately.
Prohibited Conduct

This policy strictly prohibits sexual or other unlawful harassment or discrimination as well as sexual violence, as defined above. Sexual or other unlawful harassment or discrimination includes any verbal, physical or visual conduct based on sex, race, age, national origin, disability or any other legally protected basis if:

• submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment;
• submission to or rejection of such conduct by an individual is used as a basis for decisions concerning that individual's education or employment; or
• it creates a hostile or offensive work environment, which means the alleged conduct is sufficiently serious to limit or deny a student's or ability to participate or benefit from the student's education program.

Unlawful harassment or discrimination may include racial epithets, slurs and derogatory remarks, stereotypes, jokes, posters or cartoons based on race, national origin, age, disability, marital status or other legally protected categories.

Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", practical jokes, jokes about or displays of obscene printed or visual material, questions about sexual fantasies, preferences or history, and physical contact such as patting, pinching, or intentionally brushing against another person's body.

Gender-based harassment, including acts of verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping are strictly prohibited, even if those acts do not involve conduct of a sexual nature.

Complaint/Grievance Procedure

If you believe that you have experienced or witnessed sexual harassment or sexual violence, notify the School Director, Instructor, Class Advisor, Student Services, Human Resources or the Title IX Coordinator as soon as possible after the incident. Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. No employee, contract worker, student, vendor or other person who does business with the School is exempt from the prohibitions in this policy. Supervisors will refer all harassment complaints to the Title IX Coordinator for student-related or employee complaints. In order to facilitate the investigation, your complaint should include details of the incident or incidents, names of the individuals involved, including witnesses.

All complaints involving a student will be referred to the campus's Title IX Coordinator. The Title IX Coordinator is listed below and has the responsibility of overseeing all Title IX complaints and identifying and addressing any patterns or systemic problems that arise during the review of such complaints.

Title IX and Section 504 Coordinator:

Frank Majikes
Acting Administrative Director
Wilkes-Barre Area Career and Technical Center
350 Jumper Road
Wilkes-Barre, Pa 18705-0699
Ph. # 570-823-4304
The School ensures that its employee(s) designated to serve as Title IX Coordinator(s) have adequate training on what constitutes sexual harassment, including sexual violence, and that they understand how the School’s grievance procedures operate. Because complaints can also be filed with an employee's supervisor, these employees also receive training on the School's grievance procedures and any other procedures used for investigating reports of sexual harassment.

**Investigation of Complaints**

In response to all complaints, the School promises prompt and equitable resolution through a reliable and impartial investigation of complaints, including the opportunity for both parties to present witnesses or other evidence. The time necessary to conduct an investigation will vary based on complexity but will generally be completed within sixty (60) days of receipt of the complaint. The School shall maintain confidentiality for all parties to the extent possible, but absolute confidentiality cannot be guaranteed. In cases where a student does not give consent for an investigation, the School will weigh the student's request for confidentiality against the impact on School safety to determine whether an investigation must proceed. Complainants should be aware that in a formal investigation due process generally requires that the identity of the charging party and the substance of the complaint be revealed to the person charged with the alleged harassment.

The preponderance of the evidence standard will apply to investigations, meaning the School will evaluate whether it is more likely than not that the alleged conduct occurred. Both parties may have one other person (including attorney if desired) present at any proceedings or meetings related to alleged offence. Both parties will receive written notice of the outcome of the complaint.

During the investigation, the School will provide interim measures, as necessary, to protect the safety and wellbeing of students and/or employees involved. If the School determines that unlawful harassment or sexual violence has occurred, immediate appropriate corrective action will be taken in accordance with the circumstances involved, and the School will take steps to prevent the recurrence of any harassment or discrimination, including changing a victim's academic situation after an alleged sex offense, and the options for those changes if those changes are requested by the victim and are reasonably available.

Any employee determined by the School to be responsible for unlawful harassment or discrimination will be subject to appropriate disciplinary action, up to and including termination. Remedies for student-related claims may include, but are not limited to, an order to stay away, suspension or expulsion. Students and Employees have the option to notify appropriate law enforcement agencies, and the school will assist as requested. To initiate a criminal investigation, reports of sexual violence should be made to “911” or local law enforcement. The criminal process is separate from the School’s disciplinary process. A law enforcement investigation does not relieve the school of its independent Title IX obligation to investigate the conduct and resolve complaints promptly and equitably. Police investigations may be useful for fact-gathering; but because the standards for criminal investigations are different, police investigations or reports are not determinative of whether sexual harassment or violence violates Title IX. Conduct may constitute unlawful sexual harassment under Title IX even if the police do not have sufficient evidence of a criminal violation. To the extent that an employee or contract worker is not satisfied with the College's handling of a harassment or discrimination complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.
Retaliation Prohibited

The School will not retaliate against you for filing a complaint, and will not tolerate retaliation by students or employees. If you believe you have been retaliated against, you should promptly notify your supervisor, Human Resources or the Title IX Coordinator.

Reporting Requirements

Victims of sexual misconduct should be aware that School administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to other members of the campus community. The School will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. The School reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, or a change in student status. The school must report, annually, all campus crime incidents.

Under the Violence Against Women Act, colleges and universities are required to:
• Report domestic violence, dating violence, and stalking, beyond crime categories the Clery Act already mandates
• Adopt certain student discipline procedures, such as for notifying purported victims of their rights; and
• Adopt certain institutional policies to address and prevent campus sexual violence, such as to train in particular respects pertinent institutional personnel

Because the WBACTC School of Practical Nursing is a relatively small campus without dormitories or housing, and our enrollments are predominately female, the campus crime statistics are low. However, School of Practical Nursing has implemented programs and protocol to educate and serve our students. The policy for reporting sexual assault is included in the "School of Practical Nursing Student Handbook, and can also be found on-line at www.wbpracnsg.com “Disclosure tab.” This tab also offers links to the WBACTC School of Practical Nursing “Jeanne Clery Campus Security Report" which provides three years of data and is updated yearly. Also on the “disclosure tab” are links to the WBACTC School of Practical Nursing Anti-Harassment /Violence and Discrimination Policy and to various counseling opportunities and educational publications. The Clery report is also updated and made available to each student yearly. This report offers the campus crime a statistics for three years prior.

The Clery Act requires that colleges inform students of procedures that victims should follow, such as preservation of evidence and to whom the offenses should be reported. The WBACTC School of Practical Nursing adds that institutional policies must also include information on:

1. Victim’s options to, or NOT to, notify and seek assistance from law enforcement and campus authorities

2. Victims’ right and institutional responsibilities regarding judicial no-contact, restraining, and protective orders.

Preventative safety measures in place at the WBACTC School of Practical Nursing include timely scheduled presentations addressing sexual assault risk reduction, sexual assault education and report protocol, evidence preservation processes, stalking, domestic abuse, dating violence, acquaintance rape, etc. These issues are addressed at orientation, as well as scheduled programs for all students
throughout the calendar year. The dates of these educational events are posted prior to the presentation date and announced to the student body. Complete literature on sexual assault risk reduction, date rape education, and the responsibility and reporting process of the school is available from the Director.

If you are a victim of sexual assault, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The Police Department strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault, whether it occurs on or off campus, should be reported to the WBACTC School of Practical Nursing Director. Filing a police report does not obligate the victim to prosecute, nor will it subject the victim to scrutiny, negative repercussion or judgmental opinions from the School. The School administration will help file a police report, if requested. Filing a police report will:

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing, prior to a medical/legal exam;
- Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

Upon report of an alleged sex offense, the school will investigate immediately with the victim’s confidentiality respected. The specifics of the assault and the names of the victim and the offender will be kept confidential to the extent that maintaining such confidentiality would not impair the ability to provide protective measures. The school has mandated protocol in place of reporting all sexual offenses to the School Director. The school will adhere to any legal sanctions or protective measures imposed as a result of a final determination of any sexual assault incidences. The college is also obligated to comply with a student's request for an academic situation change following an alleged sex offense, which includes a change in schedule, protection and precautions that the alleged offender not be permitted to have contact with the victim through classes or lab services.

Victims will also be referred to the Victim’s Resource Center for Luzerne, Wyoming and Carbon Counties for counseling services. Also, a listing of counseling opportunities can be found on the School of Practical Nursing website at [www.wbpracnsg.com](http://www.wbpracnsg.com) and state-wide listings can be found at the following website: [http://www.state.ia.us/government/aidmap/map.html](http://www.state.ia.us/government/aidmap/map.html).

As part of the School's commitment to providing a harassment-free working and learning environment, this policy shall be disseminated to the School community through publications, the School website, new employee orientations, student orientations, and other appropriate channels of communication. The School provides training to key staff members to enable the School to handle any allegations of sexual harassment or sexual violence promptly and effectively. The School will respond quickly to all reports, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.
Additional Information

Students may contact the Title IX Coordinator with any questions related to this policy. The school will also provide contacts to counseling, mental health or other services (health, victim advocacy, legal assistance) for victims of discrimination or sex offenses. The school will also help obtain or enforce a no contact directive or restraining order. In addition, the U.S. Department of Education Office for Civil Rights ("OCR") investigates complaints of unlawful harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the parties. For more information, visit the OCR website at: http://www.hhs.gov/ocr/

RESOURCES

Victims Resource Center- http://www.vrcnepa.org/

Domestic Violence Service Center- https://www.domesticviolenceservice.org

Not Alone: Together Against Sexual Assault- https://www.notalone.gov/

Pennsylvania Coalition Against Rape- www.pcar.org

Sexual Assault Helpline- www.safehelpline.org

Sexual Assault fact sheet- www.womenshealth.gov/.../fact-sheet/sexual-assault.html

Rape, Abuse & Incest National Network- www.RAINN.org
APPENDIX D

DRUG-FREE POLICY
WILKES-BARRE AREA CAREER & TECHNICAL CENTER
PRACTICAL NURSING PROGRAM

DRUG FREE ENVIRONMENT

Policy:

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

Definitions:

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

B. Under the influence of a controlled substance:
   Having consumed any drug or chemical as evidenced by behavior, appearance, and/or performance.

C. Alcohol:
   Any alcohol beverage, or substance containing alcohol.

D. Under the influence of alcohol:
   Impairment due to consumption of alcohol. This will include the consumption of alcohol either on school or clinical premises, or prior to entering school or clinical premises, or on class/lunch breaks.
DRUG FREE ENVIRONMENT (Cont’d):

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

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

1. An Onsite Opinion-Based Observation Form will be completed to document all changes in a student’s performance, behavior and/or appearance that may indicate impairment.

2. The student will be removed to a private area to discuss findings. The testing process will be explained, as well as implications for refusal to cooperate.

3. The student will be asked to sign a “Voluntary Submission for Urinalysis Testing and Release Of Findings Form.” Refusal to sign for voluntary testing will be considered as a presumption that the student is under the influence of alcohol and/or controlled substance and will result in the student’s immediate termination from school.

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

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

5. Failure to provide the required specimen will result in immediate dismissal from the program.

**Procedures for positive drug test results:**

- Evidence of the use of controlled substances and/or alcohol intoxication, or a Blood Alcohol content (BAC) greater than 0.08% will result in immediate referral to an approved drug and alcohol treatment program, at the student’s expense. Deliberately interfering with substance-taking procedure (i.e., dilute or substitute specimen) will also be considered a positive drug test result and may result in IMMEDIATE DISMISSAL.

- Refusal to participate in the treatment program will result in immediate dismissal.
Continued participation in the School of Practical Nursing will be dependent on the recommendations of the Drug and Alcohol Treatment Program.

**RANDOM DRUG SCREEN:**

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

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

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

Positive drug screen results will follow procedure as described.

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

VOLUNTARY SUBMISSION FOR URINALYSIS TESTING
AND RELEASE OF FINDINGS

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

Name: _____________________________     Date: ________________________________

Witness: ___________________________     Date: ________________________________

______________________________________________________________________________

Refusal for Voluntary Submission for Urinalysis Testing

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

Name: ______________________________     Date: ________________________________

Witness: ____________________________        Date: _______________________________

Original to student file
Cc:    Wilkes-Barre General Hospital, Outpatient Laboratory
       Student
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.

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

*All positive results are maintained on file at the Wilkes-Barre General Hospital Outpatient Lab for thirty (30) days.*
I have had an opportunity to witness __________________________ while enrolled as a student in the Practical Nursing Program at Wilkes-Barre Area Career & Technical Center on __________________________ and my observations indicate that he/she may be:

- Under the influence of alcohol and/or
- A controlled substance

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

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<th>□ Fair</th>
<th>□ Falling</th>
<th>□ Swaying</th>
<th>□ Staggering</th>
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<td>□ Swaying</td>
<td>□ Stumbling</td>
<td>□ Falling</td>
<td>□ Needs Support</td>
<td>□ Arms Extended for</td>
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<td>□ Slurred</td>
<td>□ Confused</td>
<td>□ Incoherent</td>
<td>□ Silent</td>
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<tr>
<td></td>
<td>□ Unable to Comprehend Normal Conversation</td>
<td>□ Unclear Speech Pattern in Marked Contrast to Normal Pattern</td>
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<td>□ Confused</td>
<td>□ Distracted</td>
<td>□ Sleepy</td>
<td>□ Calm</td>
<td>□ Impaired Memory</td>
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<td>□ Polite</td>
<td>□ Calm</td>
<td>□ Talkative</td>
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<td>Actions</td>
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<td>□ Threatening</td>
<td>□ Hostile</td>
<td>□ Aggressive</td>
<td>□ Erratic</td>
<td>□ Impulsive</td>
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<td></td>
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<td>□ Tremoring</td>
<td>□ Fighting</td>
<td>□ Resists Communication</td>
<td>□ Using Profanity</td>
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<td>□ Irritable</td>
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<td>□ Clear</td>
<td>□ Bloodshot</td>
<td>□ Watery</td>
<td>□ Glassy</td>
<td>□ Closed</td>
<td>□ Unfocused Gaze</td>
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<td>□ Constricted</td>
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<td>□ Odor</td>
<td>□ Soiled</td>
<td>□ Partially Dressed</td>
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<tr>
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<td>□ Alcohol</td>
<td>□ Smoke</td>
<td>□ Other: __________________________</td>
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</tr>
</tbody>
</table>

Additional Comments:
_____________________________________________________________________
_____________________________________________________________________

___________________________________________  ________________________
(Signature)                                      (Date)

___________________________________________  ________________________
(Witness)                                       (Date)
APPENDIX E

CRIME STATISTICS POLICY
CRIME STATISTICS

1. The statistics for reportable crimes will be reviewed by the Director of the School of Practical Nursing with all students as made available. The Clery Campus Security Report is posted online on the PN website under “Disclosures” tab.

2. Procedure for reporting any incident:

   A. Notify the Practical Nursing Faculty and/or PN Program Director of the incident.
   B. The PN Program Director will notify the Police Resource Officer, and a record will be provided 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 F

FIRE AND EMERGENCY EVACUATIONS
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.
APPENDIX G

CLINICAL PERFORMANCE OBJECTIVES/COMPETENCIES
THE STUDENT WILL:
1) DEMONSTRATE AWARENESS OF SAFETY CONCERNS WHILE PROVIDING PATIENT CARE.
   a) Protects patient from injury by implementing basic safety measures (call bell, lowered bed, etc.)
   b) Uses equipment safely as designed
   c) Reports/correction safety concerns ASAP
   d) Demonstrates correct use of universal precautions
   e) Follows infection control standards
   f) Uses appropriate ambulation and transfer techniques
   g) Complies with all ordered precautionary measures (fall, aspiration, etc.)
   h) Maintains a safe patient environment

2) IDENTIFY HEALTH PROBLEMS IN ASSIGNED PATIENTS USING KNOWLEDGE LEARNED IN LEVEL 1 CLASSES/LABS.
   a) Recognizes alterations from normal health patterns in the elderly
   b) Identifies nutritional needs in assigned patient
   c) Calculates fluid intake and output accurately
   d) Discusses rationale for specific patient measures

3) DEMONSTRATE CORRECT TECHNIQUE WHEN USING RUDIMENTARY NURSING SKILLS
   a) Accurately performs all vital signs
   b) Performs bed bath/shower using appropriate procedure
   c) Correctly transfers patient with appropriate technique
   d) Assists patients with ADL’s as needed

4) PERFORM BASIC COMMUNICATION TECHNIQUES AS REQUIRED FOR PATIENT CARE
   a) Records vital signs accurately according to facility documentation policy
   b) Utilizes basic medical terminology
   c) Establishes rapport with patients, families, staff and peers
   d) Uses communication styles that are culturally and age-appropriate

5) RECOGNIZE ETHICAL AND LEGAL RESPONSIBILITIES NECESSARY FOR THE NURSING PROFESSION
   a) Adheres to clinical institution policies
   b) Demonstrates professional demeanor in interactions with patients, family, peers, and staff
   c) Seeks assistance appropriately from instructor, peers and staff
   d) Keeps all knowledge of patients and patient situations confidential
   e) Demonstrates honesty and truthfulness at all times
   f) Complies with dress code and grooming standards as per school policy
   g) Arrives on time and prepared for practice for clinical activities.
   h) Demonstrates initiative in seeking out learning activities
   i) Does not allow personal issues to interfere with clinical performance
LEVEL 2 CLINICAL PERFORMANCE OBJECTIVES/COMPETENCIES
(Derived from Program Level Objectives. Expected student performance in the clinical setting includes but is not limited to the following competencies)

THE STUDENT WILL:

1) DEMONSTRATE ADHERENCE TO SAFETY PRINCIPLES AT ALL TIMES WHILE PROVIDING PATIENT CARE.
   a) Maintains standard precautions at all times
   b) Correctly follows appropriate isolation precautions as ordered
   c) Follows accepted policies and procedures when performing care
   d) Maintains a safe patient environment
   e) Addresses patient safety needs in the clinical setting
   f) Complies with all ordered precautionary measures (fall, aspiration, etc.)

2) DESCRIBE HEALTH PROBLEMS IN ASSIGNED PATIENTS USING KNOWLEDGE LEARNED IN LEVELS 1 & 2 CLASSES/LABS
   a) Recognizes deviations from normal anatomy and physiology of assigned patients
   b) Utilizes appropriate resources as sources for information
   c) Submits relevant and complete written preparation on patient diagnosis and treatments prior to initiating care
   d) Identifies signs & symptoms for known pathophysiology of patient
   e) Describes common diagnostic tests performed for patient’s diagnosis
   f) Discusses rationale for specific treatments/interventions used in assigned patient’s care
   g) Describes new knowledge learned in observational experiences

3) DEMONSTRATE ETHICAL AND LEGAL RESPONSIBILITIES NECESSARY FOR THE NURSING PROFESSION
   a) Keeps all knowledge of patients and patient situations confidential
   b) Demonstrates professional demeanor in interactions with patients, family, peers and staff
   c) Adheres to attendance policy as per student handbook
   d) Seeks assistance appropriately from instructor, peers and staff
   e) Demonstrates honesty and truthfulness at all times
   f) Complies with dress code/grooming standards as per school policy
   g) Arrives on time and prepared for practice of clinical activities
   h) Demonstrates initiative in seeking out learning activities
   i) Does not allow personal issues to interfere with clinical performance
   j) Recognizes own strengths and weaknesses
   k) Accepts responsibility for own actions

4) DEMONSTRATE CORRECT TECHNIQUE WHEN PERFORMING NURSING SKILLS
   a) Demonstrates ability to accurately perform palpation
   b) Demonstrates ability to accurately perform auscultation
   c) Performs basic head-to-toe assessment accurately
   d) Performs previously learned nursing skills correctly (i.e.: bath, transfer, etc)
   e) Gathers appropriate equipment necessary for procedures
   f) Performs skills following correct procedures, either facility or textbook as appropriate
   g) Demonstrates correct use of all equipment required for care of assigned patient

5) UTILIZES ACCEPTABLE COMMUNICATION TECHNIQUES AS REQUIRED FOR PATIENT CARE
   a) Utilizes appropriate medical terminology in oral and written communication
   b) Utilizes proper spelling and grammar
   c) Reports pertinent data to staff and instructor in a timely manner
   d) Communicates in professional manner with members of healthcare team
   e) Establishes rapport with patients, families, and peers
   f) Uses communication styles that are culturally/age appropriate

6) ORGANIZE NURSING CARE BY INCORPORATION PRINCIPLES OF THE NURSING PROCESS AND CRITICAL THINKING
   a) Completes all assessments in a timely manner
   b) Identifies pertinent data
   c) Identifies actual and potential problems based on assessment data
   d) Formulates simple, measurable goals based on the nursing process
   e) Organizes time to complete nursing care within acceptable time frame
   f) Decides on individualized, evidenced-based interventions
   g) Evaluates patient response to nursing interventions
   h) Recognizes gender, age, and/or cultural concerns while providing care
   i) Identify practical nurse role in assigned observational experiences

7) DEMONSTRATES COMPETENCY IN DRUG COMPUTATIONS & DRUG ADMINISTRATION (When applicable)
   a) Validates accuracy of all medication orders
   b) Calculates drug dosages correctly
   c) Identifies indications, actions, and side effects of all patient medications
   d) States nursing implications for medications being administered
   e) Safely administers oral medications using the “6 rights”
   f) Safely administers parenteral medication using the “6 rights”
   g) Correctly documents administration of medication
   h) Evaluates effectiveness of medications
LEVEL 3 CLINICAL PERFORMANCE OBJECTIVES/COMPETENCIES

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

THE STUDENT WILL:

1) DEMONSTRATE ADHERENCE TO SAFETY PRINCIPLES AT ALL TIMES WHILE PROVIDING PATIENT CARE.
   a) Maintains standard precautions at all times
   b) Correctly follows appropriate isolation precautions as ordered
   c) Follows accepted policies and procedures when performing care
   d) Maintains a safe patient environment
   e) Addresses patient safety needs in the clinical setting
   f) Complies with all ordered precautionary measures (fall, aspiration, etc.)

2) DEMONSTRATE CORRECT TECHNIQUE WHEN PERFORMING NURSING SKILLS
   a) Demonstrates proper technique for performing physical exam
   b) Accurately performs head-to-toe assessment at start of care
   c) Performs basic focused assessment on assigned patient when required
   d) Demonstrates ability to maintain correct performance of previously learned skills.
   e) Performs skills following correct procedures, either facility or textbook as appropriate
   f) Demonstrates correct use of all equipment required for care of assigned patient

3) CORRELATE PATIENTS WITH MEDICAL-SURGICAL PROBLEMS USING KNOWLEDGE LEARNED IN LEVEL 1-3 CLASSES/LABS.
   a) Submits relevant and complete written preparation on patient diagnosis and treatments prior to initiating care
   b) Demonstrates assimilation of knowledge through verbal discussion with instructor concerning any research submitted as preparation for clinical.
   c) Discusses the involved pathophysiology of patient’s disease process
   d) Correlates patient’s symptoms with the disease process
   e) Correlates pharmacotherapy in relation to the patient’s disease process
   f) Correlates treatments in relation to the disease process
   g) Correlates the patient’s nutritional needs/diet to the disease process
   h) Identifies diagnostic tests pertinent to the assigned patient’s care
   i) Utilizes appropriate resources as sources for information
   j) Describes new knowledge learned in observational experiences

4) DEMONSTRATE ETHICAL AND LEGAL RESPONSIBILITIES NECESSARY FOR THE NURSING PROFESSION
   a) Demonstrates professional demeanor in interactions with patients, family, peers and staff
   b) Seeks assistance appropriately from instructor, peers and staff
   c) Keeps all knowledge of patients and patient situations confidential
   d) Adheres to attendance policy as per student handbook
   e) Demonstrates honesty and truthfulness at all times
   f) Complies with dress code/grooming standards as per school policy
   g) Arrives on time and prepared for practice of clinical activities
   h) Demonstrates initiative in seeking out learning activities
   i) Does not allow personal issues to interfere with clinical performance
   j) Acts to correct identified weakness
   k) Accepts responsibility for own actions

5) FACILITATES CONTINUITY OF CARE THROUGH ORAL, WRITTEN, AND ELECTRONIC COMMUNICATIONS
   a) Utilizes appropriate medical terminology in oral and written communication
   b) Utilizes proper spelling and grammar in all written communications
   c) Reports all pertinent data to staff and instructor in a timely manner
   d) Reports significant change in patient’s health status to appropriate person at appropriate time
   e) Provides verbal report that is complete, appropriate and accurate when leaving floor at any time
   f) Performs documentation in accurate, complete and concise manner in appropriate patient record
   g) Establishes rapport with patients, families, and peers
   h) Uses communication styles that are culturally/age appropriate
   i) Communicates in professional manner with members of healthcare team
   j) Utilizes appropriate teaching strategies when providing patient education

6) PRIORITIZE NURSING CARE THROUGH UTILIZATION OF THE NURSING PROCESS AND CRITICAL THINKING
   a) Completes all assessments in a timely manner
   b) Reports pertinent data
   c) Identifies actual and potential problems based on assessment data
   d) Prioritizes care based on principles of the nursing process
   e) Organizes time to complete nursing care within acceptable time frame
   f) Formulates individualized, evidence-based interventions
   g) Verbalizes scientific rationale for nursing interventions
   h) Evaluates patient response to nursing interventions
   i) Submits completed comprehensive NCP on assigned patient (1st prior to mid-evaluation, 2nd prior to final evaluation)
   j) Recognizes gender, age, and/or cultural concerns while providing care
   k) Discusses role of the practical nurse in assigned observational experiences

7) DEMONSTRATE COMPETENCY IN DRUG COMPUTATIONS & DRUG ADMINISTRATION (When applicable)
   a) Validates accuracy of all medication orders
   b) Calculates drug dosages correctly
   c) Verbalizes rationale for medication use
   d) Identifies indications, actions, and side effects of all patient medications
   e) States nursing implications for medications being administered
   f) Safely administers oral medications using the “6 rights”
   g) Safely administers parenteral medication using the “6 rights”
   h) Correctly documents administration of medication
   i) Calculates IV flow rates accurately
   j) Identifies IV fluids and rates correctly
   k) Administers IV medications correctly within scope of practice
   l) Evaluates effectiveness of medications
LEVEL 4 CLINICAL PERFORMANCE OBJECTIVES/COMPETENCIES

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

THE STUDENT WILL:

1) DEMONSTRATE ADHERENCE TO SAFETY PRINCIPLES AT ALL TIMES WHILE PROVIDING PATIENT CARE.
   a) Maintains standard precautions at all times
   b) Correctly follows appropriate isolation precautions as ordered
   c) Follows accepted policies and procedures when performing care
   d) Maintains a safe patient environment
   e) Addresses patient safety needs in the clinical setting
   f) Complies with all ordered precautionary measures (fall, aspiration, etc.)

2) DEMONSTRATE CORRECT TECHNIQUE IN PERFORMANCE OF ALL ESSENTIAL NURSING SKILLS
   a) Accurately performs head-to-toe assessment
   b) Performs accurate focused assessment
   c) Demonstrate ability to maintain correct performance of previously learned skills
   d) Performs skills following correct procedures, either facility or textbook as appropriate
   e) Demonstrates correct use of all equipment required for care of assigned patient

3) CORRELATE ALL ASPECTS OF CARE/TREATMENT OF THE ASSIGNED PATIENTS WITH MEDICAL-SURGICAL PROBLEMS, USING KNOWLEDGE LEARNED IN LEVELS 1-4 CLASSES/LABS
   a) Submits relevant and complete written preparation on patient diagnosis and treatments prior to initiating care.
   b) Demonstrates assimilation of knowledge through verbal discussion with instructor concerning any research submitted as preparation for clinical.
   c) Discusses the involved pathophysiology of patient’s disease process
   d) Correlates patient’s symptoms with the disease process
   e) Correlates pharmacotherapy in relation to the patient’s disease process
   f) Correlates treatments in relation to the disease process
   g) Correlates the patient’s nutritional needs/diet to the disease process
   h) Discusses significance of diagnostic tests with the patient’s disease process
   i) Utilizes appropriate resources as sources for information
   j) Describes new knowledge learned in observational experiences

4) DEMONSTRATE ETHICAL AND LEGAL RESPONSIBILITIES NECESSARY FOR THE NURSING PROFESSION
   a) Demonstrates professional demeanor in interactions with patients, family, peers and staff
   b) Seeks assistance appropriately from instructor, peers and staff
   c) Keeps all knowledge of patients and patient situations confidential
   d) Demonstrates honesty and truthfulness at all times
   e) Adheres to attendance policy as per student handbook
   f) Complies with dress code/grooming standards as per school policy
   g) Arrives on time and prepared for practice of clinical activities
   h) Demonstrates initiative in seeking out learning activities
   i) Does not allow personal issues to interfere with clinical performance
   j) Acts to correct identified weakness
   k) Accepts responsibility for own actions
   l) Reports illegal, incompetent, or impaired practices to instructor
   m) Functions in a culturally sensitive manner in all aspects of care

5) INTEGRATE PROFESSIONALLY APPROPRIATE AND THERAPEUTIC COMMUNICATION SKILLS IN BOTH DOCUMENTATION AND INTERACTIONS WITH PATIENTS AND OTHERS
   a) Utilizes appropriate medical terminology in oral and written communication
   b) Utilizes proper spelling and grammar in all written communications
   c) Reports all pertinent data to staff and instructor in a timely manner
   d) Reports significant change in patient’s health status to appropriate person at appropriate time
   e) Provides verbal report that is complete, appropriate and accurate when leaving floor at any time
   f) Performs documentation in accurate, complete and concise manner in appropriate patient record
   g) Responds appropriately to patient’s non-verbal communications
   h) Establishes rapport with patients, families, and peers
   i) Uses communication styles that are culturally/age appropriate
   j) Communicates in professional manner with members of healthcare team
   k) Utilizes appropriate teaching strategies when providing patient education

6) UTILIZE THE NURSING PROCESS AND CRITICAL THINKING IN CARING FOR PATIENTS
   a) Completes all assessments in a timely manner
   b) Consistently reports pertinent data
   c) Identifies actual and potential problems based on assessment data
   d) Prioritizes care through utilization of the nursing process
   e) Organizes time to complete nursing care within acceptable time frame
   f) Demonstrates ability to care for multiple patients
   g) Performs individualized, evidence-based interventions
   h) Verbalizes scientific rationale for nursing interventions
   i) Evaluates patient response to nursing interventions
   j) Submits completed comprehensive NCP on assigned patient (1st prior to mid-evaluation, 2nd prior to final evaluation)
   k) Provides age-appropriate, culturally competent care
   l) Discusses the responsibilities of the practical nurse in assigned observational experiences

7) DEMONSTRATE COMPETENCY IN DRUG COMPUTATIONS & DRUG ADMINISTRATION (When applicable)
   a) Validates accuracy of all medication orders
   b) Calculates drug dosages correctly
   c) Verbalizes rationale for medication use
   d) Identiﬁes indications, actions, and side effects of all patient medications
   e) States nursing implications for medications being administered
   f) Safely administers oral medications using the “6 rights”
   g) Safely administers parenteral medication using the “6 rights”
   h) Correctly documents administration of medication
   i) Calculates IV flow rates accurately
   j) Veriﬁes IV ﬂuids and rates correctly
   k) Administers IV medications correctly within scope of practice
   l) Evaluates effectiveness of medications
MEDICATION PASS CLINICAL PERFORMANCE OBJECTIVES/COMPETENCIES
(Derived from Program Level Objectives. Expected student performance in the clinical setting includes but is not limited to the following competencies)

THE STUDENT WILL:
1) DEMONSTRATE ADHERENCE TO SAFETY PRINCIPLES AT ALL TIMES WHILE ADMINISTERING MEDICATIONS.
   a) Maintains standard precautions at all times
   b) Correctly follows appropriate isolation precautions as ordered
   c) Follows accepted policies and procedures when performing care
   d) Addresses patient safety needs in the clinical setting
   e) Complies with all ordered precautionary measures (thickened liquids, swallowing, etc.)

2) IDENTIFIES COMMON HEALTH PROBLEMS WHILE ADMINISTERING MEDICATIONS TO ASSIGNED PATIENTS USING KNOWLEDGE LEARNED IN LEVELS 1 & 2 CLASSES/LABS
   a) Recognizes deviations from normal anatomy and physiology of assigned patients
   b) Identifies common signs & symptoms for known pathophysiology of patient
   c) Submits relevant and complete written preparation on patient medications prior to initiating care.
   d) Utilizes appropriate resources as sources for information
   e) Discusses rationale for specific medications used in assigned patient’s care

3) DEMONSTRATES COMPETENCY IN DRUG COMPUTATIONS & DRUG ADMINISTRATION
   a) Validates accuracy of all medication orders
   b) Calculates drug dosages correctly
   c) Identifies indications, actions, and side effects of all patient medications
   d) States nursing implications for medications being administered
   e) Safely administers oral medications using the “6 rights”
   f) Safely administers parenteral medication using the “6 rights”
   g) Reads medication sheets and labels correctly
   h) Correctly documents administration of medication
   i) Evaluates effectiveness of medications

4) DEMONSTRATE CORRECT TECHNIQUE WHEN PERFORMING MEDICATION ADMINISTRATION
   a) Demonstrates ability to accurately perform palpation
   b) Demonstrates ability to accurately perform auscultation
   c) Performs basic head-to-toe assessment accurately
   d) Gathers appropriate equipment necessary for procedures
   e) Performs supplemental skills (i.e.: PEG tube flush) following correct procedures, either facility or textbook as appropriate
   f) Demonstrates correct use of all equipment required for administering medications

5) UTILIZES ACCEPTABLE COMMUNICATION TECHNIQUES AS REQUIRED
   a) Maintains confidentiality of patient information
   b) Utilizes appropriate medical terminology in oral and written communication
   c) Utilizes proper spelling and grammar
   d) Reports pertinent data to staff and instructor in a timely manner
   e) Communicates in professional manner with members of healthcare team
   f) Establishes rapport with patients, families, and peers
   g) Uses communication styles that are culturally/age appropriate

6) INCORPORATE PRINCIPLES OF THE NURSING PROCESS AND CRITICAL THINKING WHILE PERFORMING MEDICATION ADMINISTRATION
   a) Completes necessary assessments in a timely manner
   b) Identifies pertinent data
   c) Identifies actual and potential problems based on assessment data
   d) Organizes time to complete medication pass within acceptable time frame
   e) Decides on individualized, evidenced-based interventions
   f) Evaluates patient response to nursing interventions
   g) Recognizes gender, age, and/or cultural concerns while providing care

7) DEMONSTRATE ETHICAL AND LEGAL RESPONSIBILITIES NECESSARY FOR THE NURSING PROFESSION
   a) Adheres to clinical institution policies
   b) Keeps all knowledge of patients and patient situations confidential
   c) Demonstrates professional demeanor in interactions with patients, family, peers and staff
   d) Seeks assistance appropriately from instructor, peers and staff
   e) Demonstrates honesty and truthfulness at all times
   f) Complies with dress code/grooming standards as per school policy
   g) Arrives on time and prepared for practice of clinical activities
   h) Demonstrates initiative in seeking out learning activities
   i) Does not allow personal issues to interfere with clinical performance
   j) Recognizes own strengths and weaknesses
   k) Accepts responsibility for own actions
In order to successfully pass Maternal/Child Nursing – Pediatrics, the student must meet all of the following objectives:

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

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

- Observational experiences may be completed at “Sick Child” sites such as pediatric clinics, medical daycare sites, and pediatrician offices, and/or “Well Child” sites such as day care and nursery schools.
- Simulation lab (when utilized) is completed at the school under the supervision of the pediatric instructor.
- Written assignments are completed as per instructions for both sick and well child sites, available online. Must be submitted to pediatric instructor within 1 week of clinical experience.
WBACTC PRACTICAL NURSING  
GERONTOLOGY (LONG-TERM CARE) CLINICAL EXPERIENCE  

STUDENT INSTRUCTIONS

All students from level 2 will attend a gerontology experience in a long-term care setting. Students will utilize a specific assessment tool each week to complete a comprehensive assessment on an assigned client, as well discuss/demonstrate the skills and knowledge required to care for the geriatric patient.

Purpose: To allow students the opportunity to practice gain experience regarding the nursing care of older individuals living in an institutionalized health care setting.

Objectives:

- Assess older adults’ individual aging patterns and functional statuses using standardized assessment tools.
- Use effective communication techniques to recognize, respond to, and respect older adults’ strengths, wishes, and expectations.
- Include findings or assessment of older adults’ cognitions, moods, physical functions, and comfort to fully assess the individuals’ aging patterns.

Guidelines:

1. The assigned ACES assessment area for each week will be determined by each group’s instructor.
2. Students are to access the ACES website to print the appropriate assessment tool and review instructions for use PRIOR to arriving at the clinical site. (Link available on our website. Go to “useful links” then “gerontology”)
3. During pre-conference at the site, the instructor will review and discuss the performance of the assigned assessment(s) and assign 1 or more clients to each student.
4. Students will perform the appropriate assessment utilizing the assigned tool. (Students may aid with care as needed, but focus will be on the specific assignment – discuss with instructor if necessary)
5. Additional assessments, skills, and assignments may be made to enhance the learning experience. This will vary according to level, facility, and instructor preference.
6. Post-conference will be held to discuss overview of findings, and issues and ease/difficulty of using assigned assessment/screening tool. Student will submit documented findings to their clinical instructor before the post-conference.
7. Throughout the rotation students will identify and discuss distinct differences in the healthcare needs and concerns specific to the geriatric patient.

FRIDAY AFTERNOON WILL BE CLASS TIME ON REGULAR SCHEDULE (12 NOON UNTIL 3 PM)

Revised 2/14; 11/15