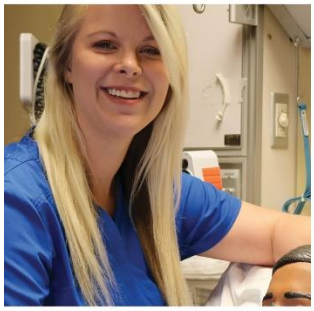
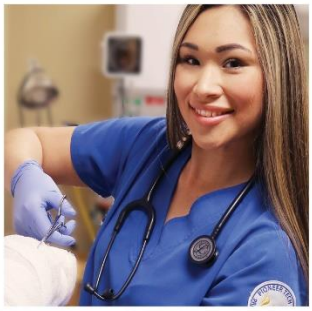
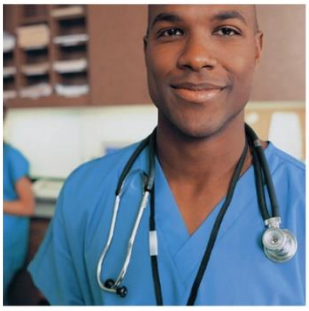

Nursing

2022/2023 Student Handbook

WELCOME

Congratulations from the Coordinator and Faculty of the Pioneer Technology Center Practical Nursing Program! We are excited to begin this educational adventure. We value each student as an individual and look forward to facilitating students' successes in achieving the goal of becoming a Licensed Practical Nurse (LPN).

This handbook has been designed for the Practical Nursing Program to answer many of the questions which will arise during the months ahead. Please keep it as a handy reference. You are responsible for familiarizing yourself with the policies and procedures for the program and the school.

We personally want to extend a warm welcome to each and every student. This program is designed to assist students to be safe, skillful, and responsible practical nurses. Although there may be challenging routes on this journey, we will be with you every step of the way. We wish you great success.

Michelle Tripp, MSN, RN
Coordinator

Kathryn Sullins, MS, RN
Instructor

Robbin Seymour, BSN, RN
Instructor

Alisa McCleary, BSN, RN
Instructor

LaRhonda Rudd
Teaching Assistant

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PIONEER TECHNOLOGY CENTER INFORMATION

NON-DISCRIMINATION/504/ADA COMPLIANCE NOTICE

Pioneer Technology Center does not discriminate on the basis of race, color, national origin, religion, sex/gender, age, disability, or veteran status. Inquiries concerning application of this policy may be referred to Wendy Burg (580) 718-4308 or Allison Christy (580) 718-4224, Co-Compliance Officers or at (866) 612-4782 or at 2101 N. Ash, Ponca City, OK.

This handbook is effective for Practical Nursing Students beginning September 2022.

Due to the regulatory nature of nursing, these policies are subject to change.

PRACTICAL NURSE'S PLEDGE

Before God and those assembled here, I solemnly pledge:

To adhere to the Code of Ethics of the Nursing Profession.

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

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

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

May my life be devoted to service, and to the high ideals of the Nursing Profession.

PRACTICAL NURSING PROGRAM INFORMATION

PRACTICAL NURSING POLICY AND PROCEDURES STATEMENT

All Practical Nursing students are expected to comply with the policies and regulations of Pioneer Technology Center. When the Practical Nursing Student Handbook differs from the school full-time program handbook, the Practical Nursing Student Handbook shall take precedence.

PROGRAM ACCREDITATION/APPROVAL

This program is accredited by the Oklahoma State Board of Career and Technology Education (OSBCTE) and approved by the Oklahoma Board of Nursing, (OBN), 2915 Classen, Suite 524, Oklahoma City, OK 73106. The Practical Nursing program is administered by Pioneer Technology Center.

The Pioneer Technology Center (PTC) Practical Nursing program is designed to produce a safe practitioner, one who can become licensed as a practical nurse and who can function in accordance with the *Oklahoma Nurse Practice Act.* Graduates of this program are eligible to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN).

The Health Occupations Education Division of the State Department of Career and Technology Education serves as an advisory agency.

PHILOSOPHY

The faculty at Pioneer Technology Center believes that nursing as a profession is a vital component of the health care team. It is a goal-directed service, which utilizes the nursing process to deliver care. Nursing care is directed toward assisting the individual, family, and community to promote, maintain, and restore health and, when inevitable, to experience death with dignity.

Education

Education, a lifelong process, includes all those experiences through which a person acquires knowledge and develops skills and values that enable one to have a deeper understanding of life. Through the educational process, the individual is prepared to be a contributing member of society.

Recognizing that the teaching/learning process in the Practical Nursing program is directed toward adults who have completed high school or its equivalent, students have the right to an educational climate which will enhance their ability to learn. Students should actively participate in learning and take responsibility for learning by assisting faculty to identify learning needs and by using learned information as a basis for which to expand individual knowledge, skills and educational background.

Problem Solving

A part of the uniqueness of nursing is the inherent ability to listen, plan, decide, and institute necessary actions to promote a healthy outcome and/or allowing the patient to die with dignity. In order to accomplish these abilities, the nurse must know how to apply problem solving techniques. At certain times the practical nurse may apply problem solving techniques independently, but does so under the guidance of the medical physician, a registered nurse or a dentist.

Human Relations

Society consists of a variety of groups such as families and communities. It is recognized that the ethnic, cultural, and racial diversity of each group may vary, but that within all these groups certain relationships exist among the individuals who comprise that group. Because of these relationships, the health/illness status of an individual will directly or indirectly affect other members of the group. For this reason, these relationships and diversities should be considered in the planning and delivery of health care.

Communication
The faculty strongly believes that communication involves not only verbal but also nonverbal and written interaction. Nurses spend a significant amount of their time communicating with patients, patients' families and friends, other members of the health care team and ancillary personnel. Therefore, nurses have to be strong communicators. Nurses need to know when and how to listen also what to say or not to say, in order to communicate effectively.

Individual
The faculty of PTC's Practical Nursing program believes in the inherent dignity of a person. We view a person as an individual who is holistic and when capable of decision-making should be encouraged to actively participate in the delivery of health care.

Skills
Nursing education at Pioneer Technology Center requires the full and active participation of the student in an organized program of study. This education prepares the graduate to function as a practical nurse by providing theory, skills, science, technical, and clinical experiences. These experiences are being designed to provide nursing education while encouraging self-improvement, development of ethical and professional attitude, and participation in professional/community activities. Nursing faculty shall play the role of facilitator by providing a variety of learning experiences and opportunities, which will enhance personal and professional achievement.

Science
The faculty believes that nursing has two basic components – skills and science. In order to safely care for an individual, the nurse must be able to draw on his/her science background and be able to perform nursing critical thinking utilizing all aspects of his/her nursing education. Science plays an integral part of the educational process.

Ethics/Professionalism
Ethics and professionalism are major concepts in the PN basic nursing education. PTC practical nursing students are introduced to the concepts of ethics and professionalism at the beginning of the program and are expected to conduct themselves according to the Code of Ethics for the LPN. The Code of Ethics for the Licensed Practical Nurse developed by the National Association for Practical Nursing Education and Service is included in this handbook as a guide for ethical behavior.

The faculty believes that professionalism in nursing is not merely taught but is developed from inside the person. During the student's education as a practical nurse, s/he will have opportunities to observe professional and non-professional attitudes. Nursing is a profession. When an individual enters a profession, s/he accepts responsibility for doing the best job possible; others depend on it. A nurse must be a professional committed to caring for others.

Nursing Process
The nursing process consists of four components of care: data collection, planning, implementation, and evaluation. The LPN functions within a directed scope of practice as indicated by the Oklahoma Board of Nursing. The LPN participates in data collection, planning, implementation, and evaluation of the plan of care. Collection of data is sometimes called "focused assessment" and/or "review of body systems."

Practical Nurse/Team Member

The Licensed Practical Nurse (LPN) has an integral role in nursing and on the health care team. The Licensed Practical Nurse functions in this role by providing nursing care under the supervision or direction of the Registered Nurse (RN), licensed physician, or dentist. Duties of the LPN may include providing safe, effective nursing care, delegating tasks in conformity with the Nurse Practice Act, and teaching basic skills acquired through education beyond basic nursing preparation.

CONCEPTUAL FRAMEWORK

The concepts and ideas, which are incorporated in the philosophy of the PTC Practical Nursing program, directly reflect the approach of instruction that we feel will most effectively facilitate the process of learning. This framework of instruction is graphically depicted in the form of a triangle, encompassed by a circle, which represents **EDUCATION** as a lifelong process.

The base of the triangle represents the **INDIVIDUAL.** The focus of the PTC Practical Nursing program is on the student. As we educate the student, our purpose is to focus on the needs of each student as an individual so that s/he is educated to deliver care to patients who reflect compassion as well as wholeness.

The outer layer of the triangle represents the foundation of basic individual skills required for the teaching/learning process. As the PTC Practical Nursing program curriculum proceeds from simple to complex, components of effective **COMMUNICATION**, **HUMAN RELATIONS**, and basic **PROBLEM SOLVING** is approached. Pieces of these components are maintained throughout the program.

The second layer of the triangle proceeds to basic nursing education. Technical **SKILLS, SCIENCE,** and **ETHICS/PROFESSIONALISM** are the major concepts. In order to provide safe, effective, quality care, the role of the practical nurse requires competency in these areas.

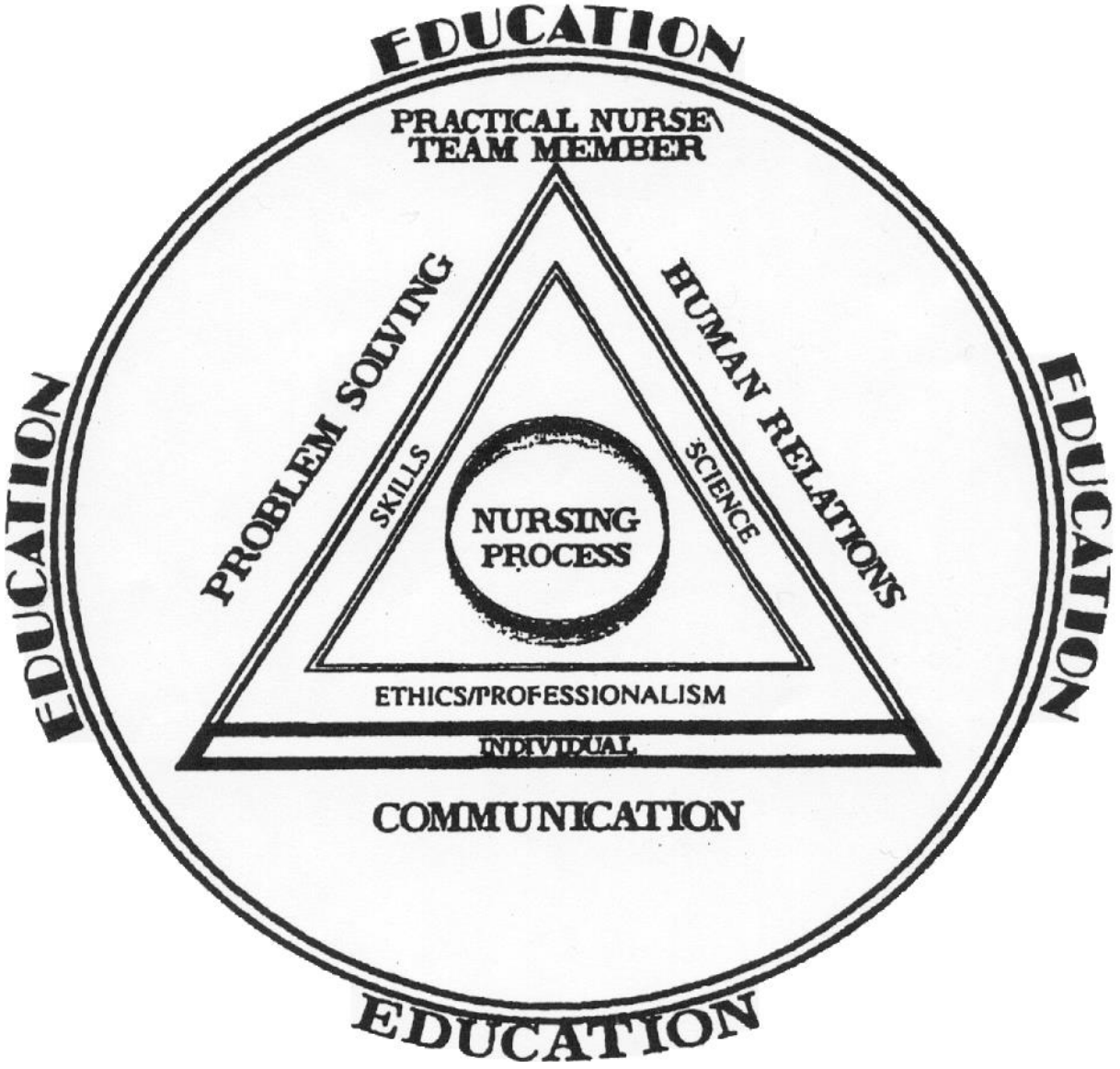
We believe that, along with nursing skills, knowledge is also vital. Theory in anatomy and physiology, nutrition, and growth and development is presented to reinforce holistic care. Ethics and professionalism are integrated throughout the curriculum. As the program continues to proceed to more complex ideas, theory in medical-surgical nursing, pharmacology, maternal-newborn, pediatrics, mental health, and leadership are incorporated. In order to enhance learning and attainment of competencies, classroom, laboratory, and clinical experiences are provided.

The **NURSING PROCESS** is at the center of the triangle, just as it is the center of nursing care of a patient. Used as a problem-solving tool for data collection, planning, implementing, and evaluating care, the nursing process requires the use of all the information and skills that surround it.

The **PRACTICAL NURSE** is at the top of the triangle. With each student, our goal is to produce a practical nurse who is capable of functioning effectively within the scope of practice, including delegation and supervision of appropriate individuals.

Because we feel that the practical nurse plays an essential role on the health care team, we emphasize leadership and the role of **TEAM MEMBER** throughout the program. As a health care team member, the practical nurse will make a positive impact on a diverse society and the relationships which make up that society.

CONCEPTUAL FRAMEWORK



PROGRAM OUTCOMES

NCLEX-PN pass rate will meet or exceed the state and national levels.

70% of the students will complete the program within 28 months.

90% of the graduates will be employed 6 months after graduation or pursuing higher education.

Overall 80% employer satisfaction rate with graduates.

Overall 80% student satisfaction rate with quality of the program.

STUDENT OUTCOMES

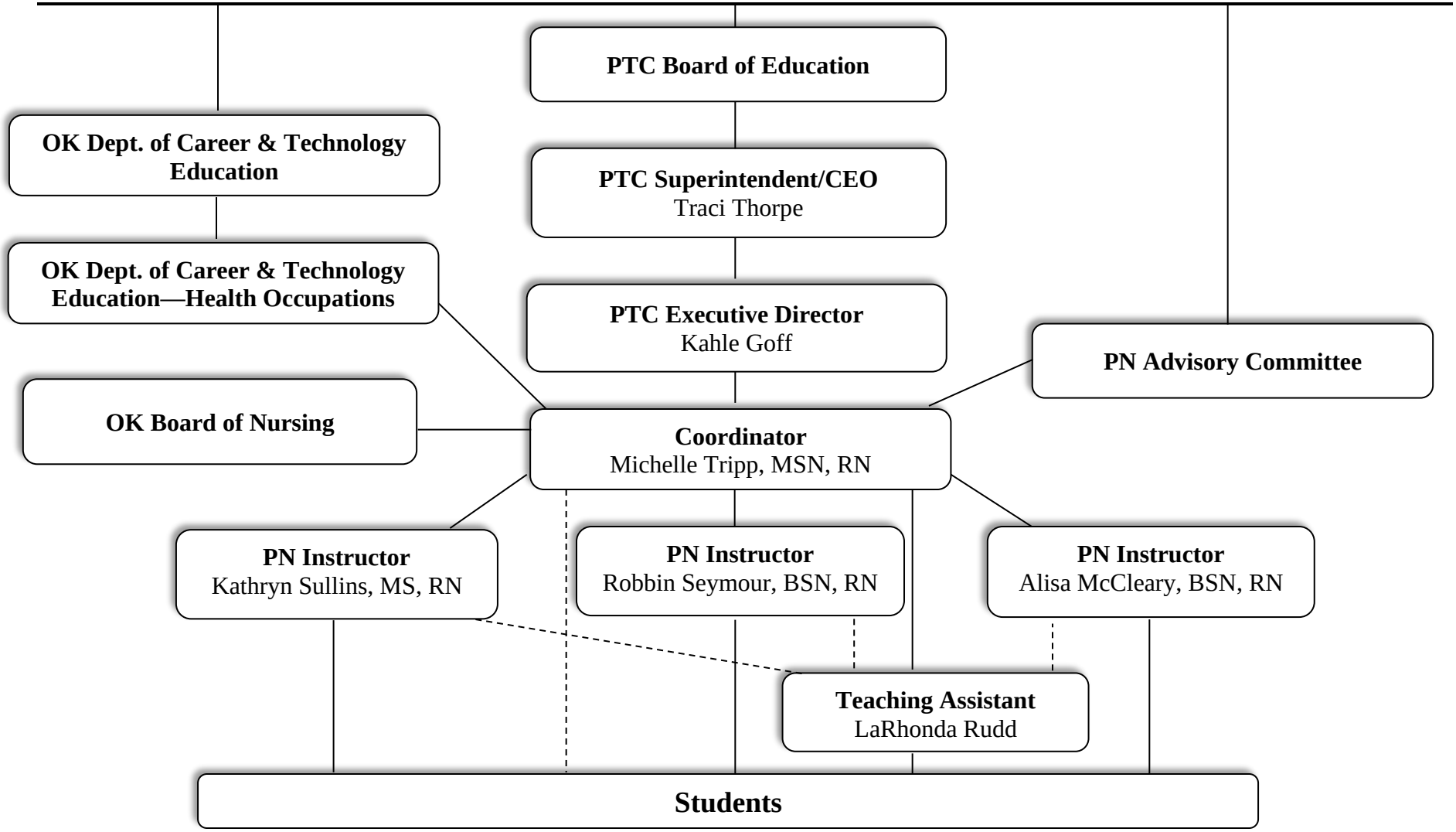
Participate in the formulation, modification, and implementation of the plan of care by utilizing the nursing process and problem solving to promote, maintain, and restore health for diverse patients and their families.

Utilize acquired knowledge, science, skill, and professional ethics to deliver nursing care according to:
a.) accepted standards of practice;
b.) scope of practice as defined by the Oklahoma Nurse Practice Act;
c.) individual and family rights to compassionate, human relational care; and
d.) safe patient-environment standards.

Communicate effectively, and professionally, both verbally and in documentation with the health care team and patients/families to meet healthcare needs.

Collaborate effectively with other members of the health care team to provide quality holistic care.

Practical Nursing Program
Organizational Chart



Effective: 8-2022

ACADEMIC INFORMATION

READMISSION POLICY FOR PN STUDENTS

Students may qualify for readmission only one time. A student who withdraws/drops from the Pioneer Technology Center PN program must submit a written request to reenter the program: return requests will be considered by a selected committee and approved by the PN Coordinator. There is no guarantee of re-admittance. The student will be notified of the decision.

Student who may qualify for readmission:

1) has only one withdrawal/drop;
2) requests a review of mitigating circumstances by the PN Coordinator which may allow return in less than 90 days if it is determined that circumstances so warrant;
3) will be placed at the top of the list of qualified applicants if s/he leaves in good standing (i.e. making Satisfactory Academic Progress, is financially current, attendance, attitude/behavior, formally withdraws, etc.);
4) may receive Advanced Placement in the PN program if s/he is readmitted and returns to the program within one (1) year. (Advanced Placement is not available for students who have been out of the program for more than one (1) year. S/he must repeat the application process and qualify for admission);
5) will be charged a $25.00 enrollment fee upon re-entry;

In addition to the items above, a student who drops/withdraws from the PN program due to failing grades

6) must complete academic training as specified by the PN Coordinator.

CLASS HOURS

The majority of the program content is available during regularly scheduled class hours. However, clinical practice, workshops, seminars, etc., may occur outside the regularly scheduled class hours. The faculty reserves the right to make adjustments in class hours whenever an opportunity for enhanced learning occurs or a need arises which necessitates adjustments in order for program objectives to be met. During segments of the program, the student may be placed in preceptorship and/or mentoring experiences, which require day, evening, night and/or weekend hours. Our facility will be available for student use Monday through Thursday 8:00 am to 4:00 pm and Friday 8:00 am to 2:00 pm when school is in session. Students must attend class 6 hours per day to meet the minimum of 30 hours required per week. Classroom hours are subject to change. Changes will be posted in the classroom. Lunchtime is usually 11:00 am – 12:00 noon. No faculty will be available during (lunch time). Professional faculty meetings may be required throughout the year. Faculty lunch hour may be extended for these meetings.

Students must attend class as required to meet monthly contract as designated by faculty advisor. Attendance will be arranged according to students' monthly contracts. Failure to meet these terms may affect progression. Failure to maintain Satisfactory Academic Progress (SAP) may also affect **financial aid.** The faculty must approve any special arrangements regarding classroom hours.

The Fire/Emergency Sign-In Sheet must be completed at the time of clocking in and clocking out. This document serves as an attendance roster for the day and will be used accordingly in case of an emergency.

STUDENT ORIENTATION

Orientation with the faculty will be scheduled after students have been accepted into the nursing program but before the student begins the first Learning Activity Packet (LAP). The orientation will include the following:

- Faculty/PTC Staff Introductions
- PN Student Handbook/Quiz
- PTC Handbook/Quiz
- Rules and Regulations of PTC Practical Nursing Program

ATTENDANCE POLICY

Students must be on time for all conferences, appointments, class/learning activities, and/or orientations. If absent from clinical, refer to Clinical Handbook procedures. Failure to do so may result in a warning, documented conference, and/or removal from the program. If unable to report to school, the student **must** notify the faculty or the nursing teaching assistant of planned absences prior to the absence and unplanned absences **before 9 am** or will be considered no call, no show. Students leaving campus for appointments during class time must provide written and signed documentation prior to returning. Attendance and punctuality will be monitored. Any student demonstrating a negative pattern of attendance/punctuality may be counseled and/or dismissed from the program. If the student does not attend class for more than 5 days and has not notified the faculty or nursing office, a letter will be sent recommending **dismissal** from the program.

A computer time-clock is utilized and is located in the practical nursing office for clocking in and out. The student must clock in before starting class to document arrival time. The student must clock out for lunch, or any time the student is out of the classroom and not working on LAPs or skills, and clock back in upon his/her return. If time is not documented on green sheet **and** time clock, hours will **not** be counted and will result in loss of class hours. A time sheet is available for student's personal use for recording their own time. When leaving the health wing, the student is responsible to clock out. Hours of attendance will be calculated at the end of each month. The time sheet may be printed off once a week and placed in the student's file for his/her review. It is the student's responsibility to review his/her computer time sheet to determine accuracy for each week. **Errors must be reported or the hours will be lost.** Students may not clock in or out for other students. Should this occur, students involved in the incident will be counseled and may be dismissed from the program due to unprofessional conduct. When students start clinical rotations, the teaching assistant will clock-in clinical hours after their completion. Clinical hours will be recorded according to the assigned area.

Any adjustment to the time needs to be made as soon as possible using the Time-Adjustment Form. All time adjustment forms must be signed by a faculty member before being given to the nursing Teaching Assistant (TA).

ABSENCES

Absences must be kept to a minimum. Students must maintain a 90% attendance. Absences will be evaluated on a case by case basis by consensus of faculty and the Coordinator. If the absence is not reported, consequences may occur. Students on Pell assistance could owe a repayment of financial aid funds if not maintaining Satisfactory Academic Progress (SAP) .

Theory

The student must notify the PN faculty or teaching assistant of a classroom/theory absence. Clinical progression will be denied if appropriate LAP progress is not maintained.

Clinical

For a clinical absence the student must call the clinical instructor and facility as indicated by the instructor. If absent during the clinical rotation – the make-up week will be rescheduled, the next clinical week if possible. This may result in an increase in theory hours and changes in clinical rotations.

Clinical absences are discouraged. Clinical rotations are divided into several clinical rotation time frames. On the second clinical absence a student must meet with advisor. If there is a third, the student must meet with the coordinator, which may result in dismissal from the program.

Leave of Absence – not available for practical nursing students.

WITHDRAWAL/DROP

In order to withdraw/drop in good standing from PTC and the Practical Nursing program, a withdrawal/drop form should be completed. To obtain official withdrawal clearance, students needing to terminate their programs of training must do the following: 1) Meet with the Practical Nursing Coordinator, concerning withdrawal. 2) Review requirements for readmission if desires to return to the program. 3) The last day of attendance will be considered the withdrawal date. 4) Students must meet with finance to pay any outstanding debt at the time of withdrawal. Students who are dismissed or withdraw from this program for any reason shall not be readmitted into the program unless approved by the Practical Nursing Coordinator. Applicants for readmission shall be considered upon merits of each individual case. A student may only have one withdrawal/drop to be considered for re-entry.

SATISFACTORY ACADEMIC PROGRESS (SAP)

All students at Pioneer Technology Center must be making satisfactory progress toward completion of their identified training goals. Refer to Pioneer Technology Center Student Handbook and/or Financial Aid & Consumer Information Guide.

STUDENT-TEACHER CONFERENCES

A minimum of one student-teacher conference is required monthly. Additional conferences or tutoring sessions are scheduled as needed. In-service days are held on a monthly basis. **All students must attend Contract Day. If the student is unable to attend Contract Day, the faculty or Practical Nursing teaching assistant must be notified before the meeting time. Additional requirements will be added to contract. Course and clinical grades are reviewed at this time with each student.**

Contract Breaches

Students are allowed three breaches of contract. Student will be dropped on 4th breach.

DISMISSAL

The Practical Nursing Coordinator may dismiss any student whose health, work, or conduct demonstrates unfitness to continue the program. Dismissal is the removal of a student from the program for reasons including, violation of policies and/or unprofessional conduct or behavior.

APPEAL PROCESS

Adult students do not have due process rights pursuant to PTC policy. (Please refer to policy FO in the PTC Student Handbook).

GRADING POLICIES AND PROCEDURES

Evaluation

Evaluation of student comprehension and performance is ongoing and utilizes methods that include skills laboratory check-offs, critical skills demonstrations, clinical performance ratings, assignments, quizzes, and examinations.

Grading Scale:

Letter Grade	Percentage	GPA
A – Superior	94-100%	4.0
B – Above Average	87-93%	3.0
C – Average	80-86%	2.0
D/F – Failing	0-79%	.0

Below 80% constitutes a failing grade for theory and clinical courses. In order to be promoted to the next course of study, the student MUST have completed the previous course with a score of 80% or higher in each theory course, and 80% or higher in the clinical component of each trimester. In the event, the student does not obtain an average of 80% in each course or the clinical component, s/he will NOT be admitted into the next course of study. The determination of the student's academic grade is the responsibility of the student's instructor/advisor. If a grade of less than 80% is received, a student may repeat the course. Only one course may be repeated during the program. Any course being repeated must be completed with new materials.

PROGRAM COMPLETION/NCLEX ELIGIBILITY

The entire Practical Nursing curriculum must be successfully completed with a minimum score of 80% in all courses and each student must meet specified OBN approved requirements in order to graduate. All tuition and fees must be paid in full to Pioneer Technology Center in order for final transcripts to be forwarded to the Oklahoma Board of Nursing. The NCLEX-PN licensing examination cannot be taken until the Oklahoma Board of Nursing receives these transcripts. Any student owing money to PTC will not be eligible for a transcript or certificate of completion. Students may pick up their NCLEX packet upon completion of Trimester III beginning of Leadership.

GRADUATION

One graduation ceremony is scheduled each year. Students may be eligible to participate in the graduation ceremony if they are in or have already completed their preceptorship in Trimester III. They should complete the program within 2 months after the graduation ceremony or they may be dropped from the program.

HONORS GRANTED TO PRACTICAL NURSING STUDENTS

PTC's Practical Nursing program wishes to recognize those students and graduates who demonstrate exceptional academic achievement during their enrollment in the program.

National Technical Honor Society (NTHS) and Guaranteed Graduate
Please refer to the Pioneer Technology Center Student Handbook.

Honor Graduate with Distinction
Practical nursing students graduating with an overall average of 94% or greater will be identified as an Honor Graduate with Distinction. Students who have been placed on probation or received other behavioral disciplinary action are not be eligible for this honor.

Honor Graduate
Practical nursing students who graduate with an overall average of 90% will be identified as an Honor Graduate. Students who have been placed on probation or received other disciplinary action are not eligible for this honor.

Pioneer Spirit Award
Students select one of their peers that exemplify the following character traits: professionalism, compassion, integrity and willingness to help fellow students.

Florence Nightingale Award
Faculty select one or two of the graduating students who displays qualities in nursing based on Florence Nightingale's values of "selfless service".

TUITION POLICIES

Please refer to the Pioneer Technology Center Student Handbook.

EXPENSES AND FEES

Please refer to the Estimate of Expense List for students. Refer to website.

FINANCIAL ASSISTANCE

Please refer to the Pioneer Technology Center Student Handbook and/or Financial Aid Officer.

APPROPRIATE SCHOOL ATTIRE

Please refer to the Pioneer Technology Center Student Handbook.

CHILDREN IN THE CLASSROOM

Due to infection control and safety liability issues, children are not allowed in class, lab, or clinical settings.

SOCIAL MEDIA AND ELECTRONIC DEVICES

Opportunities for students to interact with and receive support from their peers are provided through the use of social media. These social devices can enhance nursing education when used appropriately. The following are guidelines that the nursing program will follow:

Nursing students are preparing to enter the workforce that requires standards of behavior. Thus, patient/family or healthcare facility information of a confidential nature should not be posted on any social networks, online forums, or webpages. Patient confidentiality and HIPAA guidelines **must** be followed at all times. Students must be ethical, respectful, responsible, and accountable.

No personal: i-Pads, laptops, or electronic devices are allowed on campus.

Responsible, accountable behaviors and appropriate technology protocol should be followed at all times when using various types of electronic devices such as cell phones, i-pods, mobile devices, laptops, etc, and when posting on social networks. Disciplinary actions will follow, including possible dismissal from the program if the student engages in any of the following behaviors:

- Personal phone conversations or texting while in a patient's room.
- Patient/family photos taken by students in the clinical agency.
- Breach of confidentiality when using any form of social media or electronic device.

CELL PHONES / SMART WATCHES

All cell phones/smart watches and any watch that connects to your phone are to be relinquished into designated receptacle upon clocking in. Failure to do so may result in the student being sent home and a loss of total seat hours for that day. They may be used outside the classrooms in a private area or in the breakroom during designated breaks.

Cell phones/smart watches or any watch that connects to your phone are not allowed to be carried or worn in clinical/classroom/testing/lab area. Use of any such device during a test will result in a zero for grade and possible dismissal.

FIELD TRIPS

Field trips, both in and out of the Pioneer Technology Center district, are an integral part of the learning process in all areas of career and technological education. Such trips must be approved by the Coordinator. Students are required to have necessary forms completed prior to taking out-of-town trips and are required to wear appropriate attire and nametag or the PTC practical nursing uniform with nametag. Field trips are usually considered clinical hours, and students must call if unable to attend. If notification is not received, it is considered a no call-no show incident and a zero recorded.

SMOKING & BREAKS

Refer to Policy CKDA in the Pioneer Technology Center Student Handbook.
Practical Nursing students are prohibited from using any form of tobacco, tobacco products, e-cigarettes/vapes, etc. when on campus, in uniform and/or on school field trips/functions.

HEALTH

Appropriate physical and emotional health, as required to meet the demands expected of nurses (including that which is required to assure the safety of patients/self/others), must be maintained by the student. The following criteria includes: lift/carry 50-150 lbs, push/pull 150-300 lbs, stand/walk 8-12 hours a day, bend/stoop/kneel, possess fine motor movements for skills, adequate vision/hearing, and ability to feel hot/cold. Medical clearance will be required after some illnesses. All significant changes in a student's health must be promptly reported to faculty. The program Coordinator reserves the right to request reports of medical evaluations of student's health problems. Whenever the student is experiencing health problems and is assigned to clinical practice, the policy of the clinical facility shall prevail. The faculty will, if necessary, send a student home when the health of patient, staff, and/or others are placed at risk. This may result in forced absenteeism. The student must incur the costs of medical appraisals/treatments, etc. A medical release may be required in order for the student to return to the classroom and/or clinical setting.

Contagious and Infectious Diseases

Students having any communicable disease, fever, nausea, diarrhea, vomiting, persistent cough, shortness of breath, or exposure to a communicable disease are not permitted to attend or remain in class or clinicals. Faculty reserves the right to send students home based upon symptoms. A medical release may be required in order for the student to return to the classroom and/or clinical setting. In all

cases, school officials are governed by the order of the local health offices or by the State Board of Health. CDC Guidelines will be followed regarding Covid-19.

INCLEMENT WEATHER

Local TV/Radio stations, PTC Social Media and website, and Swift K-12 will broadcast official announcements of school closings. If Pioneer Technology Center is closed due to inclement weather, students will not be expected in class and/or clinical. **Any student not attending a scheduled clinical rotation must notify the clinical site and the instructor. Students are requested to keep tracking information current for school notifications. The Coordinator and/or faculty cannot make the final travel decision for the student.**

RESEARCH

The school reserves the right to test or develop innovative techniques, scheduling, etc., in accordance with the rules and regulations of the OBN. Students will be informed of any research if it is being done during the time in which they are enrolled.

STUDENT COMPLAINTS

Students are encouraged to discuss concerns and complaints with the instructor involved. However, if the student determines that the issues are still unresolved, the student must follow the appropriate channels. The channels are as follows:

- Student
- Course/Clinical Instructor
- Coordinator
- PTC Executive Director
- PTC Superintendent

ETHICS/PROFESSIONALISM

STUDENT CONDUCT POLICY

The Pioneer Technology Center Board of Education believes that an important responsibility of any school system is to teach acceptable social conduct. We believe that such conduct may be taught by example and by providing appropriate incentives. Please refer to the Pioneer Technology Center Student Handbook for policies concerning student conduct.

Practical Nursing Conduct/Professional Behavior

In addition to Pioneer Technology Center regulations governing conduct, practical nursing students must conform to customary standards of conduct, professional behavior, and ethics of nursing in both the Practical Nursing program and those of the clinical facility in which the student is assigned. Violation of any Pioneer Technology Center policy or any of the following Practical Nursing policies may warrant warning, probation, and suspension or dismissal from school in addition to any civil or criminal prosecution. The list includes, but may not be limited to:

1. Failing to comply with policies and procedures of Pioneer Technology Center, the Practical Nursing Program and/or clinical agencies
2. Being insubordinate
3. Violating safety standards
4. Falsifying records
5. Sleeping in class or clinical
6. Lying/falsifying information

7. Failing to immediately report critical classroom incidents involving self, peers or others to faculty
8. Failing to conduct self in a professional manner at all times
9. Failing to inform instructors/TA of absences or tardies
10. Resorting to fraud, misrepresentation, or deceit in taking any examination (i.e. texting, talking, or cheating on a test, will result in a grade of zero and student may be dismissed from the program)
11. Aiding and abetting other students with fraud, misrepresentation or deceit in taking examinations or completing homework assignments

Professional behavior in nursing encompasses the following, but is not limited to:

1. Knowing the scope of practice identified for the Licensed Practical Nurse and the student practical nurse including professional and legal requirements
2. Maintaining confidentiality of information pertaining to patients
3. Conducting self in a non-discriminatory manner
4. Abstaining from endorsing/promoting commercial products
5. Maintaining high standards regarding personal appearance, language, dress and demeanor
6. Knowing and applying ethical principles underlying the profession
7. Remaining informed about current health issues
8. Accepting responsibility for safe nursing
9. Keeping fit mentally, physically and educationally
10. Following policies and procedures of clinical facilities
11. Applying knowledge and skills to clinical practice
12. Cooperating and collaborating with all members of the health care team to meet the needs of patients
13. Demonstrating accountability for own actions
14. Maintaining professional appearance, appropriate for the profession/area of training
15. Anticipating, identifying, reporting and/or meeting patients' needs in an appropriate manner
16. Maintaining confidential information/supporting patients' rights to privacy
17. Refusing gifts, tips or exchanging of property involving patients or clinical facilities
18. Immediately reporting critical clinical incidents involving patients, self, or others to Faculty or supervisor
19. Never leaving a nursing assignment without properly advising appropriate personnel
20. Adhering to the Code of Ethics for Licensed Practical Nurse (see next page)

Foul Language

Foul language is not permissible for a professional and *will not* be tolerated. Student may be removed from the classroom/clinical site and receive a zero for the day. If behavior continues student may be dismissed from program.

CODE OF ETHICS FOR LICENSED PRACTICAL NURSES

The Licensed Practical and Licensed Vocational Nurse shall:

1. Know the scope of maximum utilization of the LP/VN as specified by the Nursing Practice Act and function within this scope.

2. Safeguard the confidential information acquired from any source about the patient.

3. Provide health care to all patients regardless of race, creed, cultural background, disease, or lifestyle.

4. Uphold the highest standards in personal appearance, language, dress and demeanor.

5. Stay informed about issues affecting the practice of nursing and delivery of health care and, where appropriate, participate in government and policy decisions.

6. Accept the responsibility for safe nursing by keeping oneself mentally and physically fit and educationally prepared to practice.
7. Accept the responsibility for membership in NALPN and participate in its efforts to maintain the established standards of nursing practice and employment policies which lead to quality patient care.

Resource: National Association of Licensed Practical Nurses website

STUDENT RESOURCES

COUNSELING AND GUIDANCE

If a student needs to share a problem or situation with someone or needs to seek assistance in any matter, the following procedures are recommended.

1. Do not wait until it is too late to seek assistance; if you see a problem developing, seek assistance immediately.
2. Instructors are available during class hours and may be able to assist with problems. Do not hesitate to share any problem or issue with them.
3. If your instructors are unable to assist you or if it is a problem or issue in which you do not feel comfortable sharing with them, a Pioneer Technology Center Counselor will be available to work with you in trying to find a solution to the situation. The Counselor is available in Student Services from 8:00 a.m. until 4:00 p.m. Monday through Friday by appointment or at other times, if the situation deems it necessary.

CAREER CENTER and ASSESSMENT CENTER

Certain services are available to enhance instruction through the Career Center and Assessment Center.

PRACTICAL NURSING COMPUTER/TESTING ROOM

The Computer Room is equipped with computers, audio-visual equipment, and a library area. Internet access is available for students and personal headphones are encouraged to maximize concentration. Students may use the internet / computers for educational purposes only. Students may obtain prescribed computer software / videos from the video room, computer room proctor, or TA's office. The Computer Room is designated as a quiet area. Students are not allowed to take personal electronic devices, food, or drinks into this area.

LIBRARY / VIDEO FACILITIES

The library / video facility is located in the Computer Room. BOOKS AND VIDEOS ARE NOT TO BE REMOVED FROM THESE ROOMS.

EMPLOYMENT

It is suggested that if students must work, they should limit work to 16 hours per week if possible. Work times must be scheduled so the student is rested and alert for the clinical experience. If instructor deems the student unsafe, student may be sent home. A student working in a health care agency must not wear the PTC student uniform or any other student identification. In the workplace setting, practical nursing students may not perform any skills which are within the Practical Nursing program if it does not meet with the policies of the work place/or scope of practice for their job description.

STUDENT PLACEMENT

The student is taught the job application process, resume writing, and job retention skills in the leadership course taken at the end of the Practical Nursing program. Job availabilities are posted in the classroom student information board and PTC website.

STUDENT ORGANIZATIONS

Two official organizations are available for student membership. They are:

OSALPN – NALPN: Oklahoma State Association of Licensed Practical Nurses and National Association of Licensed Practical Nurses
This association is the official membership organization for Licensed Practical and Vocational Nurses. Membership is limited to LPNs and LVNs. The Oklahoma Association of Licensed Practical Nurses (OSLPN) is the state organization. (Optional)

HOSA (FHP): Future Health Professionals (FHP) is the designated CareerTech student organization for the Practical Nursing program of Pioneer Technology Center. Each practical nursing student may become a member of the local HOSA/FHP organization and a member of Oklahoma State HOSA/FHP and National HOSA/FHP. Membership dues are included in PTC activity fee.

These organizations are designed to provide an opportunity for students to learn professional responsibilities. They also help students build leadership skills through planning and executing education, community, and recreational activities.

CLINICAL INFORMATION

CLINICAL ROTATIONS

Clinical rotations are an essential component of the Practical Nursing program. Opportunities for individual clinical rotations are space dependent and curriculum dependent and may not be a viable option during every clinical week. Required curriculum for clinical rotations is listed on the Clinical Unit of Instruction tool.

Students are requested to provide documentation of compliance of the immunization standards upon admission to the Practical Nursing program. Cost incurred for compliance with these standards will be the responsibility of the student and/or sponsoring agency. Immunizations are the responsibility of the student to keep current. Students may not go to the clinical site unless all immunizations are up to date. Flu vaccine, when available, and TB test must be done on an annual basis. CPR card must be kept up to date also in order to practice in the clinical sites. If out of compliance the student will not be allowed to attend any clinical rotation.

Appropriate vaccination/health assessment may be required by the assigned clinical site in order for students to participate.

SAFETY AND HEALTH GUIDELINES

A. PURPOSE

All precautions should be taken by each student to work safely, eliminating all possible hazards (example: always use gloves when exposed to body secretions). The safety of oneself, as well as others, should always be considered. Safety is ample reason for requiring certain dress requirements in various departments or settings.

B. ACCIDENTS AND ERRORS

The following guidelines should be utilized in reporting accidents or errors in the clinical setting:

1. All accidents or errors should be reported immediately to the instructor and/or nurse in charge. This is each student's ethical and legal responsibility.
2. The student is to fill out the proper form according to the clinical facility's policy and the Pioneer Technology Center Incident Form.
3. Accidents involving the student should be reported immediately to the instructor. Instructor will inform the Practical Nursing Coordinator.
4. Complete required forms.

C. HEALTH INFORMATION

The following rules apply to students enrolled in the Practical Nursing Program at Pioneer Technology Center.

1. Students are responsible for satisfactory completion of the school's physical examination form prior to enrolling
2. The school will assume no liability relating to the condition of health resulting from injury during school activities.
3. Should a student become ill or be injured while on clinical duty, the student should report to the instructor as soon as possible.
4. Students are responsible for their own medical expenses, illnesses, or accidents. It is suggested that each student have hospitalization insurance. The school does not have a physician assigned to the care of the students.
5. A student who is chronically or habitually ill will have a re-evaluation requested of their student's health status.
6. Students are not to present themselves to a doctor in the hospital while functioning in a student role concerning medical problems about themselves or their families.
7. The pregnant practical nursing student is encouraged to notify the Practical Nursing Coordinator and faculty of her status as soon as possible. This is a voluntary disclosure. It is advised that a pregnant student who enters the program, or becomes pregnant while in the program, not place herself or the fetus at risk during any activity.

DRUG TESTING

All Pioneer Technology Center Practical Nursing students will be required to undergo drug testing to meet the requirements of our host clinical facilities.

The Practical Nursing program applicant will be asked to read and sign a ***Consent for Drug/Alcohol Screen*** statement during orientation. Pioneer Technology Center reserves the right to deny a student continuance in the Practical Nursing program if s/he refuses to sign this consent form. Any offer of admission to and/or continued enrollment in the Practical Nursing program will be contingent upon submission to and the subsequent results of the required drug/alcohol screen(s). The presence of chemical substances in a student's body fluids may result in dismissal from the Practical Nursing program. If you have questions regarding this program requisite, please contact the Practical Nursing Coordinator.

DRUG TESTING POLICY

Pursuant to Student Affiliation Agreements, stated requirements will be followed.

The purpose of this policy is to:

*Inform students that drug testing may be required by some host facilities as a condition of participation in the clinical experience;
*Establish the procedures applicable to drug testing;
*Ensure that student understand that testing for drugs is typical of the health care environment;
*Provide assurance that when a clinical site requires drug testing, all students assigned to the site are subject to the same drug testing requirements.

Clinical sites require drug testing for students and for their employees to:

*Establish and maintain a safe, healthy working and learning environment for employees, students, patients and visitors;
*Reduce the incidence of accidental injury to persons or damage to property;
*Reduce absenteeism, tardiness and/or poor job performance;
*Serve as a deterrent to the abuse of drugs and alcohol.

Substances Which May be Tested

The substances tested shall be for drugs and alcohol as defined in the Standards for Workplace Drug and Alcohol Testing Act, including controlled substances approved for testing by rule by the State Commissioner of Health.

Alcohol and Drug Use Tests—When Required

Pioneer Technology Center staff will select the professional laboratory/site where the student will undergo the required drug screen. Annual drug screen fees will be included in the cost of the Practical Nursing program. It is the student's responsibility to pay any additional charges beyond the charge of testing whether a medical review officer (MRO) or other charge connected with a positive test. It is also the student's responsibility to have the results of the drug screen provided to the Pioneer Technology Center Practical Nursing Program Coordinator. A student must have a negative drug screen in order to participate in the clinical experience, where required by the clinical site, and in order to complete the practical nursing program.

In addition to taking a drug test and obtaining a negative drug screen, a student may be required, in accordance with the drug testing requirements of the clinical site, to undergo additional random or reasonable suspicion drug testing. Random testing is testing performed on a random selection basis that results in an equal probability for selection. Reasonable suspicion testing means a suspicion based on specific personal observations concerning the appearance, speech or behavior of a student and reasonable inferences drawn from those observations in the light of experience. Information provided by a reliable source, if based on personal knowledge, shall constitute reasonable suspicion. A student will also be tested when the clinical site has a reasonable suspicion that the student or other person has sustained an injury on the premises or has caused injury to another or has caused property damage believed to be the result of the student's use of alcohol or drugs.

In any instance in which the clinical site requires the student to undergo reasonable suspicion testing, the clinical site will be responsible for designating the professional laboratory where testing will be conducted and will also assume the financial responsibility for testing.

The clinical nursing instructor can also request immediate drug/alcohol testing if indicated by suspicious behavior, speech, appearance or odor of student. The cost of this test will be incurred by the student. Information provided by a reliable source, if based on personal knowledge, shall also constitute reasonable suspicion.

Procedures for Alcohol or Illegal Chemical Substance Testing
Any test administered under the terms of this policy will be administered by or at the direction of a professional laboratory licensed by the Oklahoma state Department of Health and using scientifically validated toxicological methods that comply with rules promulgated by the State Department of Health.

If the initial drug test is positive for the presence of a mind altering substance or its metabolites, the initial test result will be subject to confirmation by a second and different test of the same sample.

If an initial alcohol test is positive for the presence of alcohol, the initial test result will be subject to confirmation by a second and different test using any scientifically accepted method approved by rules of the State Board of Health, at the cutoff levels determined by Board rules.

All test results will be confidential and kept in separate files from the student's cumulative record file and the information will only be available to Pioneer Technology Center and the clinical site, as necessary to fulfill clinical experience requirements. The laboratory performing alcohol or drug tests for the program will not report on or disclose any physical or mental condition affecting a student which may be discovered in the examination of a sample other than the presence of alcohol or mind altering substances or the metabolites thereof.

ADDITIONAL CLINICAL REQUIREMENTS

A background and criminal check, Blood Borne Pathogens training, TB training, HIPAA, MRSA, General Safety, Fire Safety/Fire Evacuation training, CPR for the healthcare provider, and First Aid as well as other items required by contract with the clinical sites must be completed before students can start clinicals. The background and criminal check must be current with admission and a PTC questionnaire completed at the end of each trimester. Students who do not pass the criminal background check will be unable to attend clinical, making them unable to complete the nursing program. A PTC orientation for each trimester must be completed. Clinical facility orientations are also required.

LPN LICENSURE

APPLICATION FOR THE LICENSURE EXAMINATION

Upon completion of the Practical Nursing Program, students may be eligible to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN). The OBN and NCLEX-PN application instructions for Certification by Examination may be obtained from the faculty/Coordinator. Applications are completed online and required documentation is uploaded onto the portal on the OBN website, nursing.ok.gov. The application fee to Oklahoma Board of Nursing is $85.00 for Single State Licensure or $150.00 for Multistate Licensure. The NCLEX-PN examination fee is $200.00. A National Background and Criminal History Records Search must also be included. The National Criminal History Records Search must be dated within 90 days of the student's graduation date. The National Criminal History Records Search must include a sex offender and violent crime check.