

Student Handbook



2020-2021

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RANDOLPH TECHNICAL CENTER
SCHOOL OF PRACTICAL NURSING

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I, _____, received the following textbooks on March 2, 2020 with the understanding that these books are non-refundable:

- Basic Geriatric Nursing I
- Fundamental Concepts and Skills for Nursing & VCE
- Success in Practical/Vocational Nursing
- Basic Nutrition & Diet Therapy
- The Human Body in Health & Illness & Study Guide
- ATI Materials
- CD (Safety Handbook, Clinical Syllabus, Observation Forms, Curriculum)
- Student Handbook (hard copy)
- Medical Terminology Packet
- Simulation Learning System Access Card
- Sim Chart Access Card

I, _____, also received two (2) complete sets of white uniforms and one (1) complete sets of scrubs on _____ which are also nonrefundable.

I understand that it is my responsibility to replace any lost or stolen books and replace any uniforms that do not meet program requirements for clinical.

Signature

Date

Signature

Date

Dev. 3/16
Rev. 3/17
Rev. 1/18
Res. 2/19
Res. 2/20

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WELCOME TO OUR SCHOOL

The faculty and staff of the Randolph Technical Center would like to welcome you. Nursing can be a demanding profession and the school staff will strive to help prepare you to meet those demands. However, **it is your responsibility to conduct yourself professionally and assume the active role of the learner.**

This handbook includes rules and regulations for the Randolph Technical Center School of Practical Nursing. Please read it carefully and keep it as a reference. Enrollment in the school indicates a willingness to abide by and be aware of the policies for this program.

PURPOSE OF THE PROGRAM

The work of the Licensed Practical Nurse is an integral part of nursing. Practical nurses contribute to and maintain high standards of nursing care.

The program of instruction is designed to assist the student in acquiring the ability to administer safe nursing care to individuals, families, and communities. Client-centered teaching is emphasized. This encourages the development of the knowledge, attitudes, and skills essential to nursing.

Practical nurse education recognizes the need for trained, competent individuals. Applicants will be accepted from any locality; however, the school is designed primarily to meet the training and employment needs of the central West Virginia area. A further emphasis is training local people to meet local employment needs. A major demand in this program of instruction is to provide an opportunity for an adult to achieve a successful and useful livelihood.

GENERAL INFORMATION

The Randolph Technical Center prides itself on the opportunities available to students of all ages. The Center provides equal education opportunities to all persons and does not discriminate regarding race, religion, color, age, sex, national origin or handicap.

The Randolph Technical Center is operated under the jurisdiction of the Randolph County Board of Education. It is a part of the Randolph County School System.

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

This comprehensive, 12-month course is accredited by the West Virginia State Board of Education and Council on Occupational Education. Students will receive classroom and in-hospital instruction in a wide variety of clinical settings. Students must provide their own transportation.

This school is affiliated with Sharpe Hospital, Weston; Davis Memorial Hospital, Elkins; Elkins Rehabilitation and Care Center, Elkins; Cortland Acres, Thomas; Colonial Place, Elkins; St.

Joseph's Hospital, Buckhannon; Mansfield Long Term Care / Broaddus Hospital, Philippi. These clinical facilities are an integral part of the educational program, and more than half of the students' time will be spent practicing in these locations.

Each year, a new class will be admitted. Upon completion of the program, students will receive the certificate and pin of a graduate practical nurse. They will then be eligible to take the licensure examination of the West Virginia State Board of Examiners for Licensed Practical Nurse.

MISSION STATEMENT FOR RANDOLPH COUNTY SCHOOLS

The mission of Randolph County Schools is to provide an opportunity for all students to acquire and develop the knowledge, understanding, skills, and attitudes to be responsible and contributing members in a rapidly changing and complex global society.

PHILOSOPHY FOR RANDOLPH COUNTY SCHOOLS

Randolph County Schools affirms its commitment to excellence in education. To fulfill this commitment and accomplish our mission, we believe that:

- *high expectations must be clearly stated and consistently upheld by students, staff, the board of education and other community members.
- *quality education can best be achieved with the full support and cooperation of the total community.
- *students are the primary focus of the school system and form the basis for all decisions.
- *learning is a complex, individual, and lifelong process enhanced by a shared responsibility among students, staff, the board of education and others in the community.
- *instruction is the primary responsibility of the teacher and is most effective when delivered by highly qualified professionals committed to providing quality instructional programs in an environment conducive to learning.
- *educational programs and services must be coordinated and systematically planned, developed, implemented and evaluated.
- *leadership is essential to obtain excellence in education and is the primary responsibility of the administration.

MISSION STATEMENT OF RANDOLPH TECHNICAL CENTER

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 OF RANDOLPH TECHNICAL CENTER

The administration and staff of the Randolph Technical Center believes:

- *That students are the primary focus of the school and they form the basis for all decisions.
- *That learning is a complex, individual, and continuous process that is shared by students, parents, staff, board of education and others in the community.

- *That you are deserving of an atmosphere free of threats of harassment, and vindictive behavior.
- *That instruction is the primary responsibility of the teacher and is most effective when delivered by qualified professionals committed to providing quality instructional programs in an environment that is conducive to learning.
- *That you are deserving of quality teaching and clinical supervision from your instructor, which includes varied instructional practices, remediation strategies and challenging, closely supervised clinical assignments.
- *That teaching and learning are best accomplished by integration of technical instruction with relevant vocational experiences. Students learn best by doing.
- *That Career/Technical Student Organizations are an integral part of the career/technical curriculum and will be made available to every student.
- *That student leadership skills are developed through Career/Technical Student Organizations.
- *That quality leadership is essential to obtain excellence in Career/Technical Education and is the primary responsibility of the Administration and the Board of Education.
- *That Career/Technical Education is an integral part of the total educational process and provides the working interaction between academic and technical education, and all students can benefit from Career/Technical Education.

PHILOSOPHY - PRACTICAL NURSING SCHOOL

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. This 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 believes that:

Man is a physiological, psychosocial, 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 a man can 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 affect 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

active 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 in a 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.

TERMINAL PROGRAM OBJECTIVES

The faculty of the Randolph Technical Center School of Practical Nursing recognizes that the Licensed Practical Nurse functions within the legal standards of the WV State Board of Examiners for Licensed Practical Nurses. Furthermore, the Licensed Practical Nurse practices under the direction of a registered professional nurse, licensed physician, or licensed dentist. Therefore, the curriculum of the Randolph Technical Center School of Practical Nursing prepares a graduate who will:

1. Provide nursing care based on a body of knowledge from the physical, biological, and behavioral sciences;
2. Use the nursing process to organize and deliver nursing care to clients whose conditions are stabilized or predictable;
3. Function within the scope of the Licensed Practical Nurse;
4. Become a responsible member of the health care team;
5. Document and report relevant client information, assessment, and nursing care accurately and concisely in a timely manner;
6. Provide nursing care without discrimination on the basis of sex, age, race, religion, sexual preference, national origin, handicap, or the nature of the health problem;
7. Respect the worth, value, dignity, and rights of clients regardless of social or economical status and personal attributes;
8. Practice nursing within the legal and ethical boundaries of practical nursing;
9. Accept responsibility for own behavior and nursing action;
10. Utilize the principles of safety to maintain a safe environment when caring for clients;
11. Contribute to the ongoing evaluation of nursing through peer review;
12. Maintain confidentiality of patient information unless obligated by law to disclose the information; and
13. Participate in relevant continuing education to maintain current knowledge and competency in practical nursing.

DEV. 1/99
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 RES. 2/19
 RES. 2/20

CURRICULUM INFORMATION

The curriculum is organized according to separate courses of theory. These courses will be presented in a concurrent fashion so as to correlate related material as much as possible. Incorporated into the curriculum are provisions for reinforcement of theory already covered. Clinical experiences, whenever possible, will be related to the courses of theory being taught and will progress from the simple to the complex tasks.

In the course of the year, the following courses will be presented:

Personal Vocational Relationships, Fundamentals of Nursing, Anatomy and Physiology, Introductory Nutrition and Diet Therapy, Maternal Nursing, Pediatrics (Includes Growth & Development), Medical-Surgical Nursing, Pharmacology, Geriatric Nursing, Mental Health Nursing, and Medical Terminology

It is recommended particularly for younger students currently enrolled in high school, that the following classes be taken: anatomy, physiology, chemistry, biology, computer literacy, and Algebra I.

GENERAL INFORMATION

Students should plan to arrive at class between 7:10-7:20 A.M. Class starts at 7:30 A.M. Arriving after 7:30 A.M. will constitute **a tardy and 4 tardies equal one day absent**. When getting to class late, you are to obtain a tardy slip from the PN secretary. Clinical hours begin as early as 7:00 A.M.

Clinical Hours	7:00 A.M. - 2:30 P.M. - 6.5 hrs.	7:00 A.M. – 5:00 P.M. – 10 hrs.
Classroom Hours	7:30 A.M. - 2:30 P.M.	(May be changed as needed)

Clinical starting or ending times as well as lunch time may be adjusted by the instructor. Breaks should be kept to the time allotted: if it's a 15-minute break, you should be back in your seat in 15 minutes and be ready to start class.

OFFICE HOURS are from 7:10-7:30 A.M. and 2:30-3:10 P.M. by appointment, which can be made by the secretary for the instructors. If you have a schedule problem due to child care or work responsibilities, a morning appointment can be made with prior notice.

Business with the secretary may be taken care of between 7:10-10:30 A.M., such as scheduling appointments, signing absence/tardy slips, or paying tuition. **Do Not** use class time to conduct business.

Study space and reference books will be available for practical nursing students before class, during breaks, during lunch, and after school.

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.

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.

ADMISSION OF STUDENTS WITH LAW VIOLATIONS:

1. W.Va. 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..."
2. Each applicant admitted to the practical nursing program 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 other than West Virginia. The West Virginia State Board of Examiners will also conduct a federal criminal history records check on each applicant at the time of admission to the nursing program. The Board shall notify the program coordinator of any positive results of these records checks for his/her students.
3. Failure to disclose any criminal conviction, guilty plea, or no contest plea to a felony or misdemeanor on the application for admission to the nursing program, at any other time during the admissions process, or during the course of the program is grounds for immediate dismissal.
4. A copy of all documentation indicating conviction of a crime received by the nursing program from any law enforcement agency will be forwarded to the West Virginia State Board of Examiners for Licensed Practical Nurses by the student with the application for licensure.
5. Any applicant admitted to the practical nursing program who has ever been convicted, pled guilty, or pled no contest to 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 submitted 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 issuance of a temporary permit or license, and what restrictions may apply is issued.
6. Personal References: The school will check references on all applicants.
7. Personal Interviews: Applicants who have met the prior stated requirements will be personally interviewed by the coordinator of the practical nursing program and others. Previous work experience and previous training will be considered. Based on all the prior requirements, selection will be made. No discrimination will be made regarding sex, race, color, creed, age, national origin, county of residence, or handicap.

NOTE: The West Virginia State Board of Examiners for Licensed Practical Nurses reserves the right to refuse to admit applicants to the licensure examination who have been convicted of a felony or misdemeanor, or pled guilty or nolo contendere, are habitually intemperate, addicted to the use of habit forming drugs, are mentally incompetent, or are guilty of professional misconduct including conviction of misdemeanor with substantial relationship to the practice of practical nursing, as defined by the WV LPN Board. Applicants with a criminal history must contact the board office to discuss the potential impact of a criminal conviction of the board application and licensure process as a practical nurse at the completion of the practical nursing program. In addition to this any applicant who has received disciplinary action from one of our training facilities will not be admitted.

RE-ADMISSION POLICY:

An individual who voluntarily withdraws from the program may request re-admission. The individual seeking re-admission to the program will follow the application process as stated above, and will be considered by the same standards, as other applicants for that class

The student may request re-admission by completing an application form and meeting the admission requirements including re-testing.

An individual who voluntarily withdraws from the program during the school year may request re-admission to the program. The following criteria must be met for consideration.

1. 80% or higher GPA
2. Satisfactory clinical performance
3. Must not have more than 5 clinical days absent or excessive absences

Students who are exited for any reason other than academics and absences will not be readmitted. Students dismissed or withdrawn a second time will not be eligible for re-admission.

COST OF THE PROGRAM:

The cost of the program is \$6,500 for the 2020-2021 school year.

The following is a list of expenses for students entering the PN program for 2020-2021.

Tuition	\$1,500.00
Seat Hold Fee	\$100.00
Fingerprinting Fee	\$125.00
Student Association Fee	\$30.00
Books	\$1,820.00
Uniforms	\$300.00
Skills Lab Fee	\$325.00
ATI/Exams	\$1300.00
Parking Fee	\$200.00
Random Drug Screens	\$300.00
Technology Fee	<u>\$500.00</u>
Graduation Fees (included in tuition)	
TOTAL	\$6,500.00

If a student wishes to wear a lab jacket, they may purchase the official school lab jacket from the uniform supplier. Also, the purchase of white nursing shoes is the student's responsibility.

Note: This **DOES NOT INCLUDE** the student organization fees.

PAYMENT SCHEDULE:

Payment 1– Within **designated date of acceptance** into the program, **\$100 NONREFUNDABLE** deposit must be made to hold the position in the class.

Payment 2–On or before the day of the scheduled uniform fitting, **\$500 NONREFUNDABLE** payment is due.

Payment 3–On or before the first day of class, **\$1475** 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, **\$1475 NONREFUNDABLE** payment is due.

Payment 5–On or before the first day of the third quarter, **\$1475 NONREFUNDABLE** payment is due.

Payment 6–On or before the first day of the fourth quarter, **\$1475 NONREFUNDABLE** payment is due.

FINANCIAL AID:

Financial aid may be available to those who qualify. Please contact Mrs. McKisic for more information. Our school currently participates in **PELL** and **WIOA** (Workforce Innovation & Opportunity Act) which are grant programs.

NOTE: Students receiving the PELL Grant must meet *satisfactory academic progress*.

Any student owing a balance to Randolph Technical Center or its affiliates will not be allowed to take 4th quarter finals and will not graduate.

**RANDOLPH TECHNICAL CENTER SCHOOL OF PRACTICAL NURSING
FINANCIAL AID REFUND AND REPAYMENT POLICY**

This Institution participates ONLY in the Federal Pell Grant Program; The Financial Aid Office is required by federal statute to determine how much financial aid was earned by students who withdrew, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, a school must still complete a return calculation in order to determine whether the student is eligible for a post-withdrawal disbursement. The calculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of payment period or term completed = the number of hours as of the withdrawal date divided by the total hours in the payment period of the term. This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period. Should the Return of Federal Funds calculation show a repayment due the student, any refund due the student from the Institutional refund calculation will be applied toward the student's unearned Pell before any

funds are disbursed to the student. Should the school's return of federal funds result in a balance due the school, the student will be billed.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, *the student borrower may owe a debit balance to the institution.*

If a student earned more aid than was disbursed to him or her, the institution would owe the student a post-withdrawal disbursement which must be paid as soon as possible but no later than 180 days of the student's withdrawal.

The institution must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student's withdrawal.

Dev. 2/14

Rev. 2/15

Rev. 2/16

Rev. 2/17

Rev. 2/18

Res. 2/19

Res. 2/20

Randolph Technical Center School of Practical Nursing REFUND POLICY

Only tuition will be refunded should a student not complete the program. The seat-holding fee is non-refundable. All books, uniforms, supplies, or equipment issued to, purchased by, and received by the student are not returnable items.

Randolph Technical Center School of Practical Nursing retains the following amount of the tuition per payment period:

0 hour to 40 hours --- 50%
Over 40 hours --- 100%

Refund of Title IV Funds (Pell Grant):

As of October 7, 2000, Title IV Funds received are subject to the Federal Return of Funds Formula, which determines what percent of the Pell Grant a student has earned based upon the percent of the payment period the student attends

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. The federal Title IV financial aid programs must be recalculated in these situations.

If a student leaves the institution prior to completing 60% of a payment period or term, the financial aid office recalculates eligibility for title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title funds formula.

Percentage of payment period or term completed = the number of hours scheduled up to the withdrawal date divided by the total hours in the payment period or term. This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula: Aid to be returned = 100% of the aid that could be disbursed minus the percentage of earned aid multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned *less aid* than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution.

If a student earned *more aid* than was disbursed to him/her. In all probability, the student will owe the school money after repaying the Title IV funds back to the Department of Education. If the school is due any money after the Pell Grant funds are returned, the student will have to make arrangements to repay the school the balance owed for tuition.

The institution must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student's withdrawal.

Students who owe Pell Grant funds back to the Department of Education are ineligible to receive Federal Title IV funds from any school until the liability has been satisfied.

If the student owes a liability to the Department of Education and is due a refund from the school, the refund will be paid to the Department of Education FIRST, to satisfy the student's Pell Grant liability.

Dev. 2/14
Res. 2/15
Rev. 2/16
Rev. 2/17
Rev. 2/18
Res. 2/19
Rev. 2/20

STUDENT POLICIES:

1. Class Days and Hours:

Days -- Monday through Friday; Hours-- The scheduled time for classroom and clinical experiences will normally not exceed 32 hours a week actual instructional time unless unforeseen circumstances arise. Due to travel time to some clinical areas and the availability of clinical experiences, starting times may vary.

The board suggests the following subjects and combined classroom and clinical instructional hours.

<u>SUBJECT</u>	<u>ACTUAL INSTRUCTIONAL TIME</u>
Principles and Fundamentals	240
Social Sciences Integrated	150
Body Structure	60
Nutrition and Diet Therapy	40
Pharmacology	80
Medical-Surgical.....	450
Geriatrics.....	100
Mental Health	100
Obstetrics	65
Pediatrics.....	65
Total Instructional Hours	<u>1,350</u>

The faculty shall devote not less than one-fourth (1/4) nor more than one-half (2) of the actual instructional time to theory.

2. Holiday, Vacation & Snow Days:

Students will be off for designated holidays. There will be a vacation during the summer. PN classes **will not** be held if Randolph County does not have school **due to weather conditions** unless this will put the students below the required number of hours. In the event of a **delay due to weather conditions**, please **report** at the following times:

- 2 Hour Delay - Class days - 9:30 AM
- 2 Hour Delay - Clinic days - 9:00 AM – **Never later than 9:00AM**

In the event that it is determined the clinical or classroom hours are not meeting minimum requirements, Randolph Technical Center School of Practical Nursing reserves the right to change this part of the policy.

We do not participate in (IS) Instructional Support Days. If you have children in school, please make necessary arrangements for them to be picked up if there happens to be an early dismissal.

3. Attendance Policies:

A. **Students who miss more than 8 days total will be dismissed. Students cannot miss more than 3 clinical days in fundamentals in the first quarter or 5 clinical days total for the year or he/she will be dismissed.** If a student misses more than **2 days of a clinical specialty area (OB, Pediatrics, Geriatrics, Mental Health)** he/she will be dismissed. The only exception is death in the student's immediate family (mother, father, child, grandparent, sibling, or spouse). In that event a 2-day extension will be granted. **There is no appeal for being dismissed due to absences!**

B. Reporting Absences:

In case of illness, or if a student cannot be in attendance, either in class or in the clinical area, **the school must be notified personally by the student no later than 1/2 hour prior to class starting**, or in an emergency, as soon as possible. If on clinical rotation, the student will notify the clinical site as well as the clinical instructor. Lack of a telephone does not excuse the student from this requirement. Failure to notify school will result in disciplinary action. **This requirement is not met by sending a message with another student.** Any absence with no call/notification – termed “No Call/No Show” – will result in accruing time missed and immediate violation. **Student may text instructor of absence.**

C. A register will be kept by the school secretary listing absences. Students will be required to sign and return a form on the day they return to class, indicating that the student is aware of the absence and the total days absent are correct.

D. Make-up Work:

It is the **student's responsibility** to inquire about assignments and make-up any work that has been missed. Failure to make arrangements **on the first day after returning to class** may result in a lower grade average. Tests will be made up the following class day after the absence.

E. In the event the student has an auto accident on the way to school or clinical, it is recommended that the student be checked (at his/her expense) by a physician. If a student is in an accident on the way to school and is checked by a physician, the student will be re-admitted to class later that day or the next day without attendance penalties (for that one day only) with documentation from the physician.

4. Tardy Policies:

If a student is tardy, she/he must notify the coordinator/instructor's office upon arrival, or the clinical site 30 minutes before your start time. The student will obtain a tardy slip from the secretary. **Please note that 4 tardies will be recorded as one day absent.** The following scale will be used to record tardies of various time frames:

<u>6 hours:</u>		<u>10 hours:</u>	
1-30 minutes late		1–30 minutes late	= Tardy (4 tardies = 1 day)
31 min - 3 hours		31 min – 5 hours	= 1/2 day Absent
Over 3 hours		Over 5 hours	= 1 day Absent

5. Homework:

Homework must be handed in on the day and time designated by instructors. Failure to do so will result in a 20% deduction in grade for **each** day the assignment is late. Assignments handed in after 5 days following the due date will result in a 0% for that assignment. **Again, it is the student's responsibility to inquire about assignments and make up any work that has been missed. When a student is absent, homework is due the following class day after the absence. Using another student's homework is academic dishonesty and you will be dismissed.**

Specialty assignments do not apply to the grading scale and is at the instructor's discretion.

Curriculum for each course is given to each student on a disc before the beginning of every quarter. Students are **required** to keep the curriculum. If disc is lost, or damaged student must pay to have it replaced. Students are encouraged by the staff to complete the curriculum and use as a study guide or as a note-taking tool.

ATI computer program will be assigned throughout the year. **All students must have access to a computer.** If any student does not have computer access, it is the student's responsibility to make arrangements to use a school computer. All assigned ATI practice tests are to be completed at least one week before finals. You **MUST** complete the ATI Practice Tests and proctored exams to be considered a completer and graduate from the program. ATI Practice Tests – student must score 80% or higher to be able to take ATI Proctored exam for credit. Failure to make 80% or higher will result in zero credit. The LPN Program will provide an ATI NCLEX-PN Review to graduates of the program.

“Snowbird” packets will be assigned for snow days. Snowbird assignments will be counted as clinical time. Failure to turn in **completed** assignments when due will result in disciplinary action.

Virtual Clinical assignments count as clinical hours. Failure to complete assignment will result in disciplinary action including being assessed an absence. If a student accumulates three (3) disciplinary actions related to incomplete VCE, the student can be dismissed from the program. If an “unsatisfactory” is given for an incomplete assignment, the student may be dismissed from the program.

RANDOLPH TECHNICAL CENTER
SCHOOL OF PRACTICAL NURSING

I, _____, was ABSENT/TARDY on
_____ Half Day (am/pm)/Whole Day from CLASS/CLINICAL.

REASON: _____

I realize the following is my total absence to date.

	<u>CLINICAL</u>		<u>CLASS</u>		<u>TOTAL</u>
ABSENT:	_____	+	_____	=	_____
TARDY:	_____	+	_____	=	_____

6 hours:

10 hours:

1-30 minutes late	1-30 minutes late	=	Tardy (4 tardies = 1 day)
30 min - 3 hours	30 min – 5 hours	=	1/2 day Absent
Over 3 hours	Over 5 hours	=	1 day Absent

Student Signature

Date

6. Grading Policy:

It is the responsibility of each student to consistently achieve the required grade of "C" in each subject, and maintain satisfactory status in clinical practice. Students unable to maintain a final grade of "C" (80%) in any course in theory/classroom, or satisfactory performance in each clinical setting, will be withdrawn from the program.

The grading scale will be as follows:

A:.....	100 - 94
B:	93 - 87
C:	86 - 80
D:.....	79 - 70
F:	below 70

*Grades will be calculated as follows:

Daily Average	=	10%
Quiz Average	=	20%
Test Average	=	50%
Final Exam	=	20%

Evaluation of performance will be conducted throughout the program on the basis of the following:

- A. Skill performance of competency unit,
- B. Daily work, homework, quizzes, etc.
- C. Written examinations, scheduled and non-scheduled,
- D. Self-evaluation, and quarterly clinical evaluations.

Clinical notebooks are to be brought to every clinical site every day. This is a requirement. If the clinical notebook is not brought to clinical, the student will be asked to return home to retrieve it and will be counted absent for time missed. It is the student's responsibility to have the skill performances in the notebook checked off and discussed with the clinical instructor at the end of each clinical day.

7. Failure & Dismissal policies - (all fees paid are non-refundable)

A. Grounds for dismissal

1. General

- a. Classroom/Performance
- b. Clinical performance
- c. Attitude/appearance
- d. Conduct

2. Grounds for **IMMEDIATE DISMISSAL**

Including but not limited to:

- a. Falsifying information in any student record data, program application or in any patient/client chart
- b. Theft
- c. Academic Dishonesty
 1. Any act of improperly representing another person's work as one's own (or allowing someone else to represent your work as their own) is construed as an act of

academic dishonesty. **Example:** Copying another person's homework to represent your own work for grade.

2. Aiding another person in an act that violates the standards of academic honesty
3. Copying answers from previously reviewed exams unless authorized by the instructor
4. Sabotaging the work of other students
5. Whenever there is any question as to whether a particular action is considered academic dishonesty, the instructor should be consulted.

d. Refusal to undergo requested drug/alcohol testing

e. Reporting to class or clinical intoxicated or under influence of drugs

f. Intentional acts of physical or verbal abuse

g. Breaching client/patient confidentiality

h. Insubordination

i. Attendance (failing to meet requirements)

j. Unsatisfactory clinical evaluation at end of a quarter

k. Immediate dismissal from the program will occur should inappropriate behavior occur at a clinical site or in the classroom which includes discussing a clinical site outside of the clinic.

l. Any student who is denied access to a clinical site (by that site) for any reason will be denied admittance or removed from the program.

m. Any violation of the 1995 Safe Schools Legislation: Harassment by student(s) against another student(s) or staff, or by spouses, family members, or others against student(s) or staff.

n. Jeopardizing patient safety.

B. Warning/Probation

1. Clinical Progress, Appearance/Attitude, Conduct

- a. Preliminary warning will be in writing
- b. May be given at any time
- c. Places student on probation for no longer than 30 days
- d. Will be reviewed at end of probation period
- e. Will be dismissed if he/she has not shown improvement
- f. Exit interview will be held with staff

2. Academic

- a. Students will have access to grades as the courses progress. Grades are accessible on Livegrades. Faculty suggest that all students keep their password confidential.

8. Withdrawal Policy:

A student may withdraw from the program at any time. The student will have an exit interview with the coordinator of the program to discuss the reasons for leaving. The student will also submit an official form of withdrawal to determine date when attendance will cease and return ALL required items. The student may be required to meet with the financial personnel and/or the Director of Adult & Technical Education. When a student withdraws from the program, tuition will be refunded as scheduled in the refund policy.

If the student does not arrange for an exit interview with the coordinator and withdraws from the program, the last scheduled day will be recorded as the last date of attendance.

*Note: Students, who voluntarily withdraw after the first quarter is completed have Direct Care Worker certification and also, may be eligible to take the Long Term Care Nursing Assistant Examination at their own expense.

9. Classroom/Clinical Conduct:

The concept of student professionalism in the field of practical nursing will be explored by the faculty, especially in the first month of program. At the basis of professionalism is behavior as ladies and gentlemen, characterized by calmness of manner, a well-modulated voice, and consideration of others. You will be expected to conduct yourselves in a manner that inspires the confidence of your patients. As you will see, that is a matter of utmost importance. **Disruption of class will not be tolerated. Cell phones are not permitted in class or clinical. No SMART DEVICES allowed in class or clinical.** Phones should be turned off completely (no ring/vibration during classroom day. **Phones are NOT to be turned on at any time during class time.** Any infraction will be handled according to disciplinary policy. Use of printer in classroom is prohibited without prior approval.

10. Social Networking Policy:

As used in this policy, “Social Networking” means communicating with others over the internet for social purposes. This includes, but is not limited to Facebook, Twitter, You Tube, My Space, or “Blogs”, and can also include sites that are offered by television networks, newspapers, and magazines.

Please remember that social networking sites are in fact public forums.

1. Posts/comments by students should not reflect Randolph Technical Center School of Practical Nursing in any manner.
2. Posts/comments should never directly or indirectly reflect patients, diagnoses or any content related to patient care or clinical experiences. Negative or unprofessional posts/comments are unacceptable.
3. Photos in which patients are or can be identified or patient privacy and confidentiality are breached are unacceptable.
4. **Students are prohibited from accessing social networking sites during clinical or classroom time/lecture.** Students must adhere to Network and Internet Acceptable Use and Safety Policy.
5. Interaction between current students and faculty/staff is prohibited. Student questions/concerns are only to be addressed in proper, approved channels of communication set forth by the school and **never though social networking.**
6. Students shall not use social networking to harass, threaten, or discriminate against other faculty, staff or any member of the public. Texts, photos, e-mails or videos that are demeaning, belittling or insulting to faculty, staff or students may not be used/posted.

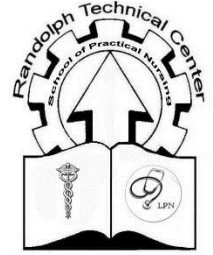
If activity on a social networking site is considered an infraction of school policy, it will be handled according to the disciplinary policy.

DEV. 2/13
REV. 2/15
REV. 2/16

REV. 2/17
REV. 2/18
RES. 2/19
REV. 2/20

CLASSROOM DISCIPLINARY RECORD

This is a record of the student's disregard for county and/or program policies.



NAME: _____

DATE: _____

1. Verbal Warning given on _____

RE: _____

2. Written Warning given on _____

RE: _____

3. **Unsatisfactory #1** given on _____

RE: _____

4. Verbal Warning given on _____

RE: _____

5. Written Warning given on _____

RE: _____

6. **Unsatisfactory #2** given on _____

RE: _____

7. Verbal Warning given on _____

RE: _____

8. Written Warning given on _____

RE: _____

9. **Unsatisfactory #3** given on _____

RE: _____

10. **Dismissed from Program** on _____

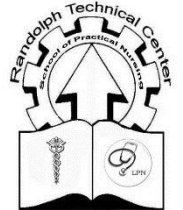
RE: _____

DEV. 2/06
REV. 2/15

REV. 2/16
REV. 2/17
REV. 2/18
RES. 2/19
REV. 2/20

CLINICAL DISCIPLINARY RECORD

This is a record of the student's disregard for county, program, and/or clinical agency policies.



NAME: _____

DATE: _____

- 1. Verbal Warning given on _____ RE: _____
- 2. Written Warning given on _____ RE: _____
- 3. **Unsatisfactory #1** given on _____ RE: _____

- 4. Verbal Warning given on _____ RE: _____
- 5. Written Warning given on _____ RE: _____
- 6. **Unsatisfactory #2** given on _____ RE: _____

- 7. Verbal Warning given on _____ RE: _____
- 8. Written Warning given on _____ RE: _____
- 9. **Unsatisfactory #3** given on _____ RE: _____

10. **Dismissed from Program** on _____ RE: _____

DEV. 2/05, REV. 2/15, 2/16, 2/17, 2/18, RES. 2/19, REV. 2/20

**CLASSROOM AND CLINICAL VIOLATION RECORD
MARCH – SEPTEMBER**



This is a record of the student’s disregard for county, program, and/or clinical agency policies

Name: _____ **Date:** _____ **Initials**

- 1. Violation occurred _____ RE: _____
- 2. Violation occurred _____ RE: _____
- 3. Violation occurred _____ RE: _____
- 4. Violation occurred _____ RE: _____
- 5. Violation occurred _____ RE: _____
- 6. Violation occurred _____ RE: _____
- 7. Violation occurred _____ RE: _____
- 8. Violation occurred _____ RE: _____
- 9. Violation occurred _____ RE: _____
- 10. **Dismissed from Program** on _____ RE: _____

DURING THE LAST QUARTER OF THE PROGRAM, THE STUDENT IS HELD TO THE STANDARD OF A GRADUATE NURSE

**CLASSROOM AND CLINICAL VIOLATION RECORD
OCTOBER – FEBRUARY**

This is a record of the student’s disregard for county, program, and/or clinical agency policies

- 1. Violation occurred _____ RE: _____
- 2. Violation occurred _____ RE: _____
- 3. **Dismissed from Program** on _____ RE: _____

Student Signature

Date

Instructor Signature

Date

DEV. 2/11, REV. 2/15,2/16, 2/17, 2/18, RES. 2/19, REV. 2/20

11. Student's Responsibility in the Classroom:

1. Prepare for all scheduled classes
2. Participate in discussion and ask questions
3. Submit all **written assignments** on time. **Typed ONLY as directed by instructor.**
4. Maintain a minimum of 80% in all courses
5. Demonstrate courteous classroom behavior
6. **Do your own work**
7. Need to make sure that the classroom is left neat and clean, including any appliances used as scheduled.
8. Leave cell phones in vehicle. Any cell phone that disrupts class will be collected by instructor. **Cell Phones are NOT turned on at any time during class time. SMART ELECTRONIC DEVICES are NOT permitted in classroom or clinical area.**
(*watches, tablets, phones*)

12. Student Behavior During Testing:

1. Prior to taking a test, students shall place all textbooks and notebooks away.
2. Student may use a single sheet of clean notebook paper to cover test at all times.
3. Student must have additional pen/pencil on the desk for use during testing.
4. Students will not be allowed to talk once they have received their test until all tests have been turned in.
5. Upon completion of the test, the student will hand in test and scrap paper to the instructor.
6. All students will remain seated and quiet until all tests are complete.
7. If a student has to leave the room during testing, the test, answer sheet, and scrap paper have to be turned in to the instructor and will be graded accordingly.
8. If a student has completed his/her test and must leave the room, he/she **can not** return to the classroom until all students have completed their tests. If the student waits in the office area to return to the class, he/she **must not disturb** anyone in that area.
9. **Leave cell phones in vehicle or turned off.**

13. Dress Code:

Because health care personnel must be in close contact with patients and must be neither physically offensive nor a source of contamination to patients, a daily bath or shower and use of an underarm deodorant are essential. No patient will feel comfortable in the presence of a nurse whose lack of cleanliness is noticeable.

Moreover, cleanliness is related to one's self-image. The nurse who feels clean and attractive will generally convey an attractive image to his or her patients. The nurse who has body odor or obviously unwashed or unkempt hair or whose hands or fingernails show dirt, cannot possibly maintain the maximum positive relationship with a patient. Standards of cleanliness and appearance must, by nature, be higher for nurses than for people in most professions, and every nurse should make an effort to achieve perfection in this area.

- A. The teeth are to be maintained in good repair, with particular care to brushing; an unclean mouth is offensive in appearance and a source of breath odor.
- B. Nails should be short and well cared for. **No** nail polish shall be permitted (during clinical rotation). Acrylic nails are not allowed.
- C. Hair must be clean and styled in a neat fashion. Hair will be **off the collar** and out of your eyes during clinical rotation. Bangs are to be no longer than brow level.
- D. Beards must be clean and neatly barbered. Note: For the students' personal safety, it is recommended that male students be clean shaven. Face masks do not make an air-tight seal when facial hair is present.
- E. Students will be required to wear the complete uniform as specified by the coordinator and faculty in the clinical area. The uniform for females to be worn is white nurse's shoes and hose or support socks. For male students, the uniform will consist of regulation white trousers, white shoes, and white trouser socks. Undergarments are to be white without design that may show through uniform. The name tag must be worn on the uniform at all times. **No jewelry is to be worn except a watch and wedding band.** A white turtleneck or official school lab coat may be worn with the uniform. Facial and tongue piercing of any manner **will not** be allowed. In the classroom 'Casual Business Attire' should be worn at all times. **(No caps, short shorts, lounge wear, alcohol logos or derogatory logos are permitted.)** It is strongly recommended that student's appearance be neat, clean and in a manner that speaks well for their profession. **Tattoos and gauges must be covered while in clinical.**
- F. Scrubs will be required for the lab area. Failure to wear scrubs will result in student being unable to participate in skills lab.

REMEMBER:

- A. Wear the uniform and scrubs in accordance with the above stated policy.
- B. Have your uniform spotlessly clean, ironed, properly zipped or buttoned, and the proper length. Iron if necessary.
- C. Wear shoes that are polished and in good repair. Shoes must fully enclose the foot.
- D. Have a watch with a second hand, a pocket notebook, a pen with black or blue ink, bandage scissors, and other articles that you need constantly in the performance of your duties. I-phone watches are not allowed.
- E. Wear your uniform with pride and dignity. Be proud of it and set an example to others by being immaculately groomed and dressed.
- F. Do not wear stockings or socks with runs or holes in them.
- G. Do not wear jewelry other than wedding band and watch. Leave any diamond or other rings at home because of the risk of scratching the patient with the diamond or losing it in slippery bath water while bathing the patient.
- H. Do not wear earrings, other than in the case of pierced ears, **and then only one pair small stud-type** earrings are permitted. **NO gauge, hoop, or dangle earrings** are permitted.

I. Do not appear in public places in uniform.

J. A plain white cap will be worn. Upon graduation, the stripe on the cap and pin will be awarded.

K. All tattoos and gauges must be covered.

14. Textbooks/Workbooks:

A. Textbooks will be issued according to the curriculum plan. Once issued they become the property of the individual student. **If the student loses his/her textbook, he/she is financially responsible for replacement and no photo copies will be made.** If a student withdraws or is dismissed, he/she may only keep textbooks issued to that date.

B. Workbooks are the property of the school and must be returned as directed by the instructor or when completed.

15. Employment:

Students are advised not to maintain or seek employment during the school year. The Center of Nursing expects students to attempt employment especially if applying for emergency funds.

16. Marriage:

The marital status of the student is of no concern to the Randolph Technical Center School of Practical Nursing.

17. Pregnancy:

The Randolph Technical School of Practical Nursing permits a student to continue in the program while awaiting the birth of her child. This is in accordance with the Pregnancy Disability Amendment of Title VII Rights Act. The student must have written approval of her physician to continue in the program. Students are advised that the nature and exposure to a variety of illnesses in the clinical experience included in practical nursing could pose a potential threat to an unborn baby. Students who become pregnant just prior to or during the school year may, therefore, wish to withdraw from the program and return the following year in accordance with the re-admission policy. Should a student who is pregnant choose to continue in the program, the student is required to:

1. Notify the Coordinator immediately when pregnancy is suspected.
2. Sign a waiver releasing the school and its cooperating agencies from liability should activities relating to the educational program be detrimental to her or the unborn child.
3. Provide a statement from her physician authorizing continuation in the program following **each** prenatal visit.

4. During pregnancy and if delivery occurs during the school year, the absenteeism policy of the school shall apply.

PREGNANCY FORM

I have been counseled by a faculty member regarding the pregnancy policy of the Randolph Technical School of Practical Nursing. I understand that I must have written approval from my physician after each prenatal visit in order to continue in the program. At any time during my pregnancy if my doctor advises me to discontinue the nursing program, I will notify my instructors immediately and present the coordinator with a written explanation from my physician. I further understand the Practical Nursing Program does NOT have “light duty,” and I am expected to complete all assignments as outlined in the curriculum.

I assume all responsibilities for any risk involved in continuing in the program and release the Randolph Technical Center School of Practical Nursing, Randolph County Schools, its associates, and cooperating agencies from any liability related to my pregnancy. I understand that if I deliver the baby during the school year, I may need to complete the program at a later date as the absence policy would apply. At that time, I would be eligible to reapply to the program under the guidelines of the ‘RE-ADMISSION POLICY’.

Student’s Signature

Date

Coordinator’s Signature

Date

DEV. 2/05
 REV. 2/15
 REV. 2/16
 REV. 2/17
 REV. 2/18
 RES. 2/19
 REV. 2/20

18. Illness or Injury of Students:

Students shall be responsible for their own medical care if they become ill during the school year. It is recommended that each student carry medical/hospital insurance. Students are required to have up to date immunizations before entering the program. The school is not responsible for any illness or injury contracted by the student while performing school or clinical assignments. If a student becomes ill when in a clinical area, he/she may be seen by a house physician in the emergency room. The student is responsible for any fees charged for this service. **If more than 2 days are missed because of illness or infectious disease, the student must present a physician's statement documenting that the student is no longer contagious. This must be presented before re-admission to class or clinical.**

19. Library:

The school maintains a library for the students' use throughout the year. The library contains books, medical dictionaries, magazines, and audiovisuals pertinent to nursing. All but the audiovisuals and dictionaries may be borrowed by students **for a period of up to two weeks**. The program secretary is assigned to assist with the maintenance and operation of the library.

20. Student Awards/Recognition:

Membership in the DAR Scholarships, perfect attendance, highest academic average, and student of the year are acknowledged at graduation. Selection is based on a variety of criteria specific to the type of award. **However, it is important to note that many of the above awards have attendance and GPA requirements.**

21. Student Government:

Each year the students will elect the following class officers: President, Vice-President, Secretary, Treasurer, Reporter/Historian and Parliamentarian.

22. Professional Organizations:

All students will participate in HOSA membership each year.

23. Fire Drill:

Fire drills are held several times per year. All students are to rise immediately and silently exit single file through the nearest exit. Move quickly and do not run. Students are to remain outside the building at a safe distance until an all clear bell rings. If students are on break, they are to go out the nearest exit and walk at a safe distance around the building to their designated class meeting spot.

24. Transportation:

Each student is responsible for his or her transportation to the school or clinical areas. Students parking at the school and in all clinical areas shall have a school tag displayed from the rearview mirror to prevent towing. It is the responsibility of the student to display the tag. The school will not be responsible for any vehicle towed.

25. Telephone:

The telephone is a business telephone and is **not intended for student use**. **Use of the telephone in the classroom is strictly prohibited**. Telephone calls to students are discouraged. If an emergency arises and family must contact a student, the family is asked to call the floor of the clinical agency or school and state it is an emergency. Cellular telephones cannot be used in a clinical agency as it will interfere with the operation of some equipment. **Cell phone and/or pagers are not to be turned on during class time. I-phone watches are not permitted in classroom, lab, or clinical areas.**

26. Meals:

When on clinical assignment in the hospital, those food service areas available to employees and/or visitors will be accessible to students. When on assignment in mental health and geriatric facilities, etc., the student may bring his/her lunch or eat in public facilities that are available within the lunch period scheduled. **Note:** The student's name and date must be clearly marked on the lunch bag if it is to be stored in a facility refrigerator. Eating is to be done only in designated food service areas of the facility where you are located.

27. Personal Habits (Use of cigarettes, alcohol, drugs and chewing gum):

A. Smoking- State regulations specify that smoking is not to be permitted on school property at any time. Therefore, students of the Randolph Technical Center School of Practical Nursing will not be permitted to smoke while on school grounds. Smoking during class or clinical time is permitted only during designated breaks. Students may smoke **in their vehicles** during their lunch breaks as designated at clinical sites and off school property on their lunch breaks on class days. Students who violate this policy will be placed on probation for the first offense and will be immediately dismissed if the action occurs again. E-cigarettes are also prohibited on school grounds. (See E-cigarette policy).

B. Chewing gum – Gum is prohibited while in clinical. Gum is acceptable in the classroom **ONLY** if it is quiet. If a student pops gum they will be instructed to remove it.

C. Alcohol/Drugs- Do not drink alcoholic beverages while in uniform, nor bring disgrace on your uniform or the vocation you are a part of by wearing the uniform in places of questionable reputation. The use of alcohol habitually, or the impression of having used it before coming to class or duty will be valid grounds for dismissal from the program. The same applies to drug use. 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.

Random drug/alcohol screening shall be performed at the expense of the Randolph Technical Center School of Practical Nursing if reasonable cause exists. Upon request of the nursing faculty or administration of the practical nursing program, 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. **Testing 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 narcotizing 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 that 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 nonprescription substance which may contain alcohol, cause drowsiness, or in any way impair the ability to perform nursing function shall inform the coordinator or her designee in writing on the 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 terms. Also note, if selected for drug testing, it is the student's responsibility to inform the lab technician of every medication he/she is taking; this includes prescription and nonprescription medications.

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

28. Counseling:

A student may request faculty counseling for school or clinical related problems. Faculty members are not qualified to act as counselors for personal problems; however, faculty will refer students for counseling upon request.

TRANSFER POLICY/ADVANCE STANDING POLICY:

Persons interested in transferring into the program must submit the following to the program coordinator. An individual who desires advanced standing will be considered if space permits, and the following criteria are met.

- A. Successfully completed the foundations courses during the previous year.
- B. Written request for transfer;
- C. Current application form and fees;
- D. Results of pre-entrance examinations, which have been taken within the last one year;
- E. High school transcript or recognized equivalent;
- F. Official transcript of all previous academic and clinical work from the last nursing school and/or institutions attended (only a "C" or above grade will be accepted);
- G. Record of attendance from previous program.
- H. Submit course descriptions for each course;
- I. Submit current (within the past year) medical forms and proof of required immunizations.
- J. Letter of recommendation from last school attended, or written reason for withdrawal and desire to be readmitted with advance standing

- K. Appear for an interview.
- L. Complete written and skills evaluations as requested by the coordinator.
- M. Complete criminal background checks as outlined in admission policy.
- N. Enrollment must be at the beginning of a quarter.

Transfer students will only be considered if openings exist. Students who are dismissed from other programs for disciplinary reasons will not be considered. If more than a year has elapsed since a student withdrew from another program, he or she will not be considered (as a transfer student).

*Transfers will not be considered **after** the beginning of the 3rd quarter. (To be a graduate of this program, the student must complete at least the second half of the program at our school.)

Acceptance of transfer students and evaluation of credits with a plan of completion shall be at the discretion of the coordinator and must meet the requirements of the State Board (Section 9.13 of Manual of Recommendations and requirements). Students who transfer into the program must agree to adhere to the attendance and all other program policies.

Tuition will be based on the number of months left in the program and the total tuition fee for the entire year. These fees could exceed an amount more than a prorated ratio.

GRADUATION REQUIREMENTS:

In order to graduate, the student must have:

1. Satisfactory completion of curriculum.
2. Maintained at least a "C" average in all theory, and "S" (satisfactory) grade in all clinical work.
3. Satisfactorily met all required clinical objectives.
4. Paid all fees including club dues.
5. Returned all library books, dictionaries, name tags, parking permits, and other school property.
6. Must complete and submit all required documents to take the WV NCLEX exam. The board suggests that total instructional hours to be 1,300 (Clinical & Classroom).
7. Must complete one hundred (100) hours of community service.

LICENSURE BY EXAMINATION:

Nursing graduates must pass the national licensure examination prior to licensure.

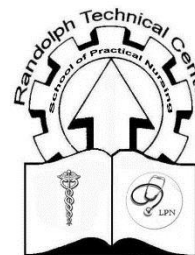
- Create an account using the Nurse Portal at West Virginia State Board of Examiners for Licensed Practical Nurses to complete the application for licensure by examination.
- Submit the application fee of \$75, plus \$10 if requesting a temporary permit. Payment must be made with credit card.
- Transcripts will be sent from the school to the State Board of Examiners for Licensed Practical Nurses.
- Provide a copy of the final disposition and written explanation if you answer "yes" to the criminal history questions, or a copy of the disciplinary action and a written explanation if you answer "yes" to the disciplinary action questions.
- Register for the NCLEX-PN with Pearson Vie.
- Request special accommodations for the NCLEX if you qualify under the Disability Act.

TRANSCRIPT INFORMATION:

After graduation if you request a transcript, please use the, 'Transcript Request Form'. **The fee is \$5.00 per transcript.** The form and the fee must be sent to the PN office before the transcript will be released. (see next page)



Randolph Technical Center
School of Practical Nursing
200 Kennedy Drive
Elkins, WV 26241
Phone: (304) 636-9195 Ext 115
Fax: (304) 636-9169



Transcript Request Form
(Mail this completed form to the Nursing Program Secretary)

Please Print or type:

Last Name at time of graduation: _____

First Name and Middle Initial: _____

Year of Graduation: _____

Phone Number: _____

Date of Birth: _____

Please send an official copy of my transcript to the following facility/college:
(all information must be completed)

Name of Facility/College: _____

Address: _____

Street

City State Zip

Signature: _____ Date: _____

Cost \$5.00 per transcript

<p>For Office Use Only:</p> <p>Date received: _____</p> <p>Date issued: _____</p>

Randolph Technical Center School of Practical Nursing
Course Descriptions

Fundamentals of Nursing I: This course introduces the fundamental principles, basic skills, and attitudes necessary to care for clients. Students learn the technical procedures indirect patient care. The student is taught safety in the clinical setting with patient procedures. Planned clinical experience with adequate supervision are provided. It is the foundation of nursing education. Students apply knowledge of skills and related principles in administration of treatments and procedures encountered in the health care setting within the scope of practical nursing.

Fundamentals Laboratory experiences include vital signs, hand washing, environmental safety, making occupied and unoccupied beds, hygienic care, range of motion, body mechanics, patient transfer, positioning and ambulation, binders, bandaging, gloving, sterile dressing and sterile technique, measures to promote elimination from large intestines, measures to promote elimination from urinary bladder, administration of oral medications, administration of medication by injection.

Geriatrics I: Theory is incorporated into Fundamentals curriculum. The course begins with an overview of the aging and age related disorders. This course is designed to help the student develop an understanding of the geriatric client.

Anatomy and Physiology: This course is designed to provide the student with the knowledge of the normal function and structure of the body, cells, tissues, organs, and system which includes the interrelationship of the body.

Fundamentals II: This course involves the principles, skills, and attitudes necessary for clients who are experiencing alterations of health throughout the lifespan. This course will prepare the student to perform more concentrated skills. Emphasis on nursing process as students apply principles of physical, biological, and social sciences as well as apply knowledge of skills and related principles in administration of treatment and procedures.

Personal Vocational Relationships: This course is designed to acquaint the learner with factors which influence the health of the individual and to stress the concepts of positive health and prevention of disease. The course also identifies the role of LPN in relationship to other members of health care team and includes nursing history, professional ethics, and interpersonal relations in today's health care setting. Nursing leadership concepts are introduced.

Mental Health: This course prepares students to care for clients with mental health disorders. Topics include neuroses, psychoses, personality disorders, addictive disorders, suicide, and violence. The course emphasizes the nursing care of the mentally ill, interventions, and treatments and psychopharmacology.

Maternal/Child Health: This course prepares students to care for pregnant women from conception to delivery and to care for the child from birth through adolescence. Topics include anatomy and physiology of the reproductive system, conception, fetal development, labor and delivery, post-partum care, and family planning. The developmental milestones and normal care of each age group is studied. The course included growth and developmental patterns as well as care of the well and sick child. Emphasis shall be placed on nurse awareness of the physical, nutritional, mental, emotional and social needs of mothers, and upon assisting them to care for their infants. Throughout the course content, the

dignity of the individual, appropriate communication skills, pharmacological aspects of maternal-child care and the significant ethical and legal responsibilities are integrated. Practical application of knowledge is provided by learning opportunities in the acute care setting and other practice settings that complement obstetrical nursing. The student will demonstrate acquired knowledge when caring for the mother, newborn and child in institutional and community based settings.

Geriatrics II: This course addresses current issues relevant to the nursing care of the aging population. Economic, social and ethical issues and expected age related conditions affecting the aging population are explored. The course prepares the student to care for client's experiencing common, well-defined health/illness needs. The focus is on use of the nursing process and critical thinking in settings where stable patients are anticipated. Recognition and emergent treatment of rapidly changing patient physical conditions will be introduced. The clinical component provides the opportunity for the student to apply these principles while meeting health promotion, maintenance and restoration needs.

Nutrition: Basic principles of nutrition are introduced to enable the student to assess and utilize nutrition information in making healthful personal choices and in working as a health professional with individuals of all ages in health care settings.

The fundamentals of nutrition and nutritional needs throughout the life span will be addressed. The appropriate use of diet therapy in restoring and maintaining health will also be covered. Emphasis is placed on holistic client care with nutrition as an integral component important to maintaining health and affecting the recovery process.

Medical-Surgical Nursing: Common diseases and disorders of body systems including diagnostic tests, treatment and principles of nursing care as it applies to practical nursing are included in this course. Focus is on simple to moderately complex deviations that will expand the students' responsibilities for healthcare of the adult client. Stresses clinical and theoretical application of nursing techniques as applied to various medical disorders and surgical procedures. Basic disease to complex classifications, manifestations and nursing interventions are systematically outlined. This course will build upon concepts from previous areas of instruction. The student will be able to apply scientific principles of nursing to clients' care including pharmacology and nutritional needs. Clinical time is expanded to include medications, procedures, and treatments of the medical/surgical client. IV therapy skills, including venipuncture and central line care, are developed through clinical and laboratory practice.

Pharmacology: The course reviews general principles, theories, and facts about drugs and their administration. Principles of action, uses, side effects, and client education are discussed to facilitate the student's learning in the clinical environment. Information is presented by integrating pharmacology into the nursing process. Specific drug information is discussed in relation to assessment, nursing diagnosis, client monitoring, interventions, client education and evaluation of safe and effective drug therapy. Major areas covered include the scope of practice of the LPN when administering drugs; rationale for specific nursing care in relation to drug groups; observations related to desired drug effects, side effects, and toxic effects; communication between the LPN and other members of the health care team; nurse-client interactions; and documentation of drug administration.

Dosage Calculations: This course offers a simplified approach to calculation and administration of drug dosages, including theoretical and mathematical concepts related to the administration of medications. This course is designed to meet the needs of the student to assure safe administration of medications. A working knowledge of dosage calculations is necessary within any given medication administration system. This course will assist the student to calculate dosages accurately. A step-by-step

approach to dosage calculations of medications including: oral, intravenous, for all age groups, and various routes. This course is taught with Pharmacology and Medical-Surgical Nursing.

Medical Terminology: This course is designed to introduce the student to medical terminology by combining forms, prefixes, suffixes, general terms related to the practice of nursing, and commonly used medical abbreviations

Courses will be taught by the following instructors, unless otherwise stated in the course syllabus:

- Mrs. Edna Croston –
 1. Licensed Practical Nurse – Davis & Elkins College - 1983
 2. Associate Degree – Davis & Elkins College – 1988
 3. Bachelor of Science – WV Institute of Technology – 2004
 4. MSN-HA – University of Phoenix

- Mrs. Victoria Klinger –
 1. Licensed Practical Nurse – Fred W. Eberle School of Practical Nursing – 1999
 2. Associate Degree (ADN) – Davis & Elkins College – 2004
 3. Bachelor of Science (BSN) – Lees McRae College – 2017
 4. Masters of Science (MS-CTE) – Marshall University – (enrolled)

DEV. 9/04
REV. 2/15
REV. 2/16
REV. 2/17
REV. 2/18
REV. 2/19
REV. 2/20

APPENDIX

- A. Contract and Release of Information
- B. Handbook, Lost /Stolen Item & State License Agreements
- C. Statement of Confidentiality
- D. Grievance Procedure & Forms
- E. Network and Internet Acceptable Use Policy
- F. Scholarships
- G. All Randolph County policies regarding students will apply to the LPN students
- H. Student Fund-Raising Policy and Form
- I. No Lift Policy
- J. Teacher-Student Conference Form
- K. Uniform Checklist
- L. School Policies
- M. Organizational Chart

**RANDOLPH TECHNICAL CENTER
SCHOOL OF PRACTICAL NURSING**

CONTRACT AND RELEASE OF INFORMATION

CONTRACT:

I, _____, entered the Randolph Technical Center School of Practical Nursing on _____. I received a copy of the practical nursing student handbook, and was given at least twenty-four hours in which to read its contents and clarify any questions that I had. Therefore, I now attest that I have read the total contents of the practical nursing student handbook, understand the stipulations, requirements and content thereof, and agree to adhere to all rules, regulations, and policies set forth therein. I understand that I can be dismissed from the practical nursing program for failing to meet academic, clinical, behavioral, attendance, or financial requirements. I also understand and agree to demonstrate behaviors consistent with the ethical and legal standards required by the program and the reputation established by the school in the community. I will provide information to the school of any physical limitations or injuries which would impact on completing the academic and/or clinical requirements of the program. I will submit to a drug screen if deemed necessary by the faculty. I release the testing agency/lab from responsibility for the actions taken by the school due to the results that are obtained. I will schedule an exit interview with the coordinator, director or other designee should I find it necessary to withdraw from the program. I will provide written documentation of my withdrawal. During the school year, if I am arrested, I will provide the program coordinator with written documentation of any action taken.

Date

Student Signature

Date

Coordinator/Faculty Signature

RELEASE OF INFORMATION:

I, _____, hereby authorize the Randolph Technical Center to release any information concerning my academic, clinical performance, injuries, and behavior while a student in said program to any prospective employer, insurance or governmental agency, institution or state board of nursing.

Date

Student Signature

DEV. 9/92
REV. 2/15
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REV. 2/18
REV. 2/19
REV. 2/20

HANDBOOK AGREEMENT



This is to confirm that a copy of the Randolph Technical Center School of Practical Nursing discipline policy has been explained to me by the instructor and I have reviewed and agree to abide by the rules contained therein.

Date

Student's Signature

DEV. 9/04
REV. 2/15
REV. 2/16
REV. 2/17
REV. 2/18
REV. 2/19
REV. 2/20



LOST OR STOLEN AGREEMENT

I, _____, agree to pay for the following items if they are lost or stolen.

Car Parking Permit:	\$15.00	
Taber's Dictionary	\$40.00	(maybe higher if it is provided by a clinical site)
Clinical Name Badge	\$15.00	
Student Curriculum Disc	\$25.00	
Handbook	\$30.00	
LPN Notes	\$40.00	
Dosage Calculation Disc	\$15.00	

Textbooks and equipment will be based on current market price.

Date

Student's Signature

DEV. 9/04
 REV. 2/15
 REV. 2/16
 REV. 2/17
 REV. 2/18
 REV. 2/19
 REV. 2/20



STATE LICENSURE AGREEMENT

I, _____, agree to take my Practical Nurse state licensure exam within 60 days of graduation or I will forfeit any recommendations and release of my records.

Date

Student's Signature

DEV. 9/04
REV. 2/15
REV. 2/16
REV. 2/17
REV. 2/18
REV. 2/19
RES. 2/20

RANODLPH TECHNICAL CENTER
 SCHOOL OF PRACTICAL NURSING
 200 Kennedy Drive
 Elkins, WV 26241
 (304)636-9195 Fax: (304)636-9169



STATEMENT OF CONFIDENTIALITY

Patient confidentiality is to be strictly maintained during the student=s observation rotation at any facility (clinics, hospitals, physician’s office). Any discussion about patient’s identities, diagnosis, and/or treatments with friends, family or social network outside of the observation facility is prohibited. Violation of this policy may subject the individual to legal and/or disciplinary actions (immediate termination from the Randolph Technical Center School of Practical Nursing).

I, _____ have reviewed and understand that the above statements are policies for any observational rotation and I will follow the instructions without exception. I also understand that violation of these policies may result in discontinuance of my relationship with any observation site, termination from the Randolph Technical Center School of Practical Nursing, and/or legal action.

Signature: _____ Date: _____

Witness Signature: _____ Date: _____

School/Institution: Randolph Technical Center School of Practical Nursing

This signed statement will be maintained in the student’s permanent file. Signing this statement signifies that you understand its contents and will comply with these standards throughout your observation rotation.

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GRIEVANCE

PROCEDURE

&

FORMS

TITLE 126
PROCEDURAL RULE
BOARD OF EDUCATION
SERIES 188
APPEALS PROCEDURE FOR CITIZENS (7211)

§126-188-1. General.

1.1. Scope -- The purpose of this appeals procedure is to provide a way for citizens to work with county boards of education and administrative officials in seeking solutions to problems when there appears to be a failure to provide elements of a high quality education that resources permit the school district to provide or for violation of any other legal duty. Both the schools and the citizenry of the community are better served when a sincere effort is made to find constructive solutions to problems that may arise. It is the intent of this procedure to provide a simple, straightforward, and easily understood method for solving problems at the lowest possible administrative level, as fairly and as quickly as possible. However, the procedures set forth in the document are not deemed to be a pre-condition to seeking relief in some other forum.

1.2. Authority -- W. Va. Code §18-2-5

1.3. Filing Date -- September 8, 1987

1.4. Effective Date -- October 9, 1987

1.5. Repeal of former rule -- None -This rule contains amendments in two sections which add procedures for public notice of this policy and change the hearing officer's authority at level IV.

§126-188-2. Definitions.

2.1. Appeal -- An "appeal" is a claim by one or more citizens of a violation of state law or the policies, rules and regulations of the West Virginia Board of Education. The written appeal will identify the specific state law or state board policy, rule or regulation which is claimed to be violated, and shall include as much information as possible to describe the alleged violation. Copies of the policies, rules and regulations of the West Virginia Board of Education are to be available for public review at each county board of education office.

The term "appeal" shall not apply to any situation where the county board of education is without authority to act or where the method of appeal is specifically established by law, such as appeals regarding the placement of exceptional children. Additionally, the term "appeal" shall not apply when a citizen has a personal complaint about a school employee. Each county board of education shall establish its own specific procedures to handle complaints about school employees and for other citizens' complaints which are not governed by this policy.

2.2. Days -- "Days" shall mean the days the business office of the county board of education is open. Such offices are generally closed on Saturdays, Sundays, and official holidays. Concerns related to a single school only should be brought to the attention of the school principal during the school term.

2.3. State Law -- State law shall mean the constitutional principles, statutory provision, judicial law, and administrative law of the State of West Virginia.

§126-188-3. Procedure.

3.1. Distribution of Appeals Procedure -- Copies of this appeals procedure will be readily accessible to citizens at the office of the state superintendent of schools, the office of each county board of education, and at each public school.

The principal at each public school will inform the parents annually at the beginning of the instructional term of this policy and its contents.

3.2. Appeal Forms -- The state superintendent of schools shall prepare and distribute appropriate forms for each appeal level. Such forms shall be available at the office of the state superintendent of schools, the office of each county board of education, and at each public school.

3.3. Filing of Appeals -- The citizen making the written appeal shall provide as much information as possible at the time the appeal is filed; however, additional supportive information may be presented at any level. Once an appeal has been filed, the claim itself may not be altered greatly in content or wording. If such changes are necessary, a new appeal should be filed.

3.4. Time Limits -- Since it is important that an appeal be processed as rapidly as possible, the number of days indicated at each level shall be considered the maximum. A time limit may, however, be extended by mutual agreement.

3.5. Meetings, Private/Public -- All meetings and hearings shall be conducted in private, except that hearings before the county board of education or the state superintendent of schools or his/her designee may be open at the request of either party. If during an open hearing, the hearing officer(s) at the county or state level feels that either party is discussing matters of a personal nature, the hearing may then be closed for the period of time that such personal matters are being discussed.

3.6. Representation -- The person or persons filing the appeal may have the assistance of as many as three representatives at conferences and meetings held at Levels I and II. Likewise, the administration at Levels I and II may be represented by no more than three persons. At Levels III and IV, any number of representatives may be present. If either party is to be represented by legal counsel, sufficient advance notice must be given the other party.

3.7. Written Decisions -- Except at the informal level, all decisions rendered shall be in writing, setting forth the decision and the reasons therefor. The decision shall be transmitted promptly to all parties.

§126-188-4. Processing of Appeals.

As the primary goal of the appeals procedure is to establish better communications between school officials and citizens, it is important for parents and citizens to discuss their problems with the proper school administrator, usually the school principal or the supervisor/director at the county

office. Accordingly, citizens will first informally discuss their concerns with the proper administrator prior to filing a formal appeal under this procedure. If the matter cannot be resolved informally, the administrator shall provide the citizen with the proper appeal form.

4.1. Level I -- In the event that the concern is not resolved informally, a formal, written appeal may be filed with the principal or school administrator by the citizen or by a group of citizens in behalf of themselves and all other so affected. The appeal shall be on the prescribed form and will be signed by all persons filing the appeal.

Should the principal or other administrator be without authority to act on the appeal, it may be filed directly with the county superintendent of schools. If, however, the county superintendent feels that the appeal can be resolved at Level I, it will immediately be referred to the proper administrator.

A written decision by the Level I administrator shall be made within ten (10) days after receipt of the appeal. Should either party request a conference at this level, the Level I administrator will have five (5) additional days to provide the written decision. When the decision is not in favor of the citizen(s), a copy of the Level II appeal form shall be included with the decision.

4.2. Level II -Within fifteen (15) days after receiving the decision of the Level I administrator the aggrieved citizen(s) may appeal the decision in writing on the prescribed form to the county superintendent of schools. The superintendent or his/her designee shall, within ten (10) days, have a conference with the citizen(s) in an attempt to resolve the appeal. The superintendent or his/her designee shall issue a written decision within ten (10) days following this conference. When the decision is not in favor of the citizen(s), a copy of the Level III appeal form shall be included with the decision.

4.3. Level III -- Within fifteen (15) days of receiving the decision of the county superintendent, the aggrieved citizen(s) may appeal the decision in writing on the prescribed form to the county board of education. The appeal shall be transmitted to the county superintendent who shall, within three days, provide a copy to each member of the county board of education. Copies of all prior decisions and all other written materials related to the grievance also will be provided board members.

A hearing on the appeal shall be held by the county board of education if requested by the aggrieved citizen(s) when filing the Level III appeal or if the board itself determines that a hearing should be held.

For an appeals hearing held before a county board of education, the usual and customary procedures for administrative hearing will prevail, including proper notice of the hearing, the opportunity to be represented by counsel, the opportunity to present evidence and testimony, the opportunity to call witnesses and the opportunity to cross-examine adverse witnesses. A court reporter may be provided by either party.

When a hearing is held, the decision of the county board of education will be by majority vote of those members participating in the hearing and shall rest solely upon the evidence properly presented at the hearing.

A decision shall be rendered by the county board of education within twenty-five (25) days following receipt of the Level III appeal. The board may affirm, modify, or reverse the Level II decision and require such remedial action as it deems necessary. When the decision is not in favor of the citizen(s), a copy of the Level IV appeal form shall be included with the decision.

4.4. Level IV -- If the aggrieved citizen(s) is not satisfied with the decision of the county board of education, the decision may be appealed to the state superintendent of schools. The appeal shall be submitted within thirty (30) days of receiving the decision of the county board of education. A copy of the Level IV appeal and any supporting documents shall, at the same time, be transmitted to the county superintendent of schools.

At the request of either party, a hearing shall be conducted by an impartial review officer appointed by the state superintendent.

Both the citizen(s) and representatives of the county board of education shall be permitted to appear before the impartial review officer. The hearing shall be conducted in accordance with the usual and customary rules governing administrative hearings and shall be held at a place designated by the impartial review officer. Upon agreement of the parties, the impartial review officer may visit the county to secure additional facts and information related to the appeal.

The decision of the impartial review officer shall be issued within thirty (30) days of receipt of the appeal and shall be final unless altered or set aside by a court of competent jurisdiction. The decision of the impartial review officer may be appealed to the appropriate court or review may be sought by original proceeding.

4.5. Level V – If the aggrieved citizen(s) is not satisfied with the decision of the State Superintendent of Schools, the decision may be appealed to the council on Occupational Education (COE). COE's contact information is as follows:

Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, Georgia 30350
(800) 917-2081 or (770) 396-3898



DEV. 1/99
REV. 2/15
REV. 2/16
RES. 2/17
RES. 2/18
RES. 2/19
REV. 2/20

7540.03 - STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The Board of Education is pleased to provide Internet services to its students. The County's Internet system has a limited educational purpose. The County's Internet system has not been established as a public access service or a public forum. The Board has the right to place restrictions on its use to assure that use of the County's Internet system is in accord with its limited educational purpose. Student use of the County's computers, network and Internet services ("Network") will be governed by this policy and the related administrative guidelines, the Student Code of Conduct, and West Virginia Board of Education (WVBE) policies 2460 and 4373. The use of the Internet as part of an educational program is a privilege, not a right, and inappropriate or unauthorized use of safety violations may result in revocation or suspension of that privilege. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the network. Users have no right or expectation to privacy when using the network (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network).

The Board encourages students to use the Internet to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work in the 21st Century.

The use of the electronic resources, technologies, and the Internet must be in support of education and consistent with the educational objectives and priorities of the West Virginia Board of Education (WVBE). Use of other networks or computing resources must comply with the rules appropriate for that network and copyright compliance. Users must also be in compliance with the rules and regulations of the network provider(s) serving the County and its schools.

The Internet is a global information and communication network that provides an incredible opportunity to bring previously unimaginable education and information resources to our students. The Internet connects computers and users in the County with computers and users worldwide. Through the Internet, students and staff can access up-to-date, highly relevant information that will enhance their learning and the education process. Further, the Internet provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

First, and foremost, the Board may not be able to technologically limit access to services through the Board's Internet connection to only those that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials prior to student use to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, will open classrooms and students to electronic information resources which have not been screened by educators for use by students of various ages.

The West Virginia Department of Education (WVDE), approved service provider, and other State agencies operate the statewide infrastructure to provide Internet access for all Pre-K-12 public schools. Pursuant to Federal law, the State has implemented technology protection measures, which protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. Filtering will be installed at the State level at the two (2) points of presence (POPs) for Internet access. This will provide filtering for all public schools in a cost effective manner and with efficient management and enable County/schools to meet the Children's Internet Protection Act (CIPA) and E-Rate guideline requirements for filtering.

The Board shall add other electronic filters at the local level.

With approval of the Board, schools may add other electronic filters at the local level.

The Board will use technical protection measures to guard against (i.e., filter or block) access to obscene visual displays/depictions, child pornography, and other materials that are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board and/or the Superintendent, the Technology Protection Measures may be configured to protect against access to other material considered inappropriate for students to access. The Technology Protection Measures may not be intentionally disabled at any time when students may be using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or Director of Technology may temporarily or permanently unblock access to sites containing appropriate material, if access to such sites has been inappropriately blocked. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended educational use of the material.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable, or controversial. Parents assume risks by consenting to allow their child to participate in the use of the Internet. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the Internet.

Pursuant to Federal Law, students shall receive education about:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- B. the dangers inherent with the online disclosure of personally identifiable information;
- C. about the consequences of unauthorized access (e.g., "hacking") cyberbullying and other unlawful or inappropriate activities by students online; and
- D. unauthorized disclosure, use, and dissemination of personal information regarding minors.

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions, or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Transmission of any material in violation of any U.S. or State law or regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening, abusive, or obscene materials, or material protected by trade secrets. Use for commercial activities by for-profit institutions is generally not acceptable. Use for product advertisement or political lobbying is also prohibited. Illegal activities and privacy and safety violations of the Children's Online Privacy Protection Act (COPPA) and the Children's Internet Protection Act (CIPA) are strictly prohibited.

Students and staff members are responsible for good behavior on the Board's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply, including the Student Code of Conduct. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers, and their guardians, assume personal responsibility and liability, possibly both civil and

criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines. All student use of Internet-related applications must be authorized by the educator.

The WVDE reserves the right to monitor, inspect, investigate, copy, review, and store, without prior notice, information about the content and usage of any network and system files, user files, disk space utilization, applications, bandwidth utilization, document files, folders, electronic communications, e-mail, Internet access, and any and all information transmitted or received in connection with networks, e-mail use, and web-based tools.

Students shall not access social media for personal use from the Board's network, but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

Based upon the acceptable use and safety guidelines outlined in WVBE policy 2460, the State Superintendent, the WVDE and the WVNET system administrators will determine what appropriate use is, and their decision is final. Also, the system administrator and/or local teachers may deny user access at any time.

Downloading, copying, duplicating, and distributing software, music, sound files, movies, images, or other copyrighted materials without the specific written permission of the copyright owner is generally prohibited. However, the duplication and distribution of materials for educational purposes are permitted if and when such duplication and distribution fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, United States Code <http://copyright.gov/title17>) and content is cited appropriately.

The Board designates the Superintendent and Director of Technology as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of the Network.

State Board policy 2460 – Safety and Acceptable Use of the Internet by Students and Educators

H.R. 4577, P.L. 106-554, Children's Internet Protection Act of 2000

47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)

20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended

18 U.S.C. 1460

18 U.S.C. 2246

18 U.S.C. 2256

20 U.S.C. 6777, 9134 (2003)

76 F.R. 56295, 56303

Revised 8/15/11

Revised 6/18/12

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ACCEPTABLE USE POLICY AGREEMENT

School / Location: _____

STUDENTS:

As a user of the Randolph County Schools computer network, I have read (or it has been explained to me) and agree to comply with the Acceptable Use Policy (AUP) Agreement. Should I commit any violation, my access privileges may be temporarily or permanently revoked and disciplinary action may be taken, up to and including suspension/expulsion. I understand that commission of any crime via Internet falls under State and Federal authority.

Student Signature _____

Date _____

School _____

Grade _____

PARENTS/GUARDIANS OF MINORS:

As a parent or legal guardian of the above signed student, I have read this Acceptable Use Policy. I grant permission for him/her to access networked computer services such as electronic mail (E-mail) and the Internet for educational purposes. I understand that he/she is expected to use good judgment and, to follow rules, policies, and classroom guidelines in making contact on school telecommunication networks (e.g. the Internet). I understand that Randolph County Schools and the West Virginia Department of Education have taken precautions to minimize objectionable material. However, I recognize it is impossible to restrict access to all controversial materials. When using the Internet, I realize that students might read material, including e-mail, that is controversial or offensive. If a violation of this policy occurs, the offending student will be subject to school discipline policy, and if actual laws were broken, possible criminal penalties. I give my permission to access Internet and apply/obtain at no cost a West Virginia Department of Education E-mail account for my child. I voluntarily agree to release, hold harmless, defend, and indemnify, the Randolph County Schools, its officers, board members,

PERMISSION FORM FOR WORLD WIDE WEB PUBLISHING OF STUDENT WORK

I understand that my child's work or writing may be published on the district's web page at <http://boe.rand.k12.wv.us>. I further understand that no last name, home address or home telephone number will appear with such work. I grant permission for World Wide Web publishing. I may withdraw permission in writing at any time.

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

PERMISSION FORM FOR WORLD WIDE WEB PUBLISHING OF STUDENT PHOTOGRAPH

I understand that my child's photograph may be published on the district's web page at <http://boe.rand.k12.wv.us>. I further understand that no last name, home address or home telephone number will appear with such work. I grant permission for the World Wide Web publishing. I may withdraw permission in writing at any time.

Student Signature: _____

Date: _____

EMPLOYEES & STAFF

As a user of the Randolph County Schools computer network, I have read and agree to comply with the Acceptable Use Policy (AUP) Agreement. Should I commit any violation, my access privileges may be temporarily or permanently revoked and disciplinary action may be taken, up to and including suspension/termination. I understand that commission of any crime via Internet falls under State and Federal authority.

SCHOLARSHIPS

WV CENTER FOR NURSING SCHOLARSHIP

The West Virginia Center for Nursing is sponsoring a scholarship to deserving West Virginians currently in a Nursing program.

The criteria for being a recipient of this scholarship are as follows:

1. GPA -- 3.00 or higher
2. Attendance -- no more than 4 absences
3. Essay -- Explain what your contributions will be to the nursing profession upon graduation. (not to exceed 200 words)
4. Intention of seeking employment in West Virginia upon graduation
5. Must submit one letter of reference from a nursing instructor

The deadline will be announced.

5830 - STUDENT FUND-RAISING:

The Board of Education acknowledges that the solicitation of funds from students by students must be limited since compulsory attendance laws make the student a captive donor and since such solicitation may disrupt the program of the schools.

For purposes of this policy "student fund-raising" shall include student solicitation and collection of money for any purpose, from any persons, including collection of money in exchange for tickets, papers, or any other goods or services.

The Board will permit student fund-raising in school, on school property, or at any school-sponsored event only when the profit there from is to be used for school purposes or for an activity connected with the schools.

All proceeds from fund-raisers conducted by a school are to be receipted and deposited intact into one of the school's depository accounts.

Student fund-raising by approved school organizations may be permitted in school by the principal provided each school principal submits the school's annual fund raising plan to the Superintendent and for Board approval no later than July 1st for the upcoming school year and may be permitted under the subsequent approval of the Board.

All school support organizations must be approved, in advance, by the Board in order to conduct fund raising activities in the name of a county school. In addition, the organization must notify the school principal prior to each fund raising activity being held. A profit and loss statement shall be prepared for each fund raising activity conducted by a school support organization that shows gross proceeds, cost of goods sold and net proceeds.

These Superintendent's administrative guidelines should:

- A. specify the times and places in which funds may be collected;
- B. describe permitted methods of solicitation which do not place undue pressure on students;
- C. limit the kind and amount of advertising for solicitation;
- D. comply with all provisions of West Virginia Board of Education Policy 1224.1.

Advisors for approved school organizations shall not accept any form of compensation or gift from vendors that might influence their selection of a vendor that will provide a fund-raising activity or a product that will be sold as a fund-raiser. Furthermore, advisors for approved school organizations shall not accept any compensation or gifts from a vendor after a decision has been made regarding a fund-raising activity or a product that will be sold as a fund-raiser. In addition, advisors for approved school organizations who make the selection of a vendor that will provide a fund-raising activity or a product that will be sold as a fund-raiser shall not enter into a contractual arrangement whereby an advisor receives compensation in any form from the vendor that provides a fund-raising activity or a product that will be sold as a fund-raiser.

Such compensation includes, but is not limited to, cash, checks, stocks, or any other form of securities, and gifts such as televisions, microwave ovens, computers, discount certificates, travel vouchers, tickets, passes, and other such things of value. In the event that an advisor of an approved school organization receives such compensation, albeit unsolicited, from a vendor, the individual shall notify the Treasurer, in writing, that s/he received such compensation and shall thereafter properly transmit said compensation to the Treasurer at his/her earliest opportunity.

Additionally, no employee of the School District shall solicit a charitable gift from any person who is also a School District official or employee, and whose position is subordinate to the soliciting employee.

The Superintendent shall distribute this policy and the guidelines which implement it to each student organization granted permission to solicit funds.

WVDE Policy 1224.1

DEV. 1/11
 REV. 2/15
 REV. 2/16
 REV. 2/17
 REV. 2/18
 REV. 2/19
 REV. 2/20

**RANDOLPH TECHNICAL CENTER
SCHOOL OF PRACTICAL NURSING
PROGRAM**

NO LIFT POLICY

In an effort to assure the safety of students and patients/residents, the Randolph Technical School of Practical Nursing has adopted a strict **“NO LIFT POLICY”** that will be enforced at all times. No student shall be observed lifting, moving and/or transferring a non-weight bearing or partial weight bearing patient/resident without the use of a draw sheet or mechanical aid with staff in attendance. The student understands that failure to comply with this policy may result in injury to self and/or resident/patient. **The “NO LIFT POLICY”** therefore will be strictly enforced and failure to comply may result in termination from the Randolph Technical Center School of Practical Nursing.

The **NO LIFT POLICY** is as follows:

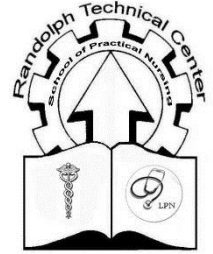
1. **Moving patients in bed:** All patients who are unable to independently move or turn in bed must be moved and/or turned with a draw/lift sheet and with adequate assistance using proper body mechanics. If an immobile patient does not have a lift sheet, one must be placed before care continues.
2. **Ambulating partial weight bearing patients:** A gait belt must be properly placed prior to ambulating any partial weight bearing patient even if it is only for a short distance. The patient may use other mobility aids, such as walker or cane; however, a 2 person assist with gait belt properly paced is always required when ambulating any partial weight bearing patient. A mechanical lift may also be ordered for partial weight bearing patients and requires instructor observation and a 2 person assist.
3. **NO PATIENT/RESIDENT SHOULD EVER BE GRABBED BY THE ARM OR UNDER THE AXILLA TO BE MOVED, LIFTED, TURNED, OR TRANSFERRED. THIS CAN CAUSE SERIOUS INJURY TO THE PATIENT/RESIDENT.**
4. **Non weight bearing patients/residents:** Non weight bearing patients/resident may only be moved or transferred with a mechanical lift. This requires a 2 person assist including staff member and instructor observation.

I understand and agree to comply with the Randolph Technical School of Practical Nursing **“NO LIFT POLICY”**. I further understand that I am required to comply with the policy at all times while participating in the Randolph Technical Center School of Practical Nursing clinical program.

Student Signature: _____

Date: _____

**RANDOLPH TECHNICAL CENTER
SCHOOL OF PRACTICAL NURSING**



Counseling Record

Name of Student: _____

Date of Conference: _____

Description of Concern:

Student Comments:

Outcome/Plan of Action:

Student's Signature

Date

Instructor's Signature

Date

DEV. 2/17
REV. 2/18
REV. 2/19
REV. 2/20



**RANDOLPH TECHNICAL CENTER
SCHOOL OF PRACTICAL NURSING**



UNIFORM CHECKLIST

Name: _____

Date: _____

#	CRITERIA	POINTS AVAILABLE	YOUR SCORE	COMMENTS
1	Uniform is clean, neat and wrinkle free	30		
2	Hair is off the collar	10		
3	Shoes are clean and white	15		
4	Makeup minimal, NO perfumes or strong odors	5		
5	Nails short/clean and no polish	10		
6	Jewelry-only post earrings, watch and plain wedding band	10		
7	School name tag	10		
8	White hose or knee highs (white socks for males)	5		
9	Ink pen (black or blue), small pocket notebook	5		
10	Clinical notebook (If you do not have this you will be sent home to retrieve it and will receive a "0")			
	Total	100 Points		

ALL TATOOS MUST BE COVERED

Dev. 2/09, Rev. 2/15, 2/16, 2/17, 2/18, 2/19, 2/20

Randolph Technical Center Graduate Placement and Follow-up Plan

Placement and follow-up is defined as those activities necessary to assist students with securing employment and evaluating success in securing and maintaining employment within a health care institution. The goal of placement and follow-up is to ensure high quality of graduates, adequate preparation for employment, and appropriate employment in the health care field.

Specific objectives to achieve the goals are:

1. Curriculum is based upon identified standards through the West Virginia State Board of Examiners for LPNs and the National Council State Boards of Nursing Detailed Test Plan.
2. Didactic and clinical instruction will include the necessary information, skills, and practice to perform the role and responsibility of the practical nurse.
3. Employment information and methods to secure employment will be discussed and demonstrated.

Strategies employed to meet the objectives include:

- Curriculum review annually and revision every two years based upon standards;
- Instruction about employment, resume writing, and interviewing during the last quarter of the school year;
- Query the Advisory Committee regarding specific role of the LPN in various settings;
- Provide employment opportunity information as available; and
- Conduct follow-up graduate surveys at the end of the program and graduate and employer surveys six months after graduation.

The nurse coordinator and instructors will review and revise curriculum based upon the current needs of the industry.

Systematic Review and Evaluation Guide

Systematic Review and Evaluation Guide schedule. The nurse coordinator will review the curriculum content in comparison with the standards imposed by the West Virginia State Board of Examiners for LPNs and the National Council State Boards of Nursing. The instruction will be provided by an assigned instructor. The nurse coordinator, instructors, and Advisory Committee will discuss the role of the LPN annually during one of the meetings. As information about potential employment opportunities is known, information will be disseminated to students, graduates, and LPNs who have graduated within the past two years by discussion and email.

Data collected from students, graduates, and employer surveys is reviewed by the nurse coordinator, instructors, director, and Advisory Committee. Any suggestions or feedback provided is used to modify the plan and institute improvement.

Dev. 10/14
Rev. 2/15
Rev. 2/16
Rev. 2/17
Rev. 2/18
Rev. 2/19
Rev. 2/20

Randolph Technical Center

Health and Safety Plan

The purpose of the health and safety plan is that Randolph Technical Center will use available and appropriate resources to ensure that each employee, student, or occupant is protected from injury or illness. Equally important is the continual improvement in all aspects of the management of health and safety risks.

Identified objectives to support the purpose:

1. All employees will receive adequate education and training about safety and personal protective equipment relevant to the program of study.
2. All instructors will teach students the meaning and types of emergency codes and practice drills in the event of fire, natural disaster, or violence.
3. All employees will utilize the approved policy for reporting and investigating accidents or injuries including appropriate documentation.
4. All students will receive instruction about safety and personal protective equipment relevant to the specific program area.

Specific activities used to achieve the objectives:

1. Use an in-house audit system to manage health and safety risks in compliance with local, state, and federal laws.
2. Identify at risk employees and students who have exposure to hazardous materials or practices.
3. Identify known hazards and risks within the facility and grounds.
4. Provide a formal orientation to instructors and students related to the specific program area.

The primary responsibility for health and safety of employees, students, and occupants rests with the director. However, each employee is responsible for developing a health and safety conscience to ensure everyone's well-being. In the event of an illness/accident/injury, the employee will notify the secretary, who will contact one of the nurses. The nurse will assess the individual (vital signs, blood sugar, pain, oxygen, and allergy) and determine if the individual should be transferred to a medical facility. For medical emergencies such as bleeding, unresponsiveness, seizures, or anaphylaxis, the 911 call center will be notified. Otherwise, the secretary will obtain the emergency card with contact information. Simple first aid (cuts, scratches, low blood glucose) may be provided. Other options include:

1. The individual may remain at school with no call to the emergency contact.
2. The emergency contact must be notified, but the individual may remain at school.
3. The emergency contact is notified to pick up the individual and manage the illness/injury at home or an urgent care center.

If the nature of the condition is infectious, the individual must take proper infection control measures such as hand washing and covering the wound with a bandage. Documentation for the illness/injury/accident should be done by the employee who directly observes the incident. The Incident/Accident Report Form is completed by the employee, student, and any witnesses, and records are maintained in the administrative office.

The Safety Committee will meet monthly and discuss issues of concern related to health and safety. Accident reports filed will be reviewed by the director as they occur and disseminated to the appropriate teacher for consideration. The accident or injury form will be reviewed by the Safety Committee annually and make recommendations for revision to the director.

Specific activities related to the student's health and safety include the following:

1. Completion of the formal orientation packet provided by acute care facilities including a facility tour.
2. Lecture, demonstration, and skill development of procedures not limited to fingerstick blood glucose and hemocult testing.
3. Completion of CPR training.
4. Practice safety drills at Randolph Technical Center.
5. Discharge a fire extinguisher, as available.
6. Complete a safety test in Fundamentals of Nursing.

The nurse coordinator is responsible for scheduling tours and orientation to the clinical facility with the assistance of a clinical liaison. In the event of an accident, injury, or illness, the nurse coordinator or instructor will evaluate the situation based upon own knowledge and expertise. Referrals to health care providers will be made when warranted. Proper documentation of an accident and injury will be completed by the staff member who is present when the incident occurred. The student will also complete the form, as well as any available witnesses.

Evaluation of the effectiveness of the health and safety of students is reviewed annually. Accident and injury forms are reviewed, and feedback from instructors and students is utilized to revise objectives or strategies to improve outcomes or achieve the goal. Also, the nurse coordinator and instructors will review CDC guidelines for vaccination annually.

Dev. 10/14
Rev. 2/15
Rev. 2/16
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Rev. 2/18
Rev. 2/19
Rev. 2/20

Randolph Technical Center
Student Personnel Services Plan

The purpose of the Student Personnel Services Plan is to ensure effectiveness of student selection, all student services, and provision of a high quality education and related services.

Information about related services may be found in the Student Handbook.

The objectives of the Student Personnel Services Plan include the following:

1. A proper selection technique will be used to accept applicants into the Practical Nursing Program.
2. Students will receive adequate information about policies related to the Practical Nursing Program.
3. Students are informed about the grading and attendance policies to ensure successful completion of the Practical Nursing Program.
4. Students are aware of reasons for discipline or dismissal from the Practical Nursing Program.
5. Students with special needs will be identified, and accommodation will be provided as needed.

All applicants must take the pre-entrance test called, TEAS. The acceptable standard is 50% in each of the four content areas, Reading, English, Mathematics, and Science, as well as an overall score of 50%. Following receipt of application, transcripts from other institutions, and three letters of reference, students are scheduled for an interview with the nurse coordinator and one instructor. Specific questions are asked of each applicant, and objective criteria are entered into the Candidate Profile Form. The nurse coordinator totals the scores, and together with the instructors review all applicants. Using a descending strategy, applicants are selected objectively

based upon objective scores. The director reviews the accepted applicants and applications and provides additional feedback. A summarized chart is prepared with results of selection criteria.

The nurse coordinator and instructors provide a mandatory, detailed orientation to all accepted students prior to starting class. The nurse coordinator will review the Student Handbook page by page and explain all policies that affect students. An opportunity to ask questions and address concerns is provided to students during orientation and thereafter during the school year. Should a complaint or grievance be leveled, appropriate documentation will be completed, and the grievance procedure will be followed as written in the Student Handbook. Every attempt will be made to resolve complaints at the lowest level of grievance.

At the end of each didactic and clinical course, students shall complete a survey evaluating the quality and conditions of instruction. Surveys shall be completed within one week of completion of the course. Graduates shall complete a Practical Nursing Program evaluation and repeated within six months. Surveys may be completed by mail (paper copy) or email. Surveys may be anonymous. Following survey completion, the nurse coordinator and instructors review the evaluations and any comments provided. Information is shared with the Advisory Council and the Randolph Technical Center director, and feedback is solicited. An Employer Survey is sent to employers of graduates six months after the new graduate has been hired and working for the agency. Following completion of graduate and employer surveys and review of candidate selection and survey data with the nurse coordinator, director, instructors, and Advisory Committee, feedback is used to make necessary changes in curriculum and clinical instruction, as well as any needed policy changes.

Dev. 10/14
Rev. 2/15
Rev. 2/16
Rev. 2/17
Rev. 2/18
Rev. 2/19
Rev. 2/20

Student Record Policy

Student records are confidential and measures are in place to protect the privacy of the individual students' information. The nurse coordinator, practical nursing faculty, financial faculty/accountant, and secretary/accountant are privy to student records due to their positions and responsibilities. The measures actively taken to avoid breaches of confidentiality include limiting access to only authorized personnel (above named individuals), and maintaining records in a locked fire-proof filing cabinet. Student grades are stored electronically through an account created for each class in Livegrades. One user name and password is assigned for the account, and access is limited to the nurse coordinator, faculty, and, as needed, secretary/accountant. All students receive individual user names and passwords in order to access Livegrades. The students are able to change the passwords after the first use. As grades are entered, only the nurse coordinator and primary instructor have access to students' grades on Livegrades. In addition, a paper copy of grades is printed quarterly and filed in a locked, fire-proof filing cabinet along with the transcripts and other personal student information.

Dev. 10/14
Rev. 2/15
Rev. 2/16
Rev. 2/17
Rev. 2/18
Res. 2/19
Rev. 2/20

5512 - USE OF TOBACCO BY STUDENTS

The Board of Education is committed to providing students, staff, and visitors with tobacco and smoke-free environment. The negative health effects of tobacco use for both the users and nonusers, particularly in connection with second hand smoke, are well established. Further, providing a non-smoking and tobacco-free environment is consistent with responsibilities of teachers and staff to be positive role models for our students.

"Tobacco product" and "tobacco-derived product" means any product, containing, made or derived from tobacco, or containing nicotine derived from tobacco that is intended for human consumption whether smoked, breathed, chewed, absorbed, dissolved, inhaled, vaporized, snorted, sniffed, or ingested by any other means. Products include, but are not limited to cigarettes, cigars, cigarillos, little cigars, snus, snuff, chewing tobacco, smokeless tobacco pipe tobacco, or other common tobacco-containing products.

A "tobacco-derived product" includes electronic cigarettes or similar devices, alternative nicotine products, and vapor products. "Tobacco product" or "tobacco-derived product" does not include any product that is regulated by the United States Food and Drug Administration under Chapter V of the Food, Drug and Cosmetic Act.

"Alternative nicotine product" means any non-combustible product containing nicotine that is intended for human consumption, whether chewed, absorbed, dissolved, or ingested by any other means. "Alternative nicotine product" does not include any tobacco product, vapor product, or product regulated as a drug or device by the United States Food and Drug Administration under Chapter V of the Food, Drug and Cosmetic Act.

"Vapor product" means any non-combustible product containing nicotine that employs a heating element, power source, electronic circuit, or other electronic, chemical, or mechanical means, regardless of shape and size that can be used to produce vapor from nicotine in a solution or other form. "Vapor product" includes any electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device, and any vapor cartridge or other container of nicotine in a solution or other form that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device. "Vapor product" does not include any product that is regulated by the United States Food and Drug Administration under Chapter V of the Food, Drug and Cosmetic Act.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco or tobacco-derived product or substitutes, including cigarettes, cigars, cigarillos, little cigars, pipe tobacco, chewing tobacco, snuff, snus, or any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.

A student will not unlawfully possess, use, or be under the influence of any substance containing tobacco, tobacco derived product, and/or nicotine or any paraphernalia intended for the manufacture, sale, and/or use of tobacco/nicotine products in any building/area under the control of a county school system, including all activities or events sponsored by the County School District.

An exception shall be made by the Superintendent to allow possession/use of approved nicotine replacement product for tobacco cessation. West Virginia State Board of Education policy 2422.8 - Medication Administration must be followed in order for students to use such products on school property or at school sponsored events.

Individuals supervising students are prohibited from distributing or using any tobacco product while in the presence of students or at any time while engaged in any activities directly involving students. If the Board discovers that an employee has sold or furnished tobacco products or tobacco-derived products to minors, the Board may dismiss such employee for cause. Any such discharge shall be considered as "gross misconduct" for the purposes of determining the discharged employee's eligibility for unemployment benefits if the employer has provided the employee with prior written notice in the workplace that such act or acts may result in termination from employment.

The Board shall enforce the consequences and/or interventions that are consistent with the levels specified in West Virginia Board of Education policy 4373, or local Board Policy [5600](#), to address violations. The specific procedures to be followed when any staff member observes any violations outlined in this tobacco control policy is found in West Virginia State Board of Education policy 4373 and County Policy [5600](#) - Student Discipline. Any student violating the provisions of this policy shall be referred to magistrate court and for the first violation be fined

\$50 and be required to serve eight (8) hours of community service; for a second violation, the person shall be fined \$100 and be required to serve sixteen (16) hours of community service; and for a third and each subsequent violation, the person shall be fined \$200 and be required to serve twenty-four (24) hours of community service.

The Board shall maintain a list of providers to make referral to voluntary support programs (such as local mental health provider or tobacco cessation program or hotline programs) that address the physical, psychological and social issues associated with addiction; provide on-going support and reinforcement necessary for desired behavior change; and provide information about available programs to all 4th through 12th grade students and staff on a regular basis.

This policy shall be provided to students, school staff, parents or families, visitors and the community-at-large through:

- A. staff development;
- B. employee and student handbooks;
- C. parent/guardian notification;
- D. general public notification (e.g., signs, announcements); and

- E. attaching a summary of this policy on to all requests for school facility use.

Additionally, this policy shall be available to the public in written or electronic format.

School Partnership Development

Each school will establish community agency and organization partnerships that serve to provide the school with a variety of supports and resources to develop appropriate behaviors in safe and supportive schools. These partnerships may be both formal and informal as described in West Virginia State Board of Education policy 4373. If a formal partnership between community service agencies and a school is established, the Board must approve the partnership.

The County and/or school shall develop and implement training for students and staff on these regulations and on means for effectively promoting the goals of this policy.

School Implementation Plan

Plans for the implementation of tobacco programs and policies shall be included within individual school strategic plans. The implementation plan shall reflect the particular needs of students and staff to study, learn, and work in a positive school climate/culture. To the maximum extent possible, the plan should be developed collaboratively with input from all stakeholders including, but not limited to parents, business leaders, community organizations and state and local agencies. The plan should articulate and incorporate the partnership supports and resources that are available to the school through the County's formal and informal partnership agreements as well as through additional school level partnerships.

At a minimum, schools shall:

- A. establish a leadership team (may be an existing team) to manage the design, monitoring and improvement of school climate/culture;
- B. establish a process to gain school-wide input and commitment to school climate/culture improvement from students, staff, parents and community;
- C. develop school-wide priorities for West Virginia State Board of Education policy 4373;
- D. analyze school climate/culture data annually;
- E. make data driven improvement decisions based on analysis of consistently tracked student behaviors;
- F. implement school-wide plans that provide appropriate interventions to support and reinforce expected behaviors;
- G. implement programs/practices that promote youth asset development to support expected student behaviors, positive education and health outcomes;
- H. implement comprehensive and effective intervention programs/practices that target identified behaviors that are disruptive to the educational process and that place students at higher risk of poor education and health outcomes;
- I. develop appropriate and reliable referral procedures for intensive intervention that enlist school and community partnerships; and
- J. evaluate school climate/culture improvement processes and revise as needed.

The County shall review its tobacco control policy at least every two (2) years and make appropriate modifications as necessary pursuant to State Board policy and State law. The administrator holding the position of the Assistant Superintendent shall be responsible for instituting such review and reporting to the Superintendent within thirty (30) days of instituting such review.

The County will assess the effectiveness of this policy annually. Such review shall occur in the month of May each year. The administrator holding the position of the Assistant Superintendent shall be responsible for instituting such review and reporting to the Superintendent within thirty (30) days of instituting such review. Data to be considered in the review include:

- A. supervisor conferences
- B. disciplinary referrals
- C. disciplinary actions
- D. referrals to support programs
- E. referrals for criminal prosecution
- F. criminal convictions

This policy, along with all other policies that encompass the requirements of West Virginia State Board of Education policy 4373, shall be submitted to the State Superintendent of Schools by July 1, 2012. Thereafter, any revision must be submitted to the State Superintendent of Schools.

WV Code 16-9A-2, 16-9A-3, 16-9A-4
 20 U.S.C. 6081 et seq., 20 U.S.C. 7182
 West Virginia State Board of Education policy 2520.5 and policy 4373

Rev. 8/08
 Rev. 7/09
 Rev. 6/11
 Rev. 6/12
 Rev. 1/15
 Rev. 2/16
 Rev. 2/17
 Rev. 2/18
 Rev. 2/19
 Rev. 2/20

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RANDOLPH TECHNICAL CENTER SCHOOL OF PRACTICAL NURSING

PROGRAM APPROVAL/SUPPORTING AGENCIES/ACCREDITATION

All nursing policies are approved and supported by the:

Randolph County Board of Education

President	Amanda Smith
Vice-President	Rachel Anger
Members	Lisa Wamsley
	Janie Newlon
	Melodee Price

Advisory Committee, Randolph Technical Center School of Practical Nursing

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