

# WACTC

Western Area Career & Technology Center



Practical Nursing Program  
Student Handbook  
2021-2022



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## HANDBOOK INTRODUCTION

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Welcome to the Western Area Career & Technology Center Practical Nursing Program.

This handbook is intended to familiarize you with the services, procedures and regulations of the WACTC Practical Nursing Program by outlining the rules and regulations for the student body. Please read this book carefully and refer to it when necessary. Every student is responsible to know, understand, and act in compliance with the contents of this document as well as all other WACTC Practical Nursing publications.

The Practical Nursing Program is sponsored by the WACTC and is approved by the Pennsylvania State Board of Nursing and the Pennsylvania Department of Education. The program is accredited by MSA/CESS Middle States Association of Colleges and Schools.

The WACTC Practical Nursing Program reserves the right, in its sole discretion, to update, revise, amend, discontinue, withdraw, suspend, modify, interpret or make changes of any nature to this Student Handbook as well as to any other policies, procedures or programs of the WACTC including, without limitation, with respect to its academic programs of study, offerings and requirements, courses, regulations, announcements, class hours and schedule, academic calendar dates, tuition rates, fees, schedules, applicable under its refund policy and/or graduation requirements, at any time, with or without prior notice to any current or prospective student or employee or any other persons.

Any revisions to the Student Handbook, or changes in policy or procedures, will be issued to students via a Memorandum addressed to the student body by posting and/or by distribution in class and/or email. All revisions to the handbook shall take effect immediately unless the Administration states otherwise.

We hope you will benefit from the information in this book. Any questions not covered in this Handbook can be answered by the Nursing Program Administrator or by your faculty advisor.

## **Western Area Career & Technology Center Practical Nursing Program Staff Directory**

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WACTC Superintendent of Record.....Dr. Michael P. Lucas  
WACTC Executive Director.....Dr. Dennis J. McCarthy  
WACTC Principal.....Mary DeProspero-Adams  
Practical Nursing Program Administrator.....Stephanie A. Barrow MSN, RN  
Financial Aid Administrator.....Janet McClain  
Practical Nursing Program Secretary.....Rebecca R. Twigger  
Practical Nursing Program Faculty.....Judith Beck RN  
Theresa K. McCurry RN  
Brenda Widows RN

## **Western Area Career & Technology Center Joint Operating Committee**

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Avella Area School District.....Leslie Cunningham  
Burgettstown Area School District.....Melissa Secco  
Canon-McMillan School District.....Mark Dopudja  
Chartiers-Houston School District.....Fred R. Rockage  
Fort Cherry School District.....Louis Ursitz  
McGuffey School District.....Edward Szygenda  
Peters Township School District.....Rebecca Bowman, Esq.  
Trinity Area School District.....James Knapp  
Washington School District.....Karen Ruby



## **Western Area Career & Technology Center Practical Nursing Program**

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### **MISSION STATEMENT**

The Mission of the Western Area Career & Technology Center Practical Nursing Program is to provide an educational experience that will prepare students to become competent, safe, effective Practical Nurses who strive to provide quality care to individuals at all levels of the health care continuum.

### **NON-DISCRIMINATION POLICY**

It is the policy of the WACTC Practical Nursing Program not to discriminate based on race, sex, religion, color, national origin, age, handicap, limited English proficiency, or because a person is a disabled veteran or a veteran of the Vietnam Era in its educational programs, services, facilities, activities or employment policies, as required by Title VI and VII of the Civil Rights Act of 1964 (as amended); regulations implementing Sections 503 and 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; regulations implementing Section 204 of the Carl D. Perkins Act; or any applicable Federal or Pennsylvania statute.

### **PROGRAM ACCREDITATION**

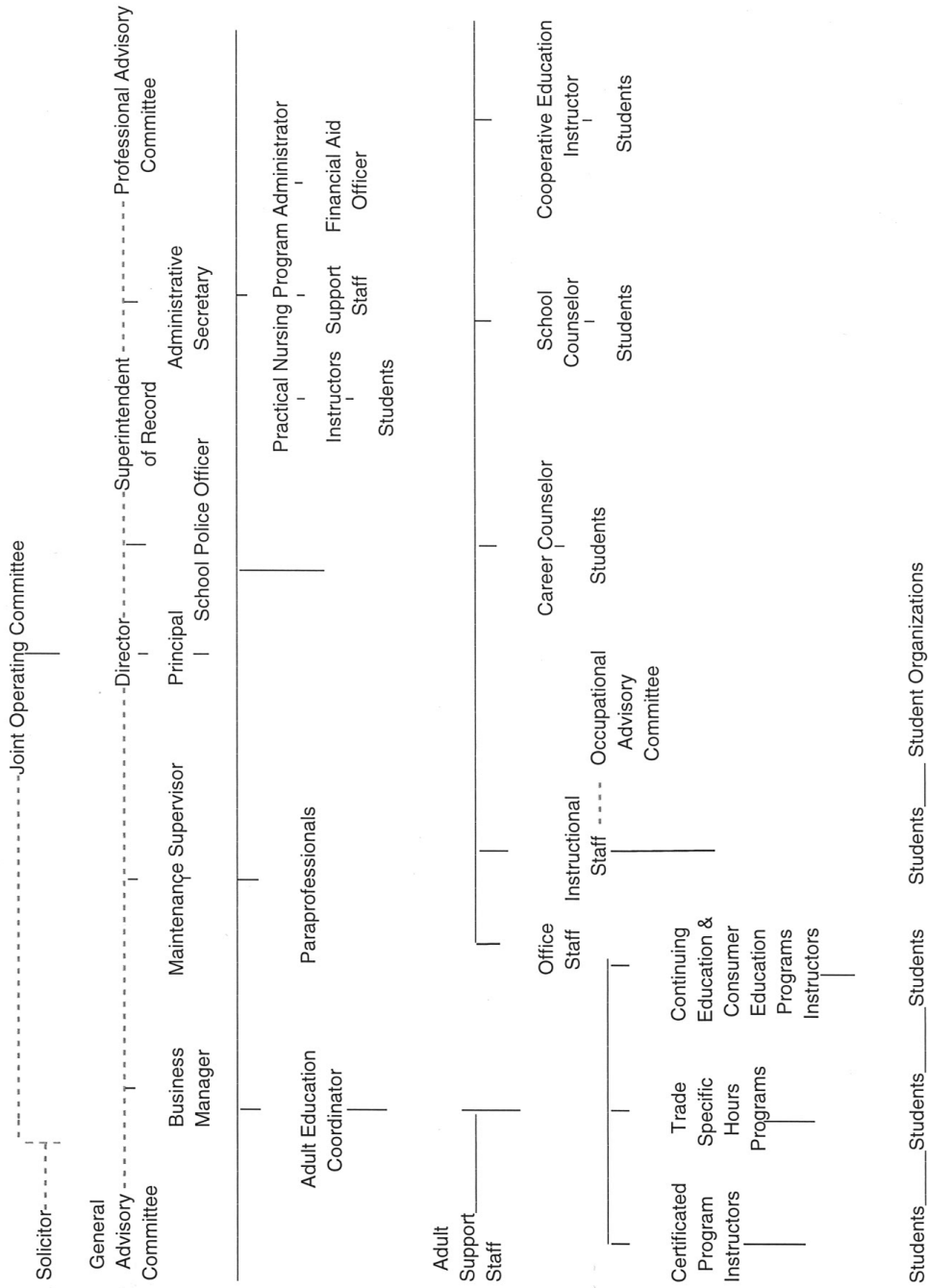
#### **Pennsylvania State Board of Nursing**

Penn Center  
2601 N. 3<sup>rd</sup> Street  
Harrisburg, PA 17110-7142  
[www.dos.state.pa.us](http://www.dos.state.pa.us)

#### **MSA/CESS: Middle States Association of Colleges and Schools**

3624 Market Street, 2<sup>nd</sup> Floor West  
Philadelphia, PA 19104-2680  
[www.css-msa.org](http://www.css-msa.org)

# ORGANIZATIONAL CHART



-----Communications  
 -----Authority & Accountability

August 2018

## TUITION AND FEES

Tuition	\$15,400
Activity Fee	200
Lab Kit	150
Books	700 (Option to opt out)
Assessment and Review Program	550
Clinical Laboratory Fee	175
Graduation Fee	150
Liability Insurance	40
Technology Fee	400
<b>TOTAL PROGRAM COST</b>	<b>\$17,765</b>
Admission Fee	\$ 200
<ul style="list-style-type: none"><li>• Non-refundable fee due prior to admission</li><li>• \$50 Discount to those who attend the Open House</li></ul>	

\*Costs are subject to change

### Refer a Friend Tuition Discount

The WACTC Practical Nursing Program will offer a discount of \$100 off the total cost of tuition if a student should refer a friend to the Program and that referred person completes a minimum of 60% of the Program hours.

Upon the referred person's completion of 60% of the hours, the original student who made the referral shall be credited \$100 toward his/her tuition.

## FINANCIAL ASSISTANCE

Financial assistance is available for qualified applicants and students enrolled in the Practical Nursing Program. For information, visit our web site at [www.wactc.net](http://www.wactc.net) or contact the Financial Aid Administrator at 724.746.2890 Ext. 162.

Students electing to participate in the Pell Grant or Direct Loan Program will be required to complete the FAFSA application which can be obtained from the Financial Aid Administrator.

The school also participates with the Workforce Investment Board, CareerLink, TRA, TAA, Veterans' Administration, and Bureau of Vocational Rehabilitation to supply financial and educational aid for students. Eligible applicants should apply to these organizations for assistance



# **SECTION I**

## **Admission Requirements**



## **PRACTICAL NURSING ADMISSION REQUIREMENTS**

**In order to be considered for admittance to the Program, applicants MUST complete the following:**

1. Have a High School Diploma, General Education Diploma (GED) or Home School Equivalent (Certificate)
2. Be Seventeen (17) years of age or older
3. Schedule a time and date for the KAPLAN Entrance Exam with the Program Secretary. Achieve a 60% or higher score on the proctored exam. The Entrance Exam is proctored online to a group in the Practical Nursing Building. The Entrance Exam can be taken a second time if the 60% passing score is not achieved on the first try. Applicant is responsible for the \$45 examination fee for each time the exam is taken. A study guide can be borrowed from the school but would need to be picked up.
4. Complete and submit the Application for Admission Form, as furnished by the Program Secretary, on the day scheduled for the KAPLAN Entrance Exam.

**Upon being accepted to the Practical Nursing Program, applicant MUST complete the following prior to Entry Date:**

1. Request to have your High School and/or College official transcript sent directly to WACTC, or submit your GED transcript.
2. Submit two personal references on forms provided in your Practical Nursing Packet.
3. Submit the Physical Form, provided in your Practical Nursing Packet, signed by a licensed healthcare provider, with immunization record/titers. Documented proof of immunizations (titers or vaccinations) must be submitted to WACTC. The immunizations, screenings/laboratory tests are included on the physical form to be completed in full.

Immunizations:

- b. 2-Step PPD test – Second dose within 7-20 days
  - c. Documented evidence of immunity to varicella. If negative, student is required to receive varicella vaccine
  - d. T-Dap within 10 years
  - e. Documented evidence of immunity to measles, mumps and rubella. If negative, student is required to receive MMR vaccine
  - f. Documented evidence of Hepatitis B series is optional. If you have not had the vaccine, the Hepatitis B Vaccination Declination form would have to be signed and submitted
  - g. Documented evidence of Influenza vaccine will be required before going to any clinical facility
4. Submit the following three (3) clearances:
    - Act 33 – Child Abuse Clearance: [www.compass.state.pa.us/CWIS](http://www.compass.state.pa.us/CWIS). Then print copy.
    - Act 34 – PA State Police Criminal Record Check: <https://epatch.state.pa.us>. Then print copy.
    - Act 73 – Federal Bureau of Investigation (FBI) Criminal History Record Clearance: <https://uenroll.identogo.com>. Enter the Service Code: 1KG756. Complete the first 3 sections: (1) Schedule or Manage Appointment, (2) What do I need to bring to enrollment & (3) Locate an Enrollment Center.

## **PRACTICAL NURSING ADMISSION REQUIREMENTS (Cont'd)**

Admission eligibility for FBI Background and PA State Police Criminal Record check is based upon "Prohibited Offenses" contained in Act 169 of 1996, as amended by Act 13 of 1997 and implemented by the Pennsylvania Department of Aging.

NOTE: An applicant will not be permitted to take the NCLEX Exam for licensure if he/she has been convicted of a felonious act prohibited by the Act of April 14, 1972 (P.L. 233 No. 64), known as "The Controlled Substance, Drug, Device, and Cosmetic Act", or convicted of a felony relating to a controlled substance in a court of law of the United States or any other state, territory or country unless at least ten (10) years have elapsed from the date of conviction. The term "convicted" shall include a judgment, an admission of guilt, or a plea of nolo contendere.

5. Submit the Statement of Verification form provided in your Practical Nursing Packet.
6. Schedule an appointment with the Financial Aid Officer to complete the FAFSA and discuss funding.
7. Drug Screening: The Program Secretary will arrange for this test to be administered prior to starting program.

## **WACTC STUDENT READMISSION REQUIREMENTS**

A student will be permitted to a single transfer from full-time to part-time or from part-time to full-time; such an action will not be considered a withdrawal/dismissal and subsequent readmission.

A student who has withdrawn from the WACTC Practical Nursing Program for academic or personal reasons may apply for **one** readmission within two years from the date of withdrawal. As long as the period in which a student was not actively attending classes does not exceed 180 days, the student will receive credit for any courses successfully completed. If the period in which a student was not actively attending classes exceeds 180 days, the student must apply for readmission and retake the entire program.

Students repeating a Level will not be eligible for financial aid funds. Tuition for the repeated Level must be paid "out of pocket" by the student.

Students readmitted to the Program will abide by the current Student Handbook of the class in which he/she reenters.

A student requesting readmission must submit a written request to the Program Administrator at least six weeks prior to the desired date of return. The letter must state the Level and course(s) for which he/she is requesting readmission and a plan for success.

If readmission is granted, all financial obligations to the Program must be paid prior to readmission. Physical examination, required laboratory tests, criminal history record information reports, Federal Bureau of Investigation report, Child Abuse History Clearance report, and drug screening as per admission requirements must be satisfactorily completed and current within six (6) months from the start date for the Level.

Student must satisfactorily complete a clinical refresher for readmission to Levels II-IV if more than one (1) year has elapsed since completing Level I. The fee for the clinical refresher experience is \$130.



## **ESSENTIAL FUNCTIONAL ABILITIES FOR THE PRACTICAL NURSING PROGRAM**

### **Physical Abilities**

Students must possess the physical movements needed by a nurse to practice safely. This includes fine and gross motor abilities that would be required to provide nursing care and treatment in all health care settings. This also includes physical strength such as the ability to lift 50 pounds, physical endurance, and mobility to move patients from one place to another and perform CPR.

### **Sensory Abilities**

Students must be able to visualize changes in a patient accurately, both close up and at a distance. Students must be able to smell, hear and touch in order to collect objective data. Examples include listening to a patient's heart, palpating a pulse, and detecting odors such as body fluid drainage which may be indicative of disease.

### **Interactive Communication Abilities**

Students must be able to interact and communicate with sensitivity in oral and written modes. Students must be able to process and communicate patient data accurately and timely. Students must have interpersonal abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural and intellectual backgrounds. Students must be able to convey information, both orally and in writing, using the English language.

### **Cognitive Abilities**

Students must be able to read quickly, understand and apply information. Students must possess satisfactory math skills, including measurement and the ability to calculate, within the context of nursing practice. Students must be able to critically think, analyze and evaluate in the clinical setting. Students must be able to read and understand documentation written in the English language.

### **Emotional Coping Abilities**

Students must be able to function effectively under stress while exercising good nursing judgment. This includes using effective teamwork skills and experiencing empathy.

### **Professional Abilities**

Students must be able to abide by nursing law and the policies guiding nursing practice. Students must be able to deliver care to individuals of all ages, races and cultures in all health care settings. Students must be caring, compassionate, responsible, honest, accountable and respectful.

## **SPECIAL ACCOMMODATIONS FOR DISABILITIES**

The WACTC's Practical Nursing Program is committed to supporting students with documented disabilities in their pursuit of an education. The school will attempt to address all reasonable accommodations requested by the student as long as the changes do not fundamentally alter the nature of the Program offered by WACTC and are otherwise in accordance with all licensure requirements. "Reasonable Accommodations," as required by the American Disability Act (ADA), are determined through formal assessment.

Practical Nursing Program applicants should be aware of the essential functional abilities required for the Program, including the clinical experience. Anyone who is not able to meet the essential physical demands of the Practical Nursing Program will not be admitted to the Program.

Students requesting accommodative services must submit written diagnostic/assessment information identifying the disability, recommendations for accommodations, and a stated rationale as to why the recommended accommodations is necessary and appropriate. This information must be on the letterhead of a qualified professional and sent to the Nursing Program Administrator.

The evaluation information must be current (within 3 years) and relevant to the request. The assessment documentation must include:

### **For Learning Disabilities**

A cognitive evaluation that includes:

- Achievement battery
- Assessment instrument's name
- Quantitative and qualitative information
- The severity of the condition
- The area of educational impact
- The current level of functioning
- Additional observations
- The name of the evaluator, credentials, address, telephone numbers
- Date of testing

### **For Physical Disabilities**

- Description of the condition
- The severity of the condition
- The area of physical limitation
- The current level of functioning
- Additional observation
- The name of the evaluator, credentials, address, telephone numbers

### **For Psychological / Psychiatric Disabilities / Diagnosis**

- A description of the condition
- The severity of the condition
- The area of physical limitation
- The current level of functioning
- Additional observations
- Name of the evaluator, credentials, address, telephone numbers

Students with a history of disability (learning, physical, or psychological) must submit all appropriate documentation during the admission process. **If documentation is not provided prior to admission, special accommodations will not be made.**

Reasonable accommodations are based on individual student needs. The school respects students' rights to privacy in disclosing information. All communication will remain confidential.

The Nursing Program Administrator will notify the student in writing if accommodations can or cannot be made.

## **ADVANCED PLACEMENT POLICY / CREDIT TRANSFER POLICY**

Advanced placement will be granted to a qualified applicant who has met all the requirements for admission to the program including physical, immunizations, clearances, drug testing, and semester competency evaluation by satisfactory performance on a standardized comprehensive exam. A qualified applicant is a person who has partially completed an approved nursing program or former military corpsman. Entrance into the program may be permitted at Level II.

### **Enrollment Beginning With Level II**

Students may enroll beginning with Level II upon satisfaction of the following:

1. Show evidence of having achieved objectives related to nursing services to clients for at least six months prior to the date of application within two years of application.
2. Provide transcripts of any previous nursing or health-related educational programs, including course descriptions. GPA must be 2.3 or above. One credit hour will meet the equivalent of 15 clock hours in the Practical Nursing Program. For nursing courses, only grades of C or above are transferrable.
3. Have a letter of recommendation from the Nursing Program faculty/Program Administrator.
4. Have a satisfactory reference from a clinical nursing instructor which demonstrates satisfactory achievement of Level I clinical objectives.
5. Type of experience should be similar to content offered in Level 1. The applicant must receive satisfactory scores on standardized comprehensive examinations for the courses offered in Level I. Clinical experience will not be evaluated. Applicants who fail the exam for any reason may request one re-examination. A test fee of \$30.00 will be charged for each time the applicant sits for the examination.
6. The applicant will be supplied with content review modules and practice tests.

The applicant's GPA will be calculated from courses completed at WACTC only.

Advanced placement will be granted only if it is educationally sound for the applicant concerned. Any student who has deficiencies in a previous Level must make-up those deficiencies before being permitted entrance to a given Level.

The ultimate decision for advanced placement will be made by the Nursing Program Administrator and/or faculty and is contingent upon student qualifications and availability of seats in the Program.

### **CREDIT TRANSFER POLICY**

The Practical Nursing Program provides for transfer of nursing program course credits according to the advanced placement policy.

Advanced placement enrollment can begin in Level II based on evidence of previously completed nursing credits or nursing course(s) within two years of admission and completion of all advanced placement requirements.



## **SECTION II**

### **Practical Nursing Academic Standards**



## **NURSING PROGRAM CORE VALUES**

**CARING:** promoting health, healing, and hope in response to the human condition

**INTEGRITY:** respecting the dignity and moral wholeness of every person without conditions or limitation;

**DIVERSITY:** affirming the uniqueness of and differences among persons, ideas, values, and ethnicities.

**EXCELLENCE:** co-creating and implementing transformative strategies with daring ingenuity.

### **CARING**

A culture of caring, as a fundamental part of the nursing profession, characterizes our concern and consideration for the whole person, our commitment to the common good, and our outreach to those who are vulnerable. All organizational activities are managed in a participative and person-centered way, demonstrating an ability to understand the needs of others and a commitment to act always in the best interests of all stakeholders. (NLN, 2021)

### **INTEGRITY**

A culture of integrity is evident when organizational principles of open communication, ethical decision-making, and humility are encouraged, expected, and demonstrated consistently. Not only is doing the right thing simply how we do business, but our actions reveal our commitment to truth telling and to how we always see ourselves from the perspective of others in a larger community. (NLN, 2021)

### **DIVERSITY**

A culture of inclusive excellence encompasses many identities, influenced by the intersections of race, ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities, religious and political beliefs, or other ideologies. It also addresses behaviors across academic and health enterprises. Differences affect innovation so we must work to understand both ourselves and one another. And by acknowledging the legitimacy of us all, we move beyond tolerance to celebrating the richness that differences bring forth. (NLN, 2021)

### **EXCELLENCE**

A culture of excellence reflects a commitment to continuous growth, improvement, and understanding. It is a culture where transformation is embraced, and the status quo and mediocrity are not tolerated. (NLN, 2021)

## **NURSING PROGRAM PHILOSOPHY**

We, the faculty and Administration of the WACTC Practical Nursing Program, accept the philosophy of the sponsoring institution, the Western Area Career & Technology Center. We believe that an educational opportunity in Practical Nursing should be made available to any individual who meets the admission requirements, without regard to race, color, ethnic origin, creed, sex, age, marital status or qualified handicap. We further believe that:

**THE INDIVIDUAL** is a unique whole with basic human needs, in constant interaction with a changing environment. Health status will affect the individual during the life cycle. This constant level of wellness can be perceived on a health-illness continuum. At any given point on the continuum, the individual will encounter and respond to a variety of stressors, which alter homeostasis and well-being. The individual's adaptation may take place without assistance or help may be required for the individual to adapt to health problems and prevent further related stress. An optimal level of wellness is achieved when the individual attains their best physical, mental, social and spiritual status.

**SOCIETY** encompasses the individual, families and communities in this constantly changing environment. As such, it impacts upon the well-being and personal development of each individual. Society serves to establish norms, values and codes of conduct organized for the benefit of its members.

**NURSING** is the diagnosis and treatment of human responses to actual or potential health problems. Nursing utilizes the nursing process, which is the basis of communication and mode of nursing practice. It is a systematic method of problem solving which consists of assessment, analysis, planning, implementation and evaluation. The result of the nursing process is a sum total of nursing care activities which promotes high level wellness for the client. Nursing is an art and science based on research which shares with others the responsibility for the total health needs of the individual, the family and the community.

**PRACTICAL NURSING** is an integral part of the nursing profession and has a unique discipline of practice. It emphasizes proficiency in basic nursing skills and techniques applied to the care of individuals and families in structured settings. Practical Nurses are responsible and accountable to the consumer, employer, and professional for providing quality nursing care.

**THE TEACHING LEARNING PROCESS** is a dynamic process in which knowledge, values, and skills are obtained, developed, and continually revised. Learning is individualistic and proceeds from simple to complex, according to the level of development, interest and motivation of the learner. Learning is enhanced through the teacher and student mutually planning and implementing strategies to meet identified learning needs.

**NURSING EDUCATION** incorporates prior knowledge into the problem solving process and evaluation structured in a fashion to motivate students toward achievement of pre-established objectives. The teachers' role in Practical Nursing Education is to move from demonstrator to integrator to facilitator as the student progresses toward independent functioning. To achieve this end, the curriculum is planned to assist the student to progress from a state of dependence toward a state of independence.

**EDUCATION IS A LIFE LONG** developmental process of critical thinking, active involvement, self-direction and accountability. The learner is an active participant who assumes gradually increasing responsibility for their own learning. The role of the faculty adapts in response to the students' needs in order to facilitate the learning process and to foster commitment to life-long learning.



## **CURRICULUM**

The Practical Nursing Program is offered during one calendar year for a full-time program, or two-calendar years for the part-time program. It is divided into four (4) Levels of instruction totaling 1504 hours. Each student will be given a current school calendar upon admission.

Nursing courses consist of theoretical instruction and clinical experience. Students learn to administer nursing care to selected clients under the direct guidance of the faculty.

### **COURSE DESCRIPTIONS: LEVEL I**

#### **Anatomy & Physiology**

Basic principles of Anatomy and Physiology are presented with elementary chemistry and microbiology. The structure, functions and interrelationships of all body systems are presented from the simple to the complex and discussed as they related to the maintenance of wellness.

#### **Fundamentals of Nursing**

Introduces principles, skills and the role of the PN in meeting the basic human needs of individuals. Through lectures, demonstrations, lab simulations and supervised clinical experience, the student develops skills to perform basic nursing care and assessments. The student utilizes the nursing process on a beginning level with various stages of wellness. Clinical experience is provided on a general medical-surgical floor in the hospital or general care unit in a long-term care facility with maximum supervision.

#### **Nutrition**

This course focuses on the foundational concepts of nutrition essential for nursing. Emphasis is placed on nutritional needs of the body, the nutritional content foods, and the special nutritional needs of different populations and age groups.

### **COURSE DESCRIPTIONS: LEVEL II**

#### **Medical/Surgical I**

Students become familiar with fundamental processes, health and illnesses interaction of the mind and body and care of the geriatric patient. Focus is on the GI systems, surgical clients, immunological disorders and musculoskeletal disorders. Pharmacology is integrated throughout. Clinical experiences are provided in a skilled long-term care facility, medical-surgical units and any specialty area available with moderate faculty supervision.

#### **Maternal Child Health**

Offers a study of nursing based upon the childbearing family. The prenatal, gestational, intrapartum and postpartum experiences are stressed. Care of the child throughout various stages of growth and development are studied. Included are concepts related to the maintenance of wellness and nursing care of the childbearing family during acute and long term illnesses. Selected community experiences may be employed as indicated. Related Pharmacology and nutritional therapy are included throughout Maternal Child Health.

## **COURSE DESCRIPTIONS: LEVEL III**

### **Medical/Surgical II**

Focus is on the pathophysiology and nursing care of clients with cardiovascular and endocrine disorders and fluid and electrolyte imbalances. Students learn IV insertion, phlebotomy, and proper medication administration, first in laboratory simulation and then in clinical with maximum faculty guidance. Clinical experiences are provided at medical surgical units in the hospital and long-term care facilities.

### **Pediatrics**

Focuses on care of the child throughout various stages of gestational growth and development. Included are concepts related to the maintenance of wellness and nursing care of the childbearing family. Clinical sites utilized are selected community experiences. Related pharmacology and nutrition are also included.

## **COURSE DESCRIPTIONS: LEVEL IV**

### **Medical-Surgical Nursing III**

Focuses on theory and clinical practice in giving safe and effective care to adult clients. Symptoms, treatments and care of disorders of the neurological, genitourinary, sensory and reproductive systems is provided. Clinical assignments are correlated to units of study when possible. The student is responsible for more complex nursing care procedures and medication administration with minimal faculty guidance.

### **Mental Health**

Includes discussion of different types of mental illness with the appropriate treatment and nursing interventions for each. The history of mental health nursing as well as current trends and therapies also are explored. Medications used in treatments as well as current therapy trends are also explored during this course. Mental health issues and the effects on the elderly are also explored as well as discussion related to the LGBTQ+ community.

### **Leadership**

Places emphasis on entry into the workplace. Preparation for interviewing, refining of communication skills, ethics and nursing law, resume writing, application and resignation letters are taught. Focus is on the role of the LPN, designation, prioritization, and workplace diversity.

## **STUDENT STUDY TIME POLICY**

Students enrolled in the Practical Nursing Program are expected to complete unsupervised study at home in order to prepare for academic success in the program. Two hours of study for each hour of class theory is advised.

# PRACTICAL NURSING PROGRAM OF INSTRUCTION

## Curriculum

### The Practical Nursing Program has a four-Level curriculum:

Student/Faculty Ratio	15/1	
Number of Program Hours	1504	(801-theory; 703-clinical)

### Nursing Level I

<b>Anatomy &amp; Physiology</b>		Theory Hours	265
Theory Hours	105	Clinical Hours	<u>87</u>
		Total Hours	352
<b>Fundamentals of Nursing</b>			
Theory Hours	120		
Clinical Hours	87		
<b>Nutrition (online)</b>			
Theory Hours	40		

### Nursing Level II

<b>Medical-Surgical Nursing I</b>		Theory Hours	203
Theory Hours	103	Clinical Hours	<u>189</u>
Clinical Hours	147	Total Hours	392
<b>Maternal Child Health</b>			
Theory Hours	100		
Clinical Hours	42		

### Nursing Level III

<b>Medical-Surgical Nursing II</b>		Theory Hours	165
Theory Hours	91	Clinical Hours	<u>203</u>
Clinical Hours	175	Total Hours	368
<b>Pediatrics</b>			
Theory Hours	74		
Clinical Hours	28		

### Nursing Level IV

<b>Medical-Surgical III</b>		Theory Hours	168
Theory Hours	83	Clinical Hours	<u>224</u>
Clinical Hours	224	Total Hours	392
<b>Mental Health</b>			
Theory Hours	65		
<b>Leadership</b>			
Theory Hours	20		

## **PROGRAM OUTCOMES**

A graduate of the WACTC's Practical Nursing Program will demonstrate entry-level competencies as a health care member by:

1. Recognize the role of a licensed Practical Nurse in the healthcare delivery system.
2. Demonstrate the entry-level competencies identified by the National Council of State Boards of Nursing.
3. Utilize the nursing process in contributing to the development of nursing care for clients at all stages of the life cycle.
4. Show respect for the dignity of all individuals.
5. Utilize appropriate resources in other agencies within the healthcare delivery system in meeting the needs of the clients and/or their families.
6. Demonstrate desirable work habits, attitudes, and ideals consistent with the Practical Nursing Code of Ethics.

## **STUDENT LEARNING OUTCOMES**

Student Learning Outcomes (SLOs) are statements that specify what students will know, be able to do, or be able to demonstrate when they have completed or participated in a course or program. SLOs specify an action by the student that must be observable, measurable and able to be demonstrated.

1. Partner with the client and family in identifying health care needs and utilize the nursing process to prioritize care in a variety of health care settings.
2. Demonstrate critical thinking and problem solving skills while performing effective and safe care.
3. Perform nursing skills in a safe and competent manner incorporating evidence-based practice and national patient safety goals.
4. Communicate effectively with individuals, groups, and communities through verbal, written and electronic means within the realm of nursing practice.
5. Incorporate principles of accountability in nursing practice by:
  - Functioning within the scope of practice of the Practical Nurse.
  - Applying the nursing Code of Ethics into practice.
  - Participating in organized activities in society that promote the growth of nursing and community health.
  - Participating in life-long learning.
6. Practice in systems of care to achieve health care goals by demonstrating awareness and the ability to call on system resources to provide optimal care.

## **LEVEL I COURSE LEARNING OUTCOMES**

Upon completion of Level I, the student Practical Nurse will:

1. Identify alterations from normal anatomy and physiology in assigned clients with basic healthcare problems.
2. Assist adult clients in meeting their basic needs with beginning use of the nursing process.
3. Provide for client safety when providing basic nursing care.
4. Demonstrate knowledge of dietary factors related to alterations in body systems due to disease, trauma, or hereditary conditions.
5. Apply basic therapeutic communication techniques.
6. Record pertinent information appropriately with assistance.
7. Recognize cultural diversity, while providing nursing care.

## **LEVEL II COURSE LEARNING OUTCOMES**

Upon completion of Level II, the student Practical Nurse will:

1. Identify expected results of basic therapeutic and diagnostic treatments for selected body treatments.
2. Demonstrate ability to obtain client information necessary for implementing the nursing process.
3. Perform basic nursing skills necessary to competently care for clients with basic medical-surgical health problems.
4. Demonstrate adherence to safety principles at all times while providing client care.
5. Document simple client information.
6. Utilize appropriate communication techniques.
7. Recognize the Practical Nurses' limitations and responsibilities through appropriate interaction with other members of the health-care team.
8. Display professional awareness responsiveness to new clinical situations.

## **LEVEL III COURSE LEARNING OUTCOMES**

Upon completion of Level III, the student Practical Nurse will:

1. Provide competent nursing care to clients with increasingly complex medical-surgical problems within the limits of experience and knowledge base.
2. Utilize the nursing process as a basis for decision making in the care of the client with medical-surgical problems.
3. Document nursing care accurately.
4. Demonstrate basic knowledge of pharmacological principles.
5. Administer medications safely.
6. Identify the steps of growth and development in each age group.
7. Successfully complete IV certification.
8. Demonstrate an understanding of the normal maternity cycle.

## **LEVEL IV COURSE LEARNING OUTCOMES**

Upon completion of Level IV, the student Practical Nurse will:

1. Function as team leader/member of the health-care team.
2. Contribute to the identification of physical, emotional, social, and spiritual needs of the client with alterations in body systems.
3. Demonstrate the ability to perform health teach while providing nursing care.
4. Demonstrate personal management and professional growth.

5. Provide competent nursing practice to all spectrums of client care within the limits of practice and the knowledge base obtained.
6. Determine the role of community agencies to meet the needs of the mental health client.
7. Be prepared to sit for the NCLEX-PN examination.

## **WESTERN AREA CTC PRACTICAL NURSING PROGRAM'S OUTCOMES AND SUCCESS MEASURES**

### **PROGRAM OUTCOME 1**

NCLEX-PN Pass Rates will be at least 80% for all first time test takers.

### **PROGRAM OUTCOME 2**

Program completion rate will be at or above 70% (% of students completing within 150% of program length).

### **PROGRAM OUTCOME 3**

90% of graduates will be placed in a nursing position within one year of graduation.

## KAPLAN NURSING INTEGRATED AND FOCUSED TESTING SCHEDULE

These are required to be completed during each Level, failure to complete can result in needing to repeat the Level. Tests in **BOLD** are scheduled by the instructor and are calculated into the end of Level Grade Point System. Student **MUST** Complete ALL Focused Tests before the last day of the semester to advance.

### Level 1: Students **MUST** complete ALL Focused Tests

- Online Skill Video
- **Critical Thinking A Integrated Test**
- Nutrition A & B Focused Tests
- **PN Nutrition Integrated Test**

### Level 2: Student **MUST** Complete ALL Focused Tests

- Fundamentals of Nursing A & B Focused Tests
- **Foundations of Nursing Integrated Test**
- GI A & B Focused Tests
- Respiratory A & B Focused Tests
- Maternity A & B Focused Tests

### Level 3: Student **MUST** Complete ALL Focused Tests

- Basic Medication Dosage Calculation A Focused Test
- Fluid and Electrolytes A & B Focused Tests
- Musculoskeletal A & B Focused Tests
- Cardiovascular A & B Focused Tests
- Endocrine Focused Tests
- Injectable Dosage Calculation Integrated Test (\*Required but not graded)
- IV Therapy Dosage Calculation Integrated Test (\*Required but not graded)
- IV Therapy Integrated Test (\*Required but not graded)
- Oral Dosage Calculations Integrated Test (\*Required but not graded)
- Pharmacology 1 A & B Focused Tests
- **Pharmacology 1 Integrated Test**
- Pediatrics A & B Focused Tests
- Pediatric Dosage Calculation Integrated Test (\*Required but not graded)
- **Developing a Family Integrated Test**

### Level 4: Student **MUST** Complete ALL Focused Tests

- Immune/ Hematology A & B Focused Tests
- Neurological A & B Focused Tests
- Renal A & B Focused Tests
- Oncology A & B Focused Tests
- Reproductive A & B Focused Tests
- Pharmacology 2 A & B Focused Tests
- **Pharmacology 2 Integrated Test**
- Pharmacology 3 A & B Focused Tests
- Sensory A & B Focused Tests
- **Pharmacology III Integrated Test**
- Adult Health Integrated
- Psychosocial/Mental Health A & B Focused Tests
- **Psychosocial Integrated Test**
- **Readiness Test (Required to have a 75%)**

Each integrated test below is worth a total of 20 points in the course listed beside the assessment. Although the integrated tests are typically given approximately one week prior to the end of the course, timing of such tests is ultimately left to the discretion of the course instructor. Your instructor will provide the National Percentile Ranking point allocation chart.

- Critical Thinking A Integrated Test – Basic Nursing Course
- PN Nutrition Integrated Test – Nutrition Course
- Foundations of Nursing Integrated Course – Medical–Surgical I Course
- IV Therapy Integrated Test – Medical Surgical II Course
- Pharmacology I Integrated Test – Medical Surgical II Course
- Pharmacology II Integrated Test – Medical Surgical Nursing II Course
- Developing Family Integrated Test – Pediatric Nursing Course
- Pharmacology III Integrated – Medical-Surgical Nursing III Course
- Adult Health Integrated Test – Medical Surgical Nursing III Course
- Psychosocial Integrated Test – Mental Health Course

## **SIMULATION LAB POLICY AND PROCEDURES**

### **Goal**

The goal of the Simulation Lab (Sim Lab) is to provide a safe, life-like environment to learn and practice essential nursing skills without the risk of harm to actual clients.

### **Philosophy**

The Sim Lab uses simulation to prepare students for their clinical experiences. Using scenarios that progress from simple to complex, students get hands-on experience to prepare for clinical practice. The Sim Lab provides an interactive environment where students are encouraged to ask questions and participate in active, hands-on learning. Simulation is used to assess and evaluate the student's skill acquisition, and eases the transition between lab and clinical practice.

Simulation scenarios mimic the clinical setting and help the student develop problem solving and decision making skills. Because of the individuality of each client situation, the student may see minor variations in technique. Students will learn that there are many ways of doing a skill correctly, as long as basic concepts are maintained. Faculty members may present different methods of performing a skill; however, the theory behind the skills is always the same.

Nursing department faculty are available to help students succeed. Students can help ensure their success by coming to the Sim Lab prepared. This will include reading the content associated with a skill before coming to the Sim Lab. Practicing a skill prior to a check off is essential. Nursing is a profession that requires a great deal of practice to acquire a level of expertise, not only for accuracy and patient safety, but for the comfort and safety of the practitioner as well.

### **Objectives**

During simulations and scenarios, students will:

1. Perform skills safely and within the designated time period.
2. Demonstrate flexibility, efficiency and critical thinking during skill performance.
3. Incorporate the following components into each procedure:
  - Course content
  - Humanistic aspects (comfort, privacy, etc.)
  - Communication with patient
  - Rationale

### **General Information**

The Simulation Lab is located on the second floor of the Practical Nursing building. It is a 3-bed practice room with many simulators that students can practice skills and get supervised practice.

The Simulation Lab hours are subject to change due to faculty availability. Appointments with faculty can be made.



## Lab Conduct/Behavior

The Sim Lab is considered a clinical site. As such, all policies listed in the Nursing Program Student Handbook for clinical responsibilities apply to the Sim Lab. All users of the Sim Lab must act in a manner that does not disturb the academic activities occurring in the lab. No lab user shall infringe upon the privacy, rights, privileges, health, or safety of other lab users.

- There is no eating or drinking allowed in the lab.
- Cell phones and pagers **MUST** be turned off during all lab experiences.
- Violations will lead to immediate removal of the student from the lab.

All lab mannequins are to be treated as if they are live patients. Do not sit on the beds. The bed is considered the patient's private space. Students are only allowed in the patient beds when assuming the role of the patient. Please remove your shoes when doing so.

Mannequins are not to be removed from the beds unless it is part of the skill assignment (ex. mechanical lift). These mannequins are very expensive. Please get the assistance of faculty if you need a mannequin moved or if you need to change parts on a mannequin. Silicone spray is used as mannequin lubricant for skills such as airway suctioning, Foley catheter insertion, etc., and should be used sparingly. Do NOT allow lubricant to contact the floor as it is extremely slippery. Do NOT use any other lubricant other than silicone spray.

Please do not use newspaper, betadine, or ink pens near the mannequins – it will permanently stain them. Do not use lab equipment for any purpose other than its intended use. Anyone abusing lab equipment will be asked to leave the lab, and may be held responsible for broken or missing equipment. If you notice something is broken, please notify faculty immediately. If you notice anything that needs restocking (gloves, paper towels, etc.) please notify faculty.

**Students may be dismissed from the Nursing Program as a result of conduct that is unsafe, unethical, inappropriate, or unprofessional; this includes conduct in the Sim Lab.**

## Clean up

Faculty is not responsible for cleaning up after students using the lab. Clean up after you practice; leave the lab in as good as or better condition than you found it.

Beds should be remade properly and left in the lowest position with side rails up. Pull back the curtains and return the over-the-bed table to the foot of the bed. All lab equipment used should be returned to its proper place. In this way, other students may enjoy their lab experience.

## Attendance

Students are expected to arrive on time for class, simulation, and practice in the Sim Lab. In case of emergency that will require being late or absent from lab, the student must call at least ½ hour prior to the scheduled start time. Calling a classmate to relay a message regarding absence or tardiness is not acceptable. The lab is considered a clinical area. Tardiness is not permitted, and any student arriving to the lab experience late will be sent home. **This time is still deducted from the students' allowable absenteeism hours.**

## Safety Guidelines

- Infection Control Policy

Everything in the Sim Lab is simulated – there are no real body fluids. However, when participating in activities, students will need to be aware of and follow Standard Precautions and Transmission Specific Precautions (droplet, airborne, contact).

Everything that comes in contact with the patient's body fluids is considered contaminated and needs to be handled accordingly.

**The following are some basic guidelines to follow:**

- Wash hands before and after patient care
- Use barrier protection (gloves, masks, gowns, etc.)
- Dispose of equipment and other materials appropriately (ex. sharps containers)

- Latex Warning

Some lab equipment may contain latex. If a student has a known sensitivity/allergy to latex, please notify faculty immediately. Latex-free gloves will be provided to the individual with a latex allergy. It should be noted that the Simulation Center environment is not latex-free. In the case of a life-threatening latex allergy reaction, emergency assistance will be obtained by dialing 911. Should any type of latex allergy reaction occur, an Incident Report Form will be completed.

- Needle Stick / Injury

In the event of a needle stick or other injury in the Sim Lab, please follow these guidelines: Inform faculty **IMMEDIATELY**; do not try to hide the injury. Render first aid as necessary.

- Security and Emergencies

Students are **NOT** allowed to bring children or guests to the lab. This is a liability issue. Anyone who violates this rule will be asked to leave immediately. If you do not comply, security will be called to escort the offending party off campus. There are no exceptions.

- Dress Code Hygiene

The clinical dress code applies to all students using the lab during class or scheduled appointments for skill check offs.

**The lab is considered a clinical area.** Therefore, if a student is not in proper dress, they will not be allowed to use the lab. Proper dress includes the wearing of the student ID, which serves as our institutional identification credential.

The Program nursing uniform is required in the Sim Lab for all lab activities, including peer return demonstrations.

Students coming to the lab for practice only on their own time may wear street clothes (refer to the Nursing Program Student Handbook for what is considered appropriate attire). Wear clothing / shoes which are appropriate for activities; sandals, crocs, flip-flops, and high heels are not supportive or safe for practice.

- Be aware of your own hygiene status: breath, body odor, and foot odor.
- Perfume can cause allergic reaction in classmates/clients/patients.
- Keep hair and jewelry professional while in the nursing lab. Large bracelets, rings and hair in your face are unprofessional, get in the way of lab activities, and compromise patient safety and your own safety.

### **Faculty Return Demonstration Grading Criteria**

- **Satisfactory:** The student completed the skill satisfactorily with zero prompts from the instructor.
- **Needs Improvement:** Requires practice and retesting.
- **Unsatisfactory:** The student needed more than 3 prompts or missed a critical element.

### **Definitions for Evaluation Criteria of Nursing Skills Return Demonstration**

- **Able to Perform / Satisfactory (S)**
  - Performs skill accurately without prompts from instructor
  - Criteria of assessment and skill carried out in correct order
  - Demonstrates dexterity
  - Completes skill in set time frame
- **Requires Practice and Retesting / Needs Improvement (NI)**
  - Performs skill accurately
  - Requires no more than three prompts during performance of task
  - Demonstrates coordination, but uses some unnecessary energy to complete activity
  - Completes skill in reasonable time
  - Criteria of assessment not always completed in correct order by student

- **More Than 3 Prompts - Missed Critical Elements / Unsatisfactory (U)**

- Unprepared for Lab
- Did not complete skill in set time frame. Skill not carried out in correct order

Students MUST come prepared for their lab experience. Preparation includes all skill check-offs, as well as skill instruction. Read the textbook; watch the videos, and practice, practice, practice. Students who come to the lab unprepared may be sent out to research and prepare before returning to the lab. All return demonstrations must be performed satisfactorily to pass the course. If you get nervous when watched, have students and faculty work with you early in the term to help you get over your nervousness.

*\*These actions will be part of the required critical elements of each skill evaluation.*

Before Procedure	After the Procedure Before Leaving the Room
Medical Record Review	Bed in Low Position
Equipment (Gather)	Side Rails Up
Introduce Self	Call Light
Hand Hygiene	Comfort
Identify Patient and Allergies	Hand Hygiene
Pause for the Cause	Document
Privacy (Provide)	
Pain (Assess)	
Procedure (Explain)	
Position (Accordingly)	

1. Students must demonstrate satisfactory performance of all nursing skills to pass the course. Reasons for failure of a skill include more than three prompts, non-completion of a critical element, being unprepared (this includes not having essential supplies or equipment, or all necessary paperwork), or refusal to complete the skill on the scheduled day.
2. A student who has an unsatisfactory return demonstration of a nursing skill will require a second attempt. The student must remediate by practicing the skill. After practice, an appointment must be made with faculty for a supervised observation of the skill demonstration to determine competency.
3. Should a third attempt be necessary, repeat step 2.

Simulation in nursing education does not replace the need for students to learn in clinical practice but complements other teaching and learning approaches in preparing Student Nurses for their role in practice. Simulation provides students with an environment conducive to focusing on critical thinking, clinical reasoning, and clinical judgment skills as well as acquiring new knowledge. Simulation in nursing education offers many advantages, including:

- Realistic client situations can be reproduced with all variables controlled
- No threat to client safety; ethical concerns are minimized
- Active hands-on learning
- Specific and unique client simulations can be created
- Errors can be corrected and discussed immediately
- Consistent and comparable experiences can occur for all students in a maximal amount of learning time
- Experimentation and creativity are allowed and encouraged
- Self-evaluation is promoted
- Feedback can be elicited
- Decision-making can be promoted safely

Students will be oriented to simulation theory prior to running a scenario. If the student is not comfortable, learning will not take place and scenario objectives may not be met. All scenarios are prepared by faculty. Students participating in Sim Lab scenarios will be evaluated on their general patient assessment techniques and adherence to all critical elements. The faculty will provide debriefing and feedback immediately after the scenario.

Debriefing is a reflective critical thinking analysis and communication tool for participants of the simulation exercise. The debriefing assessment provides an intensive post-conference and active evaluative process driven by peers and instructor, focusing on positive aspects, and allowing for major learning experience. Students will self-analyze their performance and use critical thinking during the reflection process.

### **Video and Audio Recording**

Experiences may be recorded. Recordings are for educational purposes and debriefing opportunities with the appropriate faculty and students. The confidentiality agreement signed by students protects privacy and discourages inappropriate discussion of the video contents or the student's performance in the simulation scenario. Any viewing or publication outside of the classroom is unacceptable and unethical and may result in the dismissal from the nursing program. Photography, videotaping, and/or audio recording is not allowed in the lab without faculty permission. Students and faculty should conduct themselves professionally as they would in any clinical setting since all interactions can be recorded.

### **Confidentiality**

All simulation scenarios and practice sessions involving students and/or recordings are considered confidential. Discussion of scenarios or information is considered a violation of the Sim Lab privacy policy. All students are required to sign a confidentiality statement before going to clinical. This confidentiality statement also applies to students using the Sim Lab.

Students are not to discuss their lab experiences or scenarios outside of the appropriate classroom context. Students will be reminded throughout the course of confidentiality issues. Students are expected to uphold all requirements of the Health Insurance Portability and Accountability Act (HIPAA).

# **SIMULATION LABORATORY POLICY**

## **INTRODUCTION**

This laboratory contains realistic adult, infant and child manikins. Some manikins are computer controlled to present a myriad of physiological states to give the student a realistic and authentic learning experience. Each student is expected to fully participate in all aspects of the laboratory experience.

## **SIMULATION SCENARIOS**

Simulating case scenarios in the simulation laboratory involves active participation for all students. Manikins are to be used with respect and treated as if they are live clients. The simulation lab is a learning environment. Situations simulated in the lab are to be used as a learning tool and no discussion of the actions of students should take place outside of the lab. A debriefing session will be provided for all simulation experiences.

## **CONFIDENTIALITY**

In order to preserve the realism of the scenarios used in the Lab and to provide an equitable learning experience for each student, all persons using the Lab will be required to sign a confidentiality agreement. The scenarios are not to be discussed outside of the simulation and debriefing sessions. This is to protect the value of the experience for those who will eventually take part in the clinical scenarios. If the student discloses any simulation information, it is considered cheating, and the student will receive a failing grade for the simulation. The student may also be excluded from any further simulation experiences, and may be subject to disciplinary action as outlined in the Student Handbook. Students are expected to uphold all requirements of the Health Insurance Portability and Accountability Act (HIPAA). Students agree to report any violations to the faculty or instructor.

## **LAB EQUIPMENT**

In the event that a piece of equipment is determined to be missing or broken, it is the responsibility of the student to report it to the faculty. Below is the list of rules each student must adhere to concerning equipment:

1. When working in the simulation lab, students must wash their hands upon entering.
2. Supplies and equipment must not be taken out of the lab.
3. The medical and disposable equipment within the center should never be used for clinical purposes. However, it should be treated with the same safety precautions employed with actual clinical equipment.
4. Equipment should be disposed of properly (sharps' containers, trash bins).
5. Computers and video equipment are for class purposes only.
6. All broken and missing equipment is to be reported to the faculty immediately. Should equipment be maliciously damaged, the student will be responsible for replacement of said equipment and will face disciplinary action.
7. Adherence to the dress code is expected unless otherwise directed by faculty.
8. Do not remove the manikin from the bed unless instructed to do so by the faculty.
9. Do not disconnect or move the client simulators.
10. Even though this is a simulated environment, conduct is expected as though it were a clinical site.

## **Western Area Career and Technology Center Practical Nursing Program**

### **CONFIDENTIALITY AGREEMENT for the Simulation Laboratory**

As a patron of the Simulation Laboratory, I understand the significance of confidentiality with respect to information concerning simulated clients and fellow students.

I will uphold the requirements of the Health Insurance Portability and Accountability Act (HIPAA).

I agree to report any violations of confidentiality that I become aware of to my faculty.

I have received and understand the Western Area CTC's Practical Nursing Program's Simulation Laboratory Policies.

I further acknowledge that failure to comply with Simulation Laboratory Student Handbook rules will result in disciplinary action up to and including dismissal from the Practical Nursing Program.

**Signature** \_\_\_\_\_

**Printed Name** \_\_\_\_\_

**Date** \_\_\_\_\_

## **STUDENT GOVERNMENT**

### **Constitution and By-Laws Student Government Association Practical Nursing Program**

#### **CONSTITUTION**

##### **ARTICLE I – TITLE**

The name of the organization will be the Student Association of the WACTC's Practical Nursing Program.

##### **ARTICLE II – PURPOSE**

1. To unify Student Body and to foster cooperation and good fellowship among students, faculty, hospital staff and community.
2. To promote professional, educational and cultural development in the Student Body.
3. To help support student personnel policies and maintain school standards.
4. To provide an opportunity for students to feel free to voice their opinions on problems of special interest to the Student Body.
5. To enact and enforce such legislation as in the scope of its powers as in accordance with the Constitution.
6. To establish a creed for the student that maintains the highest standards of honor, scholarship and personal conduct.

##### **ARTICLE III – MEMBERSHIP**

1. The advisor shall be a faculty member, but shall not have voting power.
2. All students shall be members and have voting power as long as said person is a student enrolled in the Practical Nursing Program.

##### **ARTICLE IV – OFFICERS**

1. The officers of this organization shall be:
  - President
  - Vice President
  - Secretary
2. The officers shall serve from the time a vacancy occurs in the office until their graduation as a student of the Practical Nursing Program.
3. Any Student Government Association officer who fails to maintain satisfactory grades in theory and/or clinical practice must relinquish his/her office.
4. At any time an officer neglects his/her duties or has been unprofessional in his/her duties in any way, or has failed to uphold the Rules and Regulations of the Practical Nursing Program, the faculty shall recommend to the Student Association that said office(s) be declared vacant. The Association shall re-elect a new officer from the class at the next monthly meeting.

##### **ARTICLE V - STUDENT GOVERNMENT REPRESENTATIVE**

The Student Government representative shall consist of one member from each class to represent the students at special faculty, curriculum and library meetings.

## **BY LAWS**

### **ARTICLE I – MEETINGS**

1. The Student Government Association shall meet on the first Monday of each calendar month. A notice will be posted on the bulletin board stating the time and place at least one week in advance.
2. Special Meetings of the Student Government Association shall be at the call of the President of the Student Association or the Administrator of the Practical Nursing Program. When called by the Student Class President, the [[meeting must be approved by the Program Administrator.
3. The student representative shall attend special faculty, library and curriculum meetings. They will bring suggestions from the Student Body if need or problems exist. They may be requested to participate in review of the curriculum and in the selection of materials for the library.
4. The student representative shall attend meetings at the request of the Program Administrator or format the request of the President of the Student Government Association.

### **ARTICLE II – QUORUM**

A majority of members shall be a quorum for the Student Government Association.

### **ARTICLE III-ELECTION**

- Section I            Election for officers shall take place upon the completion of the first six weeks of Level I of the Program.
- Section II           The Program Administrator shall serve as Chairman of the Association until the President is elected and oriented.

### **ARTICLE IV – OFFICERS**

- Section I            President shall be elected from each class. The President must be a member in good standing of the Practical Nursing Program. He/she shall preside over meetings of the Student Government Association.
- Section II           Vice President shall be elected from the class. The Vice President must be a member in good standing of the Practical Nursing Program. He/she shall assume the duties of the President in the absence of the President and shall serve as Parliamentarian.
- Section III          Secretary shall be elected from the class. The Secretary must be a member in good standing of the Practical Nursing Program. The Secretary shall keep accurate minutes of all meetings (regular or special) of the Student Government Association. Minutes from each meeting are to be submitted to the Practical Nursing Administrator. The original copy will be filed in the Program Administrator's Office. A copy is returned to the class Secretary.
- Section IV          The Program Administrator will conduct orientation sessions for all newly-elected officers.

### **ARTICLE V - POLICY FOR CLASS FUNDS**

No class expenditures or debt obligations without the knowledge and consent of the class and without the Practical Nursing Administrator's knowledge and consent.



## ARTICLE VI - FUNDRAISING PROJECTS

- Section I Fundraising project(s) must be approved by the Program Administrator.
- Section II Guidelines for management of a class project will be established when the selection is approved by the Program Administrator. This is to include:
1. Time frame for project
  2. When money is due
  3. Recommended action(s) if class member fails to meet established guidelines.
- Section III The Program Administrator will receive and approve written Guidelines before initiation of a project.
- Section IV Any class member failing to meet his/her fundraising obligations will meet with the class officers and the Program Administrator before referring incident to school Administration.
- Section V A fundraising project is an extracurricular activity but is considered part of students' professional education. Therefore, failure to participate can be reflected on a student's anecdotal record.

## ARTICLE VII

***Roberts Rules of Order*** will be the authority for conducting meetings.

## **STUDENT GRIEVANCE POLICY & PROCEDURE**

### **Definition – Purpose**

When a student feels an injustice has occurred, the grievance procedure provides an orderly means for resolution. There are five Levels to the grievance procedure.

#### **Level 1**

Provides an opportunity within five (5) school days for the student to meet with the faculty/instructor involved in the grievance. If the grievance involves a faculty member the student may initiate the procedure at Level 2.

#### **Level 2**

Provides for review of the grievance by the Nursing Program Administrator. The student must submit a written statement regarding the nature of the grievance to the Program Administrator within five (5) school days of the alleged injustice. The Program Administrator will schedule a meeting of those involved in the grievance within three (3) school days. The Program Administrator will decide whether the matter can be resolved by mutual consent or whether it needs to proceed to Level 3. If the matter is resolved by mutual consent, there shall be no subsequent proceedings or appeals.

#### **Level 3**

Provides for review of the grievance by the WACTC Executive Director. The student must submit a written statement regarding the nature of the grievance to the Executive Director within three (3) school days of the Level 3 decision. The Executive Director will meet with the Program Administrator and make an investigation of the grievance. The Program Administrator will also be present if there are any meetings with the involved students related to the grievance. The Executive Director will render a decision within three (3) school days. If the matter is resolved, there shall be no subsequent proceedings or appeals.

### **Student Representation**

1. Any aggrieved person may be represented at any/all stages of the grievance procedure by himself/herself, or at his/her option, by a representative.
2. No reprisals of any kind shall be taken by the Joint Operating Committee or any member of the Administration against any party of interest or any other participant in the grievance procedure by reason of such participation.

**WESTERN AREA CAREER & TECHNOLOGY CENTER  
PRACTICAL NURSING PROGRAM  
GRIEVANCE/COMPLAINT/CONCERN FORM**

<b>Grievant Name:</b>	
<b>Telephone Number:</b>	
<b>Grievance/Complaint/Concern Received by:</b>	
Date: _____ Time: _____ AM PM Manner Received: _____ Written _____ In Person _____ Telephone _____ Other (Specify) _____	
<b>Documentation of Grievance/Complaint/Concern:</b>	
<i>Depending on nature/severity of grievance/complaint/concern, the WACTC Executive Director may be notified immediately before completion of investigation by the Practical Nursing Administrator.</i>	
<b>Investigation:</b>	
<b>Plan of Correction:</b>	
<b>Follow-Up:</b>	
<b>Concern referred to:</b>	<b>Date:</b>
<b>Resolution:</b>	
_____ Practical Nursing Program Administrator	_____ Date

## ACADEMIC REGULATIONS

The student is evaluated in theory and clinical at the end of each Level. The Practical Nursing student is promoted when Level objectives have been achieved along with the requirements of the current curriculum. To attain advancement, the student must satisfactorily complete clinical courses, maintain adequate theory grades, demonstrate aptitude for nursing, and adhere to school standards.

The student is required to maintain adequate achievement in all nursing theory and clinical practice. The grading scale for theory is as follows:

GRADE	PERCENTAGE	<b>F = Below 75%</b> <b>I = Incomplete</b> <b>W = Withdrawal</b>
A	93 - 100%	
B	85 – 92%	
C	75 – 84%	

The minimum passing grade in Theory is C = 75%. Any student achieving less than a 75% in a theory course at the end of the course is not given credit for the course and will not achieve the Level objectives.

Students are continually evaluated during each theoretical course by tests, quizzes, projects, etc.

Students may obtain their course grade average to date from their instructor at any time throughout each Level. ***If the student does not ask the instructor, it is assumed that the student is aware of their status.***

Students will receive documentation of their final grade in each course. “If a student’s average is below a 75% during the theoretical course, the academic advisor will counsel the student and provide an academic warning to the student.”

The student has until the end of the course to achieve a 75% in order to meet Level objectives. Any student who does not achieve a 75% upon completion of a course of study cannot be advanced to the next Level. The student at this time will be terminated from curriculum.

### Final Exams

The WACTC’s Practical Nursing Program has instituted a Comprehensive Final Examination. The Comprehensive Final Examination is a Program requirement for graduation and completion of the Program. The Comprehensive Final Examination will be administered prior to graduation.

Eligibility requirements to sit for the Comprehensive Final Exam include:

1. Passing grade in the clinical component
2. 75% passing grade in Theory courses
3. Complete restitution of any outstanding Program financial obligations

If any or all of the three above requirements are not met, the student will be barred from taking the Comprehensive Final Examination.

## **ACADEMIC COUNSELING AND GUIDANCE**

Academic guidance and/or personal counseling sessions are available at the request of students or faculty. The service provided by the faculty is confidential and assists the student to reach his/her full potential.

Counseling provides assistance to students with personal problems, keeps the student informed on individual progress, encourages student self-evaluation, and provides an opportunity for professional growth.

The faculty may refer the student to consult with skilled counselors, psychiatrists, psychologists or religious advisors when personal and professional assistance is needed for individual problems.

WACTC Counselors are available to students upon request. These counselors can provide assistance with such services as referrals to appropriate community agencies, additional educational opportunities and employment information.

## **ACADEMIC HONESTY AND INTEGRITY**

All students are expected to be honest in academic work and to display integrity in all aspects of student performance, especially testing. All tests will be proctored.

Dishonesty or cheating is unacceptable. If a student is found guilty of plagiarism (copying word for word from someone else's work, including text books, magazines, information from the Internet or other student's work) or is guilty of giving or receiving help during an examination or activity, he/she will receive a grade of zero on the examination or activity and may be terminated by the Program Administrator from the Program based on unethical conduct. Students that are caught forging a signature on any clinical observation paperwork may also be terminated by the Program Administrator for unethical conduct.

Students must not use someone else's electronically published work without attempting to obtain permission, unless there is a published policy that clearly states that it may be used and any terms that are required to be fulfilled. Peer to peer file sharing of copyrighted material is prohibited and will result in disciplinary action.

## **RETENTION POLICY**

Student retention/attrition rates are monitored annually for each graduating class. Faculty strives to retain and graduate 75% of students admitted to each class.

Formal orientation lecture includes study skills, test taking skills, time and stress management techniques. Academic, personal and career counseling is provided at each Level and on an as needed basis. Financial Aid counseling is provided on admission and throughout the program. Faculty monitors student's academic and clinical performance. If student's performance begins to decline the student is counseled and advised formally. Classroom and clinical instruction is supplemented by lecturing and use of library/learning resources.

## **ACADEMIC PROBATION/RETENTION**

Students are expected to maintain satisfactory academic progress in their course work. A grade point average at mid-semester below a 75% constitutes an academic warning. Each student on academic or clinical probation will receive advisement of probation during a student conference and written notification of progress. Probation warnings will be issued if course grade falls below a 75% average or clinical performance is unsatisfactory at mid-term. Students will be closely monitored by faculty. Intervention will be discussed with the student during student conferences. When probation is issued, a remediation plan will be established for the student with faculty guidance. A student will be removed from probation when the course is completed.

## **ACADEMIC ADVISEMENT PROGRAM**

The advisement program of the Practical Nursing Program is an integral part of the total education of the student. It is that portion of the Program which is essentially concerned with assisting the student to develop as a self-understanding individual. Services are confidential, including the review of Remediation Plan Form with students. The purpose of counseling and remediation is to assist the student in efforts to improve in content areas needing additional study time and is NOT intended to be punitive to the student. Instructors are available on an appointment basis. Additional objectives of the counseling program are:

- To provide the student with knowledge of individual aptitudes and progress in the Program as a basis for self-evaluation and self-direction.
- To provide assistance to the student with problems concerning individual progress in the Program.
- To provide assistance and guidance to students to assist with Program success.
- To provide an opportunity for professional growth.

## **ADVISEMENT PROCEDURES**

1. The Nursing Program Administrator and faculty members will participate in the advisement program and are available for conferences during office hours. When indicated, students will be referred to professionals as necessary.
2. Students will be assigned a faculty member for advisement.
3. The faculty has evaluation conferences with each advisee a minimum of three times throughout the term: within the first month, at midterm, at finals. Meetings will also occur with any exam failure, and at the request from either the student or the faculty.
4. Individual student conferences may be held with the instructor when it is evident that the student is having difficulty in theory or clinical experience and the retention algorithm will be followed.
5. Additional conferences may be held as necessary. Either a faculty member or student may initiate a conference.
6. Individual student records are kept.

On orientation day there is a discussion of the Program policies and regulations as listed in the Student Handbook.

## **PROBATIONARY STATUS / TERMINATION**

### **Probationary Status**

Probationary status can be issued against any student related to non-adherence to program policies, objectives, and for insubordination.

Counseling Statements utilized by the faculty and/or Practical Nursing Administrator will identify an At-Risk student. Students placed on probationary status will meet with faculty and Program Administrator to formulate an Action Plan to work toward. This meeting is to be scheduled no more than one week following the beginning of the probationary period. The maximum time frame for meeting student goals can be mutually set by both the student and the faculty. Resolutions to probationary status must be documented to allow the student to advance to the next Program Level. Probation related to attendance will be in effect, indefinitely, from the time it was instituted until Program Objectives have been met.

**A System of Action for violations of Program policies will include three (3) steps:**

- |         |  |
|---------|--|
| Step 1: | Counseling with written statement  |
| Step 2: | a. Counseling with written counseling statement<br>b. Probation status for the remainder of enrollment |
| Step 3: | Termination from the Program   |

Probation may be warranted but not limited to:

- Failure to maintain reasonable standards of academic or clinical performance
- Inappropriate or unethical conduct as a student Practical Nurse
- Display of mental, physical or emotional unsuitability for the practice of nursing
- Any behavior or action that constitutes client neglect
- Any action of conduct that constitutes a violation of the Patient Bill of Rights
- Divulging confidential information to unauthorized persons
- Non-compliance to program objectives and the cooperative institution's policies and procedural guidelines
- Participation in malicious gossip, slander, threatening conduct, insubordination, intimidating conduct, or coercive conduct directed towards faculty, fellow students or facility personnel
- Failure to adhere to Attendance Policy
- Loitering or loafing on school time. (Includes non-adherence to time limited for breaks and lunches)
- Disorderly conduct, obscene or abusive language
- Leaving the educational facility without permission
- Sleeping in classroom or clinical setting
- Non-compliance to dress code as herein outlined

### **Termination**

When a student has a reoccurrence of the existing reason(s) for being on probation, termination from the Program will follow.

## **STUDENT EMPLOYMENT**

It is recommended that students not continue full-time employment while enrolled in the program, but the faculty realizes that in some instances it is necessary for a student to be employed.

Students who wish to continue employment may do so while understanding the following:

1. Any student working in a health related field will not perform the functions of a student Practical Nurse or Licensed Practical Nurse.
2. The uniform of the Practical Nurse Program is not to be worn during employment.
3. The faculty recommends eight hours of continuous rest during a 24-hour period.
4. The faculty may counsel the student in re-evaluating the necessity for employment if it seems to be jeopardizing the student's health, academic and/or clinical performance.
5. Students are expected to schedule their working hours so as not to conflict with regularly scheduled class or clinical. Students may not leave early, arrive late, or be overly-tired due to employment requirements.

## **EDUCATIONAL POLICIES**

1. The Practical Nursing Program is post-secondary education. Each participant in the Program is an adult; therefore, grades of students are not reported to parents, guardians, husbands, wives or children. It is the responsibility of the student to inform those concerned regarding his/her grades, if the student chooses.
2. Any written assignment must be turned in on the due date set by the instructor if the student expects to receive credit. If the assignment is not turned in in a timely manner, the student is not given any credit.
3. Any student who misses an exam for any reason shall have 72-hours to contact the Practical Nursing Program Secretary to schedule and take a make-up exam. If the make-up exam is not completed within that time frame, a zero will be given for that grade. Quizzes missed during absences cannot be made up.
4. It is the student's responsibility to obtain all notes, materials, handouts, and to complete any assignments made on the days he/she is absent.
5. Any student found to be cheating, in any manner is subject to automatic termination.

## **RETENTION OF RECORDS**

Student and graduate records are maintained by the Practical Nursing Program secretary. These records are located in locked filing cabinets located within the Practical Nursing Program building.

### **Academic**

Permanent records on all students admitted to the Practical Nursing Program shall be kept indefinitely. The permanent record includes clinical and theoretical experience as well as student achievement.

### **Financial Aid**

All required financial aid records of each student who graduates, withdraws, or fails to enroll will be kept for a minimum of three (3) years following the last date of the period for which the grant/loan was intended.

**NOTE:** All copies of reports and other forms related to the Federal Direct Loans and the Pell Grant Program, will be kept for minimum of three (3) years after their completion.



## OFFICIAL TRANSCRIPT

Each student will receive a completed transcript upon graduation.

- Official Transcripts (those affixed with the school seal) can only be issued to schools or other agencies at request of the graduate. Fee for each official transcript is \$5.00.
- An Official Transcript Request form will be completed by the graduate for each transcript requested and maintained in the graduate's file.
- Graduates should allow one week for processing of each transcript request.

## CONFIDENTIALITY OF RECORDS

Student Records will remain confidential in compliance with the Family Educational Rights and Privacy Act (FERPA), which affords students certain rights with respect to their educational records. These rights include:

- The right to inspect and review education records within 45 days of written request received by the Program. The Program Administrator will make arrangements for access and notify the student.
- The right to request amendment of the education record that the student believes to be inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. The student must clearly identify, in writing, the part of the record the student wants to be changed and specify the rationale for the change. If the program decides not to amend the record as requested, the program must notify the student in writing of the decision and the student's right to a hearing.
- The right to provide written consent before the program discloses personally identifiable information from the student record, except to the extent that FERPA authorizes disclosure without consent.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the program to comply with the requirements of FERPA. Complaints can be directed to:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, DC 20202-5920**

The following information contained in the student record is considered to be "Directory Information" and may, at the discretion of the WACTC's administrative personnel, be made available to any member of the public.

- Student Name
- Address, City, State
- Date of Birth
- Dates of Attendance
- Most Recent Academic Institution Attended
- Date of Graduation
- Current Schedule

If the student does not wish to allow this information to be released during his/her training at WACTC's Practical Nursing Program, he/she must submit a written request to the Practical Nursing Program Administrator. If any employee having custody of student records has questions concerning the release of information from those records, he/she may contact the Practical Nursing Program Administrator at WACTC.

## **MULTIMEDIA POLICY**

### **Software Access Procedure**

Software needed for class, in addition to the Microsoft Office suite of products, must be authorized by the school and downloaded by the IT department. If you need access to software which is not currently on the school network, contact a school administrator, who will consult with the IT department.

### **Internet Usage**

Internet usage includes any use of the Internet for educational purposes including emailing, social media, YouTube, and web browsing.

Internet use, on school time, is to conduct school business only. Internet use brings the possibility of breaches to the security of confidential school information. Internet use also creates the possibility of contamination to our system via viruses or spyware. Spyware allows unauthorized people potential access to school passwords and other confidential information.

Additionally, under no circumstances may school computers or other electronic equipment be used to obtain, view, or reach any pornographic, or otherwise immoral, unethical, or non-business-related Internet sites. Doing so can lead to disciplinary action up to and including termination from school.

### **Email Usage at School**

Email is to be used for school business only. You are not to conduct personal business using the school computer or email. Please keep this in mind as you consider forwarding non-school related emails to fellow students, family or friends.

Viewing pornography, or sending pornographic jokes or stories via email, is considered sexual harassment and will be addressed according to our sexual harassment policy (see Jeanne Cleary Act Compliance).

Any emails that discriminate against faculty or fellow students by virtue of any protected classification including race, gender, nationality, religion, and so forth, will be addressed according to the harassment policy (see Progressive Action Toward Termination and Automatic Termination).

These types of emails are prohibited at the school. Sending or forwarding such emails will result in disciplinary action that may lead to school termination.

Keep in mind that the WACTC owns any communication sent via email or that is stored on school equipment. Management and other authorized staff have the right to access any material in your email or on your computer at any time. Please do not consider your electronic communication, storage or access to be private if it is created or stored at school.

### **Social Media Use**

The WACTC recognizes and supports its students' rights to freedom of speech, expression, and association, including the use of online social networks. However, each student must remember that it is a privilege, not a right, to be enrolled at WACTC. As a student, you represent the school and you are expected to portray yourself and the school in a positive manner at all times. Any online postings must therefore be consistent with all federal and state laws and school policies, including the following guidelines:

## **Guidelines**

- Everything you post is public information – any text or photo placed online is completely out of your control the moment it is placed online – even if you limit access to your site or profile. Information may be accessible even after you remove it.
- Use caution when adding someone or inviting someone to be a “friend.”
- Limit information about your whereabouts or plans to minimize the potential of being stalked, assaulted, or the victim of other criminal activity.
- What you post may affect your future. Many employers and school admissions officers review social networking sites as part of their overall evaluation of an applicant. Carefully consider how you want people to perceive you before you give them a chance to misinterpret your information.
- Similar to comments made in person, WACTC will not tolerate disrespectful comments and behavior online, such as:
  - Derogatory or defamatory language
  - Comments that create a serious danger to the safety of another person or that constitute a credible threat of serious physical or emotional injury to another person
  - Comments or photos that describe or depict unlawful assault, abuse, hazing, harassment, or discrimination; selling, possessing, or using controlled substances; or any other illegal or prohibited conduct, including violating the school policies (see Progressive Action Toward Termination, Automatic Termination, and the Jeanne Cleary Act Compliance.)

Students may utilize the WACTC Practical Nursing Facebook page for the purpose of educational related material ONLY.

## ATTENDANCE POLICY

Students are expected to attend ALL scheduled theory and clinical experiences. Consistent attendance by the student, with attention to being on time, and not leaving early, demonstrates evidence of motivation, interest, and the ability to accept responsibility. Regular attendance is crucial, and mandatory in this program. New concepts are introduced daily and require students to demonstrate knowledge of concepts almost immediately on clinical.

Students must meet the program's clock hour requirement as mandated by the Pennsylvania State Board of Nursing and eligibility for Title IV Loan funds and Pell Grants. Students are REQUIRED to sign a daily attendance sheet for EVERY theory and clinical experience. It is the responsibility of the student to sign the daily attendance sheet, and failure to do so will result in the student being considered absent. If a student 'signs in' for another student, they are guilty of academic dishonesty and will be dismissed from the program. Theory and clinical attendance will be tracked and recorded. The administration and faculty recognizes that illness, family emergencies and catastrophic events can occur over the course of the program. **To allow for these problems, the Program maintains a policy that provides students with an adequate allocation of excused absent hours.** These hours are to be used for sickness, family emergencies, court days, etc. All issues concerning student attendance are confidential.

## EARLY DISMISSALS/LATE ARRIVALS

Lecture doors will be shut at the start of class, and reopened every hour for a 5 to 10 minute break. Students who are tardy may utilize these breaks to re-enter class. These students will be docked lecture time in increments of one (1) hour allotments, as will any student who leaves early, regardless of whether they leave 15 or 30 minutes early. Time is rounded to the hour.

The enrollment is divided into four (4) levels:

### Theory Hours:

When a student misses class time, she/he is responsible for all information covered and/or assignment(s) given. If a student is tardy, and an examination has started, the student will not be permitted to enter the room until the students have completed the examination.

Level	# of Absent Theory Hours Permitted	
I	20	Greater than 20 absence hours results in Level failure
II	20	Greater than 20 absence hours results in Level failure
III	20	Greater than 20 absence hours results in Level failure
IV	20	Greater than 20 absence hours results in Level failure

\*Absence hours are non-cumulative, and do not carry over to subsequent levels

The preceding table details the maximum theory absence hours permitted for each level. Exceeding these hours will result in failure of the level and subsequent dismissal from the program. **No Exceptions will be made.**

## **Clinical Hours:**

Students are responsible for their own learning and communicating their educational needs to the instructor, i.e., maintaining their own clinical paperwork and seeking out new experiences by making needs known to the instructor.

On clinical or laboratory days, the student is responsible for arriving on time. If a student will be late, he/she will not be permitted to report to the experience. **No exceptions will be made. All missed clinical/laboratory time must be made up.**

Skills and simulations labs are a very important component of the curriculum. Skills labs are counted as clinical time. Students must attend all Skills Labs. If any Skills Labs hours are missed, the student will be required to make up the hours as per the clinical attendance policy and arrange to complete the missed lab content with the course instructor.

Level	# of Absent Clinical Hours Permitted	
I	10	Greater than 10 absence hours results in Level failure
II	10	Greater than 10 absence hours results in Level failure
III	10	Greater than 10 absence hours results in Level failure
IV	10	Greater than 10 absence hours results in Level failure

## **LATE ARRIVALS**

Lecture doors will be locked on the hour at the start of class. Breaks will be given for every hour of lecture. Students who are tardy may utilize these breaks to re-enter class. These students will be docked lecture time in increments of one (1) hour allotments.

## **PROMPTNESS**

Promptness is essential in building individual character relative to nursing. Students are required to report at the time scheduled for Theory and Clinical instruction. Weekly class schedules are posted at the school and clinical sites.

## **CALL – OFF PROCEDURES**

If circumstances arise when a student is unable to attend or will be tardy for a scheduled theory or clinical day, the student MUST:

- **Theory** – Call the Practical Nursing secretary no later than one hour prior to the start of class at 724-746-0467. Leave a detailed message with your full name, and instructor.
- **Clinical** – First, Call the Practical Nursing secretary no later than one hour prior to the start of your clinical experience at 724-746-0467. Leave a detailed message with your full name, instructor and clinical location. Second, Call the clinical instructor's office no later than one hour prior to the start of the clinical experience to report absent. Third, Call the clinical site no later than one hour prior to the start of the clinical experience to report off as a student nurse.
- No communication done through other students will ever be accepted.

**Late arrival and early dismissal for Clinical is NOT permitted. A student arriving late or leaving early will be considered absent for the entire clinical day and will not be permitted to participate in clinical education. This policy also applies to the Simulation Laboratory.**

## **CLINICAL/COOPERATING SITES**

Students should be aware that clinical and cooperating sites have the right to deny access to any student due to their own policies and procedures. This may include, but not be limited to: a criminal history such as child abuse or theft, or incomplete immunization record. This is regardless of the Practical Nursing Program's decision to admit the student. If this experience is required to meet clinical objectives, the student may not be able to complete the course.

## **MISSED ASSIGNMENTS / TESTS**

It is the student's responsibility to contact faculty concerning class assignments, tests, handouts, lectures, etc. missed due to absences. No reminders will be given by the faculty that a student is deficient in missed assignments or exams. Assignments that are not submitted on time will result in zero points awarded.

If a student is absent for an exam, it must be taken within 72 hours of the date missed. Students may be given an alternate exam at the discretion of the faculty. All arrangements for alternate testing must be made through the Practical Nursing Secretary as soon as possible within the 72 hour window. Any exam not made-up within that time frame will be given a zero for that exam. Exams that are being scheduled for 'make-up' cannot be taken during regularly scheduled class or clinical hours.

## **EXAMINATION TAKING PROCEDURE**

To provide an environment conducive to honest and productive work, the following examination procedures will be maintained:

- Prior to taking an examination, students must place all personal items in assigned locker or in the front/back of the classroom.
- Students are permitted to have only a writing utensil at desk.
- Calculators will be permitted at the discretion of the faculty.
- No food or beverages permitted at the desk.
- Cell phones are to be turned off and placed with personal belongings. Smart watches are also not permitted to be worn during examination.
- If a student is tardy and the examination has started, the student will not be permitted to enter to the room until the students have completed the exam.
- Exams will be timed by the faculty. For a 50 question exam, students will have one (1) hour to complete the exam, for a 25 question exam, students will have 30 minutes to complete the exam.

## **SCHOOL CLOSINGS AND DELAYS**

The Practical Nursing Program is an adult program and is considered work training. As a graduate you will be required to report to care for your clients in all types of weather. Therefore, the following procedure will occur for closings or delays. The Executive Director of WACTC and the Program Administrator will make all decisions regarding delays and cancellations.

**Lecture Days:** Students will be notified of school cancellations and delays through both phone messenger system as well as their student online portal systems. Classes that are cancelled will be rescheduled according to the School Calendar.

**Clinical Days:** Delays do not apply to Clinical Days. Students are to report to clinical at the scheduled time. Cancellation of a clinical day will be made via both the phone messenger system as well as the online student portal system.

## **NURSING CODE OF CONDUCT**

Nursing education at WACTC is committed to preparing graduates for employment, socioeconomic mobility, and social responsibility for well-being in society. A safe learning and teaching environment is needed and deserved by all.

Politeness, respect, and decency are expected behavior. Faculty and students bear responsibility to conduct themselves in an ethical, professional manner. Behavioral standards and ethical principles are necessary to ensure that graduates are qualified and ethical.

Incidents of incivility will be addressed immediately in writing and counseling will occur. Further instances of uncivil student behavior may result in dismissal. The following are examples of uncivil behavior that will not be tolerated.

### **Uncivil Behavior**

- Disrupting others in class
- Negative remarks or comments towards faculty, peers or program
- The use of cell phones in either class or clinical
- Sleeping or not paying attention
- Negativity, Complaining
- Violating the dress code
- Coming to class unprepared
- Challenging faculty during class or clinical
- Turning in assignments late
- Sending inappropriate emails to faculty or classmates
- Not keeping scheduled appointments
- Complaining about constructive feedback from faculty
- Making threats
- Repetitive use of foul language
- Violating Social Media Policy
- Any act of unkindness, discourtesy, sabotage, disrespect, infighting, blaming others and criticism.
- Belittling gestures such as deliberate rolling of eyes, folding arms, staring into space when communication is attempted
- Body language meant to discomfort another
- Verbal abuse including name calling, threatening, intimidating, dismissing, belittling, undermining, humorous 'put downs'
- Gossiping (destructive, negative), talking behind one's back
- Fault finding (nitpicking) – different from those situations where professional and clinical development is required
- Slurs and jokes based on race, ethnicity, religion, gender or sexual orientation
- Excluding another from activities and conversation
- Disinterest, discouragement and withholding support
- Behaviors which seek to control or dominate (power, 'over' rather than power 'with')
- Elitist attitudes regarding work area, education, experience etc.; "better than" attitude

Students will be subject to discipline when school and Program policies and procedures are not followed. The type of disciplinary action to be taken will be determined by the faculty and/or Administration. Disciplinary actions shall be consistent with relevant provisions of the Student Handbook.

## **DISCIPLINE CODE**

The student discipline code at WACTC Practical Nursing Program serves two purposes:

1. To deter a particular behavior in the student that is not permitted at the school and does not align with WACTC Practical Nursing Program code of conduct.
2. It creates a conducive learning environment for all students in attendance.

Process:

- **First Incidence:** The first occurrence of the student interfering with the learning process in the classroom or clinical setting, or violating WACTC/Program guidelines/policies will require a student to meet with Advisor/Teacher and the Program Administrator to discuss the incident and develop a plan for improvement. During this meeting, an Incident Occurrence Form will be completed. This form will be reviewed with the student, then placed in the student file with a copy provided to the student.
- **Second Incident:** The second occurrence of the student interfering with the learning process in the classroom or clinical setting or violating WACTC/Program guidelines/policies will result in a one-day suspension. Any assignments or exams given during the suspension will not be made up and result in a zero. If the suspension occurs over a clinical day, the hours must be made up as per the Attendance Policy
- **Third Incident:** The third occurrence of the student interfering with the learning process in the classroom or clinical setting or violating WACTC Program guidelines/policies will result in an automatic termination from the Practical Nursing Program. This disciplinary termination will be ineligible for future readmission to WACTC Practical Nursing Programs.

## **AUTOMATIC TERMINATION**

### **Violations Mandating Automatic Termination**

1. Reporting to school or clinical sites under the influence of, or in possession of intoxicating beverages or controlled substances.

**NOTE:** If it is apparent that a student's behavior is inappropriate or if a student's level of consciousness is impaired, the incident is to be reported to the Program Administrator at once. The student may be asked to contact a physician immediately for a drug and alcohol screening. The student will not be permitted to attend the Practical Nursing Program until results of a negative drug and alcohol screening have been received from the physician. If the student refuses to comply with Program policy, automatic termination will result.

2. Personal violence or unauthorized possession of weapons on clinical site or school property.
3. Theft of property owned by school clinical site, other facilities, other students, visitors or patients.
4. Plagiarism
5. Deliberate damage or destruction to school, clinical sites, or student property.



6. Falsification of school or clinical site records.
7. Any act deemed a violation of the law.
8. If a student fails to attend scheduled classes or clinical for three (3) consecutive days without providing notification to the Program Administrator.

**NOTE:** The above list of violations are not to be considered exclusive. Other conduct deemed inappropriate will be handled on a case-by-case basis.

### **Pre-Clinical Urine Drug Screening**

If a student has a positive drug screening result, the clinical agency's Employee Policy will determine if the student is permitted on clinical site premises. If the agency's policy requires automatic termination of an employee for a positive result, then the student will be terminated and deemed unable to meet clinical objectives.

### **PROGRAM LEAVE OF ABSENCE**

A leave of absence is granted only to students who wish to temporarily interrupt their training for personal /medical reasons. A request for a leave of absence must be made in advance in writing to the Program Administrator, or the student's time away from school will be considered an unexcused absence.

The Veterans Administration will be notified immediately when a veteran student is granted a leave of absence.

This leave is subject to approval by the Program Administrator.

### **Criteria for Leave of Absence**

1. When a student has a personal / medical emergency or unusual situation, he/she may request a leave of absence that may not extend beyond a maximum 14 consecutive calendar days. Only one leave of absence will be granted per Program year.
2. The student must make a written request for a leave of absence, outlining the reason for the leave and the length of time required to the Program Administrator. The written request must be made in advance. In the case of an emergency, the written request must be submitted as soon as possible after the emergency.
3. The leave of absence is considered "one occurrence" equating to a maximum of seven (7) missed class hours. If the leave should result in the student missing clinical hours, all hours missed must be made up as per the clinical attendance policy.
4. A leave for medical reasons will require a physician's statement. Decisions regarding the leave of absence are made by the Program Administrator.

When a leave of absence prohibits the student from completing Level objectives in which the leave of absence was started, the student must withdraw from the program. If the student should fail to return to school within the maximum 14 calendar days, the student will be dismissed from the program. The student can request readmission according to the Readmission Guideline. Re-entry into the Program is contingent upon seat availability.

## **PROGRAM RESIGNATION/TERMINATION**

Any student who wishes to voluntarily resign from the Program must schedule an appointment with the Practical Nursing Administrator and submit his/her intention to resign in writing.

The resignation will be in effect at the time the student last attended classes. Voluntary resignation from the Program does not prohibit the student from initiating application to the Program at a future date.

If a student fails to attend scheduled classes for three (3) consecutive days without providing notification to the Program Administrator, steps will be taken toward automatic termination of the student. Termination will be in effect at the time that the student last attended class. If a student is terminated from the Program, he/she will not be eligible to re-enter the Program at any future date.

## **READMISSION POLICY**

Students, who have withdrawn from the Practical Nursing Program for academic or personal reasons, may apply for one readmission within two years from the date of withdrawal. If a student is permitted by the Program Administrator to “transfer” from the full-time program to the part-time program (or vice-versa), this will not be considered a withdrawal/dismissal and subsequent readmission. If a student is granted readmission, the student must retake any course(s) in the readmitted Level that were not successfully completed. Students must complete the program within 150% (2,256) of the hours of the program. If two years has elapsed, students must apply for the start of the program.

Students repeating a Level will not be eligible for financial aid funds. Tuition for the repeated Level must be paid ‘out of pocket’ by the student.

Students readmitted to the program will abide by the current Student Handbook of the class in which he/she enters.

A student requesting readmission must submit a written request to the Administrator at least six weeks prior to the desired date of return. The letter must state the Level and course(s) for which he/she is requesting readmission.

If readmission is granted, all financial obligations to the Program must be paid prior to readmission. Physical examination, required laboratory tests, criminal history record information reports from the Pennsylvania State Police and the Federal Bureau of Investigation, child abuse history clearance report and urine drug screening, as per admission requirements, must be satisfactorily completed and current within six months from the start date for the Level.

Student must satisfactorily complete a clinical refresher for readmission to Levels II-IV if more than one year has elapsed since completing Level I.

## **GRADUATION REQUIREMENTS**

Graduation from the WACTC Practical Nursing Program depends upon the student meeting the following requirements:

- Passing grade in clinical component
- A minimum of 75% in all Level Theory courses
- Passing the Standardized Final Comprehensive Examination
- Passing the Practical Nursing Readiness Exam (must achieve a 75% or above) and remediation if less than 75%
- Complete restitution of any outstanding program financial obligations

If any or all of the above requirements are not met, the student will not be considered to have successfully completed the Practical Nursing Program.

**NOTE:** Graduate will not be cleared to sit for their NCLEX-PN until a 75% probability of passing is met on the final Practical Nursing Readiness Exam.

## **COMMUNITY/VOLUNTEER POLICY**

The WACTC Practical Nursing Program values community service as a component of each student's education and development.

Service projects provide opportunities for faculty, staff and students to demonstrate the professional values through value-based behavior, caring, respect for human dignity, integrity, social justice, ethical principles and cultural sensitivity.

WACTC students will be eligible to sponsor a Community Service Event/Volunteer activity approved by the faculty and Practical Nursing Program Administrator. The student is required to perform work for the activity independent of school time hours.

Each student will be allowed the maximum of ten (10) volunteer hours broken up within two semesters of the 1504-hour Program.

Documentation of Participation will be required.

A few examples of community service events for which students have volunteered:

- Volunteer hours at a Soup Kitchen
- Toiletries for a Women's Shelter
- Food Drive
- Toys for Tots

## **GRADUATION EXERCISES**

Planning of graduation exercises will be under the discretion of the WACTC Practical Nursing Administrator and faculty. All White Clothing and shoes are required to participate.



## **SECTION III**

### **Practical Nursing Clinical Information**



## **CLINICAL LEARNING OUTCOMES**

### **COURSE RELATED CLINICAL LEARNING OUTCOMES**

#### **Level I: Basic Nursing**

Upon completion of the Clinical experience of the Course, the Practical Nursing student will be able to:

- Maintain a safe, comfortable environment for each assigned client.
- Employ medical asepsis in order to minimize the transmission of disease.
- Utilize the principles of body mechanics when performing all activities in the clinical setting.
- Provide nursing measures that prevent musculoskeletal deformities in a client with limited mobility.
- Meet patients' individualized hygiene and comfort needs.
- Record information that assesses a client's fluid balance; provide measures that promote normal elimination patterns.
- Institute measures that promote the integrity of the client's tissue.
- Assess the client's physiological status by obtaining the vital signs with 100% accuracy.
- Demonstrate the safe use of various therapies that promote adequate respirations.
- Contribute to the client's medical record by following established rules of documentation.

#### **Level II: Medical/Surgical Nursing I**

Upon completion of the Clinical experience of the course, the Practical Nursing student will be able to:

- Demonstrate a physical exam on a geriatric client utilizing a cephalo-caudal approach.
- Assist staff at a community-based geriatric group with daily activities.
- Prepare a patient physically who is scheduled for an invasive procedure.
- Care for an adult client who has recently undergone surgery.
- Manipulate the environment to protect a client with isolation or reverse isolation condition.
- Provide non-pharmaceutical methods of pain relief to a terminally ill client.
- Submit a written worksheet summarizing emergency care after an observational experience in a hospital's Emergency Room.
- Demonstrate venipuncture using an over the needle catheter on a simulated arm.
- Obtain CPR certification by following criteria set by the American Heart Association.

#### **Level II: Maternal Child Health**

Upon completion of the Clinical experience of the course, the Practical Nursing student will be able to:

- Assist in the physical preparation of a mother recently admitted to the Labor Unit.
- Assist the professional nurse in the evaluation of the progress of labor utilizing various assessment techniques.
- Meet the basic physical needs of a mother as she progresses through the four stages of labor.
- Act as a coach and support person for the laboring family as they perform learned prepared childbirth techniques.
- Employ safety standards when providing hygienic care to a newborn in the nursery setting.
- Offer guidance to a new mother that promotes safe infant care skills.
- Complete a study module that identifies common physical characteristics of the normal newborn.
- Modify communication skills to accommodate interaction in children of various developmental levels.
- Provide age-appropriate toys that enhance therapeutic play.
- Display nursing actions that decrease the impact of hospitalization on children of various age levels and recognize frequently-used medications and their actions and side effects.
- Complete a study module pertaining to the growth and developmental milestones of the Pediatric patient.

### **Level III and IV: Medical/Surgical Nursing II and III**

Upon completion of the Clinical experience of the course, the Practical Nursing student will be able to:

- Implement informal educational sessions regarding lifestyle changes that promote well-being.
- Interpret laboratory data to enhance supportive nursing care for various disease processes.
- Explain diagnostic tests and procedures to the client and family members.
- Enter a written thorough account of observations, assessments, administered therapies and patient outcomes into the medical record.
- Submit a roster of medication that correlate with the assigned client's disease process.
- Demonstrate self-direction of organizational skills by completing the responsibilities of nursing care for increased patient assignments.
- Demonstrate safe medication administration.

### **SUBSTANDARD CLINICAL PERFORMANCE**

#### **Retention for Substandard Clinical Performance**

The Practical Nursing Program recognizes that the successful attainment of clinical skills results from a gradual learning process. Seventy-five percent of the clinical objectives must be mastered for each class, as evidenced by the clinical evaluation tool. For students falling below 75% mastery level, the following criteria must be met for the student to remain in the Practical Nursing Program:

- The student must submit a plan of action for improved clinical performance to the instructor to be attached to the student's counseling statement.
- For skills not mastered, the student must submit a procedural guideline with corresponding scientific principles to the instructor.
- In a lab setting, the student must perform, with 100% accuracy, a demonstration for each skill not mastered.
- The student must submit a self-evaluation paper outlining weaknesses that have contributed to substandard clinical performance. The self-evaluation paper must be a minimum of one full page.
- The above criteria must be met within a two week time frame, after notification substandard clinical performance.

### **STUDENT HEALTH INSURANCE**

Those who feel they cannot secure health care coverage from a health care coverage provider are encouraged to contact the Department of Public Welfare. All fees for any health related services are the responsibility of the student.

### **CELL PHONE USAGE AT CLINICAL SITES**

When wireless phones are on, they receive and also send out Radio Frequency (RF) Signals. Certain electronic equipment may not be shielded against the RF Signals from your wireless phone. Hospitals and health care facilities may use equipment that could be sensitive to external RF energy. Prosthetic devices such as pacemakers, defibrillators and hearing aids can also be affected. Sparks from a wireless phone can also lead to injury in potentially explosive atmospheres.

Cellular phone usage in the school or health care facilities can be potentially dangerous, distracting and non-productive.

**Wireless phones are to remain in the "OFF" position during school/clinical hours.** Wireless phone usage is acceptable during scheduled breaks and lunch.

Non-adherence to the safety guidelines concerning the use of wireless phones will result in written counseling that will become a part of the Student's Permanent Record. Repeated incidents can result in program dismissal.



## CLINICAL SATISFACTORY PROGRESS

The Academic Year is divided into two grade Levels:

- Academic Year I: The student must complete a minimum of 900 hours.
- Academic Year II: The student must complete the remaining 604 hours.

The evaluation for Clinical practicum is as follows:

**S – Satisfactory      NI – Needs Improvement      U – Unsatisfactory**

In the clinical setting, the Practical Nursing student is required to maintain satisfactory progress in each Clinical component during each Level of instruction. Anecdotal notes, clinical evaluation tools and clinical objectives are all considered in the Clinical evaluation of a student.

Considered in the Clinical performance evaluation is the student's ability to:

- Apply the nursing process in planning and providing patient care
- Explain basic pathophysiology and rationale for nursing care
- Provide safe, competent nursing care
- Follow school and agency policies during clinical affiliations
- Demonstrate self-directed and professional behaviors that are within the role of the student Practical Nurse

## RESPONSIBILITIES OF ADULT LEARNERS

- Be aware of the rules and policies of your school and the Practical Nursing Program and abide by them.
- Follow channels of communication both at school and in the clinical area when problems do develop. The rule of thumb is, go to the source.
- Be prepared in advance for classes and clinical experiences. You expect teachers to be prepared, and they expect the same of you. When you are unprepared for classes, you waste the time of the instructor and your peers. When you are unprepared for clinical experiences, you are violating an important safety factor in patient care.
- Prepare your own assignments, utilize your peers and the experiences and knowledge they have and learn from each other.
- Seek out learning experiences at school and in the clinical area. Set your goals higher than the minimum.
- Assume responsibility for your own thoughts, communication, and behavior. Do not give in to pressure from your peers.
- Be present and on time for classes and clinical experiences. Follow school program policies for reporting absences. Getting into this habit will prepare you to be a favored employee.
- Enter into discussion when asked to do so in class.
- Treat those with whom you come into daily contact with respect, always mindful of their rights as an individual.
- Seek out your instructor when you are having difficulties in class or in the clinical area. Many times instructors can tell when students are having problems, but more important are the times they cannot tell, and only you know a problem exists. Do not be afraid to approach your instructors; they are there to help you.



## **SECTION IV**

### **Practical Nursing General Policies**



## **STUDENT RECRUITMENT/ADVERTISEMENT**

The Practical Nursing Program bi-annual recruitment will consist of:

- No less than four newspaper advertisements per year
- Distribution of Program brochures to the nine local high schools and their respective guidance counselors
- Distribution of Program brochures to the WACTC Guidance Department
- Participation in WACTC's annual Open House event and/or career fairs

The Practical Nursing Program participates in other forms of recruitment/advertisement which include, but are not limited to, newspaper, radio and television stations.

Prospective students are asked on their admissions form how they learned of the Program and graduating students are asked on the graduate survey if they would recommend the Program to others. These statistics offer information to improve future Program recruitment.

## **STUDENT OPT OUT POLICY**

Students attending WACTC's Practical Nursing Program are given the option of "Opting Out" in the purchase of textbooks and supplies.

This gives the student the opportunity to purchase required textbooks independently. A book list is kept up-to-date and given to students during orientation. The student will be required to have the necessary books purchased two weeks prior to the start of each Level.

The student also has the option to have the Practical Nursing Program purchase ALL necessary books needed for Program completion.

## **STUDENT LUNCH**

- A 30-minute scheduled lunch period is given to students during theory days.

Lunches from home may be stored in the Program lounge and must be eaten in the Practical Nursing Department lounge.

## **STUDENT DRESS CODE / PERSONAL APPEARANCE**

We urge our students to pay particular attention to their personal grooming. Appropriate dress and good hygiene are essential for all who desire to be professionals.

Students are expected to report to class in school-issued uniforms. It is expected that clothing will be clean and well maintained.

### **CLINICAL ATTIRE (also to include Lab)**

To maintain a professional appearance, students must dress in a manner and custom which establishes in the minds of patients, visitors and the public a confidence and respect for the hospital and its staff.

- **Nursing School Uniform**
  - WACTC Student Practical Nursing designated scrubs
  - Regulation uniform undershirt - white or burgundy (optional)
  - White closed-toe and closed-heel shoes; no canvas material permitted
  - White socks
  - Burgundy lab jacket (optional)
  - Wrist watch with a second hand
  - Bandage scissors
  - Name badge (worn above the waist)
- **Hair/Nails**
  - Must be neat and clean at all times
  - Hair must not touch face or on collar when in uniform (this included long ponytails/braids)
  - Male nursing students who have facial hair must keep everything neatly trimmed and clean
  - Fingernails are to be kept short and well-groomed
  - **NO** acrylic tips or gel nails are permitted
  - No fake lashes are permitted
- **Jewelry**
  - A plain wedding band may be worn; no other rings are permitted
  - Small post earrings are permitted
  - All piercings are to be removed
- **Cosmetics**
  - No perfume is permitted
  - Good personal hygiene is expected
- **Classroom Attire**
  - Clean, neat street clothes
  - No shirts with vulgar sayings, offensive pictures, or midriff baring will be permitted
  - Shorts must be of a modest length
  - Shoes must be worn at all times
  - See Clinical Hair/Nails
  - Name badge must be worn above the waist

The instructor may send any student home whose personal appearance and grooming are unbecoming to nursing. **The student dismissed for appearance will be marked absent for the day.** Future failure to comply with dress code policies can be cause for dismissal from the Practical Nursing Program.

## **FIRE AND SAFETY REGULATIONS**

### **Fire Drills**

When the fire bell rings, stop all moving equipment, close windows and doors, turn out the lights, and leave the room quickly and quietly. Leave books and other reference materials in the room. The exit door is to be held open by the first student in line. Close the door after the class has cleared the building. Remain in the assigned outdoor area until the instructor takes roll and permission is given to re-enter the building.

**NOTE:** Exit routes are posted in the Practical Nursing corridor. Study this checklist as a guide in fire drills or for an actual occurrence of fire.

- Know where the alarm is and how to ring it if necessary.
- Keep a safe distance from the building.
- Know the location of the fire extinguishers and how to use them.
- Keep Calm. Good judgment is important in any emergency.

Students will be oriented to the fire and safety regulations of each clinical facility at the beginning of the clinical experience.

### **Firearms**

Absolutely **NO** firearms are to be on school property or on any clinical site locations, including in your personal vehicle even if with a concealed carry permit.

## **SCHOOL PROPERTY**

- Audio-visual aids, school equipment and property are not to be abused.
- Any student willfully destroying school property will be responsible for replacement or repair costs incurred.
- Program disciplinary policy will be instituted in the event of destruction of school policy.

## **INCLEMENT WEATHER POLICY (Students must follow)**

The WACTC Practical Nursing Program is an adult program and is considered work training. As a employee you will be required to report to duty in all types of weather. Therefore, the following procedure will occur for closing or delays. The Executive Director of Vocational Education and the Program Administrator will make all decisions regarding delays and cancellations.

### **Classroom Days**

Students will be notified of school cancellations and delays through an electronic phone messenger. The messenger will send notifications to the phone number recorded in the student's profile. Classes that are cancelled will be rescheduled according to the School Calendar.

### **Clinical Days**

Delays do not apply to clinical days. Students are to report to clinical at the scheduled time. Cancellation of a clinical day will be made via phone messenger system. Clinical days that are cancelled will be rescheduled according to the School Calendar.

## **LIBRARY REGULATIONS**

- The Practical Nursing Library is open to students during school hours. It functions as an adjunct to the student textbooks. Books are organized on the shelves by section and according to subject content.
- Any book or magazine can be borrowed from the Library for a period of seven days.
- Any book or magazine not returned on the due date will be fined \$.25 cents per day for each day that it is late. Failure to pay Library fines will prevent a student from being eligible to graduate.
- Books must be checked out by the Practical Nursing Program secretary. Each student is responsible for checking out his/her own book.
- When reading a book or magazine in the Library, please be sure to return it to its proper section after use.
- Any book or magazine that cannot be traced to an individual that has been lost or stolen will be paid collectively by the Student Body in order to replace it.
- The WACTC Practical Nursing Program follows ACEN Standards of Student Resources. All reference material will have a copyright year within five years of publication.

## **PARKING**

Practical Nursing students will park in the designated parking area in front of the Practical Nursing building. All students will receive a parking permit to be displayed on rearview mirror. Cars are not to be left overnight without permission from the Program Administrator. The following guidelines are to be followed by all individuals driving on school grounds:

- Cars parked along the driveway may be towed at the owners' expense.
- Vehicles must be locked at all times.
- Speed limit on the school grounds is not to exceed 15 MPH
- All one-way traffic regulations must be observed.

## **TRANSPORTATION / HOUSING**

Students are responsible for their own transportation and housing. Consideration will be given when possible in scheduling students who share transportation. Those students who are interested in carpooling are encouraged to coordinate their efforts early in the school year. Carpooling requests for clinical are required four (4) weeks before the beginning of a Level.

## **EMERGENCY CALLS**

Only emergency calls for students will be received by the Practical Nursing secretary. Students are encouraged to alert family members and others of this policy.

**Hospitals / Clinical Sites** - No cell phones are to be used on nursing units or in the classroom.

Please advise family members that you will only be permitted to check cell phones during your lunch and break times off the unit.

## **TOBACCO USAGE**

The Western Area Career & Technology Center Joint Operating Committee recognizes that smoking presents a health hazard that can have serious consequences for both the smoker and the non-smoker. In order to protect students and staff from the safety hazards of smoking and from an environment noxious to non-smokers, and because the Joint Operating Committee cannot, even by indirection, condone the use of tobacco by students, the Joint Operating Committee prohibits smoking or use of tobacco by students in school buildings, on school grounds, on school buses, and during any school activity before, during, or after school hours, whether or not on school grounds or in school facilities.



Any pupil who uses tobacco on school grounds may be subjected to prosecution before the district magistrate, who may impose a fine, court costs, and/or community service and require participation in rehabilitative activities.

**Tobacco Use** includes smoking and the use of smokeless tobacco in any form, or smoking, including cigarettes (tobacco, vapor or electronic), cigars, pipes, or any other lighted smoking device, facsimile or imitation thereof.

The WACTC administration has the authority to use their discretion in the initiation of charges or citations against students who commit a tobacco use offense. In addition, the WACTC administration has the authority to impose disciplinary actions against the offending students based on policies and procedures. The Executive Director shall establish procedures with local law enforcement agencies and the district magistrate for enforcement of Act 145 and school policy.

Smoking is permitted off campus only. All smoking, possession or use of any tobacco product, smokeless or otherwise is specifically prohibited in all school buildings and on any school property. If a student is observed smoking on school property or in any undesignated area of the hospital/clinical facilities, the student will be subject to discipline and possible fine.

## **LOCKERS**

Lockers are available upon request. Locks may be purchased for five dollars if desired. The Western Area Career & Technology Center and the cooperating agencies will not assume responsibility for stolen articles.

## **KITCHEN USAGE**

All students are responsible for maintaining a clean and orderly kitchen. In order to maintain a safe kitchen environment, students are responsible for wiping up spills immediately. If a student brings in any food items or liquids each item must be marked with a student label and the date must be entered on the label. Any perishable items left in the kitchen longer than 5 days will be discarded.

## **CHANGE OF ADDRESS**

Students must maintain current address and telephone numbers with the school. Any change of address or contact telephone number should be reported to the Practical Nursing Program Administrator or secretary as soon as possible.

## **STUDENT HEALTH**

If a student becomes ill or injured while at the school, the student should report to the instructor. Upon evaluation of the student's condition, the instructor will arrange for further treatment and transportation, if necessary or desired by the student.

If a student becomes ill or injured while in the clinical area, the student will be referred to the Emergency Room or dispensary of the cooperating agency. Fees for these services are the responsibility of the student. Any injury must be reported and recorded on the accident form of the institution where the incident occurred. A copy is to be given to the Program Administrator.

Should a student sustain an injury at the school or in the clinical area, the instructor will complete an accident report and submit the report to the Program Administrator. The student's file will contain a cumulative health record showing accidents, illnesses and days absent.

In the event a student develops a disabling physical condition during the school year, the student must obtain written approval of a physician to remain in the program. If a physician's approval is not granted, the student may apply for a leave of absence.

Except for emergency situations, medical or dental appointments must be arranged for after school hours. A doctor's excuse will be required when an absence is due to a medical issue or when the absence is for three or more days.

If a student becomes pregnant, she must submit a form/slip from her physician identifying any restrictions for the health of the mother and baby to the Program Administrator. Updated physician forms must be submitted prior to each level to the Administrator. The student will be able to progress in the program as long as medically advisable. The student may need to take a leave of absence or withdraw from the program.

## **VISITORS**

Students may not invite visitors or family members into their classes or to lunch at the WACTC Practical Nursing Program building and/or clinical facilities.

All visitors must enter through the front entrance of the building. The Practical Nursing Program Administrator or Program secretary will notify student of a visitor, if deemed necessary.

**Western Area Career & Technology Center**  
**Practical Nursing Program**  
**Drug and Alcohol Abuse Program**

The WACTC Practical Nursing Program maintains a strong commitment to health, well-being, and safety of the students and the security of its premises.

Consistent with this commitment, WACTC has established this policy governing the unlawful use, consumption, possession, selling, distribution, dispensing, and manufacture of alcoholic beverages and illegal drugs. All students, faculty, and staff attend an annual drug and alcohol abuse, recognition, and prevention program.

**Prohibited Conduct**

With regard to alcoholic beverages as well as illegal drugs or narcotics, students of the WACTC Practical Nursing Program are prohibited from the following:

- Being under the influence of alcohol, illegal drugs or narcotics during classroom, laboratory or clinical experience (including any related activities) or while on the WACTC premises, or any other location at which laboratory or clinical learning experience (including any related social activities) may occur.
- Using, consuming, possessing, selling, distributing, dispensing, illegal drugs or narcotics while in a classroom, laboratory or clinical learning experience (including any related activities) or while on the WACTC premises, or any other location at which laboratory or clinical learning experience (including any related social activities) may occur.
- Storing any alcoholic beverages, illegal drugs or narcotics in a locker, automobile, or other repository on the premises or any other location at which laboratory or clinical learning experiences (including any related social activities) may occur.

In addition, students while on the WACTC premises or at any other location at which classroom, laboratory, or clinical learning experience (including any related social activities) may occur are expected to conduct themselves in compliance with this policy as well as conduct themselves in a manner in which they do not cause harm to themselves or others and that they neither break laws nor contribute to the negligence of others. The WACTC Practical Nursing Administrator reserves the right to dismiss students in such circumstances.

**Penalties**

A student found to be in violation of any provision of this policy will be subject to disciplinary action under the Code of Conduct which may range from required counseling and disciplinary warnings, to suspension or termination.

In addition, a student may be subject to criminal prosecution under applicable federal, state, and local laws. Further, any alcoholic beverages found on the WACTC premises will be confiscated and destroyed, and any illegal drugs found on the WACTC premises will be turned over to appropriate law enforcement authorities.

If the WACTC reasonably suspects that a student is involved with alcohol or illegal drugs or narcotics in violation of this policy, the student may be required to submit to drug testing. A student's failure to submit to requested testing is a violation of this policy and will be grounds for disciplinary action up to and including suspension or termination. However, such test need not be administered when the WACTC has independent proof that this policy has been violated.

For the purposes of this policy, the term “illegal drugs” includes the following:

- any chemical substance, the manufacture, use, possession, sale, distribution, or acquisition by misrepresentation of which is prohibited by federal or state law;
- any legally-dispensable controlled substance, or prescription (medications available only as prescribed by a licensed physician) obtained through fraud, deceit, misrepresentation, subterfuge, forgery or alteration of a prescription, or used by any individual other than the person for whom it was prescribed;
- any over-the-counter medication capable of impairing one’s alertness and/or physical or mental reflexes that is taken for purposes of abuse or misuse;
- inhalants such as chemical thinners, aerosol lacquers, and certain types of glues that can impair mental faculties and produce medical problems.

## **DRUG/ALCOHOL TREATMENT INFORMATION**

If information or assistance regarding drug and/or alcohol abuse is needed, please contact a faculty advisor.

The following is a partial list of providers which offer services for treatment of substance abuse.

- **Substance Abuse Hotline**  
Information and referral line that directs callers to treatment centers in their local Community  
1-800-662-HELP
- **Information Resource**  
The National Clearinghouse for Alcohol and Drug Information  
1-301-468-2600
- **Support Groups**
  - Alanan – for family and friends affected by another’s addiction.
  - Alcohol Abuse 24-hour Hotline  
1-800-444-9999 or 1-800-930-9329
  - Alcoholics Anonymous (AA)
  - Narcotics Anonymous (NA)
  - Free Quit line for Smokers  
1-877-724-1090
- **U.S. Government Offices**
  - Alcohol and Drug Abuse Information  
800-729-6686
  - Alcohol and Drug Treatment Referrals  
800-662-4357

## **WACTC Practical Nursing Program Drug and Alcohol Reasonable Suspicion Policy**

The WACTC Practical Nursing Program prohibits the manufacture, use, consumption, possession and/or distribution of drugs and alcohol during enrollment in the Practical Nursing Program. With this understanding, the WACTC's Practical Nursing Program acknowledges the following:

1. For the purpose of this policy, the term "drug(s) shall mean (i) controlled substances which are illegal to possess, use and/or distribute under Pennsylvania and/or Federal law; (ii) controlled substances which are legally obtainable under Pennsylvania and/or Federal law, but which were not legally obtained; and (iii) substances which are legal to possess or use but which the student misuses, abused or used in a manner or for a purpose other than prescribed. The term drug(s) shall include, but not limited to alcohol, cocaine, marijuana, heroin, opium or any derivatives thereof."
2. Students are expected and required to report for clinical experience and class on time and in appropriate mental and physical condition.
3. Testing
  - All accepted students shall be subject to drug testing according to Clinical Agency requirements. The Practical Nursing Program reserves the right to withdraw any offer of admission based upon the results of such testing or the refusal to submit to such testing.
  - The WACTC's Practical Nursing Program will require any student to submit to drug and alcohol testing upon reasonable (exhibiting or symptoms of drug use) suspicion that the student is or appears to be under the influence or intoxication of drugs or alcohol or who otherwise exhibits the signs, symptoms and/or effects of drug or alcohol use, misuse or abuse.
  - Clinical sites may require drug testing and failure to comply will subject student to the discipline of the Practical Nursing Program.
4. Discipline
  - Students involved in violations will be referred to proper legal authorities and subject to dismissal from the Program.
  - Any prospective student who refuses to submit to testing shall not gain admission into the Practical Nursing Program.
  - Any enrolled student who refuses to submit to testing shall be subject to dismissal.
  - Any enrolled student testing positive for drugs or alcohol shall be subject to dismissal.
  - Students with a history of or current drug dependency or substance abuse problem, while enrolled in the WACTC Practical Nursing Program, are encouraged to seek help in dealing with the condition. Acceptance into the Nursing Program is contingent upon voluntary enrollment with the Pennsylvania Nurse Peer Assistance Program (NPAP). Students who voluntarily seek assistance, within an approved licensed treatment facility, will not jeopardize their enrollment. However, clinical performance problems and other violations of school policy will continue to be noted and may subject the student to the disciplinary process.
  - Any person attempting to or knowingly and willfully altering or substituting a sample provided by that person or another person for testing shall be immediately dismissed from the Practical Nursing Program.
  - Any student testing positive while in a substance abuse program will be immediately dismissed.
  - Access to the Disclosures of Test Results and/or Counseling Progress Reports: The results of any test performed under this policy shall be treated confidentially and shall only be disclosed to the appropriate Practical Nursing Program personnel.
  - As a further condition of continuing enrollment, students must abide by the terms of this policy and must report to the Practical Nursing Program Administrator any conviction under a criminal drug statute for violations occurring during enrollment in the Program.
  - Any students receiving Financial Aid will lose the Financial Aid when convicted of a drug related offense.

**WESTERN AREA CAREER & TECHNOLOGY CENTER  
PRACTICAL NURSING PROGRAM  
REASONABLE SUSPICION CONDUCT**

**Name:** \_\_\_\_\_ **Date Observed:** \_\_\_\_\_

**Address Where Incident Occurred:** \_\_\_\_\_  
\_\_\_\_\_

**Reasonable Suspicion Determined For:**    ☐ Alcohol    ☐ Controlled Substance    ☐ Both

**Appearance:**    ☐ Normal    ☐ Sleepy    ☐ Tremors    ☐ Cleanliness    ☐ Clothing

**Description** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Speech – Description:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Body Odors:** \_\_\_\_\_

**Indication of Withdrawal Effects of Controlled Substances:**    ☐ Yes    ☐ No

**Explain:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Other Observations for Reasonable Suspicion:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Witnessed By:** \_\_\_\_\_

_____ Signature	_____ Title	_____ Date and Time
--------------------	----------------	------------------------

_____ Signature	_____ Title	_____ Date and Time
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_____ Signature	_____ Title	_____ Date and Time
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A Urine Drug Screen MUST be obtained within six (6) hours following a reasonable Suspicion determination.  
WACTC will bear the expense of this test.

## EMERGENCY PREPAREDNESS INFORMATION

Information on emergency preparedness is available by calling FEMA at: (800) 480-2520 or on the Internet at:

- [www.fema.gov](http://www.fema.gov)
- [www.redcross.org](http://www.redcross.org)
- [www.dhs.gov](http://www.dhs.gov)
- [www.homelandsecurity.state.pa.us](http://www.homelandsecurity.state.pa.us)
- [www.ready.gov](http://www.ready.gov)

### Learn More

If you are interested in learning more about how to prepare for emergencies, contact your local or State Office of Emergency Management or local American Red Cross chapter, or write to:

#### **FEMA**

P.O. Box 2012

Jessup, MD 20794-2012

and ask for any of the following publications:

#### **Emergency Preparedness Checklist (L-154)**

Item #8-0872

ARC 4471

#### **Your Family Disaster Supplies Kit (L-189)**

Item #8-0941

ARC 4466

#### **Are You Ready? Your Guide to Disaster Preparedness (H-34)**

Item #8-0908

#### **Emergency Preparedness Publications (L-164)**

Item #8-0822

## **UNLAWFUL HARASSMENT POLICY**

It is the policy of the WACTC Practical Nursing Program to maintain a pleasant, safe, and non-hostile learning environment for students, which fosters the educational process.

To ensure such an environment, the Joint Operating Committee strictly prohibits verbal, physical or graphic conduct by any student or non-student, which harasses, disrupts, or interferes with another's academic performance or which creates an intimidating, offensive or hostile learning environment. All students have a responsibility to conduct themselves in a manner consistent with this policy, thereby avoiding conduct that constitutes unlawful harassment.

The Joint Operating Committee will not tolerate any type of unlawful harassment of students by other students, employees, or non-employees (vendors, contractors, volunteers, etc.). Additionally, conduct that interferes with the learning environment or makes such environments hostile, intimidating or offensive will not be tolerated.

Retaliation taken against students who bring unlawful harassment charges or individuals who assist in investigating such charges or who provide witness statements in connection with such charge is strictly prohibited.

WACTC is committed to providing ALL students and employees with a safe and civil educational environment, free from threat, harassment or bullying and strictly adheres to the Harassment and Bullying policies found on the school's website at [www.wactc.net](http://www.wactc.net).

### **Confidentiality**

Any student or employee involved in a harassment investigation shall be required to maintain strict confidentiality. The privacy of persons involved in the complaint will be kept as confidential as possible, consistent with the Center's legal obligations and the necessity to investigate allegations and to take disciplinary actions where the unlawful harassment has occurred.

### ***Disposition of Complaint/Consequences of Violation***

Any student who is found to have engaged in conduct constituting unlawful harassment may be subject to disciplinary action up to and including expulsion. In addition, any student found to have violated this policy may be required to participate in educational activities and/or counseling.



**WESTERN AREA CAREER & TECHNOLOGY CENTER  
PRACTICAL NURSING PROGRAM  
UNLAWFUL HARASSMENT COMPLAINT FORM**

<b>COMPLAINANT INFORMATION</b>
Complainant Name: _____ Telephone Number: _____
Address: _____
<b>ALLEGED HARASSER INFORMATION</b>
Name of Alleged Harasser _____
Position/Educational Program: _____
Date(s) and Place(s) of Each Incident: _____
<b>SPECIFIC DESCRIPTION OF ALLEGED HARASSER</b>
<b>EVIDENCE OF ALLEGED HARASSMENT (Letters, Photos)</b>

**WITNESS INFORMATION**

Name of Witness	Where to Contact	Telephone Number

**ADDITIONAL INFORMATION** (Use additional paper if necessary)

<i>Include any knowledge you have that the alleged Harasser may be harassing others.</i>
--

I agree that all information on this form is accurate and true to the best of my knowledge. I also understand that this information will be kept confidential to the greatest extent possible given the WACTC's Practical Nursing Program's legal obligation to investigate complaints of unlawful harassment.

\_\_\_\_\_  
Complainant's Signature

\_\_\_\_\_  
Date

Signature of Individual to Whom Complaint was Initially Submitted	Date:
Signature of Individual Who Received the Complaint	Date:

## SCHOOL / CLINICAL INJURY

Injuries, regardless of how minor they appear, must be reported to the class instructor who will take the necessary steps to help the student receive proper care. There is no school nurse available. In an emergency, medical help will be dispatched. The Student Accident Report Form will be completed and submitted to the Executive Director. Emergency treatment will be provided by the hospital for accidents and/or injuries occurring while in the clinical area. If a needle stick injury occurs, students should report it to the Clinical instructor and follow the policy of the facility. Costs incurred are the student's responsibility. Students are liable for all hospital charges and professional fees. The Student Accident Report Form and the clinical facility incident report must be completed.

### WESTERN AREA CAREER & TECHNOLOGY CENTER PRACTICAL NURSING PROGRAM STUDENT ACCIDENT REPORT FORM

**Report ALL accidents that occur to student regardless of place or time**

Name:	Address:
Sex:    M        F        Age:	
Phone:	Date/Time of Accident:

Place Accident Occurred: \_\_\_\_\_

Nature of Injury: \_\_\_\_\_

Area of Injury: \_\_\_\_\_

Detailed description of Accident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How did the accident happen? \_\_\_\_\_

\_\_\_\_\_

Where was the Student? \_\_\_\_\_

List specifically unsafe acts and unsafe conditions existing. Specify any tool, machine or equipment involved in accident: \_\_\_\_\_

Witness Names: \_\_\_\_\_

Teacher in charge when accident occurred: \_\_\_\_\_

Present at scene of accident:        Yes        No

Immediate Action Taken:        First aid treatment administered by: \_\_\_\_\_

   Referred to: \_\_\_\_\_

If referred to Hospital or Doctor, List name: \_\_\_\_\_

Parent or other notified:        Yes        No        Date/Time: \_\_\_\_\_

Name of Person Notified: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature of Director: \_\_\_\_\_

## **EMERGENCY RESPONSE AND EVACUATION**

The Emergency Operations Plan and Procedures is reviewed on an annual basis and all faculty and staff are instructed in procedures.

## **ANNUAL FIRE REPORT**

The Annual Fire Report will be submitted along with the Annual Security Report. A Fire Log will be maintained in the security office, be available for inspection, and will contain the time, date, nature and location of the fire incident.

## **REPORTING CRIMES AND OTHER EMERGENCIES**

All students, employees and guests should promptly report criminal incidents, accidents or other emergencies dialing **911**, and may report incidents to any WACTC Administrator, school Police Officer, or directly to the Pennsylvania State Police at (724) 223-5200.

## **TIMELY NOTICE WARNING**

To help prevent crime or allowing a criminal incident to escalate, the WACTC Administrators, in conjunction with the School Police Officer, the State Police, or other law enforcement agencies, can issue a warning by personal service to staff, public address system, or flyers.

## **DAILY CRIME LOG**

The daily crime log maintained by the School Police Officer will reflect any serious incident occurring at the school. The incident will be logged within 48 hours after being reported.

## **SECURITY OF AND ACCESS TO THE FACILITY**

Access to the school is a privilege extended to students, faculty, staff, and authorized guests. All visitors are granted access to the building by use of intercom. The guest must announce his/her purpose or business and identity and be granted access to the building through an electronically locked door. The office staff is able to screen all visitors.

## **CAMPUS LAW ENFORCEMENT POLICY**

Security personnel at the WACTC will have the authority to detain offenders until the local police arrive. The WACTC Administration and School Police Officer maintain a working relationship with local, county and State Police. Incidents will be documented and copies of the reports will be kept on file in the Security Department. Incident reports are the property of the school and are not given to students. Incidents at the school should be reported to the WACTC's Administration. Reports completed at the school will be kept on file in the main office of the WACTC Practical Nursing Program.

The Pennsylvania State Police and Chartiers Police Department are the primary law enforcement agencies handling all crimes occurring in the school. A Memorandum of Understanding between WACTC and the Pennsylvania State Police and Chartiers Township Police Department is in effect and available for inspection in the Administration office.

## **SECURITY AWARENESS AND CRIME PREVENTION**

The school offers no formal crime prevention programs.

## **DRUG AND ALCOHOL POLICY**

The use, evidence of use, under the influence of, or possession of narcotics, illegal drugs, drug paraphernalia, look-a-like drugs, intoxicants, controlled substances, any alcoholic beverage, or any substance which is conveyed or implied as a drug or intoxicant while on school property, transportation or during school-related activities is strictly forbidden.

### **Health Risks**

The use of drugs and alcohol can have a substantial and detrimental effect on health. These effects are often permanent and can lead to severe physical and psychological impairment, disability and premature death. WACTC encourages students to lead drug-free lives. The following agencies provide information on substance abuse:

- Alcoholics Anonymous: 1-800-371-1475 (24 –hour answering service)
- Center for Substance Abuse Treatment and Refer Hotline: 1-800-662-HELP
- Focus on Recovery for Alcohol & Substance Abuse: (24 hour action help line - 1-800-888- 9363)

### **Legal Sanctions**

Use of illicit drugs by any person is illegal under both the state and federal statutes. Use of alcohol by persons under 21 years of age is illegal under state law. Penalties for conviction under state and federal law include incarceration and fines varying between \$100 and \$100,000 depending on the offense. Property used in connection with illegal drugs may be confiscated. All Federal and State student loans and grants may be declined for those convicted for a violation of a criminal drug statute.

### **Disciplinary Sanctions of Drug and Alcohol Policy**

Using procedures in the Student Handbook, students violating the prohibition of these substances face disciplinary sanctions up to and including dismissal. **NOTE:** If a student voluntarily contacts school authorities regarding a substance problem and desires assistance, no punitive actions will commence.

## **SEX OFFENDER REGISTRATION POLICY**

The Federal Campus Crimes Prevention Act (section 1601 of Public Law 106-386) requires institutions of higher education to issue a statement advising the school community how to access information concerning registered sex offenders in Pennsylvania.

### **SEX OFFENSE POLICY**

#### **Sexual Offense Policy and Procedures**

The WACTC Practical Nursing Program is committed to providing and maintaining a healthy learning and working environment for all students, staff, and faculty members. It is important that all students are aware of and protect their rights in the campus community.

The WACTC Practical Nursing Program, through the Campus Awareness Security Act of 1990, will uniformly and consistently report all criminal sexual offenses occurring on school property and reported to WACTC Practical Nursing Administrator to the proper local police department.

The WACTC Practical Nursing Program will not tolerate assault and/or intimidating behavior of any kind against any person or group of individuals based on race, gender, sexual orientation, age, national origin, religion, marital status, or disability.

A sex offense is defined by the FBI Uniform Crime Reporting System as either:

#### **▪ Forcible Sex Offenses**

Any sexual act directed against another person, forcibly and/or against that person's will, or not forcibly or against that person's will where the victim is incapable of giving consent. Includes forcible rape, forcible sodomy, sexual assault with an object, forcible fondling

## ▪ **Non-Forcible Sex Offenses**

Unlawful, non-forcible sexual intercourse. Include incest and statutory rape.

Sexual assault is any unwanted physical contact of sexual nature, whether by an acquaintance or by a stranger, that occur without indication of consent of both individuals, or that occurs under threat or coercion.

Sexual assault can occur either forcibly and/or against a person's will, or when a person is incapable of giving consent if under 18 years of age; if intoxicated by drugs and/or alcohol; if developmentally disabled; or if temporarily or permanently mentally or physically unable to do so. Sexual assault includes, but is not limited to:

- rape
- forcible sodomy
- sexual assault with an object
- forcible fondling (e.g., unwanted touching or kissing for purposes of sexual gratification)
- forcible oral copulation
- sexual battery
- threat of sexual assault

If you are a person who experienced or thinks they have experienced a sexual offense, the WACTC Practical Nursing Program is committed to offering a secure and supportive environment in which to consider all the options that are available to you including, but not limited to, medical attention and evaluation, obtaining information, support and counseling, and/or reporting. It should be noted that some of these options offer confidentiality while other services are required by law to report the sexual offense.

**A person who has experienced a sexual offense, whether rape or another unwanted contact, is urged to get to safety and call the WACTC Administration, School Police Officer, and/or the local Police Department. School personnel can also assist in notifying the proper authorities.**

## **DEFINITIONS OF CLERY ACT CRIMES**

### **Types of Offenses**

#### **Criminal Homicide**

- ☐ Murder & Non-Negligent Manslaughter - willful killing of one human being by another.
- ☐ Negligent Manslaughter - killing of another person through gross negligence.

#### **Sex Offenses**

##### ☐ **Forcible Sex Offenses**

Any sexual act directed against another person, forcibly and/or against that person's will, or not forcibly or against that person's will, where the victim is incapable of giving consent:

Rape - the carnal knowledge of a person

Sodomy - oral or anal sexual intercourse with another person

Sexual Assault with an object - the use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person.

Fondling - the touching of the private body parts of another person for the purpose of sexual gratification.

##### ☐ **Non-Forcible Sex Offenses**

Unlawful, non-forcible sexual intercourse:

Incest - sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law

Statutory Rape - sexual intercourse with a person who is under the statutory age of consent

#### **Robbery**

Taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear

#### **Aggravated Assault**

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

## **Burglary**

The unlawful entry of a structure to commit a felony or a theft. This definition includes:

- ☐ Breaking and Entering with intent to commit a larceny or felony
- ☐ Housebreaking
- ☐ Safecracking

## **Motor Vehicle Theft**

The theft or attempted theft of a motor vehicle.

## **Arrests and Referrals Disciplinary Action**

- ☐ Illegal weapons possession
- ☐ Violations of drug laws
- ☐ Violations of liquor laws

## **Arson**

Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle, aircraft or personal property of another:

- ☐ Structural
- ☐ Mobile
- ☐ Other

## **Hate Crimes**

Includes any of the above crimes that manifest evidence that the victim was intentionally selected because of perpetrator-bias:

- ☐ Race
- ☐ Gender Identity
- ☐ Religion
- ☐ Sexual Orientation
- ☐ Ethnicity/ National Origin
- ☐ Disability

## **OTHER LAW ENFORCEMENT AGENCIES**

The WACTC operates as a vocational/ technical high school as well as a higher learning facility. High school students from nine school districts attend this school. Some school districts employ their own police departments and these departments may exercise authority over their students at our facility. Any incident investigated by a school district police department is included in the crime log and reporting.

## **PREPARATION AND DISCLOSURE**

It shall be the responsibility of the school Police Officer to maintain the crime log and to prepare and disclose the annual Clery report.

## **WEAPONS POLICY**

No prohibited offensive weapons such as those described in the Crimes Code of Pennsylvania are permitted in the school or upon school grounds.

**Exception:** Sworn Law Enforcement Officers on official duty and school security personnel.

Anyone witnessing or suspecting a violation of this policy should immediately notify school Administration and/or School Police Officer.

## **PROTECTION FROM ABUSE ORDER (PFA)**

All individuals who have obtained a PFA or Restraining Order and feel it is appropriate should provide the School Police Officer with a copy of the document which will be maintained in confidence at the Security Office. These copies are destroyed when the time limit expires or the individual requests the document be returned.

## DOMESTIC ABUSE AND VIOLENCE POLICY

Domestic abuse and violence (or intimate partner violence) is ongoing, purposeful behavior that is aimed at dominating one's partner. Social norms and unequal distribution of resources, such as income, education and/or employment, lead some individuals to feel entitled to control his/her partner.

Domestic Violence can be committed by any of the following individuals:

- A current or former spouse or intimate partner of the victim
- A person with whom the victim shares a child in common
- A person who is cohabitating, or has cohabitated, with the victim as an intimate partner, spouse or roommate

Domestic abuse involves repeated, ongoing, intentional control tactics used by one partner against another. Those tactics may be physical, sexual, economic, psychological, legal, institutional, or all of the above and often include:

- ☐ Unreasonable and non-negotiable demands
- ☐ Stalking – surveillance and unwanted contact
- ☐ Cruelty
- ☐ Isolating the partner from friends, family members, co-workers and others
- ☐ Restricting daily activities
- ☐ Humiliating the partner in public or in private
- ☐ Coercion – a combination of demands, threats of negative consequences for noncompliance, and surveillance
- ☐ Threats of intimidation
- ☐ Constant criticism
- ☐ Excuses, rationalizations and blame
- ☐ Stifling the partner's independence
- ☐ Sexual abuse and violence
- ☐ Economic control and exploitation
- ☐ Physical Violence
- ☐ Extreme jealousy, possessiveness and accusations of infidelity
- ☐ Punishing the partner and/or children for infractions, both real and imaginary, of the abuser's rules
- ☐ Ignoring a partner's needs, opinions and feelings

In order to investigate reported incidents of domestic or intimate partner violence and protect the WACTC community, victims of and witnesses to such crimes should immediately report incidents to the WACTC Executive Director.

**In cases involving an immediate threat or serious injury, victims or witnesses should call 911.**

Individuals convicted of domestic violence face serious criminal penalties and are also subject to WACTC sanctions, up to and including termination of employment or dismissal from the school.

## ADVISEMENT PROGRAM

The purpose of the advisement program is to assist students in realizing their own potential.

Students will be encouraged to develop self-awareness in order to evaluate their own achievement in meeting the objectives of the Practical Nursing Program.

Program instructors are available to discuss student progress, student needs, and suggestions for improvement. These conferences will also serve to promote good rapport between the faculty and the student. Conferences may also be held with a student whenever a Program instructor deems it necessary. Documentation of each counseling session will be made and placed in the student's file.

# WACTC SIGNATURE SHEET

## RULES AND REGULATIONS

\_\_\_\_\_ I acknowledge that I have received and reviewed a copy of the WACTC Practical Nursing  
*initial* Student Handbook. I understand and agree to follow the policies contained in this Handbook.

\_\_\_\_\_ I have had an opportunity to review and discuss its contents and I agree, as a student enrolled in  
*initial* the WACTC Practical Nursing Program, to adhere to the policies and guidelines set forth. The policies and procedures are subject to change during my course of study via memoranda issued to the Student Body and it is my responsibility to keep updated of these changes. I agree to comply with the rules and regulations in this Handbook and the clinical sites and failure to do so will jeopardize my position in the Program or cause me to be dismissed from the Program.

## CONSENT TO USE PICTURE/VOICE

\_\_\_\_\_ I do hereby give my written consent to the WACTC Practical Nursing Program to use my  
*initial* picture, name and/or voice for slide, website, or video tape purposes, including the use of said pictures on television, magazines and newspapers, wherever, whenever, and in whatever manner desired, consistent with good taste, which will not be derogatory, degrading or detrimental to me in any way. I understand that I will not receive any compensation, neither now nor in the future, for the above.

## INTERNET/MULTI-MEDIA POLICY

\_\_\_\_\_ I have read, understand and agree to abide by the Multi-Media Policy for the WACTC Technology  
*initial* System which is included with every computer, tablet and Network Account Application, I further understand that violation of these rules and regulations will constitute a breach of school rules and constitute a criminal violation. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and or appropriate legal actions initiated. Furthermore, I understand that my use of the WACTC Technology System may be monitored by school Administration or designee(s) who operate the System.

## INDEMNIFICATION STATEMENT

\_\_\_\_\_ As a student of the WACTC Practical Nursing Program, I consent to all activities authorized by  
*initial* the school.

I, the undersigned, likewise shall indemnify, protect and save harmless the WACTC Practical Nursing Program and/or outside agencies where said activities are being scheduled.

This indemnification and save harmless agreement shall apply to any and all personal injuries, loss, death and/or other damages that I may experience while participating in activities required by the Practical Nursing Program.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Printed Name



