

MISSION

The mission of the Randolph Technical Center is to provide eligible students the opportunity to become productive and responsible citizens, with quality, marketable skills and technical knowledge to pursue their occupational goals. Each student will be encouraged to develop a respect for the dignity of work and the need for continuous education.

PHILOSOPHY

—The Randolph Technical Center School of Practical Nursing functions within the administrative framework and philosophy of the Randolph Technical Center.

—The philosophy of the faculty of the Randolph Technical Center School of Practical Nursing is described in relation to its beliefs about man, health nursing, and nursing education. In addition, it describes the role of the practical nurse. The philosophy forms the operant foundation for the practical nursing program, and as such, serves as the basis for the terminal objectives of the program. The faculty believe that:

—Man is a physiological, psychosocial, and spiritual being deserving of respect for his worth and value as a human being. Man is holistic and strives continually to meet his basic human needs. How well man succeeds in meeting these needs determines his level of health. Man's health is affected by life experiences, culture, and heredity.

—Health is that quality of life in which man achieves and maintains his integrity. Health is a state relative to each individual. The level of health man is able to maintain is dependent on his interaction with his internal and external environment, and his ability to use available health care resources.

—Environment encompasses all the circumstance that affect man's well-being. Man's relationship with his environment is dynamic; how he manipulates his environment assists him to attain and maintain homeostasis.

—Nursing is a science and an art in which scientific knowledge of mankind's needs are merged with human compassion and caring. The focus of the nurse is the client, who must be accepted without judgment. The nurse actively involves and informs the client about his care and decisions which affects his well being. The nurse is a client advocate who bases care upon what's best for the client.

—Nursing Education is an interactive process between learner and teacher. Inherent in nursing education is the teaching-learning process. Teaching is a system of actions designed to bring about change in the learner's behavior. Learning is the acquisition of knowledge and skills and is lifelong. The student must assume the role of the learner and the responsibility that goes with that role. Administration, faculty, and clinical sites serve as guides, resource persons and facilitators of learning. Learning is a complicated, continuous process that brings about a permanent change in behavior.

—The licensed practical nurse is a valuable, productive member of the health care team who provides quality care to clients at home or in institutions under the supervision of the registered nurse, dentist, or physician. The licensed practical nurse utilizes the nursing process to make decisions regarding client care. The nursing process is a problem-solving process which uses data collection and problem identification to plan and provide nursing care. Because lack of knowledge may be detrimental to the client's safety and well being, the practical nurse has a legal obligation to be a well-informed practitioner. Beyond that legal obligation, the desire to help mankind should be an incentive to acquire skills and knowledge vital to practical nursing and to motivate the practical nurse to continue her education beyond graduation.

COST & PAYMENT SCHEDULE

The cost of the program is \$6,000.00 for the 2018-2019 school year. **All subsequent tuition is NON-REFUNDABLE.** (Conditional PELL or WIOA needs to be paid up front and will be reimbursed when funds are released)

Payment 1— As indicated in the acceptance letter, a **\$500 NONREFUNDABLE** deposit must be made to hold the position in the class.

Payment 2—On or before the day of the scheduled uniform fitting, a **\$1100 NONREFUNDABLE** payment is due.

Payment 3—On or before the first day of class, a **\$1100** payment is due. After class has been in session for one week, this payment is **NONREFUNDABLE**.

Payment 4—On or before the first day of the second quarter, a **\$1100 NONREFUNDABLE** payment is due.

Payment 5—On or before the first day of the third quarter, a **\$1100 NONREFUNDABLE** payment is due.

Payment 6—On or before the first day of the fourth quarter, a **\$1100 NONREFUNDABLE** payment is due.

FACILITIES

Facilities may include but are not limited to the following health care organizations: Cortland Acres; Colonial Place; Davis Memorial Hospital; Elkins Rehabilitation and Care Center; St. Joseph's Hospital; and William R. Sharpe, Jr. Hospital.

START DATE: March 2, 2018
GRADUATION DATE: February 15, 2019

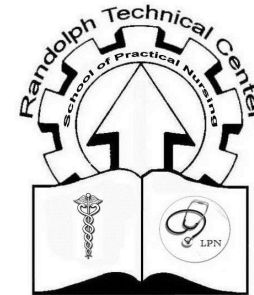
APPLICATION TO THE LPN PROGRAM

During the months of May, June, July and up to August 1st applications will be available by the following: mailing a 70 cent self-addressed envelope to the RTC; obtaining a packet at the RTC office; or downloading a packet (**application and directions**) at <http://rtc.rand.k12.wv.us/>.

Randolph Technical Center School of Practical Nursing is an Equal Opportunity-Affirmative Action Institution. In compliance with Title VI of the Civil Rights Act, Title IX (Educational Amendments of 1972) Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the other applicable laws and regulations, the School provides equal opportunity to all prospective of individual qualifications and merit without regard to race, sex, religion, age, national origin, disability, or sexual orientation, as identified and defined by law. The school neither affiliates knowingly with nor grants recognition to an individual, group or organization having policies that discriminate on the basis of race, color, age, religion, sex, national origin, disability, or sexual orientation as defined by applicable laws and regulations. Further inquiries may be directed to the Section 504 and Title IX Coordinator, Terry George, 40 11th St., Elkins, WV 26241, phone 304-636-9150; or to the U.S. Department of Education's Director of the Office of Civil Rights.

RANDOLPH TECHNICAL CENTER

SCHOOL OF PRACTICAL NURSING



2018-2019

**200 Kennedy Drive
Elkins, WV 26241
Tel: (304) 636-9195**

<http://rtc.rand.k12.wv.us/>



Instructors:

**Edna Croston
Sallie Hamrick**

PURPOSE AND GENERAL INFORMATION

The Randolph Technical Center School of Practical Nursing helps meet the growing need for licensed practical nurses. The program is provided by the Department of Technical and Adult Education of the West Virginia Department of Education, with support from local health care providers.

This comprehensive, 1-year course is accredited by the WV State Board of Examiners for Licensed Practical Nurses. Students will receive classroom and in-hospital instruction in a wide variety of clinical settings. Students must provide their own transportation.

COURSES

- Anatomy
- Fundamental Skills and Concepts
- Geriatrics
- Integrated Social Sciences
- Medical-Surgical Nursing
- Medical Terminology
- Mental Health
- Nutrition and Diet Therapy
- Obstetrics
- Pediatrics
- Pharmacology
- Personal Vocational Relationships

ELIGIBILITY REQUIREMENTS

1. High School diploma or G.E.D.
 - a. Our Adult Basic Education Department will be offering **free classes** to prepare for the PSB.
 - b. The ABE department will also work independently with students to advance reading, spelling, & math skills.
2. Good physical and mental health.
3. Sincere interest in providing health care.
4. Successful completion of entrance examinations.

Applicants must take the PRE-TABE, POST-TABE and PSB Aptitude for Practical Nursing as part of the pre-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 course before the start of school. Otherwise they will not be admitted. Students are admitted without discrimination in regard to creed, ethnic origin, marital status, race, sex, or age. Twenty-five students are admitted into the program. Students will be allowed only one opportunity for re-admittance.

The State Licensed Practical Nursing Board reserves the right to refuse to admit applicants to the licensure examination who have been convicted, pled guilty or nolo contendere to a felony or misdemeanor, are addicted to habit-forming drugs, are mentally incompetent, or are guilty of professional misconduct as defined by the state board. Before acceptance into the program the applicant **MUST** submit to drug screening and an FBI criminal background check. In addition to this, any applicant who received disciplinary action from one of our training facilities will not be admitted. (9.1.3.10 CSR, Policies Regulation Licensure)

FINANCIAL AID

Financial aid may be available to those who qualify. Our students may qualify a PELL grant, or for WIOA funding. Please contact the school guidance officer for more information.

In addition, please be advised that per 29 CFR, 37.34 (a) - "Recipients must indicate that WIOA Title I—financially assisted program or activity in question is an "equal opportunity employer/program," and that "auxiliary aids and services are available upon request to individuals with disabilities."

APPLICANTS SHOULD

1. Complete the application form and return it to Randolph Technical Center, with the required fee, or mailed (postmarked on or before August 1) to:
Randolph Technical Center
School of Practical Nursing
200 Kennedy Dr.
Elkins, WV 26241
2. Have **transcripts** and **3 references** completed and mailed by **September 30** to the above address.
3. Complete the required entrance examinations. **The testing dates are listed on the application direction sheet.**
4. Applicants who meet the test criteria will be scheduled for interviews.

5. Following notification of acceptance into the program, applicants will attend an orientation session where forms for required immunizations and physical exams will be distributed. A current food-handler's card, Hepatitis B vaccine, and other immunizations are re-

quired by the WV LPN Board. The criminal background check includes a fingerprinting fee.

6. A current CPR healthcare provider card and a current food handler's card is required before the first day of class.

PROGRAM OBJECTIVE

Upon completion of the practical nursing program, the graduate will:

1. Effectively use the nursing process to organize and deliver client care.
2. Perform nursing functions with manual, intellectual and tactile skill.
3. Accurately document nursing interventions and client responses.
4. Explain his or her nursing actions based on the nursing process using principles of physical, biological and behavioral sciences.
5. Utilize safety principles when caring for clients.
6. Accept the behavior of people of various cultures, races and occupations while responding positively and giving quality care.
7. Share information on current nursing matters.
8. Serve as a role model for peers and the community by obeying rules of good health.
9. Under the direction of the registered nurse, provide client education services.
10. Identify personal strengths and weaknesses in order to improve performance.
11. Work effectively with clients, families and fellow health care professionals.
12. Serve as a client advocate.
13. Participate in continuing education to maintain competency in nursing.
14. Comply with the Ethical and Legal Standards of Nursing Practice for the Licensed Practical Nurse.
15. Collect, report, and record objective and subjective data.
16. Participate in the development of the Nursing Care Plan.
17. Provide sage nursing care within the scope of the role of the practical nurse.