

**Northwest Technology Center  
Practical Nursing  
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[www.nwtech.edu](http://www.nwtech.edu)**

# **PRACTICAL NURSING HANDBOOK 2024-2025**

**Practical Nursing of Northwest Technology Center  
Approved by  
Oklahoma Career and Technology Department  
1500 West 7<sup>th</sup> Avenue  
Stillwater, OK 74074  
405-377-2000 [www.okcareertech.org](http://www.okcareertech.org)**

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 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 including fingerprinting, 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. Potential applicants to state-approved education programs, with a criminal history, may obtain a determination of eligibility for licensure or certification from the Oklahoma Board of Nursing for a fee. The *Petition for Determination of Eligibility for Licensure or Certification* form can be accessed at: <https://oklahoma.gov/nursing/criminal-history.html>.

The Oklahoma Board of Nursing  
Mailing Address: P.O Box 52926  
Oklahoma City, OK 73152  
Physical address: 2501 N. Lincoln Blvd., Ste. 207  
Oklahoma City, OK 73105  
(405) 962-1800

**Regulatory Authority** 59 O.S. §567.12

Board Approved: 7/92 OBN Policy/Guideline: #E-05 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; 11/12/19; 1/24/23; 7/17/24  
P:/Administration/Executive/Policies/Education/E-05 Information for Bulletins and Catalogues of Nursing Education Programs

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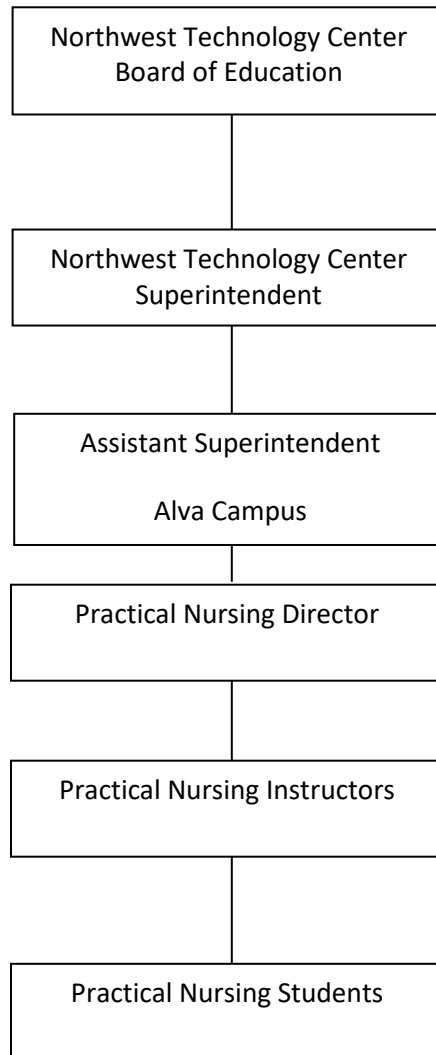
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<b>BOARD OF EDUCATION</b>						Effective Date 8/5/2024	
<b>SUPERINTENDENT OF SCHOOLS</b>							
Daren Slater							
Assistant Superintendent - Alva Campus Jeremy Eaton			Alva & Fairview	Assistant Superintendent - Fairview Campus Colt Shaw			
MAINTENANCE	B&I SERVICES	CAREER PROGRAMS		BUSINESS SERVICES	CAREER PROGRAMS	MAINTENANCE	
<b>Director-Maintenance</b> Tino Fraire <b>Custodians:</b> Ashlee Fraizer Felipe Arizmendi Ramirez	<b>Director-BIS</b> Charlotte Hadwiger <b>Coordinator-BIS</b> Adam Honeyman <b>Coordinator-BIS Health</b> Kayla Turner <b>Administrative Professional</b> Jessica Kriegh	<b>Instructor-Automotive Technology</b> Ron Rader <b>Instructor-Electrical Trades</b> Eric Sheik <b>Instructor-Digital Design</b> Jessica Schanbacher <b>Instructor-Computer &amp; Business</b> Pam Malone <b>Instructor-Health Careers</b> Brooke Meyer <b>Instructors-Biomedical Sciences:</b> Brenna Koppitz Kasey Adair <b>Practical Nursing:</b> Director - Tara Thomas Instructor - Melanie Blackwood Instructor - Part-Time Adjunct Admin. Professional - Part-Time		<b>Director-Finance</b> Ashlee Sneary <b>Asst. Financial Officers</b> Alva - Elizabeth Bittle Fairview - Brenda Waggoner  <b>Director-IT</b> Greg Graham <b>Assistant Director - IT</b> Jerad Jackson  <b>Director-HR/Financial Aid</b> Sonja Williams  <b>Director-Marketing</b> Melinda Barton  <b>Coordinator-Agriculture &amp; Small Business Development</b> Haley Ragan	<b>Instructor-Automotive Technology</b> Robert Watson <b>Instructor-Welding Tech</b> J.P. Parker <b>Instructor-Digital Design</b> Stacy Lee <b>Instructor-Marketing, Video &amp; Business</b> Amy McClure <b>Instructor-Health Careers</b> Debra Button <b>Instructor-Biomedical Sciences</b> Shawn Cusack <b>Cosmetology:</b> Instructor - Hillary Cinnamon Assistant - Audrey Jennings	<b>Director-BIS</b> Jason Wallace <b>Coordinator-BIS</b> Scott Brown <b>Coordinator-BIS Health</b> Melissa Powell <b>Administrative Professional</b> Kelley Burggraf	<b>Director-Maintenance</b> Shane Glover <b>Custodians:</b> Brenda Munger Kaydee Sessions
<b>SPECIAL PROJECTS</b> TANF Navigators NWTC - Sharon Corder HPTC - Denise Whitehead		<b>STUDENT SERVICES</b> <b>Career Counselor</b> Karen Koehn <b>Coordinator-Career Center</b> Tami Frascht <b>Instructor-Math</b> Juan Licea, Jr. <b>Administrative Professional</b> Angela Flynt			<b>STUDENT SERVICES</b> <b>Career Counselor</b> Jennifer Shaw <b>Coordinator-Career Center</b> Kay Koehn <b>Instructor-Math</b> Ashlee Smart <b>Administrative Professional</b> Amanda Robinson		
<b>Director-Woods County Economic Development</b> WCEDC - Jeremy Zeller							

Revised 7/2022, Revised 5/2023, Revised 8/2024

## Northwest Technology Center Organization Chart Practical Nursing



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-long 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

The 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 fulfill the vision of the program. The conceptual model for 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 underlying 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 processes 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

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### 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, 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** are 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 an 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 workplace.
- ☞ 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 12<sup>th</sup> grade level. The ATI TEAS V (Test of Essential Academic Skills) proficiency level is 70.0% in the 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 meet 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 textbooks will be downloaded to this device. Students 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 POLICY

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 re-admission 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 crises 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 withdrawal.

## **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 5/201

## 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 earlier 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 the 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 are grounds for dismissal regardless of probation status.

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

# Practical Nursing

## 2024-2025 PN Expense List and Cost of Attendance

Item	Paid to Vendor by student	In District Paid to NWTC
	Cost *	Cost **
Program Acceptance Fee (non-refundable)		\$ 100.00
*Not included in future financial assistance		
<b>Tuition for Trimester I (492 hours)</b>		<b>\$ 984.00</b>
Curriculum		\$ 1,780.00
Uniform and Accessories:3 uniforms, scrub jacket, patches, name tag, Instruction Fees		\$ 350.00
Lab Fees: skills bag, tablet and accessories		\$ 1,500.00
OSBI Background Check, drug screen	\$ 135.00	
<b>Totals for Trimester I</b>	<b>\$ 135.00</b>	<b>\$ 4,714.00</b>
<b>Tuition for Trimester II (483 hours)</b>		<b>\$ 966.00</b>
"My Clinical" Use Fee	\$ 38.00	
<b>Totals for Trimester II</b>	<b>\$ 38.00</b>	<b>\$ 966.00</b>
<b>Tuition for Trimester III (488 hours)</b>		<b>\$ 976.00</b>
Graduation Fees		\$ 100.00
*NCLEX (Student Pays to NCLEX)	\$ 200.00	
*OBN (Student Pays to Oklahoma Board of Nursing)	\$ 85.00	
*NCLEX Background Check	\$ 55.00	
Multi State Licensure <i>optional*</i>	\$ 600.00 est.	
<b>Totals for Trimester III</b>	<b>\$ 340.00 - \$940.00</b>	<b>\$ 1,076.00</b>
Total Fees	\$ 135.00	\$ 200.00
Total Tuition		\$ 2,926.00
Total Books, Course Materials, Supplies, and Equipment	\$ 38.00	\$ 3,630.00
Total Certification/Licensure Expense	\$ 340.00	
<b>Total Student Cost for the Year (Oklahoma Licensure)</b>	<b>\$ 513.00</b>	<b>\$ 6,756.00</b>
<b>Total Student Cost for the Year (w/ Multi State Licensure)</b>	<b>\$ 1,113.00 est.</b>	<b>\$ 6,756.00</b>

	In-District	Out-District	In-District	Out-District
<b>Practical Nurse - 1463 Hours (11-months)</b>				
<b>Tuition*</b>	\$ 2,926.00	\$ 5,852.00	\$ 2,926.00	\$ 5,852.00
<b>Fees*</b>	\$ 335.00	\$ 335.00	\$ 335.00	\$ 335.00
Books, Course Materials, Supplies, and Equipment*	\$ 3,668.00	\$ 3,668.00	\$ 3,668.00	\$ 3,668.00
Certification/Licensure Expense*	\$ 340.00	\$ 340.00	\$ 340.00	\$ 340.00
<b>Direct Cost of Attendance</b>	<b>\$ 7,269.00</b>	<b>\$ 10,195.00</b>	<b>\$ 7,269.00</b>	<b>\$ 10,195.00</b>
Housing & Food**	\$ 6,676.88	\$ 6,676.88	\$ 14,152.88	\$ 14,152.88
Transportation**	\$ 1,311.53	\$ 1,311.53	\$ 2,780.03	\$ 2,780.03
Miscellaneous**	\$ 3,934.59	\$ 3,934.59	\$ 8,340.09	\$ 8,340.09
<i>Estimated Cost with living expenses</i>	<i>\$ 19,192.00</i>	<i>\$ 22,118.00</i>	<i>\$ 32,542.00</i>	<i>\$ 35,468.00</i>

\*Paid to Vendor by student costs are not included in Financial Aid expenses. These are additional fees paid by the student at the appropriate time.

\*\*Out of district tuition is \$5,852.00. More information is available if applicable.

The student is responsible for these expenses. These will not be part of third-party responsibilities. These expenses are to be paid by 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 expenses as well. Non-payment may result in dismissal of the practical nursing program.

Developed 6/2013; Revised 9/2014; 1/2015; 5/2015; 7/2019; 6/2020; 7/2022; 7/2023

## **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 at 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 students considered as "not in good standing."

Please refer to the NW Tech Student Handbook page 7.

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

### **TUITION REFUND POLICY**

Please refer to the NW Tech Student Handbook page 9.

### **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, Sonja 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 if needed to complete an assignment with instructor's 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 textbooks will be downloaded to this device. Students 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 28.

### 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 confidentiality 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 by 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 49 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 26.

### **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 27.

### **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 in an advisory capacity.
  2. The following representatives will be elected:
    - (a) A Faculty Committee Representative will be selected. The representative will function 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 the 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 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

NCLEX Preparation Applications: The PN faculty believes that the student's success will be enhanced by utilizing tools designed to prepare for NCLEX while still in school.

ATI Assessment/Remediation. ATI Assessments are to be completed after the following courses: Fundamentals of Nursing, Pharmacology, Nursing Across the Life Span, and Transition to Practice. The PN faculty has established a Level II as the benchmark for success.

Students who do not score at or above the benchmark shall:

- Complete an online focused remediation;
- Complete practice exams and remediation if available
- Complete a hand-written focused review and submit to PN faculty member.
  - Retest.
  - Students who do not score at or above benchmark shall develop a remediation plan with PN Director.

The ATI Comprehensive Predictor is scheduled at the end of the program and will follow the same guidelines as above, except the goal for the Predictor is a 95-99% Predicted Possibility of Passing NCLEX the first time.

Remediation: Students should remediate any subject matter that they feel they do not have adequate understanding. Students will remediate all units in which the student scored 75% or less on the unit exam.

### **Prepared and Unprepared Student 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 tests 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. Clinical Performance, Clinical Judgement Rubric.
2. Contribution to the Plan of Care/ Clinical Pathway.
3. 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 student will confer with the clinical instructor and/or PN Director.
4. 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.

5. The student will be placed on probation.
6. 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: 7/2022

### **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. 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 be available for PN students.

### **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 the 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. Action 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.

Students 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

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

**Dismissal**

Dismissal from the program may be required for the following reasons:

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 conduct 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

### **GRIEVANCE/APPEAL PROCEDURE**

Please refer to the NW Tech Student Handbook page 30.

### **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 people 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
<b>Trimester 1 – 492 hours</b>	
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
<b>Trimester 2 – 483 hours</b>	
Nursing Across The Life Span 1	215
Success Strategies and Information Technology in Nursing II	40
Clinical Nursing II	228
<b>Trimester 3 – 488 hours</b>	
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
<b>Program Total – 1463 hours</b>	
Component	Hours
<b>Theory/Lab</b>	<b>596/255</b>
<b>Clinical</b>	<b>612</b>

## 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 to 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 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 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.

## **Student Health**

### **EMERGENCY PROCEDURE**

Please refer to NW Tech Student Handbook page 68.

### **EXPOSURE CONTROL PLAN FOR BLOODBORNE**

Please refer to the Exposure Control Plan.

### **FERPA Facts**

Please refer to the NW Tech Student Handbook page 14.

### 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 the 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. Proof of Covid vaccination or exemption letter from healthcare provider.
9. CPR from American Heart Association.
10. Health Insurance
11. Malpractice Insurance provided by the school. Students may purchase additional coverage.
12. Transportation. Students must have reliable transportation to and from clinical rotation sites and/or off campus activities.
13. Follow the dress code. Replacement of uniform, school patches or name tags are at student's expense.

Developed 6/2013; Revised 5/2015; 7/2022

### STUDENT SERVICES/COUNSELING

The personnel of the practical nursing work together to assist 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 a 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 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 students' 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, methaqualone, 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 administering 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](http://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]

### **CHAPTER 10. LICENSURE OF PRACTICAL AND REGISTERED NURSES**

#### **SUBCHAPTER 11**

#### **DISCIPLINARY ACTION 485:10-11-4. Licensure or Certification of Individuals with Criminal History**

(a) Purpose and Applicability. This section establishes the criteria utilized by the Board in determining the effect of criminal history on eligibility for nursing licensure or Advanced Unlicensed Assistant (AUA) certification and implements the requirements of Oklahoma Statutes Title 59 Sections 567.1. et seq. and 4000.1 (2019). This section applies to: (1) all currently licensed nurses and holders of an AUA certificate; (2) all individuals seeking to obtain a nursing license or AUA certificate; and (3) all individuals seeking an initial determination of their eligibility for nursing licensure or AUA certification.

(b) The felonies listed below in subsection (c) disqualify an individual from retaining licensure or becoming licensed as a nurse or retaining certification or becoming certified as an AUA in Oklahoma. However, subsection (c) is not an exhaustive or exclusive list of



crimes, both felonies and misdemeanors resulting in a conviction or a deferred sentence, that may result in discipline from the Board of Nursing, up to and including revocation. The felonies listed in subsection (c) disqualify an individual because they substantially relate to the practice of nursing and pose a reasonable threat to public safety for the reasons stated below.

(1) The practice of nursing is a unique profession. Licensees and certificate holders practice nursing autonomously in a wide variety of settings and provide care to patients who are, by virtue of their illness or injury, physically, emotionally, and/or financially vulnerable. These patients often include the elderly, children, those with mental or cognitive disorders, sedated or anesthetized patients, and/or disabled or immobilized individuals. Individuals who have engaged in criminal conduct place patients, healthcare employers and employees, and the public at risk of harm.

(2) Crimes involving fraud and/or theft. Licensees and certificate holders often have unfettered access to patients' privileged information, financial information, and valuables, including but not limited to medications, money, jewelry, credit cards/checkbook, and/or sentimental items. The practice of nursing continues 24 hours per day in all healthcare settings, including those where there is often no direct supervision of the individual. Patients in these healthcare settings are particularly vulnerable to the unethical, deceitful, and illegal conduct of a licensee or certificate holder. When an individual has engaged in criminal behavior involving fraud and/or theft, the Board is mindful that similar misconduct maybe repeated in healthcare settings, thereby placing patients, healthcare employers and employees, and the public at risk. As such, crimes involving any type of fraud and/or theft are highly relevant to an individual's ability to provide safe nursing care.

(3) Crimes involving sexual misconduct. Licensees and certificate holders frequently provide nursing care to partially clothed or fully undressed patients, who are particularly vulnerable to exploitation. Due to the intimate nature of nursing care, professional boundaries in the practice of nursing are extremely important. When an individual has engaged in criminal behavior involving any type of sexual misconduct, the Board is mindful that similar misconduct maybe repeated in healthcare settings. As such, crimes involving any type of sexual misconduct are highly relevant to an individual's ability to provide safe nursing care.

(4) Crimes involving lying, falsification, and/or deception. Licensees and certificate holders are required to accurately and honestly report and record information in a variety of places, such as medical records, pharmacy records, billing records, nursing notes, and plans of care, as well as to report errors in their own nursing practice. When an individual has engaged in criminal behavior involving lying, falsification, and/or deceptive conduct, the Board is mindful that similar misconduct maybe repeated in healthcare settings, thereby placing patients, healthcare employers and employees, and the public at risk of harm. As such, crimes involving any type of lying, falsification and/or deception are highly relevant to an individual's ability to provide safe nursing care.

(5) Crimes involving drugs and/or alcohol. Licensees and certificate holders have a duty to their patients to provide safe, effective nursing care and to be able to practice safely. Individuals who have a substance use disorder may have impaired judgment and motor skills and are at risk for harming their patients and/or the public. Licensees and certificate holders have access to many medications and drugs and those with substance use disorders may misuse or steal drugs. Individuals affected by a substance use disorder may be unable to accurately assess patients, make appropriate judgments, or intervene in a timely and appropriate manner, thus putting their patients at risk. This danger is heightened when the licensee or certificate holder works in an autonomous setting where other healthcare providers are not present to intervene for the patient or the public. As such, crimes related to the use or possession of drugs or alcohol are highly relevant to an individual's fitness to practice.

(6) Crimes involving violence and/or threatening behavior. Licensees and certificate holders provide care to the most vulnerable of populations, including patients who often have no voice of their own and cannot advocate for themselves. Further, patients are dependent on the caregiver-patient relationship for their daily care. When an individual has engaged in violent or threatening criminal behavior, the Board is mindful that patients may be at risk for similar behavior in a healthcare setting. As such, crimes involving violence and threatening behavior are highly relevant to an individual's fitness to practice.(c)All crimes listed in this subsection are as described in Titles 21, 47 and 63 of the Oklahoma Statutes. In addition, the Board recognizes and gives similar treatment to similar offenses charged in other jurisdictions.

*Felony convictions that disqualify an individual from retaining licensure or becoming licensed as a nurse, or retaining certification or becoming certified as an AUA in Oklahoma include:*

*(1) Crimes involving fraud, theft, lying and/or falsification. (A)Robbery 21 O.S. § 791 et seq.(B)Falsely personating another to gain money or property 21 O.S. § 1532.(C)Identity theft 21 O.S. § 1533.1.*

*(2)Crimes involving sexual misconduct.(A)Human Trafficking 21 O.S. § 748.(B)Trafficking in children 21 O.S. § 866.(C)Incest 21 O.S. § 885.(D)Forcible sodomy 21 O.S. § 888.(E)Indecent exposure, indecent exhibitions, obscene material or child pornography, solicitation of minors 21 O.S. § 1021.(F)Procure, cause the participation of a minor in any child pornography, buys, or knowingly possesses, procures, manufactures, or causes to be sold or distributed child pornography 21 O.S. §§ 1021.2 and 1024.2(G)Commercial sale or distribution of pornography 21 O.S. § 1040.13.(H)Soliciting/offering sex with minor 21 O.S. § 1040.13a. (I)Offering or transporting one under 18 for sex 21 O.S. § 1087.(J) Child Prostitution – unlawful detainment in prostitution house 21 O.S. § 1088.(K)Lewd or indecent proposals to minor, sexual battery of minor 21 O.S. § 1123.(L)Knowingly engaging in acts likely to spread Human Immunodeficiency Virus 21 O.S. § 1192.1 .*

(3) *Crimes involving drugs and/or alcohol. (A)Causing, aiding, abetting minor to commit controlled dangerous substance crimes 21 O.S. § 856.1.(B)Drug trafficking 63 O.S. § 2-415.*

(4) *Crimes involving threats, violence and/or harm to another individual.(A)Assault, battery, or assault and battery with a dangerous weapon 21 O.S. § 645.(B)Aggravated assault and battery 21 O.S. § 646.(C)Aggravated assault and battery on a law officer 21 O.S. § 650.(D)Aggravated assault and battery on medical personnel with firearm or other dangerous weapon 21 O.S. § 650.5.(E)Murder, first or second degree 21 O.S. §§ 701.7 and 701.8.(F)Manslaughter, first degree 21 O.S. § 711.(G)Kidnapping 21 O.S. § 741.(H)Extortionate kidnapping 21 O.S. § 745.(I)Malicious intentional intimidation or harassment based on suspect classification 21 O.S. § 850.(J)Desertion –abandonment of child under ten 21 O.S. § 851.(K)Child endangerment by permitting child abuse 21 O.S. § 852.1.(L)Rape first or second degree 21 O.S. §§ 1111 and 1114.(M)Peeping Tom –personally or electronically 21 O.S. § 1171.(N)Stalking 21 O.S. § 1173.(O)Endangering or injuring a person during arson or attempt 21 O.S. § 1405.(P)Failure to stop after fatal accident 47 O.S. § 10-102.1.(Q)Mingling poison, drugs, or sharp objects with food, drink 21 O.S. § 832.*

(5) *Crimes involving harm to property.(A)Violation of Oklahoma Antiterrorism Act 21 O.S. §§ 1268 et seq.(B)Arson, first, second or third degree 21 O.S. §§ 1401, 1402, and 1403.(C)Burglary, first degree 21 O.S. § 1431.*

(d) To obtain an Initial Determination of Eligibility, the required form shall be completed and filed with the Board. The fee for an Initial Determination of Eligibility shall be \$95.00 and shall be submitted with the required form.

(e) The Executive Director is authorized to close a file requesting initial determination of eligibility when the person seeking determination of eligibility for licensure has failed to respond to a written request from the Board for information, within sixty (60) days of the written request. Adopted 6/2020.

### **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 education 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 is 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 experience 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 and shall meet regularly with the preceptor and student to 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 of a 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-site 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 provider, 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)

### **Standards of Practice and Educational Competencies of Graduates of Practical/Vocational Nursing Programs**

#### A. Professional Behaviors

Competencies which demonstrate this outcome:

1. Comply with the ethical, legal, and regulatory frameworks of nursing and the scope of practice as outlined in the LP/VN nurse practice act of the specific state in which licensed.
2. Utilize educational opportunities for lifelong learning and maintenance of competence.
3. Identify personal capabilities and consider career mobility options.
4. Identify own LP/VN strengths and limitations for the purpose of improving nursing performance.
5. Demonstrate accountability for nursing care provided by self and/or directed to others.
6. Function as an advocate for the health care consumer, maintaining confidentiality as required.
7. Identify the impact of economic, political, social, cultural, spiritual, and demographic forces on the role of the licensed practical/vocational nurse in the delivery of health care.
8. Serve as a positive role model within healthcare settings and the community.
9. Participate as a member of a practical/vocational nursing organization.

#### B. Communication

Competencies which demonstrate this outcome:

1. Utilize effective communication skills when interacting with clients, significant others, and members of the interdisciplinary health care team.
2. Communicate relevant, accurate, and complete information.
3. Report to appropriate health care personnel and document assessments, interventions, and progress or impediments toward achieving client outcomes.
4. Maintain organizational and client confidentiality.
5. Utilize information technology to support and communicate the planning and provision of client care.
6. Utilize appropriate channels of communication.

### C. Assessment

Competencies which demonstrate this outcome:

1. Assess data related to basic physical, developmental, spiritual, cultural, functional, and psychosocial needs of the client.
2. Collect data within established protocols and guidelines from various sources including client interviews, observations/measurements, health care team members, family, significant other(s), and review of health records.
3. Assess data related to the client's health status, identify impediments to client progress and evaluate response to interventions.
4. Document data collection, assessment, and communicate findings to appropriate member/s of the healthcare team.

### D. Planning

Competencies which demonstrate this outcome:

1. Utilize knowledge of normal values to identify deviation in health status to plan care.
2. Contribute to formulation of a nursing care plan for clients with non-complex conditions and in a stable state, in consultation with the registered nurse and as appropriate in collaboration with the client or support person(s) as well as members of the interdisciplinary health care team using established nursing diagnoses and nursing protocols.
3. Prioritize nursing care needs of clients.
4. Assist in the review and revision of nursing care plans with the registered nurse to meet the changing needs of clients.
5. Modify client care as indicated by the evaluation of stated outcomes.
6. Provide information to client about aspects of the care plan within the LP/VN scope of practice
7. Refer client as appropriate to other members of the health care team about care outside the scope of practice of the LP/VN.

### E. Caring Interventions

Competencies which demonstrate this outcome has been attained:

1. Provide and promote the client's dignity.
2. Identify and honor the emotional, cultural, religious, and spiritual influences on the client's health.
3. Demonstrate caring behaviors toward the client and significant support person(s).
4. Provide competent, safe, therapeutic, and individualized nursing care in a variety of settings.

5. Provide a safe physical and psychosocial environment for the client and significant other(s).
6. Implement the prescribed care regimen within the legal, ethical, and regulatory framework of practical / vocational nursing practice.
7. Assist the client and significant support person(s) to cope with and adapt to stressful events and changes in health status.
8. Assist the client and significant other(s) to achieve optimum comfort and functioning.
9. Instruct client regarding individualized health needs in keeping with the licensed practical/vocational nurse's knowledge, competence, and scope of practice.
10. Recognize client's right to access information and refer requests to appropriate person(s).
11. Act in an advocacy role to protect client rights.

### F. Managing

Competencies which demonstrate this outcome:

1. Assist in the coordination and implementation of an individualized plan of care for clients and significant support person(s)
2. Direct aspects of client care to qualified UAPs commensurate with abilities and level of preparation and consistent with the state's legal and regulatory framework for the scope of practice for the LP/VN.
3. Supervise and evaluate the activities of UAPs and other personnel as appropriate within the state's legal, and regulatory framework for the scope of practice for the LP/VN as well as facility policy.
4. Maintain accountability for outcomes of care directed to qualified UAPs.
5. Organize nursing activities in a meaningful and cost-effective manner when providing nursing care for individuals or groups.
6. Assist the client and significant support person(s) to access available resources and services.
7. Demonstrate competence with current technologies.
8. Function within the defined scope of practice for the LP/VN in the health care delivery system at the direction of a registered nurse, licensed physician, or dentist.

As approved and adopted by NAPNES Board of Directors May 6, 2007.

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## 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

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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 confidentiality 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 by 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:

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Developed 6/2013; Reviewed 5/2014