

ADMISSION POLICY

1. Education Requirements

Applicants must possess either a high school diploma, an equivalency diploma (GED), or Test Assessing Secondary Completion (TASC) that is recognized and approved by a state accredited program.

Each student will be required to have an official high school transcript and/or college transcript or GED/TASC scores sent to the coordinator, as soon as possible after applying, for verification as needed.

2. Application Forms

Forms are available in the LPN office of the Randolph Technical Center. A \$35 **non-refundable** application fee will also cover the cost of the pre-entrance exams. Both fee and application forms should be mailed to:

Randolph Technical Center
Attn: LPN Coordinator
200 Kennedy Drive
Elkins, WV 26241

3. Professional References

Three (3) professional reference forms must be completed and returned. Appropriate individuals should complete these reference forms, such as teachers, employers, etc.

4. Screening Tests

Applicants shall take the pre-test, post-test and the PSB Aptitude Test for Practical Nursing as part of the entrance requirements. Scores from each section of the test will be given weighted values, with order of emphasis being placed on General Mental Ability, Natural Sciences, Personal Adjustment Index, Judgment, and Spelling. Applicants will be selected for an interview based upon their weighted score. No person with a score below 30 will be interviewed, except if the score is in spelling, and those persons shall take a spelling remediation course **before** the program start date.

5. Health Requirements

The following must be on file prior to or on the first day of class. It is the student's responsibility to provide the required information. Food handler's card, American Heart Association CPR card must remain current throughout the school year.

1. Complete physical examination
2. A. Serology (RPR)

- B. H & H
- C. Chemistry profile
 - D. Drug Screen
 - E. Non-reactive PPD – If this is the first PPD you must get “2 step” process.
 - F. Chest X-ray if PPD is positive
 - G. MMR injections or proof of vaccination
- H. Hepatitis-B Vaccination (Series of 3 injections) Documentation that #1 has been given and when #2 and #3 are due. Students must provide documentation that #2 and #3 were given as they receive them.
- I. Food handler's card
- J. American Heart Association Health care provider CPR card
- K. Influenza vaccine – The student will be required to have a second

influenza

vaccine in September/October while enrolled in the program.

- 3. Dental Examination
- 4. Clinical Fees

1 - 4 ARE NOT INCLUDED IN YOUR TUITION.

Randolph Technical Center School of Practical Nursing will follow COVID-19 state Guidelines as well as facility requirements.

WEST VIRGINIA STATE BOARD OF EXAMINERS
FOR LICENSED PRACTICAL NURSES

STATEMENT OF DRUG TESTING AS CRITERIA FOR ADMISSION

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

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

STATEMENTS ON DRUG TESTING OF STUDENTS FOLLOWING ADMISSION

The student understands and agrees that he/she may be requested to submit to random drug/alcohol screening during the course of the academic year. Screening may be requested at any time by the nursing faculty of the practical nursing program, and shall be performed in

accordance with proper chain of custody procedures. If drug/alcohol screening is performed on a urine sample rather than a blood sample, the student shall provide the sample under observation. Appropriate chain of custody procedures shall be followed. Random drug/alcohol screening shall be performed at the expense of the Randolph Technical Center School of Practical Nursing.

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

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

Any student who utilizes any non-prescription substance which may contain alcohol, cause drowsiness, or in any way impair the ability to perform nursing functions shall inform 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 above policies. At no time shall the student engage in direct patient care if the ability to perform nursing functions is impaired as determined by the coordinator or her designee following the use of a non-prescription substance.

Any student on Methadone shall agree to random drug/alcohol screening at their expense which may be on a more frequent basis than other individuals enrolled in the program. Any drug screening on these individuals, whether at the time of admission or after enrollment in the nursing program, shall specifically test for Methadone and differentiate any positive results for opiates and other substances. Further, these individuals must cause their treating physician to submit a written statement to the Program Coordinator on a monthly basis verifying their compliance with treatment and ability to function safely as a practical nursing student. Any individual on methadone maintenance will cause results of any drug screening conducted by the individual's treating physician to be copied to the Coordinator of the LPN Program. Any evidence of non-compliance with treatment and/or any drug screen which is positive for any substance other than Methadone for which the individual has no valid prescription and has not declared prior to the drug screen shall be grounds for immediate dismissal from the nursing program.

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

****Taken from 21.22 Student Handbook, pages 6-9****