

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.

2024 - 2025

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OUR PEOPLE

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PROGRAM OVERVIEW

1500 Hours/12 months/49 weeks (Daytime Program)
Monday through Friday 8 AM to 3 PM - Theory
Monday through Friday 7 am to 2:30 PM (May vary) – Clinical
September 2024 – August 2025, January – December 2025, May 2025 – April 2026

1500 Hours/18 months/74 weeks (Evening Program)
Monday through Thursday 4 to 9:30 PM – Theory
Monday through Thursday 4 to 10:30 PM – Clinical
April 2025 – September 2026

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
489.5 hours – 370.5 Theory/119 Clinical

Level 2
502.5 hours – 201.5 Theory/301 Clinical

Level 3
508 hours – 188.5 Theory/319.5 Clinical

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>

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>

Practical Nursing

- 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. You must pay a \$200 tuition deposit to secure a seat in the program.
 9. If applying for financial assistance, complete the Free Application for Federal Student Aid (FAFSA®).
 10. Attend **mandatory** orientation (details attached to acceptance letter).

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. Failure to complete these requirements by the deadline provided at orientation will result in the inability to attend clinical. The attendance and clinical evaluation policies will apply.

TRANSFER CREDITS

See [Adult Education Catalog](#).

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 Components 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 regularly 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 time, including a respirator.

TECHNOLOGY REQUIREMENT BASIC COMPETENCY

Students are required to have basic computer skills - use a mouse, print a document, use Microsoft Office or similar software, etc. 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, including internet, a laptop, and a 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 Student Portal access. Students are expected to utilize the portal for review of their accounts, grades, and attendance regularly.

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.

ELECTRONIC DEVICE POLICY

All electronic devices must be turned off while class is in session with the exception of a cell phone, smartwatch, or tablet/computer. These devices must be silenced. 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.

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/clinical begins is preferable.

Audio and video recording during class/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 strictly prohibited and will result in dismissal.

There is a ZERO tolerance policy for the use of any electronic device in patient care areas other than the use of a clinical site's computer for patient care documentation and research.

The unauthorized use of electronic devices during class or clinical time will result in disciplinary action determined by the severity of the incident.

CURRICULUM OUTLINE

Level I		
	Theory	Practicum
Body Structure and Function	Min In-Person Hours 71.5 Max Virtual Hours 19.5 Total Hours 91	
Community Health	Min In-Person Hours 26 Max Virtual Hours 6.5 Total Hours 32.5	
Growth and Development	Min In-Person Hours 26 Max Virtual Hours 6.5 Total Hours 32.5	
Nursing Principles and Practice	Min In-Person Hours 123 Max Virtual Hours 26.5 Total Hours 149.5	Min In-Person Hours 98 Max Virtual Hours 21 Total Hours 119
Nutrition	Min In-Person Hours 26 Max Virtual Hours 6.5 Total Hours 32.5	
Vocational Relationships	Min In-Person Hours 26 Max Virtual Hours 6.5 Total Hours 32.5	
Level 1 Total: 489.5 Hours	370.5 Hours	119 Hours
Level II		
	Theory	Practicum
Maternal/Newborn Nursing	Min In-Person Hours 32.5 Max Virtual Hours 6.5 Total Hours 39	Min In-Person Hours 14 Max Virtual Hours 7 Total Hours 21
Medical Surgical Nursing I	Min In-Person Hours 78 Max Virtual Hours 19.5 Total Hours 97.5	Min In-Person Hours 224 Max Virtual Hours 56 Total Hours 280
Pharmacology	Min In-Person Hours 52 Max Virtual Hours 13 Total Hours 65	
Level 2 Total: 502.5 Hours	201.5 Hours	301 Hours
Level III		
	Theory	Practicum
Medical-Surgical Nursing II ATI Comprehensive Predictor Requirement	Min In-Person Hours 117 Max Virtual Hours 32.5 Total Hours 149.5	Min In-Person Hours 242.5 Max Virtual Hours 56 Total Hours 298.5
Nursing of Children	Min In-Person Hours 32.5 Max Virtual Hours 6.5 Total Hours 39	Min In-Person Hours 14 Max Virtual Hours 7 Total Hours 21
Level 3 Total: 508 Hours	188.5 Hours	319.5 Hours
Program Total: 1500 Hours	Theory Total: 760.5 Hours	Practicum Total: 739.5 Hours

ACADEMIC POLICIES

Program Promotion Policy

For promotion from one level to the next, 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. Complete all financial obligations satisfactorily

For graduation the student must meet the following objectives in addition to the aforementioned objectives:

5. Attain an 86% or greater probability of passing the NCLEX on the ATI Comprehensive Predictor Exam.
6. Complete a minimum of 50% of Virtual ATI modules.
7. Attend ATI Live Review (students who miss more than 3 hours of ATI Live Review are required to complete it at their own cost).
8. Return all property that belongs to the Lancaster County Career & Technology Center.
9. Complete Student Loan Exit Counseling (if a loan was received at any time during training)

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 smartwatches 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.
3. ALL personal belongings must be removed from the tablespots 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. Communication with other students during the testing period is prohibited.
7. Grades will be available no later than 5 school days after the exam.
8. 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.
9. If a student is late to an exam, they will not be permitted to test. The makeup exam policy applies.
10. 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%.

Violation of the Exam 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.

ATI CONTENT MASTERY SERIES TESTING

The following benchmarks have been set for the student:

1. The student must satisfactorily 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. Students retaking the exam must complete a focused review based on the results of the proctored exam. Written evidence of the focused review is the "ticket" to retake the proctored ATI exam and will be collected by Success Coach.
 - 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

An Improvement Plan will be initiated when the student is unsuccessful on a skills evaluation and/or has unsatisfactory clinical performance as determined by the clinical evaluation tool. The student will be counseled concerning their clinical challenges and recommendations will be made to aid the student in successfully completing the clinical course. 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 clinical course.

If a student demonstrates unsafe behavior in the clinical setting, 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 before the second clinical competency attempt. Failure on the second attempt may result in clinical failure.

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. Students may not borrow hours from levels. Students may only miss one clinical day per level. If a student misses more than one clinical day per level, they will be required to make up the clinical day at a specified date, time, and facility. There will be a total of 2 make-up days offered per level. The cost is \$200 per make-up day.

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 not test and the absence during examination policy applies.
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

See Adult Education Catalog.

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. Students must remain on-site at clinical during lunch; leaving the clinical site will result in being marked as leaving early.

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 all times.** It may be worn on a badge reel (at or above heart level) 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 piercings not to exceed 1/4 inch in diameter. Plugs or gauges must be nude/skin tone/clear. No bracelets, necklaces, hoop piercings, or dangle piercings are permitted for safety reasons.

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. Acne patches must be clear or skin tone

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 all times.** It may be worn on a badge reel (at or above heart level) 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

Faculty and students will collaborate to create classroom norms to help cultivate the culture of the classroom.

DISCIPLINARY PROCEDURES

1. The faculty or staff member will initiate a meeting with the student immediately.
2. The incident will be documented by both the faculty and the student.
3. A meeting will be held as to the outcome.
4. Administration will be notified by faculty of the outcome.

Verbal warnings, written warnings, final warnings, suspension, and dismissal may occur. Disciplinary action is generally progressive, but may not be 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

See the [Adult Education Catalog](#).

FINANCIAL AID

See the [Adult Education Catalog](#).

WITHDRAWAL

See the [Adult Education Catalog](#).

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-ADMISSIONS PROCESS

See the [Adult Education Catalog](#).

ACADEMIC IMPROVEMENT PLAN DEFINITION

See the [Adult Education Catalog](#).

LICENSURE

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 obligations have been met. 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 state that the Lancaster County Career and Technology Center's Practical Nursing program is an approved nursing program in that state.

TRANSCRIPTS

Requests for LCCTC transcripts must be completed through the LCCTC website. Transcript fees apply.

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 DESCRIPTIONS

<i>Course</i>	<i>Theory</i>	<i>Practicum</i>
<u>Vocational Relationships</u>	32.5 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>	149.5 hours	119 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.		
<u>Body Structure & Function</u>	91 hours	
Gives students an understanding of normal structure and function of the human body including cells, tissues, organs, and systems.		
<u>Nutrition</u>	32.5 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.		
<u>Growth & Development</u>	32.5 hours	
Deals with human development throughout the lifespan. It includes the normal physical, social, and psychological patterns of development for the various age groups.		
<u>Community Health</u>	32.5 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.		

LEVEL II COURSE DESCRIPTIONS

<i>Course</i>	<i>Theory</i>	<i>Practicum</i>
<u>Maternal - Newborn Nursing</u>	39 hours	21 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.		
<u>Pharmacology</u>	65 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.		
<u>Medical-Surgical Nursing I</u>	97.5 hours	280 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>
<u>Nursing of Children</u>	39 hours	21 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.		
<u>Medical - Surgical Nursing II</u>	149.5 hours	298.5
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.

The Foundation of the Pennsylvania Medical Society's premier program is the Nurses' Health Program (NHP). On November 1, 2023, the Foundation of the Pennsylvania Medical Society developed the Nurses' Health Program to serve nurses, dietitian-nutritionists, and students nurses with concerns related to substance use disorder, mental health disorders, and/or behavior concerns with the goal of rehabilitation and advocacy to ensure the safe practice of their profession and the safety of the public.

NHP contact information: <https://www.foundationpamedsoc.org/home/nhp/about> 1-888-647-4968 (NHP 4YOU)

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

See [Adult Education Catalog](#).

ADA/EOE/NONDISCRIMINATION INFORMATION

See [Adult Education Catalog](#).

ADA ACCOMODATIONS REQUEST

See [Adult Education Catalog](#).

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA) POLICY

Students are expected to fully comply with HIPAA. HIPAA violations include, but are not limited to: researching the student's own medical record, researching the medical record of a family, friend, or anyone for whom the student is not providing care, discussing a patient's information in the hallways, elevators, lunch room, etc., leaving clinical paperwork where others may see the information, not locking computer screens before walking away from them, taking pictures of patients or patient records, posting information about clinical experiences on social media. Students who violate HIPAA are subject to disciplinary action up to and including dismissal.

NETWORK AND INTERNET POLICY

See [Adult Education Catalog](#).

SOCIAL MEDIA POLICY

See [Adult Education Catalog](#).

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 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 assumes complete responsibility for any exposures she incurs during the pregnancy.

Please refer to the Leave of Absence Policy.

HANDLING A CONCERN

See [Adult Education Catalog](#).

FORMAL COMPLAINT PROCEDURE

See [Adult Education Catalog](#).

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

See [Adult Education Catalog](#).

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.

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
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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	717-291-1911
Housing and Redevelopment Authorities	717-394-0793
Water Street Rescue Mission	717-397-2835

HOUSING SERVICES - SHORT-TERM/TRANSITIONAL HOUSING

Clare House (Women and Children)	717-291-8967
Harb-Adult (Program for Families and Individuals)	717-397-0156
Jubilee House at King (Women and Children)	717-397-5182
Manheim Ministerium, Transitional Co age	717-665-2102
Milagro House (Women and Children)	717-509-1401
New Beginnings, Salvation Army (Men Only)	717-397-7565
Tarbor Community Services	717-291-5462
Water Street Rescue Mission	717-393-7709
Good Samaritan Services	717-394-7707
YWCO Residence	717-393-1735

HOUSING SERVICES - SPECIALTY HOUSING

Beth Shalom, House of Peace (Residence for Single Moms Ages 18-35 Years Old)	717-397-5182
House of His Creation (Coatesville and Lititz) (For Pregnant or Parenting Single Women)	717-626-0263
Lourdeshouse (Group Home for Pregnant Women - Harrisburg)	717-412-4865
United Cerebral Palsy (Supportive Housing Services)	717-397-1841

MENTAL HEALTH SERVICES

Crisis Intervention Unit, Division of Lancaster County MH/MR (Suicide, Acute Emotional, Drug and Alcohol Programs)	717-394-2631
Mental Health Association in Lancaster County	717-397-7461