

STUDENT HANDBOOK



Health Science Campus: 422 Beaver Valley Pike, Willow Street, PA, 17584
Mailing Address: 1730 Hans Herr Drive, P.O. Box 527, Willow Street, PA 17584

Student Handbook may be amended at any time during the program. Students will be informed of changes in writing.

Signature Page

The administration has reviewed this handbook and agreed the policies and procedures within are in keeping with the highest standards of the Lancaster Country Career and Technology Center and the Pennsylvania State Board of Nursing.

*Any position vacant at the time of adoption/revision should be noted as such.

Assistant Director of Practical Nursing Date

Director of Practical Nursing Date

Compliance Reviewer Date

Assistant Executive Director LCCTC Date

Executive Director LCCTC Date

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Revision Date:

July 2018

Latest Revision Overview:

1. Amendment of Proctored ATI and ATI Comprehensive Predictor policies.
2. Addition of thirty hours in the Body Structure and Function course in Level One.
3. Amendment to math policy under program promotion processes.
4. Update of PN faculty members

Practical Nursing

Administration		717.464.7050
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Support Staff		
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Level I Day Faculty	Classroom	Clinical
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	Donna Grove Beth Weaver	Donna Grove Jenny Kirkley Ann Foley
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Level I Evening Faculty	Classroom	Clinical
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	Linda Hnatow	Linda Hnatow Dana Pierce Andrea Good Carly Danz
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Level II Day Faculty	Classroom	Clinical
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	Kris Wenger	Kris Wenger Ali Nolt Dawn Pearce Lynn Mitro
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Level II Evening Faculty	Classroom	Clinical
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	Jen Boley	Jen Boley Molly Lalla Donna Sheaffer
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Level III Day Faculty	Classroom	Clinical
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	MaryKate Welsh Beth Weaver	MaryKate Welsh Donna Penny Jewell Breneman Linda Huyard
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Level III Evening Faculty	Classroom	Clinical
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	Gessy Desir	Gessy Desir Rebecca Chubb
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Simulation	Instructors
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	Chris Gunter Beth Weaver
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Practical Nursing

HISTORY

The Practical Nursing Program, an integral part of post secondary education in Lancaster County, began in September 1958, under the auspices of the Lancaster City School District. In July of 1970, the program was transferred to the Lancaster County Career and Technology Center, Willow Street Campus, and most recently in 2011 the purchase of the Health Sciences Campus, located on Beaver Valley Pike, was made with facilities improvements completed and first classes hosted in 2012.

MISSION STATEMENT

The mission of the Practical Nursing Program is to prepare individuals for skilled, innovative, and productive careers as a practical nurse.

PHILOSOPHY

The faculty of the Practical Nursing Program, in accordance with the Lancaster County Career and Technology Center, provides opportunities for adults to enrich their lives and advance their careers.

We Believe:

- Practical Nursing is an integral part of nursing. The Practical Nurse participates in the nursing process in various settings, in accordance with the Pennsylvania Nurse Practice Act.
- In the integrity and worth of all human beings without conditions or limitations. The individual, as a member of society, is a multifaceted, dynamic being, in a state of constant adaptation, deserving of respect.
- Society is a group of individuals composed from various political, spiritual, educational, socio-economic and cultural backgrounds working within the democratic process.
- Nursing is a caring, interpersonal activity, which assists the individual in meeting their basic human needs. Nursing is an art, and a science, a process which promotes, maintains and restores optimal health of the individual, family, and society. Nurses actively participate in and adhere to the legal and ethical standards of the profession.
- Teaching and learning is an interactive process between the teacher and the student providing an education through the acquisition of a specific body of knowledge, technical skills, and socialization into the role of the practical nurse.
- Education is a process of behavioral change. It is dependent upon the student's active participation and self-discipline, facilitated by competent faculty direction. The faculty recognizes that abilities vary. In order to facilitate the optimal development of each learner's potential, the faculty seeks to provide flexibility in the curriculum.
- Nursing education is an organized sequence of experiences within a specified period of time in which the student gains cognitive, affective, and psychomotor skills, progressing from simple to complex. The student becomes an active participant in the nursing process based on the program's conceptual framework.
- The conceptual framework provides the basis for the structure of the curriculum in regards to development,

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implementation, and evaluation.

- Continuing education is a life long process. Excellence is created by the individual taking responsibility for career development, professional and personal growth. He or she recognizes the value of participating in professional and community organizations and educational programs.

CONCEPTUAL FRAMEWORK

The Conceptual Framework of our curriculum has its focus on the whole person. Every person has physical, spiritual, and psychosocial needs. These needs change as each person passes through the stages of growth and development. Alterations from homeostasis require nursing interventions to accomplish activities of daily living.

Basic needs of the person are met through involvement in the nursing process. It is through this process that the nurse assesses, plans, implements, and evaluates care to the individual.

The nursing process requires decision making which embraces all factors affecting a nursing situation. The nursing situation is an organized sequence of experiences that is goal directed.

Through this educational program, the graduate will be prepared to assist in the promotion, maintenance and restoration of optimal health of the individual, family, and society.

ACCREDITATION AND APPROVAL

The Practical Nursing Program is approved by the Pennsylvania State Board of Nursing. The Lancaster County Career & Technology Center is accredited by the Commission of the Council on Occupational Education, 7840 Roswell Rd., Building 300, Suite 325, Atlanta Georgia, 30350. Telephone: 1-800-917-2081. <http://council.org/>

NON-DISCRIMINATION STATEMENT

ADA/EOE/Nondiscrimination Info:

Lancaster County Career & Technology Center is an equal opportunity education institution and will not discriminate in employment, education programs, or activities on the basis of race, color, religion, ancestry, national origin, sex, sexual orientation, age or disability in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. This policy of nondiscrimination extends to all other legally protected classifications under state and federal laws.

For information regarding the Americans with Disabilities Act (ADA), the rights of an individual with a disability, our obligations under ADA, or grievance procedures, contact the Business Manager and ADA Coordinator, 1730 Hans Herr Drive, PO Box 527, Willow Street, PA 17584-0527. Telephone: 717-464-7050.

For inquiries regarding other nondiscriminatory policies and programs, or for information regarding services, activities, programs and facilities that are accessible to and usable by both disabled persons and national origin minority persons who lack English language skills, contact the Supervisor of Student Services and Coordinator for Title VI, Title IX and Section 504, 1730 Hans Herr Drive, PO Box 527, Willow Street, PA 17584. Telephone: 717-208-3124.

AFFILIATIONS

The Practical Nursing Program is affiliated with many institutions in Lancaster County. The sites are used for clinical experiences and are approved by the State Board of Nursing.

PROGRAM EDUCATIONAL OBJECTIVES

The Educational Objective of the Practical Nursing Program of the Lancaster County Career & Technology Center is to prepare an individual for eligibility to apply for licensure as a practical nurse. Graduates of the practical nursing program practice under the guidance of a registered nurse or licensed physician/dentist. The primary role of the practical nurse is to provide nursing care for clients in structured health care settings who are experiencing common, well-defined health problems. Practical nurses actively participate in and subscribe to the legal and ethical standards of the profession.

The program will educate a beginning practitioner to:

1. utilize the nursing process in meeting the needs of clients with common well defined problems, correlating theoretical knowledge to clinical practice.
2. adhere to the legal and ethical standards of the nursing profession.
3. identify strengths and weaknesses to define his or her role within the nursing profession.
4. communicate effectively with all members of the health care team.
5. recognize individual responsibility to continue professional development that will impact the graduate as well as his/her community.



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CURRICULUM OUTLINE

Level I	<u>Theory</u>	<u>Practicum</u>
Nursing Principles and Practice	120 hours	144 hours
Community Health	30 hours	
Body Structure and Function	90 hours	
Nutrition	30 hours	
Growth and Development	30 hours	
Vocational Relationships	30 hours	
Introduction to Medical-Surgical Nursing	<u>36 hours</u>	
Total Theory Hours	366 hours	
Total Practicum Hours		144 hours
Total Hours - Level I		510 hours
Level II		
Maternal / Newborn Nursing	30 hours	24 hours
Pharmacology	60 hours	
Medical- Surgical Nursing I	<u>100 hours</u>	<u>330 hours</u>
Total Theory Hours	190 hours	
Total Practicum Hours		354 hours
Total Hours - Level II		544 hours
Level III		
Nursing of Children	30 hours	24 hours
Medical-Surgical Nursing II	<u>152 hours</u>	<u>345 hours</u>
Total Theory Hours	182 hours	
Total Practicum Hours		369 hours
Total Hours - Level III		551 hours
Total Program		
Total Theory	738 hours	
Total Practicum	<u>867 hours</u>	
Total Program	1605 hours	

ACADEMIC POLICIES

Program Promotion Policy

For promotion from one Level to the next, and for graduation, the student must meet the following objectives:

1. Attain a 75% or better in all courses for the Level. Note: individual unit exams will not be rounded however, FINAL course grades will be rounded.
2. Attain a satisfactory clinical evaluation for the Level.
3. Attain a 100% on a med math competency exam prior to end of level 1.
4. Successfully complete the clinical competencies for the Level.
5. Attain a 90% or greater probability of passing the NCLEX on the ATI Comprehensive Predictor Exam on the FIRST attempt, or 85% and higher on two attempts. The first and second test must be taken at least one week (5 school days) apart. Students who do not achieve one of the two score options above, but meet all other graduation requirements, will be assigned to complete virtual ATI modules and receive a, "Green Light," to test from ATI before their name will be released to the state boards of nursing. Failure to achieve the green light in the timeframe established will result in the student's name not being released, and repeat of the level Med-Surg Course.
6. Complete all financial obligations satisfactorily.

Grading System

Each level and course has specific objectives which the student must meet.

In each course, theory grades must be a minimum of 75 percent.

Students attaining less than 75% in a course will be given the following options:

1. If the student fails one course in a Level, the student must repeat the course to progress in the program.
 - a. If clinical is aligned with a course but clinical has been given an acceptable grade, then clinical is not repeated.

Courses with clinical aligned:

Level one- Nursing Principles and Practice

Level two- Med Surg Nursing and Maternal Newborn Nursing

Level three- Med Surg Nursing and Nursing Care of Children

2. A satisfactory clinical evaluation and successfully completing the clinical competencies at each Level are necessary for the student to progress to the next Level and to graduate. Students who do not attain a satisfactory clinical evaluation or successfully complete the clinical competencies will be expected to repeat the clinical experience for that Level and the course aligned with the clinical experience. Students who must repeat a clinical experience will be placed as clinical space is available.
3. Students who fail to obtain a 75% in more than one course (theory and/or clinical) in a Level must repeat the level.

Any level may be repeated one time with a maximum of two levels repeated in the program.

Examinations

Advanced announcement of the date of all exams will be given to the class. Instructors reserve the right to give “pop quizzes”.

Testing format will be as follows:

1. The student is expected to remain in the classroom during the test period.
2. Cell phone use is prohibited during testing. Cell phones must be turned off and secured in the students' personal belongings. Violation of the cell phone policy may result in receiving a zero score for the test and the student may be subject to termination from the program.
3. All personal effects must be removed from the table tops, including textbooks.
4. If permitted to use a calculator it must be a non-programmable basic function calculator not scientific.
5. Students will follow the directions of the instructor regarding seating during exams.
6. Testing barriers may be used. The barriers must remain blank.
7. Answer sheets must be correctly labeled with student's **FULL** name as printed on Attendance sheet, student's ID Number, and date. **If answer sheet is not filled out correctly, there may be a penalty of one point deducted from the individual test score. This policy will not be enforced for level 1 until after completion of Vocational Relationships section.**
8. Test review may be provided by the instructor; however, the instructor can delay feedback at their discretion.
9. Students who do not follow the instructor's directions during the review of the test will be penalized at the discretion of the instructor.
10. Each student is encouraged to keep a grade log for each course. It is the students' responsibility to seek instructor assistance if a grade discrepancy is discovered.

ATI Testing

Student achievement on ATI's Content Mastery Exams has a direct correlation to the student's ability to pass the NCLEX exam as a first time tester. The following benchmarks have been set for the student:

1. The student must complete the practice exam for the specific ATI and a build focused review based on the results of the practice exam. Written evidence of the focused review is the “ticket” to take the proctored ATI exam and will be collected by the instructor.
2. Each ATI Content Mastery Exam will count as a unit exam in the appropriate course or unit.
3. The grade will be determined as follows:
 - a. Level 3 Proficiency 95%
 - b. Level 2 Proficiency 85%
 - c. Level 1 Proficiency 75%
 - d. Below Level I Proficiency 65%
4. Students who score a Level 1 or, or below, will be afforded a retake exam (at least 5 but no more than 10 days later) on their own time.
 - a. The higher of the two scores will be calculated into the student's grade for that course.
 - b. Any student with a Level 1 or below, declining to retake the exam, will have a letter placed in their student file documenting their declination of an opportunity to improve their score.

Academic Improvement Plan

Academic Improvement will be instituted when the exam average for a course of study falls below 75%. The student will be counseled concerning their academic deficits, and recommendations will be made to aid the student in successfully

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completing the course of study. Successful completion of the course of study means the student will attain a 75% average or above. An Academic Improvement Plan will not prevent the student from attending clinical areas. The student and the faculty member will develop an Improvement Plan, stating areas the student needs to improve, along with goals to be met in a specific time frame. In order to maintain federal financial aid eligibility, an AIP (academic improvement plan) is required and must be in place for any student who fails and/or must repeat any course work.

Absence During an Examination

1. It is the student's responsibility to obtain materials and assignments within 24 hours of the student's return from an absence.
2. Unless qualified for an incidence of absence, any student who arrives late to school or is absent on an exam day will have 10% deducted from the final grade of the quiz/exam.
3. Unless qualified for an incidence of absence, the student will continue to have 10% deducted from their missed exam for each day they are present at class/clinical and have not scheduled a time to take their exam.
4. Student will contact instructor to schedule dates/times to take missed exams
5. Exams must be made up on student's time, not class time

Clinical Policies

Clinical Improvement Plan

Defined as a period of time for clinical experience during which a student's performance must improve to a satisfactory level in order to continue in the course and/or program.

If a Clinical Improvement Plan is established, due to unsatisfactory clinical performance, the student must show improvement within the timeframe as determined by the instructor and administrators. If no improvement is demonstrated, a student may be required to repeat clinical or be dismissed from the program.

Clinical Lab Check-off/Evaluations

The goal of this program is that students will be successful on the first evaluation of clinical lab procedure check-offs. To accomplish this student must adequately prepare/practice for these check-offs.

Clinical lab check-off evaluations will be graded as either satisfactory/ unsatisfactory. It is the expectation of the student to successfully pass on ALL the critical areas listed on the check-off evaluation tool. The student will be given the tool prior to check-off.

If a student fails a clinical competency evaluation, the student will be referred for mandatory remediation. The student will produce evidence of his or her remediation prior to scheduling another competency evaluation. The recheck will occur approximately one week after the initial failure. An unsatisfactory evaluation at the recheck may result in clinical failure with the exception of level one basic care skills; which will be given three attempts before the above policy is enacted.

Clinical Point System

The Clinical Point System was established to address problem behaviors that a student may exhibit while performing clinical responsibilities. By assigning a point value to each behavior, the Point System serves as an objective tool that the instructor uses when evaluating students in the clinical setting. Upon the accrual of a specified amount of points, as stated at the bottom of the Clinical Point System sheet, the student must meet with Administration. The student may be required to repeat clinical if they reach the maximum number of clinical points allotted for the level.

ATTENDANCE

Classroom and Clinical

Success in the job environment is greatly dependent upon regular attendance at work. The attendance policy is designed

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to prepare the individual for the work environment. Students are accountable for their actions and are responsible for their own learning. Students are expected to attend 100% of classroom and clinical days and meet all course objectives. Class and clinical attendance is a critical aspect of the teaching/learning process. The school will not be responsible for any student's failure of a course due to absenteeism. Students that experience unexpected personal issues (i.e. housing, childcare, family issues, financial, etc.) should seek guidance from the Perkins Resource Center (717-464-7050 Ext. 7089), an instructor or refer to the Community Support Service listing located at the back of the student handbook.

Students are required to be in attendance every school day promptly at the scheduled hour. The school hours are:

Day Program:	Theory -	0800 - 1500 hours
	Clinical -	0700 - 1500 hours
Evening Program:	Theory -	1600 - 2100 hours
	Clinical -	1600 - 2200 hours

Students must attend 95% of each level/course in order to progress to the next level. Financial aid is dependent upon attendance. See financial aid section for details.

Maximum allowable absences are 25 hours per level. No make-up time is offered. Students may not borrow hours from levels (in order to meet objectives).

Level I – Max of 25 hours no more than 8 clinical hours for day program/6 clinical hours for evening program.

Level II – Max of 25 hours but no more than 16 clinical hours for days and 12 clinical hours for evening

Level III – Max of 25 hours but no more than 16 clinical hours for days and 12 clinical hours for evening

Students who are not prepared for his or her clinical assignment will be relieved of clinical responsibilities and sent home. The day will be counted as an absence from the program.

An absence is considered an absence from the program no matter what circumstances. Attempts should be made to request court appearances during non-program hours. Please contact the front desk if you are called for Jury Duty so that we can assist you in having it postponed until after graduation. In extreme cases, an IOA (Incidence of Absence) can be requested.

The school will request a certificate from a health care provider prior to returning to school following three (3) days illness, pregnancy, or injury. It is the student's responsibility to contact their instructor if they have or are exposed to a contagious disease or incur any physical limitations.

*Sleeping in class or disruption of the class can result in being excused from class and considered an absence.

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Tardiness:

Classroom: Upon a late arrival, stop at the front desk for an “admit to class” tardy slip and give it to your instructor upon arrival in class. The attendance officer will alter your attendance in our tracking system. The faculty have the option of not admitting a student to a class session after it has begun. If a test is given the day a student is late, the student will take the test at the instructor’s discretion. Classroom tardiness will be calculated in 15 Minute increments. (1-15 minutes late documented as 15 min late; 16 to 30 minutes late documented as 30 min late, etc...)

Clinical: Absences, or late arrivals, on clinical days MUST be reported by the student to the clinical facility at least ½ hour prior to your start time. Additionally, students must follow any other specific site, or clinical instructor directions for calling off. Always note the name of the individual who took the message. If you are late 1-30 minutes’ clinical points will be assessed and time docked. Students arriving 31 minutes late and thereafter will have the entire clinical day charged as absent (8 hours days/ 6 hours eves)

Leaving Early

Classroom: Students who leave class early must complete a blue “leaving class early” slip and turn it in at the front office. Student who leave at meal break and do not return will be marked as leaving early from the time their class dismissed for lunch. All other instances of leaving class early will be rounded back to the nearest 15 min increment. (Student leaving at 1105 will be marked as leaving at 11:00, leaving at 2:21 documented as 2:15, etc)

Clinical: Students who leave clinical early must inform their clinical instructor and request approval prior to leaving. Students clinical hours will be documented on half shift (4 hours for days/3 hours for evening) and whole shift (8 hours for day/6 hours for evening) increments.

(A student leaving between 07:01 and 11:00 (4:01 and 7:00 in evening) would be charged 8 (6 evenings) hours clinical absence. A student leaving between 12:01 and 2:59 (8:01 and 9:59 in evening) would be charged 4 (3 evenings) hours clinical absence.

INCIDENCE OF ABSENCE

In the event of a serious illness causing the student to miss three or more days of school, a request of an Incidence of Absence may be made in writing. This allows a multiple absence to count as one or more. Paperwork is available at the front desk and must be submitted with proper documentation within one week. The decision to grant an Incidence of Absence is at the discretion of the Administration and is final. The student must continue to meet the objectives of the course. It is the responsibility of the student to obtain missing notes and other handouts from their classmates.

ILLNESS OR INJURY

Students who become ill or receive an injury during program time are to report to the instructor. An incident report must be completed by student and faculty member. Students are not to leave the school or clinical areas unless they notify an instructor.

Each student will maintain a correct Medical History Card that will be kept in the administrative office. It is the student’s responsibility to keep this card up to date as this is the information provided to emergency medical services if needed.

Students must assume responsibility for all medical or surgical treatments they need while enrolled in the Practical Nursing Program. The school bears no financial or other responsibility for accidents or injuries the student sustains during the course of study in the program.

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STUDENT PRACTICAL NURSE DRESS CODE

Faculty will ask students to leave the clinical area/classroom if appearance is not appropriate. The day will be considered an absence. While in uniform the following policies apply:

Clinical Area Dress Code

Clinical Uniform - The nurse's uniform is a symbol of your profession and must be clean, wrinkle free, and meet with faculty approval both at school, and in the clinical area. Uniforms may not be worn outside the school or hospital except to walk to and from your car. White, short or long sleeved, tee shirts or turtle necks may be worn under the white polo embroidered with school patch. Approved blue pants must be worn and pants may not touch the floor.

Shoes - White non-skid nursing shoes or all white leather sneakers and stockings are considered part of the nurses' uniform. They must be kept clean, white, and in good condition at all times. Nursing shoes must have backs on them and laces must be tied. No open shoes, including crocks are permitted. White socks or white hose must be worn with pant uniforms, but white hose must be worn with dress uniforms.

Warm Up Jacket – Must be the LCCTC warm up jacket. The purpose of the warm up jacket is to protect the uniform, provide warmth when needed, and to serve as a cover for street clothes when not in uniform on the clinical area.

Identification Badge - The student identification badge must be worn at heart level or above at all times

Jewelry - The student may wear a plain wedding band, and ball posts earrings of gold, silver, diamond or pearl not to exceed 1/4 inches in diameter. No bars or spike back earrings are permitted. Plugs or gauges must be nude/skin tone/clear and may not exceed 8mm(0g). Only one earring per ear is permitted. Engagement rings are not permitted while in uniform. Any ring with a raised setting poses a danger to the patient, makes the use of gloves difficult, and has the potential to be lost or damaged while working with the patient. No visible body piercing, other than earrings are permissible.

Watch – Non-ornamental/plain watches with a single colored band may be worn. Watches must have a sweeping second hand.

Grooming - Students are expected to practice good personal, dental/oral hygiene and neatness at all times. There should be no tobacco or other offensive odor on clothing and/or breath.

Tattoos - All tattoos, other than hand, neck and face tattoos must be covered by clothing at all times while in clinical. Hand, neck and face tattoos will not be covered for hygiene and aesthetic purposes. However, students WILL adhere to any requests made by clinical site personnel to cover their tattoos and seek faculty, and then administrative, guidance after completion of their scheduled day.

Hair - The hair must be clean, neatly styled, and may not interfere with infection control. Hair that extends below the collar of the uniform must be pulled up and contained in a manner that does not "swing". Hair accessories may match the color of the hair or be navy blue or white. Unnatural hair colors are not permitted. Sideburns, mustaches and beards are permitted if they are trimmed and well groomed; otherwise the individual is expected to be clean shaven. Headbands, hair ties, or Religious hair coverings must be a single solid color of white, black, or navy blue. Any religious hair coverings should be brought to the instructor's attention the first day of class. No other alternative hair coverings may be utilized.

Cosmetics - Cosmetics may be worn in moderation. Perfume, aftershave, scented soaps and or body creams may not be used.

Nails - Finger nails must be short. When holding the palm of the hand toward the face, the finger nail should not be visible over the top of the finger tip for the reason of patient safety. Nail polish is not permitted while in uniform. Artificial nails are not permitted.

Alternate Attire/Agency Clinical Experience - Visiting community sites that do not require the use of the student uniform, the student will follow instructor/facility guidelines for dress code. Refer to clinical orientation for the specific agency.

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Classroom Dress Code

This dress code applies to classroom days where practice does not occur. It is expected that you follow the dress code for clinical if practicing or in the SIM lab.

- Students are expected to be in uniform while attending class.
- School insignia polo and any white or blue uniform pants may be worn in the classroom only.
- White or blue turtleneck or a long/ short sleeve white or blue shirt can be worn under the uniform for additional warmth. White shirt must be worn under White class shirt. A white, or blue, under shirt may be worn under blue class shirt.
- White or navy sweatshirts with our school insignia may be worn on class days. No other sweatshirts permitted. Coats, scarves and hats cannot be worn in the classroom. Dress in layers underneath uniforms.
- Lab jackets must be school insignia.
- ID Badges must be worn.
- Jewelry- One earring per ear no dangles or hoop earrings, no other piercings are acceptable.
- Students are not permitted to wear their clinical uniforms in the classroom setting unless it is a clinical day.
- Hair – May be worn down in class setting. See clinical Dress code for all other requirements.

PRACTICAL NURSING PROGRAM STUDENT RIGHTS

The following Student Rights adopted by students and faculty of the Practical Nursing Program include:

- Clearly defined objectives of curriculum courses.
- Clearly defined grading system.
- Freedom from discrimination (race, creed, sex or marital status) on admission or during evaluations.
- Clearly defined student responsibilities and limitations in the clinical area (in accordance with the facility policies).
- Respect as a valid care giver and member of the health care team.
- Access to individual permanent records.
- Readily available student handbook.
- Grievances will be reviewed.
- The opportunity to periodically evaluate instructors, the program, and clinical experiences.
- Periodical evaluation and progress reports.

GUIDANCE AND COUNSELING POLICY

The guidance program goal is to assist the student in adjusting to situations and problems in and out of school. Students are encouraged to seek guidance when needed for academic, financial, personal or professional matters. The Coordinator of Special Populations Perkins Resource Center provides individual and group counseling. Faculty members and school counselors also participate in the program. Faculty also provides academic counseling and tutoring in both the academic and clinical areas for any student enrolled in the program.

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PROFESSIONAL CONDUCT AND ACCOUNTABILITY POLICY

The student nurse's behavior, dress and conversation are to be of the highest professional quality at all times. The student represents our school, our program and the nursing profession. As a result, integrity, dependability and reliability are expected. All nursing care is to be delivered with utmost accountability.

If a student uses poor judgment in their behavior/language/dress, suspension from the program will be considered.

STUDENT NURSE CHARACTERISTICS

The Practical Nursing Student is expected to consistently work toward the achievement of level objectives and to exhibit the following characteristics of a LCCTC Student Practical Nurse:

Professionalism

1. Maintains confidentiality
2. Accepts standard of competence for every student
3. Maintains proper decorum in manners and speech
4. Addresses others with respect
5. Adapts to new and diverse situations
6. Adheres to the dress code
7. Recognizes limitations and seeks direction from supervisor

Responsibility

1. Is prepared for each learning experience
2. Establishes priorities in academic, clinical and personal life situations
3. Exhibits organizational skills in classroom and clinical areas

Honesty

1. Is truthful in completion of patient care
2. Is trustworthy during test-taking and in written assignments
3. Follows Code of Ethics for Nurses

Enthusiasm

1. Is attentive at all times
2. Utilizes experiences as learning opportunities
3. Completes assignments on time
4. Utilizes wide range of resources in classroom and clinical areas

Caring

1. Responds in a caring manner, in all circumstances
2. Adapts care to needs and emotional behavior of patients
3. Exhibits total attention to patient while performing in the clinical setting

Practical Nursing

Classroom Norms

In accordance with the LCCTC rules and regulations, the following behaviors have been defined as disruptive to an optimal classroom learning environment and will not be tolerated. A student violating any of the following will be subject to the disciplinary procedures in the student handbook.

Faculty may implement additional classroom norms into their classroom/clinical setting as deemed necessary.

Unauthorized Usage of Electronic Devices

All electronic devices must be turned off while class is in session with the exception of a cell phone which must be on mute or silent.

Audio and Video taping during class and in clinical is strictly prohibited.

Taking pictures of students, instructors or course material without written consent is strictly prohibited.

Taking pictures of a patient or any patient records is prohibited.

Cell Phone Policy

If the student is anticipating an emergency communication, the instructor must be notified as soon as the student becomes aware that such a call may need to be taken. Before class begins if possible.

Cell phones may be used anywhere in the building except during classroom instruction time, and at the discretion of individual classroom faculty.

Unexcused exit

Chronic unexcused exits will not be tolerated.

Personal Attacks

Threatening behaviors will not be tolerated.

Ethical Behaviors

If a student has cheated on a test, plagiarized a paper or is found to have lied, it will be cause for dismissal from the program.

DISCIPLINARY PROCEDURES

The Practical Nursing student is expected to consistently work toward the achievement of level objectives and to exhibit the characteristics as described under Student Nurse Characteristics.

1. The student will have a meeting with the instructor immediately.
2. The incident will be documented by both the instructor and the student.
3. A meeting will be held as to the outcome and disciplinary action.
4. Administration will be notified if a resolution is not identified.

-Verbal, Written, final warnings and suspension can be given depending on the severity of the incident.

EMERGENCY SCHOOL CLOSING

School closings/delays due to inclement weather are announced on the following:

Television: WGAL-8, WHP-21, UPN-15

Radio: WSBA910, WARM103, WLAN am/fm

Students may also be contacted through our Automated One-Call System. In order to receive the notification, we must have your current phone number or numbers on file.

The following policies are in effect for students of the Practical Nursing Program, if there are school delays or closings:

1. When the LCCTC - Willow Street Campus announces a delay or closing, the Practical Nursing Program will follow the LCCTC schedule for delay or closing. Evening classes will be canceled if the LCCTC is closed for the day. Weather changes occurring during the day that hinder safe travel may necessitate a change in the evening schedule. Students will be notified through the One-Call System of closings or delays.
2. Instructors and students will be expected to rearrange their schedules to meet the hourly requirement and objectives of the program. Graduation dates and level begin and end dates may be impacted by school cancellations.
3. If there is a delay/ closing, students are not expected to notify the clinical site of their expected time of arrival (instructors will do so) unless it is an out rotation with limited student attendance.

PRACTICAL NURSING PROGRAM FACILITIES

CLASSROOMS

It is anticipated that the Students of the Program will aid in the maintenance of the building

- Eating or drinking in classrooms will be at the instructor's discretion. However, students and faculty are responsible to clean up after themselves, especially in the instance of a spill. Administration reserves the right to revoke eating and drinking privileges within the classrooms if appropriate care of rooms is not given.

NURSING ARTS LABORATORY

The Nursing Arts Laboratories are for the practice of nursing skills. There will be times when it is necessary to utilize these spaces for theory presentation. It is the responsibility of the students in the program to keep these areas in professional order. It is anticipated that the students of the program will aid in the maintenance of these areas.

- No eating or drinking will be allowed in the Nursing Arts Laboratories.
- All equipment must be returned to the proper place before leaving.
- All units must be neat and orderly before leaving the laboratory.
- Report broken equipment immediately

CLINICAL SIMULATION LAB

The Clinical Simulation Lab is a space designed to enhance classroom instruction and enable additional clinical instruction. This environment facilitates learning safely without fear of injury or harm to patients, reinforces student competency and confidence, creates team building, and improves communication with patients and the health care team. As a result, goals are reached in the reduction of health care errors and the improvement in patient safety.

The Clinical Simulation Lab Coordinator orients new students to this area, where info is given on the objectives, policies and guidelines. A variety of learning opportunities will be available as student's progress through the program, helping to more thoroughly develop critical thinking skills.

LIBRARY/COMPUTER RESOURCE ROOM

The library/computer resource room is available for students when the building is open. It will be unavailable if an instructor needs to use it for a class. Students will conduct themselves in a polite and considerate manner, maintaining an atmosphere conducive to learning, reading and study. No material is to leave the Library/Computer Resource Room without the permission of the Perkins Special Populations Coordinator. Respect for others in the borrowing and returning of materials, and respect for property is expected. There will be no eating or drinking in the library/computer resource room.

Graduation Pledge

” Before God and those assembled here, I solemnly pledge: to adhere to the code of ethics of the nursing profession, to cooperate with the other members of the nursing team and to carry out faithfully to the best of my ability the instructions of those who supervise my work.

I will not do anything evil or malicious, and I will not knowingly give any harmful drug or assist in malpractice. I will not reveal any confidential information that may come to my knowledge in the course of my work.

And I pledge myself to do all in my power to raise the standards and prestige of Practical Nursing.

May my life be devoted to service and to the high ideals of the nursing profession. ”

NAPNES

Practical Nursing

FEES AND EXPENSES

This program is partially funded through the PA Department of Education. Tuition is billed 4 times during the program. If you are a self-pay student: 20% is due by the first day of class and the remaining balance will be divided into biweekly payments due on the 1st and 15th of the month. Balance must be paid by the end of the level. If you qualify for financial aid, your aid will be deducted from your balance. Any outstanding balance after financial aid is applied must be paid as stated above.

Level Repeaters taking one course: balance must be paid before the final is taken. 20% is due by the first day of class and the remaining balance will be divided into weekly payments with a zero balance due before the final.

All payments must be in the form of Visa/Master/Discover Card, American Express, Money Order, or Check. CASH WILL NOT BE ACCEPTED.

FINANCIAL AID

The administration and faculty of the Lancaster County Career & Technology center believes that education is a family investment. Therefore, the primary responsibility for financing a student's education rests with the student and the student's family. Financial aid is intended to supplement, not replace, a family's resources. The Financial Aid Office at the Lancaster County Career & Technology Center strives to assist qualified students needing financial assistance in obtaining aid to meet the economic responsibilities to attend school. This assistance includes counseling students to understand the financial expenses of attending school, informing students of the kinds of aid available and how to apply, and assisting students with the application process. If a student withdraws or fails, they will be placed on an academic improvement plan upon returning to qualify for financial aid.

Refunds for Students who Withdrawal On or Before the First Day of Class

Tuition Refunds for Class Cancellation

If a class is cancelled by the Lancaster County Career & Technology Center, all students will be refunded 100% of all pre-paid tuition and fees. Students are not required to request that prepaid tuition and fees be refunded. Refunds of prepaid tuition and fees occur automatically and shall be made within 30 days of the planned start date of the class.

Tuition Refunds for Students who Withdraw On or Before the First Day of Class

If a student fails to commence class or withdraws from class on the first day of school, the school will retain no more than \$100 of prepaid tuition or fees. Students are not required to request that any prepaid tuition and fees in excess of the first \$100 be refunded. Refunds of prepaid tuition and fees in excess of \$100 occur automatically and shall be made within 30 days of the planned start date of the class.

Tuition Refunds for Students Enrolled Prior to Visiting the Institution

Students who have not visited the school facility prior to enrollment have the opportunity to withdraw without penalty within three days following either attendance at a regularly-scheduled orientation or following a tour of the facilities and inspection of the equipment.

Tuition Refund Schedule

Students withdrawing from their program are eligible for partial tuition refunds. The following refund schedule for tuition applies beginning on the first full class day.

Withdrawal during the first 7 calendar days of the term – 75%

Withdrawal after the first 7 calendar days but within the first 25% of the term – 55%

Withdrawal after 25% but within 50% of the term – 30%

Withdrawal after 50% of the term – no refund

Refunds will be made on tuition charges for each Payment Period once a student is determined to be withdrawn from training from the Lancaster County Career & Technology Center. Tuition refunds will be calculated using the student's actual last day of attendance. Refunds of pre-paid tuition, when due, shall be made within 30 days of the student's last day of attendance.

Practical Nursing

Withdrawal

Formal withdrawal from the Practical Nursing Program is arranged through Administration. It is suggested to contact financial aid and/or the bursar for information pertaining to financial obligations. A change of status form must be completed. If a student withdraws or fails, they will be placed on an academic improvement plan upon, returning, if they intend to qualify for financial aid.

Re-Admittance

The student may reenter the Program subject to the following conditions:

1. All financial and academic requirements of the previous level must be completed before applying to reenter the Program.
2. The school will request medical certificate if the leave was due to a medically related condition.
3. A \$50.00 re-entry fee is required.
4. For re-admittance of students who have been out a level you must demonstrate skills from your previous level. Unsuccessful students must tutor and recheck. If unsuccessful with recheck student must repeat entire level.
5. For re-admittance that exceeds one year, a student must satisfactorily complete:
 - a. Skills check-off specific to the level and all prior levels.
 - b. Pass ATI and or final exams by a grade of 75% or better, specific to the prior level.
(Example: A student applying to be granted Level II status must pass all final exams of Level I and all skill/competency check-offs from Level I.)
6. The re-entering student will be assessed the current tuition rate.
7. Immunization, medical forms, CPR, drug screen and clearances must be up to date.

Practical Nursing

Graduation, Licensure, Transcripts

A student is eligible for graduation upon satisfactory completion of the Practical Nursing Program. The graduating student will receive their diploma and is eligible to file an application with the State Board of Nursing to complete the NCLEX once all academic, clinical and financial obligations have been met. Including any exit counseling required by financial aid. Upon successful completion of this examination, the practical nurse becomes licensed within that state.

Requests for transcripts will be honored and mailed from the school only if the graduate's Student Financial Aid repayment schedule is in good standing (not in delinquency or default.) Transcript fee applies. Requests must be done online.

The school may refuse to issue grades, transcripts or a diploma and deny registration or readmission to students who owe money to the school or who have failed to return supplies or equipment.



PROGRAM LEVEL OBJECTIVES

LEVEL I

The following competencies will be demonstrated by the student in a structured setting. By utilizing the Nursing Process and focusing on the whole person, care will be given to selected individuals in various nursing situations which are relatively free of complexity.

Assessment:

1. Collects data by reviewing client's chart/nursing care plan.
2. Demonstrates basic observational skills.
3. Differentiates between subjective and objective observations.
4. Describes body structure and function related to the assigned client.
5. Identifies nutritional needs of the client.
6. States principles of basic nursing skills utilized in the care of the client.
7. Explains the developmental stage of the client.
8. Identifies basic needs of the client.
9. Explains the value of community resources as they relate to the client.

Planning:

1. Reviews the nursing care plan as it relates to the nursing process.
2. Identifies short term goals for the client.
3. Discusses care according to client needs.
4. Organizes work effectively.

Implementation:

1. Performs basic nursing care safely.
2. Demonstrates personal safety.
3. Reports easily identifiable finding to the team leader.
4. Explains purpose of procedures to the Instructor.
5. Demonstrates the standard procedure steps.
6. Performs nursing procedures competently.

Evaluation:

1. Assists with the revision of the nursing care plan.
2. Reports client responses to nursing care given.
3. Identifies community resources to aid the client.
4. With instructor's guidance, evaluates care administered.



Practical Nursing

LEVEL II

While focus is on the physical, mental, and spiritual needs of the client of all ages, the student meets objectives consistently, under close supervision. The student will:

1. Utilize the nursing process in caring for clients with medical, surgical, and obstetrical needs.
2. Assist the professional nurse in the development, review/revision of the nursing care plan.
3. Make appropriate observations regarding the nursing process in community health setting.
4. Adhere to Level I principles and build upon them.

Assessment:

1. Complete learning objectives for the clinical unit.
2. Seek clarification appropriately.
3. Gather data by reviewing the client's chart and care plan.
4. Examine deviations in normal anatomy and physiology that are related to the assigned client's pathophysiological condition.
5. Relate the client's medications to the disorders being treated.
6. List the therapeutic and untoward effects of the client's medications.
7. Identify factors to assist in the rehabilitation of the client.
8. Participate in the selection of assignments to meet specific objectives and/or individual educational needs.

Planning:

1. Reviews nursing procedures related to client assignment.
2. Review medication cards related to client assignment, highlighting pertinent information as directed.
3. Prepare daily goals of nursing care with progressively decreasing instructor assistance.
4. Prepare daily assignment sheets.
5. Assist in developing nursing care plan on assigned client, relating theory to practice.
6. Consult with instructor as appropriate.

Implementation:

1. Follow verbal and written communication accurately.
2. Administer individualized nursing care according to the care plan.
3. Report significant findings through appropriate channels to the health care team.
4. Protect the rights and dignity of the clients.
5. Communicate clearly with staff, instructor, and peers.
6. Administer medications with 100% accuracy, according to medication administration guidelines.
7. Perform nursing procedures competently.

Evaluation:

1. Submit required written reports on the due date.
2. Evaluate client for therapeutic and untoward effects of medications.
3. Document all pertinent client information appropriately.
4. Evaluate care administered with decreasing guidance from instructor.



Practical Nursing

LEVEL III

The continuing focus is on the physical, mental, and spiritual needs of the client of all ages. The student demonstrates increasing independence and begins to focus on communication skills, organization of increasing responsibilities in the delivery of nursing care, and self-evaluation of his or her effectiveness in meeting the objectives of the program. The student will:

1. Utilize the nursing process in planning to meet client needs for assigned clinical groups.
2. Provide nursing interventions with increasing skill to clients in assigned clinical groups.
3. Assist the professional nurse in the development, review/revision of the nursing care plan.
4. Make appropriate observations regarding the nursing process in community health setting.
5. Adhere to Level I and Level II principles and build upon them.

Assessment:

1. Gather data by reviewing the client's chart, care plan, and communicating with other members of the health care team.
2. Seek clarification appropriately.
3. Discuss deviations in normal anatomy and physiology that are related to the assigned client's pathophysiological condition.
4. Relate the client's medications to the disorders being treated.
5. List the therapeutic and untoward effects of the client's medications.
6. Identify factors to assist in the rehabilitation of the client.
7. Participate in the selection of assignments to meet specific objectives and/ or individual educational needs.

Planning:

1. Review nursing procedures related to assigned group of clients.
2. Review medication cards related to assigned group of clients, highlighting pertinent information as directed.
3. Prepare daily goals of nursing care of assigned clinical group with minimal instructor assistance.
4. Assist in the development / revision of nursing care plan for assigned group of clients, relating theory to practice.
5. Consult with instructor as appropriate.

Implementation:

1. Protect the rights and dignity of the client.
2. Follow verbal and written communication accurately.
3. Communicate clearly with staff, instructor, and peers.
4. Organize therapeutic interventions for assigned clinical group effectively.
5. Administer therapeutic interventions to assigned group of clients according to the care plan.
6. Perform therapeutic interventions competently with minimal assistance from the instructor
7. Administer medications with 100% accuracy, according to medication administration guidelines
8. Report significant findings through appropriate channels to the health care team.

Evaluation:

1. Evaluate effectiveness of therapeutic interventions provided to assigned group of clients with minimal guidance from instructor.
2. Document all pertinent client information appropriately.
3. Provide written self-evaluation for each segment of clinical experiences provides in Level III based upon Level III objectives.

Practical Nursing

Level I Course Descriptions

<u>Level I</u>	<u>Theory</u>	<u>Practicum</u>
Vocational Relationships	30 hours	
<p>Course Description - This course of study focuses upon those factors which affect the adult learner who is developing in the role of a student practical nurse. It is designed to cover topics concerning the whole person which are essential for the student to function successfully, utilizing the nursing process in the health care setting. Essential aspects of legalities and ethics of nursing are included.</p>		
Nursing Principles and Practice	120 hours	144 hours
<p>Course Description - This course will include clinically relevant and current information for the Student Practical Nurse. The nursing process is presented and care planning is initiated. Nursing procedures are taught, including the nurse's role in preparation of the client and care after the procedure. The administration of medication is introduced. This course emphasizes that it is important for the nurse to know why he/she takes whatever action he/she does when giving nursing care according to the nursing process.</p>		
Body Structure & Function	90 hours	
<p>Course Description - This course is offered to give students an understanding of normal body structure and function throughout the life span. The information will prepare the student for comprehending variations that occur during illness, enabling him/her to help meet each patient's needs when providing nursing care utilizing the nursing process.</p>		
Nutrition	30 hours	
<p>Course Description - This course will include the relationship and importance of nutrition to the health needs of the whole person and the community. Study of the various nutrients and how the body uses these nutrients will be included, along with nutrition in the life cycle and basic principles of meal planning.</p>		
Growth and Development	30 hours	
<p>Course Description - This course will deal with human development from infancy through senescence. It will include the normal physical, social and psychological patterns of development for the various age groups.</p>		
Community Health	30 hours	
<p>Course Description - This course presents the concepts of health from the standpoint of the individual as a member of society, and how the health of a society impacts the health of a nation, as well as the world. Health organizations are discussed from the community level through the international level. Health is a state of complete physical, mental, spiritual, and social well-being. Students learn about the agencies available in the community which can be utilized to improve the health of the individual. Nursing responsibilities concerning the recognition, reporting, and intervention in abusive situations concerning all individuals are addressed.</p>		
Intro to Medical-Surgical Nursing	36 hours	
<p>Course Description - The nursing process is utilized to present concepts of Medical - Surgical Nursing that span all body systems in their pathophysiological implications including cancer, fluid and electrolyte imbalances, and disorders of the immune system. The care of the individual during the pre and post-operative period is introduced.</p>		



Practical Nursing

LEVEL II

Theory

Practicum

Maternal - Newborn Nursing

30 hours

24 hours

Course Description - This course deals with human reproduction, identifying the needs of the whole person from conception through Puerperium. The nursing process is utilized in the care of the couple, their child, and other siblings.

Pharmacology

60 hours

Course Description - This course is the study of drugs and their actions and therapeutic value on various body systems. The nursing process is utilized and the whole person considered.

Medical - Surgical Nursing I

100 hours

330 hours

Course Description - Utilizing the nursing process, this course is a study of the principles and techniques concerned with the preventative, curative and rehabilitative care of adults with health problems resulting from alterations in the integumentary system, sensory system, reproductive system, urinary system, and as a result of diabetes mellitus. A holistic approach is utilized when discussing the physiological, psychological, and spiritual needs of the individual with alterations from health. Concepts of nursing leadership are presented to prepare the student for their role in Level III.

Practical Nursing

LEVEL III

Nursing of Children

30 hours

24 hours

Course Description - This course is the study of principles and practices involved in the care of the infant, child, and adolescent who has physical, mental, and spiritual needs. Individualized care is given utilizing knowledge of growth and developmental needs and the nursing process. Emphasis is placed upon safety and awareness of common disorders of childhood.

Medical- Surgical Nursing II

152 hours

345 hours

Course Description: Utilizing the nursing process, this course is a study of the principles and techniques concerned with the preventative, curative and rehabilitative care of adults with health problems due to alterations in the respiratory system, cardiovascular system, blood forming system, gastro-intestinal system, nervous system, and endocrine system. Concepts and principles of psychiatric nursing and substance abuse are included. A holistic approach is utilized when discussing the physiological, psychological, and spiritual needs of the individual with alterations from health.



Practical Nursing

Drugs and Alcohol Use/Abuse

Lancaster County Career and Technology Center's Practical Nursing Program operates a Drug Free Campus with established policies and procedures published and distributed to all faculty and students annually (included in the Student Handbook). Possession, use or distribution of illegal drugs and alcohol by students on campus or school related activities is absolutely forbidden. Administration, faculty and students of the Practical Nursing Program share the responsibilities to identify and constructively deal with addictive diseases. To function professionally and effectively, students must be drug free and recognize the ethical, moral and legal obligation to report peers in need of addictive disease assistance. The unlawful use of illicit drugs and alcohol abuse may result in dismissal from the program, and will result in sanctions and referral for prosecution. Student nurses are instructed thoroughly in the effects of all drugs, laws of controlled substances, changes in behavior, concerns of dependence, effects on the unborn fetus.

The Pennsylvania Drug and Alcohol Control Act of 1972 provides that a minor can give consent for his treatment or even refuse it without the consent of the parents or legal guardian. If a student has a drug problem, this school wants to help and will provide them with all available resources. Student nurses should communicate directly with your primary instructor following the chain of command.

1. Standard Operating Procedures:
 - a. Medical Emergency - Will include prompt medical attention and notification of appropriate persons in accordance with existing school policy.
 - b. Students will be referred to a drug counselor. Confidentiality will be maintained.
 - c. Student possession and use (suspicion of) will entail conference with a faculty member, whereby the student will be encouraged to consult a drug counselor.
 - d. Possession and use of non-prescribed controlled substances constitutes illegal conduct which leads to termination from the Practical Nursing Program. Pennsylvania State Board of Nursing may prohibit anyone from writing the NCLEX Licensure Examination for ten years if they have been convicted of a crime involving drug or alcohol abuse of a controlled substance. The local law authorities may be contacted as indicated.

Practical Nursing

Drug/Alcohol Abuse Prevention Policy:

1. Controlled Substances:

All students are required to obtain a drug test before beginning the program at Concentra located in Lancaster County. Cost incurred by the applicant. Random or periodic drug testing can occur. Positive results can result in immediate dismissal.

- a. A student shall not knowingly possess, use, transmit, sell, distribute, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant, inhalant or any controlled substance of any kind:
 1. On the school grounds.
 2. Off the school grounds at any school activity, function or event.
 3. On any vehicle designated or used by the school for transport of students.
- b. Use by the student of a drug authorized by a medical prescription from a licensed physician shall not be considered a violation of this rule.
- c. All violations of the controlled substance regulation will be reported to the local police authorities. It is mandatory that any student violating this policy be evaluated by an outside consultant. That student must follow the assessor's recommendation for treatment. Failure to comply with the assessor's recommendations may result in an inability to re-enroll in school.

Definitions

1. Controlled Substance

This means a controlled substance in Schedule I through V of Section 202 of the Controlled Substance Act (21 USC812) and as further defined by regulation of 21 CFR1300, 11 through 1300.15. Examples include:

- a. Opiates (e.g., heroin, morphine, codeine, methadone)
- b. Cocaine
- c. Cannabinoids (e.g., marijuana, hashish)
- d. Amphetamines
- e. Barbiturates
- f. Other narcotics and hallucinogens (e.g., Phencyclidine (PCP), Methaqualone (Quaalude) and Peyote (LSD))
- g. Benzodiazepines (e.g., Valium, Librium)

Also encompassed by these definitions are substances not sold as drugs or medicines, but that are used for mind-behavior/altering effect.

2. Conviction

This means a finding of guilt (including a plea of nolo contendere) or imposition of sentence or both by any judicial body charged with the responsibility to determine violations of federal or state criminal drug/alcohol statutes.

3. Drug Free Workplace (Federal Definition)

This means a site for the performance of work done in connection with a specific grant at which employees of the grantee are prohibited from engaging in the unlawful manufacturing, distribution, dispensing, possession or use of a controlled substance.



Practical Nursing

PROCEDURE FOR STUDENTS IN THE NURSING PROGRAM:

All applicants are informed of "Crime Rate on Campus" and Pennsylvania State Board of Nursing Law.

1. If faculty/student suspect drug abuse, submit written documentation of questionable behavior to Program Administration.
 - accident causing school damage
 - injury requiring greater than basic first aid
 - involvement in an incident causing harm or potential harm to a client
 - a verbal/physical altercation
 - slurred speech
 - alcohol breath odor
 - unsteady gait/movement
 - unusual behavior
 - possession
2. If administration decides to have student tested he/she will be tested immediately (at the student's expense if positive) at any FDA approved laboratory (to be chosen by LCCTC-PNP staff) in the presence of a faculty member. Student is suspended pending results. Refusal results in immediate dismissal.
3. If positive, student is expelled from the program.
4. Re-application may be entertained after one year and receipt of certification of successful completion of treatment and rehabilitation. As a last chance agreement the student must agree to random body fluid testing through to graduation (cost shared by student and program). Refusal results in denial of re-admission application.
5. If a student voluntarily informs faculty/administration of a personal substance abuse problem
 - Faculty submits written notice to administrator.
 - Student will sign an individualized contract stating terms of expected treatment/continued enrollment in program.
6. Out of School Conduct - incident involving drugs/alcohol while off-duty may require student's situation to be reviewed by the administrator. If damaged public confidence in the program/school may occur, the administrator reserves the right to apply disciplinary action up to and including dismissal.

PROCEDURE FOR RETURN TO SCHOOL:

1. Student attends AA/NA meetings, showing attendance documentation. School may require a minimum number of meetings per week.
2. Random body fluid testing can be expected with faculty in attendance.
3. Student avoids over the counter meds and prescription mood altering meds that could alter random urine test results.
4. Student's physician will submit in writing proof of student's medical ability to return to school. (Student does NOT begin school unless letter is in file.)
5. Student's therapist will submit in writing proof of student's psychological ability to return to school, proof of the student's participation in formal treatment and identification of all substances upon which the student has been dependent in the past. (Student does NOT begin school unless letter is in file.)
6. This monitoring agreement which continues for entire length of program, may be reviewed and revised upon request of either party.
7. Progress reports may be requested by administrator/faculty periodically.

ADDITIONAL INFORMATION OF LAWS/REFERENCES AVAILABLE UPON REQUEST.

This DRUG/ALCOHOL ABUSE PREVENTION POLICY is presented to faculty and students annually and reviewed every second year.



Practical Nursing

PRACTICAL NURSING CONDUCT POLICIES

Students of the Practical Nursing Program have an obligation to conduct themselves properly as mature men and women in accordance with the spirit of charity and mutual concern for others. Each student is expected to be familiar with the policy of conduct and disciplinary procedures. The Practical Nursing Program of the Lancaster County Career & Technology Center adheres to all rules and regulations of the governing organization.

SMOKING POLICY

The Practical Nursing Program adheres to all affiliate and governing institution's rules and regulations that apply to smoking. Possession or use of tobacco (lighted or unlighted cigarette, cigar, pipe or other lighted smoking product or smokeless tobacco in any form) by an adult student in school buildings or on school property is prohibited. This includes in your car in the parking lot. **This policy also applies to all clinical sites where smoking is also prohibited.** Smoking odors on clothing or breath is offensive to patients. Student must be free of smoking odors on clothing and breath while on clinical.

SEXUAL HARASSMENT POLICY

The administration will not tolerate sexual harassment by any of its employees or students. Sexual harassment involves unwelcome verbal or physical conduct of a sexual nature that may include, but is not limited to subtle pressure for sexual activity, touching, pinching, patting, or brushing against, comments regarding physical or personality characteristics of a sexual nature, sexual-oriented kidding, teasing, double meaning stories and jokes, and any other similar activity. Conduct of this type is considered sexual harassment, when the student has indicated by his or her behavior that this conduct is unwelcome. A student who initially welcomed this conduct by active participation must give specific notice to the harasser that his/her conduct is no longer welcome. Sexual harassment is prohibited between students and between employees and student. Victims of sexual harassment should report the conduct to Administration immediately. Confidentiality will be maintained and reprisals or retaliation will not be allowed. Further details and procedures are contained in the LCCTC School Policies.

HIPAA POLICY

Information received during clinical experiences or shared as part of the educational experience will be kept in the strictest confidence of the student. Information and paperwork should be safeguarded. Information will not be posted on the internet and pictures will not be taken at clinical sites.

NETWORK AND INTERNET POLICY

Each student will be required to read and sign the Internet Acceptable Use Policy. It is the student's responsibility to read and understand the Network and Internet Policy within the student handbook of the Lancaster County Career & Technology Center which is found on-line at [Email and Internet Usage Policy](#)



Practical Nursing

SOCIAL MEDIA POLICY

Students shall not post information or pictures regarding clinical experiences, patients, instructors and fellow classmates on social media sites. Defamatory statements regarding the school, students, instructors or administration will not be tolerated and will be reviewed on an individual basis for disciplinary action.

EMPLOYMENT POLICY

The faculty recognizes that students may find it necessary to supplement family and/or individual finances by employment. It is recommended that students work part time. Skills learned within the program may not be utilized outside the scope of practice of your current employment.

Midnight 11-7 shift is not permitted before a clinical day for patient safety reasons.

STUDENT INJURIES

Injuries must be reported to your instructor as soon as they occur. A student incident report must be completed.

In the event your instructor is not available please inform the front desk at the HSC.

CHANGE OF ADDRESS OR TELEPHONE NUMBER

All changes of address or telephone number must be reported to the administrative assistant, faculty, and financial aid officer, if applicable, of the Practical Nursing Program **within one week**.

VISITORS

Visitors are not permitted in any part of the school without prior permission.

FUNDRAISING

The Practical Nursing Program does not allow any fund raisers to be conducted by nursing students.

LUNCHES AND COFFEE BREAKS

Student Practical Nurses, when assigned to the clinical area will follow the protocol established by the affiliating institution. Students may not leave the clinical site during lunch periods. When students are at the LCCTC – Health Sciences Campus, they may leave the building during the breaks and lunch.



Practical Nursing

MATERNITY POLICY

Students who become pregnant while enrolled in the program should report the pregnancy, in writing, at the earliest possible date to the Administrator of the Practical Nursing Program. It is the student's responsibility to provide written confirmation from their health care provider indicating that the student may safely continue clinical practice both at their assigned clinical site and in the clinical laboratory if the student chooses to remain in the program beyond the fifth month of pregnancy or if problems are evident during the first five months of pregnancy. The student should provide her primary care provider with a copy of the LCCTC Maternity Policy and a permission form which must be completed by the primary health care provider and returned to Administration.

It is the student's responsibility to inform their clinical instructor of the pregnancy. Pregnant students will not be assigned to care for patients/clients known to have the following diagnoses during the pregnancy:

- Cytomegalovirus
- Hepatitis B
- Rubella
- Toxoplasmosis
- Herpes simplex and varicella viruses
- AIDS or dialysis patients who are likely to have any of the above
- Patients/clients receiving radiation therapy with implanted or ingested radiation sources
- Severely immunocompromised patients who are likely to have any of the above

Pregnant students may care for patients/clients with infectious diseases and are expected to know and use appropriate precautions.

Pregnant students may not prepare, administer or handle the equipment used to administer medications with known or suspected mutagenic effects or assist with x-ray examinations. They may care for patients/clients receiving these treatments when the care they give does not require direct exposure to the medications or radiation sources.

A student who does not report her pregnancy as outlined above or does not return a clearance form from her primary care provider assumes complete responsibility for any exposures she incurs during the pregnancy.

LCCTC will not be responsible to reimburse for any educational fees. Return to the program will be determined by the educational program, the student's previous progress and recommendation of her physician. Upon return to the School, written confirmation from the health care provider that the student may safely continue in the program is required.

STUDENT GRIEVANCE PROCEDURE

Before beginning the formal grievance procedure, the student is expected to address the matter with the person(s) directly involved in an effort to resolve the issue informally. The grieved student may choose a neutral faculty member or student to accompany them to the meeting. If the student feels there is no resolution after meeting with those involved, then the student should see the Assistant Director and then the Director if resolution has not been reached.

FORMAL GRIEVANCE PROCEDURE FLOW-CHART

PERCEIVED GRIEVANCE



Within 2 program session days:

1. Meet with Director of the Practical Nursing Program to discuss a faculty matter
2. Meet with Assistant Director to discuss a student matter.

Conflict Resolved ► yes – Exit Process



No



Within 2 program session days after meeting with the Director or Assistant Director:

1. Submit a written statement of the grievance.
The statement shall contain the following:
 - a. A brief description of the incident giving rise to the grievance
 - b. All of the parties involved in the grievance
 - c. The remedy recommended by the grievant
2. Administration will:
 - a. Determine whether attempts to resolve the issue informally have been exhausted.
 - b. If so, they will schedule a meeting with the grieved student. The charged party may also be asked to attend this meeting.
 - i. Information concerning the grievance will be presented by the grieved student, and the charged party, if present.
 - ii. The burden of proof rests with the person initiating the grievance.
 - iii. The meeting will meet in closed session.

Within 5 program session days after the meeting:

Administration will submit their report with recommendations to the grievant, and the charged party(s)

Conflict Resolved ► yes – Exit Process



No



1. The Assistant Executive Director of the Lancaster County Career & Technology Center will be contacted concerning the matter. If no resolution is reached, then the Executive Director will be consulted.
2. The Director's decision will be the final resolution of the matter.
3. The Director's final decision will be presented to the grievant(s) in writing.



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POLICIES RELATED TO THE STUDENT RIGHT-TO-KNOW CRIME AWARENESS AND CAMPUS SECURITY ACT OF 1990

Lancaster County Career and Technology Center is an area vocational-school that services the residents of Lancaster County, PA. There are four locations, Willow Street, Health Sciences Campus, Mount Joy, and Brownstown. The Health Sciences Campus is a post-secondary institution which is supervised by the Lancaster county Joint Operating Committee.

Access to the Building:

Access to the building is through the front entrance only. The school building is closed on weekends.

Reporting Criminal Actions or Other Emergencies:

Any criminal activity or emergency is reported to the classroom instructor/supervisor. Incidents are then referred to Administration. If the incident cannot be resolved within that office, it will be referred to the West Lampeter Township Police Department.

The above is reviewed and reported on annually. Results are published on school home page.

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DISABILITY SERVICES for The Lancaster County Career and Technology Center Practical Nursing Student

Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA), identify a person with a disability as anyone with a physical or mental impairment that substantially limits one or more major life activity such as walking, seeing, hearing, speaking, working, or learning. Persons who have a history of a disability are also covered by the regulations. Disabling conditions may include, but are not limited to:

Asperger's Syndrome/Autism Disorder	Attention Deficit/Hyperactivity Disorder
Blind/Low Vision	Head Injury/Traumatic Brain Injury
Hearing Impaired/Deaf	Learning Disability
Physical and Systemic Disorders	Psychiatric/Psychological Disorders

It is the student's responsibility to identify his/her disability to the Nursing Program Assistant Director if an accommodation is requested. Any student request or inquiry regarding program accommodations for disabilities should be made as early as possible after admission into the program, or even before a student contemplates enrollment. If a student does not seek an accommodation for a disability, the Nursing Program Assistant Director and instructors will assume the student is able to complete the program requirements without the need for accommodations.

All students with disabilities that seek an accommodation of the educational program shall provide documentation from his/her health care provider that substantiates the disability, explains the impairments or limitations created by the disability, the type of accommodation being requested, and an explanation why the accommodation is necessary for the student to participate in the program. The Practical Nursing Program reserves the right to make inquiries of the student, his/her health care provider, and individuals with appropriate medical or disability accommodation expertise to determine what, if any, reasonable accommodations can be made to the program for a particular student. Accommodations cannot be provided for a student, if LCCTC does not understand the student's disability or possess sufficient information to entertain a disabled student's request.

In general, all documentation should be typed on letterhead stationary or be in report format and should include the following information:

- A clearly stated diagnosis of the disability that explains the impairment or limitation created by the disability and the type of accommodation being requested.
- The documentation should explain the student's functional limitation to successfully participate in an academic/clinical environment designed to prepare students for a career in practical nursing.
- The printed name, title, professional credentials, and signature of the health care provider that is treating the student, substantiating the existence of the student's disability and explaining the need for the requested accommodation, i.e. clinical psychologist, psycho-neurologist, school psychologist, or physician if it pertains to a medical condition.
- The date of the evaluation and submitted documentation shall be within one (1) calendar year of the student's expected enrollment in the Practical Nursing Program. LCCTC reserves the right to waive this requirement, if it reasonably believes that the school has sufficient information to consider the student's accommodation request.
- A school plan such as an individualized education plan (IEP) does not constitute documentation of disability but can be included as part of a more comprehensive assessment battery.
- A physician's prescription pad note is not acceptable as documentation.



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Upon receipt of the above documentation, the student will meet with the Assistant Director to discuss the creation of an accommodation plan designed to assist the student reach his or her educational goals. The discussion may encompass whether a student has a disability, whether accommodations are necessary for the student to participate in the program and whether any requested accommodations are reasonable. The student may appeal any decision regarding the proposed accommodation plan through the regular appeals process. Accommodations provided during the instructional portion of the program cannot alter the curriculum or regular class standards. Moreover, the school cannot guarantee that the same accommodations offered to a disabled student can or will be provided when a student takes the NCLEX-PN examination.

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COMMUNITY SUPPORT SERVICES DRUG ABUSE/ASSAULT COUNSELING SERVICES

Alcohol & Drug Abuse Services

Alcohol Hotline (information & referral)	1-800-252-6465
Cocaine Hotline (information, referral for abusers, their families and friends).....	1-800-262-2463
Council of alcoholism & Drug Abuse.....	(717) 299-2831
(information, referral, prevention, education and assessment)	
Crisis Intervention Unit, Div. Of Lanc. Co. MH/MR	(717) 394-2631
(Suicide, acute Emotional, Drug & Alcohol)	
DADD's anti-Drug Hotline	(717) 293-9000
Department of Veteran's Affairs Medical Center - Coatesville.....	(610) 384-7711
Department of Veteran's Affairs Medical Center - Lebanon	(717) 272-6621
Drug & alcohol Commission of Lancaster Co	(717) 299-8023
(Treatment, prevention & Education Programs)	
Drug Enforcement Task force, Lancaster Co.....	1-800 -422-1380
(Reporting Drug Trafficking/Sales)	
Family Service.....	(717) 397-5241
(Counseling, Testing, & Evaluation)	
Gate House for Men.....	(717) 626-9524
(chemically dependent men only)	
Gate House for Women	(717) 285-2300
(chemically dependent women only)	
HOGAR CREA	(717) 397-8633
(Drug and Alcohol Re-Education program)	
MADD (Mothers Against Drunk Drivers)	1-800-438-6233
MANOS (Residential rehab).....	(717) 393-0573
NUUESTRA clinics (SACA)	(717) 293-4150
(Counseling)	
PA State Police-Bureau of Liquor Control Enforcement	1-800-932-0602
PENNSAIC	1-800-582-7746
(PA Substance Abuse Information Center)	
VANTAGE	(717) 291-1020
(Rehab for women with or without children)	
Water Street Rescue Mission	(717) 393-7709
(Christian Life Program)	

Abuse / Assault Services

Shelter for Abused Women.....	(717) 299-1249
(Community Action Program)	
YWCA Sexual Assault Prevention & Counseling Center	(717) 392-7273
(24-hour availability)	

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COMMUNITY SUPPORT SERVICES

CHILDREN AND YOUTH SERVICES:

Big Brothers/Big sisters of Lancaster County, Inc.	(717) 397-7567
Boys Club & Girls Club of Lancaster.....	(717) 392-6343
Lighthouse Youth Center	(610) 932-4883
Rainbow's End Youth Services.....	(717) 653-9511
Salvation Army, Latchkey Program.....	(717) 397-7565
School District of Lancaster, Homeless Student Project	(717) 396-6829
Teen Haven.....	(717) 392-1995
Upward Bound	(717) 872-3256
Water Street Rescue Mission, Youth Ministry.....	(717) 392-1995
YMCA, Lancaster Family	(717) 397-7474
YWCA.....	(717) 393-1735

CLOTHING RESOURCES:

Bethel AMEC Food Bank	(717) 393-8379
Ephrata Area Social Services	(717) 733-0345
Lancaster County Council of Churches	(717) 291-2261
Salvation Army	(717) 397-7565
Water Street Rescue Mission, Community Ministries Outreach	(717) 393-2786

COUNSELING SERVICES

Catholic Charities Counseling Services	(717) 299-3659
Encounter (Volunteer Counselors for Stressed Parents).....	(717) 291-2261
Jewish Family Services	(717) 293-1928
Shepherd's Touch Counseling Ministry	(717) 656-4834
YWCA sexual Assault Prevention & Counseling Center (24 hours)	(717) 392-7273

DAY CARE RESOURCES - ADULT

Concepts (Mentally Disabled Persons).....	(717) 299-4636
Ephrata Area Rehab Services	(717) 733-0710
Lancaster Generations Adult Day Care Center	(717) 656-8783
Landis Homes Adult Day Services.....	(717) 581-3939
Masonic Homes Adult Daily Living Center.....	(717) 367-1121
Office of Aging, Lancaster County	(717) 299-7979
PAI Corporation (Mentally & Physically Disabled Persons).....	(717) 519-6740

DAY CARE RESOURCES - CHILD

Child Care Management Agency (Subsidized Center, Family, Group & School age Day Care for Eligible Families.....	(717) 393-4004
United Way Linc (Day Care Homes Lists, Day Care Centers, Before/After School Programs, Preschool Programs and Summer Camp Brochure) ...	(717) 291-5462

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EDUCATION SERVICES - TUTORING

Boys Club/Girls Club	(717) 295-3474
Columbia community Center (Boys Club/Girls Club)	(717) 684-3637
Crispus Attucks Center	(717) 394-6604
Literacy Council of Lancaster-Lebanon	(717) 295-5523
Migrant Education Program (Millersville University)	(717) 872-3678
Salvation Army	(717) 397-7565
Urban League (GED)	(717) 394-1966
YMCA Lancaster (Youth Center)	(717) 397-7474

ENGLISH AS SECOND LANGUAGE (ESL)

Immerse International	(717) 872-7085
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FAMILY PLANNING - BIRTH CONTROL INFORMATION & SERVICES

Birth Care & family health Service: A Midwifery	(717) 786-4010
Planned Parenthood of the Susquehanna Valley	(717) 299-2891
Southeast Lancaster Health Services	(717) 299-6371
Welsh Mountain Medical & Dental Center	(717) 354-4711

FINANCIAL ASSISTANCE - GENERAL/CONTINUING

Assistance Office, Lancaster County, Cash Assistance	(717) 299-7421
Domestic Relations Section	(717) 299-8141

FINANCIAL ASSISTANCE - HEALTH & MEDICAL

Assistance Office, Lancaster County, Medical Assistance	(717) 299-7421
CHIP (Children's Insurance program)	1-800-986-5437
Victim/Witness Services (For Crime Victims)	(717) 299-8048

FINANCIAL ASSISTANCE - SPECIAL KINDS OF FINANCIAL HELP

Community Action Program (heat, Fuel, transportation Assistance)	(717) 299-7301
Victim/Witness Services (Lost Wages for Crime Victims)	(717) 299-8048

FOOD RESOURCES - FINANCIAL ASSISTANCE

Assistance Office, Lancaster County - Food Stamps	(717) 299-7421
WIC (Women, Infants & Children) (for Low Income Nutritional Risk Persons)	(717) 299-7301

FOOD RESOURCES - FOOD BANKS

Bethel AMEC Food Bank	(717) 393-8379
Community Action program (CAP) Outreach Services:	
Columbia	(717) 684-8047
Elanco	(717) 354-8692
Elizabethtown	(717) 367-5829
Ephrata	(717) 733-6562
Lancaster	(717) 299-7301
Manheim	(717) 665-2102
Solanco	(717) 786-4468
East Donegal/Conoy Area Christian Food Bank	(717) 426-2360
Ephrata Area Social Service	(717) 733-0345
Heart to Heart Pregnancy Center	(717) 394-1561
Lancaster County Council of Churches Food/Clothing Bank	(717) 219-2261
Salvation Army	(717) 397-7565

Practical Nursing

Water Street Rescue Mission, Community Ministries Outreach (717) 393-2786
 United Way LINC (717) 291-5462

FUEL ASSISTANCE

Assistance Office, Lancaster County, LIHEAP (Winter Months Only) (717) 299-7543
 Community Action Program Outreach Services (Crisis Funds) (717) 299-7301

FURNITURE RESOURCES

Ephrata Area Social Services (Northern Lancaster County) (717) 733-0345
 Goodwill Industries of Southeastern PA (717) 394-0647
 Oxford Area Neighborhood Services Center (610) 932-8557
 Water Street Rescue Mission, Community Ministries Outreach (717) 393-2786

HOUSING SERVICES - EMERGENCY SHELTERS

Shelter for Abused Women (717) 299-1249
 Water Street Rescue Mission (717) 393-7709

HOUSING SERVICES - SECTION 8/PUBLIC HOUSING

Housing Development Corporation, Subsidized Housing (717) 291-1911
 Housing and Redevelopment Authorities (717) 394-0793
 Lancaster Housing Authority (717) 397-2835

HOUSING SERVICES - SHORT-TERM/TRANSITIONAL HOUSING

Clare House (Women & Children) (717) 291-8967
 Harb-Adult (Program for families & Individuals) (717) 397-0156
 Jubilee House at King (Women & Children) (717) 397-5182
 Manheim Ministerium, Transitional Cottage (717) 665-2102
 Milagro House (Women & Children) (717) 392-1101
 New Beginnings, Salvation Army (Men Only) (717) 397-7565
 United Veterans Beacon House (717) 859-4577
 Veteran's Place (717) 733-1053
 Water Street Rescue Mission (717) 393-7709
 YWCA Residence (717) 393-1735

HOUSING SERVICES - SPECIALTY HOUSING

Beth Shalom, House of Peace (Residence for single mom's ages
 18-35 years old) (717) 299-0460
 Betty Finney House/Wellspring Corporation (Subsidized Housing for
 HIV Individuals) (717) 396-8689
 Bridge of Hope (Mentoring/Housing support for Single Mothers) (717) 394-7707
 Deb's House (Short term residential care for children birth-6 years) (717) 295-9004
 House of His Creation (Coatesville & Lititz) (For pregnant or
 parenting single women) (717) 442-4890
 Lourdeshouse (Group home for pregnant women - Harrisburg) (717) 986-9510
 United Cerebral Palsy (Supportive Housing Services) (717) 397-1841

MENTAL HEALTH SERVICES

Crisis Intervention Unit, Division of Lancaster County MH/MR
 (Suicide, Acute emotional, Drug & Alcohol Programs) (717) 394-2631
 Mental Health Association in Lancaster County (717) 397-7461
 No Longer Alone Ministries (717) 656-7358



Practical Nursing

Student Signature Page

I, _____, affirm that I have been provided direction, and access, to
Student Printed Name

this student handbook in electronic copy. My signature, below, is to acknowledge that I have read the Student Handbook and agree to abide by the policies and procedures within. I agree to uphold the standards set within it and to report violations of it.

To access:

Click on the link below

<https://lancasterctc-5389.kxcdn.com/wp-content/uploads/2017/09/PN-Student-Handbook-09.21.17.pdf>

or visit:

lancasterctc.edu

Programs

Higher Education/Adult Programs

Practical Nursing

Scroll and click on the link for, "Student Handbook"

Student Signature

Date