Somerset County Technology Center
Practical Nursing Program
Student Handbook 2023-2024

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DISCLAIMER

The student handbook outlines specific policies and procedures of the nursing program. Any occurrence not outlined within this handbook will be addressed by the director. The director will review any occurrence/incident, conduct an investigation, and implement disciplinary interventions deemed necessary. The director also reserves the right to change, amend or institute new policies, procedures, and disciplinary interventions any time. The policies, procedures, disciplinary actions, curriculum, and syllabus, as stated in the Somerset County Technology Center Practical Nursing Program, are subject to change. The Nursing Department will notify schools, students, and prospective students of significant changes in writing. Each student will be given a copy of the student handbook. It is the student's responsibility to review and follow policies within the handbook. If the student loses the handbook, he/she should notify the nursing department and another one will be provided. Not knowing or understanding a policy or procedure is not an acceptable rationale for disobedience and will not be tolerated.

Accreditation

The Somerset County Technology Center Practical Nursing Program is approved by the Pennsylvania State Board of Nursing and accredited by the Pennsylvania Department of Education and the Middle States Association of Colleges and Schools Commissions on Elementary and Secondary Schools.

Pennsylvania State Board of Nursing
2601 N 3rd St.
Harrisburg, PA 17110
717-783-7142

Pennsylvania Department of Education Career and Technical Education
333 Market Street
Harrisburg, PA 1710
717-787-5530
www.careertechpa.org

Middle States Association of Colleges and Schools Commissions on Elementary and Secondary Schools
St. Leonard's Court, 3819-33 Chestnut Street, Suite 310
Philadelphia, PA 19104-3171
267-284-5000

DEFINITIONS

Within the handbook, the terms *clinical, theory,* and *lab* will be used interchangeably. Policies, procedures, and disciplinary actions are the same within any of these environments when applicable. Somerset County Technology Center (SCTC), School of Practical Nursing, and/or Nursing Program are interchangeable terms utilized to represent the Somerset County Technology Center Practical Nursing Program.

MISSION STATEMENT

The mission of the Somerset County Technology Center Practical Nursing Program is to prepare nurses to provide culturally competent care through systematic application of the nursing process in a caring, ethical, and holistic manner. The faculty and support staff of the Practical Nursing Program strive to promote professionalism and responsibility within the nursing community and create opportunities for students to become strong nurse leaders to transform the health care field in a positive manner.

VISION STATEMENT

To develop nurse graduates into dependable and employable leaders to impact and react appropriately to the ever-changing field of nursing.

CORE VALUES

- Student Success: Challenge, encourage, and support students to meet educational, professional, and personal goals as well as develop critical judgement, intellectual curiosity, and a commitment to lifelong learning.
- Integrity, Responsibility, and Accountability: Act responsibly and remain accountable for our decisions, actions, and consequences. Act with honesty and integrity by holding each student and faculty member accountable regarding professional and personal standards as defined by the American Nurses Association (ANA) Nursing Code of Ethics.
- Discovery: Seek up-to-date research and encourage creativity and innovation to benefit the student nurse, as well as the nursing community, to better the overall health care system.
- Quality & Safety: Provide a safe environment for students and maintain high quality outcomes for each student and patient encounter.

PHILOSOPHY

The combination of vocational skills training with a strong academic foundation provides students with the knowledge, skills, and attitude necessary to become a self-sufficient, productive member of society. The opportunity to prepare for Practical Nursing is available to all individuals who meet admission requirements, regardless of race, color, religion, age, gender, sexual orientation, marital status, or disability. As education is a life-long process, students learn when interest, ability, and motivation are present.

We believe that each human is a social being with basic physiological and psychosocial needs that must be met through all states of development. Everyone must continually adjust to changes in one's environment to achieve and maintain optimal health.

Nursing is both an art and a science, concerned with the process of assisting the individual of any age and socio-economic group to meet his/her needs in performing activities of daily living and cope with health and illness throughout the life span.

Practical Nursing is an integral part of nursing, both within inpatient and outpatient settings. As a member of the health care team, the Practical Nurse will perform specific nursing skills under the direction of a licensed Registered Nurse, licensed dentist, or physician in settings where nursing takes place. Nursing education prepares the student to provide care to the ever-changing society. Man's environment and its role in health and illness must be one of the most important concepts to be included in course development.

Nursing education is a process of transpersonal teaching and learning experiences, which provide a knowledge base for competent nursing practice. Learning progresses from a simple to complex manner using a systems approach. The learner is an active participant in the exchange of knowledge, attitudes, behaviors, values, and ideas between teacher and student. Practical Nursing education values the uniqueness of each student and promotes participatory learning. The student assumes the responsibility for learning through integration, inquiry, and competence. Practical nursing education is concerned with guiding the student in the development of knowledge, attitudes, and skills. It incorporates physiological and psychosocial principles with selected nursing skills and experiences. A primary objective of the practical nursing program is to educate the student to function as a safe, competent practitioner in the health care delivery system.

The faculty is responsible for developing and implementing the course of study offered in the nursing program. The nursing program will be continually evaluated in order to meet the program's objectives. The faculty also believes that the student has a responsibility to his/her own education. The student is responsible for recognizing and acknowledging his/her strengths and weaknesses through continuous self-evaluation throughout the program to meet the program objectives.

PRACTICAL NURSING PROGRAM OBJECTIVES

The goals of the Somerset County Technology Center's Practical Nursing Program are to:

1. Provide a structured, educational process whereby the student achieves the knowledge, skills, and abilities necessary to assume an entry level position in practical nursing.
2. Emphasize and seek demonstration of professionalism in self and practice.
3. Promote self-direction and responsibility by fostering personal and professional development and participation in community service.
4. Incorporate scientific knowledge, clinical excellence, and caring abilities in professional role development.
5. Utilize educational interventions in fostering critical thinking skills through the learning interaction between student and teacher.
6. Establish a positive presence in the community, partner with programs.

Student Learning Outcomes

1. Assumes the role of a caring, competent, practical nurse in a variety of healthcare settings, under the supervision of a Registered Nurse or licensed physician.
2. Utilizes scientific knowledge, nursing knowledge, and critical thinking strategies as a basis of nursing practice.
3. Displays self-direction and responsibility by pursing personal and professional development and participating in community service.
4. Communicates in a positive, effective, and therapeutic manner with patients and all members of the multidisciplinary heath team.
5. Demonstrates accountability through practice that adheres to the ethical-legal standards of the profession.

ACADEMIC YEAR

Classes are admitted annually. The plan of study involves a twelve (12) month program, 52 academic weeks with approximately one (1) recess week. The program is divided into four (4) levels. Lecture and clinical times vary due to availability for each cooperating facility and instructor.

APPLICATION FALSIFICATION

Any falsification of information as to military service (DD 214), delinquency, drug or alcohol abuse, abuse of Act 64 controlled substances, arrest conviction, psychiatric disorders, character reference, residency, citizenship, or employment will be 'just cause' for immediate expulsion from the Act 120 training program subject to the indicated tuition refunds as set forth elsewhere in this publication.

APPLICATION PROCEDURE

The following steps are to assist students with how to apply to the SCTC Practical Nursing Program. All guidelines must be met in order to be considered for admission into the program:

1. Complete the application form
2. Submit a one (1) page narrative "What Nursing Means to Me"
3. Submit three (3) professional reference forms that are included with the application
4. Request an official copy of your high school transcript or GED certificate to be sent to SCTC (transfer students will submit grades and transcripts from other educational institutions)
5. Submit the application fee, which is subject to change on yearly basis for TEAS examination
6. Once the application has been received by the LPN office, you will receive a call to schedule the TEAS entrance exam (the admission test can be scheduled even if you have not submitted your (3) professional reference forms, one-page narrative, or your high school transcript or GED certificate)
7. Admission Test (TEAS) taken (benchmark of 40.7 must be achieved for admission)
8. Interview with the Director of SCTC Nursing program and review of your test results
9. When all the above have been fulfilled, the application will be put into one of the following categories: admission into program, waiting list for admission, or unable to admit
10. Receive acceptance letter
11. Upon acceptance, the student must receive a physical examination, drug screen, and other vaccinations as required by program and clinical sites, and complete an FBI, Child Abuse, Department of Aging clearance (if you have not been a resident of PA for 2 years), and a PA criminal clearance
12. Upon acceptance, students must attend mandatory orientation at the beginning of the cohort year

TRANSFER/ADVANCED PLACEMENT POLICY

Students from another school of nursing will be evaluated on an individual basis. Acceptance will be based on prior completion of required courses. For consideration for advance standing, the following procedure must be followed:

1. Complete application process, including successful completion of the entrance exam
2. Submit an official transcript from the previous school and include syllabi for completed courses
3. Submit an official transcript for lab/clinical hours that were successfully completed and for what course
4. Submit a copy of the prior school's pre-admission test results for evaluation
5. Obtain a letter of reference from the director of the previous school
6. Schedule an interview with the Director of the SCTC School of Practical Nursing
7. All applications must be reviewed by the director and faculty of the program
8. The applicant will be notified in writing of the decision of the nursing program
9. Transferring in may affect the student's available financial aid
10.

ADMISSION

Individuals who complete the application procedure and meet the admission criteria will be considered for acceptance into the program, and the selection of students is based on individual qualifications. Acceptance of a position in the program by the applicant signifies agreement to abide by the policies and procedures of the SCTC Practical Nursing Program, as well as clinical site recommendations, policies, and procedures. The faculty reserves the right to select applicants who best meet the admission criteria, demonstrate motivation and personal qualities suitable for practical nursing, and give evidence of satisfactory pre-admission health examinations.

Any applicant or admitted student who has been a previous employee of any of the clinical rotation sites and was dismissed or left in a non-hire status by the facility will be unable to do complete clinical rotations at the facility as a student. Since the student is unable to complete required clinical rotation, they will not be eligible for admission or able to continue as a student at SCTC Practical Nursing Program. Full disclosure of past employment upon admission is required. If an enrolled student is dismissed from employment during the course of the program, disclosure of employment status is required to the Director of the Practical Nursing program. Student status within the program will be at the discretion of the Director of Practical Nursing.

- Classes are admitted annually
- Applicants must be at least eighteen (18) years of age (driver's license or birth certificate)
- Applicants must submit proof of U.S. citizenship or green card (birth certificate or Social Security card)
- Any applicant that has been a previous employee of the clinical rotation site and was dismissed or left in a non-hire status by the facility will be unable to participate in clinical rotations at the facility as a student (full disclosure of past employment upon admission is a requirement)
- Applicants must be graduates of an accredited high school or have General Education Diploma (GED) issued by the Department of Education or a Home School Equivalent certificate (official high school transcript or GED transcript/certificate must be provided)
- Applicants must pay for application fee prior to testing for the TEAS examination (cost of TEAS examination is subject to change on yearly basis, and applicants are only permitted to take the TEAS admission test twice)

GENERAL BACKGROUND CHECK

Students must complete a general background check prior to the start of the internship as requested by a hospital/clinical setting. The cost of all required background checks will be paid by the student. Background check results could impact the student's ability to attend the clinical education center, to complete the program's graduation requirements, or to obtain licensure after completion of the program (See Withdrawal-Involuntary). All students that are non-residents of Pennsylvania or have not been a resident for at least 2 consecutive years must complete the FBI Dept. of Aging background check. Clinical agencies may receive access to all student background checks and will have final determination to approve or deny access to the

clinical agency. If access is denied, the student will be unable to complete program requirements and will be dismissed. A signed copy of the clinical document waiver will be retained in each student's file. Somerset County Technology Center is not liable for any denial of admission or dismissal based on criminal background check results.

CRIME - STUDENTS WHO HAVE BEEN CONVICTED OF A CRIME

Conviction of a felony, along with those designated in the Act of April 14, 1972, known as The Controlled Substance, Drug, Device, and Cosmetic Act, and/or prohibitive offenses contained in Act 169 of 1996 as Amended by Act 13, will prohibit admission to program.

Completion of the Practical Nursing Program is not a guarantee that the State Boards of Nursing will allow the student to sit for the NCLEX-PN licensure examination. Individuals convicted of or having charge(s) pending against them regarding a violation of any federal, state, or local law may be denied. Students will refer to Pennsylvania's Practical Nurse Law or the board of nursing website for information regarding criminal background checks and the necessary requirements for the application process if licensure outside of Pennsylvania is desired. Any student arrested during the program is required to notify the Director of Practical Nursing immediately. Arrests may impact the student's ability to continue in the nursing program.

If a student has convictions, it is his/her responsibility to contact/petition the State Board of Nursing for notification and consideration of his/her petition.

HEALTH SCREENING AND IMMUNIZATION REQUIREMENTS

Each student, before starting the program or its clinical component, must provide an attestation from his/her family physician certifying the absence of physical, mental, and/or contagious disorders that could hinder or impair success within the program.

The following must be completed, as directed by the Practical Nursing Program, prior to the start of the program: physical examination, eye examination, dental examination, completion of full immunization record, two-step or annual PPD screen (proof of annual PPD for current or previous year), 10-Panel Urine Drug Screen, Influenza vaccination, Mumps, Hepatitis B vaccination/titers, Tdap, Rubella, Measles, and Varicella titers. Students must have a negative urine drug screen to be admitted into the program. Urine drug screen test is required by several clinical sites.

All students must be properly immunized and in compliance with OSHA and state regulations. Documentation of immunizations must be provided to the admissions office prior to the start of the program. The cost of immunizations will be paid by the student. Students must show proof of the following immunities and/or vaccination immunization documents or evidence of a blood titer prior to the start of the program: Influenza

vaccination, Hepatitis B, Measles, Mumps, Rubella, and Varicella titers. COVID-19 vaccination requirements may vary per clinical site's policy. See SCTC COVID 19 Policy for further details.

Random student drug screens will be performed at the discretion of the Director throughout the course of the program. Student refusal to participate will be treated as a positive drug test, and dismissal will follow. Positive results of a student's drug test will impact the student's ability to remain in the program, complete the program's graduation requirements, and/or obtain certification after completion of the program. The cost of examinations, screenings, and drug tests will be paid by the student.

Students must comply with the minimum health requirements from each individual clinical education center where performing internships, which may include additional immunity or vaccination requirements not specifically listed within this handbook. Failure to keep these immunization requirements current could impact the student's ability to attend the clinical education center, to complete the program's graduation requirements, and/or to obtain certification after completion of the program.

ACADEMIC PROGRAM DELIVERY

Instructional delivery at the SCTC Practical Nursing Program is conducted through direct classroom instruction, along with live virtual instruction as needed with various widespread disease processes and/or pandemics (COVID-19, influenza, etc.). Lectures are held on campus, along with completion of some clinical skills. Students will be assigned various clinical sites to obtain the necessary learning experience for nursing. The SCTC Practical Nursing Program is housed at the Somerset County Technology Center, Somerset, PA, in the B-wing of the building. Break areas are provided to students for studying, lounge, and lunch. Clinical experiences will be provided at various locations within the community. The student is responsible for providing his/her own transportation to clinical areas. Students are expected to adhere to the rules and regulations of each cooperating agency. Failure to comply with regulations and policies of each cooperating facility can lead to student's dismissal from the program.

ACADEMIC INTEGRITY, CHEATING, PLAGIARISM, & HONESTY

Students are responsible for maintaining academic integrity. Lying or plagiarizing could result in dismissal from the program. Any incident of cheating will be investigated by the Director. If it is confirmed, the student will be immediately dismissed. Cheating is not tolerated in the SCTC Practical Nursing Program. It is the moral-ethical-legal responsibility of every individual involved in a profession to monitor other individual's patterns of practice to ensure maintenance of the highest standards of practice within the profession.

Therefore, students have the responsibility to monitor the practices of their peers to participate in providing quality nursing care and to elevate the standards in the profession. Concealing errors and mistakes of peers serves to lower standards of the profession. In addition, the person who conceals the mistakes of another is as guilty of the error as the actual participant.

Also, no student shall claim credit for another's work or assignments. Consequences will be determined by the faculty. If the faculty determines that plagiarism has occurred, the faculty will initiate one or more of the following disciplinary actions:

- Require the student to repeat the assignment
- Issue the student a zero or failing grade on the assignment
- Issue the student a lower or failing grade in the entire course
- In the event of a repeat occurrence, the student may be dismissed from the program
- If the student is found to be cheating on an exam, the individual's test will be taken or will be stopped if in electronic format (the individual will be given an "F" for the exam or course and may be dismissed from the program)

Definitions

- Cheating- use of unauthorized assistance, materials, or study aids in any academic testing environment
- Plagiarism- utilization of another individual's words or ideas without proper acknowledgement
- Fabrication- falsifying information or data
- Deception- misrepresentation of academic work and/or records; forging of signatures
- Electronic dishonesty- inappropriate use of network access in relation to assignments and/or tests impacting the work of self and others

Academic Honesty

It is the expectation of the SCTC Practical Nursing Program that students be honest in all their academic endeavors. Academic honesty is fundamental. During remote time, a student who engages in any of the actions listed below will be considered to be engaging in acts of academic dishonesty and will be held accountable for disciplinary action as outlined in the handbook:

- Taking or sharing images of test questions
- Discussing or disclosing, directly or indirectly, the content of test questions with any student who has not taken the examination
- Plagiarism of any kind (the practice of taking someone else's work or ideas and passing them off as one's own)

ATTENDANCE POLICY

Students are expected to be present, punctual, and to actively participate in all classroom and clinical experiences. It must be recognized that a great deal of material is covered in the class period; therefore, attendance is expected of each student for every class. Students must follow the call-off policy in the event of tardiness, early dismissal, or absence. All absent time is included on the student's official transcript and on all references from the Practical Nursing program**.** Students are expected to be prompt and prepared for lecture and clinical. Attendance is monitored and recorded.

Mandatory attendance is required for orientation, which is held at the beginning of the program year. Any accepted student that misses orientation will be unable to continue through the program, unless extenuating circumstanced are approved by the Director. Each student is responsible to sign himself/herself into the

attendance log. Students are not permitted to sign other students in or out. Failure to sign in/out per policy may impact absentee time, and/or disciplinary action may result.

Students must complete all required theory and clinical hours to graduate. Students must provide the Director of Practical Nursing written notification of absences in advance when possible. Approval for all absences is at the Director of Practical Nursing's discretion. Students will be afforded three (3) days of approved absence for death of immediate family, which is defined as: spouse, parents/guardian, siblings, parents-in-laws, sons or daughters-in-law, children, including stepchildren. Death of a close family member have an approved one (1) day of absence and includes grandparents, aunts/uncles. Additionally, mandated court or active military duty appearances are also approved. Documentation for these appearances must be submitted to the Director of Practical Nursing. If the student is hospitalized with medical documentation, the absence will be excused upon submission of medical documentation.

Each student is granted up to 40 hours of absent time. Time exceeding 40 hours may result in dismissal from the program, depending on the type of absence. Dismissal from the program will be at the discretion of the Director and/or Administration. As mentioned above, students must provide written notification and/or documentation for absent time to be deemed excused or unexcused. Absent time is calculated in 15-minute increments. For example, if the student misses 7 minutes of time, 15 minutes will be subtracted from the 40 hours of allotted absent time.

Student attendance and absent time will be monitored. This procedure will be followed regardless of reason for absence. The following will occur when student absent time is utilized:

- After 20 hours of absent time, the student will receive written notification and a verbal warning will be placed in the student's permanent file
- After 30 hours absent time, the student will receive written notification, a written warning will be placed in the student's permanent file, and the student will be placed on probation for the duration of the program
- After 35 hours absent time, the student will receive written notification, a written warning will be placed in the student's permanent file, and the student will remain on probation for the duration of the program
- 40 hours or >40 hours of absent time, the student will receive written notification, a written warning will be placed in the student's permanent file, and student dismissal will be at the discretion of the Director and Administration

If absent time exceeds 40 hours, the student will be required to complete missed time to graduate. Student will need to complete missed time at the end of the program, in order to graduate and test for the NCLEX-PN examination. This will be at an additional charge to the student. Scheduled days for missed time will be at the discretion of the faculty at the end of the program. A maximum of three days or 22.5 hours will be provided

after the program has finished for any individual needing to complete time missed. Absent time is accumulated based on each individual student in relation to time missed during theory and clinical. Students will be charged in four-hour increments of time (see chart below for cost breakdown). Make-up time is an additional cost to the student. Financial aid funding does not cover the cost of these additional days. If missed work is not completed in the 22.5 hours provided, the student will be ineligible to complete the program and test for the NCLEX-PN examination.

Unexcused absenteeism more than 40 hours will result in dismissal from the program**.** Students are held accountable for all 1550 hours of the practical nursing program. Excused absences (death of family member, military and court appearances, or hospitalization) do not need to be made up unless time missed exceeds 40 hours.

Absent Time	Hours Needed	Cost to Student
0-4 hours	4 hours total	$150.00
4-8 hours	8 hours total	$300.00

Students who have been previously enrolled and are returning, the following criteria applies in relation allotted 40 hours:

- 40 hours of allotted time will be granted to those who have not successfully completed level 1
- Students who have successfully completed a level and withdraw from the program at any time, time utilized from the 40 hours will carry over to the next participating program year.
- Students who withdraw from the program at any level, and wish to restart the program from the beginning, allotted 40 hours will be at the discretion of the Director.

Notification of Absenteeism

Students who are in theory and/or clinical rotations must notify the Practical Nursing Office, Director, and Instructors of absenteeism one hour prior to the beginning of the scheduled day via electronic platform (communication application, email, and/or by phone). Failure to communicate absenteeism may result in disciplinary action as determined by the Director.

Arriving Late

- Students are expected to notify their instructor if they will be tardy. Students who are tardy for theory must sign-in with the Practical Nursing office personnel upon arrival. Any tardy hours are documented and correlated to absenteeism. Tardy is considered not being in seat at the start of class. Students must notify the Practical Nursing office, Director, and instructors of tardiness prior to arrival at the theory location. Failure to notify office personnel may result in disciplinary action as determined by the Director.

- Students who are tardy for clinical must notify the Practical Nursing office, Director, and instructors of absenteeism one hour prior to the beginning of the scheduled day via electronic platform (smartphone communication application/platform, email, and/or by phone). Any tardy hours are documented and correlated to absenteeism. Tardy is considered not being at clinical at the designated time. Students are expected to be on time for skills labs and/or clinical experiences. If a student is more than 15 minutes late, he/she is not permitted to participate in the clinical experience and will be counted absent for the entire day. Students must notify the Practical Nursing office personnel of tardiness prior to arrival at the clinical location. Failure to notify office personnel may result in disciplinary action as determined by the Director.
- Late arrivals on test days: Students will not be permitted to begin the test upon arrival. Testing must be completed during lunch break or before school on the next classroom day.

Leaving Early

- Students must sign-out with office personnel when leaving theory early. Any hours missed for leaving early are documented and correlated to absenteeism.
- Any student leaving early from the clinical site must complete the Early Dismissal form prior to the clinical day. The Director will determine if the student is able to leave early. Any hours for leaving early are documented and correlated to absenteeism.

Attendance Variation

If a pattern of arriving late or leaving early is determined, the student will meet with the Director and a plan of correction will be formed. The third occurrence of arriving late or leaving early without cause will result in the student receiving a verbal warning. The next occurrence will result in a written warning. Any occurrence after the written warning may result in dismissal from the program.

Student time is recorded for all theory, lab, and clinical. Arriving late or leaving early will be assigned the following charges:

- Any presented material that was missed, in either clinical or theory, will be the responsibility of the student to makeup independently.
- Any exams, quizzes, or assignments will be completed on the next class day or result in a zero (0) score.
- Students must complete and turn in all assignments as scheduled.

Inclement Weather

Inclement weather may cause school delays or closings. Winter weather conditions are evaluated daily by the Practical Nursing department. Class and clinical will not be cancelled or delayed for cold weather. Students are responsible to wait for the automatic telephone message system or notification from smartphone communication application/platform that will deploy a detailed message for the Practical Nursing students regarding the start and end times for the day or potential cancellations. Students may receive a school district call from SCTC (the LPN program is different than high school) but must wait for further instructions from the Director of Practical Nursing regarding delays and cancellations. It is the student's responsibility to provide updated information to faculty in the event contact information changes. Delays that impact clinical days may require students to report to their respective campus for laboratory days. For clinical days ONLY: decisions regarding delays and cancellations will be made by 0430. If students have not received notification by that time, they should report to clinical as scheduled. (Appendix A-Winter Snow Call-off Guidelines).

The student is responsible for being on time for each clinical rotation that he/she is assigned. Snow will increase travel time and is not an acceptable reason for tardiness. Students must bring all text and study materials if the clinical location is changed to campus. Snow days must be made up. This could mean a loss of scheduled break days or change of graduation/program start date as determined by the Director.

COVID-19 Attendance Policy

The Somerset County Technology Center continues to monitor global 2019 Novel Coronavirus (COVID-19), and the safety of our students and staff is our highest priority. The program will continue to follow guidance provided from the Centers for Disease Control and Prevention (CDC) on how to limit the spread of infectious diseases when making programmatic decisions. Students will be notified and provided with current COVID-19 policy and guidelines.

CPR POLICY

Students must maintain current certification in *CPR for the Healthcare Provider* throughout the program. Failure to keep this certification current will result in the student's inability to attend clinical. Failure to maintain certification will result in a failure to complete the program's graduation requirements and/or to obtain licensure after completion of the program.

DRUG AND ALCOHOL POLICY

SCTC is a drug free campus. The use or sale of illegal drugs and/or alcohol on school or clinical property is strictly prohibited and can result in termination from the nursing program. The responsibility for patient safety is paramount, and safe patient care is each student's responsibility. To continue in the nursing program, the student must maintain an acceptable level of performance that is consistently safe. Monitoring of this will be done through random drug screening and observation of student behavior by faculty. At any time, a student may be sent to have a random drug screening. Any testing fees will be the student's responsibility. Any student who refuses to participate will be treated as an admittance of drug use and as though they have had a positive drug test and will be terminated from the program.

Students have the responsibility not to engage in conduct that damages or tends to damage client and patient relationships, public image, and/or reputation of the School of Nursing. These include being charged or indicted for, or convicted of, a violation of criminal drug laws and/or driving while intoxicated. Therefore, students who are charged, indicted, or convicted under any criminal drug law or under any law prohibiting driving while intoxicated, must notify the Administrator of such charge, indictment, or conviction within five (5) days of the event. Students are subject to disciplinary action up to and including termination. Each case will be judged on individual merit.

If prescription drugs are required during classroom/clinical time, a note from the medical provider must be given to the Director. Information will be placed in the patient's file and remain confidential.

DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM

In conjunction with the clinical sites and Drug Free Workplace policies, which will be provided to all students, each student is required to participate in controlled substance testing prior to admission to the nursing program. Positive test results will nullify admission or remaining in the program if performed during a random drug screen.

TOBACCO USE

Tobacco use by the general public and/or students of the Somerset County Technology Center is not permitted in the building or on the property of the Somerset County Technology Center at any time. No smoking/vaping or use of tobacco of any kind is permitted in or around the school or its grounds. Additionally, all clinical sites are considered non-smoking. Smoking/vaping or use of tobacco of any kind is not permitted on any facility grounds, campus, or clinical sites. This means anyone who smokes/vapes must be completely off campus and/or clinical property. Smoking/vaping inside a vehicle is not permitted until the vehicle has left facility premises of campus or clinical facility. Any owner/driver of a vehicle who allows individuals to smoke/vape inside his/her vehicle while on property will be charged with the violation, as well as anyone who participates.

Somerset County Technology Center Practical Nursing Program students, employees, post-secondary and/or adult evening students violating the tobacco/smoking rules shall receive the following: A. First offense, monetary fine or magistrate's office B. Second and further offense, monetary fine each or district magistrate C. A court cost will accompany each fine. D. Certificates of completion to be withheld until all fines have been paid.

On clinical sites, students are not permitted to smoke/vape even during breaks and lunch periods on or off facility grounds. Any student returning from breaks or lunch with a smoke smell present on uniform will receive unsatisfactory marks for the clinical week. Students are not permitted to smoke/vape at the conclusion of clinical until their vehicle has left facility grounds. Any student found in violation of the smoking policy will receive unsatisfactory marks for the week. See Theory Day and Clinical Day Violations.

HARASSMENT

The Somerset County Technology Center strives to provide a safe, positive learning climate for students in the school. Therefore, it shall be the policy of the nursing school to maintain an educational environment in which harassment in any form is not tolerated. Any student who experiences these events shall immediately report them to the instructors and Director. Unlawful harassment can take the form of:

- Verbal, written, graphic, or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation, education, or religion when such conduct is sufficiently severe, persistent, or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening, or abusive educational environment – this includes face to face, as well as online interactions
- References to sexual activity or derogatory jokes or comments based on sex
- Unwelcome touching or leering
- Unwanted advances
- Coercion, with the promise of reward
- Threats, with the promise of punishment
- Threats of violence to others or physical assault
- Bullying

THREATS

Given the number of school violence events nationwide, educators are on heightened alert for situations which threaten the safety and welfare of all students and staff. Therefore, when a student makes a threat of any kind, SCTC must take it seriously. There is no such thing as a joke where threats are involved. All reported threats will be investigated, and the PA State Police will be called. SCTC Administration will determine appropriate discipline regarding the severity of the threat and the disruption to the educational process. Such discipline can include termination from the program and charges filed with law enforcement.

POSSESSION OF WEAPON ON SCHOOL PROPERTY

Weapons and replicas of weapons or "look-alikes" are forbidden on school property. The term "weapon" shall be included, but not limited to, any knife, cutting instrument, bomb, cutting tool, brass or metal knuckles, firearm, shot gun, rifle, BB or pellet gun, look-alike gun, Taser or electro-shock instrument, chemical agent, explosive device, and/or any other tool, instrument, or implement capable of inflicting serious bodily injury. Section 912 of the Pennsylvania Crime code provides that a person commits a misdemeanor of the first degree ($10,000 fine and five (5) year maximum sentence) if he/she possess a weapon in the building of, on the grounds of, or in any elementary or secondary public-funded educational institution, or any elementary or secondary private school licensed by the Department of Education. A student is in possession of a weapon when the weapon is found on the student, in the student's locker, in the student's vehicle, under the student's control while he/she is on school property, on property being used by the school, at any school function or activity, or at any school event held away from the school and at any clinical, intern, or shadowing site.

SECURITY AND SURVEILLANCE

To maintain a safe and secure educational environment, video surveillance and recording may be employed in any area under control or possession of the Somerset County Technology Center. These areas include, but are not limited to, the school buildings, parking lots, storage facilities, outside property, school vehicles, and busses. Any action or conduct that is illegal or in violation of the Somerset County Technology Center policies and guidelines and which is observed through this surveillance may be used for disciplinary action, including prosecution by appropriate law enforcement agencies.

SOCIAL MEDIA

Reference to Somerset County Technology Center or SCTC should not be used in any designation of a group on Facebook, Twitter, Myspace, or any form of social media in a negative or derogatory manner.

LAPTOP POLICY

Each student will be issued a laptop for use while on school premises. The laptops are not for personal use, and any damage will be the student's financial responsibility. Students are responsible to make sure that laptops are connected to the charging station after each use. Student computers are available to take home with a $20 deposit at the Nursing Office. Once equipment is returned prior to graduating, student deposits will be returned. Prior to utilization of laptops, each student must complete the Internet Acceptable Use Agreement.

COMPUTER PASSWORDS

Throughout the year, students will be given computer access and security codes for campus and clinical sites. These may only be used while the student is assigned to these areas during school hours. These are not allowed to be used at any other time. MIS compliance policies will be followed.

ELECTRONIC DEVICES

The faculty of the Somerset County Technology Center Nursing Program views the student's personal use of cell phones, pagers, iPods, or other electronic devices during class or at clinical as generally disruptive and disrespectful to the class and instructor. Student's personal use of cell phones during class is strictly prohibited, unless advised otherwise by instructor and/or Director. Cell phones and electronic watch devices must be placed at the back of the class during all testing.

Cell phones must be placed in the "off" setting. It may be used only while on break or at lunch. The instructor has the authority to direct the student out of the classroom and to the nursing office if found in violation of the policy. In the event of a family emergency issue (or possible issue), the student should advise their family to call the nursing office to reach the student. Any other emergency issues must be addressed with the Director or instructor to obtain permission to receive cell phone calls. All students should discourage family members and friends from calling them while in class or at clinical. Students who violate the cell phone policy by flagrant use of their phone during class/clinical are violating the professional and ethical standards set by the school. This violation will result in the following discipline process:

Theory Day Violations:

- Violation of cell phone policy on first offense will result in a verbal warning.
- Second violation will result in the cellphone being turned into the nursing office at the beginning of the day and will remain there until close of the day. They may be signed out during the student's break or lunch periods then returned to the nursing office. This will remain in effect until graduation.

Clinical Day Violations:

- First offense will result in a written discipline violation.
- Second offense will result in the student being dismissed from clinical. This will result in seven and half (7.5) hours counted toward the allotted 40 hours and receiving an unsatisfactory for that clinical week.

SCTC LPN Program is not responsible for lost or damaged valuables of any kind, including cell phones, computers, and electronic devices.

STUDENT TELECOMMUNICATION PLATFORMS

Students will be issued a school email address. Students are responsible to check school email regularly for updates or any changes. Communication between student and faculty must occur via email or by the approved smartphone communication application. Students are not permitted to message instructors or faculty outside business hours, unless reporting an emergency, absenteeism, or tardiness (07:30 a.m. – 5:00 p.m., Monday through Friday). Any messages sent over breaks, holidays, and/or weekends will not be addressed until the next business day. Students posting in the telecommunication platform must have post approved by program faculty prior to sharing content with other students and/or classmates.

PHOTOCOPYING

Required clinical paperwork will be distributed by faculty. Photocopiers are not for student personal use. Students in violation of this policy are subject to the disciplinary process.

LOST ID AND/OR ACCESS CARD

If your ID badge or access card is lost or stolen, it can be replaced at a cost of $10.00 per card. They must be paid for before they can get new cards/badges. Lost or stolen cards must be reported immediately.

EMPLOYMENT - STUDENT EMPLOYMENT

To maintain good health and to be successful in the program, it is recommended that students limit work hours. If employment is necessary, it cannot interfere with the responsibilities of class and clinical attendance. Students may not work the 11 pm -7 am shift and then directly report to class or clinical. Being sleep-deprived is a safety hazard for both the student and those who are around them. As required by the Pennsylvania Licensure Law, when students are employed, they may not be employed as Practical Nurses unless they are currently licensed as such.

FOOD SERVICE

The school provides a student kitchenette with refrigerator and microwave. Lunches should be eaten in the designated areas. Eating is prohibited in lab/clinical areas. Lunches are to be eaten during provided time.

LOITERING

Students are assigned areas for breaks, and when not in the classroom, may report to these areas. Students are not permitted to congregate in the hallways. At the completion of testing, students will wait in the student lounge until all students are finished. Students may also wait in the auditorium if not in use.

DRESS CODE

Grooming and appearance should reflect professionalism. Uniforms must be clean and wrinkle free. Shoes must be clean and in good condition. The following information outlines acceptable and unacceptable attire for the program. Students who are in violation of dress code are subject to the disciplinary process. Repeated non-compliance may result in dismissal from the program. Uniform requirements are subject to modification based on specific facility needs.

Classroom Attire:

1. Students are expected to maintain professional attire while in the classroom or lab
2. Students will wear clean, comfortable shoes that are appropriate for uniforms to theory and lab, in order to perform technical skills as assigned
3. Students will wear scrubs of their choosing while on the SCTC campus for theory/lecture
4. No hoodies or jackets with graphic designs
5. T-shirts may be worn under scrubs; no T-shirts with graphic designs are permitted (unless apparel is purchased from the SCTC Practical Nursing Program)
6. Students, under no circumstances, may come onto SCTC property with offensive graphics or pictures which promote drugs, alcohol, sexual activity, violence, or profanity on any clothing (nursing faculty reserves the right to have a student remove any outerwear deemed inappropriate)
7. Makeup must be subtle (no excessive blush, eyeliner, or eye shadow)
8. Jewelry – Students may wear wedding/engagement rings, small plain, silver or gold stud earrings, and small chains that do not dangle and interfere with patient care (NO tongue piercings, nose, lip, or facial piercings may be worn to class or clinicals)
9. Hair must be clean at all times, must be of natural color, and men must be clean shaven (sideburns, mustaches, and beards must be trimmed; sideburns may not be past the earlobe)
10. Nails – Nails must be kept clean at all times and no longer than ¼ inch in length from fingertip
11. Undergarments –White or beige undergarments must be worn (NO prints, colors, or thongs permitted; undergarments must not be visible when performing bending, stretching, or other physical activities)
12. Students in the high school environment must wear their school issued ID badge during school hours
13. Uniform must be free from odor, including perfume, cologne, cigarette smoke smell, and after shave; good personal hygiene is expected

Clinical Attire:

1. Approved navy blue/ceil blue scrubs for the Practical Nursing Program are to be worn during all clinical rotations. Uniform must be always clean and wrinkle-free. SCTC apparel, including t-shirts, hoodies, sweatshirts, and sweatpants should not be worn at clinical.
2. Student identification badge must always be worn any time the student is representing the SCTC Practical Nursing Program. The badge must be clearly visible and located above the waistline. In the event a replacement identification card is required for any reason, the student is responsible for scheduling a time to obtain a replacement photo at the cost of $10.00. Certain clinical sites require their own identification badge. The student is responsible for wearing both badges. Students may not attend clinical without appropriate identification.
3. Stethoscope must always be with the student during clinical. Stethoscope sleeves and covers are not permitted due to infection control risks.
4. A watch with second hand
5. Bandage scissors
6. Penlight
7. Makeup must be subtle; no excessive blush, eyeliner, or eye shadow
8. Uniform must be free from odor, including perfume, cologne, and after shave; good personal hygiene is expected
9. Jewelry – Students may wear a plain band. No rings with stones are permitted. Small plain, silver, or gold stud earrings may be worn in your ear lobe only. Hooped earrings, gauges, dangles, and bar bells are not permitted. Spacers must be clear if worn to keep piercing open. Small chains/necklaces are permitted. Tongue rings, nose rings, or any rings should not be visible through the uniform. If they are, students will be asked to remove body jewelry.
10. Tattoos must be covered with clothing or a flesh-toned bandage while at clinical
11. Hair must always be clean. Hair must be pulled off the collar and off the face. Long hair must be pulled up. Hair must be of natural color, not colors such as pink, purple, blue etc. Men must be clean shaven. Sideburns, mustaches, and beards must be trimmed. Sideburns may not be past the earlobe. Facial hair impacts tightness of N95 respiratory when needed for clinical.
12. Nails – no glued on, artificial acrylic nails, gemstones, glitter, or painting. Gel nail polish and regular nail polish is permissible, if not chipped. Nails must be always kept clean and no longer than ¼ inch in length from fingertip.
13. Undergarments –White or beige undergarments must be worn (NO prints, colors, or thongs permitted; undergarments must not be visible when performing bending, stretching, or other physical activities)
14. Long sleeved tee-shirts may be worn under scrub tops. They must be white, navy, or ceil blue. White tee-shirts must be kept clean.
15. Shoes- students must wear a nursing shoe or sneaker that covers the entire foot; no mules, slingbacks, Dude Shoes, or Crocs with open holes. Purchasing these shoes is the student's responsibility. Color of shoes should be white, gray, or black. No other colors are permitted.

16. Clinical uniforms may not be worn after clinical is over for the purpose of employment
17. No mid-drift or posterior area may be visible (especially during bending, lifting, pushing, and pulling that is required during patient care)

Failure to comply with all dress code requirements for clinical may result in the student being dismissed from clinical and resulting in an unsatisfactory for the week. Dismissal from clinical will result in time deducted from allotted 40 hours. First offense will result in a written discipline violation. Second offense will result in the student being dismissed from clinical.

PARKING

Adequate parking is available behind the school; no spots are specifically reserved for staff or students. Handicapped parking is provided on a limited basis. All students must park in the back parking lot. Any vehicle parked in the grass, along the road, or in other areas not designated for parking will be towed at the violator's expense.

Students will be issued a keycard that allows access in and out of the building from 7:55 a.m. to 4:00 p.m. If keycard is lost, the nursing office must be notified immediately. A $10 dollar replacement fee will be charged when the new card is issued.

Clinical sites have specific student parking areas assigned, and parking designations must be followed. Any student in violation of the parking policy in any area will be sent home and receive an unsatisfactory for that clinical day. Speed limits are posted and must be strictly followed on campus and at clinical sites. Violation of speed limit will result in the disciplinary processes as determined by the Director.

CURRICULUM DESIGN AND THEME

Individual is unique and worthy of respect, dignity, and compassion. Changes evolve throughout the lifespan.

Health is an ever-changing process of physical, psychological, intellectual, and spiritual dimensions reflective of knowledge, values, and traditions.

Threads

Health and Human Needs
Natural-Human Needs
Patient-Centered Care
Compassion
Ethical-Legal
Pharmacology
Nutrition
Individual-Family-Community
Critical Thinking Skills
Development Role

Nursing is rooted in the natural and human science. Nursing is based on compassionate behaviors, clinical competence, and ethical principles. With supervision, the student utilizes the nursing process to restore and maintain patient physical, spiritual, and psychological health throughout the lifespan.

Outcomes

Therapeutic Nursing Intervention Skills
Competency Achievement
Critical Thinking Skills
Program Completion
Achieve Licensure
NCLEX – PN Success
High Job Placement Rate
High Employability Rate

COURSE BREAKDOWN

	Theory Hours	Clinical Hours	Total Hours
Level I			
Fundamentals of Nursing	**120**	**170**	**290**
Body and Function	**80**		**80**
Nutrition	**35**		**35**
Math for Meds	**35**		**35**
			440
Level II			
Pharmacology	**50**		**50**
Maternal-Child Health Nursing:			
Pediatrics	**40**	**70**	**110**
Obstetrics	**30**	**70**	**100**
Intro to Medical-Surgical Nursing	**20**	**85**	**105**
			365
Level III			
Medical/Surgical Nursing I	**90**	**250**	**340**
Personal and Vocational Relationships	**25**		**25**
			365
Level IV			
Medical/Surgical Nursing II	**100**	**190**	**290**
Leadership	**20**	**70**	**90**
			380
TOTAL	**645**	**905**	**1550**

PROGRAM PROGRESSION/GRADING POLICY

At the completion of each level, students must have 75% or greater in all courses and graded clinical assignments. Failure to pass either the theory or clinical component will result in failure of the entire course. Students are regularly counseled regarding their achievement throughout each level. Student grade reports will be issued bi-weekly. Each level is a prerequisite for the next; therefore, satisfactory completion of each level is necessary for promotion to the next level.

Students must achieve a *satisfactory* in the clinical component in addition to a minimum grade of C or 75% to satisfactorily complete the course.

If the student's letter grade is less than 75%, they will not be permitted to progress to the next level.

Letter Grade	Percentage
A	92% -100%
B	84% -91%
C	75% -83%
F	Below 0 – 74%
Student Performance	
S	Satisfactory
U	Unsatisfactory

"Satisfactory" Achievement Means:

The student has fulfilled the learning objectives of the nursing course by minimally achieving a 75% in the theory component of the course and has passed the clinical component of the course. The student has successfully passed the clinical competency lab practicum.

"Unsatisfactory" Means:

The student was unable to meet the minimum requirement for successful completion of a course and may not continue to the next level or graduation.

Final Theory and Clinical Grading

- Must achieve 75% of assigned clinical points for each level
- Must achieve 75% in each course
- The final level clinical evaluation must be a satisfactory rating, or the student will be unable to continue forward to the next level or graduation

ACADEMIC STANDARDS

In the event a student is experiencing academic distress, several tiers of assistance are available. The first tier is voluntary remediation services. Students failing to demonstrate improvement within the remediation program will advance to mandatory probation. Students failing to show improvement during the mandatory probationary period may be dismissed from the program.

EXAMS AND ASSIGNMENTS

Missed Assignments / Testing Process

Exams may be timed. Students are responsible for any material, homework, quiz, test, or assignment covered when absent. Any exams or assignments must be made on the day the student returns to class. It is the student's responsibility to schedule any makeup work immediately upon return to class/clinical. This may be done over lunch or immediately before school. Makeup exams may not be the same exam as given to the class to avoid the possibility of cheating. The student will lose the opportunity to makeup material if not completed within 24 hours of returning to class. The grade assigned to the missed work will be zero (0). Exceptions are on an individual basis by the Director for events such as hospitalizations or death of an immediate family member as defined in this manual.

In- Person Testing Environment:

- No smart devices- cell phones, electronic watches, and other electronic devices are to be placed at the back of the classroom during testing. All devices should be turned off. Any device that alarms during testing can be investigated by the testing Proctor. Concern for cheating will result in disciplinary action as mentioned by this manual.
- Table and testing area must be clear of textbooks, notes, study guides, and/or any other study tools. Students are permitted to have a calculator, pen, and/or plain piece of paper to test with.
- Open book tests will be timed. Tests will be handed in at the designated time.
- Proctor will be circulating the room during the test and/or monitoring electronically.
- If electronic format, school computers will be used for all testing.
- Please give yourself 10 -15 minutes prior to the examination to secure your testing environment.
- The student is responsible to maintain a testing environment that is free of items intended to be used as a resource or reference of knowledge
- Papers within the immediate vicinity of the testing environment are not permitted. There may be an exception of one blank page, pen, and calculator which will be shown to the proctor before testing

begins and upon completion (ex. proctored tests when there is a dosage calculation to solve). Students will be informed prior to testing so they may be prepared. Students found writing information from the test on the paper will be in violation of the Academic Honesty Policy and Procedures and could be subject to disciplinary action.

- No textbooks
- No handouts or other course materials
- No electronic resources, (phones, watches, or other smart devices) other than the computer upon which the test is being administered.
- This process mirrors the testing process used by Pearson Vue for NCLEX testing.
- Test proctors reserve the right to request that the student scan the testing area at any time before, during, or after the testing period.
- Testing will be timed to allow 2 minutes per question.
- Students who have been pre-approved will be given the required accommodations.
- Students with approved accommodations should contact their faculty member to determine if an adapted testing schedule is necessary.
- Online testing will only permit the student to move forward on questions, without the ability to return to a previous question.
- This will assure that you do not skip questions.
- Answer each question to the best of your ability and move on to the next question.
- Review of individual examinations should not be expected. However, faculty will review the specific concepts identified as knowledge deficiencies. Test review will be available with the instructor after testing or on an individual basis as needed. Review sessions are built in throughout the program levels prior to finals. A student who is questioning that an answer is incorrect must provide to the instructor in writing the question with supporting evidence that the answer is incorrect.

Online Learning Procedure

The online learning environment creates both opportunities and unique challenges related to course processes. The following procedures have been developed to support the practical nursing student in successfully engaging in learning while also supporting the learner in addressing the potential challenges this online learning environment may pose.

Virtual Testing:

Online testing will be utilized. Proctoring may occur through video conferencing technology that is available and will be utilized to maintain program continuity when face-to-face instruction is not possible. This format also gives the student the opportunity to develop technology awareness for future work scenarios, such as nurses engaging in support or patient care in an online environment.

Tests will be published and made available to the student the morning of the examination by the proctor. Students are required to be on the virtual platform 15 minutes prior to the start of the scheduled examination time. The proctor will send each student an email invitation to the meeting environment prior to the examination. If the student did not receive the invitation, the internet page may need refreshed and/or computer restarted. Attendance will be taken. The proctor will ask each student to adjust the camera so that proper visualization of the test taker and/or environment is optimal. Students will be required to keep video camera on and be muted. When the proctor sees that all students have an appropriate testing environment and can access the exam, the test will begin. In the event you are without internet or a computer, internet access can be obtained in the front of the school parking lot for free, and with prior notification, a school laptop may be picked up at the school for your use during this time.

Virtual Testing Process:

- Synchronous testing will be scheduled. Please check your schedule for specific dates/times.
- Students are required to be on the virtual platform 15 minutes prior to the start of the scheduled examination time.
- Students will be notified by proctor that the test is being recorded prior to start of the examination.
- If a student is not able to attend testing at the scheduled time, they are required to:
    - Notify the faculty member before the time of the examination by email or via smartphone communication platform.
    - The student must confirm an appointment for the make-up examination with the faculty member before the next scheduled theory/class day.
    - Failure to communicate a need to miss a scheduled examination and/or failure to confirm an appointment for a make-up examination could result in a grade of zero (0) for that examination.
    - We understand that testing in a quiet environment at home may be difficult. Faculty will work with you to assure you are able to meet testing obligations.
    - We will begin with all students muting microphones once testing has begun.
    - Do not click out of the screen or permit your eyes to wander outside the viewing area/screen during testing. If this occurs, disciplinary action may be taken. See handbook regarding the Academic Integrity policy.
    - When finished, you will close the test screen and log out of the testing platform.

Online Classroom Expectations:

- Be patient with yourself, faculty, and your classmates during virtual episodes
- We will provide support to all learners as they work with this new technology. Contact the testing proctor or instructor first. If further assistance is needed, next contact the director, lastly IT (jhauger@sctc.net or 443-3651 ext. 6169).
- It is expected that each learner will participate in informative tutorials and post questions when the technology platform is malfunctioning
- Join the session 15 minutes prior to the scheduled time
- Be sure your camera is always on; to be counted as present in class, the student must maintain face-to-face contact for the entire session. If the student arrives late or leaves the session before a staff member dismisses the student, time missed will accrue toward absent time.
- Staff will make one attempt to engage with the student in the session if they lose face-to-face contact but remain "connected" within the learning platform. Be advised that any student who is found to be sleeping, walks away from the camera for a lengthy period without communicating with the staff member, or who refuses to make themselves visible on screen during the session may accrue absent time.
- If the student must leave the session early for any reason, the student must make the staff member aware of his/her departure by placing a message in the online chat box, communicating via email or via smartphone communication application. If the student arrives late or leaves early from the platform, then returns to the session, notification to the presenter should occur at time of arrival.
- Mute the microphone when not speaking. Be aware that if an individual leaves or disconnects from the platform, then returns, the microphone is no longer muted. Please be aware of how you express yourself and that it may be heard by others. Professionalism must be maintained (refer to your student handbook).
- Wear proper attire (this is a classroom session)
- Be aware of the environment which will be seen in the background of your video
- Engagement is expected during the session
- Minimize distractions

Discussion Board Expectations:

- Before posting a question or comment, check to see if anyone else has asked it already and received a reply
- Stay on topic; don't post irrelevant links, comments, thoughts, or pictures. Regarding medical topics, ensure that appropriate and accurate resources are utilized.
- Don't type in caps lock
- Don't write anything that sounds angry or sarcastic, even as a joke
- Always remember to say "please" and "thank you" when soliciting help from your classmates
- Respect the opinion of your classmates. If you feel the need to disagree, do so respectfully and acknowledge the valid points in your classmate's argument. If you reply to a question from a classmate, make sure your statement is accurate. Use correct spelling and grammar; run a spelling and grammar check before posting anything in the discussion board.
- Students are expected to communicate in a professional manner
- Don't badmouth others or engage in "name calling." You may disagree with their ideas; however, mocking and bullying will not be permitted. If your classmate makes a mistake, be respectful when addressing the mistake.

COURSE DESCRIPTIONS

Level I

Fundamentals of Nursing

This course introduces the student to the discipline of nursing and traces the history of practical nursing. Ethical-legal aspects are discussed. Basic principles of infection control, which are necessary to provide safe nursing care, are explained. Basic skills of communication with patients, family, and members of the healthcare team are addressed. Students are introduced to basic data collection and fundamental nursing skills. Emphasis is placed on basic safe comfort measures to provide quality compassionate patient care. Roles of the members of the healthcare team will be discussed. Skill labs will provide the students an opportunity to learn and practice nursing skills. The clinical practicum is designed to introduce the student to the hospital setting, to develop effective communication techniques, and to begin to understand the process of delivering safe, compassionate nursing care.

Theory Hours 120 Clinical Hours 170

Body and Function

This course stresses a systematic review of normal anatomy and physiology of the human body. Normal body function is discussed along with what the body does to maintain homeostasis. Introduction to the basic sciences of Chemistry and Microbiology relative to nursing will be reviewed. A review of each body system will discuss the anatomical parts, microscopic structure, processes, and functions.
Theory Hours 80

Nutrition

This course introduces the student to nutrition throughout the life cycle. The connection between nutrition and health will be stressed. The course addresses the basic principles of nutritional sciences. Critical thinking concepts will be utilized to determine nutritional health and needs to assist the development of plans of care relative to nutrition. Clinical nutrition relative to specific diseases/conditions will be discussed.
Theory Hours 35

Math for Meds

This course will review basic math skills. Introduction of mathematical principles of medication administration will be covered. Course content will also include medication preparation and administration methods, documentation procedures, and types of medication. Safety and infection control standards will be emphasized. Opportunities are provided in the classroom/laboratory and clinical areas to develop competency in the administration of medications.

Theory Hours 35

Level II

Maternal Child

This course focuses on the needs of the individual from conception through the developing family. A comprehensive opportunity for family-centered care, wellness, health promotion, illness prevention, and women's health issues are presented. Male and female reproductive changes are incorporated in this section. Reproductive system assessment and illnesses are also reviewed. Selected pregnancy and newborn complications are discussed, including medication and therapeutic interventions. Clinical practicum is designed to provide the student with opportunities to observe various aspects of care while meeting the needs of women during the prenatal period. Emphasis will be placed on normal growth and development from infancy through adolescence. Theories of development will address psychosocial, cognitive, and moral issues. Special emphasis will be placed on safety and comfort. Critical thinking processes will be utilized to determine pediatric health and to assist with the development of plans of care. Selected pediatric diseases are discussed, including medication and therapeutic interventions. Opportunities are provided in classroom, lab, and clinical areas to develop competency in the performance of nursing skills.

Theory Hours Pediatrics	*40*	*Clinical Hours Pediatrics*	*70*
Theory Hours Obstetrics	*30*	*Clinical Hours Obstetrics*	*70*

Pharmacology

This course builds on the theory presented in the Fundamentals of Nursing course. Students continue to utilize basic skills as a foundation to understand and meet the needs of the patient. Emphasis is placed on nursing measures necessary to provide quality, compassionate, and safe patient care. Students will identify the relationships among critical thinking, the problem-solving process, and the decision–making process. This course is designed to present an overview of the role of the nurse administering drug therapy. Hospital policies, along with federal and state laws for administering medications, will be presented. The students will develop a theoretical knowledge base of major drug classifications and pharmacological principles of pharmacokinetics, drug action, and side effects.

Theory Hours 50

Introduction to Medical Surgical Nursing

This course builds on the theory presented in the Fundamentals of Nursing course. Students continue to utilize basic skills as a foundation to understand and meet the needs of the patient. Emphasis is placed on nursing measures necessary to provide quality, compassionate, and safe patient care. Students will identify the relationships among, critical thinking, the problem-solving process, and the decision–making process. This course is designed as part of the Maternal Child course. Male and female reproductive systems and illnesses will be discussed. Control of reproduction, pelvic exam, diseases of the breast, menstrual cycle disorders, and malignant conditions of the female reproductive system will be discussed. The male reproductive system, diagnostic testing, benign prostatic hypertrophy, cancer of the prostate, and disorders of the scrotum will be covered. Infertility and sexually transmitted disease will be discussed.

Theory Hours 20 *Clinical Hours 85*

Level III

Medical Surgical Nursing I

This course builds on the theory presented in the Fundamentals of Nursing course. Students continue to utilize basic skills as a foundation to understand and meet the needs of the patient. Emphasis is placed on comfort measures necessary to provide quality, compassionate patient care and safe medication administration. An emphasis on geriatric consideration is placed on disease process and nursing care. Common diagnostic procedures, medications, and therapeutic measures related to acute and chronic illness will be included. The clinical experience provides the student with the opportunity to develop care planning skills, linking nursing theory to practice. Medication administration is stressed on the clinical unit. Introduction to IV therapy within the scope of practice will be discussed. The approved State Board of Nursing IV Course is offered at this level.

Theory Hours 90 Clinical Hours 250

Personal and Vocational Relationships

This course will prepare the student for transition from student to graduate. A review of the Evolution of Nursing and Ethical and Legal Issues of the times will be identified, as well as cultural aspects of care. Skills needed for resume writing, job interviewing, and career opportunities will be discussed.

The purpose of the NCLEX-PN examination, license requirements, and ways to prepare for the NCLEX-PN exam will be covered.

Theory Hours 25

Level IV

Medical Surgical Nursing II

This course builds on all previous courses and focuses on utilizing and improving clinical skills and the nursing process. Students will use previously-acquired knowledge and skills to provide compassionate care to patients and families. The clinical experience is designed to promote independence and organization through multiple patient assignments. The following areas will be covered during this course:

- Care for Adults with Endocrine Disorders
- Care for Adults with Disruption of the Urinary System and Renal Disease
- Care for Adults with Immune System Disorders
- Care for Adults with Sensory Disorders
- Care for Adults with Medical-Surgical and Mental Health Disorders

Theory Hours 100 Clinical Hours 190

Leadership

This course explores the concept of leadership in the role of the PN. Components of the health care delivery system and the Nurse Practice Act are defined. Emphasis is placed on peer relationships, communication delegation, dealing with change, motivation, and team building.

Theory Hours 20 Clinical Hours 70

CURRICULUM (THEORY) OUTLINE AND OBJECTIVES

The following curriculum plan includes an in-depth description of the individual courses, hours, pre-requisites and co-requisites**,** objectives, teaching methods, clinical opportunities, methods of evaluation, and textbook/reference. Faculty will review textbook resources annually. Textbook and reference resources will be referenced in the class syllabus.

Level I - Fundamentals of Nursing Care

Course Description: Fundamentals of Nursing Care introduces the student to the discipline of nursing and traces the history of practical nursing. Ethical-legal aspects are discussed. Basic principles of infection control necessary to provide safe nursing care are explained. Basic skills of communication with patients, family, and members of the health care team and planning nursing care are emphasized. Students are introduced to basic data collection and fundamental nursing skills. Emphasis is placed on basic comfort measures to provide quality, compassionate patient care. Role of the members of the health care team will be discussed. A skill lab will provide the students with the opportunity to acquire and practice needed nursing skills. The clinical practicum is designed to introduce the student to the hospital setting, to develop effective communication techniques, and to begin to understand the process of delivering safe, compassionate nursing care.

Course Hours:

- Theory Hours: 120 hours
- Clinical Hours: 170 hours

Pre-Requisites: None

Co-Requisites: Level 1 Courses

Course Objectives:

Following completion of this course, the participant will:

1. Assume the role of a caring, competent, practical nurse student in a variety of healthcare settings with instructional assistance to gain knowledge and understanding of the body systems regarding health and illness
2. Utilize scientific and nursing knowledge and critical thinking strategies as a basis of nursing practice with instructional assistance to perform basic physical assessment and data collection
3. With instructional assistance, build and grow in self-direction and responsibility regarding professional development and community service, safe patient care, and current trends in practical nursing

4. Communicate in an effective and therapeutic manner under instructional assistance with the patient, families, and members of the health care team
5. Demonstrate accountability through practice that adheres to the ethical-legal standards of the profession with instructional assistance to provide physical care for the patient

Teaching Methods:

- Lecture/Discussion
- Textbook
- Journal Articles
- Handouts
- Audio-Visual Aids
- Demonstration and Repetition
- Online Education

Clinical Opportunities:

- Facilities with elderly adult populations, medical offices, and clinic locations

Methods of Evaluation:

- Unit exams
- Final exam
- Class project
- Demonstration and return demonstration
- Clinical performance

Level I - Body and Function

Course Description: This course stresses a systematic review of normal anatomy and physiology of the human body. Normal body function is discussed along with how the body maintains homeostasis. Introduction to the basic sciences of Chemistry and Microbiology relative to nursing will be reviewed. A review of each body system will discuss the anatomical parts, microscopic structure, processes, and functions.

Course Hours:

- Theory Hours: 80 hours

Pre-Requisites: None

Co-Requisites: *Fundamentals of Nursing, Nutrition*, and *Math for Meds*

Course Objectives: Following the completion of this course the participant will:

1. Define the terms of anatomy and physiology
2. Discuss the relationship between anatomy and physiology
3. Identify the basic body structures
4. Identify the organ systems of the body and describe their functions
5. Recognize and define common medical terminology relative to body structure and functions

Teaching Methods:

- Lecture/Discussion
- Textbooks
- Journal Articles
- Handouts
- Audio-Visual Aids
- Clinical Lab
- Online Education

Methods of Evaluation:

- Unit exams
- Class projects
- Final exam
- Demonstration and return demonstration
- Clinical performance

Level I - Math for Meds

Course Description: This course will review basic math skills. Introduction of mathematical principles of medication administration will be covered. Course content will also include medication preparation and administration methods, documentation procedures, and types of medication. Safety and infection control standards will be emphasized. Opportunities are provided in the classroom/laboratory and clinical areas to develop competency in the administration of medications.

Course Hours:

- Theory Hours: 35 hours

Pre-Requisites: None

Co-Requisites: *Fundamentals of Nursing, Nutrition, Body and Function*

Course Objectives: Following the completion of this course, the participant will:

1. Apply basic rules in calculations using fractions, decimal fractions, percentages, ratios, proportions, and roman numerals
2. Identify the routes of drug administration
3. Demonstrate safe procedures for the administration of medication
4. Identify the different drug classifications
5. Apply principles for administration of medication to all age groups

Teaching Methods:

- Lecture/Discussion
- Textbook
- Handouts
- Demonstration/Return Demonstration
- Audio-Visual Aids

Methods of Evaluation:

- Unit exams
- Final exam

Level I - Nutrition

Course Description: This course introduces the student to nutrition throughout the life cycle. The connection between nutrition and health will be stressed. The course addresses the basic principles of nutritional sciences. Critical thinking processes will be utilized to determine nutritional health and needs to assist in the development of plans of care relative to nutrition. Clinical nutrition relative to specific diseases/conditions will be discussed.

Course Hours:

- Theory Hours: 35 Hours
- Lab and clinical hours will be included with Fundamentals

Pre-Requisites: None

Co-Requisites: *Fundamentals in Nursing, Math for Meds, Body and Function*

Course Objectives: Following the completion of this course, the participant will:

1. Recognize the benefits of good nutrition
2. Discuss the basic principles of nutrition
3. Describe the processes of digestion, absorption, and metabolism
4. Develop a personalized client health care plan based on nutritional needs
5. Discuss nutritional care relative to specific diseases/conditions
6. Employ critical thinking skills when providing for nutritional needs of clients

Teaching Methods:

- Lecture/Discussion
- Textbooks
- Handouts
- Audio-Visual Aids

Methods of Evaluation:

- Unit exams
- Final exam
- Individual and classroom projects

Level II - Pharmacology

Course Description: This course is designed to present an overview of the role of the nurse administering drug therapy. Hospital policies, along with federal and state laws for administering medications, will be presented. Students will develop a theoretical knowledge base of major drug classifications and pharmacological principles of pharmacokinetics, drug action, and side effects.

Course Hours:

- Theory Hours: 50 Hours

Pre-Requisites: Successful completion of Level I

Co-Requisites: *Maternal Child Health Nursing, Intro to Medical Surgical Nursing*

Course Objectives: Following the completion of this course, the participant will:

1. Verbalize principles of drug therapy and drug interaction for major classifications of drugs
2. Apply principles of pharmacology with altered physiologic-pathologic processes
3. Discuss implications that influence patient care related to drug actions
4. Outline aspects of client teaching relative to medication administration

Teaching Methods:

- Lecture/Discussion
- Textbook/Workbook
- Handouts
- Audio-Visual Aids
- Online Education

Methods of Evaluation:

- Unit exams
- Final exam
- Homework assignments

Level II - Maternal Child Health Nursing

Course Description: This course focuses on the needs of the individual from conception through the developing family. A comprehensive opportunity of family-centered care, wellness, health promotion, illness prevention, and women's health issues are presented. Male and female reproductive changes are incorporated in this section. Reproductive system assessment and illnesses are also reviewed. Selected pregnancy and newborn complications are discussed, including medication and therapeutic interventions. Clinical practicum is designed to provide the student with opportunities to observe various aspects of care while meeting the needs of women during the prenatal period. Emphasis will be placed on normal growth and development from infancy through adolescence. Theories of development will address psychosocial, cognitive, and moral issues. Special emphasis will be placed on safety and comfort. Critical thinking processes and procedures will be utilized to determine pediatric health and to assist with the development of plans of care. Selected pediatric diseases are discussed, including medication and therapeutic interventions. Opportunities are provided in classroom, lab, and clinical areas to develop competency in the performance of nursing skills.

Theory Hours

- Pediatrics – 40 hours
- Obstetrics – 30 hours

Clinical Hours

- Pediatrics – 70 hours
- Obstetrics – 70 hours

Pre-Requisites: Successful completion of Level I courses

Co-Requisites: *Pharmacology, Introduction to Medical-Surgical Nursing*

Course Objectives: Following the completion of this course, the participant will:

1. Assume the role of a caring, competent, practical nurse in a variety of healthcare settings, including obstetric and pediatric units with minimal instructional assistance
2. Utilize scientific and nursing knowledge, the nursing process, and critical thinking strategies as a basis of nursing practice with minimal instructional assistance in performing physical assessment and data collection for obstetrical and pediatric clients
3. With minimal instructional assistance, build and grow in self-direction and responsibility regarding professional development and community service regarding safe patient care and current trends in practical nursing

4. Communicate in an effective and therapeutic manner under minimal instructional assistance with the patient, families, and members of the health care team
5. Demonstrate accountability through practice that adheres to the ethical-legal standards of the profession with minimal instructional assistance in providing physical care for the patient

Clinical Opportunities:

- Acute Care
- Outpatient Clinics

Teaching Methods:

- Lecture/Discussion
- Student Presentations; Pediatric Teaching Projects
- Textbook/Workbook
- Handouts
- Audio-Visual Aids
- Online Education

Methods of Evaluation:

- Unit exams
- Final exam
- Return demonstration/skills lab

Level II – Intro to Medical-Surgical Nursing

Course Description This course builds on the theory presented in the Fundamentals of Nursing course. Students continue to utilize basic skills as a foundation to understand and meet the needs of the patient. Emphasis is placed on nursing measures necessary to provide quality, compassionate, and safe patient care. Students will identify the relationships among the critical thinking processes, the problem-solving process, and the decision–making process. This course is designed as part of the Maternal Child course. Male and female reproductive systems and illnesses will be discussed. Control of reproduction, pelvic exam, diseases of the breast, menstrual cycle disorders, and malignant conditions of the female reproductive system will be discussed. The male reproductive system, diagnostic testing, benign prostatic hypertrophy, cancer of the prostate, and disorders of the scrotum will be covered. Infertility and sexually transmitted disease will be discussed.

Pre-Requisites: Successful completion of Level I courses
Co-Requisites: Pharmacology, Maternal Child

Course Objectives: Following the completion of this course, the participant will:

1. Assume the role of a caring, competent, practical nurse in a variety of healthcare settings including medical/surgical and long-term care units with minimal instructional assistance
2. Utilize scientific and nursing knowledge and critical thinking strategies as a basis of nursing practice with minimal instructional assistance in performing physical assessment and data collection for clients with cancer and reproductive disorders
3. With minimal instructional assistance, build and grow in self-direction and responsibility regarding professional development and community service regarding safe patient care and current trends in practical nursing.
4. Communicate in an effective and therapeutic manner under minimal instructional assistance with the patient, families, and members of the health care team
5. Demonstrate accountability through practice that adheres to the ethical-legal standards of the profession with minimal instructional assistance in providing physical care for the patient

Clinical Opportunities: Acute Care Facility, Outpatient Clinics

Teaching Methods:

- Lecture/Discussion
- Student Presentations
- Pediatric Teaching Projects
- Textbook/Workbook
- Handouts, Audio-Visual Aids
- Online Education

Methods of Evaluation: Unit exams, final exam

Level III - Personal and Vocational Relationships

Course Description: This course will prepare the student for transition from student to graduate. Critical thinking skills will be discussed. Skills needed for job interviews will be discussed. The purpose of the NCLEX-PN examination, license requirements, and ways to prepare for the NCLEX-PN exam will be covered.

Course Hours:

- Theory Hours: 25 hours

Pre-Requisites: Successful completion of Levels I and II

Co-Requisites: Medical Surgical

Course Objectives: Following the completion of this course, the participant will:

1. Describe the transition from student to graduate, including the evolution of nursing and its impact
2. Discuss legal and ethical standards of practical nursing as defined in the nursing practice act
3. Incorporate cultural and ethnic considerations into the practical nursing provision of care
4. Demonstrate techniques for effective resume preparation and job interviewing
5. Identify accountability standards relative to license requirements
6. Formulate a plan to prepare and sit for the NCLEX-PN examination
7. Site career opportunities for the practical nurse

Teaching Methods:

- Lecture/Discussion
- Handouts
- Audio-Visual Aids
- Demonstrations
- Online Education

Methods of Evaluation: Unit exams, final exam, return demonstrations, homework assignments

Level III - Medical Surgical I

Course Description: This course builds on the theory presented in the Fundamentals of Nursing course. Students continue to utilize basic skills as a foundation to understand and meet the needs of the patient. Emphasis is placed on comfort measures necessary to provide quality, compassionate patient care and safe medication administration. An emphasis on geriatric consideration is placed on disease process and nursing care. Common diagnostic procedures, medications, and therapeutic measures related to acute and chronic illness will be included. The clinical experience provides the student with the opportunity to develop care planning skills, linking nursing theory to practice. Medication administration is stressed on the clinical unit. Introduction to IV therapy within the scope of practice will be discussed. A 15-hour IV Certification Course will be offered at this level.

Course Hours:

- Theory Hours: 100 hours
- Clinical Hours: 190 hours

Pre-Requisites: Successful Completion of Levels I and II

Co-Requisites: Personal Vocational Relationships

Course Objectives: Following the completion of this course, the participant will:

1. Assume the role of a caring, competent, practical nurse in a variety of healthcare settings, including acute and long-term care with instructional supervision
2. Utilize scientific and nursing knowledge, the nursing process, and critical thinking strategies as a basis of nursing practice with instructional supervision to perform physical assessment and data collection for adult clients
3. With instructional supervision, build and grow in self-direction and responsibility regarding professional development and community service regarding safe patient care and current trends in practical nursing
4. Communicate in an effective and therapeutic manner under instructional supervision with the patient, families, and members of the health care team
5. Demonstrate accountability through practice that adheres to the ethical-legal standards of the profession with instructional supervision in providing physical care for the patient

Teaching Methods:

- Lecture/Discussion
- Handouts
- Audio-Visual Aids
- Clinical Lab
- Pre- and Post-Conferences
- Online Education

Clinical Opportunities: Acute Care**,** Outpatient Clinics

Methods of Evaluation:

- Unit exams
- Final exam
- Demonstration and return demonstrations
- Clinical performance

Level IV - Medical Surgical II

Course Description: This course builds on all previous courses with focus on utilizing and improving clinical skills and the nursing process. Students will use previously acquired knowledge and skills to provide compassionate care to patients and families. The clinical experience is designed to promote independence and organization through multiple patient assignments.

The following areas will be covered or reviewed during this course:

- Care for Adults with Endocrine Disorders
- Care for Adults with Disruption of the Urinary System and Renal Disease
- Care for Adults with Immune System Disorders
- Care for Adults with Sensory Disorders
- Care for the Adult with Medical-Surgical and Mental Health Disorders

Course Hours: Theory Hours: 100 Hours

Clinical Hours: 190 hours

Pre-Requisites: Successful completion of Level I, Level II, and Level III

Co-Requisites: Leadership

Course Objectives: Following the completion of this course, the participant will:

1. Assume the role of a caring, competent, practical nurse in a variety of healthcare settings, including acute and long-term care with minimal instructional supervision
2. Utilize scientific and nursing knowledge and critical thinking strategies as a basis of nursing practice with minimal instructional supervision to perform physical assessment and data collection for adult clients
3. With minimal instructional supervision, build and grow in self-direction and responsibility regarding professional development and community service regarding safe patient care and current trends in practical nursing
4. Communicate in an effective and therapeutic manner under minimal instructional supervision with the patient, families, and members of the health care team
5. Demonstrate accountability through practice that adheres to the ethical-legal standards of the profession with minimal instructional supervision to provide physical care for the patient

Teaching Methods:

- Lecture/Discussion
- Textbooks
- Journal Articles
- Handouts
- Audio-Visual Aids
- Clinical Lab
- Pre- and Post-Conferences
- Online Education

Clinical Opportunities:

- Acute Care
- Outpatient Clinics

Methods of Evaluation:

- Unit exams
- Final exam
- Demonstration and return demonstrations
- Clinical performance

Level IV - Leadership

Course Description: This course explores the concept of leadership in the role of the PN. Components of the health care delivery system and Nurse Practice Act are defined. Emphasis is placed on peer relationships, dealing with change, motivation, and team building.

Course Hours:

- Theory Hours: 20 Hours
- Clinical Hours: 70 hours

Pre-Requisites: Successful completion of Level I, Level II, Level III

Co-Requisites: Medical Surgical II

Course Objectives: Following the completion of this course, the participant will:

1. Recognize the differences between leadership and management
2. Apply basic leadership principles to a clinical nursing unit
3. Utilize personal communication skills for delegation/instruction to peers
4. Evaluate teamwork on the clinical unit
5. Identify positive outcomes of change on the clinical unit

Teaching Methods:

- Lecture/Discussion
- Handouts
- Audio-Visual Aids
- Role Play
- Peer Teaching (PowerPoint Presentations)
- Community Education Outreach Project

Clinical Sites: Acute Care**,** Outpatient Clinics

Methods of Evaluation:

- Unit exams
- Final exam
- Leadership style paper

CURRICULUM (CLINICAL) OUTLINE AND OBJECTIVES

The philosophy of the Somerset County Technology Center's School of Practical Nursing is congruent with the philosophy, vision, and values of the Somerset County Technology Center and Adult Education Program. The Mission of the Somerset County Technology Center is to provide quality career and technical education and promote life-long learning. The mission of the School of Practical Nursing, in conjunction with the Somerset County Technology Center, is to provide an educational experience that will prepare students to become well-rounded graduate practical nurses who are competent, safe, and effective. Students will become practical nurses who strive to provide quality care to individuals at all levels of the heath care continuum. The Practical Nursing Program at Somerset County Technology Center fills a need in this community for interested students and potential employers.

The framework of the program builds from simple to complex. Broad standards of nursing practice is introduced at the beginning of the program, followed by skills of the practical nurse and nursing theory of disease process. Clinical assignments complement theory content, along with simulation labs and online learning processes.

Level I courses provide students with the introductory knowledge and skills necessary to provide safe nursing care, understanding of body structure and function, basic nutrition, and mathematics necessary for the safe administration of medications.

Level II courses provide students with the knowledge and skills required to identify and meet basic health care needs of the developing family. Students are introduced to medical-surgical nursing in conjunction with introduction of conditions of the male and female reproductive systems. Students learn major drug classifications and related pharmacological information.

Level III courses build on Medical-Surgical Nursing I content. Students gain knowledge and skills necessary to care for patients with conditions of the cardiovascular, respiratory, integumentary, sensory, neural, and neurologic systems. The IV Certification Course is offered at this level.

Level IV courses build on Medical Surgical Nursing I content. Students have an opportunity to explore more advanced concepts of medical-surgical nursing and to care for patients with conditions of the gastrointestinal, musculoskeletal, cardiovascular, endocrine, and renal systems, and to learn basic leadership principles. Clinical experiences focus on learning the skills students need to transition from student to newly-licensed practical nurse.

Professionalism, Mental Health Concepts, and Nutrition are integrated throughout the nursing courses. Drug calculation tests will be administered prior to medication administration on the clinical unit.
As part of the Practical Nursing program's continuity of education plan, students will be required to complete online instruction and/or clinical activities in the event of school or clinical closure(s). Access to reliable internet is a program requirement.

Level I & II Clinical Objectives

At completion of Level I and Level II, the Practical Nursing student will be able to:

1. Use the foundation of nursing knowledge, provide nursing care, and perform physical assessment of clients across the lifespan
2. Provide basic emotional, physical, psychological, and spiritual support to clients across the lifespan
3. Function as a team member within health care system, assist with coordination and delivery of care, and seek guidance when necessary
4. Demonstrate effective time management while working in a neat, organized manner
5. Exhibit professional conduct, appearance, and ethical behavior when providing nursing care
6. Seek out learning experiences
7. Demonstrate effective and professional communication to clients across the lifespan and members of the healthcare team
8. Perform nursing care with a focus on the principles of infection control
9. Perform nursing care with a focus on patient rights
10. Integrate theory content of maternal health and correlate to clinical rotations of gynecological and obstetrics patients
11. Integrate theory content of pediatrics and correlate to pediatric clinical rotations
12. Utilize critical thinking skills to present a preventative health teaching/learning plan for pre-school children
13. Identify the developmental stages of the client according to Eric Erikson's theory of psychosocial development
14. Identify the needs, emotions, and social drives of clients according to Maslow's hierarchy of needs
15. Illustrate use of relevant technology for client care and documentation

Level III & IV Clinical Objectives

The student will continue to meet all objectives listed within Level I & II and demonstrate the following Level III & IV concepts:

1. Provide total proficient nursing care to assigned patients while demonstrating understanding of the physical, emotional, spiritual, and cultural needs of each individual patient
2. Promote health and healing in all aspects of nursing care
3. Produce and implement nursing care plans for assigned clients based on the nursing process
4. Produce a clinical pathway which is thorough, complete, and comprehensive
5. Safely administer prescribed medications to an assigned group of patients with 100% accuracy
6. Demonstrate professional behavior in their responsibility for self and learning, in appearance and demeanor, in attendance, punctuality, preparation, communication with clients, peers, instructors, and clinical staff and in the execution of nursing care
7. Function as a member of a healthcare team with the ability to make effective adaptations and apply changes to patient situations
8. Function as an effective member of a healthcare team, demonstrating flexibility and professionalism
9. Function as an effective member of a healthcare team demonstrating the ability to provide compassionate and safe health education to clients of all ages
10. Demonstrate a commitment to professional development
11. Identify legal parameters of practice based on the Nurse Practice Act
12. Seek new experiences and procedures to increase knowledge base

ONLINE NURSING APPLICATIONS AND PROGRAMS

Assessment Technologies Institute (ATI)

Throughout the program, every student will be required to complete assignments and exams using the electronic product, ATI. These assignments and exams are part of the student's final theory and/or clinical grades.

The comprehensive ATI review program offers the following to students:

- An assessment-driven, comprehensive review program designed to enhance student NCLEX®-PN success

- Multiple assessment and remediation activities. These include assessment indicators for academic success, critical thinking, and learning styles. Additionally, online tutorials, online practice tests, and proctored tests are provided and span major content areas in nursing. These ATI tools, in combination with the nursing program content, assist students to prepare effectively, helping to increase their confidence and familiarity with nursing content.
- Students are not permitted to access internet sources to copy answers for ATI; work must be completed by the student.

Review Modules/eBooks

ATI provides Review Modules in eBook formats that include written and video materials in key content areas. Students are encouraged to use these modules to supplement course work and reading. Instructors may assign chapter reading either during a given course and/or as part of active learning/remediation following assessment.

Tutorials

ATI offers unique Tutorials that are designed to teach nursing students how perform nursing clinical skills to build clinical decision-making and sound judgement. Nurse logic is an excellent way to learn the basics of how nurses think and make decisions. Features such as a Hint Button, a Talking Glossary, and a Critical Thinking Guide are embedded throughout the Learning System tests to help students gain an understanding of the content. These modules will be required during the school year and will be part of the student's clinical grade.

Assessments

There are practice assessments for students, as well as standardized proctored assessments that will be scheduled during the courses. These assessments will help the student to identify what areas require remediation. The exam also provides an opportunity to gain insight into the progress of each student and can be used to help predict success on the NCLEX exam post-graduation. ATI, the company that provides proctored testing, recommends that students reach a Level 2 on exams to demonstrate competence and therefore is also the expected level for the Practical Nursing Program at SCTC. Practice and proctored assessments will be graded in multiple courses and contribute to clinical and theory grades. Practice and proctored assessments and remediation are required. Any student not completing the required tasks is subject to disciplinary procedures that may result in dismissal from the nursing program.

Focused Reviews/Active Learning/Remediation

Active learning/remediation is a process of reviewing content in an area that was not learned or not fully understood as determined on an ATI assessment. Remediation tools are intended to help the student review important information to be successful in courses and on the NCLEX. The student's individual assessment report will contain a listing of topics to review. Each student will complete all remediation after any practice exam when assigned. Remediation will be tracked by the faculty, who have access to detailed information about timing and duration of time spent in assessments, focused reviews, and tutorials by each student. Students can provide documentation that required ATI work was completed.

Practice Assessments

When practice assessments are assigned, they will be completed by the due date, or the student will receive a zero for the assessment. Each practice assessment will be graded using recommended ATI scoring. Each practice assessment will be graded using a 10-point scale based on the percentage the student got correct on the assessment. Each student will spend a minimum of 1 hour completing Focused Review on the initial attempt of the practice assessment. Remediation requirements will vary and be based on individual student scores. For each topic missed, the student will identify 3 critical points to remember (or active learning templates) that will be handed in by the due date. Any student failing to complete the remediation by the due date on a practice exam will earn 0 points for the assessment. Practice quizzes will also be completed throughout the year as homework assignments.

Complete Practice Assessment A

- Focused Review
- Minimum of 1 hr. on initial attempt
- For each topic missed, complete an active learning template identifying 3 critical points to remember

Complete Practice Assessment B

- Focused Review
- Minimum of 1 hr. focused review on initial attempt
- For each topic missed, complete and active learning template identifying 3 critical points to remember

ATI Practice Assessment Scoring

Percentage:	**Score:**
90-100%	10
80-89.9%	9
70-79.9%	8
60-69.9%	7
50-59.9%	6
40-49.9%	5
30-39.9%	4
20-29.9%	3
10-19.9%	2
0-9.9	1

Standardized Proctored Assessments

Proctored Assessments will be completed at the end of courses. Grading will be completed based on recommended ATI scoring and calculated within the theory grade for that course. Remediation will be assigned to any student scoring a Level 0 or 1 on a standardized proctored assessment. Remediation for a Level 2 or 3 is not required but recommended. For each topic missed, the student will identify 3 critical points to remember (or active learning templates) that will be handed in by the due date for any student required to complete remediation after a standardized proctored assessment. Any student failing to complete remediation after an assessment will not be eligible to take the version 2 of the assessment, will receive zero points for the version 2 of the exam, and be placed on academic probation until remediation is complete.

***Participation and completion of ATI assignments, assessments, and remediation are required to successfully complete the nursing program. Any student not meeting ATI requirements may be subject to disciplinary action or dismissal. ***

Level 3	**Level 2**	**Level 1**	**<Level 1**
Review = 1 hour recommended	Review = 2 hours recommended	Review Required= 3 hours	Review Required= 4 hour
No remediation required, but recommended	No remediation required, but recommended	Each topic missed complete an active learning template or identify 3 critical pts. to remember	Each topic missed complete an active learning template or identify 3 critical pts. to remember
Achieved this level- 25 points	Achieved this level- 23 points	Achieved this level- 20 points	Achieved this level- 18 points
100%	92%	80%	72%

CLASSROOM and LABORATORY ASSIGNMENTS

ATI assignments are required in each level. Students must complete each assigned ATI item to receive clinical assignment points. If one or more assignments are not completed during the level, the student will receive a zero score for the clinical assignment.

CLINICAL EXPECTATIONS, PROCESS, AND EVALUATION

Typical clinical expectations include, but are not limited to:

- No cellphones or valuables are permitted on clinical units (unless approved by instructor). Clinical agencies have specific policies regarding cell phone use and must be followed.
- All clinical sites are non-smoking. Clinical agencies have specific policies regarding smoking and must be followed. Clinical agencies are non-smoking/vaping.
- Clinical sites do not provide storage for students' items.
- Cell phones are only permitted during breaks and assigned lunch times.
- All clinical work/assignments must be submitted at the designated time to complete the clinical component.
- Requests for clinical group placements will not be accepted.
- Be on time for clinical
- Be prepared for clinical
- Demonstrate the ability to accept and apply guidance from instructors with professionalism
- Function as a team member with peers and other members of the healthcare team
- Safe, effective, ethical performance of nursing tasks
- Display use of problem solving and critical thinking skills
- Use of appropriate judgment
- Appropriate communication and interaction with others
- Ability to apply knowledge
- Successful completion of clinical quizzes and assignments
- Successful completion of projects and presentations
- Successful completion of clinical paperwork

Students will be assigned specific clinical activities and paperwork, which will be assigned point values. Students must achieve 75% or greater to pass the clinical component and be satisfactory in clinical

performance. All clinical work/assignments must be submitted to complete the clinical component. Due dates for clinical assignments and client paperwork will be established at the beginning of each level.

Clinical paperwork will be required at each level. Deadlines are posted for turning in paperwork and are expected to be followed unless changes are approved by the instructor. Instructors will give feedback for improvement on student paperwork. If the student consistently fails to show progress, a referral for remediation will occur. Consistent failure to turn paperwork in at given deadlines will result in an unsatisfactory grade for that clinical assignment and may result in additional assignments. Two overall unsatisfactory evaluations will result in the student being placed on probation for the remainder of the clinical term. An unsatisfactory evaluation is defined as the student receiving two or more unsatisfactory marks for any evaluation.

Unsatisfactory clinical progression is also defined as a student that has received four or more unsatisfactory marks in any clinical term.

Both definitions will lead to the student's placement on clinical probation for the remainder of the clinical term (see Probation Procedure).

OB/PEDS ROTATIONS

1. Within the practical nursing scope of practice, students may perform skills under direct supervision of licensed personnel. Students may not give medications in the labor and delivery unit.
2. All physical assessments of newborns/infants will be done with the instructor or Registered Nurse present.
3. Any transporting of an infant/newborn must be supervised by the instructor or staff to ensure security requirements are met. Hospital Infant Security policies and procedures will be followed.
4. Bathing and care of an infant should be done within the bassinet/warmer and following correct positioning and handling of a patient of this age group.
5. Students may not administer medications to newborns, infants, or pediatric patients.

SPECIALTY ROTATIONS/OBSERVATION ASSIGNMENTS

Students will be assigned to specialty rotations throughout the program. These experiences are observational only. No medications or procedures (invasive or noninvasive) are allowed.

MEDICATION ADMINISTRATION GUIDELINES

Medication Administration–Students must have all medications reviewed before medication pass, including correlating lab results, and verify the patient's diagnosis for the medication. Students must have verified allergies and have a current set of patient vital signs before administering medications. Students are expected to check the original medication order and then confer with instructor prior to administering medications. Students are never allowed to recap needles after use. Instructors will co-sign all medications given. The instructor may determine whether they must be present for actual administration.

Instructor/Licensed RN must be present for the following:

A. Administration of all IV medications

B. Administration of injections

1. Students are never allowed to administer medications in an observation experience.
2. Students may not administer experimental drugs or oncological chemotherapy drugs to any patient.
3. Students may not administer IV push medications.
4. Students will only give medications prepared by themselves or pharmacy.
5. Students may not administer blood or blood products.

C. The instructor/licensed RN must be present when the student is to administer a controlled substance. The instructor will:

1. Secure the keys from the staff (student may not be in possession of narcotic keys or code number to access the Electronic Medication Administration systems).
2. Observe the student check the narcotic count and sign out the narcotic. If there is a discrepancy in the count, it must be corrected before the student obtains the narcotic. Contact the Charge Nurse immediately.
3. Co-sign the narcotic book and Medication Administration Record (for computer documentation, indicate supervising licensed nurse).
4. If there is a need to waste a portion of a narcotic, it must be witnessed by a second licensed person.

D. When giving insulin, the instructor must verify units.

Medication Error Guidelines - Purpose: It is expected that students administer all medications safely according to the Six Rights of Patient Medication Administration:

1. Right patient
2. Right route
3. Right drug
4. Right time
5. Right dose (safe dose)
6. Right documentation

Definition: A medication error for the student occurs at the point at which the student is committed to violating one of the six rights. The instructor will stop the student and inform them that they have accrued a medication error. Facility medication error processes will be followed.

CLINICAL RESOURCES

Practical Nursing students will have a variety of clinical opportunities in settings that will enhance the material presented in theory.

Level I Students will be placed in facilities with elderly adult populations and office observation sites. These facilities will afford students an opportunity to use the skills they are taught in Fundamentals of Nursing. Elderly adult residents in long-term care facilities present with various needs of nursing care. In addition, observation sites provide the opportunity to see the many roles of the LPN. Students will be responsible for taking vital signs, completing assessments, performing bed baths, bed making, and dressing changes to provide a strong foundation for subsequent levels.

Level II Students will be placed at acute care facilities for their Maternal Child Nursing experience. Students will be able to care for the mother and child on the OB floor. They will also have an opportunity to care for women with gynecologic problems. Students will complete pediatric experiences in a variety of settings to provide a well-rounded pediatric experience. Students will continue learning Med-Surg framework and visit schools and outpatient observation sites.

Level III Students will be placed at acute care facilities on medical surgical units. The medical surgical units are very busy and afford the students many opportunities to enhance their skills. Long-term care facilities, schools, and various outpatient sites will be used for clinical and observation experiences.

Level IV Students will have clinical rotations at a variety of settings to enhance their clinical experience and build on learning opportunities from previous levels.

All the facilities listed have agreed to provide clinical experiences for the Practical Nursing program. After meeting with the nursing directors of these facilities, the utilized facilities are assigned based on the units which would provide the best opportunities for students to build their skills.

Clinical Assignments

In emergent situations and/or pandemics, faculty will create alternate clinical assignments to assist students with meeting the clinical requirements of the courses, if they are unable to complete in-person.

- Clinical assignments will be considered to meet the clinical component of the course
- Submission requirements and due dates for each assignment will be published by the course faculty
- An unsatisfactory clinical mark will be given on the evaluation for assignments that do not meet the published due date or submission requirements

CLINICAL FAILURE

Clinical failure is based on the unsatisfactory performance of the student despite the counseling and interventions of faculty through the discipline/probation process. Cause of clinical failure and/or dismissal from the nursing program may include the following:

- Failure to demonstrate satisfactory progress after being placed on clinical probation
- Recurring absenteeism or tardiness in the clinical setting
- Recurring failure to follow clinical course policies, policies of the nursing program, or recommendations of the supervisor
- Acts of dishonesty
- Repeated lack of preparation for the clinical setting or failure to complete clinical assignments by due date
- Demonstrating behaviors that, in the judgment of the faculty, constitute unsafe or potentially unsafe practices
- Demonstrating practices that are inconsistent with professional standards or codes of ethics
- Did not achieve 75% or satisfactory clinical points for that level (as assigned through alternative clinical assignments)
- Did not achieve satisfactory status for the final clinical evaluations for that level
- Insubordinate attitude
- Falsification of documentation

The Director of the program will meet with the student, and a formal letter will be sent to the student along with a student file copy of notification of clinical failure.

PROGRAM EVALUATION

The evaluation of the Somerset County Technology Center School of Practical Nursing will be an ongoing process. Program effectiveness will be determined by these criteria:

- Licensure pass rates
- Biannual Advisory Committee meeting
- Graduate job placement
- Student Academic Achievement
    - Program Completion
    - Student Evaluations Completed by Instructors
- Program Satisfaction
    - Graduate Surveys
    - Employer Satisfaction Surveys
    - Student Evaluations
        - Course- completed at the end of each level
        - Clinical- completed on a bi-weekly basis
        - Self evaluation- completed by the student during mid and end of each level
        - Instructor- completed at the end of Level One and Level Three

REMEDIATION

Remediation is intended for minor deficits in both the clinical and/or theory environment. All students who receive a non-passing grade in any course will be offered remediation. Remediation is a voluntary service.

The purpose of the remedial plan of action is to improve the student's chance for successful completion of the program and to strengthen areas of concern/weakness. It is the responsibility of the student to adhere to and complete the plan of action to remain in the program. That plan will contain specific goals, deadlines, and objectives to be completed. The remediation coursework is graded individually. The remediation grade is not calculated into the overall course grade, nor is it considered "extra credit." Students must demonstrate improvement within the remediation period. Failure to show improvement will result in advancement to academic probation.

STUDENT COMPLAINT AND GRIEVANCE PROCEDURE

A grievance may be initiated if a student has a serious complaint regarding academic/clinical concerns or policies/procedures of the Somerset County Technology Center or against the personnel administering the program.

Instructors have the academic freedom to cover the material on the departmentally-approved syllabus in a variety of ways. Some instructors may have primarily lecture formats while others may have class discussion/participation-driven formats. Some classes, by nature of the course, cover controversial topics. This does not mean the instructor personally espouses a particular point of view (lifestyle, religious affiliation, ethical view, etc.).

Students must follow the chain of command when submitting a complaint. Complaints are defined as course design and content, teaching performance, exam outcomes and instructor's conduct.

1. The student must fully complete and sign the form and submit it to the instructor/staff involved with the disagreement within 3 business days of the event.
2. The instructor/staff has 5 working days to investigate and return a response to the student.
3. If the conflict has not been resolved, the complaint is forwarded to the director by the instructor/staff. The director has five days to perform an investigation and submit a final decision to the student. If there is failure to follow the correct complaint policy, the student can expect the complaint to be invalidated.

No retaliation or adverse action will be taken against the student for filing the complaint. The student must use the appropriate complaint form provided.

CONTACTING FACULTY

Students may schedule appointments with faculty and support staff. Faculty and support staff will post availability of hours in the classroom, via email, or on smartphone communication platform. If a staff member is not available, a message may be left in their mailbox or voicemail.

Students will be assigned a faculty advisor. Faculty advisor meetings will occur upon request of student or faculty. This program is designed to assist students to understand their abilities, to self-direct, self-evaluate, and to discuss preventative measures before critical problems arise. Documentation of each advising session will be placed in the student's file.

Any student requiring professional counseling should be referred to the director for a professional referral with the appropriate agency. This will be done upon the student's request/approval.

Students are not permitted to text or call faculty or staff outside of school/clinical hours (See Student Telecommunication Platforms). Communication during program hours is to be done utilizing the chain of command. Communication is limited to office phones and direct communication.

Any student emergency outside program hours is to be addressed directly with the Director of Nursing.

COUNSELING PROGRAM

The guidance and counseling program is designed to assist students to understand their abilities, to self-direct, self-evaluate, and to discuss preventive measures before critical problems arise for the enhancement of professional growth. Guidance is offered when the individual first contacts the school and continues throughout the educational process.

- All instructors are considered faculty advisors, and the student may request a meeting with the instructor at any time. Clinical conferences will be held. Subjects covered will be student progress, student needs, and suggestions for improvement.
- Conferences may also be held with a student whenever a faculty member deems it necessary.
- Documentation of each counseling session will be made and placed in the student's file.
- If the Director feels a student would benefit from personal counseling, a professional referral will be made to an appropriate agency, with student approval.
- Office hours for both faculty and the Director will be posted for students.

FACULTY AND STUDENT FRATERNIZATION AND SOCIALIZATION POLICY

Students enrolled in adult or post-secondary programs and courses at the SCTC Practical Nursing Program are not permitted to fraternize or socialize with students enrolled in the secondary school and/or nursing faculty. This policy extends from casual socialization to and including developing close personal relationships. Students may not buy gifts or any forms of gratuity for faculty. Violation of the policy, depending on the circumstances: the first offense may receive a verbal and/or written warning from the Director of the Nursing Program; a second offense may result in suspension or involuntary discharge from the program, based upon the decision of the Director.

AWARDS

Each student is eligible to be awarded Student of the Level. An award for each level is offered for students who meet the following criteria. Instructors will select a student at the end of each level for the award. Students will be awarded a $25 prize, along with recognition at graduation and the award placed on permanent record/transcript. Students are not permitted to receive the award twice during the entire course of the program.

Level 1	Level 2	Level 3	Level 4
Excellence Award	Most Improved	Teamwork Award	Bedside Manner Award

Student of the Level Award Criteria

- Effort – works hard and is persistent
- Character – displays initiative, honesty, responsibility, compassion, optimism
- Leadership- willingness to help peers, shows respect
- Attendance – maintains good daily attendance with no excessive tardiness
- Diligence- completing all assignments on time
- Shows strong effort to learn
- Displays good communication skills
- Maintains positive outlook
- Comes prepared for class
- Uses class time wisely
- Follows school handbook procedures and policies
- Uses kind and positive words
- Respects peers/instructors
- Perseveres through obstacles
- Displays self-discipline
- Is a team player
- Made significant progress in class
- Actively participates and puts forth full effort

Graduation Awards

Graduation awards are presented to the students who demonstrated consistent above-average performance in the classroom and clinical settings. Selection is based on input from instructors, staff at clinical sites, nurses, physicians, and most importantly, patients and their family members. There are four (4) awards for clinical and academic excellence.

The awards are:

- Valedictorian
- Salutatorian
- Perfect Attendance
- Clinical Excellence
- Student of the Level (s)

LICENSURE

For successful completion of the program, the student must have satisfactorily met all course and program requirements. The faculty evaluates the student's qualifications for becoming a practical nurse.

Additionally, all tuition and fees must be paid before graduation. Unless these financial obligations are met, applications for licensure and release of the student diploma will not be completed by the school.

Upon satisfactory completion of the 1550 clock hour course, the student will receive a diploma and be recommended to take the National Council Licensure Examination for Practical Nurses.

TEMPORARY PRACTICE PERMIT

Students may electronically apply for temporary Pennsylvania practice permits. Students seeking licensure outside of Pennsylvania will need to follow that state's requirement regarding temporary practice permits. Graduates may not practice nursing until they have received a temporary practice permit from the State Board of Nursing in the state in which they intend to practice.

PREGNANCY

Students who become pregnant during their course of study may remain in the program if it is not contradicted by the physician. If restrictions are in place, the student may have to withdraw until after the pregnancy. Students must submit physician documentation that issues clearance to return to clinical without restrictions. When pregnancy is discovered, the student will notify the director of practical nursing and provide physician documentation indicating they can continue in the program.

CHANGE OF NAME OR ADDRESS

The Nursing Program is to be informed immediately of any change to the student's name, phone number, and/or home address. In case of marriage, the married name is to be submitted to the office. This is the responsibility of the student.

Revised 7/13, 6/14, 7/15, 7/16, 8/17, 10/17, 5/18, 11/18, 8/19; 8/20, 8/21, 7/22, 8/23

READMISSION POLICY

The Practical Nursing Director reserves the right to accept or deny a student's readmission into the program. Any student requesting readmission must do so within a one-year period. TEAS testing score is valid for one year. No readmissions to the program will be considered after a one-year time frame, but the student may be eligible to begin the program from Level 1. A student that is eligible for readmission will be given one attempt at re-entry. Students that have been dismissed from the program due to policy and procedure misconduct are ineligible for readmission. Any student that fails clinical at any level is not permitted to re-enter the program.

A student wishing to be readmitted to the program must:

1. Contact the Practical Nursing Director for an interview meeting.
2. Complete readmission examinations proving competence of prior knowledge. Cost of examination is the responsibility of the student.
   A. Each level previously completed will require an ATI exam in order to demonstrate competence.
   B. Students will complete testing on the following subject areas based on the level they wish to re-enter:
      - Level 2: Fundamentals ATI
      - Level 3: Fundamentals and Pharmacology ATI
      - Level 4: Fundamentals, Pharmacology, and Med/Surg ATI
   C. The ATI score must be at a Level 1 to be eligible for readmission. Students who perform lower than a Level 1 are ineligible for readmission but may start at the beginning of the program.
   D. The program acknowledges a Level 2 score as a demonstration of competence. Students who attain a Level 1 are eligible for readmission to the program but must follow a remediation plan to be completed by the end of the level that is entered. Any student who achieves a Level 2 on any required exam is not required to complete remediation hours, but it is strongly recommended that the student review materials in preparation for completion of the program.
      - Level 2: Fundamentals w/ 10 hours of remediation
      - Level 3: Fundamentals 5 hours and/or Pharmacology w/ 5 hours of remediation
      - Level 4: Pharmacology 5 hours and/or Med/Surg w/ 5 hours of remediation
   E. All students eligible to enter Levels 3 or 4 must complete 5 hours of remediation for Maternal/Child. Remediation will be completed using the original ATI score for this requirement.
   F. All remediation must be completed electronically building a study packet from their current ATI scores. These hours will be verified by the Practical Nursing Director. If the student fails to complete remediation hours as assigned by the due date, academic probation will be initiated until remediation hours are completed.
3. Complete the admission process: application, physical with required blood work, and all background checks.
4. Have no outstanding financial obligations to SCTC.
5. Complete all components of the level to which the student is readmitted, including all clinical hours, in order to be eligible to progress to subsequent level.

6. Be responsible for any additional costs that may be incurred if changes occur related to books or uniforms.
7. Allotted absence hours after readmission will be based on hours missed prior to withdrawal from the program.

STANDARDS FOR NURSING PRACTICE

A. Confidentiality – Students are expected to always keep all patient information confidential. Discussion of clinical experiences takes place only in clinical conferences or private conversations with the instructors. Students are to use the initials of patients on paperwork.

Discussion of patient experiences while in the classroom should be consistent with the content being taught and should not include any identifying information. Students will be required by clinical agencies to complete requirements addressing the healthcare and the Health Insurance Portability and Accountability Act (HIPAA).

B. Accountability – Students are accountable for the same standards of practice as the LPN licensure in which they are seeking. The staff nurse, student, and instructor are all responsible for the patient's welfare. It is imperative that students communicate with the staff nurse and instructor when providing care.

Students must recognize their limitations and ask for assistance as needed. The students must follow the chain of command when seeking assistance.

Students are not allowed to perform any procedures in observational experiences or any clinical experience without instructor supervision or approval.

C. Incident Report – Students are to report situations accurately and timely regardless of the reflection upon self. The instructor and the student will complete an agency incident report according to facility policy. Incident reports are not intended to punish the student but to ensure proper documentation of events that could affect patient outcomes.

D. Integrity – Students are expected to be truthful when communicating with faculty/staff. Documentation of nursing care must be timely, accurate, and follow the clinical agency's policies. Falsification on patient records, course work/assignments, or student's academic record will result in dismissal.

Unsafe Nursing Practice

A. Unsafe Clinical/Lab/Theory Performance – Includes but is not limited to:

1. Behavior which conflicts with safety essential to nursing practice
2. Unsafe practice in the class, laboratory, and/or clinical area
3. Student behavior in the clinical setting which conflicts with safety essential to nursing practice
4. Difficulty in making clinical judgment or a failure to assess or act appropriately on information that most students at the same level would recognize as important to patient health and safety

Any student who requires an inordinate amount of the instructor's time in the clinical setting because of poor judgment, poor decision-making skills, or safety violations, will be subject to remediation, probation, and/or dismissal from the nursing program.

B. Unprepared Student – If the instructor determines that a student is not prepared for the assigned patient, the student will be asked to leave. This includes not having equipment such as penlight, watch with a second hand, stethoscope, blood pressure cuff, clinical paperwork forms, and photo ID. The student will receive an unsatisfactory for that day.

C. Impaired Thinking – Impaired thinking is evident by the inability to make appropriate judgments and to carry out functions appropriately. Impaired thinking may result from the following factors: fatigue, anxiety, sleep deprivation, medication use, and substance abuse/use. Behaviors include, but are not limited to, inability to concentrate, impaired memory, paranoia, slurred speech, impaired coordination and tremors, or violent behavior.

If the instructor determines that a student is exhibiting evidence of unsafe performance, unpreparedness, or evidence of impaired thinking, the student will be asked to obtain a driver to transport them and be marked absent for that day. If a driver is unavailable or the student appears unstable, an ambulance may be called for transport. The student may also be sent for immediate drug screening if faculty suspects the student is under the influence of drugs. The instructor will contact the director of the program, and the student will be placed on immediate suspension until a meeting with the director has occurred and outcomes have been decided. If the student fails to follow the procedure for the drug screening or refuses, it will be considered the same as a positive drug test result and dismissal will follow. All costs incurred within these procedures will be the responsibility of the student.

Exhibiting aggressive or intimidating behavior (e.g., profanities, threats, loud talking, confrontation, arguments surrounding clinical assignments, rudeness, and verbal coercion) toward or in the presence of faculty, staff, peers, or patients/clients is unacceptable.

Student disciplinary action is designed to enforce the policies and guidelines of the nursing program. Acceptable conduct and behavior must be adhered to whether in clinical, theory, or lab. Disciplinary action is enforced consequently when a student disregards the boundaries of acceptable behavior. At any time, if a student's action is deemed serious in nature, immediate dismissal may occur.

STUDENT BEHAVIOR

Appropriate Behavior

- Does not participate in any type of cheating or copying of other's work
- Shows respect for all individuals
- Shows respect for property of others

- Displays courtesy toward all individuals
- No eating is allowed in the classroom. This is to be done in assigned break areas. Exception: small snacks are acceptable, providing they are NONDISRUPTIVE.
- Drinking is allowed in the classroom if it has a spill-proof lid
- Speaks in well-modulated tones; does not raise voice
- Refrains from using profanity
- Does not smoke, vape, or use tobacco products on school premises or at clinical sites
- Communicates with appropriate terminology
- Maintains professional interpersonal relationships
- Maintains patient confidentiality
- Follows the rules and policies of the Practical Nursing Program at all times
- Is prepared by having all the necessary equipment and paperwork
- Cooperates with instructors and fellow students
- Adheres to facility-specific and program rules and regulations
- Does not discuss personal problems with healthcare workers or clients
- Adheres to the rules and regulations regarding uniforms and appearance
- Obscene materials consisting of magazines, photographs, drawings, books, notes, etc. are prohibited on school or hospital property
- Adheres to timeframes for breaks and lunches (Refer to attendance policy for tardiness)
- Follows study hall instructions
- No fraternizing with faculty
- No contacting instructor outside of classroom/office or clinical hours unless it is for the exclusive purpose of activating the phone tree
- No gift giving to faculty
- No cell phone use
- Refrains from discussing personal grades with others
- Adheres to established theory, laboratory, and clinical deadlines
- Has no unexplained theory, laboratory, and clinical absences
- Exhibits promptness and preparedness when attending laboratory and clinical experiences
- Remains for the entire theory, laboratory, clinical learning experience unless excused
- Adheres to policies and procedures related to the assigned clinical, lab, and theory
- Utilizes assigned student computers, documentation area, break, and parking areas
- No sleeping in the clinical area
- No leaving the clinical area without instructor knowledge and reporting off to appropriate staff
- Promptly and properly identifies oneself and role during clinical, lab, and theory experiences
- No chewing gum in clinical area
- Is prepared by bringing all necessary clinical paperwork, forms, and equipment
- Treats fellow classmates with respect

Inappropriate Student Behavior

- Violates published school policies, rules, or regulations
- Disrupts or obstructs the teaching process. No student may disrupt the teaching process. Examples include, but are not limited to, passing of notes, sleeping, or talking during the educational process.
- Violates federal, state, and/or local laws on school premises
- Uses, possesses, or conceals any unauthorized firearms, explosives, other weapons, or dangerous chemicals
- Violates academic honesty, including but not limited to, cheating, falsifying data, misrepresenting schoolwork or academic records, electronic (computer) dishonesty, and facilitating academic dishonesty
- Being unprepared, not having the necessary equipment and clinical paperwork
- Gambling in any form on school premises
- Uses, possesses, or distributes narcotics or other controlled substances not permitted by law on school premises
- Uses, possesses, or distributes alcoholic beverages
- Pornographic material in any form is prohibited
- Conduct, which is disorderly, lewd, or indecent; breach of peace, aiding or abetting
- Insubordinate attitude
- Failure to follow timelines for breaks and lunches
- Uses inappropriate language, mannerisms, or gestures; comments, gestures, or displays body language which is belittling or threatening
- Physical and/or verbal abuse, threats, intimidation, stalking, harassment, coercion and/or any other conduct which threatens or endangers the safety of another person
- Theft or damage to the school premises or personal property
- Intentional disruption or obstruction of teaching, administration, disciplinary proceedings, meetings, and programs, clinical or other program activities
- Use of cell phone on clinical unit

Unprofessional Conduct and/or Professional Misconduct

Nursing students are expected to act in a manner consistent with the ANA Code of Ethics. Failure to comply may result in discipline action by faculty. Examples include, but are not limited to:

- Negligence in patient care.
- Violation of patient privacy.
- Violation of any facility/nursing program policies.
- Unprofessional behavior.

- Substantiated act or acts of patient abuse, either physical or verbal
- Unsatisfactory performance as judged by nursing faculty
- Neglect of duty with actual cause or potential to cause patient harm
- Fraudulent or egregious acts
- Demonstrated and/or documented incompetence
- Insubordinate attitude
- Threatening, intimidating, or bullying others
- Use of profanity or slang terms
- Personal conduct which adversely effects the work environment and/or the supervisor's ability to perform his/her responsibilities

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPPA)

All nursing students are required to sign the HIPAA Privacy Act, which will be kept in individual files. All students are expected to follow the privacy policy when at school, labs, and clinical. At no time are students allowed to discuss clinical/patient assignments outside the designated secure areas, as assigned by the instructor. This includes, but is not limited to, facility break rooms, hallways, patient rooms, elevators, or parking lots. This also includes discussing school and clinical activities on social websites such as My Space, Facebook, YouTube, and texting.

Patient information must be secured at all times. No patient information may leave the facility or be left unsecured in areas such as break rooms or patient rooms. On clinical paperwork, only use patient initials.

Privacy is also allotted to other students, and discussing other students' grades or performance will not be tolerated. Any student violations of the privacy policy will be reviewed by the Director, and the student will be disciplined according to the degree of violation, including dismissal from the program.

STUDENT BILL OF RIGHTS

To create an environment that ensures all students are treated equitably and are given the proper atmosphere to learn, the SCTC School of Nursing accepts the National Student Nurses Association (NSNA) Bill of Rights and Responsibilities for Students of Nursing.

The following is the NSNA Student Bill of Rights and Responsibilities adopted in 1975 and revised in 2022:

- Students should be encouraged to develop the capacity for critical judgment and engage in a sustained and independent search for truth.
- The freedom to teach and the freedom to learn are inseparable facets of academic freedom. Students should exercise their freedom in a responsible manner.

- Each institution has a duty to develop policies and procedures which provide and safeguard the students' freedom to learn.
- Under no circumstances should a student be barred from admission to a particular institution based on race, color, creed, national origin, ethnicity, age, gender, marital status, lifestyle, disability, or economic status.
- Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.
- Students should have protection through orderly procedures against prejudiced or capricious academic evaluation, but they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.
- Information about student views, beliefs, political ideation, or sexual orientation which instructors acquire in the course of their work or otherwise, should be considered confidential and not released without the knowledge or consent of the student and should not be used as a basis of evaluation.
- The student should have the right to have a responsible voice in the determination of his/her curriculum.
- Institutions should have a carefully considered policy as to the information which should be a part of a student's permanent educational record and as to the conditions of this disclosure.
- Students and student organizations should be free to examine and discuss all questions of interest to them and to express opinions publicly and privately.
- Students should be allowed to invite and to hear any person of their own choosing within the institution's acceptable realm, thereby taking the responsibility of furthering their education.
- The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs, e.g., through a faculty-student council, student membership or representation on faculty committees.
- The institution has an obligation to clarify those standards of behavior which it considers essential to its educational mission, its community life or its objectives and philosophy.
- Disciplinary proceedings should be instituted only for violations of standards of conduct formulated with significant student participation and published in advance through such means as a student handbook or a generally available set of institutional regulations. It is the responsibility of the student to know these regulations. Grievance procedures should be available for every student.
- As citizens and members of an academic community, students are subject to the obligations which accrue to them by virtue of this membership and should enjoy the same freedoms of citizenship.
- Students have the right to belong or refuse to belong to any organization of their choice.
- Students have the right to personal privacy in their living space to the extent that the welfare and property of others are respected.

- Adequate safety precautions should be provided by nursing programs; for example, adequate street lighting, locks and other safety measures deemed necessary by the environment.
- Dress code, if present in school, should be established with student input in conjunction with the school director and faculty, so the highest professional standards are maintained, but also taking into consideration points of comfort and practicality for the student.
- Grading systems should be carefully reviewed periodically with students and faculty for clarification and better student-faculty understanding.
- Students should have a clear mechanism for input into the evaluation of nursing faculty

For more information visit National Student Nurse Association at https://www.nsna.org/ .

STUDENT CLASS BODY COMMITTEE

The class will vote for four representatives to form a student committee to lead and represent the class through the year. Each representative should have the following qualifications:

1. Be strongly committed to excellence in the pursuit of a nursing degree
2. Communicate effectively with peer group and faculty
3. Display willingness to listen nonjudgmentally
4. Maintain confidentiality of information when necessary.

Duties:

1. Arrange and chair a quarterly class meeting
2. Keep minutes of meetings
3. Solicit concerns of individual group members requiring attention of faculty
4. Convey concerns to faculty in writing
5. Report faculty discussions to the group
6. Provide improved communication between faculty and students
7. Promote individual freedom and responsibility
8. Provide an opportunity to verbalize non-academic grievances
9. Create and plan class activities and projects
10. Inform faculty of planned events/projects

STUDENT HEALTH PROGRAM

The Student Health Services Program provides the opportunity to promote and maintain student health. Each student is expected to assume the responsibility of maintaining high standards of physical and mental health necessary to meet the demands of the program. Students are responsible for their own health insurance coverage and assume the cost for their own health care. Primary care physicians will be listed on the Student Healthcare form.

Following completion of the mandatory physical examination and testing for entrance into the program, the records will be filed per the record keeping policy. Should there be a medical emergency at the school, the completed student information card will be utilized.

The school will:

1. Send the health-related form and medical questionnaire to the student for completion two weeks prior to the beginning of the program
2. Maintain the form in each student's cumulative record
3. Verify healthcare insurance coverage, and if the student does not carry health insurance, maintain a waiver signed by the student in their cumulative record
4. If the student becomes ill or injured, the student will be referred to the primary care physician listed on the form
5. Complete the health-related form, medical questionnaire, and provide health insurance information, or sign a waiver releasing the school of any health-related cost responsibilities

During the program:

1. Students who become ill or require medical treatment while at school will report to the instructor. Upon evaluation of the student's condition, the instructor will refer the student to their primary care physician to arrange for further treatment and transportation if necessary or desired by the student.
2. If a student becomes ill or injured while in the clinical area, the student will be referred to the emergency room of the cooperating agency. Fees for these services are the responsibility of the student. Any injury must be reported and recorded on the accident form of the institution where the accident occurred. A copy is to be provided to the Director of the Practical Nursing Program.
3. Should a student sustain any injury at the school or in the clinical area, the instructor will complete an accident report and submit the report to the Director.
4. The student's file will contain a cumulative health record showing accidents, illness, and days absent.
5. In the event a student develops a disabling physical condition during the school year, the student must obtain written approval from a physician to remain in the program. If a physician's approval is not granted, the student must apply for a leave of absence until he/she is able to resume educational activities with the physician's approval.
6. Except for emergency situations, medical or dental appointments must be arranged for after school hours.
7. A doctor's excuse will be required when an absence is due to a medical or dental appointment or when the absence is for three or more days.

DISCIPLINE PROCESS

Note: At any time, the Director may override this process and suspend or terminate any student based on actions deemed to be serious infractions**.**

Steps of the discipline process are as follows:

Step One: verbal warning of unacceptable behavior

Step Two: written warning of unacceptable behavior

Step Three: A meeting with student, instructor, and program director. At this time, a plan of correction will be created with goals and interventions by all parties to address student deficiencies. This plan will be immediately implemented and monitored by faculty and the student. A re-evaluation meeting will be scheduled. At that time, it will be determined if the student has made all necessary changes as outlined in the plan. If successful, the plan will be considered effective, and the student will return to regular student status. If the plan was ineffective or additional misconduct occurred, the student will be placed on probation for the duration of the level or dismissed from the program.

PROBATION

Probation is defined as a period of time in which the student is given prior notice that his/her performance is below passing. Prior to this step, voluntary remediation services would have been offered. The student must achieve a 75% for each course/clinical session during the probationary period. Failure to do so will result in the student not being able to proceed to the next level. The mandatory probationary plan of action will explicitly state the expectations that must be met during the probationary period. Students will also be placed on probationary status for the following:

- The student is found to be in continued non-compliance with any school policy or procedure.
- The student earns a score of less than 75% on any two consecutive theory exams.
- The student consistently fails to demonstrate competency in performing laboratory skills and interpretation.

At any time, the student can be placed on probation due to the severity of an event. Failure to demonstrate improvement or lack of participation in probation plan may lead to dismissal from the program.

Clinical practicum – the student will be placed on probation with opportunity to improve. A mandatory plan for improvement will be initiated with specific due dates. If improvement is not made within set deadlines, the student may be dismissed from the program. Students may not be permitted to participate in specialty rotations during the probationary period. All points that may have been assigned to these rotations will be lost. Students failing to demonstrate improvement as defined by the probationary plan, or lack of participation in probation plan, may lead to dismissal from the program. Once a student has been dismissed from the program, the student will undergo a thorough evaluation prior to readmission.

DISMISSAL

A student may be dismissed at any time if the Director has reviewed and deemed student infractions are of a serious nature. Grounds for dismissal without a probationary period may include:

- Extreme level of incompetence representing a threat to any other persons whether in clinical, lab, or theory
- Threats of any violence to any persons whether in clinical, lab, or theory
- Falsification of documents or records
- While in the clinical/lab/classroom area, being under the influence of alcohol, marijuana, or any controlled substances not legally prescribed
- Refusal to participate in random drug, health, or background screening
- Insubordination or failure to follow direct orders from nursing faculty
- Theft of property
- The inappropriate administration of any drug or treatment without the permission of the nursing faculty
- Misconduct during the probationary period or violation of any probation conditions will result in further disciplinary action, normally in the form of dismissal

WITHDRAWL – INVOLUNTARY

If improvement is not shown in the areas for which counseling was instituted, dismissal from the program may occur following a probationary period. A student may be dismissed without a prior probationary period, especially for the following conditions:

1. Evidence of possession, use, transmittal, or being under the influence of any dangerous or narcotic drug, other controlled substance, alcoholic beverage, or intoxicant of any kind
2. Unsafe, negligent, insubordinate, or unethical conduct in the clinical area
3. Lack of integrity, including theft, providing false information, falsification of documentation, plagiarism or cheating on an examination
4. Conviction of a felony along with those designated in the Act of April 14, 1972, known as The Controlled Substance, Drug, Device, and Cosmetic Act, and/or prohibitive offenses contained in Act 169 of 1996 as Amended by Act 13

Dismissal from the program will be preceded by a review of the student's records. The student will be notified of the termination by written notification. Upon termination, the student is required to arrange a final interview with the Director, and at that time, review the school record. Reason for termination is entered into the student record.

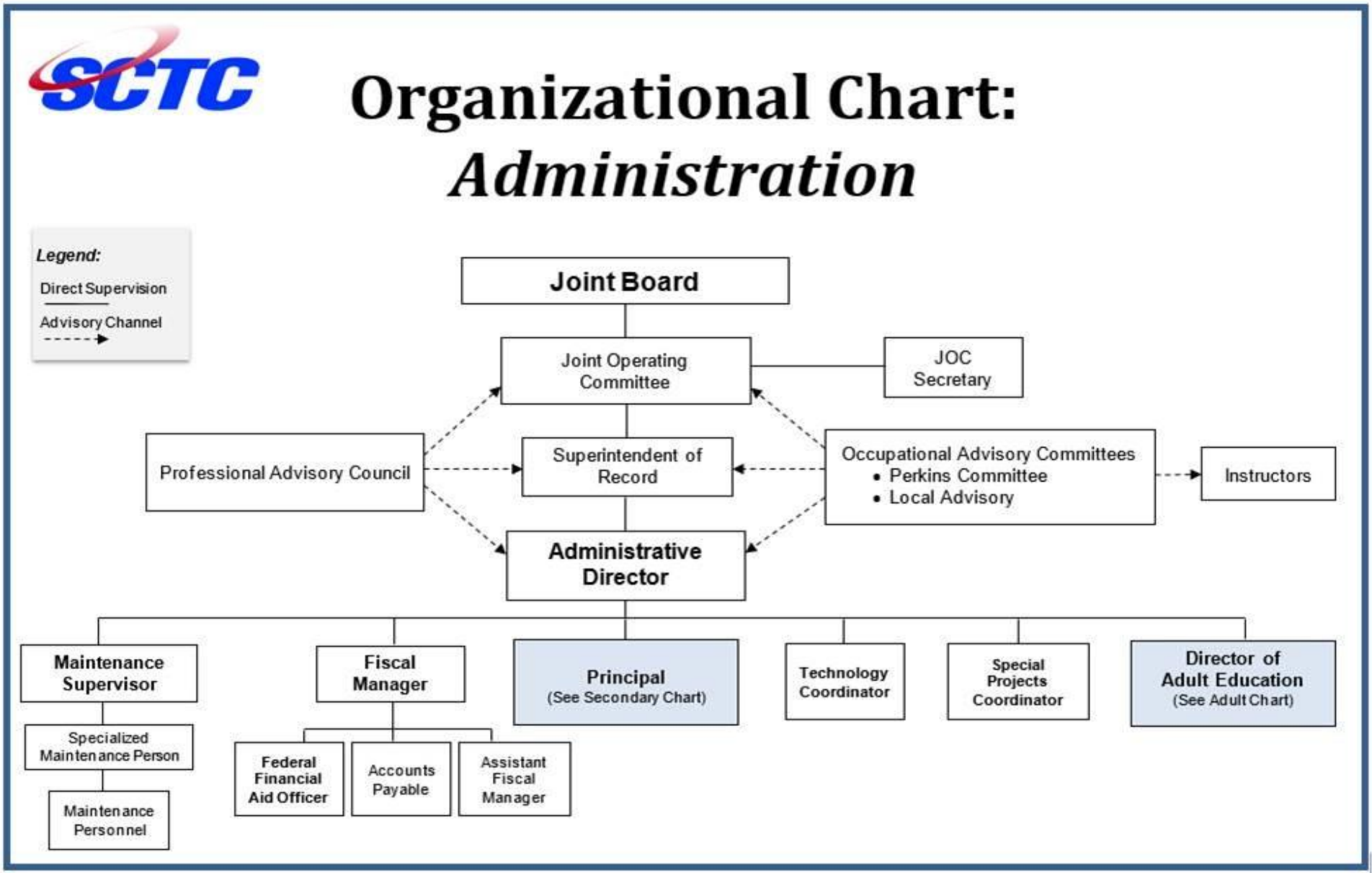
There will be a $100 fee for unreturned property: ID Badges, parking passes, access card, locker key and lock.

WITHDRAWAL – VOLUNTARY

Students wishing to voluntarily withdrawal from the program must make an appointment with the Director and submit a letter verifying the resignation. Students must also make an appointment with the financial aid officer before the withdrawal is finalized. Non-attendance does not constitute official withdrawal from the program.

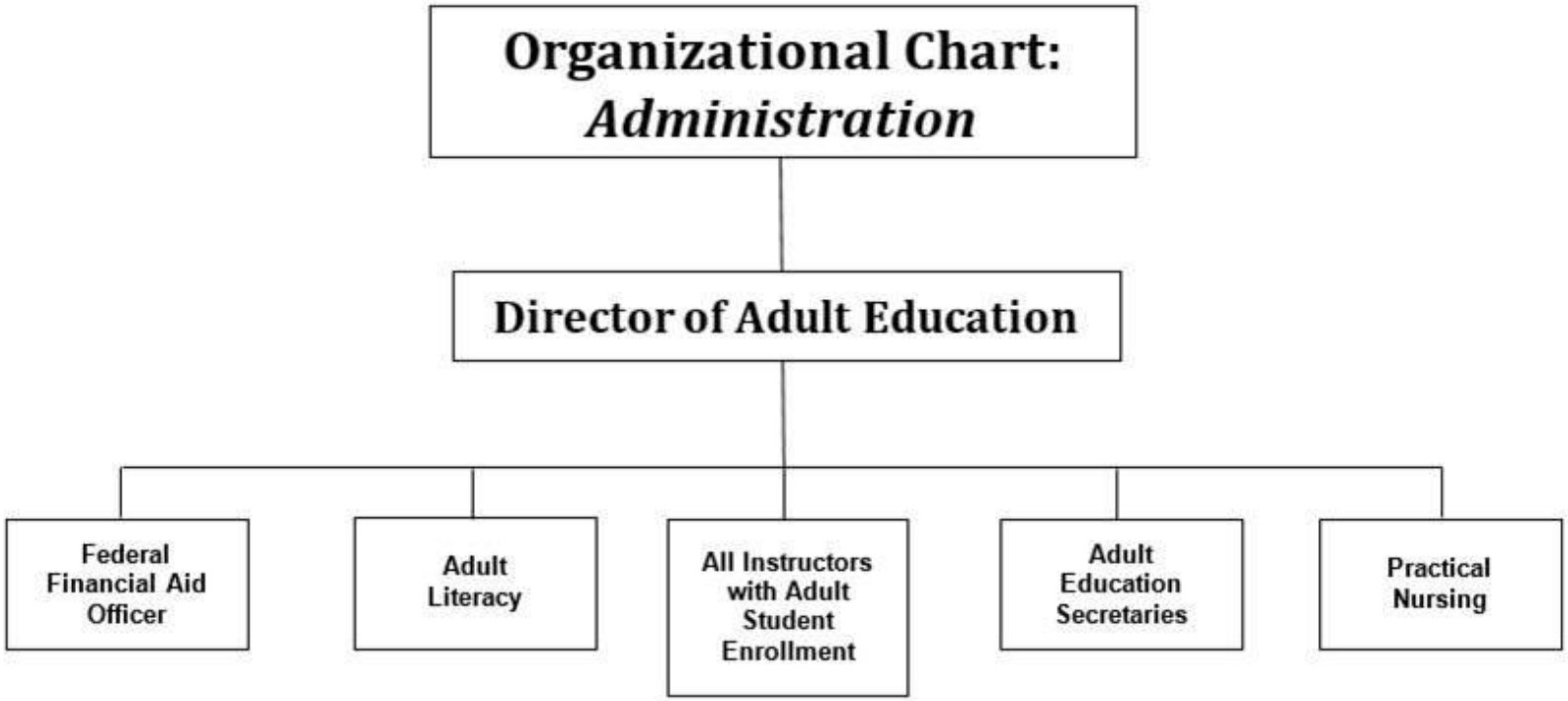
There will be a $100 fee for unreturned property: ID Badges, parking passes, access card, locker key and lock.

SCTC Organizational Charts



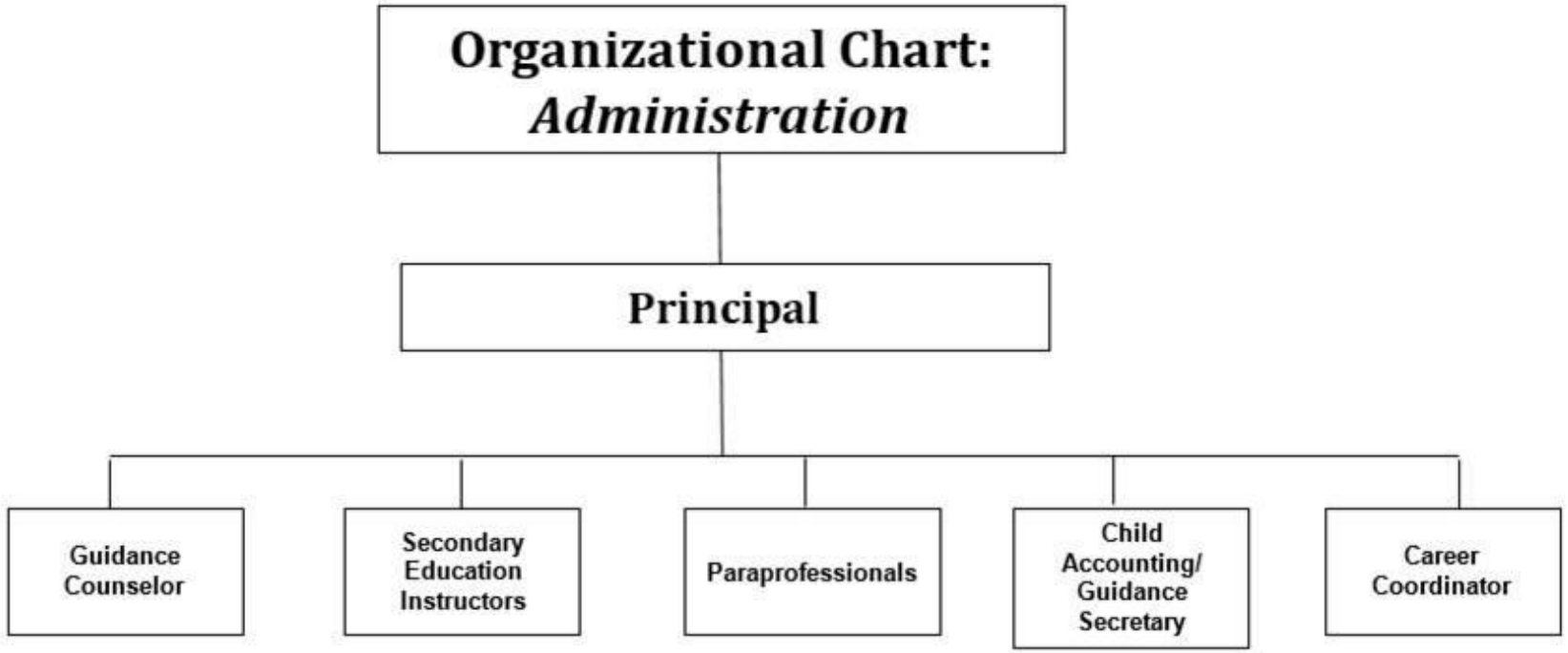
Revised 7/13, 6/14, 7/15, 7/16, 8/17, 10/17, 5/18, 11/18, 8/19; 8/20, 8/21, 7/22, 8/23

Organizational Chart: *Adult Education*



Revised 7/13, 6/14, 7/15, 7/16, 8/17, 10/17, 5/18, 11/18, 8/19; 8/20, 8/21, 7/22, 8/23

Organizational Chart: *Secondary Education*



Student Complaint/Grievance Form

A grievance may be in initiated if a student has a serious complaint regarding academic/clinical concerns or policies/procedures of the Somerset County Technology Center or against the personnel administering the program. Please complete this from, giving as many facts as possible. Please feel free to use additional. Refer to the SCTC LPN Handbook, Grievance Policy.

Student Signature & Date: _____

List your suggested solution or solutions to resolve the problem.

Director Signature & Date_____

Revised 7/13, 6/14, 7/15, 7/16, 8/17, 10/17, 5/18, 11/18, 8/19; 8/20, 8/21, 7/22, 8/23

Appendix Inclement Weather Call Off Guidelines

Somerset LPN Program

Inclement Weather Call-Off Guidelines

Purpose: To ensure appropriate communication for students and instructors if SCTC cancels/delays classes and to confirm clinical attendance. This policy further ensures safe location of all students.

- Snow will increase your travel time and is NOT an acceptable reason for tardiness.
- CLINICAL DAYS ONLY: High school district cancellations or delays are not announced until at least 0530 by the school system. This is late for those students traveling a distance. The Director and Clinical Instructors will make a cancellation decision by 0430 because of the earlier start time. The communication will be sent by the electronic communication application/platform.

	CANCELLATIONS	**DELAYS**
In-Person Class:	Weather will be evaluated daily. Class will be held if local schools cancel for cold weather. Snow cancellations will be communicated through our call system or via electronic communication platform.	Report to school at the delayed time students are to report to SCTC.
Clinical Rotations:	If school is cancelled for snow-related reasons: • Clinical is cancelled for the day. • If schools are cancelled for cold, students will report to the clinical site as scheduled (unless scheduled with the school nurse). Clinical time will be made up.	If school is delayed on a clinical day, you will report to SCTC for classroom/lab day instead of assigned clinical locations.

I acknowledge that I have reviewed this policy.

_____ _____

Student Signature **Date**

SCTC Clinical Early Dismissal Form

The student and the clinical site must have all areas complete to the best of their knowledge. The *Early Dismissal* form must be turned in to the SCTC Secretary by the next classroom date. Failure to do so will result in an "Unsatisfactory" for clinical that week, along with hours counted against the students allotted 40 hours.

SCTC Clinical Early Dismissal Form
Student Name:
Location of Clinical: **Date of Clinical:** **Scheduled Hours:**
Reason for early dismissal: **Director/Instructor Approval Signature: _____** **Date:_____**
Time Student Left from Clinical site:
Signature of Clinical Site Verifying Student Left at the above time: **_____** **Date:_____**
Comments:
Received by SCTC Secretary: _____ Date:_____ **Signature of Instructor/Director: _____ Date: _____** **Signature of Student: _____ Date: _____**