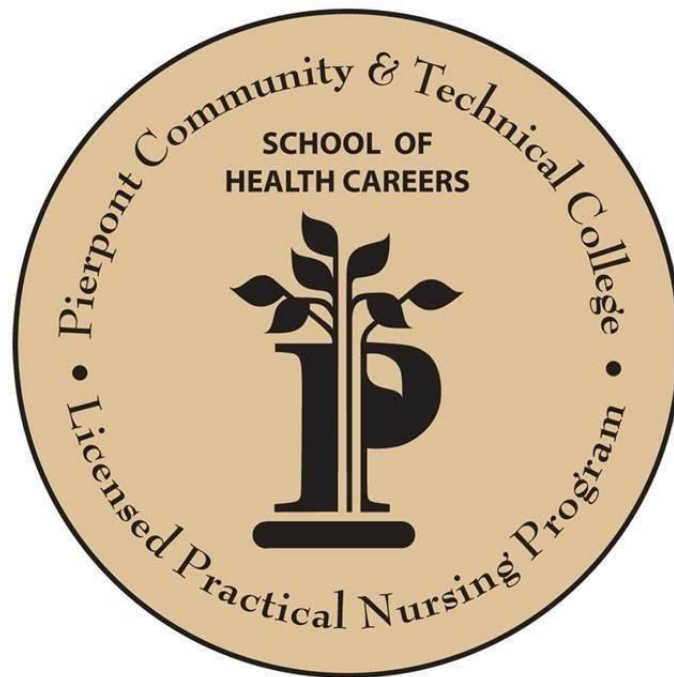


Pierpont Community & Technical College
School of Health Sciences
Licensed Practical Nursing
Program



Student Handbook 2022-2023

EQUAL OPPORTUNITY AFFIRMATIVE ACTION

Pierpont Community & Technical College is an Equal Opportunity-Affirmative Action institution. In compliance with Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act, West Virginia Human Rights Act, Title IX (Educational Amendments of 1972), Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the other applicable laws and regulations, the institution provides equal opportunity to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit without regard to race, sex, religion, age, national origin, disability, or sexual orientation as identified and defined by law.

Pierpont neither affiliates knowingly with nor grants recognition to any individual, group, or organization having policies that discriminate on the basis of race, color, age, religion, sex, national origin, disability, or sexual orientation as defined by applicable laws and regulations. Further inquiries may be directed to the Affirmative Action Officer, George Perich, 200L Advanced Technology Center, (304) 367-4692.

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PROGRAM DESCRIPTION

Pierpont Community & Technical College, School of Health Careers, Practical Nursing Program is accredited by the West Virginia State Board of Examiners for Licensed Practical Nurses. The practical nursing program is a comprehensive full-time three semester certificate program. The curriculum is divided into courses of study proceeding from the simple to the complex, including theory, college laboratory and clinical practice. Successful graduates of the practical nursing program are eligible to take the National Council Licensure Examination for Practical Nursing (NCLEX-PN).

This is a hybrid program. Theory is delivered online. Students will meet once a semester for clinical laboratory skills. Locations to be determined by sponsoring College. Clinical training is provided with the cooperation of local health care facilities. During clinical training, the student will care for individuals under the close supervision of Registered Nurses.

Financial assistance is available.

Areas of study include:

- Anatomy and Physiology
- Fundamentals of Nursing
- Gerontology
- Growth and Development
- Medical/Surgical Nursing
- Social Science
- Nutrition
- Maternal & Neonatal Nursing
- Pediatric Nursing
- Pharmacology
- Mental Health Nursing

MISSION STATEMENT

The mission of the Practical Nursing Program at Pierpont Community & Technical College is to provide opportunities for learning, training, and application of knowledge as it relates to the nursing care of individuals, families, and communities in health and illness. Our mission is responsive to the emerging technologies in the field of healthcare and the changing health care needs of individuals, families, and communities. Our goal is to prepare our graduates for successful completion of the National Council Licensure Examination for Practical Nurses. The mission will be accomplished through innovative teaching programs and clinical practice that reflects the need and current trends of the community.

PHILOSOPHY

As an integral part of Pierpont Community & Technical College, the Practical Nursing Program accepts the Mission Statement, Vision Statement, Philosophy and Objectives of the college and functions within the general policies of the college. The curriculum of the practical nursing program is designed to provide a quality nursing education in a supportive learning environment preparing the graduate for beginning level nursing practice and provides a foundation for accountability, dedication to nursing, and a commitment to life-long learning.

The faculty believes nursing is both an art and a science, which incorporates principles of compassion, empathy, caring, specialized knowledge, critical thinking, and effective communication techniques. These principals are achieved through the study of nursing theory, clinical practice and research. Application of these principles throughout the practical nursing program forms the basis for effective nursing practice. The faculty believes effective nursing practice is based on caring interactions with individuals, families, and communities. The nursing faculty also believes that caring exists in relationships through which all individuals are respected and nurtured.

The faculty is committed to the individual, personal, and professional development of our students. In view of this commitment, the nursing faculty serves to promote the students' independence, critical thinking, clinical judgment, and decision-making behaviors in a changing healthcare environment. We believe that maintaining higher expectations from our students encourages them to attain their full potential.

STUDENT LEARNING OUTCOMES

Graduates of Pierpont Community & Technical College's Practical Nursing Program shall be prepared to:

- Utilize the nursing process as a guide to assess, plan, implement and evaluate basic patient care across the life span within the practical nurse's scope of practice.
- Implement the role of nursing in the continuum of care, which includes that of patient advocate, leader/manager of care, communicator, teacher and member of the health care team.
- Apply critical thinking skills while incorporating legal and ethical principles in formulating a plan of care for patients with common health alterations.
- Incorporate goal-directed therapeutic communication to assist patients of all ages in promoting health and supporting wellness.
- Utilize learned nursing skills and current technology as an entry-level practical nurse to provide and promote compassionate nursing care.
- Integrate ethical, professional, legal responsibility, and accountability into actions and decisions.
- Assume responsibility for personal and professional growth.
- Successfully pass the National Council License Examination for Practical Nurses (NCLEX-PN).

SELECTIVE ADMISSION PROCEDURES for the LPN Program

Applicants requesting admission to the LPN program must first meet the requirements for general admissions to Pierpont Community & Technical College.

Applications for enrollment into the LPN program are accepted year-round. Application deadline is April 1 for the class beginning the following fall semester. Applications will be accepted after the deadline date if the class is not filled. Eligibility requirements include the following:

1. Admission to Pierpont Community and Technical College.
2. Have a high school GPA and, if applicable, a college GPA of 2.5 or better.
3. Successful completion, a grade of “C” or higher, of **prerequisite courses**: MTH 1207 or MTH 1112 college algebra or higher; HCLA 1170 Anatomy and Physiology and HCLA 1171 Anatomy and Physiology Laboratory. Co-requisite ENGL 1104 Written English
4. Attain a score of 58%, adjusted individual total score, or above on the Test of Essential Academic Skills (TEAS). TEAS scores must be submitted prior to the application deadline. TEAS test scores cannot be older than two years.
5. Submit three letters of personal reference.
6. Students admitted to the program must submit a completed health form, criminal background check, drug screening, immunization records, and CPR certification for final approval.

LICENSURE

Applicants to the LPN program must be eligible to meet the requirements for licensure in the state of West Virginia as stated in the West Virginia Code these include:

1. Shall have completed the tenth grade or its equivalent as required by WV Code§30-7A-3. Applicants shall hold a high school or equivalency diploma if a program wishes to participate in federal student loan programs.
2. Be a graduate of an accredited school of practice nursing.
3. The LPN board may refuse to admit applicant to the licensure examination who have been convicted of a felony, is habitually intemperate or addicted to the use of habit-forming drugs, who is mentally incompetent or who is guilty of professional misconduct including conviction of a misdemeanor with substantial relationship to the practice of practical nursing. West Virginia State Board of Examiners for Licensed Practical Nurses Policies Regulating Licensure, of the Licensed Practical Nurse 10 CSR 2.
4. The applicant must be able to engage in educational and training activities in a manner that does not endanger themselves or others.

Prospective and admitted students with questions related to eligibility for state licensure should direct all licensure inquiries to:

WV State Board of Examiners for Licensed Practical Nurses
101 Dee Drive, Suite 100
Charleston, WV 25311
1-877-558-LPNS

TRANSFERS

Transfer credits from an accredited RN program will be reviewed on a case by case basis and course credit will be articulated when course work meets a minimum of 70% of course outcomes and is current.

RE-ADMISSION POLICY

An individual who leaves the LPN program may request re-admission by completing a new application form and meet current admission requirements. The individual requesting re-admission will be considered by the same standards as any other applicant to the class, except they will not need to retake the pre-admission test if they have taken the test within the past two years. The student applying for re-admission must meet the following guidelines:

- must have left the LPN program having a satisfactory clinical performance
- must have met all school policies regarding attendance
- must have a record of good conduct
- must have complied with all school policies
- must have exited the LPN program in good standing

A student who is dismissed from the LPN program for failure to pass each course with a grade of “C” or above is eligible to apply for re-admission the following year if all other requirements for admission as stated elsewhere in this policy manual are met and the student/instructor ratio permits. Re admission may be at the beginning of the course during which the student exited if space permits. A student must be enrolled a minimum of ninety (90) days before a diploma may be granted.

A student who is dismissed from the program or withdrew a **second** time from the LPN program **will not** be eligible for re-admission.

PROGRAM MODEL SCHEDULE

	<i>Theory</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credits</i>
<i>Fall Semester</i>				
LPNC 1101: Nursing Fundamentals	90			6 credits
LPNC 1107: Nursing Fundamentals Clinical Practicum			120	4 credits
LPNC 1130: Medical Surgical Nursing for the PN	45			3 credits
LPNC 1131 Medical Surgical Nursing Clinical Practicum for the PN			120	2 credits
LPNC 1105: Pharmacology I	15			1 credit
Total				16 credits
<i>Winter Intersession</i>				
Mental Health Nursing for the PN	30			2 credits
Mental Health Nursing Clinical Practicum for the PN			60	1 credit
				3 credits
<i>Spring Semester</i>				
LPNC 1134: Medical Surgical Nursing for the PN	120			8 credits
LPNC 1135: Medical Surgical Clinical Practicum for the PN			360	6 credits
LPNC 1115: Pharmacology II Hybrid	15			1 credit
Total				15 credits
<i>Summer Semester</i>				
LPNC 1120: Maternity/Pediatrics Nursing for the PN	90			6 credits
LPNC 1121: Maternity/Pediatrics Clinical Practicum for the PN		60		1 credit
Total				7 credits

PROGRAM TOTAL				41 credits
*Prerequisites: HLCA 1170	45			3 credits
*Prerequisites: HLCA 1171	15			1 credit
*Prerequisite: MTH 1207 (MTH 1207S)	45			3-5 credits
Corequisite ENGL 1104 Written English	45			3-4 credits
PROGRAM TOTAL (with PRE-REQUISITES):				51-54 credits

PREREQUISITES FOR PROGRAM APPLICANTS

1. HCLA 1170 anatomy and physiology.
2. HCLA 1171 anatomy and physiology lab.
3. MTH 1207 or MATH 1112 college algebra or higher.
4. ENGL 1104 Written English

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

The College offers opportunities for earning course credit by examination through the College Level Examination Program (CLEP). Eligibility for CLEP examinations is open to all persons and not dependent upon enrollment in Pierpont Community & Technical College (PC&TC). Information about course credits, examinations available, cost of examinations and procedures for application is available on the PC&TC website, <https://www.pierpont.edu/ac/specialprograms/clep>. Practical nursing students may be especially interested in taking CLEP Examinations to receive course credit for English or Math.

ADVANCED STANDING AND PLACEMENT

Advanced Standing and credit in English and Math is available through the college. The Registrar determines student eligibility for advanced standing, which is based upon high school records and scores on the ACT. Further information on advanced standing and placement can be obtained from the Registrar's Office.

TUITION COSTS

2022-2023

Credit Hour(s)	WV Resident	Non-Resident	Non-Resident MetroRate
12 Hours	\$2,543	\$6,028	\$4,882
11 Hours	\$2,321	\$5,522	\$4,466
10 Hours	\$2,110	\$5,020	4,060
9 Hours	\$1,899	\$4,518	\$3,654
8 Hours	\$1,688	\$4,016	\$3,248
7 Hours	\$1,477	\$3,514	\$2,842
6 Hours	\$1,266	\$3,012	\$2,436
5 Hours	\$1,055	\$2,510	\$2,030
4 Hours	\$844	\$2,008	\$1,624
3 Hours	\$633	\$1,506	\$1,218
2 Hours	\$422	\$1,004	\$812
1 Hour	\$211	\$502	\$406

(Source: www.pierpont.edu/financial-aid/explore-costs)

OTHER COSTS

In addition to tuition LPN students should anticipate additional costs. Some of the expenses include but are not limited to:

- LPN Program Fee (\$185.00 per semester)
- ATI Course Fees approximately (\$1630.00)
- Health physical including required vaccinations, titers and tests (varies, estimate \$350.00)
- Transportation to LPN practicum sites (varies)
- Snacks or meals while attending LPN practicum (varies)
- Background check for LPN Program (estimate \$100.00)
 - Drug screening (estimate \$100.00)
 - CPR Training (estimate \$50.00)
 - Uniforms, name tag, a watch with a second hand, digital watches are not permitted, (estimate \$200.00)
- School of Health Careers fee (estimate \$185.00/semester)
- NCLEX Exam Review, NCLEX exam and Licensure
- WV Cares account (estimate \$20.00)
- Myclinicaexchange account (estimate \$75.00)

TEXTBOOKS 2022-2023**Evolve, Elsevier Resources**

Cooper, K., & Gosnell, K. (2023) *Adult Health Nursing* (9th Ed.). Elsevier.
ISBN: 9780323811613

Cooper, K., & Gosnell, K. (2023). *Elsevier Adaptive Quizzing for Adult Health Nursing* (9th Ed.). Elsevier. ISBN: 9780323880237

Cooper, K., & Gosnell, K. (2019). *Virtual Clinical Excursions Online eWorkbook for Foundations and Adult Health Nursing*. (8th Ed.) **ISBN: 9780323524414**

Leifer, G. (2019). *Introduction to Maternity and Pediatric Nursing* (8th ed.). Saunders. ISBN: 978032360917

Leifer, G. (2019). *Virtual Clinical Excursions Online eWorkbook for Introduction to Maternity and Pediatric Nursing*. (8th Ed.) ISBN: 9780323639774

Morrison-Valfre, M. (2021). *Foundations of Mental Health Care* (7th Ed.). Mosby. ISBN: 9780323758574

Harding, M. and Snyder, J. (2020). *Clinical Reasoning Cases in Nursing* (7th ed.). Mosby. ISBN 9780323527361

Kizior, R. J. & Hodgson, B.B., (2023). *Saunders Nursing Drug Handbook 2023*
Saunders. ISBN: 9780323930765

Pagana, K.D., Pagana, T. J. & Pagana, T.N., (2022). *Mosby's Manual of Diagnostic and Laboratory Tests* (7th Ed.). Mosby. ISBN: 9780323697033

Gulanick, M. & Myers, J.L., (2022). *Nursing Care Plans Diagnoses, Interventions, and Outcomes* (10th Ed.) Mosby. ISBN: 9780323711180

ATI Online Learning Resources

ATI Learning Resources. Online quizzing, skills modules, video case studies, comprehensive course assessments, and virtual NCLEX review.

Recommended Books

NCLEX-PN Review ---- Any edition, any publisher, any format (hard copy book, online, or CD-Rom)

Medical Dictionary

Aug 2020 (rev.)

Sept 2022 (rev.)

UNIFORMS

- School name tag
- Watch with a second hand (digital watches are not permitted)
- White lab jacket
- White scrub top
- Black pant
- White shoes
- School Patch

The student is responsible for costs associated with uniforms.

ATI TEAS TESTING

Pre-entrance testing is scheduled several times a year at the Pierpont Community and Technical High Stakes Testing Center at the Advanced Technology Center. The cost of the pre-entrance test is approximately \$90.00 and is the responsibility of the applicant. All fees must be paid prior to taking the pre-entrance test. Identification will be required on testing days. Acceptable forms of identification include a pictured driver's license, military card, or passport.

FINANCIAL ASSISTANCE

General Requirements

In order to be eligible for any form of federal aid, generally, you must meet the following criteria:

1. Must be enrolled or accepted for enrollment in an eligible program of study.
2. Must be pursuing a degree, certificate, or other recognized credential.
3. You must be a U.S citizen or eligible non-citizen.
4. Must be registered with Selective Service (if male and required to be).
5. May not have eligibility suspended or terminated due to a drug-related conviction.
6. You must have a valid social security number.

7. May not be in default on a federal student loan.
8. May not owe repayment of a federal grant.
9. Must be making satisfactory academic progress as defined by Pierpont Community College's academic handbook, which can be found online at the following site: www.pierpont.edu/current-students

For Pell Grant, Direct Loan processing, and other Title IV aid, the academic year at Pierpont begins with the fall, continues with the spring, and concludes with the summer term.

FINANCIAL AID AND TUITION REFUND POLICY

Federal Title IV Financial Aid Programs

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 percent 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 percent 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 IV funds formula:

Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by 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 percent 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.

The institution must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student's withdrawal.

Refunds are allocated in the following order:

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Unsubsidized Direct Stafford Loans (other than PLUS loans)
- Subsidized Direct Stafford Loans
- Federal Perkins Loans
- Federal Parent (PLUS) Loans
- Direct PLUS Loans
- Federal Pell Grants for which a Return of funds is required
- Federal Supplemental Opportunity Grants for which a Return of funds is required
- Other assistance under this Title for which a Return of funds is required

Please keep in mind this repayment policy is in addition to the institution's refund policy. A student who withdraws from school could owe federal financial aid as well as repayment back to the West Virginia Higher Education Grant Program, PROMISE Scholarship Program and/or Pierpont Community & Technical College.

Refund Policy for Tuition and Fees

A student who withdraws from the institution may arrange for a refund of fees, excluding special fees, in accordance with the following schedule. Refunds are determined from the first day of the school term, which begins officially with Orientation Week. The student's official withdrawal date is certified by the Office

of Enrollment Services. Students who have paid in advance and cancel schedules prior to registration day will receive full refunds.

SEMESTER TERMS

Withdrawal During first and second weeks
 (beginning with Registration Day)90% refund
 During third and fourth weeks.....70%
 During fifth and sixth weeks.....50%
 Beginning with seventh week.....No refund

SUMMER TERMS

Registration Day through the first three days
 of Classes.....90% refund
 Fourth through sixth day of classes.....70%
 Seventh through ninth day of classes.....50%
 Beginning with tenth day of classes.....No refund

DISABILITY SERVICES

Services are available to any student, full or part-time, who has a need because of a documented disability. It is the student’s responsibility to register for services with the coordinator of students with disabilities and to provide any necessary documentation to verify a disability or the need for accommodations. Instructors are not required to allow any academic accommodations unless the student provides the instructor with a letter from the office of disability services outlining the necessary accommodations. It is the student’s responsibility to discuss the logistics of each accommodation with each instructor to arrange for the most feasible service provision. The Coordinator of Disability Services, can be reached at (304) 367-4686, TTY 304-367-4906. More information may be found at www.pierpont.edu/current-students/student-services/disability-services

PROGRAM ESSENTIAL FUNCTIONS

All applicants are expected to meet the following non-academic criteria (essential functions) in order to participate in the LPN program. In addition to being essential to the successful completion of the requirements of a practical nursing degree, these skills and functions are necessary to ensure the health and safety of patients, fellow students, faculty and other health care providers.

SENSORY ABILITIES

The student must possess visual acuity sufficient to allow each of the following:

Hearing:

1. Recognize and respond to auditory assessments, instructions and requests with or without assistance devices.

Visual Acuity:

1. Identify correct patient.
2. Perform visual assessments of patients through inspection
3. Read written instruction, labels, and records
4. Differentiate the color spectrum

Speech:

1. Clearly and succinctly, explain procedures, provide client education, and communicate patient status to appropriate persons.
2. Communicate in English clearly enough for most patients to understand.
3. Understand the verbal communication of English-speaking patients.

Touch:

1. Perform physical assessments through palpation
2. Discriminate between sharp, dull, hot and cold.

COMMUNICATION ABILITIES

The student must possess communications skills sufficient to permit:

1. Verbal and nonverbal skills adequate for transmitting to and receiving information from patients and workplace personnel.
2. Read in English with comprehension.

3. Communicate professionally and ethically with good judgment on social media.
4. Use institutional email for all academic and clinical communication.

PHYSICAL ABILITIES

The student must possess motor functions sufficient to permit each of the following:

1. Provide nursing care for patients for 12 hours
2. Perform one rescuer CPR
3. Lift and move patients and objects of thirty (30) pounds or more
4. Move from one room to another quickly
5. Maneuver in limited spaces
6. Demonstrate a high level of manual dexterity and use both hands simultaneously
7. Work at different heights and levels
8. Produce clear written materials
9. Wear facial mask and eye goggles for 12 hours while providing patient care

BEHAVIORAL, INTERPERSONAL AND EMOTIONAL ABILITIES

The student must exhibit behavioral and social attributes that are acceptable in the college and workplace including:

1. Function safely under stressful conditions,
2. Adapt to ever changing environments inherent in clinical situations involving patient care,
3. Provide service to all patients regardless of race, age, color, sex, religion, disability, national origin, veteran status, or disease process.
4. Demonstrate emotional stability and effective coping when providing patient care.
5. Display integrity, compassion, concern for others; and exercise good judgment.

6. Ability to function in a group setting.
7. Maintain a professional appearance (i.e., body piercings, unnatural hair color, tattoos).

COGNITIVE, CONCEPTUAL AND QUANTITATIVE ABILITIES *The student must possess intellectual skills sufficient to permit each of the following:*

1. Utilize algebra in solving mathematical problems,
2. Interpret graphs, numerical tables and charts,
3. Analyze data and solve problems,
4. Communicate effectively in writing,
5. Communicate verbally using appropriate grammar, vocabulary and word usage.

GENERAL ACADEMIC POLICIES

Academic Integrity

Pierpont Community & Technical College values highly the integrity of its student scholars. All students and faculty members are urged to share in the responsibility for removing every situation, which might permit or encourage academic dishonesty. Cheating in any form, including plagiarism, must be considered a matter of the gravest concern. Cheating is defined here as the obtaining of information during an examination; the unauthorized use of books, notes, or other sources of information prior to or during an examination; the removal of faculty examination materials; the alteration of documents or records; or actions identifiable as occurring with the intent to defraud or use under false pretense.

Plagiarism is defined here as the submission of the ideas, words (written or oral), or artistic productions of another, falsely represented as one's original effort or without giving due credit. Students and faculty should examine proper citation forms to avoid inadvertent plagiarism.

Academic Honesty

In the event that cheating, or plagiarism is discovered, the person or persons involved will immediately be brought before the LPN Coordinator and/or Dean, School of Health Careers. If it is concluded that cheating or plagiarism has occurred, the student will be excluded from the class and a grade of "F" recorded for the particular course. Students may appeal this penalty according to the procedures in the *Student Handbook and Student Code of Conduct*.

Assessments, Surveys, and Course Evaluations

Pierpont Community and Technical College values students' opinions. Your participation in special assessments, surveys and course evaluations assists us in improving the services of the institution and the effectiveness of classroom instruction. These are to be viewed as course requirements and completed to the best of your ability and with full attention.

Attendance (Classroom and Campus Laboratory)

The School of Health Careers (which includes the LPN program) maintains the following attendance policy:

Students are expected to attend regularly the class and laboratory session of courses in which they are registered. Regular attendance is necessary to the successful completion of a course of study and is an integral part of a student's educational experience. If an absence is necessary:

- The student must discuss the absence with the instructor before the next scheduled class.
- The instructor of the course will determine whether the absence is an excused absence.
- An absence will be excused only in emergency situations including death in the immediate family, grave or serious illness or injury, to oneself or members of the immediate family.
- Institutional absences, those resulting from participation in an activity in which the student officially represents Pierpont Community and Technical College, are excused.
- Cancellation of classes at Pierpont Community and Technical College campuses due to weather or other emergencies is an excused absence.
- The student is responsible for any information, assignments and work missed. The instructor is not required to provide makeup lectures, quizzes, demonstrations, field trips, assignments or laboratory sessions.
- In order to be excused from an examination or quiz, the student must speak to the instructor prior to the scheduled examination.
- **Students missing 10% of course time will receive a written warning.**
- **Students missing greater than 20% of the lecture or laboratory sessions will be asked to withdraw from the course; if the student missing greater than 20% of a course chooses to remain in the course, they will receive a grade of "F".**

Absences Clinical Practice

Attendance is expected at all assigned clinical days. Clinical locations, dates, and times will be assigned to the student no later than the first week of each course of study. A student who misses a clinical day must notify the clinical facility and the clinical instructor no less than one hour prior to the start of the scheduled clinical. **All missed clinical time must be made up.**

Clinical absences will be scored using the Clinical Deficiency Grading Rubric (see Appendix I). If excessive clinical absences occur, the student will receive an "F" for the associated theory course and be dismissed from the LPN program.

Faculty **may** deny student attendance at a clinical experience for the following reasons:

1. The student is unprepared for patient care
2. The student appears either physically and or psychologically ill.
3. The student appears to be under the influence of alcohol and/or drugs.
4. The student is unaware of his/her own limitations or fails to seek help when he/she recognized his/her limitation.
5. The student is unkempt and/or unclean.

Bereavement absences do not count towards classroom, college laboratory or clinical absences. Written verification of death must be submitted.

Tardiness College Laboratory

Being late for college laboratory, or clinical practicums is an indication of lack of respect for other people, as well as unprofessional conduct. Student arriving more than 10 minutes late or leaving more than 10 minutes early from the college laboratory will be considered tardy.

Online Course Attendance Policy

Student success in this program requires active engagement and participation throughout the entire program. Student email and Blackboard should be checked a minimum of three times per week. Students are responsible for checking for updates and completing all assignments by the due date. Students are expected to view asynchronously provided lectures and to attend scheduled online meetings virtually.

Tardiness Clinical Practicum

Students arriving late for clinical practicum's will be scored using the Clinical Deficiency Grading Rubric (see Appendix I). If excessive clinical tardiness's occur, the student will receive an "F" for the associated theory course and be dismissed from the LPN program.

Inclement Weather

In the event of inclement weather, the instructor may at their discretion cancel college laboratory or clinical practicums.

Attentiveness

NO sleeping in laboratory. If one opts to sleep, they will be sent home and asked to return when they are able to stay awake. Students will be counted absent in accordance with the absence policy.

Bereavement

When a student is not in attendance due to the death of a family member, the days will be recorded as follows:

- 3 days for an immediate family member (father, mother, spouse, sibling or child, father-in-law, mother-in-law, student's grandparents, spouse's grandparents, sister-in-law, brother-in-law).
- 1 day for aunt, uncle, or first cousin.

Make-Up Work

It is the responsibility of the student to make up any work missed due to absence. It is the responsibility of the student to call and obtain missed assignments.

- Make up examinations must be completed by the next class meeting after the scheduled exam.
- Work and assignments missed (including quizzes) due to absences or tardiness will receive a grade of zero (0).
- No extensions will be granted and a zero (0) will be given for any work not made up.

College Laboratory Experiences

Students participating in clinical practicums are expected to be knowledgeable about the nursing skills required in the care of their assigned patients. In order to assist the student to become prepared for clinical functioning, a college laboratory is maintained. Students may practice procedures during posted open laboratory times during the week in the college laboratory. If you need assistance for practicing any skill contact the LPN secretary for availability of an instructor.

Prior to the performance of a nursing skill with a patient in the clinical area, a student **MUST** satisfactorily demonstrate the knowledge and ability to perform the skill to a nursing faculty member. The student is responsible for making sure that all skill check-offs are satisfactory and paperwork is complete prior to the student's competency testing week. Failure to complete all paperwork, skills and testing prior to the student's scheduled competency week will result in a failure in the associated theory course. If failure occurs before the withdrawal date, the student may withdrawal. This withdrawal will be a "withdraw failing". If the lab failure occurs after the withdrawal date, the student will receive an "F" for the course.

Students are required to perform skills for a competency testing at a designated time for their course. The role of the instructor during competency testing is to observe and evaluate the student's performance of the skill without

giving guidance or assistance. The student must be able to perform the skill competently and independently. If the student identifies an error during the testing session, the student may correct it without penalties as long as the patient's safety is not violated, and the student can rectify the error within the designated testing time. If the student fails to pass the competency on the first attempt, they will be given reinstruction by an instructor on the failed skill. The student is responsible for scheduling a second competency testing session. The second testing session will follow the same format as the first testing session. If the student does not satisfactorily demonstrate competency in the second testing session they will not have met the objectives for the nursing course, and the student will receive a failing grade in the associated theory course.

The following rules will be observed in the college laboratory at all times:

1. There is to be no eating or drinking in the laboratory
2. Coats, books, etc. should be kept to a minimum
3. Do not sit on the beds, tables or other equipment unless you are practicing a procedure or skill that requires it.
4. Equipment may not be removed from the laboratory under any circumstance.

Copyright Notice

Material presented in this program may be protected by copyright law.

Course Evaluation

At the end of every course, students will be asked to complete an evaluation form for the course, the instructor or instructors, and the clinical facility. Students are asked to complete these forms promptly.

Program Evaluation

The LPN program surveys graduates and employers every three years to assess the overall quality of the Program. Additionally, the Program complies with

the WV Community & Technical College Systems 5-year review process for academic programs.

CPR Certification

All students are required to show evidence of completion of a CPR course (Healthcare Provider American Heart Association) by the first day of classes. Please make arrangements early to complete this requirement. If the American Heart Association already certifies you as a Health Provider and your card will expire before you complete the practical nursing program, it is your responsibility to get recertified and present your new card to the nursing program coordinator. CPR certification is required to attend all clinical practice modules. Students will not be permitted to attend clinical practice modules without current CPR certification. Missed clinical days due to not meeting this requirement will be graded using the clinical deficiency point system, which can be found on page 49 of the LPN handbook.

Criminal Background checks

Each applicant to the practical nursing program shall submit to a pre-admission criminal background check. This will be conducted through Castlebranch, or a similar agency in the applicant's state of residence if other than West Virginia. Costs associated with the state and federal criminal history checks will be the responsibility of the student. A clinical facility has the right to refuse a student access to clinical experiences based on results of the criminal background check, which may prevent progression in the program. The Practical Nursing Program reserves the right to nullify a student's admission based on the results of his or her background check.

Failure to disclose any criminal conviction, felony, or misdemeanor, on the application for admission to the LPN program at any time during the admission process or during the course of the program is grounds for immediate dismissal from the program.

A copy of the documentation indicating conviction of a crime received by the LPN program from any law enforcement agency will be forward to the West Virginia State Board for Examiners for Licensed Practical Nurses for review. The LPN board may refuse to admit any applicant to the licensure examination that has been convicted of a felony, is habitually intemperate or addicted to the use of habit-forming drugs, who is mentally incompetent or who is guilty of professional misconduct including conviction of a misdemeanor with substantial relationship to the practice of practical nursing. West Virginia State Board of Examiners for Licensed Practical Nurses Policies Regulating Licensure, of the Licensed Practical Nurse 10 CSR 2

Any applicant to the practical nursing program who has ever been convicted of a felony or misdemeanor should contact the LPN Board office to discuss the potential impact of prior convictions on their application and licensure process.

NOTE: Prospective and admitted students with questions related to eligibility for state licensure should direct all licensure inquiries to:

WV State Board of Examiners for Licensed Practical Nurses

101 Dee Drive, Suite 100

Charleston, WV 25311

1-877-558-LPNS

It is the student's responsibility to ascertain eligibility for state licensure.

Drug and Alcohol Screening Policy

Pierpont Community & Technical College Community is a drug free community. Therefore, all students admitted to and enrolled in any program within the college are subject to the school's Drug and Alcohol Testing Policy, which is in the student handbook on the college's website and the Code of Conduct: www.pierpont.edu/current-students.

Students may be subject to random drug/alcohol screening or psychiatric evaluation at their expense if their behavior puts patients, faculty, or peers in jeopardy. A positive drug/alcohol screening and unauthorized use of controlled substances will be causes for dismissal from the nursing program.

Any student demonstrating behaviors of reasonable suspicion or impaired capacity will be required to undergo immediate drug/alcohol testing. The student shall agree to submit to drug and alcohol screening testing to determine whether alcohol, any controlled substance, or substances, which are mood altering in any way, are present in his/her blood and/or urine. 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 nursing program. All costs incurred, because of this action is the responsibility of the student.

Reasonable suspicion is considered when any student demonstrates unusual unexplained behaviors during scheduled practical nursing learning encounters. Observable signs might include but are not limited to:

- Slurred speech
- Odor of alcohol
- Unsteady gait
- Disoriented or confused behavior
- Sloppy inappropriate clothing and/or appearance
- Physically assaultive
- Unduly talkative making incoherent or irrelevant statements

Any student who is prescribed any narcotic medication or medication, which may be mood altering in any way, shall have his/her physician document

the prescribing of the medication. The student shall provide this documentation to the coordinator of the practical nursing program on the next instructional day following the prescribing of such medication. Any student who utilizes a prescription or non-prescription substance which may contain alcohol, cause drowsiness, or in any way impair their ability to perform nursing functions safely shall inform the coordinator or their 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.

At no time shall the student engage in direct patient care in the clinical facility while he/she is under the influence of alcohol, a narcotic, non-prescription drug, or other mood-altering medication, without a statement from his/her attending physician stating the student's ability to perform nursing functions safely. The coordinator or their designee will evaluate the student's functional ability. The instructor will determine if they are comfortable assuming liability for the student's nursing actions.

Any time a student's behavior indicates that he/she is unable to provide safe patient care, the nursing faculty will direct the student to leave the clinical agency.

Receipt of a result indicating the presence of any amount of any substance for which the student has no legal, valid prescription or a non-prescription substance not declared prior to the drug/alcohol screen, shall be grounds for immediate dismissal from the Practical Nursing Program and referral to the College's judicial officer for review of the Code of Conduct.

Course Evaluation and Program Grading Policy

In order for a student to progress in the practical nursing program, a grade of "C" (2.0) or better must be earned in **each course** of the program. Grades are based upon periodic quizzes, examinations, and assignments as stated in each course syllabus. The theory portion of the practical nursing program is graded as follows:

A	93 to 100 Percent
B	85 to 92 Percent
C	77 to 84 Percent
D	69 to 76 Percent
F	Below 69 Percent

Clinical performance is graded as satisfactory or unsatisfactory and is completed at mid-term and at the end of the learning course. Failure to progress satisfactorily from each course will result in an “F” in the course. See “clinical performance” in the LPN Handbook for additional information.

Performance in the clinical aspect of each clinical course will be graded “Satisfactory” or “Unsatisfactory”. “Unsatisfactory” performance at mid-term will result in an official deficiency notification. “Unsatisfactory” performance at the end of a course will result in course failure regardless of the theory grade.

Campus Safety

Campus safety is a number one priority at Pierpont. The Campus Safety department serves a diverse population of students, faculty, and staff with an emphasis on the philosophy of community-oriented policing. In addition to Law Enforcement and Parking control, the department is also responsible for Emergency Management preparedness efforts and is tasked with the Community College’s Emergency Operations Plan that would be activated should a natural or man-made incident affect the campus. Coordination of the institutions’ Clery program is also provided by the Public Safety Department. More information can be located at www.pierpont.edu/current-students/campus-security.

Fire drills are conducted periodically at the public school. The procedure is as follows:

1. When the fire alarm sounds, students must stop working immediately.

2. Exit the classroom and proceed down the hall and down the stairs to the parking lot. The last person out of the classroom turns off the lights and closes the door.
3. Walk to the back of the parking lot away from the building, class roll will be taken.
4. If you are in another area of the school, leave the school at the nearest exit and join the class in the designated area of the parking lot.
5. When notified that it is safe to enter the building, return to the classroom.

When fire drills occur in off-site clinical areas, follow the procedures of the affiliating agency as outlined during your orientation.

Students are expected to comply with all policies for public safety. **In the event of any emergency, the student is to call 911 and indicate an emergency at the (Braxton or Advance Technology Center) of Pierpont Community and Technical College.**

Clinical Performance

Students must attain an appropriate level of competency to pass a clinical course. All students enrolled in a clinical course will be evaluated in writing, by the clinical instructor at mid-term and at the end of the nursing course (see Appendix VII). A conference to discuss the student's performance will be held with the mid-term and final evaluations. Additional conferences to discuss clinical performance may be requested at any time, by either the student or the clinical instructor. Performance in the clinical aspect of each clinical course will be graded "Satisfactory" or "Unsatisfactory". "Unsatisfactory" performance at mid-term will result in an official deficiency notification. "Unsatisfactory" performance at the end of a course will result in course failure regardless of the theory grade.

A student may be dismissed from the practical nursing program for unsafe clinical practice. Unsafe clinical practice is defined as a behavior that places the patient, staff members, or peers in physical or emotional jeopardy. Physical

jeopardy means the student creates an environment that poses the risk of physical harm. Emotional jeopardy refers to creating an environment of anxiety or distress that poses the risk for emotional or psychological harm.

Course Requirements

To remain in and graduate from the LPN program, students must maintain an overall GPA of 2.0 and earn a grade of “C” or better in all courses.

Students receiving a “D” or “F” in any nursing core course must repeat the course and earn a grade of “C” or better before continuing in the LPN program. Students may repeat a core nursing course only once.

Failure to meet any of these requirements will result in dismissal from the LPN program. Students who have been dismissed for academic reasons may reapply to the LPN program. A student may repeat no more than one nursing core course. A student who earns less than a grade of “C” in a second core nursing course will be dismissed from the nursing program. A student who is dismissed from the program has the right of appeal. A grade of “C” or better is required in each course in the nursing curriculum to qualify for graduation. See the Withdrawal Policy page 46 and the Readmission policy page 15 in this Handbook for more information. Following the appropriate procedures is very important if a dismissed student is considering reapplication to the program.

Licensure

Upon completion of the practical nursing program, the student will be eligible to take the NCLEX-PN and apply for state licensure. Students should check with the LPN licensing board in the appropriate state for application requirements. The state of West Virginia LPN Board can be found at this website: <http://www.lpnboard.state.wv.us/>

Graduation Requirements

To receive a certificate of completion from the LPN program the student must meet the following criteria:

1. Satisfactory completion of the minimum number of hours required by the West Virginia Board of Examiners for Licensed Practical Nurses.
2. Satisfactory completion of all assignments including make-up work.
3. Submission of application for graduation and a degree audit by the Registrar's office.
3. Resolve all financial obligations to Pierpont Community & Technical College and return all library materials.
4. Maintain a minimum grade point average of (2.0) in all nursing theory courses and satisfactorily complete clinical practice.
5. Maintain a minimum of (2.0) cumulative grade point average

Student Complaint | Appeal Process

In the event a student or a group of students encounters a difficulty or concern and believes they have been treated unfairly in the LPN program the following steps should be followed:

1. Request a meeting in writing with the instructor or person as soon as possible from the occurrence or knowledge of the incident to seek a solution. Unresolved issues should be first discussed with the person with whom you have the issue. Concerns and issues need to be presented with objective data in a constructive manner. The meeting shall be conducted within five (5) days of the request. A written response to the meeting if appropriate will be rendered within 2 (two) days of the meeting. If the issue remains unsolved the student should proceed to step 2
2. If no satisfactory solution is found in step 1 either party may request a meeting with the LPN program coordinator within 5 (five) days.
3. If no satisfactory solution is found in step 2, the problem may be presented to the Dean, School of Health Careers or a designated representative within 5 (five) days.

The student is to also abide by Pierpont's policies for initiating an academic complaint, which is aligned with the procedure above. For appeals of final

academic grades, students must initiate in writing the appeal process within 10 days of the posting of the final grade.

Note: Under no circumstances should an issue be shared or discussed with students or faculty not involved in the situation.

Student Health and Change in Health Policy

All entering practical nursing students and all students who are re-entering the practical nursing program after a one-year absence shall submit evidence on the school's physical examination form, a complete physical examination. The physical examination report and lab results must not be older than three months at the date of entry or re-entry into the practical nursing program. All students are expected to submit proof of vaccination and/or immunity for all required immunizations as outlined in the immunization section of the LPN handbook, see page 38.

In the event that a student has a change in their health status the LPN coordinator must be notified as soon as possible. In the event of a **major** change of health status, including pregnancy, the student will not be permitted in the clinical area until they submit a medical release from their healthcare provider. This form must state that the student is able to participate without restrictions and can provide direct patient care safely with regard to themselves and to their patients in the clinical area as an LPN student. The medical release form must be submitted to the LPN coordinator prior to participating in any scheduled clinical experience. Failure to do so will prohibit the student from attending the clinical experience and will result in an absence.

Health Insurance

Pierpont Community & Technical College does not provide individual health or accident insurance. Therefore, students should be covered by a health insurance policy before entering the LPN program. Students are responsible for any expenses incurred as a result of illness or accidents in any aspect of the program, including clinical facilities. Students without health insurance will sign a waiver (see appendix VI). Health Insurance information is available see the LPN coordinator for addition information.

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Liability Insurance

Pierpont Community & Technical College provides professional liability insurance for its LPN students through the WV BRIM Liability Insurance. Coverage includes \$1,000,000 for each occurrence. The College covers the complete cost of the insurance for the student. This insurance does not apply when students are engaged in activities other than those sponsored by the Program or the College. Students are also encouraged to carry an individual liability insurance policy.

Name Change

Students are responsible to notify both the “Student Accounts” office of the college and the practical nursing program with any changes in name, address, or telephone numbers.

Safety Standards

Students will be instructed in safety procedures and techniques appropriate for work in a variety of health care settings. These procedures follow national guidelines published by the Occupational Safety and Health Administration (OSHA), the Centers for Disease Control and Prevention (CDC) and the Environmental Protection Agency (EPA).

NCLEX-PN Review Practice Exam

A mandatory review NCLEX-PN Practice Exam will be conducted prior to graduation. All students are required to participate. Any costs associated with the review will be the responsibility of the student.

Reporting Accidents

Students are required to follow all safety precautions and practices as discussed by the instructors. All accidents must be reported to an instructor immediately. An incident report form will be filled out and placed in the student’s file. The form will include documentation on how to avoid future accidents.

Testing Policy

Testing will include online instruction, assigned reading material, and college laboratory procedures. No cell phones, personal digital assistants, (PDA's) MP3 players, USB flash drive, smart watches, or any other electronic devices will be permitted to be used during the examination. Students are expected to exercise academic honesty and integrity when completing online testing.

Nursing examinations are secure material and the property of the nursing department. It is illegal to reproduce these materials in any form, to have access to secure materials outside the classroom, or to release secure materials to any individual or group. Any student found violating the testing policy is subject to program dismissal.

Make-Up Tests

If a student misses a unit examination, they may make up the exam on the condition that they:

1. Notified the instructor (by telephone, in person or email) prior to the missed examination. The student should receive written acknowledgement from the instructor that he/she received the notification.
2. Has permission from the instructor to make-up the exam.
3. Completes the examination within two **(2) days** of the scheduled exam date (or other arrangement authorized by the instructor).

Make up examinations may be the same, different, or an oral examination. Exams not made up according to the approved arrangements will receive a zero.

If it is determined that cheating has occurred in any way before, during, or after test situations the student's test will not be score or recorded and the student will be subject to dismissal from the nursing program.

REQUIRED IMMUNIZATIONS

Hepatitis B Virus

A series of three injections are necessary to establish immunity to hepatitis. Students must make arrangements for the administration of these with their physician at their own expense. The series of injections take approximately six months, followed by a serum titer. Documentation of each injection from the physician who administers the vaccine is required as well as the results of the titer.

Documentation of the receipt of the Hepatitis B Virus (HBV) surface antigen vaccine series and documentation demonstrating a Hepatitis B surface antibody titer sufficient for protection from HBV infection (CDC recommends the titer be tested 6 months after the third vaccine of the series) is required of all students entering the LPN Program. ***It is strongly recommended that students receive the second dose of the Hepatitis B vaccine series prior to the beginning of their first semester in the program. Students refusing the vaccine, those who have not yet begun the series, and those lacking a titer sufficient for protection from HBV must sign a waiver before beginning any clinical experience***

Varicella Vaccination

MMR Vaccination Rubeola Vaccination Rubella Vaccination

A positive history or a positive titer is required. If a negative history or titer, the vaccine is suggested. If the student declines the vaccine a Waiver acknowledging the risk of exposure to/contracting the virus and for release of liability for the school and clinical facilities must be signed by the student before attending clinicals.

Purified Protein Derivative (PPD) Skin Test

Each student is required to have a PPD 2 step test initially upon entrance to the LPN program and then repeat PPD skin test annually. Students not able to have PPD skin test may

alternatively have QuantiFERON Gold TB test or a chest x-ray. Documentation of vaccination, serum test or chest x-ray should be submitted to program director.

Influenza Vaccination

Each student is required to have an annual influenza vaccination. Seasonal influenza vaccine is required by November 1st of each year. Vaccine should not be obtained prior to September 1. Documentation of vaccination should be submitted to program director.

COVID-19 Vaccination

Each student is required by our clinical sites to have COVID-19 vaccination series as recommended yearly by the CDC. Current year, 2021 CDC recommendation is:

The number of vaccine doses needed depends on which vaccine you receive. To get the most protection:

- Two doses of Pfizer-BioNTech vaccine should be given 3 weeks (21 days) apart.
- Two doses of Moderna vaccine should be given 4 weeks (28 days) apart.
- Only one dose of Johnson & Johnson's Jansen (J&J/Janssen) vaccine should be given..

If you receive a vaccine that requires two doses, you should get your second shot as close to the recommended interval as possible. However, your second dose may be given up to 6 weeks (42 days) after the first dose. You should **not** get the second dose earlier than the recommended interval.

COVID-19 vaccines are not interchangeable. If you received a Pfizer-BioNTech or Moderna COVID-19 vaccine, you should get the same product for your second shot and for any additional doses or booster shots.

People with moderately to severely compromised immune systems should receive an additional dose of mRNA COVID-19 vaccine (i.e., Pfizer-BioNTech or Moderna) at least 28 days after the second dose.

CDC now recommends that people ages 65 years and older, residents ages 18 years and older in long-term care settings, and people ages 50–64 years with underlying medical conditions **should** receive a booster shot of Pfizer-BioNTech's COVID-19 Vaccine at least 6 months after completing their Pfizer-BioNTech primary series. Other groups **may** receive a Pfizer-BioNTech booster shot based on their individual risk and benefit. Documentation of vaccination/s should be submitted to program director.

Failure to comply with the immunization requirements will prevent the student from attending clinical experiences until the documentation is on file. The student will be scored using the clinical deficiency point system for all missed clinical days due to noncompliance. Dismissal from the program is possible for noncompliance.

MEDICATION ADMINISTRATION POLICY

Clinical instructors are responsible to supervise the safe administration of medications by practical nursing students in all clinical facilities. Students will prepare medication cards prior to clinical experiences. Each card will be handwritten, neat and legible, if not they will be returned to the student to be redone. Medication cards should be prepared in ink not pencil and must be handwritten. Students may use the same medication cards throughout the practical nursing program.

Students will be required to know the following information about medication scheduled to be administered during their clinical experience.

1. Pharmacological drug class
2. Therapeutic drug class
3. The reason the patient is receiving the medication
4. Major side effects of the medication
5. Rate of administration, dilution, and incompatibility for appropriate medications.
6. Relevant information to safely administer the medication. Example: To administer the medication Lasix students should be prepared with pertinent lab work, vital signs and patient assessment information.
7. Safe dosage of the medication.

Students **will never** give a medication that has not been verified by a **nursing faculty member**. Students will not carry medications on their person that are not scheduled to be given at that time. Future medication will be kept in the appropriate locked area.

All unused narcotics will be wasted in the presence of a **nursing faculty member**.

Violations of the medication policy will be subject to unsafe practice and consequences could result in dismissal from the practical nursing program.

UNIFORM AND PROFESSIONAL ATTIRE

Students are expected to reflect professionalism and maintain high standards of appearance and grooming in the clinical setting. While in uniform, the student must be clean, neat, pleasant, and reflect good health. The student should remove excessive jewelry/piercings and maintain a naturally-toned hair color. Clinical faculty has final judgment on the appropriateness of student's attire and corrective action for dress code infractions. Students not complying with this policy will not be allowed to participate in clinical experiences and will receive an unsatisfactory clinical day for each incident.

Dress Code Clinical Experience

All students are required to maintain high standards of personal cleanliness. The student must report to clinical well-groomed with clean hair, no hair scarves or fancy hair ornaments, hair clasps should be inconspicuous. Hair must be of natural color and off the collar, when bending over it must not fall past the shoulder. Teeth should be clean; breath should be pleasant and free from odor. Male students are required to shave daily. If mustache, beard, or sideburns are worn they shall not exceed one-half inch in length and be groomed daily. Deodorant/antiperspirant is required. Students are not permitted to wear perfume, colognes or body sprays in the clinical area. Make-up should conform to general body tones avoiding extreme colors. Severe skin problems must receive medical treatment.

Jewelry is limited to a plain wedding band. Rings with stones are not permitted and are an infectious risk to the patients, to your family, and yourself. A conservative style watch with a second hand is required. Students may wear

single stud earrings. Jewelry of any other area piercings must be removed prior to the clinical experience and/or not be visible to the public. Fingernails must be clean and not extend beyond the tips of the fingers. Nail polish and artificial fingernails are not permitted. All tattoos must be covered anytime during the clinical experience, field trips and when representing the school. If the tattoo is in an area that cannot be covered with clothing, the clinical facility policy will be followed.

Students are expected to come to the clinical area in full uniform.

Full uniform includes:

- A pressed and freshly-cleaned official uniform
- Neutral colored undergarments
- Clean, white or black hose free of runs or snags or socks (knee high length hose will not be worn with a dress uniform)
- White uniform shoes, in good repair and polished daily
 - Uniform shoes must be low-heeled, closed toe, closed heel and have a soft sole. Canvas shoes, sandals, and flip-flops are unacceptable.
- 5 ½ inch bandage scissors
- A plain stethoscope (fabric stethoscope covers are not permitted)
- Watch with a second hand (digital watches are not permitted)
- Appropriate writing utensils to be used for documentation
- Student name tag on upper left uniform area

Clinical Settings Requiring Street Clothes

Students are expected to wear business casual attire to all clinical facilities not requiring the approved school uniform.

Jeans, shorts (including Bermuda shorts), capri pants, mini-skirts, sweatshirts, shirts of underwear type, see-through clothing, sleeveless shirts, and clothing that exposes a bare midriff, back, chest or underwear are not permitted. Tattoos must be covered.

Lab coats and name tag will be worn over street clothing unless otherwise directed by the clinical facility

Shoes must have a complete enclosed heel and closed toed. No sandals, flip-flops or clogs are permitted in the clinical facilities. Socks or stockings must be worn at all times.

Dress Code for Picking Up Clinical Lab Assignments Off-Campus (where uniforms are not required)

Students are expected to wear business casual attire while picking up clinical assignments at all clinical facilities. Jeans, shorts (including Bermuda shorts), capris pants, mini-skirts, sweatshirts, shirts of underwear type, see-through clothing, sleeveless shirts, and clothing that exposes a bare midriff, back, chest or underwear are not permitted. Tattoos must be covered.

Lab coats with the Pierpont patch and name tag will be worn over street clothing at all times while picking up assignments.

Shoes must have a complete enclosed heel and closed toed. No sandals, flip-flops or clogs are permitted in the clinical facilities. Socks or stockings must be worn at all times.

Times for researching patient assignments will be discussed at the beginning of each clinical rotation.

PROFESSIONAL CONDUCT

Classroom Policies and Expectations

Policy: Students are expected to demonstrate appropriate professional behavior in the classroom, laboratory, and clinical setting as a requirement for successful completion of the licensed practical nursing program.

Professional Behavior: is the appearance, actions, and communication that create the impression that an individual is capable, competent, and qualified to perform the duties of a healthcare professional. These behaviors include conforming to the standards and/or rules set by the program/workplace, treating others with respect, and reliably performing assigned duties.

Professional behavior is further defined as:

- **Integrity:** the quality of possessing and steadfastly adhering to high moral principles and professional standards.
- **Responsibility:** actions that demonstrate the acceptance of the role and obligation of a student health care professional.
- **Demeanor:** behavior, manner, and appearance that demonstrates professional character.
- **Service:** actions that demonstrate a willingness to meet the needs of others.

Examples of professional behaviors include but are not limited to:

- Possesses integrity and maintains high personal standards
- Demonstrates collegiality (considerate, compassionate, and respectful)
- Demonstrates a positive attitude toward learning (participates, shows enthusiasm)

- Uses constructive criticism to improve, strives for excellence
- Demonstrates initiative and self-motivation by showing up prepared to learn
- Willingness to contribute to the learning of others
- Reliability-can be counted on to be punctual, to complete assignments
- Accountability-willingness to accept responsibility, attends required student activities
- Follows stated rules (evaluations, dress code in Clinical Skills Lab or other clinical setting)
- Shows evidence of interest in learning over aggressive drive to earn higher grades
- Contacts appropriate personnel in a timely fashion when issues arise that affect

student's attendance (e.g., accident, illness, extraordinary family issues)

- Demonstrates the appropriate balance between humility and confidence in one's

ability; knows his/her limitations, absence of arrogance; willingness to seek help

- Demonstrates maturity in response to challenges, willingness to ask for help

Examples of unprofessional behaviors include but are not limited to:

- Making derogatory comments or allegations against a member of the faculty or other student either in person or utilizing electronic media such as e-mail or social networking sites.
- Conducts himself/herself at the bare minimum that reflects mediocrity
- Demonstrates passivity or lack of interest in learning
- Challenges the authority of a faculty member by crossing the line between an

assertive inquiry and aggressive, accusatory manner of inquiry

- Inappropriate drive for higher grades that results in disruption and lack of respect that suggests the student is more interested in grades than learning
- Displays superiority and self-importance
- Demonstrates a negative attitude (e.g., frequent complaining, inciting others to complain, does not represent the program well)
- Makes appointments with faculty and/or staff and failing to show up
- Rude behavior to faculty, staff, classmates, and/or standardized patients
- Threats, efforts to intimidate, creation of a hostile climate for other students, faculty and staff.
- Conduct likely to disrupt teaching, examinations, study, research, or administration of the program.
- Repeated episodes of tardiness to class or to exams that disrupt the classroom, failure to turn in assignments in a timely fashion; failure to comply with required behaviors (attendance at activities, dress code in clinical skills lab or clinical setting)
- Dishonesty, cheating, plagiarism or being complicit in dishonesty

Students are also expected to meet the functions essential to the Licensed Practical Nursing profession and this program.

Note: Unsatisfactory professional behavior can result in dismissal from the program.

STUDENT ENGAGEMENT AND PARTICIPATION

All students are expected to constructively participate in all class activities. In general, constructive participation means those acts or activities that contribute to the educational program of the class. Constructive participation includes, but is not limited to:

- Offering constructive comments
- Asking questions that enhance class progress
- Requesting clarification when clarification is needed
- Silencing all phones and electronic devices before lectures and campus labs.
- Refraining from personal conversation during lectures.

Non-constructive behavior includes but is not limited to the following:

- Sleeping
- Reading or using computer to view non-class material
- Talking to other students during instruction
- Creating disturbances that distract themselves and others from the class activity
- Making or receiving calls on cell phones

Conduct

All students should conduct themselves such that their own learning and the learning of other students is enhanced. Students should exhibit no behavior that would detract from this goal.

- No student should attend class under the influence of alcohol or illegal drugs.
- Students should bring textbooks, notebooks, and writing materials to all classes unless notified by the instructor.
- Weapons, radios, beepers (unless required), or other items not appropriate for instruction should not be brought to class.

- Unless prior permission is given, children and other visitors are not to be brought to class.

Cell Phones

Cellular phones and electronic devices should be turned off during campus laboratory or clinical training. In case of emergency where student may need to be contacted during clinicals the student is to notify the instructor in advance so that a plan of action can be determined. If cell phones or electronic devices are heard during campus laboratory or clinical training it will be confiscated and kept until the end of the day, at which time the student may pick up the device. After the first offense, the student will be sent home and counted one-day absence.

Late Arrival /Early Departure

Students are expected to arrive to campus laboratory in a timely manner. Except for serious reasons beyond their control, students should remain (actively) in the lab for the entire class period. If you have a serious or important reason (medical, family) for an early exit from class, see instructor before the event. Walking out of a laboratory session is a distraction and disrupts your own learning. Medical, legal, or academic appointments (if at all possible) should be made during non-class times.

Verbal Warning

An Instructor may give a verbal warning at any time regarding classroom, campus laboratory or clinical performance, appearance, conduct or attitude. These verbal warnings will be documented and placed in the student's file. When a total of three documented warnings have accumulated a written warning will be given.

Written Warning

A written warning will be delivered to the student by a member of the nursing faculty indicating the violations of the student, who will be requested to sign and date the document and may add comments if desired. If improvement

does not occur, a meeting will be held with the student, the faculty, and the LPN program coordinator to decide whether or not the student will be dismissed from the LPN program.

Immediate Dismissal

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

1. A failing theory grade, upon completion of a course.
2. Failing in the clinical progress evaluation.
3. Failure to meet clinical objectives by conducting oneself in a manner considered harmful and/or unsafe in regard to patient safety.
4. Insubordination as disobedience or refusal to comply with instructions.
5. Academic or clinical dishonesty. Dishonesty is falsifying any document, lying, plagiarism, any form of cheating, or theft.
6. Failure to comply with the policies set by affiliation facilities, including the confidentiality agreements and the confidentiality agreement signed by the student upon acceptance to this program.
7. Absences as stated in the attendance policy.
8. Endangering a patient or others through unsafe practices (verbal or physical).
9. Reporting to the classroom or clinical area under the influence of alcohol or unauthorized drugs
10. Failure to inform a faculty member of prescription medication that may impair judgment or affect reaction time.
11. Vandalism or willful destruction of property.
12. Use of profane or obscene language, malicious gossip, or thoughtless talk causing harm to others.
13. Nonpayment of tuition and fees.
14. Violent act toward self or others.

15. Possession of weapons.
16. Failure to comply with the tobacco policy of Pierpont Community & Technical College.
17. No student shall post information of any type including photographs which in any way identifies or represents the Practical Nursing Program on any internet site, specifically including You Tube, Facebook, My Space etc.

Study Habits

Most collegiate courses require more work outside of the classroom in the form of independent review of material, reports, library researches, etc., than high school. Therefore, students carrying a full load of college courses will generally find that they must devote more time to studying, completing assignments and preparing for classes than they were accustomed to in high school in order to maintain the same GPA.

Course work occupies a great deal of time. A successful student learns to establish a definite schedule for study time and activities and works according to that schedule. Managing time effectively will allow each student to take full advantage of opportunities available through both class work and extracurricular activities.

Each student should determine how much time he or she needs to devote to study as well as the best time of day and the best place for study and adjust his/her study time to that time of day. Most students who are academically successful:

- Apply themselves to the job of being a student
- Have good study habits (i.e., take notes, spend time looking at class material, read texts and review objectives, everyday; budget time properly; allot enough time to adequately study class material)
- Demonstrate self-control in all aspects of the individual's life
- Focus on course objectives and material emphasized by instructor
- Have an adequate educational background

- Seek out available campus tutorial, disability and personal services when needed

COMMUNITY SERVICE-LEARNING HOURS

All students in the practical nursing program are required to complete 12 hours of service learning by the end of the program and prior to graduation **(subject to instructor discretion)**. Students not completing the required 12 hours during the LPN Program will not be permitted to graduate.

Students may satisfy their service-learning requirement by: selecting volunteer opportunities they find in the community or by participating in scheduled course service-learning projects or a combination of the two.

Examples of service-learning activities include but are not limited to:

- Soup Opera
- Union Mission
- United Way

All service-learning hours must be approved by a full-time faculty member prior to the hours being served. Service-learning documentation forms can be obtained in the nursing office or appendix VIII.

WITHDRAWAL POLICY

A student may withdraw from the LPN program at any time. The student will have a conference with the program coordinator to discuss the reasons for leaving and will submit a written letter of resignation. The nursing coordinator will complete and place in the student's file the official LPN withdrawal form (see appendix V).

It is the responsibility of the student to follow the official college policy for withdrawal as found in the Pierpont Community & Technical College student's

handbook. This is important for any student who may decide to reapply to the LPN Program or return to the college in the future.

When a student withdraws from the LPN program, tuition will be refunded as scheduled in the refund policy.

APPENDIX I

**Pierpont Community & Technical College
School of Health Sciences-----Practical Nursing Program**

Student Name: _____ Clinical Module: _____

CLINICAL DEFICIENCY POINT SYSTEM

Students are expected to demonstrate appropriate professional behaviors in the clinical setting as a requirement for successful completion in the practical nursing program. Infractions of policies and procedures in the clinical setting will be scored using the following point system. Points do not carry from one semester to the next. Each semester starts a new accumulation of points.

Point Value	Occurrence	Date	Comments
	Tardiness		
3	<ul style="list-style-type: none"> • 1-30 minutes late <ul style="list-style-type: none"> ○ after 30 minutes, will count as an absence 		
	Absence		
4	<ul style="list-style-type: none"> • Absence from clinical with notification of instructor at least 1 hour prior to scheduled starting time. 		
6	<ul style="list-style-type: none"> • No call no show <ul style="list-style-type: none"> ○ ALL MISSED CLINICAL TIME MUST BE MADE UP 		
	Dress Code Violations		
2	<ul style="list-style-type: none"> • Breaking of dress code 		
5	<ul style="list-style-type: none"> • Refusing to adjust to dress code after instructor addresses violation with the student 		
	Professional Behavior		
2	<ul style="list-style-type: none"> • Assignment submitted late, or poor quality, or gross spelling errors 		
3	<ul style="list-style-type: none"> • Disrespectful attitude, or actions, or language toward agency staff, or instructor, or patients or peer. 		
4	<ul style="list-style-type: none"> • Unprepared for clinical, or unsafe clinical practice 		
	Student Medication Error		
1	<ul style="list-style-type: none"> • Potential error, did not reach patient 		
3	<ul style="list-style-type: none"> • Minor error, reached patient, no harm 		
5	<ul style="list-style-type: none"> • Major error reached patient, with harm, or wrong patient 		
	Consequences		
≥ 5	<ul style="list-style-type: none"> • Student will receive a deficiency notice with a written improvement plan. Faculty may at their discretion implement a written improvement plan prior to 5 point accumulation to help ensure student success. 		
10 or >	Failure of Clinical		

	<ul style="list-style-type: none"> • A student who accumulates 10 or more points will receive an “F” in the theory course associated with the clinical. 		
	<ul style="list-style-type: none"> • There will be no option to withdraw from the course to prevent receiving a failing grade. 		

Bereavement absences do not count towards classroom, college laboratory or clinical absences. Written verification of death must be submitted. See LPN handbook for bereavement policy.

Uncontrollable Circumstances –The Nursing Instructor may make a decision not to penalize the student or the entire group if the occurrence resulted from an uncontrollable circumstance.

APPENDIX II

HEPATITIS B VIRUS AND HIV VIRUS STUDENT ACKNOWLEDGEMENT FORM

As a student entering the healthcare industry, it is essential that you be aware that you have chosen a program that has the potential to bring you in contact with blood borne pathogens such as Hepatitis B virus (HBV) and the Human Immunodeficiency virus (HIV). For this reason, FSU, PC&TC, Center for Disease Control (CDC) and the Occupational Safety and Health Administration (OSHA) have developed safety programs to protect you against work-related exposure to bloodborne pathogens.

Although you will receive extensive training on how to protect yourself and others against these viruses, as a student in the LPN Program, we want to provide you with essential information prior to beginning the program to emphasize the serious nature of your work and your responsibility to follow safety regulations. While it is our responsibility to inform you of these safety procedures, it is your responsibility to realize their importance and follow these safety rules without exception.

Hepatitis B virus (HBV), previously called Serum Hepatitis, is the major infectious occupational health hazard in the healthcare industry. There are thousands of cases of HBV in the United States each year. Of these cases of hepatitis, some will result in death due to hepatitis related cirrhosis, liver cancer, fulminant hepatitis, not to mention thousands of hepatitis related hospitalizations. It has been estimated that 500-600 health care workers whose jobs entail exposure to blood are hospitalized annually with over 200 deaths.

A safe, immunogenic and effective vaccine to prevent Hepatitis B infection is available and recommended for all persons exposed to blood and body fluids during school training and while working in the profession. The vaccine is essential for your protection, and a series of three shots should be completed before starting your clinical practicum courses. If you choose not to obtain this vaccine, a formal statement must be signed stating your refusal of the vaccinations.

There is no vaccine against HIV at this time. However, if a vaccine becomes available while you are enrolled in this program, we will inform you of its availability. Although the risk of obtaining an HIV infection is very small, safety precautions must be followed at the clinical sites. CDC and OSHA guidelines regarding the handling of blood and body fluids specimens will be covered in the curriculum.

If you have any questions or concerns, do not hesitate to contact your physician, program director. Otherwise, if you have carefully read the above information and understand its contents, please sign the statement below and turn it in to be filed.

As a student enrolled in Pierpont Community & Technical College's School of Practical Nursing Program, I _____ (Print Student Name) on _____ (Date), recognize that a potential exists for exposure to serious disease producing blood borne pathogens. I recognize by obtaining the Hepatitis B vaccination series and following established safety procedures that I am acting to protect myself against work-related exposure to Hepatitis B virus and the Human Immunodeficiency virus.

Student Signature

Date

APPENDIX III**HBV VACCINE OR HBV SURFACE ANTIBODY TITER DECLINATION FORM**

I understand that due to my educational exposure to human blood or other infectious materials, I may be at risk of acquiring a Hepatitis B viral (HBV) infection. I have been given information concerning the availability of the Hepatitis B vaccine and the risk I take by not choosing to be vaccinated. I decline to obtain the vaccine at this time. I understand that by declining to be vaccinated, I continue to be at risk for acquiring Hepatitis B, a serious disease, and that clinical affiliates may prohibit my training at their facility. If in the future, I continue to have exposure to blood or other potentially infectious materials and I want to be vaccinated, I can receive information on the availability of the vaccine. During training if I contract HBV I will in no way hold Pierpont Community and Technical College, Fairmont State University, the School of Health Careers faculty or the clinical affiliates liable.

Please indicate your reason for declining the HBV vaccination series at this time or declining an HBV surface antibody titer at least 6 months after your last vaccination. In addition, submit a physician signed statement for all medically related declinations such as previous HBV infection, previous vaccination series, and medical contraindications such as allergy, pregnancy, active infection or medication.

Reason for Declining: _____

Student name (print): _____

Student Signature: _____

Witness: _____

Date: _____

APPENDIX IV**TETANUS, MMR, OR VARICELLA VACCINE,
TITER OR PROOF OF DISEASE DECLINATION FORM**

I understand that the LPN program requires a tetanus booster within 10 years of admission to the program, and proof of MMR and varicella vaccination, titer or proof of disease. I decline to provide information or obtain the vaccines or titers at this time for one or more of the previously mentioned items. I understand that by declining to be vaccinated or prove immunity or proof of disease the clinical affiliates may prohibit my training at their facility, and I may jeopardize my health. If in the future I want to be vaccinated, I can receive information on the availability of the vaccine from my physician or submit to a titer test for rubella and varicella. During training if I contract tetanus, rubella, mumps, measles or a varicella infection, I will in no way hold Pierpont Community and Technical College, Fairmont State University, the School of Health Careers faculty or the clinical affiliates liable.

Please indicate which of the items you are declining and your reason for the declination. In addition, submit a physician signed statement for all medically related declinations.

ITEM (Circle item(s) declining**REASON FOR DECLINATION**

Tetanus: _____

MMR (Mumps, Measles, Rubella): _____

Varicella: _____

Student Signature: _____

Witness: _____

Date: _____

**APPENDIX V
WITHDRAWAL FORM
PRACTICAL NURSING PROGRAM**

STUDENT NAME: _____ WITHDRAWAL DATE: _____

PROGRAM START DATE: _____ LAST DATE IN CLASS: _____

SCHEDULED HOURS: _____ PRESENT HOURS: _____ ABSENT HOURS: _____

REASON FOR WITHDRAWAL:

PERSONAL REASONS:

ACADEMIC REASONS:

____ Career Change

____ Theory Failure

____ Health

____ Clinical Failure

____ Family

____ Class Absences

____ Stress

____ Clinical Absences

____ Finances

____ Transfer to Another Program

____ Job

____ Other please

list _____

Do you plan on returning to the nursing program? ____ YES ____ NO

Action plan for readmission to the practical nursing program:

I understand that I must apply for re-admission to the practical nursing program and meet all the current admission requirements. Re-admission is based on availability of space and a review of my records.

Student Signature: _____ Date: _____

LPN Coordinator Signature: _____ Date: _____

APPENDIX VI**HEALTH INSURANCE INFORMATION AND WAIVER FORM**

PIERPONT COMMUNITY & TECHNICAL COLLEGE
SCHOOL OF HEALTH CAREERS
PRACTICAL NURSING PROGRAM

Pierpont C&TC does not provide individual health or accident insurance. Therefore, students should be covered by a health insurance before entering the LPN Program. Students are responsible for any expenses incurred as a result of illness or accidents including those that might occur in student laboratories or clinical sites. Students are required to report all accidents which occur at the college or clinical sites. Treatment will be given based on college guidelines. Students and/or their family are responsible for any and all costs incurred. All students in the LPN Program will have placed in their student file an incident report form concerning any accidents which may occur.

If students do not have their own policy or are not covered by their parent's policy, FSU Pierpont C&TC can provide them with information on obtaining health insurance. It is the student's responsibility to obtain insurance if he or she is not covered.

I have read and understand the LPN Program policy concerning accidents and health insurance.

Student Signature: _____

Health Insurance Provider: _____

Policy Number: _____

OR

I have no health insurance policy, but have read and understand the LPN Program policy concerning health insurance and my responsibilities if an accident occurs. Student

Signature: _____

APPENDIX VII
**Pierpont Community & Technical College School of Health Careers Practical
 Nursing Program**

STUDENT CLINICAL PERFORMANCE EVALUATION

Student _____ Course _____ Date _____

	Midterm	Final
ASSESSMENT		
<i>Fundamentals I & Fundamentals II</i>		
A. Demonstrate beginning proficiency in basic physical and psychosocial assessment skills		
B. Collects data using patient, medical record, staff, and other resources		
C. Identifies deviations in patient status and reports to clinical faculty and appropriate facility personnel		
D. Document findings using appropriate medical terminology		
E. Effectively communicate basic findings and deviations to appropriate persons (faculty, staff)		
<i>Medical/Surgical I & Medical/Surgical II</i>		
A. Demonstrate proficiency in physical and psychosocial assessment skills		
B. Differentiate between normal and abnormal findings of a physical assessment		
C. Summarize and document assessment data proficiently		
<i>Maternal/Pediatric/Mental Health Nursing</i>		
A. Demonstrate proficiency in assessing the physical and psychosocial needs of the antepartum, intrapartum, postpartum, newborn, pediatric, and individuals experiencing mental illness		
B. Document assessment data with increasing proficiency		
C. Demonstrate increased proficiency in physical and psychosocial assessment skills		

PLANNING		
<i>Fundamentals I & Fundamentals II</i>		
A. Obtain subjective and objective data from both primary and secondary sources		
B. Consult with other members of healthcare team in planning patient care		
C. Demonstrate beginning proficiency in developing a plan of care using a structured format		
D. Recognize the importance of including interventions that incorporate cultural, spiritual, and ethnic aspects of the individual		
E. Demonstrate beginning proficiency in developing realistic measurable goals for individuals		
<i>Medical/Surgical I & Medical/Surgical II</i>		
A. Demonstrate proficiency in developing a plan of care using a structured format		
B. Develop and provide patient teaching strategies		
C. Demonstrates ability to prioritize care		
D. Demonstrates ability to correlate pathophysiology with patient presentation.		
E. Demonstrate proficiency in developing realistic measurable goals for individuals		
	Midterm	Final
<i>Maternal/Pediatric/Mental Health Nursing</i>		
A. Maintain an environment that is conducive to the patients well being		
B. Plan care for the childbearing family/pediatric patient		
C. Includes family in planning of care		
IMPLEMENTATION		
<i>Fundamentals I & Fundamentals II</i>		
A. Maintains a safe environment		
B. Implements basic interventions that are specific, realistic, and goal oriented safely and correctly		
C. Apply basic fundamental nursing knowledge and skills		

D. Documents basic assessments, and nursing care legibly, concisely, and correctly		
Medical/Surgical I & Medical/Surgical II		
A. Implements more complex interventions that are specific, realistic, and goal oriented safely and correctly		
B. Performs therapeutic procedures correctly		
C. Administers medications safely and correctly		
Maternal/Pediatric/Mental Health Nursing		
A. Implements appropriate plan of care to meet needs of individual patient		
B. Provides health teaching for maternal-newborn, children, patient and families		
EVALUATION		
Fundamentals I & Fundamentals II		
A. Evaluate basic nursing care with appropriate guidance		
B. Recognize effective communication skills		
Medical/Surgical I & Medical/Surgical II		
A. Weight options and alternatives in the management of patient care		
B. Evaluates patient outcomes and makes appropriate modifications		
C. Analyze effective communication techniques		
Maternal/Pediatric/Mental Health Nursing		
A. Evaluate nursing care of the childbearing family/pediatric patient with appropriate guidance		
B. Collaborate with and assist other members of the health care team in the revision of teaching and nursing care plans		
PROFESSIONAL RESPONSIBILITIES		
Fundamentals I & Fundamentals II		
A. Insure the patient’s right to privacy and confidentiality of information		
B. Communicate truthfully verbally and in writing		
C. Seek appropriate instructor assistance		
D. Arrive on time in full uniform as outlined by the dress code		
E. Identifies and locates appropriate resources		
F. Identifies practical nursing student organizations and seeks membership		
G. Demonstrates motivation toward learning		

	Midterm	Final
<i>Medical/Surgical I & Medical/Surgical II</i>		
A. Adhere to nursing standards of care when administering nursing care, medications, and treatments		
B. Provide for patient safety		
C. Practice safely within the state Nurse Practice Act		
D. Assumes responsibility for own behaviors		
E. Seeks out new learning opportunities		
F. Sets personal and professional goals and recognizes education is a lifelong process		
<i>Maternal/Pediatric/Mental Health Nursing</i>		
A. Serve as a patient advocate		
B. Seek opportunities for professional growth		
INTERPERSONAL RELATIONSHIPS		
<i>Fundamentals I & Fundamentals II</i>		
A. Interacts with the patient, peers, and members of the health care team in an appropriate professional manner		
B. Reports in an accurate and timely manner to the instructor findings that deviate from the patient’s expected norms		
C. Actively seeks feedback and help		
D. Recognizes impact of nonverbal communication		
E. Demonstrates active listening skills		
<i>Medical/Surgical I & Medical/Surgical II</i>		
A. Provide measures to assure comfort, dignity, and privacy of the patient		
B. Participate in and be attentive in group discussions refraining from activities that disrupt or interfere with the learning of others		

C. Accepts constructive feedback		
D. Works effectively with challenging patients		
E. Responds effectively to unexpected experiences		
Maternal/Pediatric/Mental Health Nursing		
A. Support the patient and significant other when making health care decisions		
B. Determine confidential information that should be or is required by law to be shared with other individuals		
C. Assist patient/family to access health care and support resources in the community		

This evaluation was reviewed with me _____ by:

(student name),

(instructor name).

<p>Glossary NI = Needs Improvement E = Excels S = Satisfactory U = Unsatisfactory N/A = Non applicable</p>
--

Comments:

Instructor Signature: _____

Student Signature: _____

APPENDIX VIII

SERVICE-LEARNING DOCUMENTATION FORM

I. Student Information:

Full Name _____ Semester _____

II. Service Information:

Name of Agency/Service Provided _____

Population Served _____

Date of Service _____ Total Hours of service _____

How does this volunteer activity support your role as a professional nurse in the community?

Faculty Approval: _____	Date: _____
-------------------------	-------------

III. Service-Learning Verification

Supervisor Name (Please Print) _____ Title _____

Organization/Agency _____ Phone _____

Address _____

I acknowledge that to the best of my knowledge the above information is correct.

Supervisor Signature _____ Date _____

To student: Return this form, completed and signed to the nursing office. Make a copy for your records. This form must be submitted by the end of each semester to recognize these service hours as part of the requirements for graduation. Documentation must be on file when the student applies for graduation.

APPENDIX IX

CONFIDENTIALITY AGREEMENT

PIERPONT COMMUNITY & TECHNICAL COLLEGE
SCHOOL OF HEALTH CAREERS
PRACTICAL NURSING PROGRAM

All patient information, whether obtained from the chart or from working with the patient, is confidential and not to be disclosed in any manner. Intentional or involuntary violation of a patient's confidentiality is grounds for dismissal from the program. Students are required to sign confidentiality agreements with the Practical Nursing Program and the facilities used for clinical practice.

The patient's record is the property of the facility and is maintained to serve the patient, the health providers, and the institute in accordance with legal, accrediting, and regulatory agency requirements. The information contained in the health record belonging to the patient, who is entitled to the protected right of information. **ALL INFORMATION IS REGUARDED AS CONFIDENTIAL AND AVAILABLE ONLY TO AUTHORIZED USERS.** Any person or institution that releases unauthorized information is subject to punitive action and may become liable for invasion of privacy. The patient's written consent is required for the release of records to any person or organization to which disclosure is to be made.

I understand that if I so violate this confidentiality in any manner I will incur immediate dismissal from the LPN Program at Pierpont Community and Technical College. I also understand that the reason for my dismissal will become part of the student record maintained by the program.

Student Signature _____ Date _____

APPENDIX X
RELEASE OF PHOTOGRAPHIC PICTURES FORM

PIERPONT COMMUNITY & TECHNICAL COLLEGE
SCHOOL OF HEALTH CAREERS
PRACTICAL NURSING PROGRAM

Student's photographs are occasionally used on program brochures and for advertisement for Pierpont Community and Technical College including internet use promoting the LPN Program. Please sign the form below indicating the use of any pictures in which you have been photographed.

Student Name: _____

I **WILL** allow the LPN Program, Pierpont Community and Technical College to release any photographs in which I appear for use in program brochures, advertisements or for use on the Internet.

Student Signature: _____ Date: _____

Program Official Signature: _____ Date: _____

I **WILL NOT** allow the LPN Program, Pierpont Community & Technical College to release any photographs in which I appear for use in program brochures, advertisements or for use on the Internet.

Student Signature: _____ Date: _____

Program Official Signature: _____ Date: _____

APPENDIX XI

HEALTH AND SAFETY POLICY (School of Health Careers and LPN Program)

Policy: Maintenance of personal health is the responsibility of every student enrolled in the School of Health Careers for the protection of the student, their patients and Pierpont Community & Technical College. Students must have the mental and physical ability to meet course outcomes and to render care with reasonable skill and safety to patients and self. Although every effort is made to accommodate students with medical issues, accommodation may not be possible in every situation.

Procedures:

1. It is the student's responsibility to advise faculty of any major status change in their health (physical, emotional, mental), medication, or condition that may interfere with the ability to participate in academic and clinical assignments.
2. The student may be/will be required to provide a Medical Release Form (Appendix A) signed by a qualified healthcare provider to certify that the challenges of classroom and clinical laboratory experience will not negatively affect the student's health or the safety of patients.
3. The healthcare provider may be/will be required to certify that the student is able to perform specific, specialized duties expected of a student in a respective program in addition to the general expectations listed on the Medical Release Form.
4. In the event of extended interruption of classroom or clinical activities due to hospitalization or health related circumstances the student will be required to provide an updated Medical Release Form (Appendix A) signed by a qualified healthcare provider.
5. The updated Medical Release Form must be received before the student may resume participation in classroom and/or clinical activities.
6. Absences related to any illness (physical, emotional, mental) or condition will follow the attendance policy for classroom and or clinical laboratory experience applicable to the student's health career program enrollment.
7. If certification of the ability to participate in a health career program is not provided by the student as required by this policy and procedure, participation in the health career program will be delayed.

APPENDIX XII HEALTH AND SAFETY POLICY

Medical Release Form

_____ (print name) has been under my care and is able to participate without restrictions and can provide direct patient care safely with regard to themselves and to their patients in the clinical setting as a student in the School of Health Careers at Pierpont Community & Technical College.

Healthcare Provider's Printed Name

Provider's License Number

Healthcare Provider's Signature

Date

APPENDIX XIII

RELEASE OF INFORMATION FORM

PIERPONT COMMUNITY & TECHNICAL COLLEGE
SCHOOL OF HEALTH CAREERS
PRACTICAL NURSING PROGRAM

I, (student name) _____, do hereby grant permission to the LPN Certificate Program of Pierpont Community & Technical College, to release information regarding my physical examination and immunizations to the clinical affiliate as necessary.

I recognize that the only information released by the College, will be that utilized by the clinical affiliate to certify that all health requirements are met to allow me to attend the facility.

Student Signature: _____ Date: _____

Witness: _____ Date: _____

**APPENDIX XIV
STUDENT AGREEMENT SIGNATURE FORM**

PIERPONT COMMUNITY & TECHNICAL COLLEGE
SCHOOL OF HEALTH CAREERS
PRACTICAL NURSING PROGRAM

This form and all forms in the *LPN Student Handbook* must be signed by the student and returned to the course coordinator prior to the first day of clinicals.

Please read the statement below carefully before signing this page:

I, as a responsible student in the Pierpont Community and Technical College LPN Program, have read, understand, accept and take full responsibility for the policies, information and professional rules of conduct identified in this *LPN Certificate Program Student Handbook* . I have been given an opportunity to ask questions concerning all information in the handbook.

Student Signature: _____

Student name: (print) _____

Date signed: _____

Witness signature: _____

Date signed: _____

APPENDIX XV

BACKGROUND CHECK PERMISSION FORM

PIERPONT COMMUNITY & TECHNICAL COLLEGE
SCHOOL OF HEALTH CAREERS
PRACTICAL NURSING PROGRAM

Permission for Background Check

I, _____ give permission for a state criminal background check and a federal criminal background check to be completed on myself. I understand that a written statement of the above will be placed in my permanent file

Findings of the criminal search may determine admission to the practical nursing program and/or qualifications for licensure with the West Virginia State Board of Examiners for Licensed Practical Nurses.

Student's Signature

Date

APPENDIX XVI

ESSENTIAL FUNCTIONS SIGNATURE FORM

By signing this form, I acknowledge that I understand and meet the following non-academic criteria in order to successfully participate in the LPN Program at Pierpont Community & Technical College:

All applicants are expected to meet the following non-academic criteria (essential functions) in order to participate in the LPN program. In addition to being essential to the successful completion of the requirements of a practical nursing degree, these skills and functions are necessary to ensure the health and safety of patients, fellow students, faculty and other health care providers.

A. Sensory Abilities

The student must possess visual acuity sufficient to allow each of the following:

Hearing:

1. Recognize and respond to auditory assessments, instructions and requests with or without assistance devices.

Visual Acuity:

1. Identify correct patient.
2. Perform visual assessments of patients through inspection
3. Read written instruction, labels, and records
4. Differentiate the color spectrum

Speech:

1. Clearly and succinctly, explain procedures, provide client education, and communicate patient status to appropriate persons.
2. Communicate in English clearly enough for most patients to understand.
3. Understand the verbal communication of English speaking patients.

Touch:

1. Perform physical assessments through palpation
2. Discriminate between sharp, dull, hot and cold.

B. Communication Abilities

The student must possess communications skills sufficient to permit:

1. Verbal and nonverbal skills adequate for transmitting to and receiving information from patients and workplace personnel.
2. Read in English with comprehension

C. Physical Abilities

The student must possess motor functions sufficient to permit each of the following:

1. Provide nursing care to patients for 12 hours
2. Perform one man CPR
3. Lift and move patients and objects of thirty (30) pounds or more
4. Move from one room to another quickly
5. Maneuver in limited spaces
6. Demonstrate a high level of manual dexterity and use both hands simultaneously
7. Work at different heights and levels
8. Produce clear written materials
9. Wear mask and goggles for 12 hours

D. Behavioral, Interpersonal and Emotional Abilities

The student must exhibit behavioral and social attributes that are acceptable in the college and workplace including:

1. Function safely under stressful conditions
2. Adapt to ever changing environments inherent in clinical situations involving patient care
3. Provide service to all patients regardless of race, age, color, sex, religion, disability, national origin, veteran status, or disease process.
4. Demonstrate emotional stability and effective coping when providing patient care.
5. Display integrity, compassion, concern for others.

6. Ability to function in a group setting

E. Cognitive, Conceptual and Quantitative Abilities

The student must possess intellectual skills sufficient to permit each of the following:

1. Utilize algebra in solving mathematical problems
2. Interpret graphs, numerical tables and charts
3. Analyze data and solve problems
4. Communicate effectively in writing

Communicate verbally using appropriate grammar, vocabulary and word usage.

Student signature: _____ Date: _____

APPENDIX XVII

ACADEMIC DISMISSAL FROM THE PROGRAM

I, _____, understand that I may be academically dismissed from the Licensed Practical Nurse Program at any time (and thus receive a failing grade) for any (but not limited to) of the following reasons:

- Academic dishonesty;
- Dismissal from a clinical affiliate for behavior the site has deemed unprofessional;
- Falsifying or forging patients' personal health information or data;
- Violations of the essential functions of the profession or program;
- Any violation of the profession's code of ethics;
- Any violation of the College's code of conduct for students;
- Violations of HIPAA and breaches of students'/patients' protected health information and/or confidentiality; or
- Repeated occurrences of unsafe behavior or practices in a clinical laboratory.

STUDENT: _____ DATE: _____

APPENDIX XVIII

DISCIPLINARY ACTION REPORT

Pierpont Community & Technical College
School of Health Careers
Practical Nursing Program

Student Name: _____ Date: _____

Type of Disciplinary Action:

Reason for Disciplinary Action:

- Verbal Warning
- Written Warning
- Dismissal

- Conduct
- Policy/Rule Violation
- Classroom Progress
- Clinical Progress

Description of Circumstance leading to Disciplinary
Action: _____

Plan of
Action: _____

(Student Signature:) _____ Date _____

(Instructor Signature:) _____ Date _____

APPENDIX XIX COMPLETION OF NECESSARY FORMS

I, _____, understand that all forms and program requirements must be complete and placed within my student file before I, the student, may attend any clinical education training at a clinical affiliate.

I understand that I must have the following requirements (but not limited to this list) completed before the established deadline set forth by the Program:

- complete background check
- complete health physical
- documented immunization and vaccination records and titers
- 2-step PPD test
- urine drug screening
- all signed forms
- copy of CPR card
- any other Program requirements identified by the Director

I further understand that failure to complete my student file in its entirety before the Program-established deadline will result in my inability to matriculate clinical education.

STUDENT: _____ Date _____

APPENDIX XX
STUDENT HANDBOOK READ IT/SIGNATURE FORM

This form and all forms in the *Practical Nursing Handbook* must be signed by the student and returned to the program coordinator.

Please read the statement below carefully before signing this page:

I, as a responsible student in the Pierpont Community and Technical College Licensed Practical Nursing (LPN) program, have read, understand, accept and take full responsibility for the policies, information and professional rules of conduct identified in this *Practical Nursing Handbook*. I have been given an opportunity to ask questions concerning all information in the handbook.

Student signature _____ Date _____

APPENDIX XXI

DISCLAIMER

The contents of this handbook are accurate at the time of printing but may be modified or changed at any time to correspond with decisions of the Pierpont Community and Technical College Board of Governors or Administration, Local, State or Federal Requirements. The students should be aware that modifications in policy and procedure might occur without advance notice. The School of Health Careers, the LPN Program and its Advisory Board reserve the right to assess and modify the educational policies and program requirements as new information is available and as student or curricular needs are identified. The student will be notified in writing of any changes that may impact his/her course of study.