PRACTICAL NURSING HANDBOOK 2020-2021

The Northwest Technology Center Practical Nursing Program is approved by the Oklahoma Board of Nursing. Graduates of this state-approved program are eligible to apply to write the National Council Licensure Examination (NCLEX) for (registered or practical) nurses. Applicants for Oklahoma licensure must meet all state and federal requirements to hold an Oklahoma license to practice nursing. In addition to completing a state-
approved nursing education program that meets educational requirements and successfully passing the licensure examination, requirements include submission of an application for licensure, a criminal history records search, and evidence of citizenship or qualified alien status [59 O.S. §§567.5 & 567.6]. To be granted a license, an applicant must have the legal right to be in the United States (United States Code Chapter 8, Section 1621). In addition, Oklahoma law only allows a license to be issued to U.S. citizens, U.S. nationals, and legal permanent resident aliens. Other qualified aliens may be issued a temporary license that is valid until the expiration of their visa status, or if there is no expiration date, for one year.
Applicants who are qualified aliens must present to the Board office, in person, valid documentary evidence of:
1. A valid, unexpired immigrant or nonimmigrant visa status for admission
into the United States;
2. A pending or approved application for asylum in the United States;
3. Admission into the United States in refugee status;
4. A pending or approved application for temporary protected status in the
United States;
5. Approved deferred action status; or
6. A pending application for adjustment of status to legal permanent resident status or conditional resident status.

The Board has the authority to deny a license, recognition or certificate; issue a license, recognition or certificate with conditions and/or an administrative penalty; or to issue and otherwise discipline a license, recognition or certificate to an individual with a history of criminal background, disciplinary action on any professional or occupational
license or certification, or judicial declaration of mental incompetence [59 O.S. §567.8]. These cases are considered on an individual basis at the time application for licensure is made, with the exception of felony convictions. An individual with a felony conviction cannot apply for licensure for at least five years after completion of all sentencing terms, including probation and suspended sentences, unless a presidential or gubernatorial pardon is received [59 O.S. §§567.5 & 567.6].
Board Approved: 7/92
Board Reviewed w/o Revision: 1/29/13
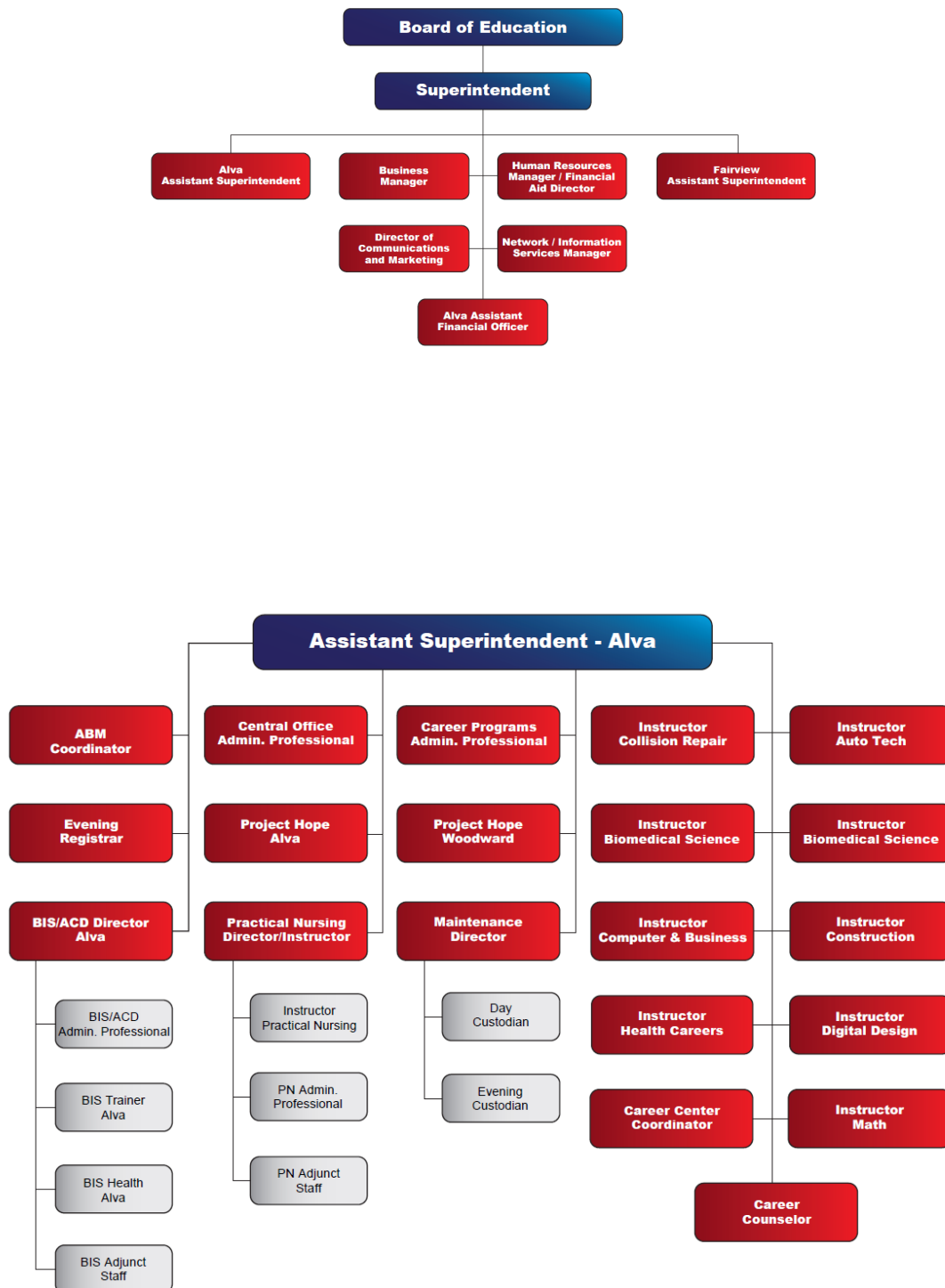Revised: 9/01; 5/04; 1/25/05; 11/13/07; 5/25/10; 11/4/13; 5/24/16

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Effective July 1, 2019

Board of Education

Superintendent

- Alva Assistant Superintendent
- Business Manager
- Human Resources Manager / Financial Aid Director
- Fairview Assistant Superintendent
- Director of Communications and Marketing
- Network / Information Services Manager
- Alva Assistant Financial Officer

Assistant Superintendent - Alva

ABM Coordinator	Central Office Admin. Professional	Career Programs Admin. Professional	Instructor Collision Repair	Instructor Auto Tech
Evening Registrar	Project Hope Alva	Project Hope Woodward	Instructor Biomedical Science	Instructor Biomedical Science
BIS/ACD Director Alva	Practical Nursing Director/Instructor	Maintenance Director	Instructor Computer & Business	Instructor Construction

BIS/ACD Director Alva
- BIS/ACD Admin. Professional
- BIS Trainer Alva
- BIS Health Alva
- BIS Adjunct Staff

Practical Nursing Director/Instructor
- Instructor Practical Nursing
- PN Admin. Professional
- PN Adjunct Staff

Maintenance Director
- Day Custodian
- Evening Custodian

- Instructor Health Careers
- Instructor Digital Design
- Career Center Coordinator
- Instructor Math
- Career Counselor

Northwest Technology Center Organization Chart
Practical Nursing

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│   Northwest Technology Center   │
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┌─────────────────────────────────┐
│   Northwest Technology Center   │
│          Superintendent         │
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┌─────────────────────────────────┐
│    Assistant Superintendent     │
│                                 │
│          Alva Campus            │
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│    Practical Nursing Director   │
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│  Practical Nursing Instructors  │
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│   Practical Nursing Students    │
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Developed 6/2013,Revised 9/2014
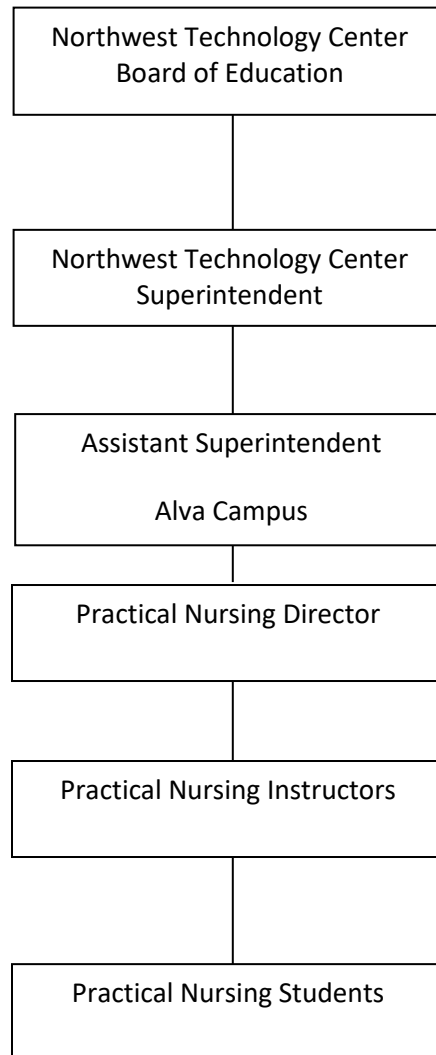
Practical Nursing Program

PHILOSOPHY

The faculty of the practical nursing program supports the philosophy of the Northwest Technology Center and nursing theory of Jean Watson, Theory of Caring.   The faculty has integrated a conceptual framework in the development and delivery of a focused practical nursing curriculum. The curriculum concepts are: learning is a life-ling process; holistic care; "guide on the side"; clinical reasoning; reflection; evidence-based practice and; technology are interwoven throughout the philosophy, conceptual framework and curriculum of the practical nursing program.

The individual is viewed holistically. Holistic view includes physiological, psychological, cultural, emotional, and spiritual needs. The faculty views the practical nursing student holistically and serves as "guide on the side" in the educational process. As the "guide on the side", the faculty understands that learning is a life-long process. Adult learning is a self-initiated, adaptive process that can be stimulated by an atmosphere of motivation, creativity and mutual respect, in working with adults in the role of the student practical nurse, progress is from dependent action toward reflection. It is through reflection that the student can experience professional and personal growth.

Practical Nursing Education prepares the practical nurse to function as part of the health care team with clinical reasoning and cultural acceptance.   Practical Nursing Education provides the student with opportunities to develop evidence-based skills and clinical reasoning necessary for the delivery of compassionate nursing care to clients of all ages and cultural backgrounds. Practical Nursing Education involves inclusion of lab simulation and clinical experience in a variety of healthcare settings. Practical Nursing Education provides exposure to up-to-date technological healthcare equipment and systems found in today's evolving healthcare environment.

Developed 6/2013
Revised 9/2014

VISION

Practical Nursing Program of Northwest Technology Center is the leader in the development of the holistic practical nurse.

Developed 6/2013
Reviewed 9/2014

MISSION

The Practical Nursing Program of Northwest Technology Center prepares practical nurses who are life-long learners, demonstrate clinical reasoning, incorporate reflection in their evidence-based practice and utilize technology in the delivery of holistic nursing care.

Developed 6/2013
Reviewed 9/2014

CONCEPTUAL FRAMEWORK CENTRAL CONCEPTS MODEL

This diagram demonstrates the relationships of the program mission/philosophy, goals/objectives, conceptual framework central concepts, and curriculum content.

Developed 6/2013
Reviewed 5/2014

Conceptual Framework

Reviewed 5/2014

CONCEPTUAL FRAMEWORK

Central Concepts

The Northwest Technology Center Practical Nursing functions within the general parameters of the program philosophy. The primary concepts within the philosophy as influenced by Watson's Caritas provide a conceptual framework upon which the program is structured. These work together to full-fill the vision of the program. The conceptual model for the practical nursing consists of ten major concepts: **Caring, Safety, Reflection, Evidence Based Practice, Communication, Clinical Reasoning, Leadership, Holistic Care, Cultural Acceptance and Technology.**

Caring is the primary underling concept of the practical nursing curriculum, encompassing all aspects of nursing practice. Caring is defined as being concerned or interested and providing needed assistance or providing careful supervision. Watson's theory of caring can be viewed as the nurse's moral ideal of preserving human dignity by assisting a person to find meaning in illness and suffering in order to restore or promote the persons' harmony (Watson, 1979). The nursing student will apply Caritas principles while utilizing the remaining concepts when providing care to clients in a variety of settings and life situations. Listed below are Watson's 10 Carative Factors (Watson, 2008).

1. Humanistic-altruistic system of values
2. Faith-hope
3. Sensitivity to self and others
4. Helping-trusting, human care relationship
5. Expressing positive and negative feelings
6. Creative problem-solving caring process
7. Transpersonal teaching-learning
8. Supportive, protective, and/or corrective mental, physical, societal and spiritual environment
9. Human needs assistance
10. Existential-phenomenological-spiritual forces

Safety means to be free from danger, risk or injury and is a condition of being safe. The nursing student will provide safe, competent care in order to promote client safety and optimal client outcomes.

Reflection: Reflective practice encourages the student to evaluate their performance in order to achieve the best outcome. The nursing student will use a questioning

approach, and not take things at face value; they will constantly evaluate, review and think about their practice with a focus of improvement.

Evidence Based Practice is a quality indicator that is driven by the synthesizing of research findings. The nursing student will integrate the best practices into their nursing interventions.

Communication means the exchange of thoughts, feelings, needs, preferences, messages and information. The nursing student will utilize therapeutic skills such as active listening, silence, verbal and nonverbal behaviors in conveying information through appropriate channels.

Clinical Reasoning involves inquiry utilizing nursing process and technologies. The student will utilize clinical reasoning in the improvement of client outcomes.

Leadership means the ability to influence others. The nursing student will develop leadership qualities including delegation, communication, negotiation, prioritization, organization, conflict resolution, multi-tasking and advocacy of health care.

Holistic Care recognizes the totality of the individual, the interconnectedness of body, mind, emotion, spirit, social, cultural and environment. The nursing student will honor each individual's subjective experience about beliefs, values and provide culturally accepted holistic care.

Cultural Acceptance is the ability of a person to interact with another whose culture may be different, recognizing the similarities and acknowledging the differences. The nursing student will develop the ability to provide culturally accepted care.

Technology is the application of science. The nursing student will utilize computer science, information science and informatics to manage data and information to support nursing practice.
Developed 6/2013; Reviewed 5/2014

PRACTICAL NURSING FACULTY
CORE VALUES

To better serve our patrons and be successful in the future we must have core values we can support, believe in and live by every day. Our values capture the definition of who we are and shape our image.

Strong Work Ethics and Integrity are valued as evidenced by dependability, productivity, pride, commitment creativity, and excellence, and compassion.

High Standards of Conduct are demonstrated through integrity, loyalty, honesty, and respect for oneself and others.

Stewardship and Service is required to effectively develop and provide programs and services responsive to our public's needs.

Flexibility ensures efficient delivery of training and is vital in a continually changing world.

Professionalism is a commitment that must occur daily and requires the cooperation of the entire team.

Communication and Networking is vital when challenges arise. We listen carefully, respect and encourage others while remaining focused on the challenge, the process or procedure.

Positive Learning Environment is essential where individual's feelings and the group's morale are valued. Life-long learning is facilitated and integrated into the PN major.

Developed 6/2013; Reviewed 5/2014

STUDENT OUTCOMES

At the end of the Practical Nursing Program, the student will be able to:

1. Provide for the safety, health and protection of rights of clients across the life span regardless of cultural background.
2. Collaborate with multidisciplinary healthcare team in implementing evidence supported practice that ensures improved client outcomes.
3. Reflect on individual nursing practice to enhance quality of client care.
4. Contribute to the collection of client outcome information.
5. Utilize clinical reasoning skills to prioritize basic health needs.
6. Use therapeutic communication to empower the client to promote, restore, and maintain health throughout the life span.
7. Integrate leadership skills in the supervision of tasks delegated to the unlicensed assistant person.
8. Maintain the regulatory framework of a practical nurse as designated by the Nurse Practice Act of the state where employed.
9. Promote the client's physiological, psychological, cultural, emotional, and spiritual needs.
10. Use informatics and client care technologies in the support of holistic nursing care.

Developed 6/2013; Revised 9/2014

Admission

ABILITIES

The student of practical nursing will be learning through direct participation utilizing the nursing process (a way of thinking and acting using the problem solving approach in client care.) This process follows a set sequence of nursing procedures, data collection, planning, nursing interventions and client evaluation. As a student you will be required to utilize the above process, to participate effectively and meet the requirements of the nursing program. In order to do this, the student must have the following abilities.

- Vision
    - read very small print, diagrams or graphs and calibrations, such as milliliter marks on a syringe and decimals like 0.1 mg
    - denote skin color changes and body fluids.
- Hearing
    - utilize a stethoscope to assess breath sounds, heart sounds, fetal heart tones and emergency signals on medical equipment and machinery.
- Smell
    - detect and discriminate between normal and abnormal body odors.
- Touch
    - locate anatomical locations of the body
    - palpate for distention, warmth and edema measurement.
- Speaking
    - utilize the predominate language, which is English, of the geographical area.
- General Physical Fitness
    - Strength, balance and agility adequate to endure the following activities: several consecutive hours of walking, standing, moving and lifting other persons, lifting objects weighing 30-50 pounds, pushing, pulling various types of medical equipment
    - write, to manipulate small equipment such syringes, needles, surgical instruments, tubing, etc and to maintain sterile field
    - freedom from infectious diseases that pose a significant risk of communicability to others in the work place.
- General Mental and Emotional Fitness
    - ensure informed judgment and individual competence
    - must not be of harm to self or others.
- Basic Academic Skills

- Reading: Ability appropriate to complete curriculum requirements including text material at 12th grade level. The ATI TEAS V (Test of Essential Academic Skills) proficiency level is 70.0% in reading category.
- Penmanship: Legible writing, with word usage appropriate and correct within the sentence structure, words spelled correctly or the ability to utilize dictionary as resource to assure accuracy
- Math: Abilities should include applying fundamental facts about numbers, fractions, decimals, percents and ratios, since these skills are essential to the calculations of such things as IV fluid rates, preparation of medication dosages, applying various formulas to determine body mass, etc
- Technology: Ability to use electronic devices, type, spell correctly and utilize web-based resources.

Notification: It is the student's responsibility to notify the school and program in person of accommodations necessary for special needs. Notify the PN Director during the orientation if you have a documented disability and /or need an accommodation.

Developed 6/2013; Reviewed 5/2014; Revised 1/2015; Revised 7/2020.

NON-DISCRIMINATION POLICY

Please refer to the NW Tech Student Handbook page 2.

APPLICATION AND ADMISSION INFORMATION

To qualify for admission:

1. The applicant must submit a Practical Nursing Program application.
2. The applicant must have an official transcript with graduation date from the high school or a GED (In English) certification and scores.
3. The applicant must take the pre-entrance examination selected by the nursing faculty.
4. The applicant must attend the program orientation provided by the school.

The applicant will be rated in the following areas:

1. Pre-entrance examination scores.
2. Employment record.
3. Documentation of educational preparation or health care certification.
4. Interview

After a pool of applicants have completed the enrollment process, the admission committee reviews the application for completeness and the applicant with the highest number of points will be admitted to the Practical Nursing Program.

Once selected, students must provide evidence of satisfactory health to participate in the program. Health status sufficient for safety of self and others, including immunizations, CPR, background checks are required to meet clinical requirements. After acceptance all applicants are exposed to the OBN felony and citizenship qualifications for licensure. All enrollees must attend the PN orientation session. If you are not present at the orientation session and/or on the first day of class and have not notified the faculty of your inability to be present, your position will be filled from the alternate list of applicants. Applicants are notified by mail when the first selections are made.

Twelve applicants may be accepted. The next four qualified applicants may be placed on the alternate list. All applicants will receive a letter from the school notifying them of their status. NW Tech reserves the right to accept a lower number of applicants should the applicant pool show inability to be met academic standards.

Program Orientation

Program orientation is mandatory. If absentee is required, notification must be received to NWTC PN Secretary or PN Director at (580) 327-0344. If notification is not received by 0800 on the date of orientation, your spot will be replaced with an applicant on the waiting list.

During orientation the student will receive a tablet (such as an android or iPad). The text books will be downloaded to this device. Student will need to ensure that there is sufficient internet service at their residence to complete reading and other assignments. This needs to be completed before the first day of class. **Financial arrangements should be completed prior to the first day of class.**

RE-ADMISSION POLCY

1. A student who withdraws from the NWTC Practical Nursing related to personal or emergency conflicts will be allowed to re-enter one time only. A student who was dismissed cannot reapply.
2. Students seeking readmission will be required to submit an application and documents required by all students.
3. All requests for readmission will be evaluated on an individual basis. The nursing department does not guarantee re-admission.
4. The following criteria will be considered for re-admission:
   a. Participation in activities which would improve the probability for success in the program such as:
      - Working in the health care setting.
      - Taking courses which could improve weak areas.
      - Resolving personal crisis that contribute to success in the program.
   b. Space availability.
   c. Student left program in good standing, i.e. fees paid, good academic standing, not on probation for any reason.
   d. Course Final exam and skills check off will be required.
   e. A student may not re-enter if a three year time period has lapsed from the date of withdraw.

Developed 6/2013; Revised 5/2014; 1/2017

ADVANCED CREDIT POLICY

Applicants with documented successful completion of course work in the practical nurse or registered nurse programs or who have completed Base Medical Technician Corpsman, Air Force Independent Duty Medical Technician or Army Health Care Specialist training may apply for advanced credit. The applicant must complete and provide all documents required in the application packet. (Refer to page 13)

Students being considered for advanced credit must be enrolled in at least one third of the program and an opening must exist in the program. The PN faculty will evaluate submitted documentation to determine which courses may be considered for advanced credit.

Applicants will be required to complete end of course examinations to determine placement within program once officially enrolled.

Developed 6/2013; Revised 5/2014; 1/2015; 4/2016; 1/2017

ARTICULATION

Articulation is done on an individual student basis by the PN faculty.

NWTC Practical Nursing Program accepts the articulation of courses in the first trimester. These courses can be completed in a technology center or post-secondary institution. The student must provide an official transcript from the institution. The following courses can be articulated: Medical Terminology, Fundamentals of Nursing, Anatomy and Physiology and Pharmacology. The student will demonstrate skills competency of identified skills.

Developed 6/2013; Reviewed 5/2014; 1/2015; 1/2016

BACKGROUND CHECK AND DRUG SCREEN

Background checks are required by our cooperating agency clinical sites. Before allowing students to participate in the clinical rotation, a student must have completed a background check. Verification of satisfactory results must be received by the program coordinator prior to the student's rotation start date and will be honored for the duration of enrollment in the clinical program if the participating student has not had a break in the enrollment (see OBN background policy for more specifics). Background checks will be conducted at the students' expense.

Students may be required to have a drug screen at any time during the rotation. These screening tests are the same requirements as those required of employees in the health care facility where clinical experiences are held. (Refer to Substance Abuse. Page 41)

Developed 6/2013; Reviewed 5/2014

ATTENDANCE POLICY

Absences and tardiness must be kept to a minimum.

Classroom Attendance

Absences
An absence will be received if:
1. The student is 50 minutes or more late to class or leaves 50 minutes or more early from class.
2. The student does not attend class.
3. The student is a "no call, no show" (only one {1} no call no show is allowed during the length of the program.
4. The student will receive an absence for every six (6) tardies recorded.

Classroom Tardiness
A tardy will be received if:
1. The student is late to class.
2. The student leaves early from class.

Clinical Attendance

Absence
An absence will be received if:
1. The student is 50 minutes or more late to clinical or leaves 50 minutes or more early from class.
2. The student does not attend clinical rotation.
3. The student is a "no call, no show" (only one {1} no call no show is allowed during the length of the program.
4. The student is deemed unprepared, demonstrates unsafe or weak practice or is unprofessional in the clinical rotation.
5. The student will receive a zero (0) for each clinical absence.

Tardiness
A tardy will be received if:
1. The student is late to clinical.
2. The student leaves early from clinical.

Student Attendance Responsibility
1. Attend all scheduled classes and clinical rotations.
2. Notify instructor in advance of absence or tardiness.

3. Complete plan of action to meet objectives for missed clinical time.
4. Clinical days will not be made up.
5. Personal business and appointments should not be scheduled during school time.

Authorized Absence

Although leave of absences are not granted, special circumstances occur that may require the student to be absent. These are:

➢ Death of student's spouse or child.
➢ The serious illness of the student, student's spouse, or student's minor child. This would include hospitalization, major surgery, and/or extensive medical examination or diagnostic tests.
➢ The threatened or actual miscarriage of child by student.
➢ The fulfillment of mandatory military obligations.
➢ Communicable illness of the student or student's minor child.
➢ Court related responsibilities such as jury duty.

With appropriate documentation provided by the student the absence may be excused.

Excessive Absences/Tardiness

A student may have up to 6 absences (in any combination of absences and tardies) per trimester. Should the student accumulate excessive absences or tardies the following procedures will be followed:

1. At 3 or more consecutive days of absences due to illness, communicable disease or birth of a child, a medical release must be secured from a physician.
2. At 4 absences (in any combination) or 4 tardies, the student will confer with the Practical Nursing Director and/or Practical Nursing Instructor.
3. At 5 absences (in any combination) the student will confer with the Attendance Review Committee. An Improvement Plan will be developed and implemented.
4. At 6 absences (in any combination) the student is considered to have excessive absences/tardies.
5. The student may be placed on probation for attendance.
6. Excessive absences or tardiness is grounds for dismissal regardless of probation status.

Developed 6/2013; Revised 5/2014; 1/2015; 5/2015

PN Expense List 2020- 2021

Item	Paid to Vendor Cost	In District Paid to NWTC Cost	Out of District Paid to NWTC Cost
Program Application Fees		$ 100.00	$ 100.00
Tuition for Trimester I (492 hours)		$ 984.00	$ 1,968.00
Curriculum		$1.200.00	$1,200.00
Uniform and Accessories:3 uniforms, scrub jacket, patches, name tag		$ 325.00	$ 325.00
Instructional Fees		$ 750.00	$ 750.00
Lab Fees: skills bag, tablet and accessories		$1,400.00	$1,400.00
Certified background check, drug screen	$ 135.00		
Totals for Trimester I	**$ 135.00**	**$4,009.00**	**$4,993.00**
Tuition for Trimester II (483 hours)		$ 966.00	$1,932.00
My Clinical Use Fee	$ 38.00		
Totals for Trimester II	**$ 38.00**	**$ 966.00**	**$ 1,932.00**
Tuition for Trimester III (488 hours)		$ 976.00	$1,952.00
Graduation Fees		$ 100.00	$ 100.00
*NCLEX (Student Pays to NCLEX)	$ 200.00		
*OBN (Student Pays to Oklahoma Board of Nursing)	$ 85.00		
*OSBI Background Check	$ 55.00		
Multi State Licensure *optional*	$600.00 est		
Totals for Trimester III	**$340.00**	**$ 1,076.00**	**$2,052.00**
Total Student Cost for the Year (with Oklahoma licensure)	**$ 513.00**	**$6,051.00**	**$8,977.00**
Total Student Cost for the Year (with multi state licensure)	**$1,113.00**	**$6,651.00**	**$9,577.00**

The student is responsible for these expenses. These will not be part of third party responsibilities. These expenses are to be paid by the Trimester. You will receive an itemized list at the beginning of each trimester with the exact cost for that trimester. The student is responsible for any pre-requisite course expense as well. Non-payment could result in dismissal of practical nursing. However, NWTC is in compliance with Public Law 115-407 Veterans Benefits and Transition Act of 2018 Section 103. NWTC will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that covered individual borrows additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institutions due to the delayed disbursement of a payment to be provided by the Secretary under chapter 31 or 33 of this title.

Developed 6/2013; Revised 9/2014; 1/2015; 5/2015; 7/2019; 6/2020; 9/2020

REFUND AND TUITION POLICY

TUITION AND FEES

The required tuition payment for the Practical Nursing program is due when class starts unless the student is eligible for a Federal Pell Grant or the student has provided the school with an authorization or statement from a funding agency stating they will be paying the student's tuition. It is the student's responsibility to make these arrangements.

A student's tuition must be paid in full before the student will be eligible to receive a certificate and before he/she may enroll in any future classes a Northwest Technology Center. A student who withdraws prior to paying tuition or before financial aid is arranged will be invoiced for the tuition owed according to the refund policy. Failure to meet unpaid balances will result in student to be considered "not in good standing".

Please refer to the NW Tech Student Handbook page 6.

Northwest Technology Center has divided the tuition for practical into three tuition periods based on the program's number of hours. Tuition payments options are available.

TUITION REFUND POLICY

Please refer to the NW Tech Student Handbook page 7.

FINANCIAL ASSISTANCE

Northwest Technology Center financial Assistance consists of: Pell Grant program; Workforce Innovation and Opportunity Act (WIOA); Oklahoma Tuition Aid Program (OTAG); Department of Human Services Vocation Rehabilitation; Veterans Administration; Northwest Nursing Coalition; Otha Grimes Career Tech Scholarships; Northwest Technology Center Foundation Scholarships; and Physicians Manpower scholarships. Contact the Financial Aid Director, Sonya Williams, at ext. 2037 for more information.

Student Policies

CELLULAR/PAGER PHONE POLICY

The use of your cell phone can only occur during scheduled break times and in the break area or needed to complete an assignment with instructor approval.

In the clinical area, cell phones are not to be on your person. They may be carried in your bag or left in your vehicle. Cell phones may be used in the cafeteria, waiting room, and smoking areas only in case of an emergency.

Developed 6/2013; Reviewed 5/2014

TECHNICAL DEVICES

Tablets are purchased from the NWTC Practical Nursing in Trimester I for use in the classroom and clinical settings and become the property of the student when paid in full. The student is responsible for maintaining the proper operation and function of these devices. NWTC is not responsible for lost, stolen, or damage of devices. An orientation on the use of this device will be provided by the PN faculty.

Before or during program orientation the student will receive a tablet (such as a Dell or Win). The text books will be downloaded to this device. Student will need to ensure that there is sufficient internet service at their residence to complete reading and other assignments. This needs to be completed before the first day of class.

Developed 6/2013; Revised 5/2014

USE OF COMPUTER/INTERNET

Please refer to the NW Tech Student Handbook page 22.

CONFIDENTIALITY/HIPAA

While the student is enrolled in the practical nursing program, the student will have clinical rotations. It is during these clinical rotations that the student will be exposed to confidential health information of clients. The student is responsible for maintaining a standard of strict confidentially in every respect of client care. The student must comply with the Health Information Privacy and Portability Act (HIPAA). The act sets standards for protecting client privacy. The student will receive HIPAA training and will abide its standards.

The student should not discuss or post any information about clients, family members, or any clinical facility on any electronic venue (i.e.: Instagram, Snapchat, Facebook, Twitter, cell phones, smart devices, etc.) The student will not save any client, family, or clinical facility information on any technology device. Client information may be discussed with the instructor and during pre/post conference. Students should keep all client-related discussions confidential.

It is the policy and responsibility of health care providers to protect the confidentiality of all client information to ensure that the interests of the client/resident are protected. During your clinical rotation time you will have access to confidential information of clients, physicians, and/or employees. This information is to be respected and not discussed in any manner with other clients, employees, or those outside the hospital.

Any information concerning the client's admission to a health care facility, care by a health care provider, condition of the client/resident, client chart or medical record information, the physician's orders, or the nursing care received by the client is not to be disclosed under any circumstances.

Any infraction of this policy is considered to be poor conduct, unacceptable, and a breach of ethics.

(Please read and sign the acknowledgement page (page 51 of this handbook). Submit to PN Director.

DESTRUCTION OF SCHOOL PROPERTY

All students are expected to be proud of the school buildings and property and keep it in the original condition. Cases of willful neglect or damage will be reported to the administration. Conduct which is not acceptable may result in termination from the program and from the school. Students are responsible for the care of all school, long-term care, hospital or other clinical area property. If items are lost, destroyed or stolen by a student, the student will be charged the purchase price for replacement. Failure to make such payment is cause for dismissal and/or for legal action to be brought against the student.

Students are expected to maintain a proper atmosphere. School employees have a responsibility to enforce policies that extend beyond their own program area assignment. Students who refuse to comply with a reasonable request of an employee discharging this responsibility will be subject to appropriate disciplinary action.

Developed 6/2013; Reviewed 5/2014

DRESS CODE

Please refer to the NW Tech Student Handbook page 20.

LIABILITY INSURANCE POLICY

Each student will be enrolled in a student professional liability insurance program. This will cover the student in school clinical situations in case of legal problems arising in the care of clients. The liability insurance does not cover students in their own employment activities. Developed 6/2013; Revised 5/2014

SCHOOL SPONSORED ACTIVITIES

Please refer to the NW Tech Student Handbook page 21.

STUDENT ORGANIZATION

The faculty of the NWTC practical nursing believes it is important to foster and maintain cooperation and communication between the students and instructors and to ensure an intelligent understanding of student's rights and privileges, as well as duties and obligations. The faculty also believes that social activities play an important part in the development of well-adjusted individuals and citizens.

The NWTC practical nursing has several committees and student activities that assist in this development.

A. Health Occupations Students of America (HOSA) student organization— Membership in HOSA offers students an opportunity to develop leadership skills and abilities in addition to developing the knowledge and skills essential for a health career. In addition, it provides students with the opportunity to exchange ideas, information and fellowship with other students with the same career interests. Membership fees are included in the activity fees paid at enrollment.

    1. The faculty will serve on an advisory capacity.
    2. The following representatives will be elected:

       (a)   A Faculty Committee Representative will be selected. The representative will act as a liaison between Practical Nursing instructor and peers. The representative will report to peers.

       (b)   An Advisory Committee Student Representative will be selected. The representative will attend the Advisory Committee meetings serving as a liaison between the Advisory Committee and peers.

   3.   Committees will be formed as need arises.

   4.   The majority rules! Decisions reached by the majority will be recognized by all.

   5.   Any disagreement with majority decisions will be discussed with the class advisor.

   6.   In the event the majority elects to undertake an inappropriate action, the Director of the program has a FINAL veto vote.

B.   OBN Visit—each year the PN students attend an Oklahoma Board of Nursing meeting in Oklahoma City if space available. This allows the student exposure to the rules and regulations of the board and to view cases brought before the board. (if seating available)

C.   National Technical Honor Society (NTHS)—each student has the opportunity to become a member of the NWTC NTHS. Criteria are based on grades, attendance, attitude and leadership qualities.

Developed 6/2013; Revised 7/2014; 5/2019

OUTSIDE EMPLOYMENT

Students who are employed in health care agencies shall observe the following regulation: The student may not wear the school uniform or in any way be identified as a student of nursing. Counseling and/or disciplinary action may be instituted if outside employment or activities adversely affect classroom or clinical performance. The student may not attend clinical rotation after working the shift immediately prior to the assigned shift. For example, the student will not attend a 6 am clinical rotation after ending a work shift at 5 am.

Developed 6/2013; Reviewed 5/2014

Scholastic Policies

GRADING COMPONENTS

The grading component of the practical nursing is based on didactic, skills lab and clinical performance and evaluation. Each student must maintain a 78% or above in each course (Didactic or Clinical) that are listed on the plan of study.

The grading system for the practical nursing division is as follows.

A= 92-100   Outstanding   B= 83-91   Above Average
C= 78-82   Average   D= 73-77   Not Passing
F=72 or below   Failing   I   Incomplete
AC   Advanced Credit

In the didactic component of the curriculum plan, testing has the greatest influence on the student's grade. This is due to the importance of test skills and knowledge in success needed on the NCLEX-PN, lab and clinical performance is most essential to build toward the competence expected as an outcome of the major.

The assessment of student's grade in each didactic course will be based upon:
> 80% unit examinations and quizzes
> 10% class/written assignment
> 10% final examination

The assessment of the student's grade in each clinical course will be based upon:
> 50% clinical performance
> 50% written assignments.

Evaluation

Evaluation of students in the didactic and lab components in the curriculum plan includes tests, skills performance and written assignments. The largest grade component is the written tests.

Laboratory

Critical component steps are identified by faculty in each skill and the student demonstrates the skill and needs to pass all critical components. Skills are pass or fail. Individual instruction is utilized if a student is unsuccessful; a student is offered repeated attempts. Counseling and discipline action is taken by the Practical Nursing Director if

the student remains unsuccessful. The instructor demonstrates skills that will be evaluated, and then provides opportunity for practice of the skill prior to performance. Didactic instruction taught in lab will be based on test in course that the skills are located in and will be part of passing that specific course.

Clinical

The student must meet the following items to be eligible to attend clinical rotation:
- ✍ 100% Drug Calculation test for Clinical Nursing 1, Clinical Nursing 2 and Clinical Nursing 3
- ✍ Have successfully completed skills check off with an instructor.
- ✍ Have all required health and safety documentation up to date.
- ✍ Attend clinical prepared to provide safe care. (description is identified below)

Should the student not meet any of the criteria listed above, the student will not attend clinical rotation and will have a zero (0) recorded for each missed clinical day. A grade of zero "0" will be recorded should the student be absent from the assigned clinical rotation.
Methods of evaluation in the clinical area include:
1. Professional behavior using professional behavior rubric.
2. Reflective Journal using the journal rubric.
3. Clinical Performance.
4. Contribution to the Plan of Care.
5. Attendance.

Unprepared or Unsafe Student
The nurse who is unprepared or unsafe puts not only self and other staff members at risk for injury but the patient as well. Examples of unprepared, unsafe, unprofessional and weak practice student are provided in the following paragraphs:

Unprepared Student
A student is considered unprepared if:
1. The student has not completed pre-clinical assignments.
2. The student does not have proper equipment in good working condition.
3. The student is not properly attired for rotation.

Unsafe Student
A student is considered unsafe if:
1. The student is unprepared for clinical rotation.
2. The student is practicing under the influence of any drug or alcohol that interferes with cognitive functioning.
3. The student is practicing outside the scope for their level of practice.

4. The student performs or attempts to perform procedures that have not be successfully checked off in skills lab and/or without supervision.
5. The student's actions could harm self and/or others.

Unprofessional Student
A student is considered to behaving in an unprofessional manner if:
1. The student fails to notify instructor or clinical facility if indicated of absence or tardiness.
2. The student performs in an unsafe manner.
3. The student violates patient's rights.
4. The student engages in activities that display disrespect of the client, facility, faculty, school or program.

Weak Practice Student
A student will be considered to have a weak practice if:
1. The student continues to have difficulty or inability to apply concepts to specific clinical situations.
2. The student is unable to organize care and document care.
3. The student is unable to prioritize care.
4. The student has difficulty or is unable to communicate with patient, family, peers or healthcare team members,
5. The student lacks preparation for skills or medication administration.
6. The student has difficulty or is unable to recognize significant laboratory or diagnostic results.

Procedure
Should a student be considered to be unprepared, unsafe, unprofessional and/or weak practice student, the following steps, but not limited to, will be followed:
1. The student may be removed from the clinical experience.
2. The student will receive a zero "0" for the clinical day.
3. The clinical instructor will determine the gravity of the situation using the following rubric:

Gravity Categories of Patient Care Events			
Error	Near Miss	Potential Adverse Event	Adverse Event
An event in which a patient was not directly placed "at risk" for any kind of harm (physical, emotional/psychological or otherwise)	Potential harm would have befallen patient(s) if the instructor, team leader, or other facility staff had not intervened to rectify	Occurs when a student's actions place a patient at risk for potential harm. However, no harm to the patient was reported or	Occurs when a student's action precipitated a negative impact on the patient's health and wellbeing; the

	the student's erroneous plan of action. Thus the near misses were interceptions (catches) that constituted preventive acts	substantiated in the contracts. Potential adverse events are discovered after the fact, confirmed by the instructor, team leader or facility staff and subsequently recorded	patient is reportedly harmed in some way

Source: What Clinical Learning Contracts Reveal About Nursing Education and Patient Safety by Gregory et al. 2009

4. The student will confer with the clinical instructor and/or PN Director.
5. An improvement plan will be implemented. The improvement plan will include:
   a. Explanation of specific problem.
   b. Action required to correct area of concern.
   c. Deadline for improvement plan. The length of plan will depend on severity of infraction.
   d. Action to be taken should the plan be met and area of concern be corrected.
   e. Acton to be taken should the plan not be met. The student will be subject to probation or dismissal.
   f. Signatures: student, Practical Nursing Instructor, Practical Nursing Director, and Assistant Superintendent should the situation warrant intervention.
6. The student will be placed on probation.
7. The student may be dismissed from the program immediately should the situation deem it necessary regardless of probation status.

If upon the request of clinical facility, a student may be removed from that clinical rotation. Should this request be based upon student's unpreparedness, unsafe or weak practice and/or unprofessional behavior, the above mentioned consequence and procedure will be followed.
Developed 6/2013; Revised 9/2014; 5/2015

ACADEMIC DISHONESTY

Academic Dishonesty will not be tolerated in the practical nursing program. Academic Dishonesty is defined as the falsification or fabrication of data/information and/or the failure to acknowledge source of information quoted within the body of work.
Examples are:
Cheating
Plagiarism
Deception
Sabotage.

Disciplinary action will be taken for academic dishonesty.
The student may:
- ✓ Be required to complete new assignment
- ✓ Receive a zero (0) for assignment
- ✓ Develop and implement improvement plan
- ✓ Be subject to probation and/or dismissal regardless of lack of improvement plan.

LIBRARY

The school has provided students with good resource materials. Students are asked to cooperate in helping us to take care of these materials so they will be available for the many students who will come through our program in the future. At no time should books leave the PN Classroom without special permission from the coordinator. Books that are lost must be paid for in full by the student responsible for the loss. The cost of marred or defaced books will be charged to the last student using the book. Electronic book resources will available for PN students.

Personal information must not be loaded onto the NWTC computers.

Use of Audio-visual Materials

Please refer to the web listings posted in the PN Library.
Reviewed 5/2014

CLASS AND CLINICAL TIME SCHEDULE

Class Hours:

8:30 – 12:30 AM THEORY Course Time
12:30 – 1:30 PM LUNCH Time
1:30 – 3:30 PM THEORY Course Time

Class days are Monday through Friday. As the student is promoted through the practical nursing curriculum, clinical days will be primarily Wednesday through Friday. Instructors will be made available by appointment.

Lab/Library Hours:

8:00 – 12:30   1:30 – 4:00
Instructors will be made available by appointment.

Clinical Hours:

Clinical hours will vary depending upon facility and level of the program. Most clinical time will be from 6:00 AM. – 6:00 PM. or until clinical assignments are complete. Students are not allowed to leave the hospital during clinical time. Some facilities such as clinics, offices and Home Health agencies have unique schedules that require flexibility. The student is expected to document and attend 12 hours each day of scheduled clinical unless prior arrangements and notification of the faculty has been completed. Lunch periods over 30 minutes are not included in the 12 hours.

Reviewed 5/2014; Revised 6/2015

PROMOTION

A practical nursing student must make a 78% or greater in all courses, didactic and clinical, to progress to the next trimester. All financial obligations must be met and all written assignments must be submitted to faculty to progress. If a student's course grade is less than 78%, at any point during the course, the student will be counseled and placed on academic probation. A plan of improvement will be made at this time. The student grades will be tracked until the end of the course trimester.

Reviewed 5/2014

GRADUATION POLICY

Eligibility
1. Maintained a 78% average for each course (didactic and clinical) listed on the practical nursing plan of study.
2. Maintained within the Practical Nursing Attendance policy.
3. Completed all written assignments in a satisfactory manner.
4. Completed all skills in a timely manner to the satisfaction of the faculty.
5. Satisfied all financial obligations. This includes having paid all tuition and fees owed to the school.
6. Paid for all library materials or returned them.
7. In preparation for success on the NCLEX PN licensure examination each student will participate in the ATI NCLEX Review. Before their transcript will be sent to the OBN, the student must complete:
    • Virtual ATI NCLEX Review practice tests.
    • Virtual ATI NCLEX Review test.
8. The student must be in good credit before the diploma is signed and the transcripts are sent to the State Board of Nursing office. The expense for application for licensure by examination is the student's responsibility.

Commencement

Graduation exercises will be held for each class when the year's practical nursing is completed. Graduates will be awarded a diploma and a school pin.

Developed 6/2013; Reviewed 5/2014

DISCIPLINARY PROCEDURE

Improvement Plan

A student may be placed on an improvement plan for the following reasons, but not limited to:

Academic Improvement Plan
1. Failure to complete and/or submit assignments.
2. Course grade falls below 78%.
3. Evidence of academic dishonesty.

Clinical Improvement Plan
1. Course grade falls below 78%
2. Failure to complete and/or submit clinical assignments
3. Evidence of unpreparedness, unsafe or weak practice or unprofessional behavior.

Attendance Improvement Plan
1. Excessive absences (5).
2. Excessive tardiness (5).
3. Failure to notify instructor in advance of absence or tardiness.

The Improvement Plan
The Improvement Plan shall consist of:
   a. Explanation of specific problem.
   b. Action required to correct area of concern.
   c. Deadline for improvement plan. The length of plan will depend on severity of infraction.
   d. Action to be taken should the plan be met and area of concern be corrected.
   e. Acton to be taken should the plan not be met. The student will be subject to probation or dismissal.
   f. Signatures: student, Practical Nursing Instructor, Practical Nursing Director, and Assistant Superintendent should the situation warrant intervention.

The student will be eligible for financial assistance.

PROBATION

Probation
A student may be placed on probation:
1. Failure to meet improvement plan.
2. Severe infraction as deemed by instructors.

Student placed on probation may not be eligible for financial assistance.
The financial program will be notified of probation status.

Length of probation:
Academic: school term
Attendance: trimester
Clinical: school term

Student must meet terms of probation.
If student requires a fourth probation, the student will be dismissed from the program.

Dismissal

The following reasons could result in dismissal from the program upon recommendation by the instructor and/or Assistant Superintendent:

1. A didactic/lab/clinical course grade below 78%.
2. Inability to perform nursing skills in a satisfactory manner in the laboratory.
3. Unprofessional conduct including but not limited to:
   (a) falsifying or altering client records.
   (b) administering medications or treatments in a negligent manner; administering medications without the supervision of the instructor.
   (c) leaving a nursing assignment without properly advising appropriate personnel.
   (d) violating client, personnel, and facility/agency confidentiality.
   (e) showing evidence of intoxication (drugs or alcohol). Lab tests may be required at the discretion of the faculty and at the student's expense. Refusal to take such a test is grounds for dismissal.
   (f) failing to immediately report an incident or error to the instructor and charge nurse.
   (g) academic dishonesty.

(h) physical assaults on others.
(i) stealing from clients, families, instructors, other students, facility personnel, school property, or the clinical facilities/agencies.
(j) committing sexual misconduct with a client.
(k) failing to follow the Uniform Etiquette code written in this handbook.
(l) failure to convey accurate and truthful oral information regarding client care.
(m) neglect of duty and client care.
(n) physical or mental abuse of a client.
(o) refusal to follow the reasonable instructions of instructors, supervising nurses, and physicians regarding client care and facility policy.
(p) engaging in an inappropriate sexual relationship with healthcare team members during the clinical rotation. (flirtation, sexual innuendos, touching, etc.)

4. Illness or injury resulting in an inability to complete the theory and clinical requirements of a trimester.
5. A medical diagnosis of a serious infection which is easily transmittable to the clients. The student suspected of having such an illness will be required to have a medical examination at his/her own expense.
6. Failure to complete all skill and medication check lists in a timely manner and in a manner that is satisfactory to the faculty.
7. Failure to complete and submit written theory and clinical assignments.
8. Failure to report to an instructor before an absence or late arrival. The student must directly communicate with the instructor regarding the absence or late arrival. No one else may make the notification.
9. Excessive absences. (Absences of more than 6 days in a trimester.) Please consult the attendance policies written in this book for further information.
10. Excessive tardiness. More than 6 tardies in a trimester is considered excessive.
11. Falsification of documents and records required for admission to this program.
12. Conduct which jeopardizes the welfare of others, including health, safety and academic standing.
13. Unsafe and/or inappropriate nursing care. Unsafe and/or inappropriate nursing care that includes but is not limited to the following:
    (a) failure to identify and use principles of basic biological and behavioral sciences in nursing care.
    (b) failure to carry out nursing procedures in a safe manner and/or to provide a safe environment for the client.
    (c) failure to achieve a passing grade of 78% for medication rotation(s) assignment.
    (d) engaging in activities for which the student is not prepared.
    (e) engaging in clinical activities with a physical, mental, or emotional condition that is a threat to others (e.g. communicable disease, intoxication, emotional

disorder, use of medication, etc., impairing mental alertness and physical coordination.)

    (f)   violation of Standard/Universal Precautions.

    (g)   inability to document client care in an intelligible and grammatical manner.

14. Deliberate destruction of school or clinical property.
15. If it becomes necessary for the student to be placed on a fourth probation, the student will be dismissed.

Developed 6/2013; Revised 5/2014; 5/2015; 9/2020

GRIEVANCE/APPEAL PROCEDURE

Please refer to the NW Tech Student Handbook page 23.

CODE OF ETHICS FOR THE STUDENT PRACTICAL NURSE

The Northwest Technology Practical Nursing student shall act:
1. To promote health by action and example.
2. To treat all persons with dignity.
3. To adhere to high personal moral standards in language, appearance and demeanor.
4. To maintain ethical behavior in all aspects of life through practice of honesty and integrity.
5. To practice good citizenship.
6. To practice nursing within the limitations of training and role.
7. To be reliable in performance and reporting of duties, abstaining from chemical use which would interfere with performance as student or nurse.
8. To consider no duty too menial if it contributes to the welfare or comfort of the client.
9. To regard all client information as confidential.
10. To refrain from conversation regarding own personal health with clients, physicians or staff members.
11. To respect the dignity of the uniform by wearing it only to meet clinical requirements.
12. To all others as you wish to be treated.
13. To respect authority with recourse through the chain of command.

14. To value the educational process including constructive criticism.
15. To seek assistance in completing tasks which are beyond personal and/or professional training to benefit client care.
16. To value all members of the health care team including self.
17. To strive for excellence in quality of work both educationally and in client care.
18. To communicate personal learning needs effectively.
19. To be dependable in meeting educational requirements.

Developed 6/2013; Reviewed 5/2014

Curriculum

Plan of Study

Required Courses	Hours
Trimester 1 – 492 hours	
Success Strategies and Information Technology in Nursing I	30
Anatomy and Physiology	130
Concepts of Nursing	40
Fundamentals of Nursing	160
Pharmacology and Intravenous Therapy Skills	60
Clinical Nursing I	72
Trimester 2 – 483 hours	
Nursing Across The Life Span 1	215
Success Strategies and Information Technology in Nursing II	40
Clinical Nursing II	228
Trimester 3 – 488 hours	
Nursing Across The Life Span 2	121
Clinical Nursing III	216
Transition to Practice	15
Clinical IV – Role Transition	96
Success Strategies and Information Technology in Nursing III	40
Program Total – 1463 hours	
Component	Hours
Theory/Lab	**596/255**
Clinical	**612**

Curriculum Degree Plan, Course Description, and Objectives

The Practical Nursing curriculum is delineated into three trimester levels. Each level includes both theory and clinical components. The major covers a period of twelve (12) months.

The content of the curriculum is primarily guided by the Oklahoma Department of Career & Technology. The content outline and curriculum have received approval of the Oklahoma Board of Nursing.

Throughout the year various teaching-learning models are used. These include the classroom, the laboratory, and the clinical settings.

Developed 6/2013; Revised 9/2014; 5/2015

COURSE DESCRIPTION AND OBJECTIVES

Success Strategies and Information Technology in Nursing I (30 hours) This course is designed to focus on success strategies and information technology needed by licensed practical nurses in an ever changing integrated health care system. The student is provided opportunities to acquire and apply these skills specific in the profession of nursing. Utilization of the computer, nursing literature and other technologies are integrated in this course, so the student learns how health care provides access, develop and use of information systems effectively. This course integrates success strategies for academic and career success.

Medical Terminology: (45 Hours- Prerequisite) Medical Terminology is designed to develop in the students a working knowledge of the language of medicine. Students acquire word building skills by learning prefixes, suffixes, roots and abbreviations. By relating terms to body systems, students identify proper uses of words in a medical environment. Knowledge of medical terminology enhances students' ability to successfully secure employment or pursue advanced education in healthcare.

Concepts of Nursing (40 Hours) This course focuses on the use of nursing related concepts by practical nurses as providers of care and members of the discipline in collaboration with health team members. Emphasis is placed on the concepts of learning, teamwork, communication in nursing, human development, professionalism, health promotion, nursing ethics and law, and changing health care delivery systems.

Anatomy and Physiology (130 Hours) Anatomy/Physiology is the study of the structural complexity of the human body and its intricate functional mechanisms. This course is taught as a laboratory science. Students will conduct scientific investigations and fieldwork using scientific knowledge and methodology that will enable them to make educated conclusions based on higher-level critical thinking and problem solving skills. The areas studied will be an integration of biology and chemistry and will include, but are not limited to: organization of the body, chemical basis for life, cells & tissues, integumentary system, skeletal system, muscular system, nervous system, endocrine system, blood, circulatory system, lymphatic & immune systems, respiratory systems, digestive system & metabolism, urinary system, and reproductive system. An emphasis should be placed on real-world applications, and active-learning exercises should be included along with laboratory experiences.

Fundamentals of Nursing (160 Hours) This course is an introduction to nursing care. Topics include utilizing the nursing process, performing assessment/data collection, and providing client education. Principles and skills of nursing practice, documentation, and an introduction to physical assessment/data collection are taught. Special topics covering the care of the geriatric client, the dying client, the oncology client, the pre/post-operative client, and the management of pain are included in the course. Emphasis will be placed on developing critical thinking skills, demonstrating professionalism by maintaining confidentiality, recognizing legal/ethical responsibilities, acting as a client advocate, maintaining positive client/colleague relationships, and by implementing appropriate standards of care.

Pharmacology (60 hours) This course provides instruction in basic pharmacology that is needed for safe and effective medication administration. Skills include medication administration. Content includes components of medication preparation and administration including the essential knowledge needed to adequately contribute to the assessment and evaluation of the effects of medication on clients throughout the life span.

Clinical Nursing I (72 Hours) The PN student will provide comfort and assistance in performing of activities of daily living for clients with common non-complicated disorders. Data collection skills will be practiced. The student will assist the client and significant others during the normal expected stages of growth and development from conception through advanced old age. Experiences will be provided that will give the student opportunities to reduce the client's potential for developing complications or health problems related to treatments, procedures or existing conditions. Students will identify client problems, identify appropriate interventions and evaluate nursing care to clients in both acute and extended care facilities.

Nursing Across the Life Span 1 (215 hours) Nursing Across the Life Span is designed to address specified concepts, from the fetus to the dying client; from the infant to the aged. The concepts discussed in this course are; Infection, Mobility, Tissue Integrity, Sensory Perception, Pain, Inflammation, Immunity, Thermoregulation, Cellular Regulation, Nutrition, Glucose Regulation, Acid-Base Balance, Fluid and Electrolyte Balance, Elimination, and Intracranial Regulation.

Nursing Across the Life Span 2 (121 hours) Nursing Across the Life Span is designed to address specified concepts, from the fetus to the dying client; from the infant to the aged. The concepts discussed in this course are; Perfusion, Gas Exchange, Clotting, Reproduction, Mood and Affect, Anxiety, Cognition, Psychosis, Addiction, and Interpersonal Violence.

Clinical Nursing II (228 Hours) Clinical Nursing II focuses on the care in clients across the life span. The nursing care will coordinate with the concepts taught in the course, Nursing Across the Life Span 1. Clinical rotations will include: long term care, community health, and acute care.

Success Strategies and Information Technology in Nursing II (40 hours)
This course is designed to focus on success strategies and information technology needed by licensed practical nurses in an ever changing integrated health care system. The student is provided opportunities to acquire and apply these skills specific in the profession of nursing. Utilization of the computer, nursing literature and other technologies are integrated in this course, so the student learns how health care provides access, develop and use of information systems effectively. This course integrates success strategies for academic and career success.

Transition to Practice (15 Hours) This course is designed to provide concepts to be discussed in relation to the transition from student to Licensed Practical Nurse. Beginning organization and management skills are included. The student will participate in job readiness skills.

Clinical Nursing III (216 Hours) Clinical Nursing III focuses on the care in clients across the life span. The nursing care will coordinate with the concepts taught in the course, Nursing Across the Life Span 2. Clinical rotations will include: long term care, community health, and acute care.

Clinical IV – Transition to Practice (96 Hours) Transitions to practice skills are enhanced as the student functions in the role of team leader. The course will prepare the student to independently assume the role of LPN in professional practice; a preceptor rotation assists in the completion of this transition.

Success Strategies and Information Technology in Nursing III (40 hours) This course is designed to focus on success strategies and information technology needed by licensed practical nurses in an ever changing integrated health care system. The student is provided opportunities to acquire and apply these skills specific in the profession of nursing. Utilization of the computer, nursing literature and other technologies are integrated in this course, so the student learns how health care provides access, develop and use of information systems effectively. This course integrates success strategies for academic and career success.

Clinical Experience
Please refer to the NW Tech Practical Nursing Clinical Manual.

THE CODE FOR LICENSED PRACTICAL/VOCATIONAL NURSES

The Code adopted by the National Federation of Licensed Practical Nurses in 1961, and revised in 1979, provides a motivation for establishing, maintaining and elevating professional standards. Each licensed practical/vocational nurse, upon entering the profession, inherits the responsibility to adhere to the standards of ethical practice and conduct set forth in this Code.

1. Know the scope of maximum utilization of the LP/VN as specified by the nursing practice act and function within the scope.
2. Safeguard the confidential information acquired from any source about the client.
3. Provide health care to all clients regardless of race, creed, cultural background, disease, or lifestyle.
4. Refuse to give endorsement to the sale and promotion of commercial products or services.
5. Uphold the highest standards in personal appearance, language, dress, and demeanor.
6. Stay informed about issues affecting the practice of nursing and delivery of health care and, where appropriate, participate in government and policy decisions.
7. Accept the responsibility for safe nursing by keeping oneself mentally and physically fit and educationally prepared to practice.
8. Accept responsibility for membership in NFLPN and participate in its efforts to maintain the established standards of nursing practice and employment policies which lead to quality client care.

National Federation of Licensed Practical Nurses, Inc.
1418 Aversboro Rd.; Garner, NC 27519. Phone: (919) 779-0046 (800) 948-2511
FAX: (919) 779-5642
Adopted 6/2013; Reviewed 5/2014

Student Health

EMERGENCY PROCEDURE

Please refer to NW Tech Student Handbook page 40.

EXPOSURE CONTROL PLAN FOR BLOODBORNE

Please refer to the Exposure Control Plan.

FERPA Facts

Please refer to the NW Tech Student Handbook page11.

HEALTH POLICY

Requirements for clinical participation:
1. TB skin test yearly or TB questionnaire yearly if indicated.
2. Rubella immunization or titer.
3. Tetanus within last 10 years.
4. Hepatitis B series or Hepatitis B declination.
5. Varicella immunization or titer. Physician can verify childhood infection.
6. Pertussis vaccine or titer.
7. Annual influenza recommended.
8. CPR from American Heart Association.
9. Health Insurance
10. Malpractice Insurance provided by the school. Student may purchase additional coverage.
11. Transportation. Student must have reliable transportation to and from clinical rotation sites and/or off campus activities.
12. Follow dress code. Replacement of uniform, school patches or name tags are at student's expense.

Developed 6/2013; Revised 5/2015

STUDENT SERVICES/COUNSELING

The personnel of the practical nursing work together to assistant students toward success in the program. The adult learner in the program is responsible for being an active participant in the learning process. Assistance is readily available through multiple sources.

1. A full time Adult Counselor is available for appointments. This person can be great resource to you for a wide variety of needs. Contact school counselor at ext. 2018.
2. Students should feel free to see the NWTC counselor. Students should actively seek counseling resources for educational and personal needs in the practical nursing. The nursing faculty and the adult counselor are available to the students.
3. Faculty members will be available for scheduled conferences with students during the school day and following class. Please schedule appointments with specific faculty members. Counseling/consultation with any faculty member is to occur outside of class time, unless it is an emergency. NWTC PN faculty has an open door policy for the PN students. Be respectful if the door is closed. They are most likely with another student.
4. Concerns over policy and procedure within the practical nursing should be addressed through the chain of command using the organizational chart. It is essential for the student to communicate learning needs to faculty.
5. Faculty members will arrange conferences as needed to discuss the student's work and any problems that have been noted.

Students who are instructed by the NWTC PN Faculty to see the counselor must present written evidence of having done so within 1 complete class day.

Developed 6/2013; Revised 5/2014

SUBSTANCE AWARENESS POLICY

The faculty of the Northwest Technology Center Practical Nursing recognizes the necessity for a safe environment in the classroom, skills practice laboratory and in clinical facilities. While learning nursing theory, practicing skills, and caring for clients, students should never be under the influence of any chemical substance which might alter their reaction times, learning abilities, or critical problem-solving skills.

Statement of Purpose and Intent:

The use of alcohol and illegal chemical substances has a direct and adverse effect on the safety, personal health, attendance, productivity and quality of work of all students. Recent scientific studies demonstrate that the use of alcohol and/or illegal chemical

substances reduces an individual's ability to perform beyond the time period of immediate consumption or use.

The safety of clients served by the Northwest Technology Center students enrolled in practical nursing is of paramount concern to Northwest Technology Center. Students who use drugs or alcohol pose serious safety risks to clients, as well as other students and employees of Northwest Technology Center and clinical facilities, at which students engage in clinical practice rotations. Due to the devastating impact that the use of alcohol and or illegal chemical substances have on the safety as well as the adverse effect alcohol and illegal chemical substances can have on a student's ability to perform in a clinical setting, Northwest Technology Center **will not** tolerate students who use, possess, distribute, purchase, sell or are under the influence of illegal chemical substances or alcohol while on school property, school sponsored event or in a clinical setting. Violations of this policy will subject the student to disciplinary action, including, but not limited to, immediate dismissal for Northwest Technology Center Practical Nursing Program.

1. Definitions
1.1 "Illegal chemical substance" or "drug" means any substance which an individual may not sell, possess, use, distribute or purchase under either Federal or Oklahoma law. "Illegal chemical substance" includes, but not limited to: all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substances Act, all prescription drugs obtain without authorization, and all prescribed drugs and over the counter drugs being used for an abusive purpose. By way of example only, the drugs which may be tested for are: amphetamines, cannabinoids, cocaine, phencyclidine (PCP) hallucinogens, methaqualones, opiates, barbiturates, benzodiazepines, synthetic narcotics, designer drugs, or any metabolite of any of these substances.
1.2 "Alcohol" means ethyl alcohol or ethanol and includes low point beer.
1.3 "Under the influence" means a student of Northwest Technology Center who has any alcohol or illegal chemical substance or the metabolites thereof present in the student's body in any amount which is considered to be "positive" for such alcohol or drug or drug metabolites using any scientifically substantiated alcohol or drug use screen test and alcohol or drug use confirm test.
1.4 "Positive" when referring to an alcohol or drug use test administered under this policy means to toxicological test result which is considered to demonstrate the presences of alcohol or an illegal chemical substance or the metabolites thereof using the cutoff standards or levels determined by the State Board of Health for drug or alcohol testing of students or in the absence of such State Board cutoff levels, the cutoff levels customarily established by the testing laboratory administrating the alcohol or drug use test.

1.5 "School property" means any property owned, leased, rented or used by Northwest Technology Center, including but not limited to school buildings, parking lots and motor vehicles.

1.6 "Drug or alcohol use test" means a chemical test administered for the purpose of determining the presence or absence of alcohol or illegal chemical substance or their metabolites in a student's blood, bodily tissue, fluids, products, urine, breath or hair.

1.7 "Random selection" or "random selection basis" means a mechanism for selecting students for alcohol and/or drug testing that:

1.7.1 Results in an equal probability that any student from a group of students subject to the selection mechanism will be selected; and

1.7.2 Does not give Northwest Technology Center discretion to waive the selection of any student selected under the mechanism.

1.8 "Reasonable suspicion" means a belief that a student is using or has used alcohol or drug in violation of this policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in the light of experience, and may be based upon, among other things:

1.8.1 Observable phenomena, such as:

1.8.1.1 The physical symptoms or manifestations of being under the influence of alcohol or a drug while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event; or

1.8.1.2 The direct observation of alcohol or drug use while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event;

1.8.2 Evidence that a student has tampered with an alcohol or drug test; or

1.8.3 Evidence that a student is involved in the use, possession, sale, solicitation or transfer of alcohol or drugs while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event.

2. Procedures for alcohol or illegal chemical substance testing

2.1 Any alcohol or drug use test administered under the terms of this policy will be administered by or at the direction of a professional laboratory licensed by the Oklahoma State Department of Health and using scientifically validated toxicological methods that comply with rules promulgated by the State Department of Health. All aspects of the alcohol and drug use testing program, including the taking of samples, will be conducted so as to safeguard the personal and privacy rights of students to the maximum degree possible and shall be conducted under reasonably sanitary conditions. The test sample shall be obtained in a manner which minimizes its intrusiveness.

If a student is determined to have tampered with any specimen or otherwise engaged in any conduct which disrupts the testing process of any student, then the student will be deemed to have violated this policy and will be subject to disciplinary action, including, but not limited to, immediate dismissal from Northwest Technology Center.

The test monitor shall give each student a form on which the student may, but shall not be required to, list any medications he/she has taken or any other legitimate reasons for having been in recent contact with alcohol or illegal chemical substances.

2.2 Upon written request, the student will be furnished with a free copy of all tests results performed under this policy. All test records and results will be confidential and kept in files separate from the student's cumulative record.

2.3 Any Student who is subject to disciplinary action as a result of testing positive for an illegal chemical substance, for being under the influence of alcohol or an illegal chemical substances school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event will be given a reasonable opportunity, in confidence, to explain or explain or rebut the alcohol or drug use test results. If the student asserts that the positive test results are caused by something other than consumption of alcohol or an illegal chemical substance by the student then the student will be given an opportunity to present evidence that the positive test result was produced by something other than consumption of alcohol or an illegal chemical substance. Northwest Technology Center will rely on the opinion of the laboratory which performed the tests in determining whether the positive test results was produced by something other than consumption of alcohol or and illegal chemical substance.

2.4 The laboratory reports and results of alcohol and drug use testing will be maintained on a confidential basis except as otherwise required by law. The laboratory performing alcohol or drug use tests for Northwest Technology Center will not report on or disclose to Northwest Technology Center any physical or mental conditions affecting a student which may be discovered in the examination of a sample other than the presence alcohol or illegal chemical substances or metabolites thereof. The use of samples to test for any other substances will not be permitted.

3. Student alcohol and drug use tests – when required
3.1 All students enrolled in practical nursing of Northwest Technology Center will be tested for drugs and/or alcohol prior to the start of their participation in clinical practice.
3.2 All practical nursing students may be tested for drugs and/or alcohol at any time on a random selection basis. The decision of when to conduct drug and/or alcohol testing on a random selection basis is entirely within the discretion of Northwest Technology Center.

3.3 Any practical nursing student whose behavior while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event creates a reasonable suspicion that the student is under the influence of alcohol or an illegal chemical substance may be required to take an alcohol and/or drug use test. Nothing in this policy shall require alcohol and/or drug use testing of any student nor prohibit Northwest Technology Center from disciplining any student in the absences of any alcohol or drug use test of the student.

3.4 Any student testing positive for or found to be in the possession of, alcohol and/or illegal chemical substances as outlined in this policy will be subject to disciplinary action, including, but not limited to dismissal from Northwest Technology Center Practical Nursing program.

3.5 Any student who refuses or fails to participate in or cooperate with any part of the testing process will be deemed to have violated this policy and will be subject to disciplinary action, including, but not limited to dismissal from Northwest Technology Center Practical Nursing program to the same extent as if the student tested positive for the presence of alcohol or an illegal chemical substance.

4 Persons authorized to order alcohol or drug testing

4.1 The following persons have the authority to require alcohol or drug use testing of student under this policy:

4.1.1 The Assistant Superintendent of Northwest Technology Center; or

4.1.2 Practical Nursing Director.

5 Due process procedures

5.1 Adult education students in this case practical nursing students have no due process rights under the Oklahoma law and are subject to immediate dismissal from Northwest Technology Center practical nursing program, however, adult student dismissed from Northwest Technology Center pursuant to this policy may follow the grievance procedure outlined in Board policy.

Developed 6/2013; Reviewed 5/2014

Oklahoma Board of Nursing

The student/graduate must apply and take the NCLEX-PN within 2 years of graduation from the program for licensure.

The following documents as stated on the OBN website www.ok.gov/nursing are included to assist the student meeting the Oklahoma Board of Nursing regulations and standards during enrollment in the practical nursing program. Updates can be obtained on the website.

Goals for Nursing Practice & Education in Oklahoma

Decision-making Model for determining RN/LPN Scope of Practice Model for Scope of
Nursing Practice Decisions

Guidelines for Employment of Individuals Enrolled In or Non-Licensed Graduates of
Nursing Education Programs

Client Assessment Guidelines

IV Medication Administration by LPN's Statement

Instructions for Application for Oklahoma Licensure by Examination

Requirements for Registration and Licensure as a License Practical Nurse: (b)
Applications

Instructions for NCLEX and AUA Certification Candidates with History of
Arrests/Convictions/Prior Disciplinary Action

Criminal Background Policy from Oklahoma Board of Nursing Rules (Title 485) July 12, 2012

SUBCHAPTER 8. CRIMINAL BACKGROUND CHECKS FOR APPLICANTS FOR LICENSURE/CERTIFICATION
Section
485:10-8-1. Requirements for criminal background checks for initial
licensure/certification in this state

485:10-8-1. Requirements for criminal background checks for initial licensure/certification in this state

(a) All applications for registered nurse or practical nurse licensure by examination or endorsement or for certification as an Advanced Unlicensed Assistant shall include a criminal history records search.

(b) Until January 1, 2013, such applications shall be accompanied by a completed Oklahoma State Bureau of Investigation (OSBI) criminal history records search with a search of the applicant's full legal name, all alias names, and Social Security number/s, to include a search for sex offender and violent offender status.

(c) Effective January 1, 2013, each application shall be accompanied by two full sets of fingerprint images to be used for the purpose of permitting a state and national criminal history records search. An applicant who has submitted fingerprint images that were used for the purpose of permitting a state and national criminal history records search with a previous application submitted to the Board within the last twelve (12) months or submitted to the Board after the implementation of the federal continuous Record of Arrest reports is exempt from this requirement.

(d) The fingerprint images will be accompanied by a money order or cashier's check made payable to the OSBI for the fee established by the OSBI.

(e) Upon receipt of the application and fingerprint images with the established fees, the Board shall timely forward the fingerprint images to the OSBI to permit a state and national criminal history records search to be completed.
[Source: Added at 31 Ok Reg 1615, eff 7-12-12]

Preceptor Policy from Oklahoma Board of Nursing Rules (Title 485) January 2014

I. Purpose: Clinical preceptors may be used for supervision of students in community health, leadership/management, independent study, elective course, home health and selected hospital and long-term care facility experiences consistent with Board policy. [OAC 485:10-5-4.1(g)]. This policy is applicable to students enrolled in nursing educations program leading to licensure as a Registered Nurse or Licensed Practical Nurse.

II. Definitions
 a. "Preceptor": a licensed nurse who is employed by the facility in which the clinical experience takes place, and who agrees to provide supervision to a student for a specified period of time during the preceptor's scheduled work hours in order to assist the student to meet identified learning objectives.
 b. "Preceptorship": a clinical experience in which a student tis participating in the provision of care for one or more clients and a faculty member may not be in attendance on –site.
 c. "Faculty Member": Clinical instructor employed by the nursing education program meeting qualifications consistent with Board policy.

III. The following established Board policies must be met for a clinical preceptorship:
 a. Preceptors may be used for supervision of students only after student have demonstrated to the faculty member knowledge and skills that are required for the clinical situation.
 b. Preceptorship may constitute only a small percentage of student's total clinical experiences. The decision to provide a clinical experience through a preceptorship ;shall be made after evaluation of the student's individual learning needs and must be justified by the nature of the experience required.

c. When the preceptorship is provided in a setting in which the student is employed, the faculty member must ensure that both the student and the preceptor understand the difference in the student's role during the preceptorship experience vs. their role while employed at the facility.

d. A clinical preceptor shall have not less than the following minimum qualifications:
   i. At least one year experience in nursing
   ii. Current unencumbered licensure as an R.N. or L.P.N.
   iii. Hold a nursing license with comparable or greater education preparation, i.e.: a B.S.N. to act as a preceptor for baccalaureate students; an A.D.N to act as a preceptor for associate degree students; an L.P.N. to act as a preceptor for practical nursing students.

e. A written agreement will be established among the cooperating agency, the preceptor, and the nursing education program, and shall delineate the functions and responsibilities of the parties involved in the preceptorship.

f. Medication administration and invasive nursing procedures and care may be supervised by the preceptor after the student has satisfactorily completed initial instruction and clinical practice with faculty member supervision. An appropriate orientation to the setting for the preceptorship expedience will be provided by the facility for the student.

g. A faculty member shall be responsible for coordinating preceptorships. Orientation of faculty responsibilities as provided by the nursing program shall be documented in the faculty files.

h. The faculty member shall provide each preceptor with an orientation to the role of the preceptor and shall be responsible for evaluating the effectiveness of the preceptor in the role.

i. The designated faculty member shall be responsible for students' learning experiences an d shall meet regularly with the preceptor and student ro review clinical objectives, monitor and evaluate learning experiences. Although the preceptor may provide input regarding the student's performance, the faculty member retains responsibility for evaluation of student's achievement of the clinical objectives.

j. The designated faculty member shall be readily available by telephone when students are under the supervision o fa clinical preceptor. The designated faculty member should be available to provide assistance or supervision of the student at the clinical site, should a problem arise that cannot be resolved the telephone.

IV. On-sit supervision of the students by a faculty member is required at all times, except in the following cases:

a. The clinical experience is strictly observational.
   i. The purpose of an observational experience is to allow the student to observe specialized or advanced areas of clinical care. In an observational experience, the student does not provide hands-on care.
   ii. Student may be placed at clinical sites for observational experience without the supervision of a preceptor, provided that such experiences are limited to a small percentage of the student's clinical time and learning objectives and guidelines for the experience are clearly identified.
   iii. Examples of observational experiences include, but are not limited to attendance at an AA meeting or birthing class, an experience at the office of a health care provided, or "shadowing " a nurse in a specialized role, such as a wound care nurse or nurse administrator.
b. The experience is precepted clinical experience meeting the criteria established in the policy.

V. **Regulatory Authority:** OAC 485:10-5-4.1 (g)

End

Acknowledgement

I, _____, acknowledge that I was given the NW Technology Center Student handbook and the Practical Nursing Student Handbook. I have read, understand and will adhere to the policies set forth in the handbooks.

Specifically, I have read and understand the following policies: (initial each)

- _____   Attendance
- _____   HIPAA
- _____   Disciplinary Procedure
- _____   Probation
- _____   Dismissal
- _____   Drug Free
- _____   Substance Abuse

_____
Student Signature   Date

ONCE SIGNED SUBMIT TO THE PN DIRECTOR.

CONFIDENTIALITY/HIPAA

While the student is enrolled in the practical nursing program, the student will have clinical rotations. It is during these clinical rotations that the student will be exposed to confidential health information of clients. The student is responsible for maintaining a standard of strict confidentially in every respect of client care. The student must comply with the Health Information Privacy and Portability Act (HIPAA). The act sets standards for protecting client privacy. The student will receive HIPAA training and will abide its standards.

The student should not discuss or post any information about clients, family members, or any clinical facility on any electronic venue (i.e.: MySpace, Facebook, Twitter, cell phones, smart devices, etc.) The student will not save any client, family, or clinical facility information on any technology device. Client information may be discussed with the instructor and during pre/post conference. Students should keep all client-related discussions confidential.

It is the policy and responsibility of health care providers to protect the confidentiality of all client information to ensure that the interests of the client/resident are protected. During your clinical rotation time you will have access to confidential information of clients, physicians, and/or employees. This information is to be respected and not discussed in any manner with other clients, employees, or those outside the hospital.

Any information concerning the client's admission to a health care facility, care by a health care provider, condition of the client/resident, client chart or medical record information, the physician's orders, or the nursing care received by the client is not to be disclosed under any circumstances.

Any infraction of this policy is considered to be poor conduct, unacceptable, and a breach of ethics.

During my clinical time at assigned health care facilities, I understand and agree that I must hold client/resident information in strict confidence and not disclose any confidential information concerning clients, physicians, employees, and others.

Student Signature:

_____

Developed 6/2013; Reviewed 5/2014

The following protocol will be instituted in the event of distance learning:

The Faculty:

1. Will notify all students immediately if distance learning is instituted.
2. Will establish virtual meetings/classrooms and send notification to students.
3. Will provide students with appropriate documentation forms such as contract and time sheets. (based on need of financial aid)
4. Will contact students individually for a one-to-one conference on a weekly basis.

The Student:

1. Will adhere to their monthly calendar/contract.
2. Will document the time on tasks.
3. Will maintain week calendar.
4. Will participate in the mandatory virtual meeting.
5. Will schedule weekly one-to-one conference with faculty.
6. Will submit time sheet weekly.
7. Will submit coursework prior to testing unit.

Virtual Classroom

Faculty will have open the virtual classroom Monday through Friday beginning at 9 am until 4 pm.

The student can notify faculties if any questions arise that need to be addressed prior to scheduled Q&A sessions.

Virtual Clinical

Virtual clinical simulation, case studies and assignments may be provided to meet clinical objectives. The student should complete required virtual clinical assignments.

Testing

Testing will be proctored at 9 am and 1 pm., Monday through Friday.

Contract/Timesheet

The contract and timesheet developed by financial aid will be utilized. This is to ensure that you may receive any and all support that you are entitled.

Status Change

It may become apparent to a student that he or she may need to move from full time to part time or apply for leave of absence. Should a student require a status change:

1. Student should contact Director of Nursing Program.
2. Provide in writing the desire to move to part time or request leave of absence.
3. Contact faculty to discuss revision to contract.

Revised 6/2020