

UNITED TECHNICAL CENTER
SCHOOL OF PRACTICAL NURSING
STUDENT HANDBOOK

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WELCOME

The faculty of United Technical Center School of Practical Nursing extend a cordial welcome to students. Nursing is a rewarding profession, and the school exists to help students realize their goal of becoming a nurse. We take pride in the competency of our graduates, and have an enviable record of job placement and NCLEX results.

The practical nursing program is a challenging course of study. The faculty teach the knowledge, judgement, and clinical skills necessary to successful practical nursing practice. It is the student's responsibility to learn and apply knowledge by providing excellent nursing care to clients in a variety of settings.

This handbook includes rules and regulations of the School of Practical Nursing. Please read it carefully and keep it as a reference throughout the school year. Enrollment in the school indicates knowledge of and willingness to abide by the policies in this handbook including professional conduct and accountability for actions. The School of Practical Nursing is also in compliance with the policies of United Technical Center and Harrison County Board of Education.

GENERAL INFORMATION

United Technical Center is a multi-county vocational-technical center serving Harrison, Taylor, and Doddridge Counties of West Virginia. The Administrative Council, composed of three superintendents, three Board of Education members, State Department of Vocational Education representative, and Director of United Technical Center operates as the governing body of the Center.

The Practical Nursing Program is supported by the State Bureau of Vocational, Technical, and Adult Education. The program operates on a tuition basis and is accredited by the West Virginia State Board of Examiners for Licensed Practical Nursing. Supervised clinical rotations are provided at hospitals, nursing homes, doctor's offices, and community agencies.

The faculty include Monica Iaquina, Coordinator, Pam Nussear, Instructor, Kendra Walton, Instructor, and Connie Kovach, Secretary.

UNITED TECHNICAL CENTER PHILOSOPHY

The philosophy of United Technical Center reflects a cooperative effort between the schools, business/industry, and the community in order to prepare the secondary and post-secondary student with the necessary skills to meet the demands of an “ever-changing” job market.

Career Technical Education is an integral part of a comprehensive educational system. It is designed to enhance the academic program and serve as a “stepping stone” for students who seek further education or employment. The staff of this technical education facility will strive to meet the needs of the students by offering reading, writing, and mathematics as applied to specific programs. The curriculum is also designed to assist persons who want or need updating, re-training, or self improvement skills.

Learning is a dynamic process for each student. At United Technical Center, the intention is to enable students to achieve their individual goals by encouraging good work habits and developing critical thinking and problem-solving skills, as well as the traditional work ethic. Instruction is monitored and paced to meet the individual abilities of each student. Curriculum is designed to allow for a work-based component.

An atmosphere conducive to learning is maintained by the display of a professional attitude by all staff members at all times. Qualified professional continue to develop their expertise in order to offer students the most current information available in the most efficient instructional manner.

United Technical Center will continually improve equipment and instruction in order to meet the needs of the technological job market. In addition, the school will strive to preserve a safe and orderly environment to maximize learning.

The foundation of United Technical Center’s philosophy is a commitment that embraces excellence and a dedication to serving the diverse educational needs of our students and the community.

MISSION STATEMENT

The mission of United Technical Center is to provide technical and related instruction which allows its students to achieve their highest potential and meet the ever-changing needs of business, industry, and the community.

FIVE YEAR BROAD GOALS

1. Create a high performance learning environment for all students that combines relevant technical skills with rigorous academic skills and subsequently increase the test scores in all courses and programs to meet or exceed the required measures of proficiency and acquire 21st Century skills.
2. United Technical Center teachers, staff, and students will demonstrate 21st Century

information, media, and technology skills.

CORE BELIEFS THAT DRIVE SCHOOL IMPROVEMENT

We believe. . .

1. In a 21st Century learning environment that motivates and prepares students for lifelong learning.
2. We must strengthen community support, expand public awareness and enhance the lines of communication between the community and the faculty of UTC.
3. Qualified and concerned staff must be employed and provided with opportunities for professional development.
4. In providing a safe environment, 21st Century equipment, tools, technology, and instruction to maximize learning, and in optimizing the use of all available resources.
5. That by conducting on-going evaluations of programs, policies and procedures, and by successfully meeting state standards on mandatory testing, we will ensure United Technical Center's commitment to excellence.
6. Students, staff, parents and community must actively share in the responsibility for learning.

PHILOSOPHY

The faculty believes the philosophy of United Technical Center School of Practical Nursing is consistent with the overall philosophy of United Technical Center. We believe in the inherent value of the person. We view the person as unique and composed of various interdependent systems, which are internal and external in nature. The internal systems are spiritual, psychological, and physiological, whereas the external systems are environment, career-socioeconomic status, family or significant others, and society. An interdependent relationship exists among the external and internal systems within a holistic framework. Thus, when there is a change in one, all others are affected.

A person is not an isolated entity but a social being influenced by heredity, culture, and life experiences. The primary system is the family which is a subsystem of the community. These social contacts support, protect, and nurture the individual and provide the opportunity to explore, grow, and develop to one's greatest potential.

Nursing is the art and science of caring. The nurse's role is to assist the person with health needs. These needs include the promotion of wellness, administration of care during illness or injury, rehabilitation from disability, and support of end of life with dignity. Practical nursing is an essential part of nursing and contributes significantly to the health care of persons.

The practical nurse utilizes the nursing process to render safe and effective physical and emotional care under the supervision of qualified nursing or medical personnel.

Learning is a dynamic and continuous process. Learning experiences are structured to proceed from simple to complex. The teacher-learning process is a vehicle for the acquisition of knowledge. The student practical nurse must assume the active role of learner within the structured environment that recognizes individual differences, encourages critical thinking, and facilitates self understanding.

Practical nursing education is an active process that incorporates cognitive as well as psychomotor skills in a variety of settings under qualified supervision. Nursing education's primary goal is the development of a practical nurse with a strong theoretical base as well as competent clinical skills and sound clinical judgment.

Faculty strive to keep abreast of changing health care trends, treatments, and care in order to serve as effective role models, remain current, and provide students with pertinent up-to-date information. Graduate practical nurses are valued members of the health care team. Individuals are encouraged to continue learning after graduation as they strive for continued excellence in their profession and in order to meet licensure renewal requirements.

PRACTICAL NURSING PROGRAM OBJECTIVES

The Student:

- I. Utilizes the nursing process in rendering safe and effective nursing care.
 - A. Participates in the assessment of a client through data collection and analysis.
 1. Contributes to the development of a data base through goal-directed interviews, accurate observation, and examination.
 2. Participates in formulating and prioritizing the nursing diagnosis.
 - B. Participates in planning nursing care to assist the client to reach an optimum level of functioning.
 1. Collaborates with the health care team in the development of realistic and measurable short and long term goals.
 - C. Participates in implementing holistic nursing care under the supervision of qualified medical and nursing personnel.
 1. Renders safe and individualized care in various settings according to the priority of needs.

2. Promotes a safe and therapeutic environment.
 3. Applies sound theoretical knowledge and principles when performing procedures.
 4. Contributes to teaching both the client and family information related to recovery and well-being.
 5. Documents accurately observations, nursing interventions, and the client's response to those interventions.
 6. Communicates pertinent information about the client's condition to the appropriate health team member.
 7. Delegates selected components of nursing care to qualified staff in stable situations and is accountable for that which is delegated.
- D. Participates in the evaluation of goal achievement.
1. Assists with on-going evaluation of the client's response to nursing interventions and treatment.
 2. Contributes to necessary modification of the plan of care.
- II Utilizes Maslow's Hierarchy of Needs as a basis for the application of the nursing process in caring for the individual client.
- III. Respects the rights of the individual client with different values, cultures, nationalities, beliefs, and life-styles.
- IV. Utilizes therapeutic communication skills with clients, families, and other health team members.
- V. Demonstrates legal and ethical accountability and professional conduct in practice with clients and their families.
- VI. Identifies the role of the practical nurse in various clinical settings.
- VII. Seeks educational opportunities to improve clinical skills and nursing knowledge.
- VIII. Demonstrates good health habits in a professional setting.
- IX. Participates constructively in the student evaluation process to insure progressive and optimal academic and clinical performance.

CURRICULUM INFORMATION

The curriculum is organized into separate foundational and nursing theory courses, with provisions for reinforcement of information when necessary. Support courses are provided in the beginning of the school year to serve as a foundation for future nursing courses. Information in nursing courses is presented from simple to complex building on support course work.

Clinical experiences will be related to theoretical information to the extent possible and be arranged also from simple to complex tasks and assignments. Learning experiences include implementation of client care and performance of procedures based upon the nursing process and caring.

*Medical Terminology must be completed prior to admission of the program. It is offered by UTC in the evening or on line. **If a student not have Medical Terminology completed by the first day of class, the student will not be admitted to the program.**

The following courses are included during the school year:

- *Computers in Nursing
- *Math for Medications
- Fundamentals of Nursing I
- Social Sciences I
- Geriatrics I
- Anatomy and Physiology
- Social Sciences II
- Fundamentals of Nursing II
- Nutrition and Diet Therapy
- Pediatrics
- Geriatrics II
- Psychiatric Nursing
- Pharmacology
- Medical-Surgical Nursing
- Leadership
- Maternity Nursing

*Computers and Math for Medications may be completed prior to admission of the program. Any student who has completed Anatomy and Physiology or Nutrition in a college or university, may take an exam for possible exemption from these courses. The student must score an 80 on the exam and have a C in the course on an official transcript.

It is recommended for those currently enrolled in high school, that the following classes be taken: Anatomy, Physiology, Chemistry, Biology, Algebra I, and Algebra II.

ADMISSION POLICY

Application must be made prior to February 1 for the class that begins in July of the same year. The process and requirements for selecting practical nursing students at United Technical Center School of Practical Nursing are as follows:

1. Educational Requirement
 - a. Applicants must have a high school diploma or General Education Development equivalent with an official transcript on file in the Practical Nursing office.
2. Screening Tests
 - a. Complete pre-admission testing following payment of fees. Scores from the test will be given weighted values. Students will be selected for interview based on test scores.
3. Personal Interviews
 - a. Applicants who have met the aforementioned requirements will be personally interviewed by the Coordinator of Practical Nursing and/or an Instructor.
4. Application Forms and Transcripts
 - a. Applicants must complete an application for admission and mail to the Practical Nursing Program prior to the interview. Official transcripts from secondary and post secondary schools and colleges must also be mailed directly to the Program prior to the interview.
5. Personal References
 - a. Three letters of reference from a former employer or teacher (relatives not acceptable) must be mailed directly to the Practical Nursing Program prior to the interview. References are verified on all applicants.
6. Selection Process
 - a. Based on all prior requirements, selection will be made.

****The United Technical Center School of Practical Nursing does not discriminate on the basis of sex, handicap, race, color, or national origin, as required by the Title IX, Section 504, and Title VI.***
7. Background Checks

- a. West Virginia State Police criminal background checks are mandatory. **Applicants are aware that information about background checks are forwarded to health agencies prior to clinical rotations. Health agencies have the option to refuse to accept an applicant for a rotation based on positive findings. Applicants should contact the Board directly by telephone regarding positive findings and their effects on testing or licensure.**
8. Health Requirements
- a. The selected applicants must complete the following by an assigned date
 1. History and physical examination by a physician, Nurse Practitioner, or Physician's Assistant. The medical form will be provided. Any prescription or over the counter medications being taken by the applicant must be listed on the history and physical form.
 2. Dental Examination by a licensed dentist. The form will be provided.
 3. Laboratory studies include PPD (2 step method; if PPD is positive, a chest x-ray must be done), CBC, urinalysis, urine drug screen (10 panel), and pap test (females). Vaccinations include tDap, hepatitis B, Varicella, and MMR. Evidence of immunizations must be provided. Titers must be drawn once vaccinations are completed within the appropriate timelines.
 4. Applicant understands and agrees to submit to random drug/alcohol screening as a part of the admission criteria with **direct reporting** of results to the School of Practical Nursing by the laboratory. Random on site testing is done throughout the year. Receipt of positive results shall be grounds for denial of admission to the nursing program provided that the applicant **does not** have a legally, valid prescription for the identified substance.
9. Each applicant will pay a \$200.00 seat holding fee to reserve their seat in the class by the designated date. This fee is applied toward the cost of competency tests that are administered throughout the year. The fee is non-refundable, should the applicant decide not to enter or complete the program.
10. Persons convicted of a crime (misdemeanor or felony) or **any arrest** must see the Coordinator immediately as they may not be eligible for the State Board and therefore, may be withdrawn from the program.* All information is confidential.

****ENROLLMENT OF STUDENTS WITH LAW VIOLATIONS: The West Virginia Board of Examiners for Licensed Practical Nurses reserves the right to***

refuse to admit applicants to the licensure examination who have been convicted of a crime, are habitually intemperate, addicted to the use of habit forming drugs, or are mentally incompetent.

COST OF PROGRAM

Tuition for the United Technical Center School of Practical Nursing is \$3000.00. In addition, an estimated \$2500.00 is needed for books, uniforms, medical/dental expenses, graduation expenses, state board fees, and incidentals. **Payment is broken down into two payments, and a payment schedule will be provided to you during orientation. Failure to pay tuition in accordance with the schedule will result in dismissal from the program.**

A book list is provided and a proforma has been prepared from Rittenhouse Book Distributor's, which includes a discount. Books ordered from Rittenhous will be paid for in accordance with their policy. There is no additional charge for standardized tests administered throughout the year.

Ample notice for payment of fees will be given. Costs are subject to change. Financial aid is available, and a financial aid officer is available for further information. Transfer, re-admitted, and advance standing students will pay tuition based upon the number of hours to be completed in the program.

PAYMENT

One half of the tuition is due by all students the first full week in school. The remaining balance is due the first week in January.

TUITION WILL BE TAKEN OUT OF THE FIRST CHECK FOR ALL STUDENTS RECEIVING FEDERAL FINANCIAL AID SUCH AS PELL GRANT.

LPN REFUND POLICY

Only tuition will be refunded should a student not complete the program. The seat-holding fee is non-refundable. All books, uniforms, supplies, or equipment issued to, purchased by, and received by the student are not returnable items.

United Technical Center retains the following amount of the tuition per payment period:

0 hour	to	50 hours	10%
51 hours	to	100 hours	50%
Over 100 hours		100% of payment period	

Refund of Title IV Funds (Pell Grant):

As of October 7, 2000, Title IV Funds received are subject to the Federal Return of Funds Formula, which determines what percent of the Pell Grant a student has earned based upon the

percent of the payment period the student attends. The formula requires that Pell Grant funds be returned to the Pell Grant Program whenever a student attends less than 270 hours of a 450 hour payment period.

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. The federal Title IV financial aid programs must be recalculated in these situations.

If a student leaves the institution prior to completing 60% of a payment period or term, the financial aid office recalculates eligibility for title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title funds formula.

Percentage of payment period or term completed = $\frac{\text{the number of days completed up to the withdrawal date}}{\text{the total days in the payment period or term}}$. Any break of five days or more is not counted as part of the days in the term. This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula: Aid to be returned = 100% of the aid that could be disbursed minus the percentage of earned aid multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal.

Students who withdraw from school prior to completion of the 270 hours in any payment period will owe the Pell Grant funds back to the Department of Education. In all probability, the student will owe the school money after repaying the Title IV funds back to the Department of Education. If the school is due any money after the Pell Grant funds are returned, the student will have to make arrangements to repay the school the balance owed for tuition.

The institution must return the amount of Title IV funds for which it is responsible no later than 30 days after the date of the determination of the date of the student's withdrawal.

Students who owe Pell Grant funds back to the Department of Education are ineligible to receive Federal Title IV funds from any school until the liability has been satisfied.

If the student owes a liability to the Department of Education and is due a refund from the

school, the refund will be paid to the Department of Education FIRST, to satisfy the student's Pell Grant liability.

STUDENT WELFARE

Faculty Responsibilities in the Classroom

Faculty are available to address questions and concerns. **However, do not interrupt faculty prior to 8:00 a.m. or during lunch. Questions about curriculum will be addressed during class. Other matters can be discussed during the morning or afternoon breaks. For more serious issues, it is best to schedule an appointment.**

Faculty shall:

1. Provide each student with 1 copy of the unit's objectives and assignments, prior to initiating a new unit of study. Additional copies will incur a charge of \$0.15 page.
2. Plan and present each lesson with clarity and organization in a timely manner.
3. Conduct classroom discussion in an orderly manner to meet defined objectives. This includes question and answer sessions.
4. Direct student to additional information sources to enrich or enhance the learning process.
5. Construct, administer, and evaluate written examinations to determine achievement of defined objectives.
6. Document accurately the student's progress, and provide evidence of grades to students. Provide a print out of grades after every other test is scored. If less than satisfactory, discuss concerns with the student privately.
7. Return graded tests, care plans, and assignments **within 3 days** to the student.

Student Responsibilities in the Classroom

- A. Testing: All materials, paper, drinks, mobile phones, calculators, and books must be cleared from the desk. Student may have an additional pen or pencil, but no additional paper is needed. There will be no talking once the tests have been distributed. Upon completion of the test, students must remain quietly in their seats with the test and answer sheet turned faced down. The instructor will pick up the test and scan sheet.
 1. Scantron sheets are used for multiple choice questions, and the scan sheet is scored instead of the paper test for these items. Students should compare answers on the scan sheet with the actual test questions. Once the test has been turned into the instructor and graded, the test will be scored as is.

2. A maximum of one hour is allocated for tests. Final exams are allotted 90 minutes. Additional time of 15 minutes may be granted to complete testing in a designated office.

B. Classroom Behavior and Responsibilities:

1. Be punctual: Students are expected to be in their seats and ready to begin class at 7:55 a.m. and to be prompt when going to and returning from lunch or breaks. Bear in mind the attendance policy for being tardy. All written assignments must be submitted in entirety at 8:00 a.m. No assignment will be accepted after this deadline.
2. Be prepared: Students are expected to be prepared for class by reading the text beforehand and having syllabi, objectives, and writing materials available. Lost materials must be obtained from a peer. Xeroxing costs \$0.15 per page. Instructors will not repeat xeroxing for previously handed out materials. Students must remain in seat during lecture without unnecessary walking about the classroom. Behavior such as talking out of turn, sleeping, or any disruptive behavior will not be tolerated.
3. Be responsible: Students are responsible for their own learning. Use initiative, participate in discussions, ask questions when unsure, and request clarification of information as needed. Keep your desk, practice laboratory, and kitchen area clean daily. No food is permitted in the classroom. **Drinks only** are permitted on the desk during class provided students discard items as needed.
4. Be courteous: Demonstrate courteous classroom behavior to faculty and peers. Address each person by name, with respect. Students will not interrupt when another person is talking, nor belittle anyone. Students will not use foul, distasteful, or slang language.
5. Be accountable: Work individually at all times unless otherwise directed. If group work is assigned, students must remain in their assigned group. Maintain a minimum of 80% in all courses, preferably higher. Print care plans and ATI results at home or at the local library. Use of the printers in the practice lab is prohibited.
6. Be professional: This applies to behavior, attitude, communication, and the classroom dress code. Wear your nametag. Display the parking placard and park in the student lot. Remain in the classroom until break time, lunch, or dismissal unless verbal permission is granted from the instructor. Any interpersonal problem must be in writing before being addressed by faculty.

7. Be safe: Do not block the aisles with book bags or personal items. Take textbooks, coats, etc. home with you at the end of the day. Do not leave electrical cords dangling in the usual walking pathway. Anyone using a computer must bring a surge protector to share with other students due to limited outlets available.
8. Follow classroom dress code: The student is expected to have clean hygiene and be well groomed at all times. Clothing that exposes backs or abdomen is inappropriate attire for school. Shoes must be worn in the classroom. No hats or head coverings are allowed. Clothing suggestive of violence, alcohol, or drugs are not permitted. Photo ID tags provided by the school **must be worn daily. Lost tags may be remade by the school for \$5.00. ID Tags must be returned to school at the end of the school year.**

*The consequences of problematic behavior include: written reprimand for the first infraction, and a 10 point grade cut for 2nd infraction. Thereafter, the instructor may exit the student from the classroom or clinical area for the rest of the day; the student will be counted absent, and the absence policy applies.

Telephones

There will be no use of the office telephones for personal business. **Mobile telephones and pagers must be turned off and out of sight in the classroom.** This is a UTC and Harrison County Board of Education policy. In addition, **mobile telephones must be turned off at all times in the clinical setting. Any phone left on during school lecture or clinicals will be collected by the faculty and returned to the student at 3:00 p.m.**

Be sure that baby sitters, employers, and schools have the school and clinical phone numbers and understand that students should be contacted only if serious or an emergency. Personal phone calls at the nurse's station are not permitted. Telephone calls or text messages to instructors after usual school hours is not permitted. Email may be utilized.

Schedules

The class schedule varies depending on the number of courses being taught. Class usually begins promptly at 8:00 a.m. and ends at 3:00 p.m., but there may be periods of time when class is extended until 3:30 p.m. A sample schedule is provided below. Lunch is scheduled for 30 minutes, **and students must eat in the Commons Area.** Scheduling of breaks is at the discretion of the faculty for approximately 10 minutes. Students are expected to return from **breaks and lunch promptly** and conduct themselves professionally during these times. Abuse of break time will result in revocation of breaks at the discretion of the faculty.

Sample Class Schedule

8:00 a.m. - 9:40 a.m.	1st class period
9:40 a.m. - 9:50 a.m.	Morning break (discretion of faculty)
9:50 a.m. - 11:30 a.m.	2nd class period
11:30 a.m.-12:00 p.m.	Lunch
12:00 p.m. - 1:30 p.m.	3rd class period
1:30 p.m. - 1:40 p.m.	Afternoon break (discretion of faculty)
1:40 p.m. - 3:00 p.m.	4th class period

The clinical schedule varies from the classroom. If possible, one break of 10 minutes is allotted to students. **However, morning care must be completed in entirety prior to a break. Students must report off to the instructor prior to leaving the floor for break. Instructors will assign lunch, and students must report off to the team leader of the unit before going to lunch.** Students may bring their lunch or purchase meals at the facility.

Sample Clinical Schedule

7:30 - 8:30 a.m.	Morning report and pre-conference
8:30 - 10:30 a.m.	ADLs, treatment, procedures, and medicines
10:30 - 10:40 a.m.	Break (Client care must be completed.)
10:40 - 13:00 p.m.	Finish procedures, chart, medicines, and report off
13:00 - 13:30 p.m.	Lunch
13:30 - 14:30 p.m.	Post-conference

Classroom Maintenance

It is the responsibility of each student to maintain order and cleanliness of the classroom and library areas. Each student is expected to take a turn and fulfill their responsibilities. Do not leave any personal articles (coats, umbrellas, lunch box) in the classroom overnight, as this classroom is used in the evening for other instruction. Students will be scheduled on an as needed basis by the faculty.

1. Classroom duties include cleaning the desks, tidying classroom and kitchen area, including counter tops and appliances. Also, supplies and equipment that were utilized in skills or demonstrations must be organized and stored.
2. Practice lab duties includes straightening shelves, categorizing books, organizing equipment and linens, and making beds.
3. Inventories are completed by the end of the school year.

COUNSELING AND GUIDANCE

Faculty members and the school's guidance counselor are available as needed, but appointments must be scheduled in advance. Staff are not professional counselors, therefore,

complex problems are referred to a professional person outside the school.

SEXUAL HARASSMENT POLICY

It is the policy of United Technical Center School of Practical Nursing to maintain a work environment free of inappropriate and/or disrespectful conduct and communication of a sexual nature. Students are subject to dismissal for any act of sexual harassment they commit. It is illegal to harass another person by:

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

Conduct that arises from a social/personal relationship not intended to be discriminatory may not be viewed as harassment. Persons who feel victimized should report it immediately to the Coordinator. The Coordinator will confidentially investigate the matter complete with documentation. Students who are dissatisfied with the decision reached at this level may proceed to the next level, Director, or may file a complaint through the Grievance Procedure.

LIBRARY

The hospital libraries may be utilized by students for books and periodicals, but usually materials may not be checked out. Internet resources are also available.

There is a public library on West Pike Street in Clarksburg and Johnson Avenue in Bridgeport with Internet resources also.

United Technical Center School of Practical Nursing has texts and periodicals available for student use based upon the following rules:

1. Reference books may be checked out by students and must be returned in one week. Overdue books are subject to a fine of five cents per book per day. **Any books not returned will be charged to the student who signed out the text.** Book fees must be paid in full prior to graduation.
2. Periodicals are available to be read during school hours but may not be removed from the department.
3. All books must be checked out in the library with someone from the library committee.

4. Magazines and books are to be returned to the designated areas.
5. Xeroxing costs \$0.15 per page. Mass reproduction of notes, care plans, and other assignments is not permitted. Please allow advance notice for xeroxing. Items to be copied should be placed in the designated basket along with a post-it that specifies name, number, as well as cost. Payment is expected when materials are picked up.

ILLNESS OR INJURY OF THE STUDENT

Students are responsible for their own health care if illness occurs during the school year. Each student must carry medical-hospital-accident insurance. If none is available, the student must purchase accident insurance through United Technical Center for a small fee. **If you are ill, please stay home. If you elect to attend class and have respiratory or gastrointestinal symptoms, you will be asked to wear a mask and be isolated in the classroom to avoid the spread of illness.**

The school or agency is not responsible for illness contracted during school or clinicals. If ill during clinical hours, the student may elect to be seen in the Emergency Room at own expense, but may not approach physicians for personal medical advice. **In the clinical area, the instructor may elect to send an ill student home due to presenting symptoms (fever).**

When ill or tardy, the student must call off to the school or clinical area as follows:

1. **Contact the school at 326-7593 by 7:30 a.m. and give your name and reason for absence.**
2. **Contact the clinical area: UHC (624 - 2121, assigned unit), Veterans (623-3460, assigned unit), or FGH (367-7100, assigned unit), before 7:00 a.m. and give your name and reason for absence.**

If the student neglects to call off when ill, the infraction rule applies. See pg. 15.

ACCIDENTS/INCIDENTS

If the student is involved in an accident or incident at the clinical site, the clinical instructor and coordinator must be notified immediately. In turn, the supervisor and safety director of the agency must be contacted, and an incident report must be completed both for the agency and the school. Hospital and school policy will be followed with regard to the incident, and a copy will be placed in the student's file. The student is responsible for needed medical care.

PROFESSIONAL LIABILITY INSURANCE

United Technical Center, through the West Virginia State Board of Education, provides professional liability insurance for each student while enrolled in school.

EMPLOYMENT

It is recommended that students not undertake outside employment during the school year in order to give priority to the educational demands of the program. However, it is understood that there are circumstances that require employment, and in such cases, the student should apprise the faculty of employment hours.

CHANGE NAME, ADDRESS, OR PHONE NUMBER

Any student who changes his/her name, address, or telephone number shall promptly provide written notification to the Coordinator of the Practical Nursing Program.

PROFESSIONAL ACTIVITIES

Each student is encouraged to join HOSA and the local district of a nursing organization as available. Students may attend Student Day of the West Virginia State Department of Education and/or Health Occupations Division Educational Conference, Unity Day in Charleston during the legislative session, and a State Board of Examiner's meeting at least once during the school year. Information will be provided to students about events as it becomes available.

SNOW DAYS

In the event of inclement weather, the United Technical Center School of Practical Nursing will observe the same closing and delay policy as the Harrison County school system. **When there is a two hour delay, students must report to the classroom.** Snow day makeup hours and winter curriculum are assigned at the faculty's discretion. Assignments are due the next scheduled classroom day. Students who fail to complete work in entirety will receive a 0 for the daily grade in each course.

HOLIDAYS AND VACATIONS

Students will be granted one day for all legal holidays and approximately (2) one week vacations scheduled, in accordance with the Harrison County Board of Education calendar. The school reserves the right to adjust the calendar.

PREGNANCY

A pregnant student may remain in the nursing program with **written approval** from the physician following each office visit. The student assumes all responsibility for any risks involved in continuing in the program. Should the student choose to remain in school, a waiver must be signed releasing the school and its affiliating agencies from any liability should activities be detrimental to her or the child.

If a student delivers during the school year, the program must be completed in accordance with absentee requirements. If performance is satisfactory, the student may elect to withdraw and be readmitted the next year (See readmission policy). Following delivery, a physician's written release is required to continue the program. The student is also responsible for any risk involved in early return to the program.

TRANSPORTATION AND PARKING

The student is responsible for transportation to school and the clinical area. **Student experiences and rotations will not be planned around car pools or friendships.** Students must park in the area allocated for practical nursing students at United Technical Center and each affiliating agency. Students must comply with the clinical agency's parking policy, as directed. There is no charge for parking at the hospital or the school, but this may be subject to change. **The infraction rule (see page 14) applies for failure to comply with the parking policy.**

TOBACCO USE

There is a No-Smoking Regulation in the school building and at the clinical agencies. Students may smoke in the designated outside area at UTC . Smoke breaks must meet the 10 minute limit as specified in the classroom and clinical break schedule. In the classroom, students must leave and enter the building as a unit when going outside to smoke during breaks at UTC using the pass key. Abuse of breaks will result in lost privileges. Students shall not smoke in uniform on the street or in the parking lots.

FIRE DRILLS

Fire drills are conducted periodically in school. Be familiar with the location of fire extinguishers in your area. The procedure is as follows:

1. When the bell rings, stop work immediately, quietly and quickly, in single file, exit the classroom.
2. Teachers follow students, closing doors, and bringing the grade book.
3. Students in restrooms join the nearest line and exit the building. There is to be no talking during the fire drill.
4. While outside, remain quiet.
5. When the second bell rings, return to the classroom and resume classes.

In addition, Emergency Operations' Drills are conducted periodically throughout the school year. Please see the posted material in the classroom.

CLINICAL BEHAVIOR AND DRESS CODE

1. Be courteous: Each person is to be addressed by the proper title. This is acceptable professional etiquette. **This includes a positive attitude, moderate tone of voice, calm approach, and mannerisms.** If necessary, students may request an individual conference for any personal concerns.
2. Be punctual: Each student will report to the assigned clinical area 5-10 minutes prior to pre-conference. Students are expected to be prompt when going to and returning from lunch or break. Students should be finished with patient care, documentation, and reporting off to the team leader at least 15 minutes before lunch is scheduled (usually 1:00 p.m.).
3. Be accountable: Never perform any task if you are unsure of the proper skill or technique. Do not be afraid to ask for help. Take advantage of every learning opportunity. Follow through on all specific directions of the instructor. Participate in self evaluation to assess individual progress. Perform safely and ethically within a legal framework.
4. Be responsible: Always think of patient safety first. Report emergencies immediately and any incident as it occurs promptly. Always wear appropriate protective apparel. Keep personal belongings to a minimum, because there is no storage space or lockers for students. Review the clinical evaluation provided by the instructor and make necessary corrections based upon suggestions.
5. Be prepared: Bring your clinical syllabus, drug handbook, fundamentals book, and medical surgical book as it applies to the rotation. Also, **students must have black ink pen, paper, bandage scissors, pen light, watch, name tag, and stethoscope each day.** Be familiar with the patient's diagnosis, medications, diet, treatments, etc and read the patient's chart daily.
6. Be professional: Appearance is considered a component of professional conduct.
 - a. The uniform must be **clean and ironed.** White socks or hosiery under slacks or pants are permitted. Undergarments should be white or beige. The school emblem must be worn on the uniform as directed. Comfortable, **white** nursing shoes are worn, and white tennis shoes are acceptable. Shoes and laces must be **cleaned daily. No open shoes are permitted.** A white sweater may be worn with the uniform. No other color or pattern is acceptable except a colorful scrub top may be worn during the pediatric rotation.
 - b. Hair must be clean and conservatively styled. Hair shall not come below the top of the collar in the back, including pony tails for both men and women. Hair pins must be inconspicuous. This hair style must be maintained to and from school. If a male student wears a beard or sideburns, it must be clean and neatly barbered.

- c. **No jewelry**, other than a wedding band, if applicable, and watch with a second hand, is to be worn with the uniform. One single or one pair of small, gold, silver, or stone post earrings may be worn **in the ear lobes only**. **No earrings are to be worn in any other visible parts of the body including but not limited to the nose, eyebrow, or tongue.**
 - d. Nails must be **short** and trimmed to avoid injuring clients. Clear or natural polish may be used, if not chipped. **Acrylic or artificial nails are not permitted. Visible tatoos must be covered (clothing or dressing) in entirety in the clinical area at all times.** Cosmetics may be used in moderation only, and no perfume may be worn.
 - e. **Students must exhibit courteous professional behavior in the clinical area at all times. There will be no socializing in the hallways or sitting in the break rooms during the clinical day.**
7. Establish rapport: Introduce yourself to the patient. Be helpful and cooperative with staff, peers, patients, and faculty. Communicate the patient's condition and care to the instructor and staff nurse throughout the day.
8. Written assignments: Computerized charting, written assessments must be completed by noon. This allows the instructor time to proof read information and students time to complete editing.

***If a student is noncompliant with the dress code policy or exhibits unprofessional behavior in the clinical setting, the infraction rule applies (see page 15).**

NO LIFT POLICY

In an effort to assure safety of students and patients, no patient shall be lifted without the use of a mechanical aid and adequate assistance using proper body mechanics. If the patient is partial weight bearing, a gait belt and two person assist will be utilized. For patients who are non weight bearing, a mechanical lifting device and a minimum of three persons must be present. No patient shall be lifted by the arms or under the axilla.

COMMUNITY SERVICE

Each enrolled student is required to attend two separate community agency functions (minimum of 4 hours each) outside of the regularly scheduled school day. Documentation of attendance is necessary including a signature from an authorized person. Forms will be distributed by the faculty. Students must wear their uniform and name tag unless otherwise

requested by the organization and exhibit professional behavior during the experience.

ATTENDANCE/ABSENCE POLICY

Practical nursing education is an intense twelve month program of study that requires regular attendance. In order to graduate and be eligible for the WV State Board of Examiners Licensing Exam, 1300 clock hours must be completed. A missed day can never be fully duplicated, because each individual is unique in understanding instruction. One day of class or clinicals is equal to 6 clock hours.

Absences must not exceed 8 total days. Absences exceeding 8 total days will result in termination from school. The breakdown of absences is as follows: 5 days are allotted to clinicals, while 3 days are allotted to classroom. No specialty area (Pediatrics, Psychiatric Nursing, Maternity Nursing, Geriatrics, and Externships) may be missed. There is no opportunity to makeup any hours. An absence from the classroom or clinical area is recorded as a "0" for the course daily grade or clinical daily grade. An absence in a specialty area results in an additional "0" on the next classroom day in all current courses and deduction in clinical hours on the student's final transcript of grades.

Reasonable absences include serious personal or immediate family (spouse, children, parents, grandparents, siblings) illness or death, unavoidable court appearances, military obligations, or act of God (fire, flood). Bear in mind, absences for these reasons are still accrued in the total days of absence. Two bereavement days are excused for immediate family only including spouse, child, parent, sibling, or grandparents. Evidence of death in the family must be submitted.

An attendance calendar is maintained on each individual student in the faculty office. While the school keeps a record of absences, the student should also. When a student is absent, tardy, or leaves early, the incident is documented with the date, location, hours or minutes, and time or day missed. Students are given an opportunity to review their individual calendars at the end of each quarter or when requested. Students must sign the attendance record if absent or tardy.

Tardiness is defined as being 1 minute late for class (8:00) or clinicals (7:30) for less than 1 hour. Leaving early is defined as leaving class or clinicals for less than 1 hour. Incidences of tardiness are documented, and three incidences of tardiness or leaving early less than 1 hour equals ½ day absent. If a student leaves early (60 minutes or more) or is tardy (60 minutes or more), it is counted as ½ day absent.

When a student is tardy, **any missed test or quiz must be taken immediately** when the student arrives at school, which results in the student missing lecture at that time. When a student reaches 5 total days, a written notice from the Coordinator will be given to the student. The student must sign the form, which is placed in the student's file. Concerns will be discussed at

that time. When a student has missed 6 days, the student will be placed on probation. **Students whose absences exceed 8 days will be automatically dismissed from the program.** A conference with the coordinator and one faculty member will include an exit interview. Financial arrangements must be made at the exit interview with United Technical Center.

When absent, the student is responsible for obtaining missed classroom or clinical information upon return. **Faculty will provide objectives, vocabulary, worksheets, or tests. However, notes must be obtained from a peer and may be xeroxed at school for \$0.15 per page. Any test(s), workbook, or other assignment must be completed upon returning to the classroom. Previously assigned homework, care plans, ATI, or workbooks, must be submitted by 8:00 a.m. Verification of absence through medical or legal documentation is mandatory if the student is absent for more than one consecutive day. Letters of reference and transcripts reflect incidences of tardiness as well as absences.**

GRADING POLICY

Classroom

The curriculum is arranged as individual courses. Students receive credit for a course only after having completed all of the assigned work satisfactorily within the allotted time frame. The student must maintain a “C” average or 80% in each course in order to continue in the program. Students who do not receive an “80” in a course will be dismissed from the program. No course may be repeated during the currently enrolled school year.

A daily grade of “**90**” is given for classroom course work, based upon participation, completion of assignments (workbooks, remediation, care plans, etc.), special projects, or oral reports, etc. Homework must be handed in **at 8:00 a.m. on the day it is due.** Failure to do any assignment or incomplete assignments results in a “**0**” for the daily grade of that course, on the date it is due. Make-up work for snow day that is not completed results in a **0** daily grade in each course.

If assigned work is not submitted when scheduled, a “0” is given for the daily grade. **The assignment must still be submitted, an “incomplete” is recorded, and course grades for any and all courses will not be released until the student submits all assignments, care plans, or remediation etc. in entirety. Please note that a transcript is required to apply for the licensure examination.** When a quiz or test is scheduled, the grade on the quiz or test is recorded as the daily grade for that particular course. **A failing grade (less than “80”) on a unit test, care plan, or quiz in any course may not be made up.**

If a student is absent or tardy from the classroom, a **0** for the daily grade for the course(s) being taught is given. The student must makeup tests, quizzes, and submit assignments on the day the student returns to the classroom. Completion of required work does not erase the **0** daily grade for absences.

Each student is responsible for their own work! Notes and other course work from

previous graduates are not permitted in the classroom. **Students may not work on care plans, drug cards, other assignments, or read books during lecture. If this occurs, the infraction rule applies.**

Standardized testing instructions are given in accordance with published guidelines. Practice tests are taken at home after school hours. Computers at UTC are available after 3:00 if needed. Students must submit a copy of practice tests results (90%) when scheduled. A proctored test will be scheduled along with an established standard. Persons scoring less than the standard are required to submit remediation within 2 weeks of the test using identified deficiencies on the proctored test. Failure to submit practice test results or remediation results in a “0” daily grade. Retake of the proctored test is given once. Both proctored test results are recorded on the transcript. Should a student score less than the standard on the retake, it is the student’s responsibility to remediate using a current NCLEX-PN-CT review text and bring evidence of testing to the instructor.

Clinical assignments impact classroom course grades. Clinical assignments, such as post-conference, drug cards, care plans, or worksheets that are not submitted when assigned, will be given a 0 for the daily grade of the related nursing course on the next classroom day. Assignments must be handwritten, not printed off of the internet.

Notices for tests, care plans, and assignments are posted on the classroom calendar. **Dates for assignments or tests are not negotiable, although faculty may elect to change dates. Personal planners are a useful way to keep track of school requirements, and students should check the classroom calendar daily for updates.**

Students should maintain a personal record of grades and discuss academic performance with the faculty, **by appointment. Students exhibiting scholastic (C) or clinical deficiency (1) will be counseled and given a written warning. A student may be placed on probation if a pattern of deficiency has been identified.** This will include an improvement plan, which gives the student a designated period of time in which to improve scholastic performance to an acceptable level. If the student does not meet the improvement plan’s goals, dismissal may result.

Theory Grade Scale:

Theory		*Clinical
A - 93-100	3 -	Excellent/Satisfactory
B - 85-92	2 -	Good/Satisfactory
C- 80- 84	1 -	Needs Improvement/
Failure - below 80		Unsatisfactory

A grade of 0.5 or greater will be rounded up to the next number.

Course Grade Sample:

Chapter Tests	1/2 (50 %)
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Final Exam	1/4 (25 %)
Daily Grade (Care Plans, Concept Maps, Tests, Assignments)	1/4 (25 %)

Care plans or concept maps are considered clinical assignments and will be scored additionally in accordance with the clinical grade.

CLINICAL COURSE GRADES

Students exhibiting clinical deficiency will be counseled and given a written warning (counseling form). The students may be placed on probation if a pattern of clinical deficiency has been identified. A written evaluation (clinical evaluation form), comprised of weekly performance evaluations, is written by the faculty when a clinical course is completed. The clinical courses are: Fundamentals, Pediatrics, Psychiatric Nursing, Maternity Nursing, Pharmacology, Geriatrics, and Medical Surgical Nursing. **A final grade less than satisfactory or “2” indicates failure and will result in the student’s dismissal from school.**

Clinical grades range from “0 - 1 - 2 - 3”. See criteria below for assignment of the clinical grade. Students may not miss any specialty clinical rotations including Psychiatric Nursing, Pediatrics, Geriatrics, Externships, or Maternity Nursing as there is no opportunity to make-up hours. Failure to complete assignments for clinical rotations will result in a deduction of “1 level” of the clinical grade. For example, if a 2 was given, the grade would decrease to a 1.

Clinical Performance Evaluation Criteria

A. Client Care

- 3 Completes client care correctly using holistic approach without any prompting.
- 2 Completes client care correctly using holistic approach with 1-2 prompts.
- 1 Incomplete client care, not done, not reported, lacks holistic approach, or more than 2 prompts.

B. Documentation

- 3 Computer and written documentation thorough and completed without any prompting prior to lunch.
- 2 Computer and written documentation completed with 1-2 prompts prior to lunch.
- 1 Computer and written documentation incomplete, not done, not submitted before lunch, or more than 2 prompts.

C. Procedures and Safety

- 3 Demonstrates exceptional competency or safety in technique, theoretical preparation, or judgment in completing procedures without any prompting.
- 2 Demonstrates satisfactory competency or safety in technique, theoretical

- preparation, or judgment in completing procedures with 1-2 prompts.
- 1 Demonstrates substandard competency or safety in technique, theoretical preparation, or judgment in completing procedures, or more than 2 prompts.

D. Communication

- 3 Uses appropriate and professional communication with peers, faculty, patients, and staff without any prompting.
- 2 Uses appropriate and professional communication with peers, faculty, patients, and staff with 1-2 prompts.
- 1 Does not use appropriate and professional communication with peers, faculty, patients, and staff, or more than 2 prompts.

E. Organizational Skills and Efficiency

- 3 Utilizes organizational and time management skills to complete care and assignments, for arrival and departure, without any prompting.
- 2 Utilizes organizational and time management skills to complete care and assignments, for arrival and departure. with 1-2 prompts.
- 1 Does not utilize organizational and time management skills to complete care and assignments, nor for arrival and departure, or more than 2 prompts.

F. Professional Behavior

- 3 Exhibits professional dress, demeanor, attitude, behavior, and speech at all times without any prompting.
- 2 Exhibits professional dress, demeanor, attitude, behavior, and speech at all times with 1-2 prompts.
- 1 Exhibits unprofessional dress, demeanor, attitude, behavior, and speech at times, or more than 2 prompts.

Instructor Responsibilities in the Clinical Setting

1. Assess the student's level of preparation for the clinical experience. Select clinical learning experiences according to the student's ability and needs.
2. Unprepared students shall be evaluated by the instructor for further action.
3. Provide supervision, instruction, and feedback to individual students ensuring each receives equitable attention.
4. Provide the opportunity for pre and postconferences during the clinical day to reinforce

learning and share experiences.

5. Evaluate and document student performance based on written criteria. The student shall have a written evaluation following the end of a clinical rotation.
6. Meet with clinical personnel to share information and explore mutual concerns.

DISMISSAL POLICY

A. Verbal Warning

May be given at any time regarding unsatisfactory classroom and/or clinical performance, appearance, attitude, or conduct. A verbal warning will be documented in the student's file. After one verbal warning is given, a written warning is completed.

B. Written Warning

A letter of warning is delivered to the student by the Coordinator, indicating the violation. The student signs the form and is placed on probation for a minimum of 15 school days or at the discretion of the faculty. An improvement plan is written and a re-evaluation date is set, in which time satisfactory improvement must occur. If improvement is not demonstrated, a letter will be issued to the student requesting the student's withdrawal from the program. The student may request a due process hearing with the Coordinator and Director prior to withdrawal. Referrals are made, if necessary.

C. Out of School Suspension

A student may be placed on out of school suspension at the discretion of the faculty for academic or clinical deficiency or professional misconduct following a verbal and written warning. A suspended day will be given and counted as an absence, and a zero is given for the daily grade.

D. Immediate Dismissal

Students are subject to immediate dismissal without prior warning for the following offenses including, but not limited to:

1. **A failing theory grade** upon completion of a subject.
2. **A failing clinical grade** after completion of a clinical course rotation.
3. **Insubordination** - disobedience, malicious gossip, refusing to follow the direction of the instructor, using profane language, belligerence in relationships with faculty, fellow students, hospital personnel, or clients, violence in any form, verbal abuse, or inappropriate displays of anger (slamming, throwing items, hitting objects, or yelling).

4. **Under the influence of unauthorized drugs or failure to notify the faculty of the need to take medically prescribed mood/behavioral altering drugs** including possession or under the influence of alcohol, narcotics, marijuana, tranquilizers, stimulants, or controlled substances on school or agency property. **Refusal to undergo drug testing for requested alcohol or using an adulterant during drug testing shall constitute immediate dismissal. Students taking prescribed drugs which impair judgement or reaction time shall not present themselves for client care.**
5. **Dishonesty** - cheating, falsifying written or verbal information, lying to an instructor, team leader, or charge nurse, xeroxing a chart or graded assignments, theft, or falsifying an application.
6. **Personal violence and unauthorized possession of weapons** - including an angry outburst, slamming doors, pocket knives, blunt objects, or guns.
7. **Engaging in unsafe practices** - including physical, biological, or emotional factors such as failure to recognize errors in aseptic technique, failure to seek help when needed, performing actions without supervision, inappropriate use of equipment, lack of proper protection of the client, making the client fearful, giving incorrect information, or unstable emotional behavior.
8. **Breach of confidentiality** or other unethical conduct - breaking confidentiality regulations as determined in each clinical area or improper exploitation of a client. This includes lunches, breaks, or in smoking areas, and divulging information to another.
9. **Nonpayment of tuition and fees** as previously discussed.
10. **Unprofessional behavior and dress** - - breach of dress code; discourtesy to peers, faculty or staff; use of profanity; silly or immature behavior.
11. **Failing to abide by the policies** set by each affiliating agency including Harrison County schools.
12. **Absences in excess of eight days** as outlined by the attendance policy.
13. **Declaration of incompetency** by authorities or through medical evidence.
14. **Failure to disclose information** which may prevent the student from taking the State Board Examination such as arrests, convictions, or addiction.

*Students shall not remain after dismissal or return to the clinical facility.

WITHDRAWAL POLICY

A student may voluntarily withdraw from the program at any time and should:

1. Arrange a conference with the Coordinator of the program.
2. Submit a written resignation stating the reason (s) for leaving school.
3. Return library books and any other school property at the time of withdrawal.
4. Complete business arrangements including tuition payment. (See refund policy.)
5. Inquire about a Nursing Assistant Certificate subject to State Board of Health requirements.

READMISSION POLICY

An individual who leaves the program must request readmission in writing to the Coordinator. In addition, an application form must be completed as well as the admission requirements which are:

1. The student must have an 80% in classes completed prior to withdrawal.
 - a. Students who have not maintained an 80% in any class may reenter the program only at the decision of the faculty, director, and providing the remaining criteria have been met.
2. Students requesting entrance to the program 24 months after resignation must pass, with an 80%, a comprehensive examination of the courses he/she has completed.
3. Must have had satisfactory clinical performance.
4. Must have adhered to all school policies including absenteeism and paid fees.
5. Must pass a physical and dental examination and the necessary laboratory work.
6. Must complete an interview with the Coordinator.
7. Must pass skills testing on selected clinical courses.
8. The student must maintain an 80 in all courses as stated in the retention policy.
9. The student must enter the program at the beginning of an identified quarter. In addition, the following apply:
 - a. The reentry must be 24 months of resignation of the previously enrolled program of study.

- b. The student/instructor ratio permits, as 1:8.
 - c. In the event of program changes, such as updated or additional courses, the course work must be completed by the student.
10. Tuition fees and refunds - refer to payment and refund policy on page 11.

****Students dismissed or who withdraw a second time will not be eligible for readmission.***

TRANSFER/ADVANCED STANDING POLICY

The instructor/student ratio is limited in the clinical area (1:8), therefore, a student will be permitted to enter the program only if, the student to teacher ratio is adequate. Acceptable candidates include students from other schools of practical nursing or professional nursing schools. Any student exited from another program due to misconduct is not eligible for admission. The individual may transfer if the following criteria are met:

1. Individual has been enrolled in a nursing class within the past two years.
2. Individual has maintained an 80% in all courses from the previously enrolled school.
3. Individual must have had a satisfactory clinical performance.
4. Submits official transcript (s) of all previous academic and clinical work from last nursing school and/or institutions attended, three letters of reference, including one from the Director of the Nursing Program, as well as completed physical exam requirements.
5. Individual must demonstrate a knowledge of practical nursing skills and theory by passing:
 - a. A performance test in those skills basic to the nursing program and which have been completed by the current nursing class.
 - b. A written examination of all courses taken prior to the transfer with a minimum score of 80%.
6. Must have taken standardized tests with a minimum score of standard in those areas which have been completed by the current nursing class.
7. Completion of all courses required for graduation from United Technical Center School of Practical Nursing.

8. Must have a minimum of six months in the program at United Technical Center and begin at a designated time at the beginning of a quarter.
9. Acceptance of transfer students and evaluation of credit with a plan of completion shall be at the discretion of the Coordinator. Students are subject to adhere to all student policies, including the staff student ratio of 1:8.
10. For tuition payment and refund, refer to payment and refund policy on page 11.
Applicants must meet all criteria required of any applicant to the program and subject to the approval of the West Virginia Board of Examiners for Practical Nursing. Candidates in other health occupation fields must meet all criteria as stated above and will be evaluated individually.

STUDENT GOVERNMENT

Each year the students are required to organize and elect class officers which consists of President, Vice-President, Secretary, Treasurer, and Historian.

A class advisor, an assigned faculty member, will act as temporary chairman for the first meeting. Names will be accepted, a vote will be conducted, and the class officers will be announced. Attendance at class meetings is mandatory, which are held monthly. A faculty member or Class Advisor will be appointed and be present at every class meeting. Roberts Rules of Order are used to conduct any business. By-laws may be amended during the first meeting.

Students are encouraged to participate in VICA/HOSA. A faculty member from United Technical Center serves as advisor and will be available to provide more specific information about the organization. Participating students are eligible to participate in local, state, or national competition events. Students may elect to attend the Fall Forum continuing education activity provided by the West Virginia State Board of Education, Health Occupations Division.

GRIEVANCE PROCEDURE

The purpose of the grievance procedure is to provide a way for students to reach solutions to problems, large and small, that may occur in school life. It is the intent of this procedure to maintain good morale, and provide a simple, straight-forward method of problem solving. The procedure may be applied between students or student and instructor without fear of reprisal. All complaints must be put in writing.

- Step I: Any student or group of students who feel they have a valid grievance may request a meeting within one week with their clinical or classroom instructor to discuss the problem. The desire is that a satisfactory solution may be reached for the student at this level.
- Step II: If the grievance is not resolved in Step I, either the student (s) and/or the

instructor may request a conference with the Coordinator in writing within one week. The Coordinator must reach a decision with 5 working days of receipt of the request/conference.

Step III: If the problem is not resolved by Step II, the matter may be presented within one week to the Director of United Technical Center. The Director must reach a decision within 5 working days.

Step IV: If the issue is not resolved through Step III, the issue may be brought to the Administrative Council of United Technical Center. The problem must be written and presented to a Council representative within one week to be considered for the agenda by the Council. The council generally meets once per month at UTC.

REQUIREMENTS FOR GRADUATION

In order to graduate, the student must meet the following criteria:

1. Satisfactory completion of 1300 hours of the curriculum.
2. **Satisfactory completion of all assignments including assigned make-up work.**
3. Payment of all fees including class dues if so required by the student organization.
4. Obtained an "80" grade in all theory courses and "Satisfactory" in clinical courses.
5. Completion of community service work.
6. Completion of all standardized tests as scheduled, including completion of remediation for any score less than the predetermined acceptable standard.
7. Return all library and loaned books and pay overdue book fees.

Graduation is a pinning ceremony and awarding of certificates. All students are required to attend graduation and participate actively.

ARTICULATION

Articulation refers to college credit granted to persons who have successfully completed the practical nursing program. More information is available upon request regarding area

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AFFIRMATIVE ACTION

The United Technical Center School of Practical Nursing will address the effects of any discrimination in student policy according to Federal guidelines. It is the goal of the school and the faculty to remain free of any form of discrimination, intimidation, or harassment. Neither students nor faculty shall discriminate against or harass anyone because of race, color, religion, creed, ancestry, sex, marital status, age, national origin, handicap, or any other factor for which discrimination is prohibited by law.

STATEMENT OF DRUG TESTING AS CRITERIA FOR ADMISSION

The applicant understands and agrees that he/she shall submit to drug/alcohol screening as a part of the admission criteria for the United Technical Center School of Practical Nursing. If drug/alcohol screening is performed on a urine sample rather than a blood sample, the individual shall provide the sample under observation. Appropriate chain of custody procedures shall be followed. The results of the drug screening must be reported directly to United Technical Center School of Practical Nursing by the laboratory performing the test. Receipt of positive results of a drug/alcohol screen for any substance for which the student has NO legal, valid prescription or for a non-prescription substance not declared prior to the screen shall be grounds for denial of admission to the practical nursing program.

Any individual who is on Methadone maintenance must disclose this to the Coordinator of the program at the time of application. This individual will be instructed to contact the LPN Board office to discuss implications of participation in Methadone maintenance on enrollment and progress through the LPN program, as well as implications with regards to disciplinary action by the Board at the time that the individual may request licensure by examination. Factors to be considered with regards to these individuals' acceptance into the program include the nature of the drug addiction which led to the Methadone maintenance, acceptance of these individuals by the clinical agencies for clinical experience, as well as the opinion of the individual's treating physician with regards to his/her ability to function in the capacity of a student practical nurse.

STATEMENTS ON DRUG TESTING OF STUDENTS FOLLOWING ADMISSION

The student understands and agrees that he/she may be requested to submit to random drug/alcohol screening during the course of the academic year. Screening may be requested at any time by the nursing faculty of the practical nursing program, and shall be performed in accordance with proper chain of custody procedures. If drug/alcohol screening is performed on a urine sample rather than a blood sample, the student shall provide the sample under observation. Appropriate chain of custody procedures shall be followed. Random drug/alcohol screening shall be performed at the expense of the United Technical School of Practical Nursing.

Upon request of the nursing faculty or administration of the practical nursing program, if reasonable cause exists, the student shall agree to submit to testing to determine whether alcohol, controlled substances or substances which are mood altering in any way are present in his/her blood and/or urine. Testing shall be performed as soon as possible. If a urine sample is collected, it shall be under observation. Appropriate chain of custody procedures shall be followed. Drug/alcohol screening pursuant to probable cause shall be at the expense of the student. Failure to submit to such a reasonable request shall be prima facie evidence of the presence of the aforementioned substances, and shall be grounds for immediate dismissal from the practical program.

Any student who is prescribed any narcotic medication or medication which may be mood altering in any way shall cause his/her physician to document the prescribing of said medication. The student shall furnish documentation to the coordinator of the practical nursing program the next instructional day following the prescribing thereof. At no time shall the student engage in direct patient care in the clinical agency while he/she is under the influence of alcohol, a narcotic drug, or other mood altering medication, without a statement from his/her attending physician indicating the student's ability to perform nursing functions is not impaired and following evaluation by the coordinator or her designee to determine the student's functional ability.

Any student who utilizes any non-prescription substance which may contain alcohol, cause drowsiness, or in any way impair the ability to perform nursing functions shall inform coordinator or her designee on any instructional day on which the substance is utilized, and prior to the student's submission to any drug/alcohol screen which may be requested in accordance with the above policies. At no time shall the student engage in direct patient care if the ability to perform nursing functions is impaired as determined by the coordinator or her designee following the use of a non-prescription substance.

Any student on Methadone maintenance shall agree to random drug/alcohol screening at their expense which may be on a more frequent basis than other individuals enrolled in the program. Any drug screening on these individuals, whether at the time of admission or after enrollment in the nursing program, shall specifically test for Methadone and differentiate any positive results for Opiates and other substances. Further, these individuals must cause their treating physician to submit a written statement to the Program Coordinator on a monthly basis verifying their compliance with treatment and ability to function safely as a practical nursing student. Any individual on Methadone

maintenance will cause results of any drug screening conducted by the individual's treating physician to be copied to the Coordinator of the LPN Program. Any evidence of non-compliance with treatment and/or any drug screen which is positive for any substance other than Methadone for which the individual has no valid prescription and has not declared prior to the drug screen shall be grounds for immediate dismissal from the nursing program.

RECEIPT OF RESULTS INDICATING THE PRESENCE OF ANY AMOUNT OF ANY SUBSTANCE FOR WHICH THE STUDENT HAS NO LEGAL, VALID PRESCRIPTION OR FOR A NON-PRESCRIPTION SUBSTANCE NOT DECLARED PRIOR THE DRUG/ALCOHOL SCREENING SHALL BE GROUNDS FOR IMMEDIATE DISMISSAL FROM THE PRACTICAL NURSING PROGRAM.

SCHOOL COLORS: AQUA AND WHITE

PRACTICAL NURSE'S PLEDGE

Before God and those assembled here, I solemnly pledge:

To adhere to the code of ethics of the nursing profession.

To cooperate loyally with the other members of the nursing team, and carry out faithfully, and to the best of my ability, the instructions of the physician or the nurse, who may be assigned to supervise my work.

I will not do anything evil or malicious, and I will not knowingly give any harmful drugs, or assist in malpractice.

I will not reveal any confidential information that may come to my knowledge in the course of my work.

And I pledge myself to do all in my power to raise the standards and the prestige of Practical Nursing.

May my life be devoted to service, and to the high ideals of the nursing profession.

UNITED TECHNICAL CENTER SCHOOL OF PRACTICAL NURSING

STUDENT AGREEMENT

The following agreement is made between the United Technical Center School of Practical Nursing and enrolled students of said school. I have read the student handbook, have had an explanation of all items, understand and agree to abide by the policies therein as well as:

1. Participate actively and professionally in assigned clinical rotations.
2. Maintain an 80% in each course.
3. Participate in any student government and activities if the majority of the class votes to do said activity, including payment of dues.
4. Schedule personal appointments (doctor, dentist, etc) after class time.
5. Assume the responsibility, if absent, to contact the instructor and make up any tests or assignments missed as well as submit already scheduled assignments.
6. Assume responsibility for my transportation to and from assigned areas free of special considerations such as work hours or school days off in order to meet this responsibility.
7. Notify the school office or clinical instructor if I am ill or unable to attend class, for any reason. I will notify these persons each day in the event of an extended illness or absence. Adhere to the absence policy including obtaining a written excuse with the second consecutive absence.
8. Maintain my health to protect myself and others of the health team.
9. Exhibit conduct that is appropriate of those in the nursing profession including clothing, consideration, and respect for fellow classmates and faculty.
10. Avoid defacement or damage to school or personal property.
11. Avoid those specific factors that constitute immediate dismissal from the Program.
12. Submit a letter of resignation and complete an exit interview if I find it necessary to withdraw from the program.
13. Submit to any random drug/alcohol screen when requested to do so by the faculty.

Please sign below, include the date, and submit this page to the faculty.

STUDENT'S SIGNATURE

DATE