

Page County Technical Center

School of Practical Nursing

Student Handbook



THE PRACTICAL NURSE'S PLEDGE

Before God and those assembled here, I solemnly pledge:

- To adhere to the code of ethics of the nursing profession.
- To cooperate faithfully with other members of the nursing team and to carry out faithfully and to the best of my ability the instructions of the physician or the nurse who may be assigned to supervise my work.
- I will not do anything evil or malicious and I will not knowingly give any harmful drug or assist in malpractice.
- I will not reveal any confidential information that may come to my knowledge in the course of my work.
- And I pledge myself to do all in my power to raise the standards and the prestige of practical nursing.
- May my life be devoted to service and to the high ideals of the nursing profession.

PAGE COUNTY TECHNICAL CENTER
SCHOOL OF PRACTICAL NURSING
70 Eagle Way
Luray, Va. 22835

CURRICULUM AND POLICIES

Faculty
2022-2023

Erika Rucker, MSN, RN
Director, Practical Nursing Program
Year 1 Academic and Clinical Instructor

Megan Tate Price, BSN, RN
Year 2 Academic and Clinical Instructor

Robin Cubbage, BSN, RN
Year 1 and 2 as needed instructor

Developed- June 1996

Reviewed- June 1997, 6/05, 6/07, 6/09, 8/13, 6/14, 6/18

Revised- 6/98, 6/97, 6/98, 6/99, 6/01, 6/02, 8/03, 7/04, 6/06, 6/08, 6/10, 6/11, 6/12, 6/15, 6/16,
6/17, 6/18, 6/19, 8/20, 8/21, 12/21, 5/22

Table of Contents

County Wide Vision Statement.....	5
Page County Technical Center Mission Statement/Shared Values.....	5
Objectives.....	6
Practical Nursing Program Philosophy & Mission Statement.....	7
Procedure for Applying.....	8
Admission Criteria/Policy.....	9-10
Tuition/Program Costs.....	11
Class/Clinical Hours.....	12
Transfer Students.....	13
Readmission.....	13
Advanced Standing.....	13
Attendance Policy.....	14
Probation and Dismissal Policy.....	15-16
Grievance Policy.....	17
Standards of Retention.....	18
Standards of Promotion & Graduation.....	19
Grading Scale.....	19
Policy Relating to Attendance and Late Tests.....	20
Curriculum.....	21
Year I.....	22
Year II.....	23
Plan for Remediation and Success.....	24-30
ATI Remediation Policy.....	31-32
Code of Conduct.....	33
Inclement Weather Policy.....	34
Informational Items.....	34

County Wide Vision Statement

To engage, encourage, and empower the next generation of learners, thinkers, and leaders

Page County Technical Center Mission Statement

Preparing Tomorrow's Professionals

Page County Technical Center is renewing its commitment to serve as the training and re-training center for Page County. We have the highest respect for master craftsmen. We are committed to providing quality instruction in fields that are aligned with the needs of our community and region. We believe the technical center can serve as an economic engine in our county and we will work tirelessly to realize that potential. We will strive to ensure that students develop both the technical skills and strength of character needed to develop into leading citizens and masters of their chosen trades. We will partner with individuals, groups, agencies and corporations who share our belief that career and technical education is crucial to the development of our citizens, community, state and country.

Shared Values

We believe:

- Education is essential.
- Academic excellence can be achieved through high expectations.
- PCTC will be child-centered and community oriented.
- Learning is possible for all students.
- Learning potential should be maximized.
- Learning is a continuous process.
- Learning is a shared responsibility.

Objectives

Upon completion of the Practical Nursing Program, which includes both classroom and clinical experience, the graduate will be able to:

1. Assess the basic physical, emotional, spiritual, and socio-cultural needs of well and ill clients.
2. Accurately collect data within established protocols and guidelines.
3. Utilize knowledge relating to normal values in order to identify deviations in health status.
4. Accurately document and communicate findings within the health care team.
5. Prioritize nursing care as it relates to client needs.
6. Assist in the development of nursing care plans using established nursing diagnoses for clients with common, well-defined health problems.
7. Competently provide nursing care according to accepted standards of practice and considering the dignity and privacy of clients and their families.
8. Collaborate with members of the health care team to coordinate the delivery of nursing care.
9. Effectively instruct clients regarding health maintenance based on client needs and the nurse's knowledge.
10. Assist in the evaluation of nursing care.
11. Comply with the scope of practice as stated in the nursing practice act of the Commonwealth of Virginia.
12. Describe the role of the licensed practical nurse in the delivery of health care.
13. Understand the importance of seeking educational opportunities in order to grow personally and professionally.
14. Adhere to a nursing code of ethics.
15. Function as an advocate for the health care consumer.
16. Constantly strive to improve personal performance through education and career mobility options.

Practical Nursing Program Philosophy

The philosophy of the school of nursing is based on the belief that all human beings are unique with inherent dignity and are worthy of respect and care. The following statements reflect the school of nursing's beliefs and values.

Nursing is the learned art of caring for, observing, and counseling the well and ill members of society. Nursing also is involved in health maintenance, health promotion, and illness prevention. It requires substantial specialized judgment and skill and derives its practice base from scientific knowledge and research. Licensed Practical Nurses function under the direct supervision of a licensed medical practitioner or Registered Nurse and interdependently with other health care professionals. Licensed Practical Nurses assist in the assessment and identification of the needs of those they care for, plan and implement a nursing system in conjunction with the Registered Nurse to meet these needs, and evaluate the process to effect individual change.

Health care is a basic right of human beings that must be administered by competent health care professionals. It is influenced by the values and beliefs of those individuals who utilize its services as well as by the economic resources of society. Health care focuses on the physical, spiritual, and psychosocial needs of human beings throughout the life cycle. It addresses illness prevention, health promotion, health maintenance, care of the acutely and chronically ill, and the prevention of complications.

Mission Statement

The Practical Nursing Program is intended to provide a program of studies for qualified individuals in preparation for filling positions as entry level LPN's in health care settings.

Admission Criteria

1. Applicants are admitted without discrimination, in regard to age, religion, creed, ethnic origin, marital status, race, sex, health status, or handicap which does not interfere with attainment of program objectives.
2. Applicants must be entering the Senior year in high school, be a high school graduate, or have a GED certificate. Consideration for admission is given initially to persons enrolled in high schools with a minimum GPA of 3.0.
3. Applicants must show good general health by having a dental and physical examination including immunizations, hematocrit or hemoglobin, urinalysis, and tuberculin test. If the tuberculin test is positive, a chest X-ray is required. Acceptance will not be finalized until these examinations and immunizations are completed.
4. High school test scores, course grades, aptitude testing, and attendance record are an integral part of the selection process.
5. Satisfactory personal references are required from three (3) persons not related to the applicant. It is desirable to have these references from former teachers, employers, and health care workers.
6. The applicant must have the following personal qualifications: an interest in nursing; good mental and physical health; interest in people; and the ability to work cooperatively with others.
7. A background in biology, algebra, and first aid is strongly recommended.
8. Chemistry is recommended for persons intending to pursue an Associate or more advanced degree in Nursing.

Procedure for Applying

1. Contact the program director at Page County Technical Center or your school guidance counselor for an application form annually in February.
2. Return the completed application to Page County Technical Center, 70 Eagle Way, Luray, VA 22835.
3. A transcript of high school records, and/or a copy of General Education Development scores should be sent to Page County Technical Center; ATTN: Director, Practical Nursing Program.
4. Submitted records will be reviewed by the Admissions committee and applicant will be notified of acceptance, wait-listed or non-acceptance. Physical and dental forms which must be completed and returned prior to final acceptance and enrollment will be mailed to applicant with tentative acceptance.
5. Written notification of acceptance will be mailed to successful candidates.
6. TEAS scores are good for 1 year if applying/reapplying. TEAS scores are accepted from other School's of Nursing.

Activities and Services Available to Students

1. High school students who require counseling will receive that from the home school guidance counselor and the Practical Nursing I instructor.
2. Adult students may request a meeting with the Practical Nursing Program Director if counseling is necessary. Adult students in PN II will be counseled for low grades or test scores by the PN II faculty member.
3. A list of community referral agencies is available in the Program Director's office for those students requesting it.
4. PCTC does not participate in student organizations (HOSA-Health Occupation Students of America)

ADMISSIONS COMMITTEE POLICY

Purpose: To establish criteria for admission into the practical nursing program.

Members:

PN program director

PN 2 instructor

Technical center principal

GED/special education teacher and/or nurse aide or medical assistant instructor

Eligibility:

Applicants from in county, out of county and high school seniors are eligible to apply for the PN program.

Selection Process:

Applicants must complete the required program application, obtain 3 letters of references NOT related to you, have high school transcripts or GED scores sent to the school. College transcripts are encouraged to be sent as well. Applicants must also take the TEAS test from Assessment Technology Institute, LLC (ATI) that is given at this school. Applicants may take the TEAS test at another school and those results will be accepted at this SON provided the test has been taken in the prior year or same year the applicant is applying for.

Applicants are reviewed and evaluated using the following criteria: (note: points are maximum listed for each category)

- Current high school student applicant GPA 6 points
- Adult student applicants high school GPA or GED scores 3 points
- Education Level 2 points
- TEAS test score/level 8 points
- Reference Letters 3 points
- Applicant Essay 4 points

Applicants will be ranked and accepted by the Admissions Committee according to the procedure and criteria listed in this policy. An alternate/wait list will be established by the committee. The wait list is valid for the current academic year. High School students with a GPA of 3.0 are given priority over in county and out of county adult applicants.

Page County Technical Center School of Practical Nursing does not discriminate on the basis of race, color, sex, religion, nationality, sexual orientation or disability in student admission selection.

Tuition, Textbooks and Required Materials

Tuition-in Page County resident *high school seniors-NO COST	\$3000 per year
Tuition-out of Page County	\$3500 per year
Background Check	\$35
Nursing patch	\$3
Urine Drug Screen-PN 1	\$85
School uniform-lab coat optional, stethoscope and shoes	Approx. \$150
ATI testing-PN 2	\$650
Clinical Supervisory Fee	\$10 PN1 \$30 PN2
Textbooks- a list is provided for students to purchase individually *high school students-books are loaned for PN 1	Approx. \$500

*Tuition and the above listed fees are subject to change on an annual basis

PN 1 Class hours

Classroom	Monday-Friday	0815-1055 may change depending on high school schedule
Clinical	Second semester 1-2 days a week (Five 8 hour days total)	0630-1500 Page Memorial 0800-1700-Physicians offices

PN 2 Class hours

Classroom	Monday-Friday with exception of clinical days	0815-1400
Clinical	2 days a week (average) for a total of 381.5-385.5 clinical hours	Varying Hours: 0630-1500 0800-1700

*PN 2 classroom and clinical schedule will vary week to week. There will be 1-2 days a month students may be off to make up clinicals days as needed

Transfer Students

A student will be considered for admission as a transfer student from another state accredited school of practical nursing during Practical Nursing I only. Admission requirements will be applied as for any beginning student.

Advanced Standing

A student will be considered for admission with advanced standing only during Practical Nursing I. Credit for previous academic studies will be accepted when an official transcript is received verifying that:

1. The course credit was earned in an accredited educational institution.
2. The course content is comparable to the corresponding course in the Practical Nursing Program.
3. The student's final grade is 80% "B" or above.

Readmission Policy

A student who requests readmission, who voluntarily withdrawals or has course failure will be considered for readmission if

1. Length of time (no more than a year) since date of departure.
2. Availability of space.
3. The student must start at the beginning of a semester and not mid-semester.
4. Current BLS CPR card
5. Signed PN handbook agreement.
6. A typed statement requesting readmission and the reason must be presented to the program director.
7. The student will be expected to adhere to current policies and will be charged according to current fees.

A one year interim period will be granted to those students requiring maternity leave if satisfactory averages have been maintained in meeting the objectives of the year one program.

Attendance Policy

1. PN 1: Absenteeism of more than 30 hours will warrant a meeting with faculty which may result in immediate dismissal from the Practical Nursing Program. 24 hours of Page Memorial Med/Surg is required with the instructor. Students who miss one day of this clinical will be placed on clinical probation.
2. PN 2: Attendance: Absenteeism of more than 60 hours, will warrant a meeting with the faculty, and may result in dismissal from the program. Clinical hours requiring an instructor present (Skyview, Sentara Family Birthplace, Western State Hospital, Page Memorial Hospital) can only miss 8 hours of clinical for the duration of the second year. A student who misses over 8 hours of these instructor required clinicals will be placed on clinical probation. ALL missed clinicals are to be made up. The tardy/leave early policy is in effect for PN I and II.
3. The student will not be counted as tardy until 0820, this is subject to change if this becomes a chronic problem.
4. A student is 5-15 minutes tardy or early dismissal, this will be counted as $\frac{1}{4}$ hour missed, 16-30 minutes is $\frac{1}{2}$ hour missed, 31-45 minutes is $\frac{3}{4}$ hour missed, 46-60 minutes is 1 hour missed. A student who is absent on a clinical day requires make-up of the hours missed for that day. These hours will still count against your total hours absent.
5. Hours not used in PN 1 does not carry over to PN2.
6. The tardy/leave early policy is in effect for PN I and II.
7. A student may not at any time during the classroom or clinical setting bring to school an infant or child who is under their care
8. A student who is assigned to a clinical area and is absent; does not notify the instructor or clinical area ("no call/no show") will be placed on probation.

Probation and Dismissal Policy

Due to the special format of the Page County Technical Center School of Practical Nursing, the faculty believes that special policies of discipline and dismissal should be established.

The graduate will be responsible for life and death and requires the knowledge, judgment, and behavior to function in these situations as well as in less critical ones. One goal of nursing is to benefit the client. This means bringing no harm, however slight, to the client. For these reasons, we deem it necessary to have policies for student discipline.

The faculty has established specific rules and regulations in regard to dress code, attendance, and tardiness; we have guidelines for professional and ethical behavior. These policies are to assist in patterning the students while still in school so that their professional behavior as graduates will be an integral part of themselves as nurses- a professional habit.

1. Behavioral: The base high school's policies as well as the technical center's will apply to all students enrolled in this program. In addition, any behavior deemed by state and general nursing guidelines as inappropriate and/or unethical will warrant probation and/or dismissal.
2. Excessive tardiness and/or absenteeism, drug misuse, intoxication, misconduct, etc., will be brought to the student's attention through a conference.
3. The Program Director will attempt to refer the student to outside agencies that may assist the student in correcting these behaviors.
4. The initial error in behavior may result in probationary status for a period not to exceed two weeks. However, any repeated offense of a similar nature during the remaining program may warrant immediate dismissal.
5. Clinical: Any student who shows evidence of being unsafe, incompetent, or unprofessional in the care of patients shall receive a clinical grade of "failure" and immediately be placed on probationary status for a period of two weeks; however, any repeated violation of safety, incompetence, or lack of professional behavior, shall warrant immediate dismissal. The purpose of the probationary period is to focus on the problem and to assist the student in correction of the problem through additional competency review before or after class.
6. Each student must comply with the Code of Behavior for Page County Public Schools.
7. Physical and/or mental health: All students are required to have a physical examination before entry into the program. Falsifying or withholding any information that might affect admission into the program shall warrant immediate dismissal as unethical behavior.
8. Any student whose physical and/or mental health interferes with safe, competent nursing care shall be terminated from the program. Written documentation from a physician is required before the student can be considered for readmission.
9. The Program Director must authorize the withdrawal of a student from PN 1 or PN 2. The Program Director will notify the student for the reason (s) for dismissal.
10. Any nursing student who is placed on probation will be ineligible for any awards or scholarships that may be given by this School of Nursing.
11. A urine drug screen/test (10 panel) will be required of all PN 1 students to attend Valley Health System clinical experiences. The cost of the test will be the students' responsibility. The drug screen that is positive for substances that a student does not have a prescription for will be

referred to the students' family physician. In the event the student does not have a family physician, the student will be provided a list of physicians in the county. The student will not be able to return to school until another drug screen is conducted and is negative for any illegal or nonprescription substances. The student will be counted as absent on days missed. The attendance policy for the school of nursing will remain in effect. A second failed drug test will result in dismissal from the program.

12. PN 2 requires a math competency test. Students are required to have an 80% to pass the test. A student who does not obtain an 80% on this test, will be placed on academic probation. A student must re-take the test until an 80% is obtained. The student cannot attend clinical until the med competency test is passes. A probation will be given for each time the student scores below an 80% or until the student reaches their third probation.
13. A third probation during year 1 and 2 results in program dismissal.
14. Nursing care standards: Any student who shows evidence of being unsafe, incompetent, or unprofessional in the care of patients shall immediately be placed on probationary status for a period of two weeks; however, any repeated action of incompetence, violation of safety, or lack of professionalism shall warrant immediate dismissal.
15. It is understood that any reason for probation and/or dismissal will be documented and that the instructors will have provided time for competency review, counseled the student concerning unprofessional behaviors, and/or referred the student to available agencies in an attempt to correct the situation. If the student fails to improve their performance during the probation period, dismissal from the program will be necessary. The student will be notified in writing of probation and/or dismissal and the justifications for this action by the Director of the School of Nursing.

Due Process

In order to assure the student every opportunity for due process, the following procedures will be used:

1. When a student warrants probation or dismissal, the instructor must notify the student and the Director of the School of Nursing. The proper documentation will be presented to the Director.
2. The Director will have a conference with the student and the appropriate instructor(s) to discuss the reasons for probation or dismissal.
3. If the justification warrants either probation or dismissal, the Director will inform the student of program dismissal in writing in 3 days.
4. Should the student desire to appeal the decision, a written request must be sent to the Technical Center principal within three (3) days.
5. The principal will make the official decision if an appeal is done by the student. The student will be notified by the Director of the School of Nursing, including the reasons for the action.
6. Students who are placed on probation will be informed of the required corrective measures to be taken and a timetable for the accomplishment of those measures.
7. Any appeals will be directed through the appropriate channels Central office chain of command of Page County Public Schools (Director of Secondary Instruction, Assistant Superintendent of Instruction and Superintendent and lastly, School Board) within 5 days of the PCTC principal's decision.

GRIEVANCE POLICY

The faculty members recognize that misunderstandings and disagreements may occur regarding issues such as academic matters, policies, clinicals and faculty decisions. Decisions regarding grading, probation or dismissal status may be appealed through the departmental grievance policy.

The student grievance policy provides students an option to present a conflict which they feel warrants action regarding their right to an education without regard to race, color, sex, religion, nationality, sexual orientation or disability.

The goal of the Grievance Procedure is to determine a resolution of a problem using the lowest level of authority if possible.

Grievance Procedures:

Step 1- Make an appointment with the faculty member directly related to issue to discuss the situation and to discuss a possible resolution or other options that might be available.

Step 2- After discussing matters directly with the faculty without resolution, the student should see the PN Program Director to file a grievance report. The student filing the grievance must submit the grievance form in their own handwriting within 5 days (weekends excluded).

Step 3- After filing the grievance with the PN program director and the student is not satisfied with the resolution, the student may appeal in writing to the PCTC principal. This must occur within 5 days of the PN program director's decision.

Step 4- Student may appeal the principal's decision in writing to the Central office chain of command of Page County Public Schools (Director of Secondary Instruction, Assistant Superintendent of Instruction and Superintendent and lastly, School Board) within 5 days of the PCTC principal's decision.

Step 5- Final determination of student status in PCTC's PN program will be determined by the final appeal in the chain of command in Step 4.

Standards of Retention

In either Practical Nursing I or Practical Nursing II, students will be retained in the school only when the following standards are met:

- a. Student is meeting standards of integrity and honesty.
- b. Student is maintaining a satisfactory level of achievement in academic classes and in performance in the clinical laboratory.
- c. Student is maintaining a desirable standard of health. Students are expected to maintain good personal health practices and to see a doctor promptly when necessary.
- d. Student use of drugs, chemicals, or alcohol which affects the student's nursing performance will mean suspension from the program until the student is rehabilitated. The attendance policy is in effect.
- e. Student is maintaining desirable standards of nursing performance.
- f. Student is consistent in attendance both in the classroom and clinical settings. During Practical Nursing I, persons who are absent, tardy or who leave early equals more than 30 hours will meet with the attendance committee. During Practical Nursing II, persons who are absent, tardy or who leave early equals more than 60 hours will meet with the attendance committee. Students may be dismissed from the program due to absenteeism. PN 1 clinical attendance 24 hours of Page Memorial Med/Surg is required with the instructor. Students who miss one day of this clinical will be placed on clinical probation. PN 2 attendance: Clinical hours requiring an instructor present (Skyview, Sentara Family Birthplace, Western State Hospital, Page Memorial Hospital) can only miss 8 hours of clinical for the duration of the second year. A student who misses over 8 hours of these instructor required clinicals will be placed on clinical probation. ALL missed clinicals are to be made up. The tardy/leave early policy is in effect for PN I and II.
- g. Students who are having difficulty maintaining satisfactory clinical or classroom performance will be counseled and placed on probationary status, whenever possible.
- h. Students being placed on probationary status for any reason will be evaluated as stated in the probation policy. At that time, they will be removed from probation, continued on probation, or terminated.
- i. Students must comply with the Code of Student Conduct as adopted by the Page County School Board.
- j. Students in Practical Nursing I must attain a cumulative 80% unit test grade in Pharmacology as well as a "Pass" grade for clinical medication administration for retention in the Practical Nursing Program.

NOTE: Students will be dismissed from the program when they have failed to meet the above standards of retention.

Standards of Promotion

Promotion from Practical Nursing I to Practical Nursing II will be recommended only when the student has maintained at least an 80% average in each course during Practical Nursing I and has received a "Pass" grade for clinical. In addition, the right is reserved to request the withdrawal of any student who fails to meet other standards of retention, for example, unsatisfactory clinical experience or attendance.

Standards of Graduation

Approval for graduation will be based on the following:

1. Has maintained a satisfactory level of achievement in theory and performance in the clinical setting.
2. Has demonstrated personal and professional growth.
3. Has maintained desirable standards of conduct.

Grading Scale

A= 90-100

B= 80-89

C= 70-79

D= 60-69

F= 59-00

I= incomplete

Policy Relating to Attendance and Late Tests

Due to the fact that practical nursing students are expected to be dependable and reliable as licensed practical nurses and that regulation by the Board of Nursing requires careful attention to satisfactory performance, the following additions and clarifications are made to the attendance policy as it appears in the PCTC handbook and PCTC Practical Nursing Program Catalog and handbook.

1. A doctor's statement will be required for an absence of more than 2 consecutive days.
2. All missed assignments will be due on the first day the student returns to class. Tests missed must also be taken on the first day the student returns to class. Tests will be taken on the student's time, NOT during class.
3. Assignments are to be handed in at the beginning of class. Assignments handed in after class begins are considered late.
4. Students who do not take a test on the day it is scheduled will have 5 points automatically deducted from the test grade, ten points will be deducted on day 2 and a zero will be given on day 3. A test assigned on that day, must be taken on the scheduled day. A student does not have the option of not taking a test on the assigned day if the student is in class.

A test not taken when scheduled must be completed the first day the student returns to class. Exception to the above will be made for extenuating circumstances through a written request for special faculty review or a physicians note. This request must be submitted at the first class day after returning to class. If more than one test is missed, the student will be expected to formulate a written plan for making up tests missed. This plan must be acceptable to the instructor.

5. Makeup tests for PN I students must be scheduled with the instructor and will be given with supervision after class.
6. Makeup tests for PN II students must be scheduled with the instructor and the student should be prepared to take the missed test on the first class day if the student is scheduled for clinical days after the missed test.
7. The Probation Policy can be found in this handbook.

Curriculum

Practical Nursing I Learning Modules

Hours

Module Name	Class	Skills Lab	Clinical
Personal and Vocational Relationships	42	3	
Anatomy and Physiology	90		
Nutrition	45		
Foundations of Nursing	77	46	
Pharmacology	56		
Mathematics for Health Care Professionals	20	9	
Adult Medical/Surgical Nursing I	60		40
Totals	390	58	40
Total Year 1	488 hours		

Practical Nursing II Learning Modules

Hours

Module Name	Class	Skills Lab	Clinical
Adult Medical/Surgical Nursing II	230		144
Medication Administration	2		0
Mental Health/Psychiatric Nursing	42		38 (excluding 2 hour orientation on first day)
Pediatric Nursing	58		44
Geriatric Nursing	58		64
Maternal/Newborn Nursing	63	4	56
Leadership/Management including Preceptorship	6		36-40
Totals	459	4	381-385
Total Year 2	844-848 hours		
Total Program	1332-1336 hours		

Year 1

I. Personal and Vocational Relationships Class Hours- 42, Skills Lab Hours- 3

This course introduces the student to the legal and ethical issues of nursing; the privileges, obligations, and responsibilities of the practical nursing profession. Also included are communication skills, nursing process, interpersonal relationships and the cultural diversity of clients. This course examines the organizational patterns of hospitals and acquaints the students with HOSA activities.

II. Anatomy and Physiology Class Hours- 90

This course describes the structure and function of the healthy body, beginning with cells, tissues, organs, and systems. It also includes the basic facts relating to anatomy and physiology, chemistry, physics, and microbiology. It will include anatomy and physiology as it spans the life cycle.

III. Nutrition Class Hours- 45

This course assists the student in learning the basic principles of good nutrition and relating the role of food to good health. Included is the study of nutrients, their sources and functions, basic requirements for each age group, and a brief introduction to diet therapy. This course relates diet therapy to the nursing needs of the patient.

IV. Foundations of Nursing Class Hours- 77 Skills Lab Hours- 46

This course is designed to meet the students need for learning and understanding the principles underlying, as well as the performance of, the procedures and techniques that are essential to the basic nursing care of patients. First aid, CPR, and emergency nursing are also included. More complex procedures are included in Adult Medical/Surgical Nursing II.

V. Pharmacology Class Hours- 56, Clinical Hours- 4

This course introduces students to all areas of basic pharmacology. Special emphasis is placed on the nursing process as it relates to drug therapy.

VI. Medical Mathematics Class Hours- 20, Skills Lab Hours- 9

This course places emphasis on dosage calculation and techniques and the principles of medication administration.

VII. Adult Medical/Surgical Nursing I Class Hours-60, Clinical Hours- 40

This course provides the students with an introduction to disease conditions including classifications, methods of diagnosis, treatments, and symptoms of illness which serve as a basis for nursing care. Care of patients with infectious processes, surgery, neoplastic disease, allergies, and endocrine disturbances will be addressed.

Year 2

- I. **Adult Medical/Surgical Nursing II** Class Hours- 230, Clinical Hours-144
This course builds on Medical/Surgical I through classroom instruction, clinical conferences, and supervised clinical practice. The areas of nutrition, pharmacology, rehabilitation, and mental health are integral parts of the course. These learning experiences will provide an opportunity for the students to function within the space of his/her ability and legal boundaries.
- II. **Medication Administration** Class Hours-2
This course includes math review, calculation and dosage.
- III. **Mental Health/Psychiatric Nursing** Class Hours- 42, Clinical Hours- 38
This course includes the principles and practice of nursing for attainment and maintenance of mental health. The student can expect to employ knowledge of mental health nursing principles in a variety of practice settings.
- IV. **Pediatric Nursing** Class Hours- 58, Clinical Hours- 44
This course will assist the student to develop nursing skills required to meet the physical, social, and emotional needs of the well and sick child and his family. Normal growth and development and disease conditions are presented by developmental stages. Emphasis is placed on the child's reaction to illness, care given, and therapy. Preventative care and available community resources are included as well as laws affecting pediatrics.
- V. **Geriatric Nursing** Class Hours- 58, Clinical Hours- 64
This course will assist the student in gaining knowledge of physical and psychosocial changes associated with the aging process. Special emphasis is placed on nursing problems and care of the older adult in the hospital or elder care setting.
- VI. **Maternal/Newborn Nursing** Class Hours- 63, Skills Lab-4, Clinical Hours- 56
This course of study includes care of women in all phases of childbearing and the welfare of the infant. The main objective is to develop the student practical nurses ability to care for the maternity patient with skill and understanding in all phases of pregnancy and to meet the needs of the newborn.
- VII. **Leadership/Management** Class Hours- 6, Preceptorship Hours- 36-40
This course includes principles of leadership with emphasis on the specific application to the leadership role of the LPN in long term care facilities. This course also assists the student with developing skills necessary for employment as an LPN. A 36-40 hour clinical preceptorship of the students choice is included in this course.

Page County Technical Center
School of Practical Nursing
ATI Testing Remediation Policy-Year 2

Assessment Technology Institute's (ATI) offers a comprehensive, assessment driven review program that is designed to enhance student NCLEX success and include assessment indicators for academic success, critical thinking, and learning styles. PN II curriculum and utilization of ATI's online tutorials, review modules, practice and proctored assessments and remedial work (if necessary) will assist students to prepare effectively helping to increase confidence and familiarity with nursing content.

Purpose

Content Mastery Series offers content specific assessments providing proficiency levels that measure a student's level of knowledge acquisition. NCLEX readiness is measured through the PN Comprehensive Predictor.

Components

ATI online practice assessments are meant to help students become familiar with the format, functionality, and items that will be seen on the proctored assessments. Secondly, they are used as a learning tool to identify areas of strengths and weakness as they prepare to take the proctored assessments. Remediation will be utilized to provide additional student learning opportunities related to clinical judgement and safe nursing practice, resulting in improved student learning outcomes and enhance NCLEX success

Proctored assessments are a formative indication of developing NCLEX readiness in content areas, generating a Focused Review supporting remediation of knowledge gaps prior to taking the Comprehensive Predictor.

PN Comprehensive Online Practice Assessment provides assessment of student's comprehension and mastery of nursing content and used in final semester prior to graduation. PN Comprehensive Predictor assesses a student's mastery of nursing content and readiness to sit for the NCLEX-PN.

- The percentage of items from all major NCLEX Client Need categories is similar to the percentage of items on the NCLEX-PN.

PN Comprehensive Predictor/ PN Comprehensive Online Practice Assessment
Client Needs Categories

- | | |
|---|--|
| <input type="checkbox"/> Coordinated Care | <input type="checkbox"/> Basic Care and Comfort |
| <input type="checkbox"/> Safety and Infection Control | <input type="checkbox"/> Pharmacological Therapies |
| <input type="checkbox"/> Health Promotion and Maintenance | <input type="checkbox"/> Reduction of Risk Potential |
| <input type="checkbox"/> Psychosocial Integrity | <input type="checkbox"/> Physiological Adaptation |

PN Content Mastery Series has established recommended benchmark scores known as proficiency levels that evaluate performance on each of the seven PN Content Mastery Series assessments. Proficiency levels correlate a student’s performance on the Content Mastery Series to NCLEX-PN performance the student learning. ATI suggests, students performing at a level 2 or higher on multiple Content Mastery Series Proctored Assessments, on the first attempt, are more likely to be successful on the NCLEX.

PN CMS 2020 PROCTORED ASSESSMENTS	BELOW LEVEL 1 PROFICIENCY	AT LEVEL 1 PROFICIENCY	AT LEVEL 2 PROFICIENCY	AT LEVEL 3 PROFICIENCY
Adult Medical Surgical (90 items)	0.0% - 48.9%	50.0% - 62.2%	63.3% - 75.6%	76.7 % - 100.0%
Fundamentals (60 items)	0.0% - 48.3%	50.0% - 65.0%	66.7% - 81.7%	83.3% - 100.0%
Management (50 items)	0.0% - 54.0%	56.0% - 66.0%	68.0%-78.0%	80.0% - 100.00%
Maternal Newborn (50 items)	0.0% - 54.0%	44.0% - 62.0%	64.0% -74.0%	76.0% - 100.0%
Mental Health (50 items)	0.0% - 42.0%	50.0% - 66.0%	68.0% - 78.0%	80.0% - 100.0%
Nursing Care of Children (60 items)	0.0% - 48.0%	53.3% - 65.0%	66.7% - 78.3%	80.0% - 100.0%
Pharmacology (50 items)	0.0% - 42.0%	44.0% - 60.0%	62.0% - 74.0%	76.0% - 100.0%

PN CONTENT MASTERY SERIES 2020 PROFICIENCY LEVEL DEFINITIONS

LEVEL 1

A student meeting the criterion for Proficiency Level 1:

- is expected to just meet NCLEX-PN® standards in this content area.
- should demonstrate the minimum level of knowledge in this content area required to support academic readiness for subsequent curricular content.
- should meet the absolute minimum expectations for performance in this content area.

LEVEL 2

A student meeting the criterion for Proficiency Level 2:

- is expected to readily meet NCLEX-PN standards in this content area.
- should demonstrate a level of knowledge in this content area that more than adequately supports academic readiness for subsequent curricular content.
- should exceed minimum expectations for performance in this content area.

LEVEL 3

A student meeting the criterion for Proficiency Level 3:

- is expected to exceed NCLEX-PN standards in this content area.
- should demonstrate a high level of knowledge in this content area that confidently supports academic readiness for subsequent curricular content.
- should exceed most expectations for performance in this content area.

Review Modules/eBooks

ATI review modules in print and eBook formats include written and video materials in key content areas. These modules will be used throughout PN II to supplement course work, reading and remediation following assessments.

Core Content Areas

- | | |
|---|---|
| <input type="checkbox"/> Fundamentals of Nursing | <input type="checkbox"/> Mental Health Nursing |
| <input type="checkbox"/> Pharmacology | <input type="checkbox"/> Nursing Care of Children |
| <input type="checkbox"/> Adult Medical Surgical Nursing | <input type="checkbox"/> Nutrition |
| <input type="checkbox"/> Maternal Newborn Care | <input type="checkbox"/> Management |

Tutorials to Support Assessment and Remediation Process

Nurse Logic is a tutorial providing the basics of how nursing think and make sound clinical decisions. With Learning Systems 2.0, students will gain experience answering NCLEX-style questions in addition to evaluating mastery of concepts through pre-set practice quizzes, student built customized quizzes with focus on specific categories, or test category specific comprehension with adaptive quizzing.

Assessments

The Content Mastery Series is comprised of proctored, online practice assessments in specified nursing areas, and series of Medical Surgical assessments addressing individual body systems. Practice assessments and standardized proctored assessments will be implemented throughout PN II and will identify what students know and areas requiring remediation (Topic to Review).

Focused Reviews/Active Learning/Remediation

ATI focused review facilitates the remediation experience by identifying learning gaps and creates a personalized review based on a students' performance on Content Mastery Series and proctored assessments. Focused Review uses ATI Review Modules content in an eBook that includes text, imagery, sound and/or video, which highlights specific elements of content a student must review. When student completes the first round of remediation, they will take a post-remediation quiz that provides similar questions on identified content gaps (**applies to Practice Assessments ONLY**). The post remediation quiz is to provide feedback on the remediation process.

Focused Review for proctored assessments is completed using associated eBook and ATI Review Module content that is reviewed by chapter and completion of Three Critical Points Template.

Purpose of Remediation

To provide additional student learning opportunities related to clinical judgement and safe nursing practice, resulting in improved student learning outcomes.

Course of Action for PN II

- ATI Assessments**
 - Self-Assessment Inventory and Critical Thinking Entrance Exam Assessments will be required and completed at the beginning of the curriculum.

- Complete Nurse Logic Modules and repeat as needed throughout the program based on performance. (Beginning and Advanced student levels)
 - Knowledge and Clinical Judgement
 - Nursing Concepts
 - Priority-Setting Frameworks
 - Testing and Remediation
 - Complete Learning Systems Quiz on content under Tutorials Tab prior to taking Practice Assessments. These may be taken as often as needed as it is a tutorial. Use the “HINT” button to assist with deciphering questions and using critical thinking skills. These may be assigned as an “Entry” or “Exit” Ticket to class.
- **Practice Assessments**
- **First Practice Assessment** – Remediate missed content with focused review using textbooks, review books with videos, animations, graphics, tutorials, and using Three Critical Points template. Focused review and Active Learning Templates are to be placed in Remediation Notebook.
 - **Remediation must be completed within 1 week post 1st practice assessment prior to taking 2nd practice assessment.**
 - **Second Practice Assessment** – Remediate missed content with focused review using textbooks, review books with videos, animations, graphics, tutorials, and using Three Critical Points template. Focused review and Active Learning Templates are to be placed in Remediation Notebook.
 - **Remediation for 2nd practice assessment to be completed within 1 week post 2nd practice assessment.**
- **Proctored Assessments**
- Proctored assessments will be scheduled prior to final exams or when 90% of content has been taught in corresponding course.
 - **Student must score at a Proficiency Level 2 on Proctored Assessments. Proctored assessments Retake for students scoring less than level 2 will be administered 1 week after initial assessment allowing time for student to complete remediation.**
 - If Proficiency Level 2 is not achieved on any proctored assessment student must remediate missed content with focused review using textbooks, review books with videos, animations, graphics, tutorials, and using Three Critical Points template. Focused review and Three Critical Points templates are to be placed in Remediation Notebook.
- **Remediation Notebook To be Used with Focused Review/Topics to Review**
- 3 Ring Binder with tabbed dividers for courses/assessments
 - **Placement Order of Document in 3 Ring Binder**
 - Copy of Policy/Grading
 - Current Transcript
 - Sections for each nursing course or NCLEX Client Needs Categories
 - PDF copy of Topics to Review/Assessment Report
 - Active Learning Templates/Three Critical Points Template (proctored)

- Pertinent Tutorial Information
- **Online Focused Review (use for Proctored Assessments for remediation)**
 - Create at www.atitesting.com
 - Review each missed topic from Assessment Report Topic to Review. Follow links provided to ATI reference materials such as: Review Modules, videos, animations, and graphics. Use course textbooks, slideshows, and class notes to review missed content.
 - Student must complete at least **1 hour** of review. Time is tracked while student is online within the Focused Review and will show on Transcript and Reports.
 - **After reviewing missed content, using Three Critical Points Template consider the three most important nursing related topics about that specific content and handwrite them on template. Keep it simple and concise. Place in Remediation Notebook.**

PN CONTENT MASTERY SERIES GRADING RUBRIC

PRACTICE ASSESSMENT POINTS

<p style="text-align: center;">Complete Practice Assessment A- 40 Points</p> <p style="text-align: center;">Remediation:</p> <ul style="list-style-type: none"> • Minimum 1-hour Focused Review on initial attempt • For each topic missed, complete an active learning template as part of the required remediation process* • Take Post Study Quiz (if applicable)**and complete an active learning template for each topic missed 	<p style="text-align: center;">Complete Practice Assessment B- 40 Points</p> <p style="text-align: center;">Remediation:</p> <ul style="list-style-type: none"> • Minimum 1-hour Focused Review on initial attempt • For each topic missed, complete an active learning template as part of the required remediation process* • Take Post Study Quiz (if applicable)**and complete an active learning template for each topic missed
---	---

PROCTORED ASSESSMENT

<p>Level 3- 40 points</p> <p>Remediation- 20 points</p> <ul style="list-style-type: none"> • Minimum 1-hour Focused Review on initial attempt • For each topic missed, complete an active learning template as part of the required remediation process* 	<p>Level 2- 30 points</p> <p>Remediation- 20 points</p> <ul style="list-style-type: none"> • Minimum 2-hour Focused Review on initial attempt • For each topic missed, complete an active learning template as part of the required remediation process* 	<p>Level 1- 10 points</p> <p>Remediation- 20 points</p> <ul style="list-style-type: none"> • Minimum 3-hour Focused Review on initial attempt • For each topic missed, complete an active learning template as part of the required remediation process* 	<p>Below Level 1- 0 points</p> <p>Remediation- 20 points</p> <ul style="list-style-type: none"> • Minimum 4-hour Focused Review on initial attempt • For each topic missed, complete an active learning template as part of the required remediation process*
--	--	--	---

* *Handwritten ALTs are preferred.*

** *Post-study quiz questions may be provided to a student based on specific student knowledge gaps. (Major Content Areas 75% or less. 0 to 50 items possible for additional remediation).*

***This policy will account for 10% of the total course grade in the following subject areas: Med/Surg II, Maternity, Pediatrics, Leadership & Management and Mental Health. There will be 100 points total. The student earns 20 points for completing Assessment A, 20 points for completing Assessment B. The proctored assessment points will be added to the assessment points (see above point system).*

Comprehensive Predictor Grading Rubric

<p>Complete Practice Assessment A</p> <p style="text-align: center;">Remediation:</p> <ul style="list-style-type: none"> • Minimum 1-hour Focused Review on initial attempt • For each topic missed, complete an active learning template as part of the required remediation process* • Take Post Study Quiz (if applicable)**and complete an active learning template for each topic missed 	<p>Complete Practice Assessment B</p> <p style="text-align: center;">Remediation:</p> <ul style="list-style-type: none"> • Minimum 1-hour Focused Review on initial attempt • For each topic missed, complete an active learning template as part of the required remediation process* • Take Post Study Quiz (if applicable)**and complete an active learning template for each topic missed
--	--

PROCTORED ASSESSMENT

<p>95% or above passing predictability</p> <ul style="list-style-type: none"> • Minimum 1-hour Focused Review on initial attempt • For each topic missed, complete an active learning template as part of the required remediation process* 	<p>90% or above passing predictability</p> <ul style="list-style-type: none"> • Minimum 2-hour Focused Review on initial attempt • For each topic missed, complete an active learning template as part of the required remediation process 	<p>85% or above passing predictability</p> <ul style="list-style-type: none"> • Minimum 3-hour Focused Review on initial attempt • For each topic missed, complete an active learning template as part of the required remediation process 	<p>84% or above passing predictability</p> <ul style="list-style-type: none"> • Minimum 4-hour Focused Review on initial attempt • For each topic missed, complete an active learning template as part of the required remediation process
---	--	--	--

****COMPREHENSIVE PREDICTOR REMEDIATION IS A PROGRAM REQUIREMENT AND IS NOT OPTIONAL**

**Handwritten ALTs are preferred.*

*** Post-study quiz questions may be provided to a student based on specific student knowledge gaps. (Major Content Areas 75% or less. 0 to 50 items possible for additional remediation).*

Plan for success and Remediation Process-PN 1 & 2

Students who score below a 75% on two consecutive tests in any course are required to complete this form. This form is due within 3 days after the second failed test.

Student Name _____ Date _____

Course _____

Test Scores _____

Self Report

What topics did you miss? _____

My Impression of Why I Scored below a 75%:

I misread the question. _____

I read into the question _____

I did not remember subject content _____

I marked the answer incorrectly _____

I misunderstood the question _____

I misread key words _____

I guessed wrong _____

I did not have time to study _____

Other _____

Describe your usual study routine.

Did you study by yourself, with another person or in a group?

Which method works best for you? Why?
Plan for Success (developed with faculty)

- 1.
- 2.
- 3.
- 4.

Student Signature _____ Date _____

Faculty Signature _____ Date _____

Student Outcome

The student has increased course test scores

The student continues to score below 75% on tests

If objectives are not met, what is the student/faculty plan?

Student Signature _____ Date _____

Faculty Signature _____ Date _____

Code of Honor

We, the practical nursing students of Page County Technical Center, pledge to abide by this Code of Honor:

- We will conduct our personal lives with integrity.
- We will neither give nor receive assistance during test taking.
- We will wear our uniform properly at all times.
- We will abide by, and uphold, the policies in this handbook.
- We will maintain the highest standards of Practical Nursing at all times.

Every student is on his/her honor to report any breach of the Honor Code to the instructor and/or administration, allowing the offender eight hours to do so himself/herself. Cheating leads to dismissal from the school.

Inclement Weather Policy

The Page County Technical Center School of Practical Nursing will follow the inclement weather policy as established by Page County Schools.

- If school is closed, there is NO class for PN I or II students
- 2 hour late schedule
 - Class time PN I- 1015-1210 (approximate depending on high school schedule; PN II- 1015-1400
 - Clinical schedule
 - 0630-1500 rotation will start at 0830 and conclude at 1500
 - 0800-1700 office rotation-NO CHANGE IN TIME. Please check with the assigned office to ensure the office is opening on time.
 - 0800-1530 school nurse rotation will begin at 1000 and conclude at 1530

Informational Items

1. 54.1-3001 of the Code of Virginia, a nursing student, while enrolled in an approved nursing program, may perform tasks that would constitute the practice of nursing. The student shall be responsible and accountable for the safe performance of those direct patient care tasks to which he has been assigned.
2. The date the student turns 18 or has already turned 18 and is a high school graduate; are hereby informed of the transfer of parental rights under federal law to the adult student at the age of 18.

I have read and understand the rules and requirements of Page County Technical Center's School of Practical Nursing Handbook. I agree to adhere to the school's policies and expectations.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

*high school students only