

CHESAPEAKE CAREER CENTER

PRACTICAL NURSING PROGRAM



STUDENT HANDBOOK

2020 - 2021

CHESAPEAKE CAREER CENTER
PRACTICAL NURSING PROGRAM

1617 Cedar Road
Chesapeake, Virginia 23322
757-547-0134 (phone)
757-547-2391 (fax)

STUDENT NURSE HANDBOOK

2020 - 2021

Effective August 31, 2020

The Chesapeake Public School System is an equal educational opportunity school system. The School Board of the City of Chesapeake is committed to the principle of equal opportunity for all and shall not permit unfair discrimination on the basis of race, color, national origin, sex, age, religion, or disability.

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**CHESAPEAKE CAREER CENTER
PRACTICAL NURSING PROGRAM**

2020-2021 SCHOOL CALENDAR

August	3 31	Practical Nursing II Continues Practical Nursing III Begins
September	7 8	Labor Day Practical Nursing I Begins
November	3 11 25 26-27	National HOSA Week Teacher Work Day (No Classes) Veteran's Day Holiday Early release day Thanksgiving Holidays
December	20	Last Day Before Winter Break
January	4 18	School Reopens Martin Luther King, Jr. Day - Holiday
February	1 2 3 15	End of Semester Teacher In-Service PN II Begins Presidents' Day - Holiday
March	5 12-14	PN II End of Grading Period HOSA State Leadership Conference (Williamsburg, Virginia)
April	5-9 23	Spring Break Chesapeake Regional Medical Center - Clinical Begins for PN II
May	TBA 31	PN III Graduation Memorial Day - Holiday
June	11	Final Exam (Tentative date)

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ADMINISTRATIVE STAFF

Building Administrator
Assistant Principal
Guidance Director

Dr. Shonda Pittman-Windham
Dr. Karin Collier
Laura Edmonds-Young

FACULTY-PRACTICAL NURSING PROGRAM

Director and PN I, II Instructor
Kathy Jones, B.S.N., R.N., M. Ed
Medical College of Virginia - Virginia Commonwealth University
Regent University

PN III Instructor
Lucia Farmer, B.S.N., R.N.
Old Dominion University

PN III Instructor
Dr. Lisa Williamson, M.S.N./Ed., D.N.P., R.N.
Grand Canyon University
Chatham University

COOPERATING AGENCIES

The following hospitals and agencies provide clinical and/or observational experiences through contracts and agreements.

Cedar Manor Assisted Living
1324 Cedar Road
Chesapeake, Virginia 23322

Chesapeake Regional Medical Center
736 Battlefield Boulevard, North
Chesapeake, Virginia 23327-2028

Grassfield Pediatric Specialists
449 Dominion Boulevard, South
Chesapeake, VA 23322

Pediatric Specialists
612 Kingsborough Square,
Suite 301
Chesapeake, Virginia 23322

Sentara Nursing Center – Chesapeake
776 Oak Grove Road
Chesapeake, Virginia 23320

St. Mary's Home for Disabled Children
6171 Kempsville Circle
Norfolk, Virginia 23502

PHILOSOPHY

We, the Faculty of the Chesapeake Career Center School of Practical Nursing, believe that:

- Education is a continuous process of learning, resulting in observable behavioral changes in attitudes, skills and knowledge. Education is best achieved through a discipline of study based upon democratic principles.
- Career and Technical Education is a part of education in today's society. The fundamental purpose of this type of education is to aid the individual in developing those attitudes, skills and knowledge necessary to meet the requirements for his/her citizenship, for self-actualization, for economic self-sufficiency, and for satisfactory human relationships.
- Nursing is a profession based upon the human sciences and its application is an art learned through perfection of skills. Nursing is based upon a holistic concept and allied with other health professions to meet the ever changing needs of the client in promoting achievement and maintenance of optimum health.
- Practical Nursing is a practice discipline which functions with other members of the health care team in promoting and maintaining health, preventing disease and disability, and rehabilitating clients experiencing altered health states. The Licensed Practical Nurse provides direct and indirect health care under the direction of the professional nurse and/or physician.
- Practical Nursing Education is a planned program of instruction through which the student is actively involved in assessing, planning, implementing, and evaluating his role in health care delivery. The role of the Faculty is to provide an environment which fosters learning and to direct the student in a program of study which will satisfy his individual needs and fulfill the objectives of the program.

The Faculty recognizes and accepts its responsibility to provide the necessary theoretical framework and clinical supervision in an educational program for selected practical nurse students. The Faculty further recognizes its responsibility for continuing professional growth and development.

Reviewed: 8/20

PROGRAM OBJECTIVES

In accordance with the philosophy of the Chesapeake Career Center School of Practical Nursing, the graduates will be expected to satisfy the following objectives:

1. Apply the nursing process in the care of clients by:

- a. Identifying the physical, emotional, and sociocultural needs of the client.
- b. Developing nursing care plans according to the client's needs.
- c. Performing nursing skills according to the needs of the client within the scope of practice of the Licensed Practical Nurse.
- d. Correlating the principles of the basic sciences with the application of nursing skills.
- e. Providing and maintaining a safe environment.
- f. Evaluating the care given, modifying the nursing care plan as needed, and seeking guidance when necessary.

2. Demonstrate abilities to communicate with clients, family, significant others, and health team members by:

- a. Identifying and applying basic communication skills.
- b. Identifying and modifying problems in communicating to improve interpersonal relationships.
- c. Observing, reporting, and recording pertinent information to the appropriate persons or persons through the correct channels of communication.

3. Demonstrate management of personal growth by:

- a. Showing respect for the dignity and worth of the individual.
- b. Identifying personal strengths and weaknesses and seeking assistance for improvements of those weaknesses.
- c. Practicing habits which are conducive to optimum health and setting examples for others.
- d. Participating in learning experiences.

4. Demonstrate commitment to ethical, legal, and educational obligations by:

- a. Developing positive attitudes about the nursing profession.
- b. Obtaining and maintaining current licensure.
- c. Supporting and contributing to organizations which improve the education and status of the Licensed Practical Nurse.

Reviewed: 8/20

GENERAL DESCRIPTION

The Chesapeake Career Center Practical Nursing Program is one of the career and technical education programs offered by the Chesapeake Public Schools. The Nursing Department occupies two classrooms with a laboratory complex at the Center. The Chesapeake Career Center Practical Nursing Program is approved by the Virginia Board of Nursing. The program is also certified for payment of Veteran's Affairs benefits. The program is not accredited by any United States accrediting body and is not eligible for Title IV educational funding for post-secondary students.

This is an 18-month program of study of basic nursing education, designed for high school seniors interested in becoming Licensed Practical Nurses. Selected adults may be admitted to complete the enrollment each year. High school seniors earn three weighted, sequential course credits towards the high school diploma by completing Practical Nursing I and Practical Nursing II. The two semesters are comprised of 550 hours of theory and laboratory experiences, including a 40-hour clinical rotation in an acute care setting. Scheduled hours for theory classes are 0915-1145, Monday through Friday.

Practical Nursing III begins after graduation from high school and consists of approximately 1000 hours of theory and clinical experience. Scheduled hours for theory classes are 0900-1500; clinical hours are usually 0630-1300. Evening clinicals and/or 12-hour shifts may be scheduled, as necessary, in specialty rotations.

Upon successful completion of this program, students are eligible to apply for LPN licensure and to take the computer-adaptive licensure examination for practical nurses which is written by the National Council of State Boards of Nursing (NCLEX).

Graduates of the program may receive credit hours in fundamental nursing courses in the Associate Degree Nursing Programs at Paul D. Camp Community College, Thomas Nelson Community College and Tidewater Community College.

NCLEX Pass Rate Last 6 Years	
2020- 8 Graduates	87.5% Pass
2019 – 1 Graduate	100% Pass
2018 – 12 Graduates	100% Pass
2017 – 5 Graduates	100% Pass
2016 – 9 Graduates	100% Pass
2015 – 8 Graduates	88% Pass

ADMISSION INFORMATION

Procedure for Filing Applications

1. High school juniors must file applications through their guidance office. A current transcript is required.
2. Adult applicants must follow the application procedures outlined on the school web site. The total application packet containing official transcripts and/or GED certificate, professional references, and essay are submitted on the day of pre-entrance testing.
3. Adults who achieve acceptable scores on the Assessment Technology Institute's TEAS test are invited to attend a mandatory information session about the nursing program and to participate in group interviews with the nursing faculty.

Criteria for Selection of Nursing Students

The following criteria are used to evaluate each applicant for admission to the nursing program:

1. High school students must be eligible to enter the 12th grade at the beginning of the Fall semester.
2. A minimum 2.5 grade point average, completion of Chemistry and a satisfactory attendance record are required for high school applicants.
3. Adult application packets, submitted on the date of pre-admission testing, must include all requested documents.
4. Adult applicants must achieve acceptable scores on the ATI TEAS Aptitude test.
5. Adult applicants must attend an information session and group interviews conducted by the Nursing Faculty.
6. Adult applicants must submit the required criminal history and sex offender background check.
7. All students must submit a current medical history, health screenings, immunization records, and proof of current CPR certification for the health care professionals at least 45 days prior to the first clinical rotation.
8. The Admissions Committee evaluates all applicants without regard to age, race, sex, religion, or national origin.

ESSENTIAL FUNCTIONAL ABILITIES

FUNCTIONAL ABILITY REQUIREMENTS FOR NURSING STUDENTS

INTRODUCTION

In order for safe nursing practice to occur and for students to be qualified to participate in and complete the program, all nursing students must be able to perform these essential functions. The program will provide qualified disabled students with reasonable accommodations that are necessary to enable them to meet the nursing care standards required of them. The American Association of Colleges of Nursing (AACN) and the National Council of State Boards (NCSBN) have defined a thorough list of competencies necessary for the professional practice of nursing. These competencies were defined from an extensive study of practicing nurses and can be defined in general terms as:

1. Ability to see, hear, touch, smell, and distinguish colors;
2. Oral and writing ability with accuracy, clarity, and efficiency;
3. Manual dexterity, gross and fine movements;
4. Ability to learn, think critically, analyze, assess, solve problems, and reach judgment;
and
5. Emotional stability and ability to accept responsibility and accountability.

The educational program is dedicated to principles of nondiscrimination. This includes a commitment not to discriminate against qualified disabled applicants and students.

If a student cannot perform the function in the manner indicated, he or she will not necessarily be precluded from participating in the program, but will need to be able to perform the essential functions with or without reasonable accommodation.

Specific functional abilities for nursing students are identified in the following pages.

ESSENTIAL FUNCTIONS AND STANDARDS OF PERFORMANCE IN THE CLASSROOM, LABORATORY, OR CLINICAL SETTING

COGNITIVE

The student must be able to thoroughly, efficiently and reliably:

1. recall information from reading material, lecture, discussion, patient evaluation;
2. interpret and extrapolate information from reading material, lecture, discussion, patient evaluation;

3. apply information from reading material, lecture, discussion, patient evaluation;
4. evaluate or form judgments about information from reading material, lecture, discussion, patient evaluation.

AFFECTIVE

The student must be able to:

1. establish professional, trusting, empathetic relationships with a variety of individuals;
2. demonstrate respect and engage in non-judgmental interactions regardless of individuals' life-styles and cultures;
3. accomplish work effectively in groups;
4. meet externally determined deadlines;
5. be present at required activities in classroom, lab and clinical settings; and
6. attend to cognitive, communication and psychomotor tasks for as long as three hours at a time.

COMMUNICATION

The student must be able to:

1. hear the spoken word;
2. attend selectively and in a controlled manner to various types of communication, including the spoken and written word and non-verbal communication;
3. speak intelligibly in English;
4. communicate in writing, intelligibly in English;
5. relay information in oral and written forms reliably, thoroughly and intelligibly to individuals and groups; and
6. read English (typed and hand-written).
7. enter data in electronic medical records; use email and word processing programs;

PSYCHOMOTOR

The student must be able to:

1. reliably inspect and observe the skin, facial expression, anatomical structures,

- posture, and movement of others, typically by sight;
2. assess blood pressure, selected body sounds, typically by listening with a stethoscope;
 3. reliably read equipment dials and monitors, typically by sight;
 4. feel pulses, skin condition, muscle activity, joint and limb movement, typically with hands and fingers;
 5. negotiate level ramps and stairs to assist patients/classmates appropriately, typically from an upright position;
 6. react and effectively respond quickly to sudden or unexpected movements of patients;
 7. manipulate dials, knobs, electrodes and other small to large parts and pieces of equipment typically with the hands/fingers;
 8. assist with moving, lifting and transferring dependent patients;
 9. move continuously throughout a 6 to 12-hour workday;
 10. transport self from one room to another, from one floor to another; and
 11. don and doff clothing, including gowns, masks, and gloves adhering to Centers for Disease Control guidelines.

Data adapted from “A Validation Study: Functional Abilities Essential for Nursing Practice” by Carolyn J. Yocom, National Council of State Boards of Nursing.

National Council of State Boards of Nursing website for more information:

http://www.ncsbn.org/regualtion/nursingpractice_nursing_practice_licensing.asp

Admission by Advanced Placement and Transfer

Students requesting advanced placement or transfer are evaluated on an individual basis. The student must fulfill all requirements for admission and a vacancy must be available in the class in which the prospective student will be placed.

Transcripts and curriculum objectives (if necessary) will be reviewed carefully. A “78%” first year and “80%” second year or higher in each subject is required for transfer credit to be considered. Teacher-made and/or standardized tests and observation in the clinical area may be used to determine eligibility for advanced placement. The final decision for admission and/or advanced placement credit will be made by the Admission Committee.

Tuition and fees are due on the day of admission. Tuition will be prorated according to the time remaining in the semester.

Withdrawing from the Nursing Program

A student who wants to withdraw from the Practical Nursing Program should schedule a conference with the Program Director. A written resignation is requested for the student's permanent record. High school seniors must adhere to Chesapeake Public Schools' policy, or severe academic penalties may result.

Before a resignation is official, the student must return all textbooks and library books. The student must pay for lost or damaged books.

Tuition/Program fees are **not refunded** after the second week of class.

Leave of Absence

A student in good academic standing may make a written request for a one year leave of absence at the completion of Practical Nursing II or during Practical Nursing III. A leave of absence will be granted at the discretion of the faculty. A student can return to the program in one year or less by resuming the program at the beginning of a course of study. The entire program must be repeated if the student is away for more than one year.

Readmission

Readmission will be considered on an individual basis. A student may apply for readmission to the Practical Nursing Program based on the following criteria:

1. Students who withdraw from the program in good standing may apply for readmission the following school year by completing an application and scheduling an interview with the Program Director. The decision to readmit will be made by the Admission Committee.
2. Students dismissed from the Program may apply for readmission at any time, provided that the dismissal occurred at least one year prior to application. Admission procedures in effect at the time of reapplication must be followed.

Pregnancy

To ensure the health and safety of a pregnant student, the student must inform her Clinical Instructor and the Program Director when pregnancy is confirmed. Also, the student must submit a health clearance from her obstetrician. Every effort will be made to assign the student to clients whose conditions will not compromise her health or the health of her unborn child.

The student may remain in the Program at her physician's discretion, provided that she meets curriculum objectives and makes up missed theory and clinical hours according to school policy.

ATTENDANCE AND MAKE-UP WORK

It is the belief of the Chesapeake Career Center Practical Nursing Program that attendance is imperative both for success in the nursing program and for success in the workplace. Therefore, the following policies and procedures will be strictly enforced by all nursing faculty.

Following are general policies governing student attendance and make-up work:

1. Prompt and regular attendance is expected in the classroom and clinical area.
2. A note stating the reason for absence or tardiness is to be given to the Instructor. ***Excused absences are limited to court subpoena, personal illness, family illness, or death in the immediate family.*** Any absence, whether excused or unexcused will accrue hours.
3. It is the responsibility of the student to arrange with the instructor to make-up missed learning experiences.
4. In accordance with School Board policy, the instructor shall assign or schedule make-up work at a time and place convenient to the instructor and within the schedule established by the school. Make-up work assigned and not completed in the time established shall be recorded as a grade of **E**. The make-up work schedule **begins** on the day of return as follows:
 - One day absent – two days to make up work
 - Two days absent – three days to make up work
 - Three or more days absent – a conference will be held with the student to discuss make-up work.
 - If a test is announced prior to an absence, students are expected to take the test if they are only absent the day before.
 - Clinical assignments cannot be made up at home. Assignments shall be made up at the discretion of the instructor through alternative assessment on the school campus or in the clinical area.
 - In the case of unexcused or intentional absences, students shall not be permitted to make up work for credit and shall receive a zero for any graded work assigned on the day of absence.
5. Consult the Center's Student Handbook for further details regarding attendance.

6. A student who is tardy or released early 4 times will receive an Attendance Warning. **Tardiness at the clinical site may result in the student being sent home with an unexcused absence.**

Virtual Meeting Guidelines

In the event of required virtual learning, the following guidelines apply to all students:

1. Log in on time. (Ten minutes prior to start time.)
2. Turn microphone off (unless instructed otherwise).
3. Turn video feature on (when possible) with good camera position and lighting.
4. You must be in attendance for the entire designated class time. PN III students will have a lunch break from 11:45 a.m. to 12:45 p.m.
5. Use the chat feature to communicate. (Ex. If you have are leaving to use the restroom.)
6. Remain in the meeting until the end.
7. Attire is the same as if you are at CCC (no inappropriate clothing, no sunglasses).
8. Be at a table/desk ready with note taking ability. At no time should a student be lying in bed.
9. Each session will be recorded. Be careful with your background, no advertisements allowed.
10. If you have to miss class you must notify your instructor prior to class. PN III students will be required to make up any hours missed on their own time and take a quiz.

Practical Nursing I and II

1. The amount of absenteeism and the capability of the student to make up missed theory hours and laboratory practice are considered in the advancement of a student. Students absent in excess of 9 days during either semester will receive a final grade of **E**, per school board policy.
2. Field trips and student assemblies scheduled by the home high school require prior approval by the instructor. Proper forms and signature must be presented.
3. "Senior Skip Day" is not recognized as an excuse for absence in the Chesapeake Public Schools.
4. A student who misses 30 minutes or more from class is considered absent.

Practical Nursing III

1. It is mandatory that the student call his instructor prior to theory class (0830) or clinical (0530), if he must be absent. Failure to call will be considered an unexcused absence.
2. A student is permitted 30 hours of absences, adhering to the following guidelines:
 - a. The student must participate in at least 80% of the clinical hours allotted for each specialty rotation in order to achieve clinical objectives;
 - b. All assignments, learning activities and tests must be completed per school policy.
3. If a student exceeds 30 hours of absences, she/he may be subject to dismissal from the nursing program. The student may apply for extenuating circumstances, if the student has provided documentation that supports an **excused** absence. (Refer to **Attendance, #2, page 12**). The decision to grant extenuating circumstances will be made by school administration and the nursing faculty.
4. If extenuating circumstances are granted, the appropriate instructor will provide make-up assignments. One day of theory absence requires six hours of make-up work. One day of clinical absence requires seven hours of make-up work. Theory assignments must be completed on the school campus; clinical absences can usually be made up only in the appropriate clinical area. This may necessitate that the student complete make-up hours during the next scheduled rotation.
5. Any approved make-up hours must be completed prior to the preceptorship experience.
6. A student may not be absent during her/his preceptorship experience.
7. A student cannot fulfill requirements for program completion until all approved make-up hours are completed according to program standards and policy.

2020 - 2021 FINANCIAL INFORMATION

Following are **estimated** expenses for the 18-month Nursing Program:
Tuition/Program fees are **not refunded** after the second week of class.

Practical Nursing I

		<u>High School Entrants</u>	<u>Adult Entrants</u>
September	Tuition	\$ 00.00	\$1200.00
	Materials Fee	00.00	25.00
	HOSA Membership Dues	15.00	15.00
	ATI Success Program	00.00	210.00
	Parking	10.00	10.00
November	Nursing Fundamentals	100.00*	100.00*
	Textbook		

Practical Nursing II

January	Tuition	00.00	1200.00
	Lab Jacket	25.00*	25.00*
	Materials Fee	00.00	25.00
	ATI Success Program	100.00	100.00
February	Dosage Calculations Textbook	75.00*	75.00*
	Uniform, Shoes, Stethoscope, Scissors	125.00*	125.00*

Practical Nursing III

July	Medical-Surgical Nursing Textbook	100.00
August	Tuition	1200.00
	Materials Fee	25.00
	HOSA Membership Dues	15.00
	ATI Success Program	321.25
	Uniforms	75.00*
	Parking	10.00
January	Tuition	1200.00
	ATI Success Program	321.25
	Materials Fee	25.00
	NCLEX-PN Application Fee	200.00*

VA Licensure	170.00*
Criminal Background Check	45.95*
Graduation Fee	100.00 (includes school of nursing pin)
Dress Uniform, Cap	50.00*

* Purchase on own/estimate

Financial obligations must be met on time, in accordance with school administrative policy.

EVALUATION AND PROMOTION

The academic and clinical objectives stated for each subject area shall be the criteria for student evaluation. Grades are determined according to Chesapeake Public School’s grade scale and are recorded as letter grades:

<u>Letter Grade</u>	<u>Conversion Scale</u>	<u>Numerical Grade</u>
A	4.0	93-100
A-	3.7	90-92
B+	3.3	87-89
B	3.0	83-86
B-	2.7	80-82
C+	2.3	77-79
C	2.0	73-76
C-	1.7	70-72
D+	1.3	67-69
D	1.0	64-66
E	0.0	Below 64

Practical Nursing I and II

1. Practical Nursing I and II students will receive written evaluations every nine weeks. High school students also receive an interim marking period grade.
2. A minimum average of 78 is **required in each subject area** for progression to Practical Nursing II and promotion to Practical Nursing III. A student with a final subject grade of “C+” that is below a 78 may advance to Practical Nursing III if he achieves a *Proficiency Level 2 (63.3%-81.6%)* on the ATI Fundamentals Mastery Test that is administered in June.
3. A composite grade for the course, **Practical Nursing**, will be determined for high school report cards by averaging all grades earned within the nine-week period.

4. At the completion of the Nursing Fundamentals clinical rotation, the student will receive a written evaluation of performance prepared by the Instructor. This evaluation will enable the student to assess achievement of curriculum objectives and to be more cognizant of essential qualities of a beginning practitioner of practical nursing.
5. Advancement to **Practical Nursing III** is dependent on attendance, theory grades, satisfactory achievement of theory and clinical objectives, and psychomotor skills demonstrated in the laboratory and clinical setting.

Practical Nursing III

1. Practical Nursing III students will receive written evaluations upon completion of each nursing course and theory unit of Medical-Surgical Nursing.
2. A minimum average of 80% is required in each course/subject area: Medical-Surgical Nursing II, Medical-Surgical Nursing III, Psychiatric Nursing, Maternity Nursing, Pediatric Nursing, Introduction to Leadership and Management, and Gerontological Nursing, as well as a **passing** rating (*1.6 and above*) in each clinical rotation to be eligible for participation in the Preceptorship experience and graduation from the nursing program.
3. The course syllabi outline the units within the Medical Surgical Nursing II and Medical Surgical Nursing III courses. The student who fails a Medical-Surgical unit exam (examples: respiratory, cardiovascular, endocrine, genitourinary) or course final exam will be required to complete remediation assignments according to Faculty guidelines in order to meet requirements for preceptorship and graduation.
4. Students must meet the benchmark score of *Proficiency Level 2* on all of the Assessment Technology Institute (ATI) assessments. Students not meeting this standard will be required to complete focused reviews and retest within a time frame set by faculty.
5. Students must achieve the program standard (90%) on the ATI Comprehensive Predictor exam. Students scoring below this standard must complete remediation assignments prepared by faculty and ATI focused reviews. Remediation and retesting often occurs after graduation so that the student is prepared for NCLEX-PN.
6. Students will be evaluated in the Clinical area on a pass/fail basis according to the following criteria:

Competent (above average; 3 points)	Indicates the individual is prepared, organized, proceeds without hesitation; follows suggested steps of a procedure in appropriate sequence; independently demonstrates safe practice; shows manual dexterity when handling equipment; and utilizes all steps of the nursing process as a basis nursing practice.
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Journal entries are turned in on time and follow program guidelines for analyzing the clinical experience and application of the nursing process. Drug cards meet program expectations.

Acceptable
(average: 2
most points)

Indicates the individual needs additional practice or review to perform in an organized, self-confident manner; can complete most steps in a procedure without assistance; demonstrates safe practice with minimal guidance; occasionally needs assistance handling equipment; does not consistently apply the nursing process to nursing practice.

Journal entries are turned in on time but do not consistently reflect evaluation and analysis of the clinical experience or use of the nursing process. Drug cards are missing some required information.

Needs Improvement
(1 point)

Indicates the individual requires guidance and assistance, review and/or practice to complete tasks and procedures; demonstrates minimal safe practice; shows awkwardness when handling equipment; does not apply the nursing process to practice.

Journal entries are incomplete and do not reflect evaluation or analysis of the clinical experience. Drug cards are incomplete or inaccurate.

Unsatisfactory
(failing; 0 points)

Indicates the individual is unprepared, disorganized, lacks self-confidence; cannot perform tasks or procedures without close supervision; would jeopardize the safety of a client without continued guidance or supervision; is unsure about the proper use of equipment; and demonstrates limited knowledge of the
Fail to submit journal entries and/or drugs cards on time.

Evaluations and conferences are scheduled at the end of each clinical rotation: Medical Nursing, Surgical Nursing, Mental Health, Maternity, Pediatrics, and Geriatric Nursing. Criteria for promotion/graduation include achievement of the objectives established for theory and clinical practice.

In order to pass a clinical component, the student must achieve at least a 1.6 rating, according to the above evaluative criteria **and must** also participate in at least 80% of

the hours allotted for each specialty and Medical-Surgical Nursing rotation. Failure to meet objectives in theory and/or clinical practice may result in probation or dismissal from the Nursing Program.

Revised: 8/19

Probation

Probation is a specific period of time given to a student to demonstrate improvement in meeting theory and/or clinical objectives, or attendance requirements. Written confirmation of probation is provided for the student and specific performance objectives requiring improvement are documented for the student. Weekly counseling/evaluation is also provided for the student.

The student, who is allowed remediation to achieve a minimum 78% in any content area in Practical Nursing II, will enter Practical Nursing III on academic probation. In order to continue in PN III, the student is required to achieve a minimum 80% in four of the five Medical Surgical Nursing II units.

The student demonstrating acceptable performance in clinical ratings, attendance, or theory grades will be removed from probation at the end of the predetermined time period. The student who is unable to demonstrate acceptable performance in either area will be recommended for dismissal from the nursing program. A student may not be placed on clinical probation a second time. He will be recommended for dismissal from the nursing program.

Probation may also be imposed for reasons outlined in *Chapter 30 of title 54.1-3007 of the Code of Virginia, Board of Nursing Statutes and Regulations, 2020.*

COMMONWEALTH OF VIRGINIA, BOARD OF NURSING STATUTES AND REGULATIONS

February 2020

Disciplinary Provisions

18VAC90-19-230 Disciplinary provisions (summarized).

The board has the authority to deny, revoke, or suspend a license or multistate licensure privilege issued, or to otherwise discipline a licensee or holder of a multistate licensure privilege upon proof that the licensee or holder of a multistate licensure privilege has violated any of the provisions of § 54.1-3007 of the Code of Virginia. For the purpose of establishing allegations to be included in the notice of hearing, the board has adopted the following definitions:

- a. Fraud or deceit in obtaining or attempting to obtain a license;
- b. Unprofessional conduct;
- c. Conviction of any felony or misdemeanor involving moral turpitude;
- d. Unsafe or unethical practice;
- e. Violation of state laws relating to the privacy of patient information;
- f. Entering into a relationship with a patient that constitutes a professional boundary violation.
- g. Abuse, negligent practice, or misappropriation of a patient or resident's property.

Use of Social Media

Social media and other electronic communication can be an exciting, valuable tool when used appropriately. Students must be aware of the potential consequences from inappropriate disclosures on social media sites by healthcare professionals and students preparing for a health profession. Actions of the student may damage the reputation of the health care organization, the educational program, or another individual and subject either to a lawsuit or regulatory consequences. At no time should electronic postings violate patient privacy and confidentiality or include remarks about the healthcare facility or school personnel or nursing students that may be considered threatening, harassing, profane, obscene, sexually explicit, racially derogatory, or homophobic. Violation of this policy will result in administrative action.

Revised 8/20

Dismissal from The Nursing Program

Dismissal is removal of the student from the program for reasons specified in the Student Handbook. A student who is dismissed may apply for readmission. A student will be dismissed if he/she fails to meet conditions of academic or clinical probation within a specified period.

The Faculty also believes that the criteria in 18VAC90-19-230 *of the Code of Virginia, Board of Nursing Statutes and Regulations, 2020*, are a useful tool in evaluating a student for dismissal from the program.

Grievance Procedure

A student may appeal the Faculty's decision concerning probation or dismissal to the Administrative Review Committee of the Chesapeake Career Center. Written notice of appeal should be submitted to the Principal of the Center. (*See Appendix II*)

Graduation Requirements

Recommendation for graduation is based on the following criteria:

1. Satisfactory achievement of all theory and clinical objectives.
- *2. Achieve a minimum 90% on exit drug recognition exam and 90% on exit dosage calculation exam. These exams must be successfully completed one week prior to the preceptorship. The student may not exceed 3 attempts on each exam.
- *3. Approved resume on file with Program Director.
- *4. Completion of any approved make-up hours.
- *5. Satisfactory completion of all remediation assignments, other than any required remediation related to the ATI Comprehensive Predictor assessment.
6. All financial obligations met.
7. All textbooks and library books returned to the school.

*Must be met prior to preceptorship experience.

Graduation Recognition

Graduates are awarded a certificate of program completion by the Chesapeake Public Schools'. Honor graduates will receive special recognition during the graduation ceremony. The selection of honor graduates is determined by averaging all course grades recorded on the student nurse's final record; it is not determined by grading period averages. A student achieving a numerical grade point average of at least a 3.0 is designated "Honor Graduate".

Graduates achieving perfect attendance during Practical Nursing I, II and Practical Nursing III will receive special recognition. Perfect attendance is interpreted to mean that the student has been present for every theory class and clinical experience scheduled on the school calendar.

STUDENT AFFAIRS

Blood and Body Fluid Exposure

Because of the nature of nursing, there is some concern about exposure to illnesses transmitted by direct contact with blood and body fluids of affected individuals, especially human immunodeficiency virus (HIV) and Hepatitis B virus (HBV). The student receives instruction and continuing education in infection control policies, procedures and the standards of safe practice for health care workers recognized by the Centers for Disease Control (CDC), Occupational Safety and Health Administration (OSHA), and the American Hospital Administration (AHA). Complying with *Standard Precautions* minimizes the risk of contracting a

body fluid/blood borne illness. Immunization with Hepatitis B vaccine also affords protection and is ***recommended***. However, the School of Practical Nursing does not have the resources to provide this vaccine for the student.

Guidance

The Chesapeake Career Center Guidance Counselor offers supportive and consultative services to all students. In addition, the faculty members confer with students at scheduled intervals to assist them in meeting educational goals.

Faculty Advisor

In order to facilitate the Faculty's role to guide the student to meet his individual needs and to fulfill the objectives of the Practical Nursing Program, students are assigned, according to their last name, to an advisor. Appointments may be scheduled with your advisor whenever the need arises; each student is required to meet with his advisor in November. An appointment schedule is posted for your convenience.

Conduct

Each student receives a *Chesapeake Career Center Student Handbook*. The student should become familiar with the code of conduct at the Center. Nursing students are expected to abide by all the rules and regulations of the Chesapeake Career Center. In addition, the student receives the *Student Nurse Handbook*. The nursing student is required to document that he/she has read and fully understands the policies of the School of Practical Nursing.

Honor System

The honor system of the School of Practical Nursing is based upon the integrity of the individual. It is assumed that the student accepts this responsibility with a feeling of respect and duty. Violations of the honor code are not acceptable and will result in disciplinary proceedings, including but not limited to a grade of zero (0) on a test, failing the course, or dismissal from the nursing program.

Testing Procedures

- Students absent for a course final exam must contact the course instructor by phone or email prior to scheduled exam time. Per school board policy, he/she must present a written excuse upon return to class. The student should be prepared to make up the exam upon return. Make up exams may be a different exam on the same content missed and may be delivered in an online format or essay.
- All student possessions (backpacks, cell phones, watches, any study materials) must be placed in an area at the front of the class designated by the instructor prior to testing.

- Students must pass a medication administration test at 100% prior to the first Medical-Surgical Nursing II clinical date. Failure to obtain a 100% will result in clinical failure, since the student will be prevented from administering medications.
- Failure to follow policies or committing any act of cheating will result in a grade of zero (0) on the test/exam.

Examples of Cheating (this is not all inclusive)

1. Going to the restroom during a test or exam and looking at hidden notes somewhere on your person or retrieving information from an electronic device.
2. Writing notes or memory prompts on a body part before the test/exam and using that to help answer questions.
3. Using the work of another student (current or former) to write a care plan or paper.
4. Posting exam questions/answers on social media.
5. Electronically communicating assignment/test answers to another student.
5. Copying, in whole or part, any work found on the internet and using it as his own.
6. Failure to report knowledge of cheating to the instructor.
7. Taking a picture of exam questions without the instructor's knowledge.

Revised 8/20

HOSA-Future Health Professionals

The local organization of *HOSA- Future Health Professionals* is an integral part of the practical nursing curriculum. HOSA membership enables students to develop class unity and purpose, work together as a team and participate in leadership training opportunities. Officers are elected by popular vote and are recognized by the faculty to assist in planning special functions such as field trips, open houses and graduation. Individual membership in Virginia HOSA and International *HOSA- Future Health Professionals* is encouraged.

Participation in the Faculty Organization

The rules of Faculty organization provide for student participation in regularly scheduled Faculty meetings. According to by-laws, the Class President and his designees are invited to attend monthly meetings to address HOSA activities, graduation, and other special events. Written request by any student for inclusion of other concerns on the monthly agenda will be granted. A written request must be submitted at least one day prior to a regular scheduled meeting. Meeting dates are posted in student classrooms or calendars.

NFLPN

The National Federation of Licensed Practical Nurses Association is the recognized spokesman

for the Licensed Practical Nurse. The state association, VLPNA, offers scholarships to qualified students. Student affiliation to NFLPN is encouraged.

Student Employment

It is not advisable for the student to work while enrolled as a student practical nurse; however, this is sometimes necessary. The student is requested to discuss these plans with the nursing faculty. At all times, the student is expected to maintain a satisfactory attendance and academic record.

Transportation and Parking

Buses are provided to transport high school seniors from their home school to the Center and return. When participating in the Nursing Fundamentals clinical experience, high school seniors must provide their own transportation. Adult students are responsible for their own transportation throughout the program.

The student parking lot is located to the left and back of the main entrance of the Chesapeake Career Center. All students must purchase a parking sticker for any vehicle regularly driven to the Center.

Learning Resources and Technology

Students are encouraged to make *extensive* use of the Learning Resources and may borrow books in accordance with the Center's policy. Students are also encouraged to utilize the computer lab and to access electronic resources in order to complete assignments, according to the Center's policy.

Vacation and Holidays

During the preclinical and clinical phase of the program, vacation and holiday time will follow the Chesapeake City School's teaching calendar.

Between Practical Nursing II and Practical Nursing III students can expect approximately six weeks of vacation.

Holidays usually scheduled on the school calendar, include Veteran's Day, Thanksgiving, Christmas, New Year's, Martin Luther King Day, President's Day, Spring Holidays, and Memorial Day. Refer to the school calendar in the Student Nurse Handbook for specific dates.

Financial Assistance

Scholarships for practical nursing students are limited, but there are sources of financial

assistance available. See Appendix I.

Permanent Records

The student's permanent record will include the admissions records, high school transcript or copy of high school equivalence certificate, final transcript, and consent for release of information. The retention of records is intended to conform to all State and Federal laws dealing with access of information held by the school for current and former students, loss, destruction, and unauthorized use.

Transcripts

Transcripts will be issued upon written request of the student.

REQUIREMENTS FOR PARTICIPATION IN CLINICAL ROTATIONS

Contractual agreements with affiliating agencies require the following:

- Students must maintain a satisfactory theory average.
- Students must meet the same health screening requirements as employees, to include: initial PPD testing and tuberculosis screening the following year; annual influenza vaccine, current Tdap, varicella vaccine or titer proving immunity, measles, mumps, rubella vaccine or titers proving immunity; Hepatitis B vaccine or titer proving immunity. The program's physical examination record must be completed by a health care professional. Immunization records may be obtained through your high school nurse.
- Current CPR for health care professionals.
- Criminal background/sex offender registry check for all students 18 years or older.
- Drug screen for all students 18 years and older
- Satisfactory completion of all orientation modules/tests provided by the facility.
- Completion of electronic medical records modules for access to patient information.
- Completion of medication administration test with 100% accuracy prior to the first Medical-Surgical Nursing clinical rotation date. School policy allows three (3) attempts. If the student is unable to achieve a 100%, he will fail the Medical-Surgical Nursing clinical rotation, since he will not be allowed to administer medications.

If a student is barred from clinical practice by the clinical facility because of unsafe, unethical or unprofessional behavior the student will be dismissed from the nursing program.

Revised 8/20

CLINICAL EXPECTATIONS

Virginia Board of Nursing regulations require that LPN applicants complete a minimum of 400 direct patient care hours. If a student is absent from clinical because of failure to submit required documents on time, the nursing program/faculty are not obligated to arrange makeup hours for the student. Due dates for documents are established by affiliating agencies.

Students are expected to be on time each clinical day, usually 6:30 a.m. in the hospital setting. Students who arrive late will be sent home and receive a zero (0) for the day.

Clinical journals are a useful tool for student evaluation. Journals must meet published guidelines and are always due at 9 a.m. on the Monday following a clinical week. Late journals are not accepted. If the student is absent from class, the journal should be emailed to the clinical instructor prior to 9 a.m.

If a student commits an action or engages in any activity that is illegal, unethical, unsafe, or unprofessional a **critical incident report** will be completed by the clinical instructor. The student and instructor will meet with the Program Director to discuss the incident and steps that must be taken to prevent a future occurrence. A critical incident may necessitate dismissal of the student from the nursing program.

Changes in Policy

Policies and courses as outlined are subject to change by school officials at any time such action is considered necessary.

DRESS CODE FOR LABORATORY AND CLINICAL PRACTICE

Practical Nursing I and II

Fundamentals lab: A white lab jacket (without symbols or characters) is required for PN II labs.

Practical Nursing II and III

Clinical rotation: All students are required to wear the selected school uniform which includes blue scrub pants and blue embroidered scrub top, appropriate undergarments, white nurse's shoes/sneakers, white socks/hose, and school/hospital identification badge. Students also need a watch with a seconds hand, stethoscope, bandage scissors, pen light and black ink pens.

Make-up and Nails

Make-up should be conservative and natural. False eye lashes and artificial fingernails are not considered appropriate. Nails should be no longer than 1/8 inch from the fingertip to reduce

injury to client and self. No fingernail polish. Agency policy prohibits the wearing of artificial, acrylic, or gel fingernails when providing direct patient care. Perfumes, colognes and strong scented lotions are prohibited by agency policy.

Hair Styles

Hair is to be clean, neatly styled and worn off the collar. Only simple accessories may be worn to secure hair, such as a small elastic band, plain clip, hair pin, or head bands to match hair color. Hair must be professional in natural hair color and style (No neon pink, blue, green, purple, etc.). Beards or mustaches must be clean, neatly trimmed and must not touch the uniform top. **Hairstyle/color is subject to approval by the faculty.**

Jewelry

Only wedding bands (no stones) are permissible while providing patient care. No other jewelry of any kind will be allowed. Bracelets, anklets and necklaces are inappropriate. Generally, body piercing is discouraged and any visible body rings/posts will not be permitted. One earlobe post per ear, 7mm or smaller, is allowed.

Tattoos

All visible tattoos must be covered. Many healthcare facilities are adopting a *no visible tattoo* policy for professional employees. Agency policies stipulate that any tattoo/body art/brand that is obscene, sexually explicit or advocates discrimination of any sort is prohibited.

Practical Nursing III

Follow agency dress code when assigned to specialty units, such as labor and delivery, operating room, etc.

Professional dress, other than uniform, may be appropriate for certain clinical/observational experiences. Jeans, denim, leggings, sleeveless tops or exposed cleavage, shorts, short skirts, and athletic shoes are considered inappropriate dress. If in doubt, do not wear it!

The above policies related to hair, nails, make-up, and jewelry also apply to PN III students in **all** clinical areas and clinical assignments.

08/20

Practical Nursing Program

Curriculum Plan

<u>Practical Nursing I</u>	<u>Theory Hours</u>	<u>Lab Hours</u>	<u>Clinical Hours</u>
Healthcare and Professional Issues	45		
Anatomy and Physiology	90		
Nursing Fundamentals	40	10	
Nutrition and Diet Therapy	45		
<u>Practical Nursing II</u>			
Growth and Development	45		
Nursing Fundamentals	70	70	40
Pharmacology	45	15	
Medical-Surgical Nursing I	45		
<u>Practical Nursing III</u>			
Medical-Surgical Nursing II	163	17	120
Medical-Surgical Nursing III (includes Preceptorship)	117	7	96
Psychiatric Nursing	36		42
Pediatric Nursing	60		56
Maternity Nursing	48		56
Leadership and Management (includes NCLEX-PN review)	42		
Gerontology Nursing	30		70
<u>Total Hours</u>	909	119	480
<u>Total Curriculum Hours</u>	1508		

COURSE DESCRIPTIONS

Practical Nursing I

Introduction to Healthcare and Professional Issues

This introductory course for the practical nursing student orients the student to the role of the practical nurse within the health care profession. Health is defined in relationship to the individual and aspects of health/wellness and health care delivery are explored. Information on the history of nursing, legal and ethical aspects of nursing, licensure, employment, and current trends in nursing is included.

Anatomy and Physiology

This course establishes a foundation for understanding human body systems by focusing on the relationship between the structure and function of organ systems. It establishes a background for understanding medical terminology and the body's response to disease.

Nutrition and Diet Therapy

This course introduces the basic principles of nutrition as a science for the purpose of maintaining optimum body growth and development during the normal life span and during times of healing and body repair. The student learns to apply these principles to self and to assist clients to meet physiological, emotional and sociocultural nutritional needs. Diet therapy introduces the use of nutrients to correct nutritional health problems. The student learns to apply these principles to assist clients in planning selected special diets.

Practical Nursing II

Nursing Fundamentals

This course is a laboratory-oriented program of study that provides the student the opportunity to experiment and test classroom theory while developing skills necessary to deliver safe, effective, and efficient client care. The student is introduced to the nursing process and medical asepsis prior to studying the patient's environment and basic nursing skills. More complex tasks are coordinated with the Medical-Surgical Nursing I curriculum and clinical rotation in an acute care facility. Advanced skills are coordinated with Medical-Surgical Nursing II and III curriculum.

Growth and Development

This course is designed to provide the student with knowledge and understanding of normal growth and development from birth to old age. The physical, motor, cognitive, and

psychosocial changes characteristic of each developmental stage are emphasized. Developmental theories formulated by Erikson and Piaget provide the foundation for understanding psychosocial and cognitive development. Concepts of death and dying, the final stage of growth and development, are also explored.

Introduction to Pharmacology and Dosage Calculations

Pharmacology is designed to introduce the student to sources and types of drug preparations, legislative drug controls, drug references, and dosage calculations. Classification of drug groups: example drugs, their therapeutic actions, and major side effects are introduced. Laboratory practice in drug preparation and administration is included. Additional drug information is coordinated with Medical-Surgical Nursing, Maternity Nursing, Pediatric Nursing, Psychiatric Nursing, and Gerontology Nursing.

Medical-Surgical Nursing I

This course is designed to provide the student the opportunity to identify principles of wellness and to explain the physiological aspects of the illness/disease process. The student will identify common signs and symptoms of illness, common diagnostic tests, and common treatment modalities. Students will apply the nursing process to the care of clients with inflammation and infections, to the surgical client, and to clients with neoplastic disease, and common disorders of the immune system. Theory is based on principles learned in Introduction to Healthcare and Professional Issues, Anatomy and Physiology, Growth and Development, Nutrition, Pharmacology, and Nursing Fundamentals.

Practical Nursing III

Medical-Surgical Nursing II

The Medical-Surgical Nursing II course is designed to enable the student to acquire knowledge and skills necessary to plan and administer nursing care to selected clients with common medical-surgical disorders. Theory focuses on care of clients with disorders affecting the respiratory system, cardiovascular system and blood, endocrine system, and gastrointestinal system. Formal classroom instruction, clinical conferences, and supervised clinical practice provide the learning experiences for this course. Throughout the course, emphasis is placed on developing assessment and communication skills and use of the nursing process.

Medical-Surgical Nursing III

The Medical-Surgical Nursing III course is designed to enable the student to continue to acquire knowledge in the care of clients with medical-surgical disorders related to the urinary-reproductive systems, neuro-sensory systems, integumentary system, and musculoskeletal systems. The student will be expected to demonstrate competency and beginning proficiency

in the nursing care and management of selected clients with common medical-surgical disorders. Formal classroom instruction, clinical conferences, and supervised clinical practice provide the learning experiences for this course. Throughout the course, emphasis is placed on assessment skills, communication skills, and clinical judgement in application of the nursing process.

Mental Health and Psychiatric Nursing

Mental Health and Psychiatric Nursing, correlated with clinical experience, is designed to provide the student with skills that will aid in recognizing the emotional needs of clients. Background knowledge of the role that emotions play will better enable the student to understand his own behavior as well as client behavior. The course content is built upon and incorporated into theory taught in all other areas of the Practical Nursing Program.

Maternity Nursing

This course is designed to provide the student with knowledge, understanding and nursing skills related to the needs of women and family members in all phases of childbearing and care of the neonate. The principles of prenatal, postnatal and neonatal care remain constant, and pregnancy and birth are viewed as part of the normal life cycle. Planned clinical experiences are correlated with theory. The student has the opportunity to observe and participate in the clinical care of the mother during labor, delivery and the puerperium and in the care of the newborn.

Abnormal conditions of pregnancy and disorders of the newborn are presented and clinical experiences are provided opportunistically.

Pediatric Nursing

This course is designed to assist the student in gaining knowledge and understanding and in developing nursing skills related to the needs and care of well and sick children and their families. The principles of Growth and Development serve as a basis for this course. Planned clinical experiences are correlated with theory. The student has the opportunity to participate in the care and health education of well and sick children in a variety of settings, according to agency policy and nursing standards.

Gerontology

The Gerontology course is designed to enable the student to acquire the knowledge and skills necessary to apply clinical judgment and the nursing process in the care of the aged client. Formal classroom instruction and clinical conferences provide the theory of health problems unique to the geriatric client, the appropriate nursing care and principles of management of a group of geriatric clients in an extended care facility. Supervised clinical experiences provide

the student the opportunity to identify health problems, apply the nursing process in the care of selected groups of geriatric clients, as well as to apply principles of leadership.

Leadership and Management

The Leadership and Management course prepares the student to assume a role as an integral member of the health care team upon graduation. The student applies concepts of leadership and management to the nursing care of groups of clients in a structured health care setting. The student critiques situations involving tasks assignments, scheduling and staffing and conflict resolution. Preparation and structured review for NCLEX-PN includes administration of *ATI's Comprehensive Predictor Exam*.

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APPENDIX I

SCHOLARSHIPS AND FINANCIAL ASSISTANCE

*Altrusa International, Inc. of Tidewater
5333 Academy Road
Virginia Beach, Virginia 23462

Association for Career and Technical Education
Health Science Technology Education Division
Oklahoma Department of Career Technology
115000 W. Seventh Avenue
Stillwater, Oklahoma 74074

Chesapeake Career Center Scholarship
1617 Cedar Road
Chesapeake, Virginia 23322

F.A. Davis
<https://www.fadavis.com/scholarship>

Mary Marshall Nursing Scholarship Program
Virginia Department of Health
Office of Minority Health and Health Equity
109 Governor St., Suite 1016-East
Richmond, Virginia 23219
Available: www.vdh.virginia.gov/.../primarycare/.../nursing/lpn_guidelines.htm

HOSA-Future Health Professionals Inc.
International HOSA- Future Health Professionals
Available: www.hosa.org

Virginia HOSA
Department of Education
Health and Medical Science Education
P.O. Box 2120
Richmond, Virginia 23218
Available after November 1: <https://www.virginia-hosa.org/>

**Applicant must be a female student, re-entering the workforce or advancing employment skills.*

APPENDIX II

Grievance Procedure

Recognizing that grievances should be initiated and settled promptly, a grievance must be initiated within fifteen (15) days following either the event giving rise to the grievance, or within fifteen (15) school days following the time when the student knew or reasonably should have known of its occurrence. Grievances will be processed as follows:

- **Step 1 – Informal** The first step shall be an informal conference between the student and teacher. The student shall state the nature of the grievance and the teacher shall attempt to adjust the grievance. It is mandatory that the student present the grievance informally prior to proceeding to Step 2.
- **Step 2 - Principal** If for any reason the grievance is not resolved informally to the satisfaction of the student and teacher in Step 1, the student must present his or her grievance by filing said grievance with fifteen working days following the time when the student knew or reasonably should have known of its occurrence specifying on the form the specific relief sought. Regardless of the outcome of Step 1, if a grievance is not without just cause filed within the specified time, the grievance will be barred. A meeting shall be held with the Principal (and/or his or her designee), the student and the teacher within five working days of the receipt by the principal of the written grievance. At such meeting, the student and/or other involved party shall be entitled to present appropriate witnesses and to be represented by legal counsel and another representative. The principal (or his designee) shall respond in writing within five working days following such meeting. The principal may forward to the teacher within five working days from the receipt of the written grievance a written request for more specific information regarding the grievance. The teacher shall file an answer within ten working days, and the meeting must then be held within five days thereafter.
- **Step 3 – Superintendent** If the grievance is not settled to the student's satisfaction in Step 2, the student can proceed to Step 3 by filing a written notice of appeal with the Superintendent of Chesapeake Public Schools.

APPENDIX III

POLICY STATEMENT ACKNOWLEDGMENT

Please do not detach from your handbook. Signature page should be retained for your records.

I acknowledge that I have read and understand the policies, rules and regulations of the Chesapeake Career Center Practical Nursing Program, as set forth in the ***Student Nurse Handbook***. I also acknowledge that each policy, rule and regulation has been fully explained and that I have had the opportunity to ask questions.

I agree to abide by the policies, rules and regulations of the Practical Nursing Program. I understand that failure to do so may result in my dismissal from the Program.

Student Signature

Date

Parent/Guardian Signature

Date

APPENDIX IV

Standards of Practice and Educational Competencies of Graduates of Practical/Vocational Nursing Programs

These standards and competencies are intended to better define the range of capabilities, responsibilities, rights and relationship to other health care providers for scope and content of practical/vocational nursing education programs. The guidelines will assist:

- Educators in development, implementation, and evaluation of practical, vocational nursing curricula.
- Students in understanding expectations of their competencies upon completion of the educational program.
- Prospective employers in appropriate utilization of the practical/vocational nurse.
- Consumers in understanding the scope of practice and level of responsibility of the practical/vocational nurse.

A. Professional Behaviors

Professional behaviors, within the scope of nursing practice for a practical/vocational nurse, are characterized by adherence to standards of care, accountability for one's own actions and behaviors, and use of legal and ethical principles in nursing practice. Professionalism includes a commitment to nursing and a concern for others demonstrated by an attitude of caring. Professionalism also involves participation in life long self-development activities to enhance and maintain current knowledge and skills for continuing competency in the practice of nursing for the LP/VN, as well as individual, group, community and societal endeavors to improve health care.

Upon completion of the practical/vocational nursing program the graduate will display the following program outcome:

Demonstrate professional behaviors of accountability and professionalism according to the legal and ethical standards for a competent licensed practical/vocational nurse.

Competencies which demonstrate this outcome has been attained:

1. Comply with the ethical, legal, and regulatory frameworks of nursing and the scope of practice as outlined in the LP/VN nurse practice act of the specific state in which licensed.
2. Utilize educational opportunities for lifelong learning and maintenance of competence.
3. Identify personal capabilities and consider career mobility options.
4. Identify own LP/VN strengths and limitations for the purpose of improving nursing performance.
5. Demonstrate accountability for nursing care provided by self and/or directed to others.
6. Function as an advocate for the health care consumer, maintaining confidentiality as required.
7. Identify the impact of economic, political, social, cultural, spiritual, and demographic forces on the role of the licensed practical/vocational nurse in the delivery of healthcare.
8. Serve as a positive role model within healthcare settings and the community.
9. Participate as a member of a practical/vocational nursing organization.

B. Communication

Communication is defined as the process by which information is exchanged between individuals verbally, non-verbally and/or in writing or through information technology. Communication abilities are integral and essential to the nursing process. Those who are included in the nursing process are the licensed practical/vocational nurse and other members of the nursing and healthcare team, client, and significant support person(s). Effective

communication demonstrates caring, compassion, and cultural awareness, and is directed toward promoting positive outcomes and establishing a trusting relationship.

Upon completion of the practical/vocational nursing program the graduate will display the following program outcome:

Effectively communicate with patients, significant support person(s), and members of the interdisciplinary health care team incorporating interpersonal and therapeutic communication skills.

Competencies which demonstrate this outcome has been attained:

3. Utilize effective communication skills when interacting with clients, significant others, and members of the interdisciplinary health care team.
4. Communicate relevant, accurate, and complete information.
5. Report to appropriate health care personnel and document assessments, interventions, and progress or impediments toward achieving client outcomes.
6. Maintain organizational and client confidentiality.
7. Utilize information technology to support and communicate the planning and provision of client care.
8. Utilize appropriate channels of communication.

C. Assessment

Assessment is the collection and processing of relevant data for the purposes of appraising the client's health status. Assessment provides a holistic view of the client which includes physical, developmental, emotional, psychosocial, cultural, spiritual, and functional status. Assessment involves the collection of information from multiple sources to provide the foundation for nursing care. Initial assessment provides the baseline for future comparisons in order to individualize client care. Ongoing assessment is required to meet the client's changing needs.

Upon completion of the practical/vocational nursing program the graduate will display the following program outcome:

Collect holistic assessment data from multiple sources, communicate the data to appropriate health care providers, and evaluate client responses to interventions.

Competencies which demonstrate this outcome has been attained:

1. Assess data related to basic physical, developmental, spiritual, cultural, functional, and psychosocial needs of the client.
2. Collect data within established protocols and guidelines from various sources including client interviews, observations/measurements, health care team members, family, significant other(s), and review of health records.
3. Assess data related to the client's health status, identify impediments to client progress and evaluate response to interventions.
4. Document data collection, assessment, and communicate findings to appropriate member/s of the healthcare team.

D. Planning

Planning encompasses the collection of health status information, the use of multiple methods to access information, and the analysis and integration of knowledge and information to formulate nursing care plans and care actions. The nursing care plan provides direction for individualized care, and assures the delivery of accurate, safe care through a definitive pathway that promotes the clients and support person's(s') progress toward positive outcomes.

Upon completion of the practical/vocational nursing program the graduate will display the following program outcome:

Collaborate with the registered nurse or other members' of the health care team to organize and incorporate assessment data to plan/revise patient care and actions based on established nursing diagnoses, nursing protocols, and assessment and evaluation data.

Competencies which demonstrate this outcome has been attained:

1. Utilize knowledge of normal values to identify deviation in health status to plan care.
2. Contribute to formulation of a nursing care plan for clients with non-complex conditions and in a stable state, in consultation with the registered nurse and as appropriate in collaboration with the client or support person(s) as well as members of the interdisciplinary health care team using established nursing diagnoses and nursing protocols.
3. Prioritize nursing care needs of clients.
4. Assist in the review and revision of nursing care plans with the registered nurse to meet the changing needs of clients.
5. Modify client care as indicated by the evaluation of stated outcomes.
6. Provide information to client about aspects of the care plan within the LP/VN scope of practice.
7. Refer client as appropriate to other members of the health care team about care outside the scope of practice of the LP/VN.

E. Caring Interventions

Caring interventions are those nursing behaviors and actions that assist clients and significant others in meeting their needs and the identified outcomes of the plan of care. These interventions are based on knowledge of the natural sciences, behavioral sciences, and past nursing experiences. Caring is the "being with" and "doing for" that assists clients to achieve the desired outcomes. Caring behaviors are nurturing, protective, compassionate, and person-centered. Caring creates an environment of hope and trust where client choices related to cultural, religious, and spiritual values, beliefs, and lifestyles are respected.

Upon completion of the practical/vocational nursing program the graduate will display the following program outcome:

Demonstrate a caring and empathic approach to the safe, therapeutic, and individualized care of each client.

Competencies which demonstrate this outcome has been attained:

1. Provide and promote the client's dignity.
2. Identify and honor the emotional, cultural, religious, and spiritual influences on the client's health.
3. Demonstrate caring behaviors toward the client and significant support person(s).
4. Provide competent, safe, therapeutic and individualized nursing care in a variety of settings.
5. Provide a safe physical and psychosocial environment for the client and significant other(s).
6. Implement the prescribed care regimen within the legal, ethical, and regulatory framework of practical/vocational nursing practice.
7. Assist the client and significant support person(s) to cope with and adapt to stressful events and changes in health status.
8. Assist the client and significant other(s) to achieve optimum comfort and functioning.
9. Instruct client regarding individualized health needs in keeping with the licensed practical/vocational nurse's knowledge, competence, and scope of practice.
10. Recognize client's right to access information and refer requests to appropriate person(s).
11. Act in an advocacy role to protect client rights.

F. Managing

Managing care is the effective use of human, physical, financial, and technological resources to achieve the client identified outcomes while supporting organizational outcomes. The LP/VN manages care through the processes of planning, organizing and directing.

Upon completion of the practical/vocational nursing program, the graduate will display the following program outcome:

Implement patient care, at the direction of a registered nurse, licensed physician or dentist through performance of nursing interventions or directing aspects of care, as appropriate, to unlicensed assistive personnel (UAP).

Competencies which demonstrate this outcome has been attained:

1. Assist in the coordination and implementation of an individualized plan of care for clients and significant support person(s)
2. Direct aspects of client care to qualified UAPs commensurate with abilities and level of preparation and consistent with the state's legal and regulatory framework for the scope of practice for the LP/VN.
3. Supervise and evaluate the activities of UAPs and other personnel as appropriate within the state's legal, and regulatory framework for the scope of practice for the LP/VN as well as facility policy.
4. Maintain accountability for outcomes of care directed to qualified UAPs.
5. Organize nursing activities in a meaningful and cost effective manner when providing nursing care for individuals or groups.
6. Assist the client and significant support person(s) to access available resources and services.
7. Demonstrate competence with current technologies.
8. Function within the defined scope of practice for the LP/VN in the health care delivery system at the direction of a registered nurse, licensed physician, or dentist.

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