

STUDENT HANDBOOK



Health Sciences Campus: 422 Beaver Valley Pike, Willow Street, PA 17584

Mailing Address: 1730 Hans Herr Drive, Willow Street, PA 17584

Student Handbook may be amended at any time during the program.

Students will be informed of changes in writing.

2023 - 2024

Our People.....	5
Program Overview.....	6
Three-Tiered Instructional Design.....	6
THE MISSION OF LANCASTER COUNTY CAREER & TECHNOLOGY CENTER.....	7
THE VISION OF LANCASTER COUNTY CAREER & TECHNOLOGY CENTER.....	7
HISTORY.....	7
THE MISSION OF THE PRACTICAL NURSING PROGRAM.....	7
PHILOSOPHY.....	7
WE BELIEVE.....	7
CONCEPTUAL FRAMEWORK.....	8
ACCREDITATION AND APPROVAL.....	8
NON-DISCRIMINATION STATEMENT.....	8
AFFILIATIONS.....	8
PROGRAM EDUCATIONAL OBJECTIVES.....	9
PROGRAM ADMISSION REQUIREMENTS.....	9
TRANSFER STUDENTS.....	11
TRANSFER CREDITS.....	11
ARTICULATION AGREEMENT FOR ADVANCED STANDING WITH THE PROGRAM OF STUDY.....	11
ESSENTIAL COMPONENTS.....	11
TECHNOLOGY REQUIREMENT BASIC COMPETENCY.....	12
CELL PHONE/ELECTRONIC DEVICE POLICY.....	12
UNAUTHORIZED USAGE OF ELECTRONIC DEVICES.....	12
CURRICULUM OUTLINE.....	13
ACADEMIC POLICIES.....	13
GRADING SYSTEM.....	14
Examinations.....	14
ATI Testing.....	15
ACADEMIC IMPROVEMENT PLAN.....	15
CLINICAL IMPROVEMENT PLAN.....	15
CLINICAL COMPETENCIES AND EVALUATIONS.....	15
CLINICAL POINT SYSTEM.....	16
ATTENDANCE.....	16
MANDATORY - STUDENT PRACTICAL NURSE DRESS CODE.....	17
PRACTICAL NURSING PROGRAM STUDENT RIGHTS.....	18
GUIDANCE AND COUNSELING POLICY.....	19
PROFESSIONAL CONDUCT AND ACCOUNTABILITY POLICY.....	19
STUDENT NURSE CHARACTERISTICS.....	19

MORAL TURPITUDE	20
CLASSROOM NORMS.....	20
DISCIPLINARY PROCEDURES	20
EMERGENCY SCHOOL CLOSING	21
PRACTICAL NURSING PROGRAM FACILITIES	21
TUITION, FEES AND EXPENSES.....	22
FINANCIAL AID.....	22
WITHDRAWAL	22
DISMISSALS.....	22
RE-ADMITTANCE.....	23
ACADEMIC IMPROVEMENT PLAN FOR STUDENT WITHDRAWALS AND RETURN TO THE PROGRAM.....	23
GRADUATION, LICENSURE, TRANSCRIPTS	23
PROGRAM LEVEL OBJECTIVES	23
LEVEL I COURSE DESCRIPTION	27
LEVEL II COURSE DESCRIPTIONS.....	27
LEVEL III COURSE DESCRIPTIONS.....	28
DRUGS AND ALCOHOL USE/ABUSE	28
Standard Operating Procedures.....	29
DRUG AND ALCOHOL USE/ABUSE PREVENTION POLICY	29
PROCEDURE FOR STUDENTS IN THE NURSING PROGRAM.....	30
PROCEDURE FOR RETURN TO SCHOOL	31
PRACTICAL NURSING CONDUCT POLICIES.....	31
SMOKING POLICY	31
SEXUAL HARASSMENT POLICY.....	32
HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA) POLICY	32
NETWORK AND INTERNET POLICY.....	32
SOCIAL MEDIA POLICY	32
EMPLOYMENT POLICY	32
MATERNITY POLICY	32
STUDENT GRIEVANCE PROCEDURE	33
POLICIES RELATED TO THE STUDENT RIGHT-TO-KNOW CRIME AWARENESS AND CAMPUS SECURITY ACT OF 1990.....	34
ACCESS TO THE BUILDING	35
REPORTING CRIMINAL ACTIONS OR OTHER EMERGENCIES.....	35
DISABILITY SERVICES.....	35
CHANGES OF ADDRESS OR TELEPHONE NUMBER.....	36
VISITORS	36
COMMUNITY SUPPORT SERVICES	36

Children and Youth Services	37
Clothing Services	37
Counseling Services	37
Day Care Resources – Adult.....	37
DAY CARE RESOURCES - CHILD	38
Educational Services – Tutoring	38
English as a Second Language	38
FAMILY PLANNING - BIRTH CONTROL INFORMATION AND SERVICES	38
Financial Assistance – General/Continuing	38
FINANCIAL ASSISTANCE - HEALTH AND MEDICAL	38
FINANCIAL ASSISTANCE - SPECIAL KINDS OF FINANCIAL HELP.....	38
FINANCIAL ASSISTANCE - FOOD RESOURCES	39
FOOD RESOURCES - FOOD BANKS	39
COMMUNITY ACTION PARTNERSHIP (CAP) OUTREACH SERVICES.....	39
FUEL ASSISTANCE	39
FURNITURE RESOURCES	39
HOUSING SERVICES - EMERGENCY SHELTERS	39
HOUSING SERVICES - SECTION 8/PUBLIC HOUSING	40
HOUSING SERVICES - SHORT-TERM/TRANSITIONAL HOUSING	40
HOUSING SERVICES - SPECIALTY HOUSING	40
MENTAL HEALTH SERVICES	40

Our People

ADMINISTRATION

Kami Dugan, MSN, RN, SCRN	Director of Practical Nursing	kdugan@lancasterctc.edu
---------------------------	-------------------------------	--

SUPPORT STAFF

Jessica Good, LPN	Success Coach/Perkins Coordinator	jgood@lancasterctc.edu
Elizabeth Hatzivasilis, LPN	Clinical Coordinator	ehatzivasilis@lancasterctc.edu
Karen Lopez	Administrative Assistant	klopez@lancasterctc.edu
Pamela Noel	Administrative Assistant	pnoel@lancasterctc.edu

FACULTY

Laurie Audia, MSN, RN	laudia@lancasterctc.edu
Christine Barben, RN	cbarben@lancasterctc.edu
Theresa Bridwell, BSN, RN	tbridwell@lancasterctc.edu
Patricia Campbell, BSN, RN-BC	pcampbell@lancasterctc.edu
Stephanie Gorbel, BSN, RN	sgorbel@lancasterctc.edu
Margaret Hartman, BSN, RN, CPN	mhartman@lancasterctc.edu
Lavon Herschberger, MSN, RN	lherschberger@lancasterctc.edu
Keri Kury, RN	kkury@lancasterctc.edu
Jennifer Michael, RN	jmichael@lancasterctc.edu
Molly Lalla, MSN, RN	mlalla@lancasterctc.edu
Rachel Larcom, MSN, FNP-BC, CRNP, CWCN	rlarcom@lancasterctc.edu
Kathleen Millay, MPHP, BA, RN	kmillay@lancasterctc.edu
Allison Nolt, BSN, RN	anolt@lancasterctc.edu
Patricia Schlegel, BSN, RN, CSN, FCN	pschlegel@lancasterctc.edu
Holly Schrack, RN	hschrack@lancasterctc.edu
Kathie Singer, MSN, RNC-OB, WHNP	ksinger@lancasterctc.edu
Sonya Stover, MSN, RN, CCRN, CNEcl	sstover@lancasterctc.edu
Marla Urey, BSN, RN, CSN	murey@lancasterctc.edu
Rebecca Whitsel, RN	rwhitsel@lancasterctc.edu

Practical Nursing

Program Overview

Practical Nursing Program. 1605 Instructional Hours

1. 12 Month Day Program (M-F)
 - Class - 0800-1500
 - Clinical - 0700-1500
2. 19 Month Evening Program (M-Th)
 - Class - 1600-2130
 - Clinical - 1600-2230

Approved by the State Board of Nursing of the Commonwealth of Pennsylvania.

Accredited by the Council on Occupational Education.

Three-Tiered Instructional Design

Level 1

510 hours - 366 Theory/144 Clinical
Fundamentals of Nursing

Level 2

544 hours - 190 Theory/354 Clinical
Pharmacology, Medical-Surgical Nursing, Maternal-Newborn Nursing

Level 3

551 hours - 182 Theory/369 Clinical
Medical-Surgical Nursing, Nursing of Children, Capstone

THE MISSION OF LANCASTER COUNTY CAREER & TECHNOLOGY CENTER

Prepare people for skilled, innovative and productive careers.

THE VISION OF LANCASTER COUNTY CAREER & TECHNOLOGY CENTER

The Lancaster County Career & Technology Center is a full-service career and technical school dedicated to preparing high school students and adults for careers in the new economy. Lancaster County CTC is best among its class and strives to meet the highest standards of quality instruction.

HISTORY

The Practical Nursing Program, an integral part of post-secondary education in Lancaster County, began in September 1958, under the auspices of the School District of Lancaster. In July of 1970, the program was transferred to the Lancaster County Career & Technology Center, Willow Street Campus. The Practical Nursing Program's current location at the Health Sciences Campus on Beaver Valley Pike hosted its first students in 2012.

THE MISSION OF THE PRACTICAL NURSING PROGRAM

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 & 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 of 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 science, a process that 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 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 a basis for the structure of the curriculum in regard to development, 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. The individual 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.

The basic needs of the person are met through involvement in the nursing process. Through this process, the nurse assesses, plans, implements, and evaluates care for 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 are 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 State Board of Nursing of the Commonwealth of Pennsylvania. The Lancaster County Career and Technology Center is accredited by 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 and 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, or obligations under ADA, or grievance procedures, contact the Business Manager and ADA Coordinator, 1730 Hans Herr Drive, Willow Street, PA 17584. 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, Willow Street, PA 17584. Telephone: 717-208-3124.

AFFILIATIONS

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

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, licensed physician, or dentist. The primary role of the practical nurse is to provide nursing care for clients in structured healthcare 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 and 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 healthcare team.
5. Recognize individual responsibility to continue professional development that will impact the graduate as well as his or her community.

PROGRAM ADMISSION REQUIREMENTS

1. Apply online at <https://lcctc.axstudent.com>.
2. Take the Test of Essential Academic Skills (TEAS). [Click Here](#) for instructions.

What is the TEAS Exam?

The TEAS is a standardized test completed through the Assessment Technologies Institute (ATI) website. The purpose of the TEAS is to evaluate a candidate's basic academic skills in four content areas: reading, mathematics, science, and English and language usage. The test is intended to assess whether a prospective student has the necessary knowledge and skills to succeed in a nursing or allied health program. The ATI TEAS is comprised of 170 total questions, with 209 minutes in allocated testing time. Question types include multiple choice, multiple select (select all that apply), fill-in-the-blank, ordered response, and hot spots.

There are a few options to help as you prepare for the TEAS Assessment:

- a. ATI TEAS Prep Products
 - i. The only TEAS products created by the creators of the exam.
 - ii. To order, visit the [ATI Online Store](#) or call 1-800-667-7531.
- b. Workforce Preparation Class: Pre-Licensed Practical Nurse (LPN)
 - i. Offered through Community Education, a service of iu13.
 - ii. For more information or to register for classes, visit the [iu13 website](#) or call 717-606-1708.
3. Provide official high school transcript(s), GED transcript, or an equivalent.
 - a. If you attended high school in another country, you would need to provide a Certificate of Preliminary Education.
 - i. Go online to www.naces.org to have your high school transcripts evaluated.
 - ii. After your transcripts are evaluated, go to www.education.pa.gov. Follow the instructions [here](#) to register. Once you are registered, select Teacher and Teacher Certification (left-hand side). Access and complete the TIMS application.
4. Submit official college transcript(s), if applicable. For college credits to transfer, official college transcripts must be received by the application deadline. Determination of credits transferred will be provided to the prospective student.

5. Complete TOEFL testing (non-native speakers of English only). Prospective students must score 79 or higher. The TOEFL exam requirement may be waived if one of the following requirements is met:
 - a. Prospective student is from the following majority-English speaking countries: Anguilla, Antigua and Barbuda, Australia, Bahamas, Barbados, Belize, Bermuda, Botswana, Cameroon, Canada (except Quebec), Cayman Islands, Denmark, Dominica, Fiji, Finland, Gambia, Ghana, Gibraltar, Grenada, Guyana, Jamaica, Kenya, Lesotho, Liberia, Malawi, Malta, Mauritius, Montserrat, Namibia, Netherlands, New Zealand, Nigeria, Norway, Papua New Guinea, Rwanda, Seychelles, Sierra Leone, Singapore, Solomon Islands, South Africa, St. Kitts and Nevis, St. Lucia, St. Vincent and the Grenadines, Swaziland, Sweden, Tanzania, Tonga, 70 Trinidad and Tobago, Turks and Caicos, Uganda, United Kingdom, Vanuatu, Virgin Islands, Zambia, Zimbabwe.
 - b. Prospective student successfully passed a full year of high school or 100-level college English course with a B or higher without requiring additional ESL support.
 - c. Prospective student achieved a 500 or higher on the evidenced based reading and writing section of the SAT exam.
 - d. Prospective student successfully completed the Pre-LPN program offered by the iu13.

6. Submit clearances:
 - a. Child Abuse <https://www.compass.state.pa.us/cwis/public/home>
 - i Create an account and submit your request electronically. Select “School Employee Not Governed by Public School Code” as the reason; volunteer clearances will NOT be accepted. Results are sent via email within 14 days of submission.
 - b. FBI <https://uenroll.identogo.com/>
 - i Register online with the legal name that matches identification documents exactly. MUST use service code: 1KG6NX [Pennsylvania PDE – Area Vocations Technical Schools (AVTS)]. Then go to an Identogo enrollment site with identification documents.
 - ii After visiting the enrollment center, upload a copy of the confirmation email or receipt with the UEID# visible. Do not wait for unofficial results in the mail. Admissions advisor will pull the official report and upload it to the student portal.
 - c. PA Criminal Record Check <https://epatch.pa.gov/home>
 - i Click “Submit a New Record Check”. Select “Individual Request”. Choose “Employment” as the reason; volunteer clearances will NOT be accepted. Results are sent via email.

*Please note, some criminal offenses prohibit practicing or being licensed as a health care practitioner. Prospective students with a record must seek guidance from PN Administration. *

7. Once all of the above items are completed and submitted to the [Student Portal](#), applicants will be considered for acceptance into the PN program.

8. Once accepted, you must pay a \$200 tuition deposit to secure a seat in the program.

- * Please note, additional required documents will load to the student portal when registered. These documents are required to attend clinical. Additional directions regarding these documents will be provided during orientation. ***

9. If applying for financial assistance, complete the Free Application for Federal Student Aid (FAFSA®).

10. Attend mandatory orientation (details attached to acceptance letter).

TRANSFER STUDENTS

All students who wish to transfer college credits must complete the standard application process. An official college transcript must be sent from the institution attended.

TRANSFER CREDITS

Credits earned at LCCTC, or other educational institutions may be accepted by LCCTC. It is the student's responsibility to obtain confirmation that LCCTC will accept any credits earned at another educational institution, before signing an enrollment agreement. LCCTC will only accept credits for courses completed at an institution that is accredited by an agency recognized by the U.S. Department of Education or whose acceptance is required by a state or federal approving agency. The student must have received a final grade of "C" or higher for the course to be transferred. Transferred courses are recorded on the student record/transcript with a "T" (transfer credit) in place of merit grade. These classes do not factor in the student's GPA. Courses must be completed within 5 years of the start of the program, except for Body Structure & Function, which must have been completed within 12 months of the start of the program in order to transfer.

Transferred nursing course credits may only be awarded upon successful completion of standardized achievement tests and skill evaluation. An additional fee may apply.

ARTICULATION AGREEMENT FOR ADVANCED STANDING WITH THE PROGRAM OF STUDY

The Lancaster County Career and Technology Center's Practical Nursing program is aligned with the Program of Study, 51.0899 Health/Medical Assisting Services, through a statewide articulation agreement which offers up to 90 hours (9 credits) to eligible students for the following courses: Community Health 30 hours (3 credits), Nutrition 30 hours (3 credits), and Growth and Development 30 hours (3 credits).

A total of 90 hours will be credited toward courses in the Practical Nursing Program. Eligible students will complete all requirements for the Program of Study at the high school level in addition to the Practical Nursing program entrance requirements.

Eligible students will complete all requirements for the Program of Study at the high school level in addition to the Practical Nursing program entrance requirements.

1. Copy of the NOCTI Certificate demonstrating Advanced or Proficient level of achievement
2. POS Perkins Statewide Articulation Agreement Documentation Coversheet, completed by Secondary School Representative
3. Secondary Competency Task List Coversheet, completed by instructor, with attached Secondary Competency Task List
4. Official high school transcript

ESSENTIAL COMPONENTS

1. Communication: Must read and write English at a proficient level. Must comprehend and speak fluent English. Must be able to read and answer test questions on their own. This is important for Central Component of a nurse. (Ability to view, read, and physically manipulate health record information and pertinent data in a variety of formats including handwritten documents, typed reports, and computerized records and databases)
2. Visual (with the aid of corrective lenses, if necessary): Must read labels on pharmacy prepared medications and on standard unit dose packages. Must be able to identify markings on standard syringes. Must be able to read markings on sphygmomanometer.
3. Hearing (with use of hearing aid(s) and/or amplified stethoscope, if necessary): Must hear blood pressure readings +/- 4 mmHg and apical heart rate +/- 2 beats. Must hear and identify various lung sounds. Must hear and count bowel sounds. Must hear directives with the speaker's mouth covered with a surgical/isolation mask or respirator. Must hear call bells and equipment alarms. Must hear amplified phone.

4. Manual Dexterity: Must open suture packages, don/doff surgical gloves, and open unit dose medications.
5. Physical Stamina: Must be able to stand continuously for 2 hours, walk up 1 flight and down 2 flights of steps. Must be able to lift 50 pounds on a regular basis and push and maneuver a stretcher/ wheelchair containing adults of various sizes. Must be able to work continuously with only a 15-minute break in the morning, 30-minute break for lunch, and 15-minute break in the afternoon. Must have the ability to wear personal protective equipment for an extended period of me.

TECHNOLOGY REQUIREMENT BASIC COMPETENCY

Students are required to have basic computer skills - use a mouse, print a document, and use Microsoft Office or similar software. These skills are necessary to learn documentation skills required in the clinical areas. Students will be oriented to technology available in the program or clinical areas prior to use. Students must have access to technology at home. It is important and necessary to have internet access and a workable computer/printer. Students will not be able to print at school.

Students will be provided with a school email and are required to have a personal email on file. Students are required to check email DAILY for updates. The program and faculty may communicate with the student regarding any school business via email. Faculty use a Learning Management System to post learning materials. Website access to this information will be given by the individual faculty.

The Lancaster County Career and Technology Center requires that all students provide a valid mailing address, up to date phone number and non-school private email address for standard communication from the school to the students. Should any of this change, it is the student's responsibility to promptly provide updated contact information to the school. With regard to email, in the cases where a student is provided a school email, a separate non-school private email is still required. This non-school email will also be utilized for Portal Access. Students are expected to utilize the portal for review of their accounts, grades, and attendance on a regular basis.

Clinical facilities continue to increase technology used for patient care and documentation. After an orientation, the student is expected to achieve basic competency of use quickly and to use such technology safely. Students must have the availability to access the internet outside of school.

CELL PHONE/ELECTRONIC DEVICE 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 answered. Notification before class begins is preferable.

Cell phones and other electronic devices can either enhance or distract from learning. Students will avoid using their devices in a way that distracts themselves or others.

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 vibrate or silent.

Audio and video recording during class and clinical is strictly prohibited.

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

Taking pictures of a patient or patient record is prohibited and will result in dismissal.

CURRICULUM OUTLINE

Level I		
	Theory	Practicum
Body Structure and Function	90 Hours	
Community Health	30 Hours	
Growth and Development	30 Hours	
Introduction to Medical-Surgical Nursing	36 Hours	
Nursing Principles and Practice	120 Hours	144 Hours
Nutrition	30 Hours	
Vocational Relationships	30 Hours	
Level 1 Total: 510 Hours	366 Hours	144 Hours

Level II		
	Theory	Practicum
Maternal/Newborn Nursing	30 Hours	24 Hours
Medical Surgical Nursing I	100 Hours	330 Hours
Pharmacology	60 Hours	
Level 2 Total: 544 Hours	190 Hours	354 Hours

Level III		
	Theory	Practicum
Medical-Surgical Nursing II ATI Comprehensive Predictor Requirement	152 Hours	345 Hours
Nursing of Children	30 Hours	24 Hours
Level 3 Total: 551 Hours	182 Hours	369 Hours

Theory Total	738 Hours
Practicum Total	867 Hours
Program Total	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 75% or better in all courses for each Level. Note: Individual unit exams will not be rounded, however, FINAL course grades will be rounded.
2. Attain a satisfactory clinical evaluation for each Level.
3. Successfully complete the clinical competencies for each Level.
4. Attain an 86% or greater probability of passing the NCLEX on the ATI Comprehensive Predictor Exam.

5. Complete a minimum of 50% of Virtual ATI modules.
6. Complete all financial obligations satisfactorily
7. Return all property that belongs to the Lancaster County Career & Technology Center.

GRADING SYSTEM

Each level and course have specific objectives which the student must meet

Students must achieve a minimum of 75% in each course.

Students must achieve a satisfactory rating in each clinical course and clinical competencies.

General Grading Scale

A = 90-100%

B = 80-89%

C = 75-79%

Failure = 74% and below

If a student is unsuccessful in one course, then that course must be repeated prior to progressing to the next level. If a student is unsuccessful in a course that is aligned with clinical, then both the course and the clinical must be repeated. If a student is unsuccessful in a clinical that is aligned with a course, then both the clinical and the course must be repeated.

If a student is unsuccessful in two or more courses within a level, then the entire level must be repeated prior to progression in the program.

Examinations

Testing format is as follows:

1. The student is expected to remain in the classroom for the entire duration of the test period.
2. Cell phones and all personal electronic devices (including smart watches and headphones) except the computer being utilized for testing purposes are prohibited during testing. All electronics must be turned OFF and secured in the student's personal belongings. Violation of the electronic device policy may result in receiving a score of 0 for the test and the student may be subject to disciplinary action up to and including dismissal from the program.
3. ALL personal belongings must be removed from the tabletops and placed in the front or back of the classroom.
4. Students will follow the directions of the instructor regarding seating during exams.
5. School-issued testing barriers may be used. The barriers must remain blank.
6. Grades will be available no later than 5 school days after the exam.
7. Each student is encouraged to keep a grade log for each course. It is the student's responsibility to seek instructor assistance within one week of the grade being posted if a grade discrepancy is discovered.
8. If a student is late to an exam, they are allotted the remaining time to take the exam. For example, if a student is 20 minutes late to a 60-minute exam, they will have the remaining 40 minutes.
9. If a student is absent during an exam, they are required to make up the exam within 2 school days of returning. The maximum score received will be 75%. For example, if a student scores 85% on a make-up exam, they will receive 75%. If they score 65%, they will receive 65%.

ATI Testing

The following benchmarks have been set for the student:

1. The student must complete the practice exam(s) for the specific ATI Content Mastery Exam and a focused review based on the results of the practice exam(s). Written evidence of each 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.
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 1 Proficiency 65%
4. Students who score Level 1 or below are accorded a retake of the exam. The retake will be administered during a predetermined scheduled day and time 5-10 days after the original exam was given. The retake will be offered outside of class/clinical time.
 - a. The higher of two scores will be calculated into the student’s grade for that course.
 - b. Any student who scores a Level 1 or below and declines to retake the exam must sign an ATI Retake Declination Form.

ACADEMIC IMPROVEMENT PLAN

An Improvement Plan will be initiated when the student’s average grade for a course of study falls below 75%. The student will be counseled concerning their academic challenges and recommendations will be made to aid the student in successfully completing the course of study. The student and the faculty member will develop an individualized Improvement Plan, stating areas in which the student needs to improve, along with goals to be met in a specific time frame. If the goals of the Improvement Plan are not met, this may result in failure of the course.

CLINICAL IMPROVEMENT PLAN

If an Improvement Plan is established due to unsatisfactory clinical performance, the student must show improvement within the time frame as determined by the faculty and/or administrator. If no improvement is demonstrated, a student may be required to repeat clinical or be dismissed from the program.

The student and the faculty member will develop an individualized Improvement Plan, stating areas in which the student needs to improve, along with goals to be met in a specific time frame. If the goals of the Improvement Plan are not met, this may result in a clinical failure.

If a student demonstrates unsafe behavior, administration reserves the right to require remediation, repeat of clinical, and/or dismissal from the program.

CLINICAL COMPETENCIES AND EVALUATIONS

All students must demonstrate successful completion of all clinical competencies.

Clinical competencies are graded as either safe or unsafe. The clinical competency rubric is provided to students prior to the evaluation. If a student fails a clinical competency, the student must attend mandatory remediation and provide evidence of remediation prior to the second clinical competency attempt. The reevaluation of the clinical competency will occur approximately one week after the initial failure. A result of unsafe on the second evaluation may result in clinical failure.

CLINICAL POINT SYSTEM

The Clinical Point System is in place to identify opportunities for improvement that a student may exhibit while performing clinical responsibilities. By assigning a point value to each area of improvement, the point system serves as a tool that the faculty and the student refer to when evaluating the student in the clinical setting. Upon the accrual of a specified number of points, as stated on the Clinical Point System sheet, the faculty and student will complete an Improvement Plan (as stated above) and meet with administration. The student may be required to repeat clinical if improvement is not noted and the goals outlined in the Improvement Plan are not met.

ATTENDANCE

An absence is considered an absence from the program no matter the circumstances.

Success in the nursing profession is greatly dependent upon regular attendance at work. The attendance policy is designed to prepare the individual for a successful career. Students are accountable for their actions and are responsible for their own learning. Students are expected to attend 100% of classroom and clinical hours to meet all course objectives. Attendance is a critical aspect of a learner-centered program.

If a student is absent from class or clinical, it is the student's responsibility to obtain materials and assignments within 24 hours of their return from an absence.

For emergency purposes only, students are permitted to miss 5% of the total hours per level. No makeup time is offered. Students may not borrow hours from levels. If a student misses more than one clinical day per level, they will be required to complete an alternative assignment at a satisfactory level to demonstrate they are meeting objectives of the course. If a student fails to satisfactorily complete the assignment by the due date, the student may be required to repeat the course.

Students that experience unexpected personal issues (ex. housing, childcare, finances) should seek guidance from their instructor and the Success Coach (successcoach@lancasterctc.edu), and/or refer to the Community Support Services list at the back of the student handbook.

TARDINESS

Classroom: Tardiness will be calculated in 15-minute increments. (1-15 minutes late is documented as 15 minutes late, 16-30 minutes late is documented as 30 minutes late, etc.)

Clinical: Tardiness (and absences) on clinical days MUST be reported by the student to the clinical coordinator and instructor a minimum of 30 minutes prior to the clinical start time.

If a student is 1-59 minutes late, clinical points will be assessed, and time docked in 15-minute increment. Students arriving 60 minutes late and thereafter will have the entire clinical day charged as absent.

LEAVING EARLY

Classroom: Departing early will be calculated in 15-minute increments (Leaving 1-15 minutes early is documented as 15 minutes early, leaving 16-30 minutes early is documented as 30 minutes early, etc.) Students must make the faculty member aware of their departure.

Clinical: Students who leave clinical early must inform their clinical instructor prior to leaving. A student leaving between 07:01 and 11:00 (4:01 and 7:00 for evening) would be charged 8 (6 for evening) hours of clinical absence. A student leaving between 11:01 and 2:59 (7:01 and 9:59 for evening) would be charged 4 (3 for evening) hours.

ABSENCE DURING AN EXAMINATION

1. If a student arrives late to an exam, they may test but will only be allotted the remaining time to complete the exam.

2. If a student is absent for the exam, the student will have a maximum of 2 school days after the student returns to school to complete the exam. If the exam is not taken, the student will receive a score of 0.
3. The student must contact both the faculty member and the Success Coach to schedule the missed exam.
4. Exams must be made up outside of scheduled class and clinical hours.
5. If a student is absent during an exam, the maximum score they will receive is 75%.

LEAVE OF ABSENCE

If a student experiences a life event that prohibits them from attending the program and causes them to breach the attendance policy, they will be required to meet with the PN Director to discuss a possible leave of absence (LOA). Please note that an LOA may impact financial aid. The student should consult the Financial Aid Department.

ILLNESS OR INJURY

Students who become ill or injured during the program must report the incident to their instructor. The student and faculty member will complete an incident report. Students are to notify their instructor before leaving the school or clinical facility.

The Lancaster County Career and Technology Center assumes no responsibility for the medical treatment of students or for costs incurred for medical treatment. Students assume responsibility for all medical and 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.

Each student will maintain a correct Medical History document that will be kept in their student portal. It is the student's responsibility to keep this document up to date as this information is provided to emergency medical services, if necessary. The student must notify Administration if they are diagnosed with a communicable disease. Proper documentation from the student's provider will determine the student's eligibility to attend class and clinical.

UNEXCUSED EXIT

Chronic unexcused exits from the classroom and clinical are a distraction and are unacceptable.

MANDATORY - STUDENT PRACTICAL NURSE DRESS CODE

Students are required to adhere to the dress code while at the Lancaster County Career and Technology Center, clinical facilities, and all school functions. Articles of clothing promoting profanity, obscenity, sexual innuendos, drug-related comments, or any other inappropriate references, whether through pictures or wording, will not be tolerated.

Personal Protective Equipment (PPE) is required according to the state and Center for Disease Control (CDC) guidelines.

CLINICAL AREA DRESS CODE

Please note students will be expected to adhere to any requests made by clinical site personnel regarding their clinical dress code requirements

Clinical Uniform: The clinical uniform is comprised of navy-blue scrub pants (or skirt that meets the knee or longer) and a white scrub top with the LCCTC logo. The uniform must be clean and wrinkle-free. Uniforms may not be worn outside the school or hospital except to walk to and from the car. Short or long-sleeved tee shirts or turtlenecks may be worn under the scrub top. Pants should not touch the floor.

Shoes: Non-skid nursing shoes or non-porous sneakers and stockings are required. They must be clean and in good condition. Shoes must have a closed toe and back on them. Laces must be tied appropriately.

Jacket: The only jacket permitted in the clinical setting is the Lancaster County Career and Technology Center white scrub jacket.

Identification Badge: **The student identification badge must be worn at heart level or above at all times.** It may be worn on a badge reel or breakaway lanyard. If a student loses or damages their badge, a replacement fee applies. Badges must be turned in upon withdrawal from the program or a fee will be applied to the student's account.

Jewelry: The only jewelry permitted is a plain wedding band and plain post earring not to exceed 1/4 inch in diameter. Plugs or gauges must be nude/skin tone/clear.

Watch: A watch must be worn.

Grooming: Students are expected to practice good personal hygiene. There should be no tobacco or offensive odors. The use of perfume/cologne should be avoided.

Tattoos: Students are expected to adhere to any requests made by administration and/or clinical facilities to cover their tattoos.

Hair: Hair must be clean and styled in a way that it does not interfere with infection control procedures. Hair that extends below the collar of the uniform must be pulled up and contained. The only hair coverings permitted are scrub caps and coverings for religious purposes. Hair coverings must be a single, solid color of white, black or blue; students with hair coverings for religious purposes must provide documentation to administrations and bring it to the faculty member's attention at the start of each term. Sideburns, mustaches and beards are permitted if they are trimmed and well-groomed. Otherwise, the individual is expected to be clean shaven.

Cosmetics: Cosmetics may be worn in moderation.

Nails: Fingernail tips must be less than ¼ inch in length. Artificial nails are not permitted.

Alternate Attire: The student will follow faculty and facility guidelines for dress code if visiting community sites that do not require the use of the student uniform.

CLASSROOM DRESS CODE

Classroom Uniform: The classroom uniform is comprised of scrubs in a color of the student's choosing. An approved LCCTC PN Program t-shirt may be worn in place of the scrub top. Short or long-sleeved tee shirts or turtlenecks may be worn under the scrub top.

Shoes: Non-skid nursing shoes or non-porous sneakers and stockings are required. They must be clean and in good condition. Shoes must have a closed toe and back on them. Laces must be tied appropriately.

Jacket: A scrub jacket in a color of the student's choosing may be worn. A crew neck sweatshirt or warm-up jacket without a hood or strings may be worn.

Identification Badge: **The student identification badge must be worn at heart level or above at all times.** It may be worn on a badge reel or breakaway lanyard. If a student loses or damages their badge, a replacement fee applies. Badges must be turned in upon withdrawal from the program or a fee will be applied to the student's account.

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 and during evaluations.
- Clearly defined student responsibilities and limitations in the clinical area (in accordance with the facility policies).

- Respect as a valid caregiver and member of the health care team.
- Access to individual permanent records.
- Readily available student handbook.
- Grievances to be reviewed.
- The opportunity to periodically evaluate instructors, the program, and clinical experiences.
- Periodical evaluation and progress reports.

GUIDANCE AND COUNSELING POLICY

The Practical Nursing Program is committed to optimizing student success through managing personal and academic concerns that may otherwise interfere with students achieving their educational goals. The purpose of the guidance program is to offer resources to support students' success. Students are encouraged to seek guidance from the Success Coach as necessary for academic, financial, personal, or professional matters. Counseling is a service that is available to all students. Any student wishing to discuss issues such as motivation, time management, communication with instructors, and other obstacles to academic success may schedule an appointment with the Success Coach by emailing successcoach@lancastrctc.edu.

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 the Lancaster County Career & Technology Center, the Practical Nursing 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, and/or dress, suspension and/or dismissal from the program will be considered.

STUDENT NURSE CHARACTERISTICS

The Practical Nursing student is expected to consistently work toward the achievement of program objectives and to exhibit the following characteristics of a Lancaster County Career and Technology Center 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
4. Maintains and updates clearances and other required documents

HONESTY

1. Is truthful in completion of patient care
2. Is trustworthy during test-taking and written assignments (Plagiarism, forgery, or any dishonest action will not be tolerated)
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 a 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

MORAL TURPITUDE

Moral turpitude refers to an act or behavior that gravely violates the sentiment or accepted standard of the community.

Moral turpitude includes, but is not limited to, dishonesty, plagiarism, incivility, bullying, threatening behaviors, possession, use, sale, or transfer of drugs or look-alike drugs, possession, use, sale, or transfer of alcoholic beverages, display of drug or alcoholic symbols including clothing worn or on vehicle, attending class while under the influence of a controlled substance, possession, use, sale, or transfer of a weapon, display of any potentially derogatory or hate speech symbolism and/or any item that is deemed offensive towards race, gender, etc. and/or may have the potential to cause a disturbance. Final determination of the appropriateness of any item, sign, graphic, etc. on school property is made by the Lancaster County Career and Technology Center administration and is not negotiable.

CLASSROOM NORMS

1. Faculty and students will collaborate to create classroom norms to help cultivate the culture of the classroom.
2. The faculty member will initiate a meeting with the student immediately.

DISCIPLINARY PROCEDURES

1. The incident will be documented by both the faculty and the student.
2. A meeting will be held as to the outcome.
3. Administration will be notified by faculty if outcome has not been met.

Verbal, written, final warnings, suspension, and dismissal 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

Internet: www.lancasterctc.edu

Students may also be contacted through our Automated One-Call system. To receive primary notification, we must have your current phone number 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 Lancaster County Career and Technology Center - Willow Street campus announces a delay or closing, the Practical Nursing program will follow the Lancaster County Career and Technology Center schedule for delay or closing. Weather changes occurring during the day that hinder safe travel may warrant 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 requirements and objectives of the program. The academic calendars may be impacted and changed due to school cancellations.
3. If there is a delay/closing, students are not expected to notify the clinical site of their expected time of arrival. Practical Nursing administration, faculty, and/or staff will notify the clinical site.
4. Students are required to arrive no earlier than 30 minutes prior to the scheduled start time when a delay is announced to allow the school grounds team to plow parking areas and clear walkways for the safety of our students, faculty, and staff.

PRACTICAL NURSING PROGRAM FACILITIES

Classroom

- It is expected that the students of the program will aid in the maintenance of the building.
- Students and faculty are responsible for cleaning 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.

Skills Lab

The Skills Lab is 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 students in the program to keep these areas in professional order. It is expected that students of the program will aid in the maintenance of these areas.

- All equipment must be returned to the proper place before leaving.
- All units must be neat and orderly before leaving the lab area.
- All broken equipment must be reported 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 faculty will orient new students to this area, where information is given on the objectives, policies and guidelines. A variety of learning opportunities will be available as students progress through the program, helping to develop critical thinking skills.

Library

The library is available for students when the building is open. It will be unavailable if an administrator, faculty, or staff member reserves the room. Students will conduct themselves in a polite and considerate manner, maintaining an atmosphere conducive to learning, reading, and studying. Students may sign out material with the Success Coach from these areas to enhance student learning. Please return materials in a timely manner so others may benefit from the resources.

TUITION, FEES AND EXPENSES

*Please note, tuition is subject to change at the beginning of each fiscal year (July 1). All students, current and incoming, will be responsible for the adjusted tuition, fees, and expenses at the beginning of each fiscal year. This will be reflected in the student's financial statement.

If you are a self-pay student: 20% is due by the first day of class and the remaining balance will be divided into monthly payments. Outstanding balances must be paid by the end of the level in order to progress through the program. 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.

Those repeating one course: 20% is due by the first day of class and the remaining balance will be handled by the student and the Bursar office. Balance must be paid before the final exam is taken.

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

Please see the Adult Education Course Catalog for more information on Financial Aid and the Refund Policy.

WITHDRAWAL

Formal withdrawal from the Practical Nursing program is arranged through the Administration. It is suggested to contact Financial Aid and/or the Bursar for information pertaining to financial obligations. A Change of Status Request form must be completed via the Lancaster County Career & Technology Center website. If a student withdraws or fails, they must complete and sign an academic improvement plan before returning to the program.

DISMISSALS

If a student is dismissed from the program, and would like to re-enroll, the following conditions must be met:

- Student provides a written explanation of their reasons for re-entry
- Student attends a face-to-face interview with Practical Nursing Administration
- Space must be available in the cohort

*Administration reserves the right to review and determine each individual case separately.

RE-ADMITTANCE

The student may re-enter the program subject to the following conditions:

1. All outstanding financial and academic requirements must be met before applying to re-enter the program.
2. The school will request a medical certificate if the leave was due to a medically related condition.
3. If re-admission is desired after a 12-month period, the student must follow the full new student admission process to reenter the program.
4. The re-entering student will be assessed the current tuition rate.
5. Clearances and all required documents must be up to date.
6. Students who are dismissed from the program due to failure to meet established academic and professional standards will not be re-admitted unless satisfactory evidence can be shown that deficiencies have been corrected. The student must reapply to the program.
7. Regardless of the reason for withdrawal/dismissal from the program, new applicants and continuing students have priority registration. Typically, one and no more than two opportunities will be given for re-entrance. Those seeking a second re-entry opportunity must present compelling evidence and meet directly with Practical Nursing Administration for review. Decisions on second re-entry requests will be made on a case-by-case basis by Practical Nursing Administration.
8. If a student is dismissed for academic reasons, and then re-admitted into the program, an academic improvement plan will be created to advise the student how to be successful. The student must follow the objectives of the academic improvement plan as prescribed in order to remain in the program.

ACADEMIC IMPROVEMENT PLAN FOR STUDENT WITHDRAWALS AND RETURN TO THE PROGRAM

Upon return to the LPN program, the student will be given an academic improvement plan. The academic improvement plan is a plan of action in order to facilitate the success of the student in completing the program. The student must satisfactorily follow and complete the course of action. The student then meets with the Practical Nursing Administration to assess any further needs. The intent is that the student will demonstrate the ability to be successful with the nursing curriculum and rules of the program. This academic improvement plan is required for further financial aid funding.

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 PA State Board of Nursing to complete the NCLEX-PN 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 in PA. Students who plan to test outside of PA will be responsible for verifying with their designated that the Lancaster County Career and Technology Center's Practical Nursing program is an approved nursing program in that state.

Transcript fees apply. Requests must be completed 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 1

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 the client's needs.
4. Organizes work efficiently.

Implementation

1. Performs basic nursing care safely.
2. Demonstrates personal safety.
3. Reports easily identifiable finding to the team leader.
4. Explain 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.

Level 2

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 a 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 plans for assigned clients, 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.

Level 3

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 the 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 communications 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 provided in Level III based upon Level III objectives.

LEVEL I COURSE DESCRIPTION

<i>Course</i>	<i>Theory</i>	<i>Practicum</i>
<u>Vocational Relationships</u>	30 hours	
Focuses on those factors that 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, including the nurse's professional role in the healthcare team, therapeutic communication techniques, promoting wellness in the community, the ethical principles and laws under which nurses practice, and the origins of nursing.		
<u>Nursing Principles and Practice</u>	120 hours	144 hours
Includes clinically relevant information for the student practical nurse. The nursing process and care plan are presented. Nursing procedures are taught. Infection prevention, vital signs, safety, documentation, and administration of medication are introduced. This course emphasizes that it is important for the nurse to know the reason behind actions the nurse takes.		
Body Structure & Function	90 hours	
Gives students an understanding of normal structure and function of the human body including cells, tissues, organs, and systems.		
Nutrition	30 hours	
Includes the relationship and importance of nutrition to the health needs of the whole person and the community. It includes the study of the various nutrients and how the body uses these nutrients, along with nutrition in the life cycle and basic principles of meal planning.		
Growth & Development	30 hours	
Deals with human development throughout the lifespan. It includes the normal physical, social, and psychological patterns of development for the various age groups.		
Community Health	30 hours	
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. Students learn about the agencies available in the community which can be utilized to improve the health of the individual.		
Intro to Medical-Surgical Nursing	36 hours	
Introduces concepts of Medical-Surgical Nursing that span all body systems and their pathophysiological implications including cancer, fluid and electrolyte imbalances, pain, acid-base balance, and disorders of the immune system. The care of the individual during the pre and post-operative period is also introduced.		

LEVEL II COURSE DESCRIPTIONS

<i>Course</i>	<i>Theory</i>	<i>Practicum</i>
Maternal - Newborn Nursing	30 hours	24 hours
Examines normal and high-risk pregnancy, labor and delivery, the newborn, and childbearing families. The use of the nursing process to provide safe care during the antepartum, intrapartum, and postpartum periods is emphasized.		

Pharmacology

60 hours

Discusses the safe administration of medications. It emphasizes a medication's class, mechanism of actions, uses, food and drug interactions, contraindications, adverse effects, and nursing implications.

Medical-Surgical Nursing I

100 hours

330 hours

Studies 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.

LEVEL III COURSE DESCRIPTIONS

<i>Course</i>	<i>Theory</i>	<i>Practicum</i>
---------------	---------------	------------------

Nursing of Children

30 hours

24 hours

Explores safe family-centered nursing care and care of the child. This course focuses on adapting care to a child's developmental level and emphasizes common communicable and preventable diseases in childhood.

Medical - Surgical Nursing II

152 hours

345

Studies 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, hematologic system, gastrointestinal 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.

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, and/or distribution of illegal/prohibited drugs and/or alcohol by students on campus or during school-related activities is absolutely forbidden. Administration, faculty, and students of the Practical Nursing program share the responsibility of identifying and constructively dealing with addictive diseases. To function professionally and effectively, students must be drug/alcohol-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/or 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, the law of controlled substances, changes in behavior, concerns of dependence, and effects on the newborn fetus.

Pennsylvania Nurse Peer Assistance Program (PNAP) is an independent, non-profit organization, approved by the Pennsylvania State Board of Nursing, dedicated to helping nurses and nursing students deal with substance use and psychological disorders. PNAP is available to all student nurses as well as practicing nurses who may be experiencing or have experienced drug or alcohol dependency. These students are strongly encouraged to contact PNAP for assistance prior to enrollment into the nursing program and graduation. PNAP can also provide counseling in regard to the application process for the state board licensure exam. If a student has criminal drug and/or alcohol charges, it is imperative that the student contacts PNAP for guidance in a timely fashion. These charges may prohibit the student from receiving a license from the Board of Nursing.

PNAP contact information: <http://pnap.org/> 877-298-7627 ext. 1

The Pennsylvania Drug and Alcohol Control Act of 1972 provides that a minor can give consent for his/her 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 the primary instructor following the chain of command.

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/or use (suspicion of) will entail a conference with a faculty member, whereby the student will be encouraged to consult a drug counselor and be subject to a urine drug screen at the cost of the student.
- d. Possession and/or 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 taking the NCLEX for 10 years if they have been convicted of a crime involving drug and/or alcohol abuse. Local law authorities may be contacted as indicated.

DRUG AND ALCOHOL USE/ABUSE PREVENTION POLICY

Controlled Substances

All students are required to obtain a urine drug test before beginning clinical rotations at designated Concentra locations. The cost is incurred by the applicant. Random periodic or probable cause drug testing can occur. Positive results may 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. At any school activity, function, or event.
 3. In any vehicle designated or used by the school for the 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, so long as the drug is federally legal/approved by the FDA.
- 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(s) 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:

- Opiates (e.g. heroin, morphine, codeine, fentanyl, methadone)
- Cocaine
- Cannabinoids (e.g. marijuana, hashish, CBD products)
- Amphetamines
- Barbiturates
- Other narcotics and hallucinogens [e.g. Phencyclidine (PCP), Methaqualone (Quaalude) and Peyote (LSD)]
- Benzodiazepines (e.g. Valium, Librium, Ativan, Xanax)

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 Workspace (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.

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, they should 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 a student tested, the student will be tested immediately (at the expense of the student) at any FDA approved laboratory (to be chosen by Lancaster County Career and Technology Center Practical Nursing Program Administration) in the presence of a faculty member. The student shall be suspended pending the results. Refusal results in immediate dismissal.

3. If positive, the student is dismissed from the program.
4. Re-application may be entertained after 1 year and receipt of proof of successful completion of treatment and rehabilitation. As a last chance agreement, the student must agree to random testing until graduation (at the expense of the student). Refusal results in denial of re-admission application.
5. If a student voluntarily informs faculty/administration of a personal substance abuse problem
 - Faculty will submit written notice to administration
 - 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, administration reserves the right to apply disciplinary action up to and including dismissal.

PROCEDURE FOR RETURN TO SCHOOL

1. Attend AA/NA meetings, showing attendance documentation. School may require a minimum number of meetings per week.
2. Expect random drug testing with faculty in attendance.
3. Avoid over-the-counter medications and prescription mood altering medications that could alter random urine test results.
4. Submit documentation from medical provider of proof of medical ability to return to school.
5. Submit documentation from therapist of psychological ability to return to school, proof of participation in formal treatment and identification of all substances upon which the student has been dependent in the past
6. Monitoring agreement continues for the entire length of the program and may be reviewed/revised upon request of either party
7. Progress reports may be requested by the administration/faculty periodically.

ADDITIONAL INFORMATION OF LAWS/REFERENCES AVAILABLE UPON REQUEST.

This DRUG/ALCOHOL ABUSE PREVENTION POLICY
is presented to faculty and students and review annually.

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 and 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. Use of tobacco or vaping in any form by a 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. Students must be free of smoking odors on clothing and breath while in clinical.

SEXUAL HARASSMENT POLICY

The Lancaster County Career and Technology Center prohibits sexual harassment against its students and/or staff members, which is a form of unlawful discrimination on the basis of sex, under Title IX and its implementing regulations. Please refer to Joint Operating Committee policies 103 and 104, which are available on the Lancaster County Career and Technology Center website at LancasterCTC.edu for the definition of sexual harassment and the procedures to report allegations of sexual harassment. If you have any questions regarding these policies, Lancaster County Career and Technology Center's compliance with Title IX or need assistance in reporting sexual harassment, please contact Lancaster County Career and Technology Center's Title IX Coordinator or Supervisor of Secondary and Post-Secondary Student Services at TitleIX@LancasterCTC.edu to discuss those questions or concerns.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (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 paper work 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 Policy Code 815 (the Acceptable Use of Internet, Technology, Computers, and Network Resources policy). It is the student's responsibility to read and understand Policy Code 815, which can be found under the district policies on the main website. [Click here](#) to view the policy.

SOCIAL MEDIA POLICY

Students who identify themselves as Lancaster County Career and Technology Center adult education students, when posting content to any social media site should not represent that they are speaking on Lancaster County Career and Technology Center's behalf, and are strongly encouraged to refrain from making disparaging, harassing or threatening comments regarding Lancaster County Career and Technology Center, its students/faculty/staff and clinical/externship sites. Inaccurate, inappropriate, threatening or harassing postings that substantially disrupt Lancaster County Career and Technology Center's educational environment may result in disciplinary action being taken against students, including but not limited to removal from the program. Postings that attempt to describe any patient confidentiality and/or patient care situation at clinical/externship sites, directly or indirectly, will be considered a violation of patient confidentiality and result in dismissal from the program. If you have any doubt whether a potential subject of a social media post is permissible, check with your instructor first before posting.

EMPLOYMENT POLICY

Administration recognizes that students may find it necessary to supplement family and/or individual finances by employment. Skills learned within the program may not be utilized outside the scope of practice of your current employment.

MATERNITY POLICY

Students who are pregnant or become pregnant while enrolled in the program should report the pregnancy, in writing, at the earliest possible date to the administration 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 enroll or remain in the program. It is the student's responsibility to inform the program of any health changes during the pregnancy. It is also the student's responsibility to submit documentation of permission to return to full duty after delivery.

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 their 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

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.

Please refer to the [Leave of Absence Policy](#).

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 formally. 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 Director of Practical Nursing.

FORMAL GRIEVANCE PROCEDURE FLOW-CHART

Perceived Grievance

Within 2 program session days:

1. Meet with the Director of the Practical Nursing program and the person(s) directly involved to discuss the matter

Conflict Resolved?

Yes - Exit Process

No - Continue to Next Step

Within 2 program session days after meeting with the Director of Practical Nursing:

1. Submit a written statement of the grievance to the Director of Practical Nursing. 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 and the charged party.

Practical Nursing

- c. Information concerning the grievance will be presented by the grieved student, and the charged party
- d. The burden of proof rests with the person initiating the grievance
- e. The meeting will meet in closed session

Within 2 program session days after the meeting:

Administration will submit their report with recommendations to the grievant and the charged party

Conflict Resolved?

Yes - Exit Process

No - Continue to Next Step

Within 2 program session days after receiving the Director of Practical Nursing's report

1. Submit a written statement of the grievance to the Assistant Administrative Director of The Lancaster County Career & Technology Center. The statement shall contain the following:
 1. A brief description of the incident giving rise to the grievance
 2. All of the parties involved in the grievance
 3. The remedy recommended by the grievant

Within 5 program session days after receiving the grievance:

Administration will submit their report with recommendations to the grievant and the charged party

Conflict Resolved?

Yes - Exit Process

No - Continue to Next Step

Within 2 program session days after receiving the Assistant Administrative Director's report

1. Submit a written statement of the grievance to the Administrative Director of The Lancaster County Career & Technology Center. The statement shall contain the following:
 1. A brief description of the incident giving rise to the grievance
 2. All of the parties involved in the grievance
 3. The remedy recommended by the grievant

Within 5 program session days after receiving the grievance:

Administration will submit their report with recommendations to the grievant and the charged party

The Administrative Director's decision will be the Final resolution of the matter.

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 4 locations: Willow Street, Health Sciences, Mount Joy and Brownstown. The Health Science campus is a post-secondary institution which is supervised by the Lancaster County Career & Technology Center's 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 to be 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 annually. Results are published on the school's home page.

DISABILITY SERVICES

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 1 or more major life activities 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 Director of Practical Nursing 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 their 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 Lancaster County Career & Technology Center reserves the right to make inquiries of the student, their 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 the Lancaster County Career & Technology Center 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 stationery 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 limitations 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 1 calendar year of the student's expected enrollment date into the Practical Nursing program. Lancaster County Career and Technology Center 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.

Upon receipt of the above documentation, the student will meet with the Director of Practical Nursing to discuss the creation of an accommodation plan designed to assist the student in reaching his/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 NCLEXPN examination.

CHANGES OF ADDRESS OR TELEPHONE NUMBER

All changes of address or telephone number must be reported to the Registrar within one week. Changes in residency may impact tuition.

VISITORS

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

***Please note, administration reserves the right to consider documented extenuating circumstances in the adjudication of the rules in this handbook. ***

COMMUNITY SUPPORT SERVICES

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

Children and Youth Services

Big Brother/Big Sisters of Lancaster County, Inc.	717-397-7567
Boys Club and 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 Services

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/Upward Call Counseling Ministry	717-656-4834
YWCA Sexual Assault Prevention and Counseling Center (24-hour availability)	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
Excentia (Mentally and Physically Disabled Persons)	717-519-6740

DAY CARE RESOURCES - CHILD

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

Educational 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 a Second Language

Immerse Intercanal	717-872-7085
Literacy Council of Lancaster-Lebanon	717-295-5523
Lancaster-Lebanon IU13	717-606-1708

FAMILY PLANNING - BIRTH CONTROL INFORMATION AND SERVICES

Birth Care and Family Health Service: A Midwifery	717-786-4010
Planned Parenthood of the Susquehanna Valley	717-299-2891
Lancaster Health Center	717-299-6371
Welsh Mountain Medical and 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 AND 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 Partnership (Heat, Fuel, Transportation Assistance)	717-786-4010
Victim/Witness Services (Lost Wages for Crime Victims)	717-299-2891

FINANCIAL ASSISTANCE - FOOD RESOURCES

Assistance Office, Lancaster County (Food Stamps)	717-786-4010
WIC (Women, Infants, and Children) (For Low-Income Nutritional Risk Persons)	717-299-2891

FOOD RESOURCES - FOOD BANKS

Bethel AMEC Food Bank	717-393-8379
-----------------------	--------------

COMMUNITY ACTION PARTNERSHIP (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 Bank	717-291-2261
Salvation Army	717-397-7565
Water Street Rescue Mission, Community Ministries Outreach	717-393-7709
United Way	211

FUEL ASSISTANCE

Assistance Office, Lancaster County, LIHEAP (Winter Months Only)	717-299-7543
Community Action Program Outreach Services (Crisis Funds)	717-299-7301
United Way	211

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
Tabor Community Services	717-291-5462
Water Street Rescue Mission	717-393-7709

HOUSING SERVICES - SECTION 8/PUBLIC HOUSING

Housing Development Corporation, Subsidized Housing
Housing and Redevelopment Authorities
Water Street Rescue Mission

717-291-1911
717-394-0793
717-397-2835

HOUSING SERVICES - SHORT-TERM/TRANSITIONAL HOUSING

Clare House (Women and Children)
Harb-Adult (Program for Families and Individuals)
Jubilee House at King (Women and Children)
Manheim Ministerium, Transitional Co age
Milagro House (Women and Children)
New Beginnings, Salvation Army (Men Only)
Tarbor Community Services
Water Street Rescue Mission
Good Samaritan Services
YWCO Residence

717-291-8967
717-397-0156
717-397-5182
717-665-2102
717-509-1401
717-397-7565
717-291-5462
717-393-7709
717-394-7707
717-393-1735

HOUSING SERVICES - SPECIALTY HOUSING

Beth Shalom, House of Peace (Residence for Single Moms Ages 18-35 Years Old)
House of His Creation (Coatesville and Lititz) (For Pregnant or Parenting Single Women)
Lourdeshouse (Group Home for Pregnant Women - Harrisburg)
United Cerebral Palsy (Supportive Housing Services)

717-397-5182
717-626-0263
717-412-4865
717-397-1841

MENTAL HEALTH SERVICES

Crisis Intervention Unit, Division of Lancaster County MH/MR (Suicide, Acute Emotional, Drug and Alcohol Programs)
Mental Health Association in Lancaster County

717-394-2631
717-397-7461