



2022 – 2023

SCHOOL OF PRACTICAL NURSING
STUDENT HANDBOOK



Revised August 2022- DB

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Welcome

The faculty and staff are pleased that you have chosen to pursue your nursing education at Valley Career & Technical Center (VCTC). This handbook has been created to help you answer most of your questions regarding program policies and procedures, student expectations, and faculty expectations. Please read and use it as a reference.

As a student of the practical nursing program, you are responsible for following the policies and guidelines in this handbook. Any policy changes will be announced via VCTC email messages. Policy changes will appear in the next revision of the Student Handbook.

General Information

Valley Career & Technical Center School of Practical Nursing
49 Hornet Rd
Fishersville VA 22939
PH: 540.245.2005
Fax: 540.885.0407

<https://www.valleytech.us/adult-practical-nursing/>

Program approved by the Virginia Board of Nursing
9660 Mayland Dr. Suite 300
Henrico VA 23233
804.367.4515

<https://www.dhp.virginia.gov/Boards/Nursing/>

About Valley Career & Technical Center

VCTC is one of 9 regional centers in Virginia. The school serves the public-school systems of Augusta County, Staunton, and Waynesboro. VCTC provides high-quality technical education and career preparation to meet the needs of today's high school students and adults through intensive training, apprenticeships, adult night classes, GED classes, dual-enrollment coursework, and work-based learning. High school students may enroll in programs in the following broad career areas: Agriculture, Hospitality, Mechanics and Transportation, Construction, Manufacturing, Health Sciences, Education, Human services, and Public Safety.

Commitment to Quality

We are committed to providing quality instruction and services to the satisfaction of our students and other stakeholders.

Mission

The **Mission** of Valley Career & Technical Center is to prepare our students to become responsible citizens through the development of career awareness, workforce readiness, and industry-specific job skills.

Vision

The **Vision** guiding Valley Career & Technical Center is to become an acknowledged leader in the field of Career and Technical Education. Serving our community by providing the finest workforce development and job training for youth and adults.



About VCTC's School of Practical Nursing

Description

VCTC's School of Practical nursing is an approved program by the Virginia Department of Health Professions Board of Nursing (BON) and the Virginia Department of Education's Division of Career & Technical Education. The program is not accredited by a nursing education accrediting body, as this is not a requirement of the Virginia Board of Nursing.

Philosophy

The faculty of VCTC's School of Practical Nursing believes each student's unique qualities and gifts as caregivers are enhanced through personal, professional, intellectual, spiritual and emotional growth. By promoting and maintaining a culture that embraces the functions of mentoring, role-modeling and caring for each student holistically, the program is able to serve the needs of our students and our community.

Mission

The mission of the School of Practical Nursing is to prepare caring, inquisitive, professional nurses who are qualified to address the healthcare needs of the community and who are instrumental in advancing the profession of nursing.

Program Details

Student Learning Objectives

Upon completion of VCTC's School of Practical Nursing the graduate will be able to:

- Promote the dignity, integrity, self-determination, and personal growth of diverse patients, their families, and oneself to provide individualized, culturally appropriate, relationship-centered nursing care. (Human Flourishing, NLN, 2022)
- Articulate a unique role as a member of the health care team, committed to evidence-based practice, caring, advocacy, and safe quality care, to provide optimal health care for diverse patients and their families. (Professional Identity, NLN, 2022)
- Collaborate with health care team members, utilize evidence, tradition, and patient preferences in predictable patient care situations to promote optimal health status. (Spirit of Inquiry, NLN, 2022)
- Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care for diverse patients and their families in collaboration with the health care team. (Nursing Judgement, NLN, 2022)

- Reference: National League for Nursing: <https://www.nln.org/education/nursing-education-competencies/practical-nursing-program-outcomes-2022>

Program Objectives

- Maintain full program approval from the Virginia Board of Nursing
- Graduates of the program and first-time test takers will achieve pass rates for the NCLEX-PN exam that is equal to or greater than 80%.
- Graduates of the program and first-time test takers will achieve pass rates for the NCLEX-PN exam that is equal to or greater than the national average.
- Graduates of the program and first-time test takers will achieve pass rates for the NCLEX-PN exam that is equal to or greater than the Virginia State average.
- Responses from graduate surveys will indicate above average preparation for the nursing workforce.
- Graduates of the program who successfully earn their practical nursing license will be employed as practical nurses within one year of program completion.

Program Outcomes

NCLEX-PN Exam Pass Rates

VCTC Graduate Cohort	Number of Graduates	NCLEX-PN Pass Rate: VCTC Program	NCLEX-PN Pass Rate: VA State	NCLEX-PN Pass Rate: National
2022	6	100%	~	Jan – June 80.30%
2021	7	100%	74.77%	79.60%
2020	17	94.12%	79.68%	83.08%
2019	13	100%	84.28%	85.63%
2018	11	81.82%	84.15%	85.91%

Graduate Survey Results

Results of most recent Graduate Survey (includes graduates from more than 1 graduating class): 17 Respondents

Graduates were asked to use a 0-5 scale to answer questions regarding their experience in the VCTC PN Program. 0 indicates that they did not agree – 5 indicates that they completely agreed with the statement.

Statement	Average Number
VCTC PN Program prepared me with the knowledge I needed to succeed in my first nursing job.	4.88
VCTC PN Program prepared me clinically to be successful in my first nursing job.	4.94
VCTC PN Program prepared me to be successful on the NCLEX PN Exam.	4.94
At VCTC, I gained a strong foundation to further my nursing education.	4.94
2022 Graduates: 6 = 100% employed as nurses	

Program Structure

Calendar

The Practical Nursing program is an 18-month program that begins in August of each year. The program closely follows the approved calendar for Augusta County Public Schools. Variations may occur to accommodate clinical experience schedules and to complete required program hours. Days designated as “teacher workdays” are likely to be clinical days for students and staff. Reliable childcare for parents in the program is imperative.

2022-2023 SCHOOL CALENDAR

AUGUSTA COUNTY PUBLIC SCHOOLS

18 Government Center Lane, PO Box 960, Verona, VA 24482
Phone: 540-245-5100 / Fax: 540-245-5115

Approved 3/03/22

JULY 2022

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST 2022

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SEPTEMBER 2022

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OCTOBER 2022

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NOVEMBER 2022

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DECEMBER 2022

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Student/Parent Calendar

August 2: Fee Collection begins
August 9: FIRST DAY OF SCHOOL

September 5: Labor Day: No School for Students
 September 19: No School for Students

October 7: End of 1st Grading Period (40 Days)
 October 10: No School for Students
 October 18: Report Cards Distributed
 October 24: No School for Students

November 7: No School for Students
 November 8: No School for Students
 November 23-25: Thanksgiving: No School for Students

December 16: End of First Semester (85 days/510 hours)
 December 19-31: Winter Break: No School for Students

January 2-3: No School for Students / Professional Development (Division)
 January 4: First Day of Second Semester for All Students
 January 10: Report Cards Distributed to Students
 January 16: Holiday: No School for Students / Holiday for All Employees

March 6: No School for Students
 March 10: End of 3rd Grading Period (45 Days)
 March 21: Report Cards Distributed
 March 27-31: Spring Break: No School for Students

April 7: 1:00 PM Early Dismissal for Students
 April 10: Holiday: No School for Students

May 1: No School for Students
May 24: LAST DAY OF SCHOOL: 1:00 PM Dismissal
 End of 4th Grading Period (92 days/552 hours)

First Semester will end on January 3
 Second Semester will begin on January 4
 177 days=1,862 hours (72 hours/12 days over the 990 requirement)

JANUARY 2023

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FEBRUARY 2023

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MARCH 2023

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APRIL 2023

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MAY 2023

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JUNE 2023

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Terms and Schedules

The Practical Nursing Program consists of **four terms** that take place during two consecutive school years. Students in the first two terms are Practical Nursing I students. Students in the second two terms are Practical Nursing II students.

2022 - 2023 Practical Nursing I Schedule

- **Term 1:** August 9, 2022- December 16, 2022 (4 months)
- **Term 2:** January 4, 2023 – June 28, 2023* (5.5 months)

Class Schedule:

Weekly: Tuesday, Wednesday, Thursday & Friday
From 8:45 AM – 2:30 PM

Clinical Schedule:

December 2022
April 2023

2022 - 2023 Practical Nursing II Schedule

- **Term 3:** July 18, 2022-December 16, 2022 (5 months)
- **Term 4:** January 4, 2023 – April 21, 2022* (3.5 months)

* Date of program completion may vary

Class Schedule:

Weekly: Four to Five days per week*:

*Class from 8:45 AM – 2:30 PM *Clinicals as scheduled

Please note: Days of the week may vary with each course

Clinical Schedule:

Varies Per Course- Calendars will be provided with each course.

Curriculum 2022-2023

The theoretical component of the program is taught at Valley Career & Technical Center in classroom and laboratory settings. Practical nurses are employed in a variety of acute care, long-term care, ambulatory care, and community-based healthcare settings. For this reason, clinical learning experiences are scheduled at a wide variety of healthcare facilities in our community and in surrounding communities. VCTC's Practical Nursing program provides exceptionally diverse clinical opportunities for students that align experiences with current workforce trends in order to prepare them for the multitude of career opportunities awaiting them after graduation and licensure.

Students in the VCTC School of Practical Nursing will be provided with the following:

- Evidence-based didactic content and supervised clinical experience in nursing, encompassing the attainment and maintenance of physical and mental health and the prevention of illness for individuals and groups throughout the life cycle and in a variety of acute, nonacute, community based, and long-term care clinical settings and experiences to include adult medical/surgical nursing, geriatric nursing, maternal/infant (obstetrics, gynecology, neonatal) nursing, mental health/psychiatric nursing, nursing fundamentals, and pediatric nursing.
- Concepts of the nursing process that include conducting a focused nursing assessment of the client status that includes decision making about who and when to inform, identifying client needs, planning for episodic nursing care, implementing appropriate aspects of client care, contributing to data collection and the evaluation of client outcomes, and the appropriate reporting and documentation of collected data and care rendered.
- Concepts of anatomy, physiology, chemistry, microbiology, and the behavioral sciences.
- Concepts of communication, growth and development, nurse-client interpersonal relations, and client education.
- Concepts of ethics and the vocational and legal aspects of nursing.
- Concepts of pharmacology, dosage calculation, medication administration, nutrition, and diet therapy.
- Concepts of client-centered care.
- Respect for cultural differences, values, and preferences.
- Development of management and supervisory skills.
- A minimum of 400 hours of direct client care supervised by qualified faculty.

Courses

PN I Terms 1 & 2 Courses 2022 - 2023

Course Number	Course Name	Didactic Hours (Classroom)	Skills Lab Hours	Direct Care Clinical Hours	Simulation (In lieu of direct care clinicals) Hours	Total Clinical Hours	Total Course Hours
PN 101	Nursing Foundations	115	0	0	0	0	115
PN 102	Adult Health Nursing 1	368	0	0	0	0	368
PN 103	Basic Care Skills	68	68	40	10	50	186
PN 202	Adult Health Nursing 2	368	0	0	0	0	368
PN 203	Nursing Care Skills	51	51	40	10	50	152
PN 204	Pharmacology, Dosage Calculation & Medication Administration	150	40	0	0	0	190
PN 205	Mental Health	120	0	40	16	56	176
TOTALS	7 Credits	1,240	159	120	36	156	1,555

PN I starts in August and ends the following June. In order to progress through PN I, students must successfully complete each individual course with an 80% or higher. This includes skills and clinical courses.



"I attribute my success to this – I never gave or took any excuse." – Florence Nightingale

PN II Terms 3 & 4 Courses 2022 - 2023

Course Number	Course Name	Didactic Hours	Skills Lab Hours	Direct Care Clinical Hours	Simulation (In lieu of direct care clinicals) Hours	Total Clinical Hours	Total Course Hours
PN 300	Adult Health Practicum	0	0	120	16	136	136
PN 301	Maternity / OB / Newborn Nursing	68	5	36	16	52	125
PN 302	Pediatric Nursing	72	0	42	16	58	130
PN 303	Pharmacology	144	0	48	16	64	208
PN 304	Med/Surg Nursing	156	0	48	16	64	220
PN 401	Leadership	48	0	0	0	0	48
TOTALS	6 Credits	488	5	294	80	374	867

PN II begins in July of the second year and ends with graduation the following April. In order to continue through PN II students must successfully complete each course with an 80% or greater in order to progress into the subsequent course. This includes clinical courses.

Course Descriptions

PN 101-Nursing Foundations:

This course is designed to assist the nursing student in acquiring a foundation of basic nursing. The student is introduced to the role of the licensed practical nurse. Nursing throughout history, today's current health care trends, legal and ethical aspects as well as issues related to licensure, employment, and professional responsibilities associated with current nursing practice will be explored. In addition, this course will seek to introduce the student to growth and development of the individual; biological, cognitive and social processes; and the promotion and prevention of illness throughout the life cycle. This is the first course of the PN I year of the program. 1 credit

PN 102- Adult Health Nursing 1:

Utilizing a systematic approach, foundations of nursing; anatomy and physiology; nutrition; and an introduction to pharmacology are incorporated into specific disease processes occurring in the adult lifespan. The student will gain an understanding of the signs and symptoms of both acute and chronic illness, methods of diagnosis, preventative health measures, and common treatment modalities with a focus on nursing interventions. In addition, this course is a prerequisite for entering into the second term of the PN I program. This course follows PN 101. 1 credit

PN 103- Basic Care Skills:

Students will be guided through learning experiences that facilitate the development of nursing skills and procedures from simple to complex. Emphasis is placed on the technical skills necessary to prepare the beginning nursing student to enter the clinical setting. Students will apply knowledge and skills in the classroom, laboratory, and clinical setting. Course content includes 40 hours of direct patient care. Successful completion of the skills lab portion of the course is a pre-requisite for entering into the clinical phase of the practical nursing program and this course. This course runs congruently with PN 101 & PN 102 1 credit

PN 202 – Adult Health Nursing 2:

Utilizing a systematic approach, foundations of nursing; anatomy and physiology; nutrition; and an introduction to pharmacology are incorporated into specific disease processes occurring in the adult lifespan. The student will gain an understanding of the signs and symptoms of both acute and chronic illness, methods of diagnosis, preventative health measures, and common treatment modalities with a focus on nursing interventions. This course follows PN 102 and PN 103 1 credit

PN 203 – Nursing Care Skills:

Students will be guided through learning experiences that facilitate the development of nursing skills and procedures. Emphasis is placed on the technical skills necessary to prepare the beginning nursing student to enter the clinical setting. Students will apply knowledge and skills in the classroom, laboratory, and clinical setting. Course content includes 40 hours of direct patient care. This skills lab course is a pre-requisite for entering into the second clinical phase of the practical nursing I program. This course runs congruently with PN 202. 1 credit

PN 204 – Pharmacology, Dosage Calculation & Medication Administration:

The purpose of this course is to teach practical nursing students how to safely administer medications by teaching them the basic principles of dosage calculation, introductory pharmacology concepts, and safe medication administration techniques. This course will use the classroom, skills lab setting and lab simulation to meet course objectives. The course will teach students how to accurately calculate medication dosages using the formula method and parenteral intravenous calculation formulas. The course includes introductory concepts of pharmacology including concepts of pharmacokinetics and pharmacodynamics as well as the drug

development and regulation process. This course will also focus on the principles of safe medication administration. This course follows PN 202 & PN 203 1 credit

PN 205 – Mental Health:

This course aims to provide a conceptual framework for practical nursing students to understand mental health and mental illness. Emphasis will be placed on utilizing the nursing process to provide and manage nursing care for individuals with common psychiatric disorders and their mental health needs. Upon completion, students should be able to apply psychosocial theories in the nursing care of individuals experiencing alterations in social and psychological functioning. Students will become familiar with community agencies that provide support and/or therapy for those with mental illness and their families. This course follows PN 204 and concludes the PN I year of the program. 1 credit

PN 300 – Adult Health Practicum:

Direct care clinical experiences will allow nursing students the opportunity to practice nursing skills during their clinical experiences with expert faculty resources on site in accordance with written agreements between the school and clinical facility as outlined through the VA Board of nursing. The student will provide necessary care to the adult patient using guidance from the clinical instructor(s) and nursing staff. The student shall be responsible and accountable for the safe performance of those direct client care tasks to which he/she has been assigned. Students shall apply concepts and theories obtained in Adult Health I & II. This course follows PN 205 and begins the PN II year of the program. 1 credit

PN 301 – Maternity / OB / Newborn Nursing:

This course is designed to teach the principles of growth and development as it relates to maternal-newborn nursing. Emphasis is placed on fetal development, the importance of health promotion, disease prevention, Ante, Intra, and Post-partum care, abnormal conditions surrounding pregnancy, the process and monitoring of clients in labor and delivery, and Newborn care. Community resources will be identified and discussed. Clinical experiences offer each student the opportunity to participate in the delivery of care for vaginal deliveries, perform care to the postpartum client, newborn assessments and client teaching. Evidence-based didactic content and supervised clinical experiences will encompass the attainment and maintenance of physical and mental health and the prevention of illness and complications in the maternity client in the ante, intra, and post-partum period. This course begins at the beginning of the PN II Year of the program & runs congruently with PN 301, PN 302, PN 303 & PN 304. 1 credit

PN 302 – Pediatric Nursing:

This course is designed to teach the principles of growth and development as it relates to maternal-newborn nursing. Emphasis is placed on fetal development, the importance of health promotion, disease prevention, Ante, Intra, and Post-partum care, abnormal conditions surrounding pregnancy, the process and monitoring of clients in labor and delivery, and Newborn care. Community resources will be identified and discussed. Clinical

experiences offer each student the opportunity to participate in the delivery of care for vaginal deliveries, perform care to the postpartum client, newborn assessments and client teaching. Evidence-based didactic content and supervised clinical experiences will encompass the attainment and maintenance of physical and mental health and the prevention of illness and complications in the maternity client in the ante, intra, and post-partum period. This course follows PN 301. 1 credit

PN 303 – Pharmacology:

This course is designed to provide the student with evidence-based didactic content and supervised clinical experiences while focusing on the principles of pharmacology and safe medication administration. This course follows PN 302. 1 credit

PN 304- Medical / Surgical Nursing:

This course provides practical nursing students with evidence-based didactic content and supervised clinical experiences in medical-surgical nursing, encompassing the attainment and maintenance of physical and mental health in the adult medical-surgical population. Students will also focus on illness prevention in the adult medical-surgical population. This course follows PN 303 1 credit

PN 401- Nursing Leadership:

This course is designed to provide the practical nursing student with evidence-based didactic content related to nursing leadership. During the course, various leadership styles are explored and reviewed. Communication skills as well as conflict management skills are reviewed. Ethical and legal responsibilities when caring for clients as well as the responsibilities of an entry level nurse are also discussed. This course will help familiarize the practical nursing student with behavioral expectations and the scope of practice of the new graduate once entering professional practice. This course follows PN 300 & PN 304 and concludes the PN II year of the program. 1 credit

Course Delivery Methods & Education Facilities

Courses will be delivered in person, online or in hybrid format. Courses are student-centered; the student can expect that the instructor will incorporate a variety of teaching methods to facilitate each student's learning. Active learning implies that the learner must do more than just listen and study. Greater retention of knowledge can occur when active student learning and participation is encouraged.

<p style="text-align: center;">Methods of Instruction:</p> <ul style="list-style-type: none"> ✓ Interactive lecture & class discussions ✓ Multimedia presentations ✓ Demonstrations ✓ Case studies ✓ Virtual clinical simulations ✓ Games ✓ Self-learning packets ✓ Projects ✓ Low & Medium fidelity lab simulation 	<p style="text-align: center;">Facilities at VCTC:</p> <ul style="list-style-type: none"> • Two designated classrooms • Large skills lab • Hospital Simulation Room • Dedicated Library Space with current periodicals & computers available <p style="text-align: center;">Plus:</p> <ul style="list-style-type: none"> • Variety of Clinical Locations: Acute Care, Long-Term Care, Skilled Care, Urgent Care, Physician's offices and more
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Essential Job Functions of a Licensed Practical Nurse

It is important to recognize that the ESSENTIAL JOB FUNCTIONS of the Licensed Practical Nurse require that the following standards are met:

Essential requirements for the VCTC PN program graduate include the following core performance standards:

- Critical thinking- the ability to effectively apply clinical reasoning and judgement consistent with the objectives of the program often under pressure related time constraints and in an environment with a high level of distractions.
- Professional relationships- the ability to demonstrate sufficient interpersonal skills for application in appropriate professional interactions with a diverse population of individuals, families and groups.
- Communication- the ability to communicate professionally in a variety of verbal and written expressions.
- Mobility- Physical abilities sufficient for movement from room to room in small spaces and the ability to provide safe physical support and stability to client/patient in a variety of situations.
- Motor Skills- Gross and fine motor abilities sufficient for providing safe, effective nursing care.
- Hearing- Auditory ability sufficient for monitoring and assessing health needs.
- Vision- Visual ability sufficient for observation and assessment necessary for patient care.
- Tactile Sense- Tactile ability sufficient for physical assessment.

Reference- Southern Regional Education Board, The Americans with Disabilities Act, Implications for Nursing Education (2016)



Program Admission Policies & Procedures

Application/Admission for Fall of 2023

The following components are **required** during the application process:

1. Completed VCTC School of Nursing Application which includes 3 professional references
2. Official transcripts documenting one of the following: Applicant is a High School Graduate, GED recipient or has proof of completion of at least 2 years of high school (Code of VA 54.1-3020),
3. Personal Interview with Nursing Faculty
4. Completion of the ATI TEAS Pre-Admission Assessment. The computerized test is designed to measure basic aptitude in the areas of math, English, reading comprehension and science.
5. Fingerprinting and criminal background check. Students is responsible for all fees. This is to be done by April 1st of the current school year from 8:00A.M. – 4:00 P.M. at the Personnel Office in Verona - Government Center. Call to make an appointment (540-245-5100).

PLEASE NOTE:

- Failure to disclose any violations during the admission process will place student on probation from the start of the program
- If the background check is positive the coordinator of the program will meet to discuss viability of continuing in the program
- VCTC has no obligation to refund tuition and fees or otherwise make accommodations if the student's criminal record renders them ineligible to complete the required courses or obtain a license to practice nursing.

Items 1-5 above must be completed and received before an applicant will be considered for admission. Applicants are chosen on an individual basis.

Acceptance into the Program

Applicants will be notified by e-mail of acceptance or denial into the program by June 1st of the year they are applying for. Applicants will also receive a letter by mail stating the same information, along with other relevant information. If the applicant is extended an acceptance offer, they will have until June 16th, 2023 to return a signed letter of intent and pay a non-refundable deposit of \$250.00. Failure to meet the June 16th deadline will forfeit the student's opportunity for admission.

Admission Procedure

Following acceptance into the program, the student must submit the following two weeks prior to the first day of class or submit a verified appointment scheduled within the next 30 days): Failure to follow through with any of the following by the stated deadline is grounds for dismissal.

1. Documentation of a recent Dental Examination (within the last year)
2. Documentation of a recent Physical Examination (within the last year)
3. Documentation of up-to-date vaccinations:
 - a. Two MMR (measles, mumps, rubella) vaccinations OR positive titers for Measles, mumps, and rubella are required
 - b. Two Varicella vaccinations OR one positive Varicella titer
 - c. Three Hepatitis B vaccinations according to protocol **OR** One positive Hep B titer.
Note: if titers are equivocal, vaccinations will be required
 - d. Documentation of Tetanus vaccine within the past 10 years
 - e. Current Up-to-date Covid-19 Vaccinations & Boosters

Additional Requirements:

- f. You will need a documented **2-step TB skin** test by Thanksgiving break of PN I. Document must show dates given and dates read between 48-72 hours **OR** TB QuantiFERON Gold (T-Spot) Blood test with negative results **OR** chest x-ray within the last 5 years.
- g. Yearly Influenza Vaccines are required prior to Thanksgiving break of PN I & PN II.

Please Note: All medical exemptions for vaccines require documentation from a physician. *Students are not guaranteed access to clinical facilities if they are not in full compliance with VCTC vaccination requirements, even with medical exemption documentation from a physician. Inability to attend clinical experiences for this reason could impact the student's ability to meet the minimum clinical hour requirements established by the Va. Board of Nursing in order for a student to be eligible for graduation from the program as well as licensure eligibility.

4. Signed Liability statement
5. Current American Heart Association BLS Healthcare provider CPR certification.
 - a. Note: It is your responsibility to ensure this card remain current for the entire length of the program. Classes may be made available in July 2023. Check our webpage for details.

6. Statement of health insurance verification or waiver
7. Signed statement of understanding regarding the Board of Nursing, licensure in the state of Virginia, and criminal history.
8. Tuition must be paid in full or arrangements made with the finance department for payment plan in writing by July 15, 2023.

**Please note*, if all of the previously mentioned admission requirements are not met by the stated deadlines, the student may not be allowed to continue in the program.

Readmission policy after student withdrawal

Applying to the program after a withdrawal in PN I:

If you have voluntarily withdrawn from the program during the first year and would like to be considered for admission into a subsequent class AND it has been 2 years or less since you were actively enrolled, you will need to submit the following:

- 1) A new application for admission
- 2) 1 professional reference
- 3) A current Criminal /Background check
- 4) A typed statement detailing a plan for success in the program.
- 5) Up to date PPD tests, tetanus and required vaccines for admission.
- 6) Current BLS CPR card
- 7) New student handbook signed

*If it has been longer than 2 years since the student withdrew, they will need to follow all steps in the admission process as if they were a brand-new candidate.

Applying to the program after a withdrawal in PN II:

Readmission into the second half of the program involves **two** steps:

- 1) In order to be considered for re-admission, ALL students must provide an up-to-date, complete application form and criminal background check (see policy). Readmission will be considered on an individual basis. Students who have withdrawn at any point after successfully completing Practical Nursing I must apply for acceptance into Practical Nursing II within 2 years of a withdrawal. The entire Practical Nursing I portion of the program must have been successfully completed in order for the student to be considered for program readmission directly into Practical Nursing II (average of 80 % in each course and faculty recommendation required).

2) Following the preliminary readmission approval, the student is required to arrange with nursing faculty to demonstrate proficiency in all basic nursing knowledge and skills taught in PN I and/or successfully completed courses of PN II. Demonstration will involve scoring 80% or greater on a comprehensive written test covering first year content, applicable second year content as well as a skills demonstration in the lab. This portion of the readmission approval will need to be done prior to the beginning of PNII. If proficiency is not demonstrated, direct admission into Practical Nursing II will be denied and the student will be required to re-enter the PN I portion of the program.

Transfer policy for Admitting Transfer students

Transfer students must meet the requirements for admission to Practical Nursing Program as outlined in the most current VCTC School of Practical Nursing student handbook found on the school's practical nursing web page. Students who desire to transfer from another practical nursing program will be evaluated on an individual basis by the nursing director and the current nursing faculty to determine potential placement.

Other items that will be required for consideration include:

- Current transcript
- Skills Competency record
- Attendance record
- Faculty recommendation from current school of nursing

In addition, transferring students who want to enter the PN II segment of the program may be required to:

- Demonstrate skills required of those being readmitted as stated in the handbook
- Score 80% or greater on a comprehensive written test covering first year and or course content of PNII

The nursing director and nursing faculty will collectively determine which area (PN I, or PN II) the student may enter or be excused from based on documented proficiency.

Tuition

Tuition rates and material fees are reviewed and subject to change yearly. The following information is for the 2022 – 2023 school year. VCTC's School of Practical Nursing is not able to accept federal financial aid, including grants or loans. However, we are able to accept funds from personal loans in addition to private financial assistance payments and scholarships from a variety of programs such as employer-based tuition assistance programs, Virginia Career Works, Virginia Department of Health, and other scholarship grantors. Unless arrangements have been made with the finance department at VCTC in advance, tuition must be paid in full by the specified due date each July. This year's due date is July 15th 2022. VCTC's Finance Manager is Lisa Gordon. She can be reached at gordonl@valleytech.us or 540-245-5002. Failure to pay tuition and materials fees in full by the due date is grounds for dismissal from the program.

Tuition and fees are non-refundable after the first day of class for each school year. The \$250.00 deposit for 1st year students will not be included in any tuition/fee refund prior to the first day of class. This year PN I classes start on August 9, 2022. PN II classes start July 18, 2022.

A few examples of financial assistance & scholarship resources are listed below:

Virginia Workforce Connection: Virginia Career Works

1076 Jefferson Hwy, Staunton, VA 24401
540-332-7750
<https://www.vec.virginia.gov/virginia-workforce-connection>

Augusta Health

[https://www.augustahealth.com/service/
community-outreach/our-scholarship-
program/](https://www.augustahealth.com/service/community-outreach/our-scholarship-program/)

Virginia Department of Health

[https://www.vdh.virginia.gov/
health-equity/forms-and-
applications/](https://www.vdh.virginia.gov/health-equity/forms-and-applications/)

July 2022 – June 2023**Tuition and Required Materials Fees**

All tuition and fees should be paid in full by July 15. Tuition and fees are non-refundable after the first day of school.

Practical Nursing I

(Due between July 1st and July 15th, 2022)

Description	Fee	
	In region (Augusta County, Staunton, Waynesboro)	Out of region
Tuition	\$ 4,750.00	\$ 5,050.00
ATI testing/resources	\$ 900.00	\$ 900.00
Instructional & Lab Supplies	\$ 150.00	\$ 150.00
Parking Tag	\$ 25.00	\$ 25.00
Name Tag	\$ 12.00	\$ 12.00
Embroidered Scrub Top (x2)	\$ 41.00	\$ 41.00
Liability Insurance	\$ 30.00	\$ 30.00
Drug Screen	\$ 50.00	\$ 50.00
HOSA dues	\$ 25.00	\$ 25.00
TOTAL	\$ 5,983.00	\$ 6,283.00

July 2022 – June 2023**Practical Nursing II**

(Payments will be collected July 1-15; Deadline for payment is July 15, 2022. PN II Tuition is non-refundable after the first day of PN II class.)

Description	Fee	
	In region (Augusta County, Staunton, Waynesboro)	Out of region
Tuition	\$ 4,400.00	\$ 4,750.00
ATI tests/resources -includes NCLEX-PN prep course	\$ 900.00	\$ 900.00
HOSA dues	\$ 25.00	\$ 25.00
TOTAL	\$ 5,325.00	\$ 5,675.00

Faculty

“Excellent nurse educators are described as those who possess strong leadership and communication skills and have outstanding theoretical and clinical knowledge. They are creative, intelligent, competent, resilient and fair. Consummate lifelong learners, they have an unquenchable spirit of inquiry, value scholarship and mentorship and use current evidence and a variety of learning styles to meet their students’ needs.” (<https://www.nurse.com/blog/2015/12/04/6-essential-traits-of-nurse-educators/>)

The Virginia Board of Nursing has established strict standards for nursing faculty. All nursing faculty members must hold current unrestricted nursing licenses, have a minimum of two years of direct client care experience, and maintain professional competence through activities such as nursing practice, continuing education programs, conferences, workshops, and academic courses. Faculty must also be able to demonstrate expertise in the subject area in which they teach.

VCTC School of Practical Nursing Faculty & Staff

Deadra Boyd, RN, BSN Director of Nursing & Health Occupations boydd@valleytech.us 540-245-5002 ext: 214	Tiffany Painter, RN, BSN Practical Nursing Instructor paintert@valleytech.us 540-245-5002 ext: 253
Ashley Campbell, RN, BSN Practical Nursing Instructor campbella@valleytech.us 540-245-5002 ext: 239	Regina Griffin, RN Practical Nursing Instructor griffinr@valleytech.us 540-245-5002 ext: 240
Dianna Hays, RN, BSN Practical Nursing Instructor haysd@valleytech.us 540-245-5002 ext: 239	June Blosser Administrative Assistant blosserj@valleytech.us 540-245-5002 ext: 417



Student and Faculty Expectations

The VCTC PN faculty believes the **students** have the right to expect the following:

1. a positive, respectful, and engaged academic environment inside and outside the classroom;
2. to attend classes at regularly scheduled times without undue variations; to have their instructor of record be present during most scheduled lecture periods.
3. to receive a syllabus which should include an outline of the course objectives, evaluation criteria, and any other requirements for successful completion of each course during the first week of class meetings and to be clearly informed of any changes made to the syllabus during the semester with reasonable time to adjust to these changes;
4. to consult with faculty outside of usual classroom times through regularly scheduled office hours or a mutually convenient appointment;
5. to have reasonable time to learn course material prior to the administration of an examination;
6. to receive a clear explanation of the faculty's definition and interpretation of academic misconduct within the course;
7. to have reasonable access to graded materials for assignments, projects, or exams, to review graded material in a timely fashion, and to have a clear explanation of grading criteria and grade determination;
8. to have their letter grade in a class based on their performance based on course criteria and not solely on their performance relative to their classmates.

The VCTC PN faculty members have the right to expect the following of students:

1. That students will take the initiative and responsibility for pursuing learning experiences.
2. Accept constructive criticism in a professional and mature manner.
3. Give appropriate notice for absences from class and clinical experiences to both the preceptor and faculty member.
4. Be on time for all scheduled class and clinical periods.
5. Complete and submit all assignments to faculty at the designated times.
6. Dress in an appropriate professional manner as set forth in the Appearance & Professional Dress Policy or that of the clinical facility.
7. Conduct oneself in a professional manner in the classroom and at all clinical sites.
8. Be courteous to faculty, peers, department staff, patients, and clinical personnel.
9. Maintain confidentiality of patient information and HIPPA regulations.
10. Comply with health regulations in a timely manner as required by the Nursing Program or by clinical facilities.
11. Use proper channels of communication for concerns, complaints, and grievances as outlined in the Student Handbook.
12. Adhere to regulations concerning cell phone/smart watch use.
13. Come to class/laboratory/nursing clinical site prepared to participate by reading assigned or pertinent materials, reviewing objectives, bringing needed supplies including appropriate identification and attire. If a faculty member/preceptor determines that a student is not

prepared to participate fully in any program experience, the faculty member may ask the student to leave or not participate in certain activities.

14. Prepare carefully for each clinical experience.
15. Administer care safely and report unusual findings promptly. Notify your preceptor/faculty member if your patient's condition changes significantly or an incident report is filed.
16. Never attempt to make a judgment about which you feel unsure. If you lack the theoretical or practical knowledge for an assignment, notify your preceptor/clinical instructor immediately.
17. Engage only in those skills for which you have gained confidence and are within your scope of practice as dictated by your instructor or preceptor.
18. Seek instructions and clarification as often as necessary regarding patient care.
19. Seek help from faculty or preceptors for needed skills practice.

Student Services and Activities

Student Services

Nursing Library:

A portion of the lab has been designated as a library with student resources available thanks to the Waynesboro Rotary club. Students may sign up or prearrange time with their instructor to utilize this space and associated resources. Typically, this space is available before and after school or during lunch. Items available for student use include:

- Hard copies of nursing periodicals
- A variety of current nursing books
- Use of laptop computers with ability to print class required materials
- Quiet private workstations to eliminate distractions

Adult Learning Center:

The VCTC Campus is also home to the Staunton/Augusta Adult Learning Center (ALC). Besides offering GED courses, the ALC offers English as Second Language (ESL) classes, Citizenship classes, as well as ACT National Career Readiness Certification.

VCTC Adult Education:

In Person: In addition to the Practical Nursing program, VCTC's Adult Education Program offers modern, market-sensitive adult training programs. Included under the adult education umbrella are; day and evening training in agriculture, business, health occupations and trade and industrial areas.

On-Line: We offer a wide range of highly interactive courses that you can take entirely over the internet. All of our courses are led by expert instructors, many of whom are nationally known authors. Examples of courses offered: Medical Math, Medical Coding, Medical Terminology, Spanish for Medical Professionals, and many more.

Student Activities

"We make a living by what we get, but we make a life by what we give." Winston Churchill

Practical nursing students participate in a multitude of community service activities. Usually twice a year the PN I students are active in events such as Relay for Life, Out of the Darkness, A Night to Shine, as well as collecting and making donations to facilities such as Comfort Care for Women. Students have also given back by serving at events such as veterans' banquets.

Student Organization

VCTC PN Students are members of HOSA- Future Health Professionals, a national organization for students preparing for careers in health care. HOSA membership gives the student an opportunity to develop leadership, citizenship, and character. The purpose of student participation in HOSA activities is to promote personal growth and development. This is accomplished through student-initiated civic, educational, professional, competitive, and social activities. HOSA activities also foster respect for work ethic, and promotes high ethical standards of care.

Student criteria for attending both State and National HOSA Conventions:

1. Member of HOSA
2. Active participation in local HOSA Chapter
3. Good academic standing, with at least a "C" average
4. Demonstrates ability to get along well with classmates
5. Upholds standards set forth by the VCTC Student Practical Nursing Handbook
6. Displays good class attendance

For more information regarding HOSA, visit <https://hosa.org>.

Student Fundraising

Students will be required to hold a minimum of **two** fundraisers as a class to assist with student activities such as HOSA, and graduation expenses. Funds raised will be deposited and disbursed through the VCTC main office and the financial manager. Proper paperwork will be completed according to VCTC's policies.

General Program Policies and Procedures

Attendance Policies

It is the belief of the School of Practical Nursing that attendance is imperative both for success in the nursing program and for success in the workplace. Therefore, the following policies and procedures will be strictly enforced by all nursing faculty:

General Attendance Policy

- Students may acquire up to **5** attendance **occurrences** in **each** year of the two (school) year nursing program for a grand total of 10 occurrences. This includes all scheduled school days whether in class, virtual meetings, lab, simulation days, or clinical days.
- An excess of 5 occurrences during the 1st year, PN I, may result in the student not being promoted into PN II. An excess of 5 days during 2nd year, PN II, may result in an inability to graduate related to not meeting required clinical experience time and/or content requirements.

An **occurrence** is defined as an absence of up to **3 consecutive days** for any reason.

Note: Occurrences not used in PN I, will not be carried over into PN II.

ATTENDANCE POLICY CONSIDERATIONS:

Required Medical Isolations that result in more than 3 consecutive days of absence

- Will be treated as **1** occurrence as long as the student is able to provide documentation of medical necessity from their healthcare provider within 2 weekdays of their return to class and the student is able to makeup all class work per arrangements with instructor. Extended absences could result in the students' inability to successfully complete the current course(s). Due to limited availability of clinical locations and opportunities, a student who misses clinical experiences due to extended absences, may not be able to successfully complete the course(s) they are currently enrolled in.

Jury Duty:

- Efforts should be made to be excused from jury duty while enrolled as a student in the nursing program. To assist with your request to be excused, the Director of Nursing can provide you with documentation that can be submitted to the court. In the event that the request for excusal is denied, an absence of 1 to 4 days for jury duty will be treated as **1** occurrence. Extended absences could result in the students' inability to successfully complete the current course(s). Due to limited availability of clinical locations and opportunities, students who miss clinical experiences due to extended absences, may not be able to successfully complete the course(s) they are currently enrolled in.

Tardy Arrivals to- & Early Departures from- Class, Virtual Activities, or Lab

Students are expected to schedule all appointments during times outside of regular class and clinical times.

- Each student is required to be seated in class, logged in on-line, or in person at the clinical site ready to begin at the scheduled time.
- If the student anticipates being late, they must CALL the Nursing Department at (540) 245-5002 ext. 214 prior to the beginning of class. The student should leave a voicemail message if they are unable to reach a nursing faculty member.
- Students are not to send messages regarding missed time through classmates to instructors.
- Students are not to text instructors regarding missed time.
- Students are not to have family members contact nursing faculty regarding missed time unless there are unavoidable, extenuating circumstances such as student hospitalization.
- Tardy arrivals and early departures will result in $\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$, or 1 occurrence depending on the amount of time missed and the existence of or lack thereof a notification to the nursing department. A maximum of 2 $\frac{1}{2}$ occurrences that are the result of tardy arrivals and/or early departures during PN I will carry over from PN I to PN II and are included in the calculation of occurrences for PN II.

Tardy Arrival in minutes past documented class start time:		Early Departure in minutes prior to documented class dismissal time:	Resulting Occurrence
Without notification to nursing department prior to class start time	With notification to nursing department prior to class start time	With or without notification to nursing staff prior to class.	Range: $\frac{1}{4}$ - 1 occurrence
1 to 15 minutes	11 to 30 minutes	5 to 30 minutes	$\frac{1}{4}$
16 to 30 minutes	31 to 45 minutes	31 to 45 minutes	$\frac{1}{2}$
31 to 45 minutes	46 to 60 minutes	46 to 60 minutes	$\frac{3}{4}$
Greater than 45 min	Greater than 60 min	Greater than 60 min	1

Clinical Attendance Policy

Clinical experiences are a vital component of the practical nursing program and are strictly regulated by the Board of Nursing. In order to meet the Virginia Board of Nursing Clinical Experience requirements, the students must adhere to the following clinical attendance policy:

During the *individual courses* of the practical nursing program:

- Students must attend **at least 80%** of the *Direct Care Clinical* hours scheduled for each course
- Students must meet 100% of the stated clinical objectives for each course within the allotted amount of clinical time scheduled. Missed clinical time, even time that does not result in absences greater than 20% of the total allotted time for the course, does not excuse the student from this requirement.
- Students must complete the *Simulation Hours in Lieu of Direct Care Clinicals* in full for each course, regardless of absences.

By the *conclusion* of the *practical nursing program*:

- Students must have successfully completed a minimum of 400 hours of clinical experience. No more than 25% of **total** clinicals experience hours may be in the form of *Simulation in Lieu of Direct Care* clinical hours, **and** no more than 50% of clinicals hours **per course** may be in the form of *Simulation in Lieu of Direct Care* clinical hours.

No Call / No Show Policy

No Call/No Show: Defined as an absence without telephone notification prior to class or clinical time for **each** missed day:

- **1st offense-** Results in a "0" on all missed assignments and student will receive a written warning from the program director.
- **2nd offense-** Program Dismissal

Attendance Procedures

Missing Assignments and Class Work

Students are responsible for all missing class work and assignments.

- Students must initiate the conversation with the instructor for a negotiated make up of work. All make-up work/tests will be made up according to the syllabus or instructors' direction. Failure to complete missing assignments and/or tests by the designated time will result in a grade of zero "0".

Clinical Experience: Tardy Arrivals, Early Departures or Absences

If a student **must** miss time during a clinical experience, or scheduled simulation clinical days, the student will:

- During a direct care clinical experience with a VCTC nursing instructor, the student must **call the clinical instructor** via the cell phone number provided prior to the beginning of the clinical experience. No TEXTING!!
- During a precepted clinical experience, the student **must call** VCTC's Clinical Preceptorship Supervisor via the cell phone number provided **and** call the Clinical Site or Preceptor Prior to the scheduled clinical time.
- During a scheduled simulation clinical experience, the student must call the instructor who will be leading the simulation prior to the scheduled start time.
- In the event that the appropriate person(s) cannot be reached, the student must call the nursing department at 540-245-5002, EXT 214 and speak with nursing faculty or leave a voicemail message detailing the circumstances of the time missed.
- **Students who must leave clinical experiences or simulation experiences early**, must notify the appropriate clinical or simulation instructor, preceptor and/or the preceptorship supervisor as soon as the student is aware of the need to leave.

PLEASE NOTE: Students are **NOT** to call Nursing Faculty members before 6:00 a.m. or after 9:00 p.m. Cell phones are a way of life for us these days and have provided tremendous convenience for communication during clinical rotations. For that reason, personal cell phone numbers are given to students for communication with nursing/clinical instructors regarding **clinical attendance**.

Before you call or text nursing faculty, please keep the following in mind:

- What time is it? *see above*
- Does this communication pertain to **clinical** attendance?

Failure to demonstrate professional boundaries and behavior is subject to disciplinary action.

Student Withdrawal Policy

Students who choose to withdraw from the practical nursing program may do so by scheduling a meeting with the Director of Nursing and signing a completed withdrawal form. A student who withdraws and who has a recommendation from their current instructor(s) will be eligible for readmission consideration. (See readmission policy)

Name Changes / Student Records Procedure

- Students are responsible for notifying the Director of Nursing of any changes in name, address, or phone number. Written proof of changes must be submitted within 2 weeks of the change.
- Students are responsible for notifying the Director of Nursing of any criminal charges and convictions that the student receives while in the nursing program. Failure to do so could result in long-term negative effects on the student's ability to work as a licensed professional in healthcare.

Promotion and Graduation Policy

Courses must be completed in the order described in the COURSE DESCRIPTION section of this handbook. Students must successfully complete each course with an average of 80% or higher in order to progress into the subsequent course. Grades are determined by student performance on written tests, exams, oral and written projects, clinical assessments, and demonstrations in the skills lab. Each course of study is graded as a single unit. There will be NO ROUNDING of decimals. The following grading scale will be instituted and followed by all faculty members.

Grading Scale:

A: 94-100

B: 93-87

C: 86-80

D: 79 and below

Students will be awarded **1 credit** for each course upon successful completion of that course.

Students must earn **all possible credits** and **successfully complete clinical requirements** in order to be eligible for graduation.

Students will receive a certificate of program completion upon graduation.



Testing and Evaluation Policy

It is the expectation of the nursing department that all students conduct themselves with professional integrity. Honesty, responsibility and accountability are unquestionably a cornerstone of quality nursing care and we expect no less of our students. Therefore, every student **must agree** to follow the guidelines of the honor code upon entrance into the program:

- 1) All written work is to be pledged with the following statement,
 “On my honor, I am presenting my own work, I have used approved resources only.”
- 2) All assignments are to be turned in on time, at the beginning of class on the assigned due date. No late assignments will be accepted.
- 3) The students’ final grade in each unit of study will be determined by the established criteria of each course syllabus.
- 4) Academic dishonesty is **NOT TOLERATED**. The following guidelines are for your protection:
 - Students are to position themselves as far away from one another as possible.
 - Students are to write in **black ink only**, except for math quizzes and or tests when pencil is permissible.
 - Quiz/test papers are to have no extraneous marks (i.e. doodles, scribbles) present. Papers received with undetermined marks will be given zeros.
 - If a student makes an error on a quiz/test answer, he/she should mark through the answer with a **SINGLE LINE and name initials**, and write the correct answer beside it.
 - Prior to taking a quiz/test, students are to clear desks completely except for one black ink pen. No drink bottles, pencil pouches, pocket books, cell phones, clothing, or other papers will be allowed.
 - No verbal discussion of any kind will be permitted after the first quiz/test is handed out, and until the last test is collected.
 - Behaviors suggestive of looking at another’s paper will not be permitted or tolerated.
 - Finally, students should avoid any behaviors during quiz/test taking that could be interpreted as questionable by the instructor.
 - Any violation, as listed above will be assumed as academic dishonesty and could result in program dismissal.
- 5) Students should expect that some assessments in the classroom, lab and clinical setting will have time limitations.

*** Family members, friends, relatives and/or fellow classmates are NOT entitled to receive any information from the instructor about a student’s progress, grades or disciplinary actions taken. The instructor will **NOT** meet with any parties other than the student to discuss program progress or status.*

Appearance & Professionalism

Classroom Appearance and Dress

This program is designed to educate about nursing and prepare students for the workplace. We consider the classroom and lab as preparation for workplace readiness. It is recommended that shorts must be within 6 inches of the knee. No heels higher than 2 inches. No pajama pants or slippers should be worn to class. No spaghetti strap tops unless covered by another top. Neither bare midriffs nor facial piercings will be allowed. No holes in clothes that expose undergarments. No tight fitting/yoga pants. Any tattoos that are deemed inappropriate, offensive, insensitive, suggestive, or lewd must remain covered while in class or lab.

Tattoo Policy

Tattoo images or words that promote illegal activities, hate speech or violence must be remain covered at all times.

Examples of potentially offensive body art:

- Tattoos that portray either positively or negatively a specific religion, race or gender
- Tattoos with profanity or controversial phrases
- Tattoos of political figures or ideologies
- Tattoos of weapons or threats of physical or emotional harm
- Tattoos of nudity or sexual innuendos
- Tattoos that promote drug or alcohol use

Lab Policy

- Students are required to wear scrubs while participating in lab activities.
- Eating is prohibited in the skills lab and patient-care areas of the clinical settings.
- Chewing gum is prohibited in the skills lab and clinical settings.
- No open-toes shoes or flip flops.
- Hair must be pulled back and secured.
- Neither bare midriffs nor facial piercings will be allowed.
- Students will clean up the lab after use and all bed linens will be straightened before students may leave.

Clinical Dress and Appearance Guidelines

Students are to report to ALL clinical sites well-groomed and dressed professionally. Good hygiene is required at all times, not only to present a professional appearance, but also to practice infection control and safety.

Uniforms must be gray, VCTC issued scrub tops and navy-blue scrub bottoms. White or black hose and/or socks are required with uniforms. Full slips are to be worn under dresses. Solid white, gray or navy scrub jackets are permissible. Shoes must be solid white or black nurse's shoes or solid white or black athletic shoes. Shoes must be either leather or leather type. Athletic shoes with mesh or holes are NOT permitted. No Crocs or open-toe clogs. They must be clean and polished at all times. The student must always wear the VCTC name tag when in the clinical setting.

The student's hair is to be clean and neatly groomed; if it is long, it must be secured off neck and out of face. Minimal jewelry is to be worn to prevent the spread of infection and to prevent patient or student injury. A watch, wedding band, and ONE pair of small non-dangling earrings are appropriate. Rings and studs in body piercings are not allowed due to infection control.

Nails are to be clean and trimmed short, no nail polish or artificial nails are permitted. No strong perfumes or colognes are to be worn due to the potential to cause patients/clients distress including nausea, coughing, sneezing, etc. All visible tattoos on the face and jaw are to be covered. Any other visible tattoos that could be deemed inappropriate, offensive, insensitive, suggestive, or lewd must be completely covered while in the clinical setting.

Some clinical sites require business casual dress. Long hair is to be secured snugly to the head to prevent possible contamination & injury. Blue jeans, denim, sweat shirts, and T-shirts are never acceptable. You will wear blue, black, or tan dress pants with your VCTC white polo shirt as advised by the instructor.

The following equipment should be carried by students in all clinical settings:

Stethoscope, Bandage scissors, Multiple Pens with black ink, Penlight, Watch with second hand, Pocket sized notebook, Black Sharpie Marker, Official VCTC name badge.

Electronics and Student Integrity

Cell Phone / Smart Watch Policy

It is the belief of the nursing faculty that cell phones and smart watches are a distraction to learning. Therefore, the following policies are to be followed at all times:

- 1) Students must turn off all personal electronic devices and cell phones during class lectures.
- 2) Students must abide by the rules of the course instructor and the clinical agency. Students must turn off all personal electronic devices and cell phones in ALL clinical areas. **Students will not take pictures or 'selfies' in clinical areas.**
- 3) Phones must be placed in back packs, purses, or a designated space in the classroom during tests and quizzes. At the teacher's discretion, phones may be collected at any time and will be returned to the student at the end of class.
- 4) Any student found with a cell phone or any other personal electronic device during testing will be asked to leave the room and will receive a zero (0) on that exam.
- 5) You must report anyone you see using a phone during a test or quiz. Reporting is part of the pledge you write on your test or quiz.
- 6) All students will follow all the electronic device policies of VCTC
- 7) Smart phones may be used for educational purposes during class when permitted by instructor. Example: using internet to find information. No texting, phone calls or checking e-mail during class or clinicals. This policy also applies to smart watches.
- 8) Phones must remain on silent at all times (no sounds, no vibrations)
- 9) Phones may ONLY be used before/after class and during breaks.
- 10) If someone needs to reach you during class hours please have them call the VCTC office, 540-245-5002 and you will be notified by the classroom paging system.

*** Failure to follow instructions and failure to adhere to the policies regarding the use of cell phones/smart watches may result in disciplinary action up to and including program dismissal.**

Plagiarism/Academic Integrity/Code of Ethics

All students within the VCTC School of Practical Nursing are expected to adhere to the American Nurses Association (ANA) Code of Ethics for Nurses. Any nursing student who currently holds a professional license will be expected to adhere to the rules regarding professional conduct. The International Center for Academic Integrity defines academic integrity as a commitment, even in the face of adversity, to six fundamental values: honesty, trust, fairness, respect, responsibility, and courage.

See the following link---<http://www.academicintegrity.org/ica/home.php>

All students are expected to adhere to all policies and procedures as outlined in the VCTC School of Practical Nursing handbook. Students and faculty are to conduct themselves in accordance with accepted standards of good citizenship, honesty, morality, and with proper regard for the rights of others. Lying, cheating, stealing, and academic dishonesty will not be tolerated in the VCTC Practical Nursing Program.

Plagiarism is a form of academic dishonesty and occurs when a student or any individual uses the ideas or writings of another person and claims it as their own. Plagiarism is also a form of theft, intentional or unintentional. It is the use of any idea or phrase by the user, without proper acknowledgment of the source. Plagiarism is cutting, copying, and pasting information directly from the internet into student projects. In other words, plagiarism is **ANY** act of misrepresenting the work of others as your own. When you do not give proper credit to others for their work, you take credit for developing those ideas or writing those words yourself and leave the impression with others that these ideas belong to you. This is morally wrong, constitutes academic dishonesty, and is not acceptable behavior. Penalties will begin with receiving a failing grade or “0” on an assignment or possibly program dismissal.

All students are expected to understand what plagiarism is and how to avoid it. All work is to be pledged with the written statement “I have not given nor received any help or information on this assignment”

Use of Social Media

Students should be aware that **each of us** have a responsibility to understand the benefits and consequences of participating in social media. Social media is defined as **ANY** web-based and/or mobile platform for which users generate content that creates interactive and highly accessible content, pictures, and dialogue. Photographs, videos, and any other digital media should demonstrate individual professionalism. Faculty and students carry the responsibility of adhering to privacy and confidentiality standards and should be familiar with the Health Insurance Portability and Accountability Act (HIPAA). All students have a responsibility to promptly report any identified breach of confidentiality or privacy to a nursing faculty member or program director. Please see the following link regarding Social Media Guidelines for Nurses <https://www.ncsbn.org/347.htm>

**** Failure to follow the guidelines for Social Media or any identified breach in confidentiality will result in Automatic Program Dismissal.**

****Audio or video recording of any classroom or clinical site, instructor, fellow classmates or patients is strictly prohibited.**

Miscellaneous Policies

Student Injury or Exposure Occurring at a Clinical Site

Student injury or accidental exposure to blood, body fluid, or other potentially infectious material that occurs while participating in a scheduled clinical or laboratory experience must be reported immediately to the instructor.

In the event of accidental exposure, the following procedure will be implemented:

1. The student, following the clinical agency's policies and procedures, is to report to the local emergency room for treatment, initial testing, and care immediately after the incident. The results will be disseminated to the student according to the clinical agency's policy.
2. The cost of any emergency medical care or treatment shall be the responsibility of the student receiving the care or treatment.
3. Although it is highly recommended to seek immediate treatment, the student does have the right to refuse treatment and the student will provide written documentation of refusal to be signed by faculty.

Drug Screening Policy

A comprehensive drug screen will be required prior to entry into the clinical phase of the program. The drug screen will be scheduled in cooperation with Augusta Health/Occupational Health and will be completed following their policies and procedures for collection, verification and reporting to VCTC. Any student who tests positive for illegal substances or legal substances without appropriate subscription verification will be subject to automatic dismissal. The nursing faculty reserves the rights to request a random screen of any student who is suspected to be under the influence of drugs and/or alcohol. Students will be responsible for all fees associated with these drug screenings. If student refuses to comply, this will be considered a refusal to test and will result in program dismissal.

Inclement Weather Policy

VCTC follows Augusta County School policy. This includes closings for inclement weather. If Augusta County Schools are closed, VCTC is closed and there is no class. If Augusta County Schools are late, students are to report 1 or 2 hours late as directed, to their assignment. WHSV-TV 3 out of

Harrisonburg begins reporting at 0530 during crisis situations including bad weather conditions. Other local TV and radio stations also broadcast Augusta County School closing. It should be noted that during school closings related to weather, etc. the school and or parking lot is not open to students. In the event that you need signatures or faculty advisement, it will be necessary for you to wait until school is reopened. **** There may be times when faculty will conduct clinicals or class regardless of Augusta County Public Schools closure status. Faculty will advise students when to attend during the PNIII portion of the program.**

Accommodations Policy

Once accepted into the program, requests for accommodations for testing should be directed to the Nursing Program Director or VCTC Principal at least 1 month prior to the beginning of the school year in which the student has applied and must include the following:

- 1) A letter of request from the student that specifies the accommodations being requested.
- 2) A written report of an evaluation (educational, psychological or physical) within the preceding two years from a qualified professional which states a diagnosis of the disability, describes the disability and recommends specific accommodations.
 - This *evaluation* should include a professionally recognized diagnosis of the disability and identification of the standardized and professionally recognized tests/assessments given.
 - If the evaluation was completed more than two years prior to this request, a physician or psychologist must provide a summary stating why current testing is not needed (e.g. the disability does not change over time and new testing would not reveal new information)
 - The scores resulting from testing, interpretation of the scores and evaluations.
 - The recommendation is necessary and appropriate for the diagnosed disability.
 - An accommodation will not be considered reasonable if it creates an alteration to the essential functions required of a practical nurse, even if it is recommended by a testing or treating practitioner.

Reference- Virginia Board of Nursing Guidance document: 90-22. Requests for Accommodations for NCLEX and NNAAP Testing and Medication Aide Examination for Registration (2019)

Disciplinary Policy

Plan of Improvement / Disciplinary Actions

Throughout the practical nursing program, each nursing instructor discusses policies relative to academic expectations of each course. These expectations are included in each nursing course outline, syllabus, and student handbook. However, the VCTC Nursing Department also has an obligation for the proper professional formation and behavior of the student who wishes to earn the certificate of completion from the program and eligibility to take the NCLEX-PN exam for nursing licensure.

Professional responsibility, as outlined in the policies and procedures in this handbook, is a program requirement of the VCTC Practical Nursing program. Violation of these program requirements may subject the student to the disciplinary measures of the Nursing Department.

Policy violations and academic performances that do not align with program requirements may result in disciplinary action as outlined below or in immediate dismissal from the program depending on the severity of the violation.

EXAMPLES OF MAJOR INFRACTIONS of the Nursing Program Policies and Expectations:

- Insubordination to instructors, staff in department, and staff in clinical sites.
- Cheating/Plagiarism or other forms of academic dishonesty
- Attending class or clinical under the influence of alcohol and/or illegal drugs.
- Failure to comply with Nursing Program's health policy (immunizations, physical exam, etc.).
- Attempted or actual theft.
- Malicious damage of Department of Nursing property
- Violence or threat of violence—physically, verbally, or technology generated to others.
- Inappropriate sexual or disrespectful behavior (verbal, physical or technologically generated) directed at others.
- Failure to comply with standards of care as determined by the hosting clinical agency policies.
- Failure to complete a course with an average of 80% or greater
- Incurring criminal charges obtained after acceptance into the nursing program

EXAMPLES OF MINOR OFFENSES of the Nursing Program Policies and Expectations:

- Violation of dress code.
- Tardiness and absences for class or clinical.
- Not submitting assignments in a timely fashion.
- Loud or disruptive or inappropriate behavior in class or clinical site.
 - A continual pattern of minor offense behaviors as outlined above can be treated in a similar manner as a major infraction.

Violations Related to Clinical Experiences

Due to the nature of the clinical experiences students participate in throughout the program, and because students will be working with a variety of vulnerable populations while in clinical experiences, violations of VCTC PN program policies and expectations while in clinical settings are treated very seriously. Disciplinary action will occur in the event that a student demonstrates unsatisfactory clinical performance. This may be determined by clinical faculty members and/or preceptors. Disciplinary action will also occur for any student receiving ANY Unsatisfactory student evaluation from a staff member, preceptor, and/or nursing instructor.

Unsatisfactory clinical practice is defined as any act, practice or omission which may directly, indirectly or potentially cause physiological and/or emotional harm to a client or others in the clinical setting. Unsatisfactory clinical practice also includes unprofessional behavior and non-adherence to policy and procedure of VCTC's current School of Practical Nursing Student Handbook and/or of the clinical agencies.

Examples of unsatisfactory or unsafe clinical practice include but are not limited to:

- 1) Inability to meet or maintain appropriate, professional behaviors
- 2) Failure to incorporate caring behaviors in patient care, i.e. meeting basic needs in a timely manner, demonstrating compassion and respect.
- 3) Inability to perform clinical responsibilities within a reasonable time constraint
- 4) Misconduct, including but not limited to, theft, dishonesty, insubordination, unlawful actions, incompetence, drug and/or alcohol use (in class/clinical) and abuse, neglect and/or unsafe clinical practice.
- 5) Demonstration of unstable mental, physical or emotional behavior(s) that may affect the safety of the student or others.
- 6) Failure to maintain the required level of competency:
 - Inability to adhere rights of medication administration
 - Demonstrating incompetence during a clinical rotation
 - Failure to maintain patient confidentiality
 - Attempting activities without proper orientation, classroom preparation, or proper assistance or supervision

7) Failure to notify appropriate health care team members of changes in clients' status or failure to follow verbal/written instructions

8) Physical or mental health problems that lead to unsafe clinical practice.

9) Examples of **unsafe** clinical performance

- Violates or threatens the physical safety of the client, e.g., leaves bed in high position, leaves client in a position unable to reach the call bell.
- Violates or threatens the psychological safety of the client, e.g., does not communicate therapeutically, uses clichés, minimizes client's concerns.
- Violates or threatens the microbiological safety of the client, e.g., fails to practice adequate hand washing, comes to clinicals sick.
- Violates or threatens the chemical safety of the client, e.g., medication errors.
- Inadequately and/or inappropriately uses the nursing process, e.g., makes repeated faulty nursing judgments, and fails to follow instructions/physician's orders.
- Assumes inappropriate independence/dependence in actions or decisions, e.g., fails to seek help when needed, continuously seeks help with tasks already mastered; gives medication, hangs IV solutions, performs invasive procedures without supervision/permission of the instructor.
- Violations with the dress code policy or improper name identification

Disciplinary Action Procedure

- 1) **Written warning** – Notice to a student in writing that he or she has failed to meet the department's standards of conduct. The warning will include a caution that the continuation or repetition of the conduct involved or other misconduct will result in a probationary period. A copy is kept in the student's departmental file.
- 2) **Probation** – Student placed on departmental probation for a specific period of time, at which time a plan of improvement contract will be set forth. The contract will contain specific obligations that the student must meet. Any violation of terms of the contract will result in one of the two following actions:

3.a) Suspension – Exclusion of a student from the Department of Nursing academic activities for a specified period of time. This action will be in writing and placed in the student's departmental file. The student will withdraw from all nursing courses in which he or she is enrolled. When the student has completed the suspension period, the student may request, in writing, a reinstatement and may return only after an affirmative decision by the Director of Nursing and at least two nursing faculty members.

3.b.) Dismissal – Dismissal is a permanent expulsion from the nursing program. It may be ordered as a result of a serious violation or for repeated offenses.

Program Suspension/Dismissal

Suspension:

Student will leave the program immediately. Student will be required to follow the Readmission policies and procedures if they wish to re-enter the program.

Dismissal:

Student will leave the program immediately. Dismissal is a permanent expulsion from the VCTC Practical Nursing Program. Student will not be considered for readmission.

Based on ANA Code of Ethics dismissal without a written warning, probation, or suspension may occur if the student:

- ⇒ fails to practice compassion and respect for individuals
- ⇒ fails to protect the health, safety, and rights of patients
- ⇒ fails to demonstrate responsibility and accountability for personal actions in any situation/occurrence associated with the VCTC program.
- ⇒ fails to abide by the Health Insurance Portability and Accountability Act of 1996 Public Law 104-191 (HIPPA) which protects the privacy and identification of clients in a health care organization.
- ⇒ engages in acts of plagiarism
- ⇒ fails to demonstrate professional/appropriate boundaries and behavior

** See American Nurses Association (ANA) Code of Ethics----

<http://nursingworld.org/DocumentVault/Ethics-1/Code-of-Ethics-for-Nurses.html>

***Note:** Consequences for violations of VCTC Practical Nursing Program policies and expectations will be based on the nature and severity of the infraction(s).

****Exception:** Performing any invasive procedure without supervision/permission from the instructor will result in an immediate, automatic dismissal. Medication errors that occur as a result of gross negligence on the part of the student, that result in serious injury to a client is grounds for immediate dismissal.

*******The severity of the offense, if significant enough to threaten client safety, will result in immediate dismissal.

********If a plan of improvement is initiated for the student as a consequence for first offense and the same violation of policy occurs, this will be considered a second offense and will result in program dismissal.

Grievances

Student Grievance Policy

VCTC's School of Practical Nursing realizes that misunderstandings and disagreements may arise regarding issues such as academic matters, policies, conditions, and faculty decisions. Decisions regarding grading, probation or dismissal status may be appealed through the departmental grievance policy. **The goal of the Grievance Procedure is to achieve a fair and expeditious resolution of a problem at the lowest authority level.**

Step 1- Appointment needs to be made with the faculty directly related to issue in question to discuss the matter, discuss a possible resolution or other options that might be available.

Step 2- After discussing matters directly with the faculty, a written request can be made to obtain the form in order to formally initiate the grievance procedure. The grievance form for this purpose is available from any nursing faculty.

The steps for the grievance process are included with the forms. Complete the forms in blue or black ink or type. Clearly state the issue you are grieving and include any supporting documentation. The forms must be completed and returned by the person filing the grievance. A decision regarding the matter will be made within 1 week of the date received. Student will be notified of the results in writing.

Step 3- If the student feels that the issue is not resolved, he/she may, within 7 days of notification regarding results of previous appeal, request in writing a further review. This should be addressed to the Director of Practical Nursing Program at Valley Career and Technical Center (VCTC). (The form to be used is part of the original grievance packet used in step 2.) A decision regarding the matter will be made within 1 week of the date received. Student will be notified of results in writing or will be asked to meet with the Director.

Step 4- If still unsatisfied, the student may choose to send for final appeal to the VCTC administration. This must occur within 7 days of the previous notification. It must be in writing utilizing the forms provided and be accompanied by the previous chain of decision. A decision regarding the matter will be made within 1 week of the date received. Student will be notified of final results in writing. Please note, the Practical Nursing Program at VCTC is overseen with guidance from the Virginia Board of Nursing, all regulations in effect, by the program director. The administration at VCTC is a valuable resource and can facilitate a resolution to a grievance however, it is not within the legal scope of any administrator in Augusta County to make decisions regarding admission or dismissal of any nursing student who is enrolled in a Virginia Board of Nursing approved program.

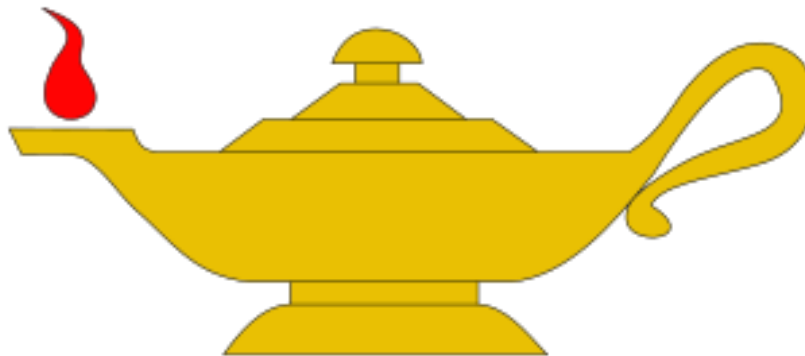
Graduation & Pinning

Graduation and Pinning Ceremony

Students who have successfully completed each course in the practical nursing program per the promotion and graduation policy, and who have met the minimum clinical requirements and skill competencies for the program will be eligible for graduation.

VCTC's PN Pinning Ceremony and Graduation is typically held during evening hours, during the last week of class. It will be held at Wilson High School or another designated local high school. Any other ceremonies that the class wishes to have must be held on school property to be a qualified school function.

Each class will elect officers. The President will be the contact person between the class and faculty for purposes of communication about graduation and other events. The President will ensure that each student has an opportunity to be heard and to participate in the planning and implementation of graduation and pinning.



VCTC School of Practical Nursing
Statement of Understanding

*The following items should be reviewed for complete understanding:

1. The practical nursing program is divided into Practical Nursing I (first year) and PN II (second year).
2. An 80% must be maintained in every course of study throughout the entire practical nursing program. Each student must demonstrate competency in both skills lab and in clinical settings.
3. Students must follow the policies and procedures as outlined in the Valley Career and Technical Center's student handbook as well as the Practical Nursing student handbook.
4. Neither the school nor affiliating agencies are responsible for any expenses related to medical care that incurred as a result of negligence or accidents on the student's behalf. Furthermore, the school recommends that each student carry their own medical insurance.
5. The information regarding a patient, former patient, or family member is confidential and is to be used for clinical purposes within an educational setting. Failure to follow all guidelines regarding patient privacy as outlined by HIPPA is grounds for program dismissal.
6. Students MUST adhere to the cellphone/smartwatch policy at all times.
7. NO refunds will be given for any reason. Refunds cannot be given for unused books.
8. The nursing ethics and academic honesty policies are to be followed at all times. Following the ANA Code of Ethics will be essential and must be followed at all times.
9. Each student will adhere to the attendance policy as outlined by the student handbook.
10. Each student is expected to conduct themselves in a professional manner at all times. Students will function in their student role at all times both in the classroom and clinical setting.
11. Graduation from this program does not guarantee licensure with the Virginia Board of Nursing. Effective January 1, 2016, all LPN licensure applicants are required to have a fingerprint-based criminal background check (CBC) under Virginia Code Section 54.1-3005.1. For additional information regarding licensure requirements, go to https://www.dhp.virginia.gov/nursing/nursing_forms.htm
12. Any action on the student's part inconsistent with any of the above statements or student handbook policies and procedures may result in automatic dismissal from the nursing program.

I have read the above and agree to these conditions as part of my enrollment in the Valley Career and Technical Center's School of Practical Nursing Program. Furthermore, I have read and agree to adhere to the school's policies, rules, and procedures.

Student signature: _____

Date: _____