

# Cabell County Career Technical Center SCHOOL OF PRACTICAL NURSING

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## Policy Handbook 2024-2025



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# HANDBOOK INSTRUCTION

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The Cabell County Career Technology Center (CCCTC) Policy Handbook is intended to familiarize you with the program's services, procedures and regulations. The Handbook should be used with the material distributed during orientation and with materials distributed by the classroom and clinical faculty. This handbook is designed to provide students with information about the practical nursing program within the school system and how it operates.

Purpose of the Handbook:

- To provide guidance for new students.
- To describe general policies and procedures for the practical nursing program.
- To inform students of their rights and responsibilities.

**The faculty reserves the right to amend or add policies at any time during the program. The student will be provided with written copies of policy changes.**

## MISSION STATEMENT

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Cabell County Schools is a 21<sup>st</sup> Century Learning Community dedicated to the success of every student. The mission of the Cabell County Practical Nursing Program is to provide quality education to prepare students as safe, competent practitioners within our diverse healthcare community. Graduates of the Cabell County Practical Nursing Program will be qualified candidates for the successful completion of the NCLEX and prepared for advancement in continuing healthcare education.

## PHILOSOPHY

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The nursing faculty values all members of the collaborative healthcare delivery team. The faculty believes in preparing all students to be safe, quality, and competent practitioners within each level of nursing practice and within their scope of practice.

Nursing education is a collaborative process which values the individuality of each student. Adult learning principles are more effectively applied when the student is actively engaged in his or her learning. The faculty promotes critical thinking regarding related concepts throughout the nursing process and the evaluation is based on the satisfactory performance of the individual course criteria.

To be most effective, learning requires the active participation of the student. Each learner must recognize his/her personal accountability in the learning process and professional development. The instructor should be a facilitator in the process of learning and development.

The practical nurse is an important member of the health care team, who will assist the registered nurse, physician, or dentist with providing health care. The practical nurse cares for clients that are stabilized or predictable and will assist with clients that are critical or unstable under the direction of a registered nurse. Practical nurses care for clients at all stages of the health and developmental continua.

Basic nursing education is intended to be a foundation, which is built upon and enhanced, by experience and continuing education, which includes new technologies and client care activities. The learner accepts accountability for continuous self-improvement and professional growth.

# NON-DISCRIMINATION POLICY

## CODE OF CONDUCT

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We encourage all Cabell County students to behave in a manner that promotes an orderly, nurturing, safe school environment that is conducive to learning and personal and social development:

- Students will help create an atmosphere free from bullying, intimidation, harassment and violence.
- Students will demonstrate honesty and trustworthiness. Stealing of any kind will not be tolerated.
- Students will treat others with respect, deal peacefully with anger, use good manners, and be considerate of the feelings of others.
- Students will demonstrate responsibility, accountability, use self-control and be self-disciplined.
- Students will demonstrate fairness, play by the rules and will not take advantage of others.
- Students will demonstrate compassion and caring.
- Students will demonstrate good citizenship by obeying laws and rules, respecting authority and by cooperating with others.

Students who have entered the Practical Nurse Program at Cabell County Career Technology Center are expected to consistently exhibit the following behaviors:

- Respect for the inherent worth and uniqueness of an individual by demonstrating caring, trust, and empathy.
- Commitment to nursing and an attitude of enthusiasm, cooperation, and self-direction.
- Demonstrate honesty, rationality and accountability (students displaying these behaviors are those who readily admit mistakes and oversights, accept responsibility and take corrective action).
- Maintain forthrightness with peers, staff, and faculty and handle conflicts with others objectively.
- Utilize safe techniques even when not supervised.
- Base statements only on information and facts known to be correct, and do not participate in malicious or slanderous conversations.
- Contribute to a classroom atmosphere conducive to learning.
- Comply voluntarily with the spirit, rules, and policies of the school and any clinical facility.

Behaviors that represent incivility and unprofessional behavior in the campus and clinical setting which should be avoided include, but are not limited to:

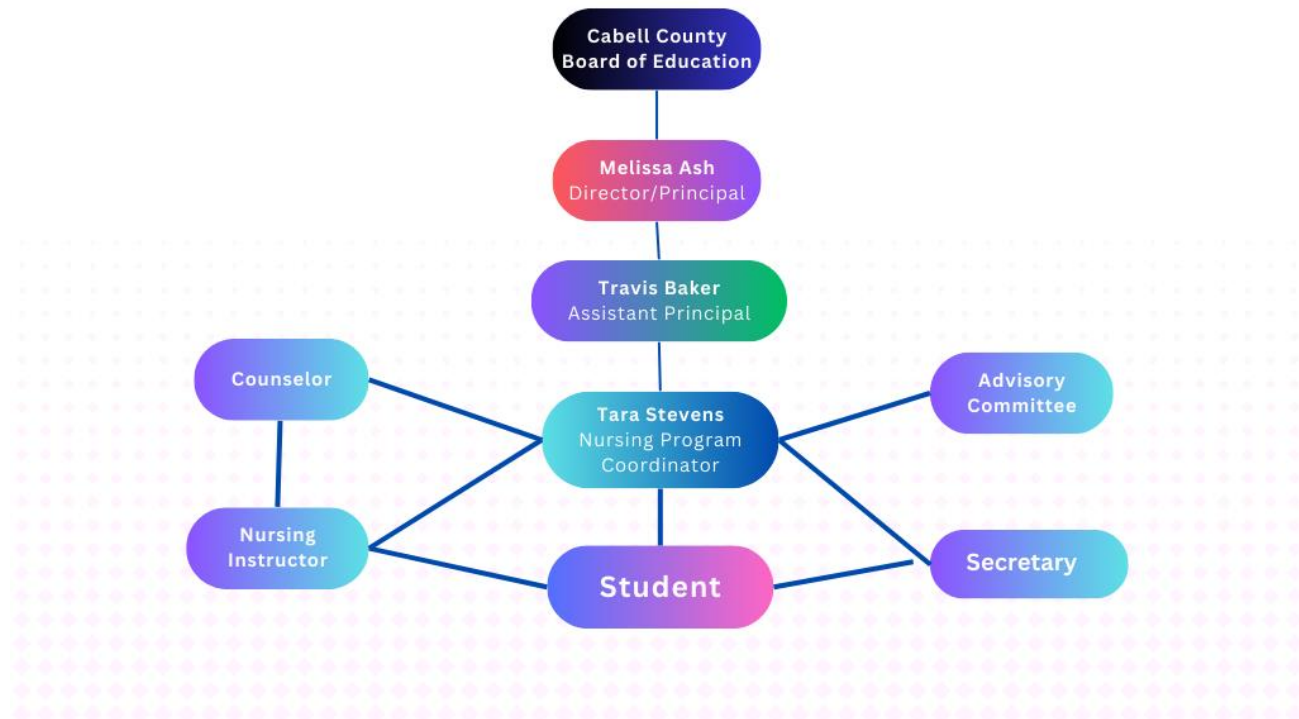
- Rude and profane conversation and comments.
- Disrupting the classroom by behaviors such as arriving late, not turning phones to vibrate or silence, not turning off other electronic devices, or actively engaging in non-class activities during class time.
- Conduct that distracts or intimidates others such as talking during lectures, bullying, aggressive behaviors, unwarranted comments, and addressing peers or faculty with disrespect.

# CABELL COUNTY CAREER TECHNOLOGY CENTER

## SCHOOL OF PRACTICAL NURSING ORGANIZATIONAL CHART

### **Cabell County Career Technology Center School of Practical Nursing**

Organizational Chart



## ADMISSION POLICY

Falsification or omission of any information in the application process is grounds for non-admission.

### *Admission requirements for application to the School of Practical Nursing*

#### **1. Educational Requirement**

- Applicants must have a high school diploma or General Education Development equivalent (GED)/ Test Assessing Secondary Completion (TASC), with an official transcript on file in the Practical Nursing office.

#### **2. Application and Screening Test**

- Complete application form. (application form is obtained during registration for ATI TEAS test)

- Complete the ATI TEAS pre-admission testing process. Scores from the test will be given weighted values. Students may be selected for an interview based on test scores of 57 or above.
- The same exam may be taken at other testing sites and a copy of the scores submitted to the coordinator of the nursing program with your application.

### 3. Transcripts

- Official transcript of your high school diploma or GED/TASC must be mailed directly to the Program or emailed from the institution prior to the interview. Also, a transcript of grades from other post-secondary or college classes is recommended.

### 4. Personal and Work References

- Provide at least two references (one personal and one work reference) or two personal references if no previous work experience.

**Personal references cannot be a significant other or relative of the applicant.**

- Include names, current addresses, zip code, and phone number for references.
- Applicants must sign a form for release of information.

### 5. Background Checks

- West Virginia State Police criminal background checks are mandatory. Applicants are aware that information about background checks is forwarded to health care agencies. Health care agencies can refuse to accept an applicant for a rotation based on positive findings. Applicants should contact the Nursing Board directly by telephone regarding positive findings and their effects on testing or licensure.
  - The WV State Board of Examiners for Licensed Practical Nursing will review all felony and misdemeanor convictions and make individual decisions for licensing. Please review carefully the section of this manual titled Admission of Students with Law Violations.
  - Background check will be required before graduation for application to the West Virginia Board of Examiners for Licensed Practical Nurses.

### 6. Driver's License

- Each student must have a valid driver's license. There are clinical rotations that will require you to drive yourself to different locations. Carpooling will not be allowed on these rotations. Students are not allowed to ride with the nurse during the home health rotation.

### 7. Selection Process

- Based on all prior requirements as well as interview results, selection of students will be made.

- The Cabell County Career Technology Center School of Practical Nursing does not discriminate based on sex, handicap, race, color, or national origin, as required by the Title IX, Section 504, and Title VI.

## 8. Upon Notification of Acceptance:

- If you are eligible for financial aid such as Pell Grants, you must arrange for payment of all fees, tuition, etc. through the financial aid advisor.
- A six-week prerequisite course is required for admission into the nursing program. This course will be taught by nursing instructors and will cover basic nursing subjects such as medical terminology, dosage calculation, and study/test-taking strategies. There is no additional cost for this course. Students must pass all components of this course with an 80% to be eligible to continue in the program.
- Uniform fitting is scheduled during the six-week prerequisite course.

## 9. Health Requirements (ALL RECORDS NEED TO BE PRESENTED TO THE SCHOOL PRIOR TO THE FIRST DAY OF CLASS.)

- History and physical examination by a Licensed Physician, Nurse Practitioner or Physician's Assistant. The medical form will be provided in your acceptance letter. Any prescription or over-the-counter medications being taken by the applicant must be listed in the history and physical form. Any omissions on this form will be considered grounds for non-admission.
- Dental examination by a Licensed Dentist, with a plan for repairs if needed. This form will be provided in your acceptance letter.
- Laboratory studies include PPD (2 step method; if PPD is positive, a chest x-ray must be done), urinalysis, and urine drug screen (10 panel).
- Begin the process of immunization Hepatitis B Vaccine (series of three (3) injections). If vaccine administration has been completed 6 months or longer, applicant must document immunity by a current Hepatitis B Titer Level. If you refuse the Hepatitis B vaccine or titer, you will need to sign a declination form located in the Coordinator's Office.
- Tdap immunization or Td booster if no record of receiving injection in the past ten (10) years.
- Proof of MMR (Measles, Mumps, Rubella), and Varicella immunization and documentation of immunity by titer. If the titer is low, you will need to provide documentation of a booster.
  - a. Hepatitis A Antibody required.
  - b. Hepatitis C screening results required.
  - c. Full series of COVID vaccinations **All applicants and incoming students need to be aware that while the Cabell County Career Center does not require COVID-19 vaccination, our clinical partners are requiring that all students are fully COVID-19**



**vaccinated prior to clinical placement and proof of vaccination must be provided, in advance.**

### *Drug Testing Criteria for Admission*

- The applicant understands and agrees that he or she shall submit to drug/alcohol screenings a part of the admission criteria from the Cabell County Career Technology Center School of Practical Nursing. The results of the drug screening will be reported directly to the Cabell County Career Technology Center School of Practical Nursing by the laboratory performing the test. Receipt of positive results of a drug/alcohol screen for any substance for which the student has no legal, valid prescription, NOT EXPIRED, or for a non-prescription substance not declared prior to the screen shall be grounds for denial of admission to the School of Practical Nursing. Any prescribed medication must be your prescription and current. If a student has a prescription for medical marijuana, it is important to note that as a requirement of the WV Board of Nursing that a student may not test positive for marijuana even with a prescription.
- Any individual who is on Methadone/Suboxone/Sublocade maintenance must disclose this to the coordinator of the program at the time of application. Factors to be considered with regards to these individuals' acceptance into the program include the nature of the drug addiction which led to the Methadone/Suboxone/Sublocade maintenance, acceptance of these individuals by the clinical agencies for clinical experience, as well as the opinion of the individual's treating physician with regards to his/her ability to function in the capacity of a student practical nurse. The student will submit monthly drug screen results to the coordinator.

## **ADMISSION OF STUDENTS WITH LAW VIOLATIONS**

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- A. WV code 30 – 7A – 10 states that the Board may refuse to admit an applicant for the licensure examination, or may revoke, suspend, or otherwise discipline a license based upon satisfactory proof that the person “...(2) is convicted of a felony;... (5) is guilty of professional misconduct as defined by the Board...” The Board’s Legislative Rules 10 C.S.R. 2, state that the Board can take disciplinary action against an applicant or licensee who “...12.1.e.11. was convicted of a felony or misdemeanor with substantial relationship to the practice of practical nursing in a court of competent jurisdiction...”
- B. Each applicant to the School of Practical Nursing shall submit to a pre-admission criminal history records check. This will be conducted through the West Virginia State Police or a similar agency in the applicant’s state of residence if it is other than West Virginia. The West Virginia State Examiners will require federal criminal history records check on each applicant before permission is given to sit for NCLEX.
- C. Failure to disclose any criminal conviction, felony or misdemeanor, on the application for admission to the School of Practical Nursing, at any other time during the admissions process, or during the program is grounds for non-admission and/or dismissal from the program.

- D. A copy of all documentation indicating conviction of a crime received by the School of Practical Nursing from any law enforcement agency will be forwarded to the West Virginia Board of Examiners for Licensed Practical Nurses by the program coordinator with the application for licensure.
- E. Any applicant of the School of Practical Nursing who has ever been convicted of a felony or misdemeanor should contact the Board Office to discuss the potential impact of the prior conviction(s) on his/her application and the licensure process. Applicants to the Board with prior convictions will experience a delay in the processing of their applications while all documentation relating to this matter is reviewed by the Disciplinary Review Committee of the Board for a determination as to the issuance of a temporary permit or license, and what restrictions may apply if issued. Graduation from this program does not guarantee admission to the NCLEX-PN exam if there is a prior conviction for a felony or misdemeanor.

## WITHDRAWAL

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A student who wishes to withdraw from the program should notify the coordinator of the program and present a written request stating the reason for withdrawal. An exit interview and a meeting with financial aid need to be completed. Failure to adhere to this procedure will result in the student not being considered for readmission. Any fees paid will be refunded according to the Refund Policy. Books, online resources, computers and uniforms become the property of the student when they are paid in full.

## READMISSION

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An individual who withdraws from the program may request re-admission in writing to the program coordinator. The student will be permitted to reenter the program at the point that they withdrew (If the student leaves in the first quarter, they will be required to start the program at the beginning.) The individual will be considered by the same standards as any other applicant to that class, except he or she will not need to retake the TEAS Test if he/she has taken the test within the past two years. Students dismissed from the program for disciplinary reasons and those who have withdrawn a second time are not eligible for re-admission. **Any re-admission will be at the coordinator, faculty and CCCTC principal's discretion.**

The following criteria must be met in order to be readmitted to the program:

- The student must have maintained an 80% in classes completed prior to withdrawal.
- Payment of all previous and current fees due the Cabell County Career Technology Center.
- The student must have had satisfactory clinical performance prior to withdrawal.
- There must be adequate space available at clinical sites
- Re-entry must be within 12 months of resignation from the program.
- The student must have a current TB Test, urine drug screen and criminal background check before re-entering the program.

## RE-ADMISSION WITH ADVANCED STANDING (This section applies to students who failed out and are coming back)

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The following criteria must be met to be considered for admission.

- Complete an application.
- Students must complete at least the last two quarters of the program.
- Payment of all previous and current fees due the Cabell County Career Technology Center.
- An interview with a representative from the Admissions Committee and/or a faculty member from the nursing department if deemed necessary.
- Submit to a current TB test, background check and drug test.
- Submission of any additional information requested by the Admissions Committee.
- Applicants will be accepted on a space available basis.
- Absenteeism will be reviewed.
- Allotted hours for absences will be prorated.

**Any re-admission with advanced standing will be at the coordinator, faculty and vocational CCCTC principal's discretion.**

## TRANSFER PROCEDURE WITH ADVANCED STANDING (This is for students coming from different schools)

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The following criteria must be met to be considered for admission:

- Complete application
- Transcript from previous nursing program attended within the last two years.
- Students must complete a minimum of the last two quarters of the program.
- Perform a skills evaluation conducted by a member of the faculty, if deemed necessary.
- Two letters of recommendation from previous nursing instructors, sent to the Program Coordinator.
- Record of updated immunizations
- Submit to a current background check, TB test and drug test.
- Submit any additional information requested by faculty.
- Applicant will be accepted based on space available.
- Students admitted may be asked to validate clinical skills and/or knowledge obtained from previous nursing courses outlined by the faculty.

## TUITION & FEES

| Description                   | Cost            |
|-------------------------------|-----------------|
| Registration Fee              | \$100           |
| Tuition                       | \$4725          |
| Lab Fee                       | \$820           |
| Drug Testing                  | \$100           |
| Books/E-Resources             | \$3240          |
| Laptop                        | \$700           |
| Supplies/Tools                | \$245           |
| Uniforms                      | \$350           |
| NCLEX Fee/License Application | \$275           |
| TEAS Exam                     | \$70            |
| CPR Certification             | \$70            |
| Graduation Fee                | \$100           |
| Activity Fee                  | \$95            |
| Parking Fee                   | \$15            |
| <b>Total Cost</b>             | <b>\$11,005</b> |

### Funding Sources

- Cabell County Board of Education
- ACE Block and Advantage Scholarships
- FAFSA- grants and loans
- Scholarships
- Private Pay

## REFUND PROCESS

Federal financial aid is not 100 percent earned until the attendance has exceeded 60 percent of the student's payment period (i.e., 810 hours of a 1350-hour payment period). A student's withdrawal or termination from school prior to completion of 60% of their payment period will result in the application of a pro rata schedule to determine the amount of Federal Pell Grant the student has earned at the time of withdrawal - this calculation is separate and apart from the school's refund policy (which determines how much of a program cost is due the school). As a result of the Federal Return of Funds recalculation, students may be responsible to pay tuition or other charges that were originally covered by financial aid funds that the school was required to return, and they could also owe money directly to a grant program. Should the school's return of Federal funds result in a balance due the school, the student will be billed.

## STUDENT RECORDS AND TRANSCRIPTS

To ensure the confidentiality of student records, no records will be forwarded from the school without a signed "Release of Information" form from the student. This release is in the enrollment packet and should

have been signed and submitted during the application process. Upon completion of the program and full payment of fees, the school reserves the right to submit student transcripts to the LPN Board.

Transcripts can be requested by completing the Transcript Form obtained in the Secretary's office and submitting payment. There is a \$5.00 charge for each transcript requested.

## TERMINAL OBJECTIVES

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Upon completion of the School of Practical Nursing, the graduate will:

1. Assess basic physical, psychological, and cultural needs of the client.
2. Collect and accurately document data from available resources, including client, family, health care records, health care team, established protocols, and guidelines.
3. Use effective communication when reporting and recording client observations to the appropriate health care professional.
4. Protect the client's and family's rights to privacy and dignity according to HIPAA policy and procedure.
5. Utilize knowledge of assessment values to identify deviations in health status and modify nursing approach based on evaluations of the client's response.
6. Assist the client and significant others in the normal expected stages of growth and development from conception through advanced old age.
7. Provide safe and effective care and comfort for the client, according to accepted standards of nursing practice.
8. Provide care to clients within the Practical Nurse's scope of practice, collaborating with health care team members to coordinate delivery of nursing care.
9. Facilitate the client's ability to cope, adapt, and/or problem solve situations related to illness or stressful events.
10. Administer medications and monitor clients receiving parenteral therapies, assessing for effectiveness and adverse reactions.
11. Collaborate with health care team members in developing nursing care plans utilizing and prioritizing established nursing diagnosis for clients with common, well-defined health problems.
12. Instruct client and family, based on client's needs and nurse's level of knowledge about health promotion and disease prevention and early detection of health problems.
13. Subscribe to the essential components of the Nurse's Code of Ethics.
14. Function as an advocate for the health care consumer.

# CURRICULUM

The program is presented in quarters to provide an integrated approach and progression from simple to complex with some hours integrated.

## TERM I NURSING - 18 Weeks

| Course                             | Instructor      | Theory Hours | Clinical Hours |
|------------------------------------|-----------------|--------------|----------------|
| <b>Social Sciences</b>             | <b>Prichard</b> | <b>51</b>    | <b>54</b>      |
| <b>Principles and Fundamentals</b> | <b>Trippy</b>   | <b>72</b>    | <b>136</b>     |
| <b>Anatomy &amp; Physiology</b>    | <b>Prichard</b> | <b>52.5</b>  | <b>16</b>      |
| <b>Nutrition</b>                   | <b>Trippy</b>   | <b>25</b>    | <b>0</b>       |
| <b>Geriatrics</b>                  | <b>Prichard</b> | <b>19</b>    | <b>55</b>      |
| <b>Med-Surg</b>                    | <b>Prichard</b> | <b>0</b>     | <b>52</b>      |
| <b>Pharmacology</b>                | <b>Trippy</b>   | <b>8.5</b>   | <b>3</b>       |
| <b>Totals</b>                      |                 | <b>228</b>   | <b>316</b>     |

Clinical experiences are provided in a clinical lab, a general hospital and/or long-term care facilities for this quarter. The following addresses how the course theory will integrate into the clinical experience.

|                           |  |
|---------------------------|--|
| Social Sciences           | The students will practice professionalism in the health care setting. Included will be respect for the client's rights, confidentiality, and responsibility. Appropriate interaction with clients and co-workers as evidenced by verbal and non-verbal communication. To also include ethical and legal responsibilities such as advance directives, advocacy, professional boundaries, confidentiality, client rights, organ donation, informed consent, incident reporting, resource management, scope of practice, delegation/assignment, leadership, legal standards, endorsement, continuing competence, and grounds for disciplinary action including procedures and penalties. |
| Principles & Fundamentals | Students will deliver basic nursing care to patients in varying stages of health and age. The Nursing Process and assessment skills are incorporated.  |
| Anatomy & Physiology      | Application of theory of the body's structures and functions during client's assessments and delivery of care.   |
| Nutrition                 | Assisting with evaluation of nutrition intake, status and needs of the client. Understanding of intake and output as well as special diets.  |
| Geriatrics                | Delivery of care to the elderly client in long-term care facilities. Contrast the care for the elderly client with the younger client. Students will note the many changes an elderly client experience both psychosocially and physically.  |
| Medical-Surgical          | Students will care for medical and surgical patients. Nursing practices, documentation, nursing care plans, and education regarding prevention and early detection of health problems will be a focus.   |
| Pharmacology              | Knowledge of prescribed medication, the therapeutic purpose, adverse reactions, nursing precautions and patient education necessary during care delivery will be the focus.  |

## TERM II NURSING - 10 Weeks

| Course           | Instructor | Theory Hours | Clinical Hours |
|------------------|------------|--------------|----------------|
| Geriatrics       | Prichard   | 22.5         | 2              |
| Pharmacology     | Trippy     | 15.5         | 12             |
| Medical-Surgical | Prichard   | 36           | 88.5           |
| Social Sciences  | Prichard   | 0            | 3              |
| Mental Health    | Trippy     | 6            | 0              |
| <b>Totals:</b>   |            | <b>80</b>    | <b>105.5</b>   |

Clinical experiences are provided in a general hospital, outpatient agencies, rehabilitation hospital, home health agency, physician's office, and long-term care facilities. Administration of medications will be included for this quarter. The following addresses how the course theory will integrate into the clinical experience.

|                         |  |
|-------------------------|--|
| <b>Geriatrics</b>       | Delivery of care to the elderly client in long-term care facilities. Contrast the care for the elderly client with the younger client. Students will note the many changes an elderly client experience both psychosocially and physically.  |
| <b>Pharmacology</b>     | Knowledge of prescribed medication, the therapeutic purpose, adverse reactions, nursing precautions and patient education necessary during care delivery will be the focus. Students will begin medication administration during this quarter.   |
| <b>Medical-Surgical</b> | Students will care for medical and surgical patients. Nursing practices, documentation, nursing care plans, and education regarding prevention and early detection of health problems will be a focus.   |
| <b>Social Sciences</b>  | Robert's Rules of Order and Parliamentary Procedure will be the focus in the clinical lab area.  |
| <b>Mental Health</b>    | Students will provide care to clients diagnosed with a mental illness on a psychiatric unit or hospital. Assessment, verbal and non-verbal communication will be utilized. Students will implement knowledge regarding specific medications for clients diagnosed with a mental illness. |

## TERM III NURSING- 10 Weeks

| Course           | Instructor | Theory Hours | Clinical Hours |
|------------------|------------|--------------|----------------|
| Pharmacology     | Trippy     | 45           | 0              |
| Medical-Surgical | Prichard   | 72           | 91             |
| Mental Health    | Trippy     | 45           | 52             |
| Social Sciences  | Prichard   | 0            | 3              |
| Nutrition        | Trippy     | 3            | 0              |
| <b>Totals:</b>   |            | <b>165</b>   | <b>146</b>     |

|  |  |
|--|--|
| Clinical experiences are provided in a general hospital and psychiatric facilities. Administration of medications will be continued for this quarter. The following addresses how the course theory will integrate into the clinical experience. |  |
| <b>Pharmacology</b>  | Knowledge of prescribed medication, the therapeutic purpose, adverse reactions, nursing precautions and patient education necessary during care delivery will be the focus.  |
| <b>Medical-Surgical</b>  | Students will care for medical and surgical patients. Nursing practices, documentation, nursing care plans, and education regarding prevention and early detection of health problems will be a focus.   |
| <b>Mental Health</b>   | Students will provide care to clients diagnosed with a mental illness on a psychiatric unit or hospital. Assessment, verbal and non-verbal communication will be utilized. Students will implement knowledge regarding specific medications for clients diagnosed with a mental illness. |
| <b>Social Sciences</b>   | Students will utilize the clinical lab area to hold class meetings.  |
| <b>Nutrition &amp; Diet Therapy</b>  | Students will learn the relationship between diet and diagnosis and the importance of maintaining a prescribed diet with specific diagnoses as well as accurate documentation.   |

#### TERM IV NURSING- 12 Weeks

| Course                              | Instructor                      | Theory Hours | Clinical Hours |
|-------------------------------------|---------------------------------|--------------|----------------|
| <b>Social Sciences</b>              | <b>Prichard/ Trippy</b>         | <b>20</b>    | <b>7.5</b>     |
| <b>Pharmacology</b>                 | <b>Trippy</b>                   | <b>25.5</b>  | <b>0</b>       |
| <b>Medical-Surgical</b>             | <b>Prichard</b>                 | <b>48</b>    | <b>52</b>      |
| <b>Nutrition &amp; Diet Therapy</b> | <b>Trippy</b>                   | <b>9</b>     | <b>0</b>       |
| <b>Obstetrics</b>                   | <b>Prichard</b>                 | <b>25.5</b>  | <b>32.5</b>    |
| <b>Pediatrics</b>                   | <b>Trippy</b>                   | <b>28</b>    | <b>32.5</b>    |
| <b>HESI Compass Capstone</b>        | <b>Prichard/Trippy/ Stevens</b> | <b>29</b>    | <b>0</b>       |
| <b>Total:</b>                       |                                 | <b>185</b>   | <b>124.5</b>   |

|  |   |
|--|---|
| Clinical experiences are provided in a general hospital, various offices and clinics. Administration of medications will be continued for this quarter. The following addresses how the course theory will integrate into the clinical experience. |   |
| <b>Social Sciences</b>   | Students will demonstrate the qualities of an effective leader in the clinical setting. Students will observe different management styles and methods of conflict |



|                                     |   |
|-------------------------------------|---|
|                                     | management. Students will discuss and observe group dynamics and use effective communication in small and large groups.   |
| <b>Pharmacology</b>                 | Knowledge of prescribed medication, the therapeutic purpose, adverse reactions, nursing precautions and patient education necessary during care delivery will be the focus.   |
| <b>Medical-Surgical</b>             | Students will care for medical and surgical patients. Nursing practices, documentation, nursing care plans, and education regarding prevention and early detection of health problems will be a focus.  |
| <b>Nutrition &amp; Diet Therapy</b> | Students will learn the relationship between diet and diagnosis and the importance of maintaining a prescribed diet with specific diagnoses as well as accurate documentation.  |
| <b>Obstetrics</b>                   | Students will provide care to pregnant clients in the acute care and outpatient settings. Students will provide care to clients in labor, during delivery and post-partum. Care of the normal newborn and newborns with complications will also be a focus.   |
| <b>Pediatrics</b>                   | Students will care for pediatric clients of various ages in the acute and outpatient settings. Students will observe developmental levels and needs according to age.   |
| <b>HESI Compass Capstone</b>        | This course will measure students' abilities to apply concepts related to specific clinical nursing content areas, while ensuring students are prepared to confidently pass the NCLEX-PN. Through remediation, meaningful insights, and much more, students will prepare for successful completion of the Next Generation NCLEX |

- To be recommended for the NCLEX-PN (licensure exam), all students must meet the minimum requirements of the School of Practical Nursing and the State Board of Nursing (1300 hours).
- Total hours offered, approximately 1350

## EVALUATION TOOLS

1. Electronic testing
2. Written assignments
3. Group projects
4. Case studies
5. Presentations
6. HESI Examinations/Assignments
7. Online Tools
8. Clinical evaluation checkoffs (Students will receive a copy of the check-off sheet, clinical performance objectives and checklists prior to the clinical rotation.)

## PROGRAM/COURSE/INSTRUCTOR

At the end of every quarter, the student will evaluate the classroom instructors, clinical sites and clinical instructors. This data will be used for program improvement.

## TEXTBOOKS

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Upon admission to the program, students will be given a list of required e-books, textbooks and/or workbooks. After the books are issued, the student will resume full financial responsibility if a book(s) is lost. If a student withdraws or is dismissed, he/she may keep the textbooks, provided they have already paid for them in full.

## CLASSROOM AND CLINICAL BEHAVIOR

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It is important for each instructor and student to remember that classroom and clinical time needs to be conducive to learning. Each person is expected to maintain a level of professionalism that will enhance the learning environment. It is a privilege that agencies allow our students into their facilities. Please be advised that negative and derogatory behavior will not be permitted and gives a poor impression of CCCTC.

The following are general guidelines:

- **Be punctual:** learning is disrupted when unnecessary interruptions are made. Please be in your seat and ready to start at the given time. Students are expected to be prompt when going to and returning from lunch or breaks.
- **Be prepared:** make sure you have the necessary supplies for class/clinical and that all assignments and homework are completed and turned in on time.
- **Accountability and responsibility:** As a student you will be responsible for applying all your knowledge in the clinical setting. It is each student's responsibility to take advantage of learning opportunities. If you are having difficulty, reach out to an instructor for help. NEVER perform any task if you are unsure of the proper skill or technique. NEVER perform any procedures without an instructor there. Patient safety always comes first. Any student who compromises patient safety will be dismissed from the program immediately.
- **Written assignments:** Any written assignments must be written in blue or black ink, neat and legible.
- **Lockers/Personal Belongings:** A locker will be provided to each student. Be advised to keep your personal belongings in your locker and locked up.

## CELL PHONE POLICY

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Cell phones are **NOT PERMITTED** during scheduled class time. During class time, cell phones are to be put away in assigned box and on silent. Cell phones may be utilized to do research for care plans during clinicals while in a break area. **NO cell phones are permitted to be used in patient rooms or hallways!!**

If not followed, enforcement for scheduled class and clinical hours are as follows:

### First offense:

**Classroom** - Reprimand with a Verbal Warning

**Clinical** - Reprimand with a Verbal Warning and student will be dismissed for the remainder of the day and will be charged with a full day's absence.

### Second Offense:

**Classroom** - Reprimand with a Written Warning

**Clinical** - Reprimand with a Written Warning and student will be dismissed for the remainder of the day and will be charged with a full day's absence.

**Third Offense:**

**Classroom** - Reprimand with a Written Warning. A meeting will be scheduled with school administrators and dismissal from the program may occur.

**Clinical** - Reprimand with a Written Warning and student will be dismissed for the remainder of the day and will be charged with a full day's absence. A meeting will be scheduled with school administrators and dismissal from the program may occur.

## DISCIPLINARY POLICY AND PROCEDURE

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The faculty reserves the right to require the withdrawal of any student whose conduct or level of achievement makes it inadvisable to remain in school. Students dismissed for disciplinary reasons are not eligible for readmission to the program. A student may be terminated immediately pending a conference with the student, coordinator, and the director of the CCCTC.

### VERBAL WARNING

May be given at any time regarding unsatisfactory classroom and/or clinical performance, appearance, attitude, or conduct. A verbal warning will be documented in the student's file by completing the disciplinary form. The student will sign this documentation indicating the verbal warning was given. After verbal warning, the next step is a written warning.

### WRITTEN WARNING

A written warning will be given to the student by faculty, indicating the violation. The student will sign this documentation indicating the written warning was given.

The instructors may recommend dismissal of a student if three or more written warnings occur.

### IMMEDIATE DISMISSAL

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

1. Falsifying information in any student records, data collection or patient chart
2. Cheating/Dishonesty (for example: falsifying information, recording fictitious information on a patient's chart, lying to an instructor, cheating on a test, plagiarism, stealing, etc.)
3. Refusal to undergo requested drug/alcohol testing
4. Reporting to class or clinical intoxicated or under the influence of drugs
5. Intentional acts of physical or verbal abuse
6. Breaching patient confidentiality
7. Insubordination (for example: disobedience, using profanity with faculty, students, hospital personnel or patients.)
8. Absences of more than 45 hours as outlined in the attendance policy.

9. Unsatisfactory clinical or theory evaluation upon completion of a subject.
10. Failing to abide by policies set forth by each affiliating agency.
11. Nonpayment of tuition and fees unless prior arrangements are made with the financial office for late payment.
12. Possession of weapons on school grounds or at clinical sites.
13. Engaging in unsafe patient care which can include: disregarding the patient's safety, administration of a medication without the supervision of an instructor, practicing nursing as a student while impaired by alcohol, drugs, or mental disabilities and not practicing safe infection control which can endanger patients.

## GENERAL PROGRAM INFORMATION

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### *PARKING ON SCHOOL GROUNDS*

Students are to park in the west side lot only (the first lower-level lot on the left when you reach the top of the hill). A parking permit is always to be visible in the car.

### **REMOTE LEARNING**

Based on the guidelines from the Cabell County Board of Education, remote learning may be required. If this occurs, lectures will continue using the TEAMS app. It is important that the students have access to their laptop and Wi-Fi during this time. Class time and attendance will be the same as in person learning.

### **REMIND APP**

This nursing program uses an app called REMIND. This app will be used to relay messages to students regarding changes/updates. Students will use this app to send messages to instructors about absences, tardies, etc.

### *SOCIAL NETWORKING POLICY*

Social media is defined as any web-based or mobile technology utilized as a form of communication or interactive dialogue (Facebook, Snapchat, Twitter, Instagram, etc.) As such, students are not permitted to create or manage a social media site, page, network, etc. that claims to be affiliated with Cabell County Career Technology Center School of Practical Nursing and the Cabell County Career Technology Center.

Further, no health information of any kind or any clinical situation can be shared through social networking by students such as patient identifiers, diagnoses, treatment, or medical advice. Students will be held accountable for their comments, posts, pictures, etc. Students must refrain from posting pictures of themselves in any uniform and/or their badge visible at a clinical site.

The posting/use of unauthorized (written permission is required) pictures, logos, videos, or School of Practical Nursing materials is strictly prohibited. Social networking, texting, email, or other electronic devices are not allowed during class or clinicals.

Students who use online social networking and identify oneself as associated with the Program must explicitly note any views or opinions are their own and not that of the Program. Be in mind, any social networking that includes harassment of others will result in termination from the Program.

**Faculty must maintain professional boundaries with the students. Therefore, do not try to contact instructors through social media until after the program is finished.**

**Violation of the social media policy is grounds for immediate dismissal.**

### **FOOD AND DRINK**

Eating and drinking in the classroom is allowed as long as it doesn't become a distraction. There is a refrigerator, toaster, and a microwave in the kitchen area in the lab for student use.

### **HOUSEKEEPING**

All students are responsible for keeping the classroom, lab, and lounge areas neat and clean; and preparing supplies, equipment, and books for use. All students will clean up after themselves. Keep desks neat and tidy. Clean the microwave after each use. Students will be scheduled as needed by the faculty for specific housekeeping duties.

### **SCHOOL ACTIVITIES**

No activity will be planned or sponsored by the class without prior knowledge and approval from the coordinator. This applies to both extracurricular and class activities. Disciplinary action may be considered when students associate the school and/or nursing program with unprofessional social activities.

### **FUND RAISING**

The Cabell County Career Technology Center's Administrator and the Cabell County Career Technology Center School of Practical Nursing Coordinator must approve all fund-raising class projects before the event. They must provide Profit and/or Loss statements upon completion of each project.

### **LIABILITY INSURANCE**

The Cabell County Career Technology Center through the Cabell County Board of Education provides liability insurance for each student while enrolled in school.

### **TRANSPORTATION**

The student is responsible for his/her own transportation to school and the clinical areas. Student parking at the school and in all areas of clinical assignments will be in designated areas. The school and clinical agencies are not responsible for any personal or property damage incurred. Students' experiences and rotations cannot be planned around carpools.

### **CLINICAL LAB PRACTICE**

All students must participate as a client during clinical lab practice. Procedures include transferring, positioning, range of motion exercises, assisting with ambulation, application of binders, location of injection sites, practicing the steps in bathing and A.M. care and any other procedures deemed necessary by the nursing faculty.

## **ADULT BASIC EDUCATION CENTER**

The Adult Basic Education Center is available for tutoring during the school year, please contact Gail Boone.

## **COUNSELING**

We have a guidance counselor employed in our school. If you are in need of any counseling services, please contact Joanie Pool (jpoole@k12.wv.us)

## **SMOKING AND VAPING POLICY**

No smoking or vaping is permitted on school property. You are required to drive off the hill to smoke cigarettes or vape. Failure to do so will result in disciplinary action.

# **DRUG TESTING OF STUDENTS FOLLOWING ADMISSION**

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The student understands and agrees that they may be asked to submit to random drug/alcohol screening during the academic year. Screening may be requested at any time by the nursing faculty of the School of Practical Nursing and shall be performed in accordance with the proper chain of custody procedures. Random drug/alcohol screening shall be performed at the expense of the Cabell County Career Technology Center School of Practical Nursing.

Upon request of the nursing faculty or administration of the School of Practical Nursing, if reasonable cause exists, the student shall agree to submit to testing to determine whether alcohol, controlled substances, or substances which are mood altering in any way are present in his/her blood and/or urine. Testing shall be performed as soon as possible following proper chain of custody procedures. Failure to submit to such a reasonable request shall be prima facie evidence of the presence of the aforementioned substances and shall be grounds for immediate dismissal from the School of Practical Nursing.

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

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

Any student on Methadone/Suboxone/Sublocade maintenance shall agree to random drug/alcohol screening at their expense monthly. Any drug screening on these individuals, whether at the time of admission or after enrollment in the nursing program, shall specifically test for Methadone/Suboxone/Sublocade and differentiate any positive results for Opiates and other substances.

Any evidence of non-compliance with treatment and/or any drug screen which is positive for any substance other than Methadone/Suboxone/Sublocade for which the individual has no valid prescription and has not declared prior to the drug screen shall be grounds for immediate dismissal from the nursing program.

## ILLNESS OR INJURY OF THE STUDENT

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Students are responsible for their own health care during the school year. It is recommended that each student carry medical-hospital-accident insurance.

**If you are ill, please stay home to prevent the spread of disease. If you elect to attend class and have respiratory or gastrointestinal symptoms, you will be asked to wear a mask and be isolated in the classroom to avoid the spread of illness.**

Personal injury or absence of more than three consecutive days requires:

1. A physician's release with unrestricted participation (no light duty) must be presented before return to class or clinical.
2. This must be presented to the coordinator or representative instructor if in clinical site.

The school or clinical agency is not responsible for any illness contracted by the student while performing school/clinical assignments.

**It is the student's responsibility to provide written documentation to the School of Practical Nursing Coordinator of any change in their health status during the school year.**

### COVID POLICY

If vaccinated, the student will not need to quarantine if exposed to COVID. If student is COVID positive, you will be required to present lab test to an instructor and quarantine for 5 days from the time the symptoms began. During this time, you will be required to join a TEAMS meeting for tests and lectures. This is based on the Cabell County Schools guidelines and is subject to change. Students will be required to provide their own goggles for clinical facilities. Subject to change based on current COVID policies/regulation.

## ATTENDANCE POLICY

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### SCHOOL CLOSING

Cabell County Career Technology Center follows Cabell County Board of Education's plan for snow days, etc.



Two Hour Delays - If you are scheduled:

Classroom Day – Report to CCCTC no later than 9:45 am.

Clinical Day – Report to CCCTC no later than 9:45 am.

School System Closed – **DO NOT REPORT TO SCHOOL OR CLINICAL AGENCY.**

Information concerning these situations may be obtained by listening to local radio/ TV stations starting at 6:00 am, message from the Cabell County Board of Education, and/or shared message from program. If the CCCTC building is closed (no electricity or water), but the class is scheduled in a clinical facility, you are to report to the clinical area as scheduled. Instructors/Coordinator will notify students of NTID assignments when they are being used.

- ❖ PLEASE NOTE-We observe Cabell County Schools closings only. If you live in a nearby county you need to plan and make arrangements for inclement weather, etc.

### **CLASS SCHEDULE**

**7:45 am to 3:15 pm with lunch 11:00 am to 12:00 pm. (Changes made as needed).**

Two fifteen-minute breaks will be given at a time that is good for the teaching instructor.

Students are not allowed to leave the school property/building, except at lunch time and breaks during the scheduled school day unless they report leaving to an instructor and clock out. Students must clock in and out any time they leave the classroom-even for scheduled breaks and unscheduled restroom breaks.

**It is strongly discouraged to leave the classroom during lecture.**

**Smoking or use of tobacco products is not permitted on school property, according to the policy of the Cabell County Board of Education.**

### **REPORTING ABSENCE**

**THERE ARE NO EXCUSED ABSENCES. ALL ABSENCES AND TARDIES ARE DEDUCTED FROM THE 45 HOUR TOTAL. TIME IS DEDUCTED IN 15 MINUTE INCREMENTS.**

1. Classroom days – Send a message to the program coordinator and instructors via the remind app prior to class starting. Give your name and the reason for your absence.
2. Clinical Days – Send a message to the program coordinator and the instructors via the remind app prior to clinical day starting. Give your name and the reason for absence.
3. It is unacceptable to send an instructor a message through another student, you must notify an instructor directly.
4. Absenteeism with “No Call, No Show” will result in disciplinary action. “No Call, No Show” consists of not hearing from the student by the start of the classroom/clinical day. The first “No Call, No Show” will result in a verbal warning. The second “No Call, No Show” will result in written warning. The third “No Call, No Show” will result in dismissal from the program.
5. **Absence of over 45 hours will result in termination from the School of Practical Nursing. This includes absences due to circumstances beyond the individual’s control.**

6. Students absent three or more consecutive days must have a doctor's excuse to return to class/clinical.
7. Death of immediate family will be addressed on as need basis.

## **TARDY POLICY**

### **Classroom:**

Students arriving to class after the official starting time are considered tardy. Students will be docked time accordingly in 15-minute increments. Tardiness and leaving classroom prior to dismissal are discouraged and will be recorded. The following guidelines will be followed:

1. Students are required to notify the instructor if an absence or tardiness is eminent.
2. Three (3) tardies will result in a verbal warning. Any tardy after that will receive a written warning. Three written warnings may result in dismissal from the program.
3. If you arrive tardy and a test has already started you must first check in with the secretary and then wait in the library until all students have completed the test. You may not enter the classroom while a test is underway.

### **Clinical:**

1. Students are required to notify the clinical instructor before the start time of clinical if an absence or tardiness is eminent.
2. Students who come to the clinical setting after 8:30 a.m. will be sent home. A full day's absence will be recorded.
3. Tardy students are to immediately report to the clinical instructor face to face for said instructor to verify the time of arrival.
4. Three (3) tardies will result in a verbal warning. Any tardy after that will receive a written warning. Three written warnings may result in dismissal from the program.

## **ELECTRONIC GRADING**

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A web-based application known as Evolve is used by the faculty and administrators to share individual information with students regarding their classes, progress and status. Through the electronic grading system, the student has real time access to their grades.

## **GRADING POLICY**

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Each student must maintain passing scores in all areas of the classroom and clinical instructions. Students unable to maintain a final grade of an 80% or higher will be dismissed from the program. No course may be repeated, no re-testing will be done.

Theory grades are weighted as follows:

- Chapter exams- 50%
- Final exams - 25%
- Assignments/Labs/HESI remediation- 15%
- EAQ/ quizzes- 10%

### GRADING SCALE

|    |           |     |
|----|-----------|-----|
| A+ | 99.5-100  | 4.3 |
| A  | 97.5-99.4 | 4.1 |
| A- | 93.5-97.4 | 4.0 |
| B+ | 90.5-93.4 | 3.7 |
| B  | 87.5-90.4 | 3.3 |
| B- | 83.5-87.4 | 3.0 |
| C+ | 82.5-83.4 | 2.7 |
| C  | 79.5-82.4 | 2.3 |
| F  | 0-79.4    | 0   |

## ACADEMIC STANDARDS

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It is the responsibility of each student to consistently achieve the required grade of “C” (80%) in each subject, at completion of each quarter.

If necessary, written or verbal warnings and counseling may be given during the program.

The student may be expected to submit a written plan for self-improvement.

### Clinical Standards

Satisfactory clinical practice and theory must be maintained throughout the program.

Students will be evaluated weekly on their expected skill level for that week as well as quarterly in the clinical setting. Quarterly evaluations will utilize the Clinical Evaluation Tool (see form at the end of this handbook). Students will be evaluated in 6 principal areas:

1. Communication
2. Safety
3. Nursing Process
4. Demonstrating Competency in Drug Computations and Drug Administration
5. Leadership
6. Professional Accountability

When unsatisfactory performance or a deviation from school or agency policies occurs, the faculty will evaluate and determine the appropriate disposition of the matter.

Any student that fails their weekly clinical evaluation will have a remediation assignment due at 8am the following Monday.

If a student receives a failing grade in any of the 6 principal areas on the quarterly evaluation grades the student will be placed on probation and a remediation plan will be established. If the student scores a failing grade in all 6 principal areas for the quarter the student will fail the quarter and be dismissed from the program.

If a remediation plan is not followed and/or a clinical skill is not showing improvement following remediation the student will receive an unsatisfactory on their evaluation and will be subject to dismissal.

The following are grounds for immediate dismissal from the program:

- If a facility requests a student is not allowed to return.
- If a student fails to protect the client and jeopardizes the client's safety.
- If a student fails to follow HIPAA policy and procedure.
- If a student falsifies a medical record.

Students may not function independently in the clinical setting. Supervision by an RN faculty member is required even if a student has previous health care experience.

## TESTING POLICY

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Instructors will schedule and administer tests as needed to evaluate progress in the course. Instructors have 5 class days to grade and return exams/homework.

Ethics is an important part of the career you are entering. The following behaviors are unacceptable during testing and the consequences may result in immediate dismissal from the School of Practical Nursing:

- Looking at your neighbor's test and/or answer sheet.
- Looking at notes, books, electronic devices, apple watches (calculator will be permitted for math problems), and other study aids during a test.
- The use of any help on a test. This includes notes and writings on your person.
- Having any items on the desk.
- Talking to another student during a test. Reminder, the test starts when the instructor announces to the class that it is open.
- Upon completing the test, the student is to sit quietly and work on other assignments until everyone is done.

### EXAM MAKE-UP POLICY

Makeup exams must be completed on the morning of the first return day of class. If the returning day is a clinical day, the test must be made up the next class day. Any test not taken on the first returning day of class will receive a zero for the exam. An alternative format test may be administered for all makeup exams.

### LATE ASSIGNMENT POLICY

Assignments with a due date will be expected to be turned in on time (this includes care plans).

Any assignment turned in after the due date will have 5 points deducted for every day the assignment is late. If a student is absent, any known homework assignment is expected to be turned in on the first day returning to class/clinical.

## STANDARDIZED TESTS

Standardized computer achievement tests are given throughout the program to evaluate progress in:

- Principles & Fundamentals
- Geriatrics
- Nutrition
- Anatomy & Physiology
- Mental Health Medical-Surgical
- Pharmacology
- Obstetrics
- Pediatrics
- Social Sciences

Remediation, by the student, may be required for each standardized test throughout the program. Practice tests must be done prior to taking the proctored test.

## DRESS CODE POLICY

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The importance of overall appearance cannot be overemphasized. All students are to keep themselves neat, clean and well groomed. All students are to follow a dress code for classroom and clinical.

### CLASSROOM DRESS CODE

- Students will be provided with 3 program t-shirts that may be worn with any color/style scrub pants (no leggings or scrub pants that fit like leggings)..
- Shoes must be worn. Any style shoe is approved for classroom wear but on lab days students must wear tennis shoes.
- Proper undergarments/undershirts must be worn.
- Clothing must fit appropriately and not be tight.
- Suggestive phrases, pictures, drug and alcohol related slogans are not permitted.
- Students may wear a hoodie in the classroom except during testing. No hoodies are permitted during testing.
- No blankets are permitted at any time.
- ID badge must be worn.

Failure to meet the dress code will result in the student being sent home to change and the time will be counted as absent.

### CLINICAL DRESS POLICY – UNIFORM POLICY

The importance of your appearance cannot be overemphasized. Students must always appear neat and clean and maintain the uniform in good condition and proper fit.

The complete uniform consists of:

- Students not dressed in proper clinical attire will be sent home and counted as absent.

- Uniforms are expected to be of the proper fit, in good repair and free from wrinkles, odors and visible dirt.
- The uniform consists of a dark blue scrub top with logo, dark blue pants, dark blue lab jacket with logo and white, leather upper shoes.
- Appropriate white or nude undergarments must be worn under uniform. Undergarments must not be visible outside of the uniform.
- Students may wear a long sleeve white fitted shirt under a uniform top.
- ID badges will be visible and worn at all times, at the neck or chest level.
- Fingernails must be trimmed short. No nail polish. No artificial nails or gel polish are allowed.
- Makeup should be natural looking with no extreme looks. (No false eyelashes permitted)
- Scented lotions, perfumes/colognes are not permitted.
- Tattoos must be covered.
- Hair and body must be clean and free from odors.
- Hair is to be neatly groomed.
- Hairstyle must be short or restrained in such a manner that it is above the shoulder and is restrained so when leaning forward it does not fall into the face.
- No extravagant hair accessories, colors or extreme hairstyles will be allowed.
- Facial hair must be neatly trimmed, close to the face.
- Appropriate jewelry only- one pair of earrings that are small studs (no hoops or dangling items), a watch and one ring (must be flat –large stones are apt to scratch patients, harbor germs or become lost/damaged). Body jewelry must be removed or covered (mask, etc.)
- Apple watches are not approved for clinical use. Students will use the provided watch with a second hand.
- The instructors and clinical site staff reserve the right to send a student home based on any violation of the dress/hygiene standards and the student will be counted absent.

Equipment required during each clinical, unless otherwise notified:

- Stethoscope
- Watch with a second hand
- B/P cuff
- Bandage Scissors
- Penlight (with extra batteries) and percussion hammer
- Ball point pen with black ink and a small notepad
- Clinical Notebook
- Drug Handbook

If uniform standards are not met, the student will not be allowed to remain in the clinical area. This time will be counted as time absent.

- Use of personal cell phone or iPad is not allowed in any clinical area. The policy of the clinical agency will be followed. Cell phones may be used in in break room/waiting room for research as needed.

Facility smoking and vaping rules will apply. Disciplinary measures will be taken if students do not comply with this policy which can result in expulsion from the program.

All white uniforms will be worn for graduation. Students will purchase these separately.

## SCHOOL SAFETY PROCEDURES

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### *Fire Drill*

Fire drills are conducted periodically in the school. The procedures are as follows:

- When the bell sounds, students must stop immediately and exit the classroom through the door and meet the instructor in the designated area. If you are in another area of the school, leave the school at the nearest exit and join the class in the designated area. When the “all clear” is given, return to the classroom.

### *Shelter in Place*

In the event of a chemical or weather emergency, a shelter in place will be announced over the intercom.

- Chemical: All students on the second floor will report to the multi-purpose room (RM 123). Students will need to remain with an instructor.
- Weather/Tornado: Report to the hallway outside of the classroom and follow instructions given by an instructor.

No one will be permitted to leave the building until the all clear announcement

### *Lockdown*

This safety procedure is used when there is police activity in the area around the school. NO visitors will be allowed inside the building during this time. Doors will remain closed and locked with windows blocked. Class will go on as normal during this time.

### *Alert Lockdown Inform Counter Evacuate (ALICE)*

This safety procedure is used when there is a threat INSIDE the school. The instructor will decide based on information given if the class will be barricaded or evacuated.

## BLOOD-BORNE PATHOGEN EXPOSURE CONTROL POLICY

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Even with good adherence to all exposure prevention practices in addition to universal precaution, exposure incidents can occur. As a result, procedures have been established for post-exposure evaluation and follow-up should exposure to blood borne pathogens occur.

An exposure incident is defined as a specific eye, mouth, or other mucous membrane, non-intact skin or parenteral contact with blood, body fluids or the inhalation or ingestion of potentially infectious materials that may result from the performance of clinical tasks.

This procedure will be implemented following a potential exposure incident:

1. The student will **immediately** wash the affected area, and then notify his/her instructor.
2. **Clinical:** The student and instructor will report to Occupational Health and will be instructed from there. Occupational health will only render immediate care and then the student will be referred to the ER or their own personal physician for follow up care. Incident reports will be completed and kept on file. (If at a facility other than the hospital, the student will report to the ER of their choice). The student will be responsible for any costs.  
**Classroom or facilities other than the hospital:** The student will fill out an incident report and then report to the ER of their choice.
3. According to the policy of the respective medical facility, the source individual's blood is tested as soon as possible (after consent is obtained) to determine Hepatitis and HIV infection. If consent is not obtained, the medical facility will establish that the legally required consent cannot be obtained.
4. Information must remain confidential, and everything will be done to protect the privacy of the individuals involved.

## HARASSMENT / VIOLENCE POLICY

### Cabell County Schools Harassment / Violence Policy

It is the policy of the Cabell County Board of Education that the dignity of each human being must be considered in all school system activities. To further this policy, the Cabell County Board of Education feels that it is necessary to maintain a learning and working environment free from harassment or violence. Consequently, the Cabell County Board of Education prohibits any form of racial, sexual and religion/ethnic/national origin harassment or violence. Therefore, no student, school employee or member of the public, during any school related activity or during any education-sponsored event, whether in a building or other property owned, used or operated by the School Board shall engage in racial, sexual, and religion/ethnic/national origin harassment or violence.

Employees and students shall report alleged acts of harassment or violence in a timely manner to the principal, assistant principal, a counselor or the Title IX Coordinator.

## GRIEVANCE POLICY

The purpose for this policy is to provide a way for students to reach solutions to problems, large or small, that may arise during the school year. This policy aims to provide a simple, straightforward, and easily understood way to resolve problems so they may be executed as expediently as possible.

When a student encounters difficulty in the program, he or she should take the following steps:



1. If a student problem involves an instructor, it should be stated as a grievance with that instructor within five (5) school days from the occurrence or knowledge of the incident. The goals and policies of the CCCTC School of Practical Nursing program, Cabell County Board of Education, and the affiliating agency should be considered. The goal is that the instructor completes a satisfactory resolution for the student.
2. If step one does not satisfactorily resolve the problem, the student may present his/her appeal to the nursing faculty coordinator to obtain a mutually agreeable resolution to the problem.
3. If the problem is not resolved by step two, the student may present his/her written appeal to the school administrator. The appeal shall be on the official Cabell County Schools form and must be signed by the student. It is the hope that the Administrator at an informal hearing may resolve the problem and that it will go no farther.
4. If the problem is not satisfactorily resolved at the third step, the student may present his/her written appeal to the Cabell County Designated Central Office Employee. This must be done within fifteen (15) days of receiving the school administrator's decision.
5. If the fourth step did not resolve the problem, the student may appeal the decision in writing on the official Cabell County Schools form to the Cabell County Board of Education.

## GRADUATION REQUIREMENTS

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Students receive a certificate indicating satisfactory completion of the practical nursing program. To graduate, the student must meet the following criteria:

- Satisfactory completion of 1300 hours of curriculum.
- Demonstration of a "C" (80%) grade in all theory courses and an "P" (Pass) grade in clinical practice.
- Payment of all fees.
- Successful completion of all HESI Compass assignments including Exit Exam A, Personalized Study Plan A, Modules, and Exit Exam B as evidenced by a score in each area of 80% (or equivalent) and above.

Policy Handbook revised: 8/11, 7/22, 10/23, 2/24

Policy reviewed: 7/13, 7/14, 7/15, 7/16, 7/17, 7/18, 5/19, 4/20, 7/22, 10/23, 2/24

## CLASS BY-LAWS

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**CABELL COUNTY CAREER TECHNOLOGY CENTER  
WEST VIRGINIA HOSA  
Charter Number 36008  
SCHOOL OF PRACTICAL NURSING CLASS  
*BY-LAWS***

### ARTICLE I

**Section I**     Name

The name of this organization shall be WVHOSA Charter Number 36008 Practical Nursing Class of the Cabell County Career Technology Center.

**Section II**     Purpose and Function

The purposes of this organization shall be:

- A. To promote cooperation between students and faculty.
- B. To plan for student activities.
- C. To develop leadership ability.
- D. To promote the acceptance of responsibility.
- E. To promote the importance of professional organizations.
- F. To learn parliamentary procedure.

### ARTICLE II MEMBERSHIP

**Section I**     Representation

The Practical Nursing Class of the Cabell County Career Technology Center is an organization of students currently enrolled in the Practical Nursing Program.

### ARTICLE III OFFICERS

**Section I**     Officers

The officers of this organization shall be the President, Vice-President, Secretary, and Treasurer.

- Section II** The duties of the **President** of the class shall be:
- A. To open the class meeting at the appointed time.
  - B. To prepare prior to each meeting an order of business.
  - C. To announce the business that comes before the class.
  - D. To state and put to vote all questions that legitimately arise in the course of the proceedings and to announce the results of each vote.
  - E. To cast the deciding vote in any motion in which voting result in a tie.
  - F. To rule out any motion made that is not in order.
  - G. To enforce the rules relating to debate and order within the class.
  - H. To respond to inquiries of members relating to factual information concerning the business of the class.
  - I. To discuss with faculty what committees are necessary for the benefit of the class.
  - J. To declare the meeting adjourned at the appointed time.
  - K. To report to the faculty advisor and/or coordinator all class concerns or problems.

The duties of the **Vice President** of the class shall be:

- A. To preside over meetings in the absences of the President.
- B. To work closely with the President as an advisor.
- C. To attend faculty meetings as requested by the coordinator of the Practical Nursing Program.

The duties of the **Secretary** of the class shall be:

- A. To record the minutes of all class meetings.
- B. To keep on file all minutes and committee reports and to provide accessibility of such records to students and faculty.
- C. To preside at meeting in the absence of both the President and Vice President.

The duties of the **Treasurer** of the class shall be:

- A. To collect any fees or money.
- B. To maintain records of account and report to the class the financial status of the class.
- C. To maintain records of class expenditures.

**Section III** Election of Officers:

Election of officers will take place the second month of the school year.

**Section IV** Tenure:

The term of each office terminates upon graduation.

**Section V**     Vacancies:

Any officer, who withdraws from the program or resigns, will be replaced by a special election at the next scheduled or called meeting.

**ARTICLE IV  
MEETINGS**

**Section I**     Frequency and Duration:

The number and time for meeting shall be determined with each class. The decision shall be made each year by class officers.

**Section II**     Date of Meetings:

The date for each meeting shall be determined with each class. The decision shall be made each year by class officers.

**Section III**     Notice of Meeting:

The secretary shall post a list of dates for each scheduled meeting on the bulletin board in the classroom. The next meeting will be announced by the President during each meeting.

**Section IV**     Agenda:

The class officers shall prepare a tentative agenda and post it on the bulletin board in the classroom for members to review and add topics for discussion. The agenda shall be posted five days prior to the scheduled meeting.

**Section V**     Voting Privileges:

All members in good standing (class dues paid, if applicable) shall have voting privileges.

**Section VI**     Quorum:

Two-thirds of the class shall constitute a quorum.

**ARTICLE V**

## COMMITTEES

**Section I** The number and duties of class committees shall be determined each year by class members.

## ARTICLE VI PARLIAMENTARY AUTHORITY

**Section I** Roberts Rules of Order Newly Revised shall govern the proceedings of the organization in all cases not provided for in these by-laws.

**Section II** Order of Business:

- A. Call to order
- B. Reading and approval of minutes of previous meeting
- C. Reports of committees
- D. Old business
- E. New business
- F. Announcements
- G. Adjournment

## ARTICLE VII AMENDMENTS TO THE BY-LAWS

**Section I** The by-laws may be amended at any regular meeting by the majority of the voting delegation.

New: 4/08

Reviewed: 7/22

Revised: 8/16, 02/24

## CCCTC PERSONNEL

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### *DIRECTOR / PRINCIPAL*

Ms. Melissa Ash

### *ASSOCIATE PRINCIPAL*

Mr. Travis Baker

### *NURSING COORDINATOR*

Ms. Tara Stevens, BSN, RN

### *NURSING FACULTY*

Ms. Elizabeth Prichard, BSN, RN

Ms. Rebecca Trippy, BSN, RN

### *PROGRAM SECRETARY*

### *STUDENT FINANCIAL AIDE CONSULTANT*

Ms. Diane Clothier

Office Hours - Tuesday 10 am – 1 pm

### *ADULT LEARNING RESOURCE CENTER*

Ms. Gail Boone

### *SCHOOL COUNSELOR*

Ms. Joanie Poole

### *STUDENT SERVICE COORDINATOR*

Ms. Susanne Ferguson



## VERBAL COUNSELING SLIP

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### CABELL COUNTY CAREER TECHNOLOGY CENTER SCHOOL OF PRACTICAL NURSING

#### VERBAL COUNSELING SLIP

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor: \_\_\_\_\_

Purpose of counseling: \_\_\_\_\_

Observation:

Recommendation:

Student Comment:

Student Commitment:

Student Signature: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_

Coordinator Signature: \_\_\_\_\_



# WRITTEN COUNSELING FORM

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## CABELL COUNTY CAREER TECHNOLOGY CENTER SCHOOL OF PRACTICAL NURSING

### WRITTEN COUNSELING SLIP

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor: \_\_\_\_\_

Purpose of counseling: \_\_\_\_\_

Observation:

Recommendation:

Student Comment:

Student Commitment:

Student Signature: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_

Coordinator Signature: \_\_\_\_\_

## STUDENT AGREEMENT FORM

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**CABELL COUNTY CAREER TECHNOLOGY CENTER  
SCHOOL OF PRACTICAL NURSING  
PROGRAM POLICIES**

I have received and read the Cabell County Career Technology Center School of Practical Nursing Policy Manual. I understand and agree with the policies contained in the Cabell County Career Technology Center School of Practical Nursing Policy Manual.

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Witness: \_\_\_\_\_

# DRUG TESTING POLICIES FORM

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## CABELL COUNTY CAREER TECHNOLOGY CENTER SCHOOL OF PRACTICAL NURSING DRUG TESTING POLICIES

### DRUG TESTING CRITERIA FOR ADMISSION

The applicant understands and agrees that he or she shall submit to drug/alcohol screenings a part of the admission criteria from the Cabell County Career Technology Center School of Practical Nursing. If drug/alcohol screening is performed on a urine sample rather than a blood sample, the individual shall provide the sample under observation. The results of the drug screening must be reported directly to the Cabell County Career Technology Center School of Practical Nursing by the laboratory performing the test. Receipt of positive results of a drug/alcohol screen for any substance for which the student has no legal, valid prescription or for a non-prescription substance not declared prior to the screen shall be grounds for denial of admission to the School of Practical Nursing. Any prescribed medication must be your prescription and current.

Any individual who is on Methadone/Suboxone/Sublocade maintenance must disclose this to the coordinator of the program at the time of application. Factors to be considered with regards to these individuals' acceptance into the program include the nature of the drug addiction which led to the Methadone maintenance, acceptance of these individuals by the clinical agencies for clinical experience, as well as the opinion of the individual's treating physician with regards to his/her ability to function in the capacity of a student practical nurse.

### DRUG TESTING OF STUDENTS FOLLOWING ADMISSION

The student understands and agrees that they may be asked to submit to random drug/alcohol screening during the academic year. Screening may be requested at any time by the nursing faculty of the School of Practical Nursing and shall be performed in accordance with the proper chain of custody procedures. Random drug/alcohol screening shall be performed at the expense of the Cabell County Career Technology Center School of Practical Nursing.

Upon request of the nursing faculty or administration of the School of Practical Nursing, if reasonable cause exists, the student shall agree to submit to testing to determine whether alcohol, controlled substances, or substances which are mood altering in any way are present in his/her blood and/or urine. Testing shall be performed as soon as possible following proper chain of custody procedures. Failure to submit to such a reasonable request shall be prima facie evidence of the presence of the substances and shall be grounds for immediate dismissal from the School of Practical Nursing.

Any student who is prescribed any narcotic medication or medication, which may be mood altering in any way, shall cause his/her physician to document the prescribing of said medication. The student shall furnish documentation to the Coordinator of the School of Practical Nursing the next instructional day following the

prescribing thereof. At no time shall the student engage in direct client care in the clinical agency while he/she is under the influence of alcohol, a narcotic drug, or other mood altering medication, without a statement from his/her physician indicating the student's ability to perform nursing functions is not impaired and following evaluation by the Coordinator or her designee to determine the student's functional ability. Any prescribed medication must be your prescription and current.

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

Any student on Methadone/Subutex/Sublocade maintenance shall agree to monthly drug/alcohol screening at their expense. Any drug screening on these individuals, whether at the time of admission or after enrollment in the nursing program, shall specifically test for Methadone/Subutex/Sublocade and differentiate any positive results for Opiates and other substances. Any evidence of non-compliance with treatment and/or any drug screen which is positive for any substance other than Methadone/Subutex/Sublocade for which the individual is has no valid prescription and has not declared prior to the drug screen shall be grounds for immediate dismissal from the nursing program.

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

I have read, understand, and agree to follow the Cabell County Career Technology Center – School of Practical Nursing Drug Testing Criteria for admission and following admission to the program.

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Witness: \_\_\_\_\_

## **HARASSMENT / VIOLENCE POLICY FORM**

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**CABELL COUNTY CAREER TECHNOLOGY CENTER  
SCHOOL OF PRACTICAL NURSING**

**HARASSMENT / VIOLENCE POLICY**

**Cabell County Schools  
Harassment / Violence Policy**

It is the policy of the Cabell County Board of Education that the dignity of each human being must be considered in all school system activities. To further this policy, the Cabell County Board of Education feels that it is necessary to maintain a learning and working environment free from harassment or violence. Consequently, the Cabell County Board of Education prohibits any form of racial, sexual and religion/ethnic/national origin harassment or violence. Therefore, no student, school employee or member of the public, during any school related activity or during any education-sponsored event, whether in a building or other property owned, used or operated by the School Board shall engage in racial, sexual, and religion/ethnic/national origin harassment or violence.

Employees and students shall report alleged acts of harassment or violence in a timely manner to the principal, assistant principal, a counselor or the Title IX Coordinator.

**I have read, understand, and agree to follow Cabell County School System's Harassment/Violence Policy.**

**Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Student's Signature:** \_\_\_\_\_

**Witness:** \_\_\_\_\_