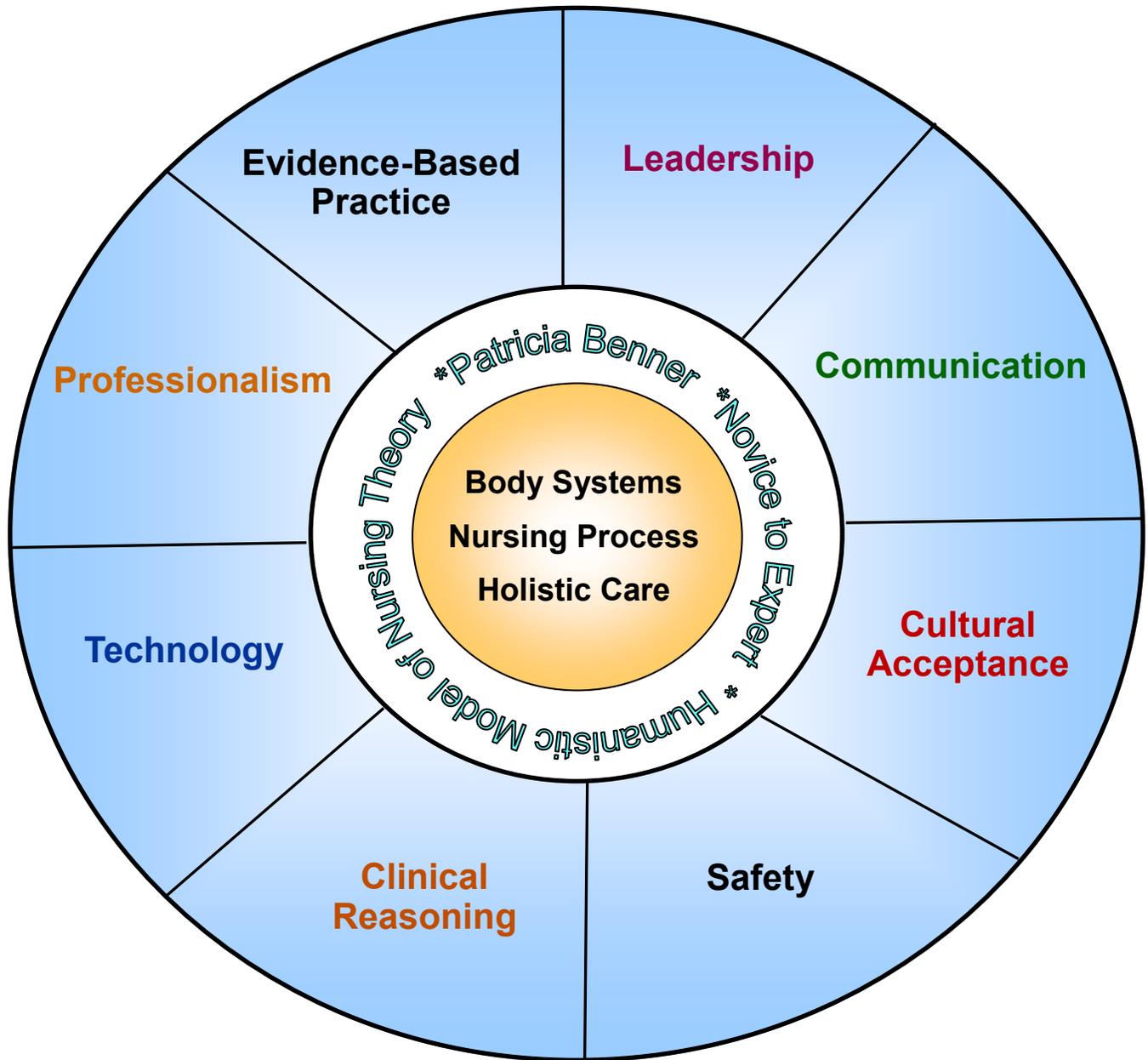


# GREAT PLAINS

Technology Center

## Practical Nurse



**Student Handbook**  
**August 2024 - July 2025**

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Text enclosed within a box, applies only to the format identified.
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***All other text applies to all PN formats.***

***These policies are subject to change without notice.***

***Great Plains Technology Center’s website: [www.greatplains.edu](http://www.greatplains.edu) \****

***\* GPTC Student Handbook and PN Student Handbook can be found under “explore careers, forms and handbooks “Full-time Student Handbook” and “Practical Nursing Handbook”.***



## **WELCOME**

The faculty of the Practical Nurse Career Program at Great Plains Technology Center welcomes you. We have a sincere interest in you as an individual and look forward to helping you achieve your goal of becoming a Licensed Practical Nurse.

Your primary responsibility this year will be to learn to be a safe, skillful, and responsible Practical Nurse. This handbook has been designed as a reference for policies and procedures of the Practical Nurse Career Program. Students are expected to adhere to these policies and procedures.

Students in the PN Career Program must also adhere to policies and procedures outlined in the Student Handbook of Great Plains Technology Center. When differences exist between the Student Handbook and the PN Handbook, the PN Handbook will supersede the GPTC Student Handbook. GPTC Policies are subject to change, upon notification. Students are responsible for these policies throughout the year.

We wish you success in the achievement of your occupational objective.

## **DRUG FREE SCHOOL'S POLICY STATEMENT**

Using alcohol and other drugs carries risks. Alcohol and drugs impair your judgment, making you more likely to hurt yourself or others, to have trouble with the law, to do poorly at work and school, and to have relationship trouble. Alcohol and drugs also have specific health risks: they can damage major organs, increase your risk of cancers, and even cause death.

There are three alcohol and drug treatment centers serving Comanche, Tillman and Kiowa counties—they are: Reflections, Southwestern Medical Center; Silver Linings, Comanche County Memorial Hospital; and Taliaferro Community Health Center.

All students have a right to attend school in an environment conducive to learning. Since alcohol and other drug use is illegal and interferes with both effective learning and the healthy development of young people, the Great Plains Technology Center has a fundamental legal and ethical obligation to prevent drug use and to maintain a drug-free educational environment.

Because of the extensive abuse of alcohol, tobacco, and drugs and their continuous promotion in our society, the Great Plains Technology Center provides drug education units, which are integrated within the standard curriculum. These units are necessary to prepare students for decision-making against drug and alcohol use.

Drug use, possession (including paraphernalia), and sale on the school grounds and at school functions will not be tolerated. Specific infractions and appropriate disciplinary actions are listed in the Great Plains Technology Center Student Handbook. Some possible actions include suspension or expulsion.

A copy of the Drug-Free Schools Policy and the GPTC Student Handbook will be available to students online at [www.greatplains.edu](http://www.greatplains.edu). Continual education will be provided by drug education seminars, teacher in service training, and student instruction. It is indeed our goal to achieve a drug-free educational environment.

## NOTICE OF NONDISCRIMINATION

Non-Discrimination. Except to the extent permitted by law, the Facility, the School, Clinical Coordinator, School Program Faculty, Clinical Staff/Instructors and Students shall not discriminate on the basis of race, color, creed, sex, this is to include genetic information, as well as sexual orientation, gender identity, gender expression, age, religion, national origin, disability or veteran's status in the performance of this Agreement. As applicable to the School, the provisions of Executive Order 11246, as amended by EO 11375 and E) 11141 and as supplemented in Department of Labor regulations (41 CFR Part 60 et. SEQ.) are incorporated into this Agreement and must be included in any subcontracts awarded involving this Agreement. **Great Plains Technology Center does not discriminate on the basis of race, color, national origin, religion, gender, gender expression, sexual orientation, gender identity, or qualified disability or veteran's status in admission to its programs, services, activities or access to them, in treatment of individuals, or in any aspect of the Technology Center's operations.** In addition, the School agrees to comply with Section 504 of the Rehabilitation Act and the Vietnam Veterans Era Assistance Act of 1974, 38 U.S.C. Section 4212. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator(s) at Great Plains Technology Center, 4500 W. Lee Blvd., Lawton, Ok 73505 or Great Plains Technology Center, 2001 E. Gladstone, Frederick, OK 73542.

### Lawton campus

Title IX Coordinator	Joelle Jolly	(580) 250-5526
Deputy Coordinator (Employees)	Valerie Anderson	(580) 351-6761
Deputy Coordinator (Students)	Justin McNeil	(580) 250-5601
504 Coordinator	Kristy Barnett	(580) 250-5531
Investigator	Morgan Gould	(580) 250-5553

### Frederick campus

Investigator	Ken McKee	(580) 335-5525
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No Discriminación. Salvo en la medida permitida por la ley, el Fondo, la Escuela, Coordinador Clínico, Programa de Escuela de la facultad, personal clínico / instructores y estudiantes no podrá discriminar sobre la base de raza, color, credo, sexo, esto es incluir información genética, como así como la orientación sexual, identidad de género, expresión de género, edad, religión, origen nacional, discapacidad o estado de veterano en el cumplimiento de este Acuerdo. Según sean aplicables a la Escuela, las disposiciones de la Orden Ejecutiva 11246, modificado por el EO 11375 y E) 11141 y complementado en el reglamento del Departamento de Trabajo (41 CFR Parte 60 et. SEC.) Se incorporan a este Acuerdo y debe ser incluido en los subcontratos que adjudique en la participación de este Acuerdo. La escuela representa que, con excepción de lo permitido por la ley, todos los servicios se proporcionan sin discriminación por motivos de raza, color, credo, sexo, edad, religión, origen nacional, discapacidad o estado de veterano que no mantiene ni proporcionar a sus empleados las instalaciones segregadas, ni permitirán la Escuela de sus empleados para llevar a cabo sus servicios en cualquier lugar en el que se mantienen las instalaciones segregadas. Además, la Escuela se compromete a cumplir con la Sección 504 de la Ley de Rehabilitación y la Ley de Asistencia Era veteranos de Vietnam de 1974, 38 USC Sección 4212.

Preguntas, quejas, o para más información con respecto a estas leyes pueden ser recibidas por el coordinador de quejas at Great Plains Technology Center, 4500 W. Lee Blvd., Lawton, OK or Great Plains Technology Center, 2001 E. Gladstone, Frederick, OK.

### **Lawton campus**

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Investigator	Morgan Gould	(580) 250-5553

### **Frederick campus**

Investigator	Ken McKee	(580) 335-5525
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### **NONIMMIGRANT ALIEN STUDENTS**

This school is authorized under Federal law to enroll nonimmigrant alien students.

### **CAMPUS SECURITY ACT**

In order to comply with federal regulation 34 CFR 668.36 Campus Security Act, the Campus Crime Report for Great Plains Technology Center is available on our web site at [www.greatplains.edu](http://www.greatplains.edu) . The report lists statistics of the crime committed on Great Plains Campuses over a 3- year period and information/policies regarding campus crime.

### **USEPA REQUIREMENTS**

Great Plains Technology Center is in compliance with USEPA requirements for asbestos. Management plan is on file in Building 500 of the Comanche County Campus.

### **MINUTE OF SILENCE**

Great Plains Technology Center will observe one minute of silence each school day pursuant to SB-815. The time will be announced by a designated tone on the public address system.

### **CONDITIONAL ADMISSION**

Applicants notified of initial acceptance have conditional admission pending attendance of mandatory meeting, negative drug screen, clear background check, appropriate CPR certification, clinical site privileges, suitable physical exam and completed financial arrangements, prior to beginning the program.

1. **Educational Requirement** – You must be a high school graduate or have obtained a GED.
2. **Age Requirement** – You must be 18 years or older, to attend clinical practice.
3. **Mandatory Meeting** – Applicants will attend a mandatory meeting to acquire additional information about admission and to initiate a background check.
4. **Negative Drug Screen** – Applicants will allow a facility, designated by GPTC, to test body fluids for illicit drugs. Applicants with a positive drug screen will be denied admittance. Students are subject to drug testing at any time during enrollment.
5. **Clear Background Check** – Background check findings will be shared with clinical facilities, who may deny clinical privileges to sex offenders, felons, or those with misdemeanors.
6. **CPR Certification** – Students must be Healthcare Provider CPR certified by the American Heart Association.

7. **Positive Employment Record, Clinical Objectives and Program Completion** – Clinical privileges may be denied at any health care facility, based on an unfavorable employment record with that facility.

A reasonable effort will be made to provide alternative clinical placements for students who are denied clinical privileges at one facility. If no alternative clinical placements are arranged, clinical objectives and program completion becomes impossible and dismissal will result.

The school and clinical education facilities reserve the right to review any information prior to and during the program that may have an impact on the student's ability to function safely, in the clinical setting. Clinical facilities reserve the right to refuse placement of any student.

8. **Suitable Physical Exam** – Applicants must submit physical exam form, provided by the school, complete with laboratory results, immunizations records or titers, and physical clearance by a physician. Documented evidence to support corrections of health related problems will be submitted. Students must be in good health and be free of any physical restrictions, as evidenced by a physical exam, to participate in clinical activities.
9. **Completed Financial Arrangements** – Applicants will pay tuition and fees. Funding award letters/purchase orders will be accepted in lieu of payment.

***This handbook has been approved by the Board of Great Plains Technology Center.***

***July 2, 2024***

**ADMINISTRATION – GREAT PLAINS TECHNOLOGY CENTER**

Superintendent ..... Clarence Fortney  
Deputy Superintendent ..... Joelle Jolly  
Campus Director/Principal, Comanche County Campus ..... Justin McNeil  
Director of Instructional Support Services.....Brandon Mayer  
Campus Director of Tillman-Kiowa Campus ..... Ken McKee  
Director of Instruction ..... Bill Matthey  
Director of Student Resource Center..... Courtney Ferguson  
Director of Adult Career Development.....Morgan Gould  
Director of Corporate Training..... Morgan Gould  
Director of Purchasing & Maintenance .....Justin Neeley  
Director of Marketing and Communications ..... Teresa Abram  
Director of Instruction (Health Science Services) ..... James Bishop  
Director of Instruction (SCORE) ..... Blake Thomas  
Director of Information Technology ..... Lance Alston  
Director of Human Resources..... Valerie Anderson  
Business Manager ..... Lindsey Billen

**PRACTICAL NURSING DEPARTMENT – Lawton Campus**

Coordinator ..... Karen Shirey, MSN, RN  
Clinical Coordinator..... Kay Ray, MSN, RN  
Instructor..... Janine Jung, BSN, RN  
Instructor..... Irem Saxon, BSN, RN  
Instructor.....Carla Rivera, BSN, RN  
Instructor..... Elisha Grant, BSN, RN  
Instructor..... Kimberly Brown, RN  
Instructor..... TBA  
Instructor..... Pam Williams, DNP, RN

**PRACTICAL NURSING DEPARTMENT – Frederick Campus**

Instructor.....Leslie Foster, BSN, RN

## **I. ORIENTATION TO THE PHILOSOPHY AND CONCEPTUAL FRAMEWORK OF THE CAREER PROGRAM**

### **A. DEFINITION**

"Licensed Practical Nursing" means the practice of nursing under the supervision or direction of a registered nurse, licensed physician or dentist. This directed scope of nursing practice includes, but is not limited to:

1. contributing to the assessment of the health status of individuals and groups,
2. participating in the development and modification of the plan of care,
3. implementing the appropriate aspects of the plan of care,
4. delegating such tasks as may safely be performed by others, consistent with educational preparation and that do not conflict with the Oklahoma Nurse Practice Act,
5. providing safe and effective nursing care rendered directly or indirectly,
6. participating in the evaluation of responses to interventions,
7. teaching basic nursing skills and related principles,
8. performing additional nursing procedures in accordance with knowledge and skills acquired through education beyond nursing preparation and,
9. delegating those nursing tasks as defined in the rules for the Board that may be performed by an advanced unlicensed assistive person.

### **B. MISSION**

The mission of the PN Department is to prepare individuals for success in work and in life, by providing exemplary nursing education.

### **C. VISION**

Our vision is to meet the needs of the healthcare system by providing exemplary nursing education and training opportunities to the workforce of the future.

### **D. PHILOSOPHY**

The faculty of the nursing program supports the philosophy of the Great Plains Technology Center. We recognize that society today is faced with many complex social problems. Public school education is deeply involved, not only in the solution of such problems, but also in an effort to operate schools effectively despite the social unrest throughout the world today. We are responsible for maintaining a quality nursing education program for our students.

E. CONCEPTUAL FRAMEWORK

## Practical Nurse Conceptual Framework Model



## Conceptual Framework

Our goals are to connect today's preparation to tomorrow's careers, to connect academic, technical and employability skills, and to connect educational systems. Graduates are eligible to apply for the National Council Licensure Exam – Practical Nursing.

Nurses develop skills and understanding of patient care over time through a sound educational base as well as a multitude of experiences. Our faculty believes educational preparation builds on previous knowledge to facilitate career mobility. We employ the application of Patricia Benner's humanistic model of nursing theory – novice to expert. Students enter the program as novices. As students make connections between learning experiences and clinical practice, watching for recurring themes, their climb to expert begins. Graduates will be competent entry-level nurses, by graduation. Graduates will continue to build upon Benner's model as they persist in their life-long learning.

In the development of this curriculum, three major concepts become evident. These concepts form the foundation for the practical nursing curriculum. The concepts are:

1. Body Systems
2. Nursing Process
3. Holistic Care

The **body system** approach encourages a systematic organization of the curriculum. This provides the student with a structured learning format.

**Nursing process** is a problem solving method. This process assists the student in development of critical thinking skills, which in turn promotes clinical reasoning.

**Holistic care** recognizes that the individual has many aspects of self. These aspects include body, mind, spirit and self. The nurse providing holistic care honors each individual's experiences, beliefs and value and provides culturally accepted holistic care.

### **Curriculum Threads**

As with major concepts, curriculum threads begin to emerge. These threads are woven into each course of the practical nursing curriculum.

**Safety** means to be free of danger, risk or injury and is a condition of being safe. The nursing student will provide safe, competent care in order to promote client safety and optimal client outcomes.

**Evidence based practice** is a quality indicator driven by the synthesizing of research findings. The nursing student will integrate the best practices into their nursing interventions.

**Communication** means the exchange of thoughts, feelings, needs, preferences, messages and information. The nursing student will utilize therapeutic skills such as active listening, silence, verbal and nonverbal behaviors in conveying information through appropriate channels.

**Clinical reasoning** involves utilizing the nursing process and technologies. The student will utilize clinical reasoning for the improvement of client outcomes.

**Leadership** means the ability to influence others. The nursing student will develop leadership qualities including delegations, communication, negotiation, prioritization, organization, conflict resolution, multi-tasking and advocacy of health care.

**Cultural acceptance** is the ability of a person to interact with another whose culture may be different, recognizing the similarities and acknowledging the differences. The nursing student will develop the ability to provide culturally accepted care to a diverse population.

**Professionalism** includes behaviors, which foster trust and respect. These behaviors affect the relationship between the nurse-patient/family and nurse-interdisciplinary health care team. The nurse's appearance, words and actions are a reflection of the nurse's professionalism.

**Technology** is the application of science. The nursing student will utilize computer science, information science and informatics to manage data and information to support nursing practice.

## **F. STUDENT LEARNING OUTCOMES**

Our student learning outcomes are aligned with the OBN-PN Nursing Competencies, QSEN Competencies, the NCLEX-PN Test Plan, and National Health Foundation Standards.

1. Provide patient-centered care with sensitivity, empathy and respect for the diversity of human experience.
2. Work in interdisciplinary teams with other health care members to improve patient outcomes.
3. Employ evidence-based practice in choosing optimal patient care instructions.
4. Apply quality improvement to patient outcomes to meet their changing needs.
5. Apply principles of safety that reduce risk of harm to self and others.
6. Utilize informatics to provide care, reduce medical errors and support health care interventions.

## **G. CURRICULUM ORGANIZATION**

The curriculum is organized to guide the students from simple concepts to ones that are more complex. This is demonstrated in the course progression from Introduction to Nursing through Medical Surgical Nursing and specialties. As they progress through the curriculum, the students begin to apply those concepts learned such as prioritizing patient care needs by utilizing Maslow's Hierarchy of Needs.

The same organization is found in the clinical nursing courses as well. Clinical experiences begin with basic nursing care in long-term care facilities and progresses to demonstrate higher-level skills and clinical reasoning in the latter clinical courses. Finally, the student integrates all these concepts into their performance in preceptorship.

## **H. GENERAL PLAN OF INSTRUCTION**

Basic biological and social sciences are the foundation for this program. Medical language is integrated into all courses. The curriculum provides the theoretical knowledge and clinical experiences for developing a positive work attitude and clinical skills for performing safe, effective nursing care. Our goals are to connect today's preparation to tomorrow's careers, to connect academic, technical and employability skills, and to connect educational systems. Graduates are eligible to apply for the National Council Licensure Exam-Practical Nursing.

All students are required to attend a series of orientation sessions to include Great Plains Technology Center policies and services, Practical Nursing policies and requirements, and policies and procedures for each clinical facility as mandated by the clinical facility.

Clinical practice with supervision is an integral part of learning. Varied clinical learning experiences provide a means of introduction to the health care team concept, to include team nursing, primary nursing, and medication administration. A preceptor program is included to ease the transition from school to work.

### **INSTRUCTIONAL METHODS**

The traditional program is designed for completion in 12 or 18 months. Various teaching methods utilized in the classroom include: lectures, group discussions, student teaching, guest speakers, field trips, audio-visual materials, demonstrations, and laboratory practice. Moodle is used as the learning management system and serves as a depository for program documents, including handbooks, courses of study, Power Point presentations, study guides, assignments, clinical documents and testing.

### **INSTRUCTIONAL METHODS – FLEX**

FLEX programs are designed for completion in 12-24 months. There are no classroom lectures in these programs. Students sign monthly contracts agreeing to complete specified modules, depending on the chosen completion length. Students complete modules as outlined in the learning management system. Moodle is used as the learning management system and serves as a depository for program documents, including handbooks, courses of study, Power Point presentations, study guides, assignments, clinical documents, and testing. Instructors facilitate the self-directed learning by being available for questions, pre/posttest reviews, laboratory demonstrations and supervision of laboratory practices. Computer programs, audio-visual materials and additional reference materials are available for learning enhancement.

## I. COURSE DESCRIPTIONS

Cluster: Health Science

### DESCRIPTION OF COURSES

1433 hours

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#### DESCRIPTION OF COURSES

<u>Course #</u>	<u>Course Name</u>	<u>Theory/Lab</u>	<u>Clinical</u>	<u>Total</u>
<b>HL00046</b>	<b>Anatomy &amp; Physiology for Practical Nursing</b>	<b>210</b>	<b>0</b>	<b>210</b>
<p>Anatomy and Physiology for Practical Nursing is the study of the structures and functions of the human body. The areas studied are an integration of biology and chemistry and include, but are not limited to: Organization of the Body; Chemical Basis for Life; Cells &amp; Tissues; Integumentary System; Skeletal System; Muscular System; Nervous System; Endocrine System; Blood, Circulatory System; Lymphatic and Immune System; Respiratory System; Digestive System and Metabolism; Urinary System, and Reproductive System. The course may include laboratory experiences.</p>				
<b>HL00097</b>	<b>Introduction to Nursing</b>	<b>40</b>	<b>0</b>	<b>40</b>
<p>This course focuses on the use of nursing related concepts by practical nurses as providers of care and members of the discipline in collaboration with health team members. Emphasis is placed on the Concepts of Adult Learning; Communication; Professionalism; Nursing Ethics and Law; Wellness; Holistic Care; and Health Care Delivery Systems.</p>				
<b>HL00098</b>	<b>Fundamentals of Nursing</b>	<b>160</b>	<b>0</b>	<b>160</b>
<p>This course is an introduction to nursing care. Topics include safety; asepsis; focused assessment; documentation; nursing process; admission, transfer and discharge; pain, comfort and sleep; geriatric care; basic nutrition; mobility; care of the dying patient; therapeutic procedures and surgery; wound care; heat and cold; phlebotomy; respiratory care; urinary care; digestive care and skills competency. Emphasis will be given to the practical nursing student developing critical thinking skills, recognizing legal/ethical responsibilities, acting as a patient advocate, maintaining positive patient/colleague relationships, and by implementing appropriate standards of care.</p>				
<b>HL00099</b>	<b>Clinical Nursing I</b>	<b>0</b>	<b>80</b>	<b>80</b>
<p>Clinical Nursing I is an introduction to the clinical setting. It provides an opportunity for the student to apply knowledge and skills acquired in theory to the holistic care of the patient. Care will be provided to patients across the lifespan with a focus on the geriatric. Supervised clinical experiences may be provided in long term care, acute care and extended care facilities. These experiences include mastery of basic nursing skills.</p>				
<b>HL00093</b>	<b>Clinical Nursing II</b>	<b>0</b>	<b>224</b>	<b>224</b>
<p>Clinical Nursing II focuses on the care in a diverse patient population across the lifespan. It provides an opportunity for the student to apply knowledge and skills acquired in theory and clinical courses. Clinical rotations may include: long term care, community health, and acute care.</p>				

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#### ***Semester II – Course Descriptions***

***719 hours***

<b>HL00100</b>	<b>Pharmacology and Intravenous Therapy Skills</b>	<b>66</b>	<b>0</b>	<b>66</b>
<p>This course provides instruction in basic pharmacology and medication administration skills, including IV therapy, as well as skills needed for safe and effective medication administration. A brief introduction to fluid and electrolyte balance will be included. Content includes components of medication preparation and administration including the essential knowledge needed to adequately contribute to the assessment and evaluation of the effect of medication on clients across the lifespan.</p>				

<b>HL00101</b>	<b>Medical Surgical Nursing I</b>	<b>78</b>	<b>0</b>	<b>78</b>
Medical Surgical Nursing I addresses disorders while incorporating concepts from previous courses. This course focuses on deviations of health in adults. Student will learn how the nursing process guides the holistic care of the individual. The body systems included in this course are: Integumentary; Musculoskeletal; Respiratory; Cardiac; Vascular, Hematology and Immune.				
<b>HL00102</b>	<b>Medical Surgical Nursing II</b>	<b>78</b>	<b>0</b>	<b>78</b>
Medical Surgical Nursing II continues to address disorders while incorporating concepts from previous courses. The course focuses on deviations of health in adults. Students will learn how the nursing process guides the holistic care of the individual. The body systems included in this course are: Sensory; Neurology; Digestive; Endocrine; Urinary; Reproductive and Oncology.				
<b>HL00356</b>	<b>Clinical Nursing III</b>	<b>0</b>	<b>232</b>	<b>232</b>
Clinical Nursing III focuses on the care in a diverse patient population across the lifespan. It provides an opportunity for the student to apply knowledge and skills acquired in previous theory and clinical courses. Clinical rotations may include: long term care, community health, and acute care. The clinical experiences will include maternal-newborn, pediatric and mental health nursing.				
<b>HL00088</b>	<b>Maternal/Newborn Nursing</b>	<b>45</b>	<b>0</b>	<b>45</b>
Maternal Newborn Nursing is designed to familiarize the student with the holistic approach to care for the antepartum, intrapartum, postpartum patient and the neonate. The normal processes of conception, fetal development, labor and delivery, postpartum period, and family involvement will be included. The course includes the care of the normal patient and newborn as well as those with complications.				
<b>HL00087</b>	<b>Pediatric Nursing</b>	<b>45</b>	<b>0</b>	<b>45</b>
Pediatric Nursing course expands upon the concepts learned in Medical Surgical Nursing to address disorders specific to pediatric patients. The student will be able to relate normal growth and development, concepts of wellness and needs of the hospitalized child. The physical, emotional, social needs of the pediatric patient and their family will be explored.				
<b>HL00090</b>	<b>Mental Health Nursing</b>	<b>40</b>	<b>0</b>	<b>40</b>
This course presents an introduction to Mental Health Nursing. The course provides an introduction to mental health care and prevalent mental health disorders.				
<b>HL00089</b>	<b>Clinical Nursing IV</b>	<b>0</b>	<b>120</b>	<b>120</b>
Leadership and delegation skills are enhanced as the student functions in the role of team leader. The course assists the student to prepare to independently assume the role of the LPN in professional practice.				
<b>C00000</b>	<b>Transition to Practice</b>	<b>15</b>	<b>0</b>	<b>15</b>
This course provides concepts related to the transition from student to licensed practical nurse.				

<b>Program Total:</b>	<b>Theory/ Lab</b>	<b>Clinical</b>	<b>Total</b>
<b>Adult Student:</b>			
<b>Prerequisite Total</b>	<b>120</b>		<b>120</b>
<b>PN Program Total</b>	<b>687</b>	<b>656</b>	<b>1433</b>

## J. CURRICULUM PLAN

Course Title	Theory/Lab	Clinical	Totals
Medical Terminology Prerequisite as of 2-2023	45		
Anatomy and Physiology for Practical Nursing	210		
Long Term Care Assistant Prerequisite as of 2-2021	75		
Introduction to Nursing	40		
Fundamentals of Nursing	160		
Clinical Nursing I		80	
Clinical Nursing II		224	
<b>Semester I Totals</b>	<b>530</b>	<b>304</b>	<b>1463</b>
Pharmacology and IV Therapy Skills	66		
Medical Surgical Nursing I	78		
Medical Surgical Nursing II	78		
Clinical Nursing III		232	
Maternal/Newborn Nursing	45		
Pediatric Nursing	45		
Mental Health Nursing	40		
Transition to Practice	15		
Clinical Nursing IV		120	
<b>Semester II Totals</b>	<b>367</b>	<b>352</b>	<b>719</b>
<b>Career Program Totals</b>	<b>807</b>	<b>656</b>	<b>1553</b>

## II. STUDENT POLICIES

### A. STUDENT EXPENSES

*Tuition and/or documentation of financial aid is due by the first day of class. Students who are enrolled in a course for 10 days or more will be responsible for the full semester's tuition and fees, regardless of enrollment or funding status. Tuition and fees will not change while student is enrolled in program.*

PN Career Program Costs	
<b>Tuition</b> - (Tuition will be adjusted for Medical Terminology, and Long Term Care Assistant, as appropriate)	\$ 3,654.15
<b>Student Needs Fees**</b> <i>**Cost of notebook computer is not applicable if student has the required notebook computer specifications. Computers purchased through the GPTC Bookstore become property of the student and are not returnable. Price is subject to change.</i>	\$ 2,153.39
<b>Textbooks</b> (approximate, and subject to change)	\$ 439.00
<b>Uniforms</b>	\$ 157.00
<b>Fingerprint background check (additional charge for nursing certification, not included)</b>	\$ 55.00
<b>Total Cost for 12 and 18-Month Program</b>	\$ 5,984.54
<b>Total Cost for 18-month Program</b>	\$ 6,019.54

**STUDENTS WITH PENDING SUPPLEMENTAL FUNDING ARE RESPONSIBLE FOR FULL PAYMENT,  
PRIOR TO BEGINNING THE CAREER PROGRAM.**

1. Student Needs Fees are listed below:

a.	Curriculum and classroom support	\$ 670.00	
b.	Liability insurance	\$ 15.00	
c.	Skills lab supplies	\$ 92.39	
d.	Unbound Medicine Application	\$ 245.00	<b>1st Semester</b>
e.	InPlace (12 months)	\$ 35.00	
f.	Technology Fee	\$ 100.00	
g.	Textbooks	\$ 439.00	
h.	Licensure	\$ 356.00	<b>2nd Semester</b>
i.	Graduation Ceremony	\$ 166.00	
j.	Drug Screen (paid upfront)	\$ 35.00	<b>Miscellaneous Expense</b>
k.	Background Check (paid upfront)	\$ 55.00	

**\*\*InPlace fee applies both semesters for 12 month. Additional fee applies for 18 month.**

**Payments**

a. Tuition

i. Tuition for first semester is \$1,827.15 and must be paid prior to beginning the Career Program.

*\*\*The cost for a laptop computer is not applicable if the student already has the required laptop computer specifications. Computers purchased through the GPTC Bookstore become the property of the student and are not returnable. Price subject to change.*

ii. Tuition for second semester is \$1,827.00 and must be paid prior to beginning 2<sup>nd</sup> semester.

b. Student needs fees

i. Student needs fees for first semester is \$1,596.39 and must be paid prior to beginning the Career Program.

ii. Second semester needs fees is \$522.00 and must be paid prior to beginning second semester.

3. Textbooks may be purchased in the Great Plains Technology Center Bookstore or at a vendor of your choice. The student is responsible for purchasing exact titles and current editions. Approximate cost of books is \$439.00. This amount will be adjusted for Medical Terminology, and Long -Term Care Assistant, as appropriate.

4. Additional student expenses are to be expected throughout the year and may include shoes, stethoscope, and watch. Students should anticipate purchasing general school supplies throughout the year.

**B. FINANCIAL ASSISTANCE**

1. Nursing students at the Great Plains Technology Center have a number of grants, scholarships, and benefits, which may be available to them.

2. Information about financial assistance through the Federal Financial Aid grant (PELL), Great Plains Foundation, Vocational Rehabilitation Service, or any other funding source may be obtained from the Financial Aid office, located in Building #100, room 107, Lawton Campus.
3. In order to receive Title IV Federal Funds or Veteran's Education Benefits at GPTC, a student must maintain satisfactory progress. Please refer to the GPTC Student Handbook. No Title IV funds will be dispersed while a student is on probation. All VA beneficiaries utilizing VA funds must turn in all transcripts/training records, to include his/her military transcript and transcripts from all post-secondary institutions, to be evaluated for prior credit, whether or not prior credit is granted.
4. Students who attend the Flex PN Career Program have clock hour **requirements** and the explanation of disbursements is as follows:
  - **1<sup>st</sup> Pell Disbursement** – is issued in advance for the first 450 clock hours, and the student will receive the disbursement approximately 6 weeks after the start date of the class.
  - **2<sup>nd</sup> Pell Disbursement** – is issued after the student has successfully progressed to the 2<sup>nd</sup> semester and has documentation of attending 450 clock hours. When the 2<sup>nd</sup> disbursement is issued, the student has been paid in advance for a total 900 clock hours.

Documentation of clock hours attended must meet a minimum of 900 hours at the time of graduation or student may owe a refund to Federal Financial Aid. Pell students must attend a minimum of 12 hours per week.

**Documentation Explanation** – when students attend class they must clock in and out to receive documentation of the seat time attended in class. Your instructor will record clinical time.

#### C. TUITION AND FEES REFUND POLICY

***Refer to the Great Plains Technology Center Student Handbook.***

- **VA Beneficiaries:** GPTC is required to report, without delay, the interruption or termination of attendance for individuals enrolled in an education assistance program administered by VA. VA beneficiary students may be in debt to the VA if they withdraw or are terminated. All overpayments will remain the responsibility of the student. A student who is a military reservist or National Guardsman that is called for active duty or drill duty will be granted a temporary leave of absence and can resume instruction upon return without penalty.

#### D. ATTENDANCE POLICIES

1. To qualify for National Technical Honor Society, a student will not be absent more than 2 days per semester.
2. Students absent for 3 or more consecutive days due to illness, must present a written statement for physical clearance from a physician, before returning to class or clinical.
3. Students with an injury during the school year may be required to provide physical clearance from a physician.

4. Absences of 5 consecutive school days, without contact, may result in dismissal.
5. Temporary Interrupt: While Great Plains Technology Center does allow for leaves of absence, it is discouraged in the PN Career Program. Due to the requirements for graduation, it is especially challenging for the nursing student to be successful in maintaining academic performance when a leave of absence occurs. Students who desire a Temporary Interrupt are required to meet with the PN Coordinator, prior to taking leave. Temporary Interrupts may affect financial aid. Temporary Interrupts will not exceed 20 school days. VA beneficiaries must maintain at least an 90% attendance rate to remain eligible for benefits.
6. Any student who is a military reservist or National Guardsman that is called for active duty or drill duty will be granted a temporary leave of absence and can resume instruction upon return without penalty.

## **ATTENDANCE POLICY – TRADITIONAL**

7. The faculty believes that for learning to take place, a student must be in attendance. Because of our commitment to prepare students for jobs/careers, attendance policies reflect those found in the work place, rather than those typically found in school.
8. Daily participation in classroom and laboratory activities is needed to provide students with skills for Practical Nursing. Students are expected to attend class and be on time.
9. Absences in Semester I are adjusted based on the number of theory courses taken.
  - a. Anatomy & Physiology – 2 days absence earned
  - b. Fundamentals & Introduction to Nursing – 5 days absence earned
10. Eight (8) absences are allowed in Semester II.
11. Only 24 hours of absences per semester may be clinically related. Absences from clinical that exceed 24 hours days are grounds for dismissal. (1 day absence from a 12 hour clinical day = 1.5 day clinical absence; 1 day absence from an 8 hours clinical day= 8 hours clinical absence or 1 day)
12. When a student is within 2 days of reaching their maximum allowed total absences, within 1 day of reaching their maximum allowed total absences, a designated nursing instructor will counsel the student in writing.
13. When a student reaches the maximum allowed total absences or 24 hours clinical absence, the student will be placed on attendance probation. Non-compliance with probationary terms will result in dismissal.
14. There is NO make-up of seat time allowed. If a student exceeds the maximum number of absences, appropriate disciplinary action will be taken, up to and including termination. The PN Coordinator, Director of Health Science Services, or designee, may waive this policy for appropriate extenuating circumstances.
15. Arriving for work on time is an important part of being employable. Students must be in class at the designated time. Habitual and/or excessive tardies will result in instructors not being able to recommend a student to a potential employer. Tardies count toward attendance as follows:
  - a. Any absence up to 1 hour in length will result in 1 tardy.
  - b. Any absence from 1-2 hours will result in 2 tardies.
  - c. Any absence from 2-3 hours will result in ½ day absence.
  - d. Tardies will be assessed for arriving late or leaving early.
  - e. 3 tardies equate to ½ day absence.
16. Penalties assessed to clinical absences:
  - a. A tardy to the clinical area in excess of 15 minutes (arrival after 6:45AM) will result in student dismissal from clinical for that day.
  - b. A student without adequate clinical preparation will be dismissed from clinical and assessed 1 day absence.
  - c. An absence from the clinical setting must be called in to the assigned clinical location before 4:30 AM. In addition, text or call the clinical instructor. Failure to do so will be reflected in the clinical evaluation.
17. Appointments for personal reasons will be made outside school hours. Personal needs are to be taken care of during breaks, before class time, and at lunchtime, rather than during class time. Appointments with instructors or coordinator will be made at breaks, before or after school – not class time. Instructors are at school from 7:45am to 3:45 pm.
18. VA beneficiaries must maintain at least an 90% attendance rate to remain eligible for benefits.
19. Counseling concerning the attendance policy will be documented and kept in the student’s file.

**ATTENDANCE POLICY – FLEX**

20. Mandatory activities are noted on the class calendar at times, with appropriate notice. Since vital information will be shared during these activities, attendance is mandatory. A tardy or absence from mandatory activities will be reflected on the probation form, using the disciplinary step process. Students must attend a mandatory class meeting from 8 a.m.-10 a.m. the first Monday of each month.
21. Available clinical days are indicated on the program calendar. Students will be required to attend all assigned days of a clinical week to obtain the full clinical hours.
22. Students desiring to complete the program in 12 months are expected to attend school 30 or more hours per week.
23. Students desiring to complete the program in 18-24 months are expected to attend school 15 or more hours per week.
24. Penalties assessed to clinical absences:
  - a. A clinical tardy of less than 15 minutes or less (arrival before 6:45 a.m.) will be recorded on the probation form and reflected on the clinical evaluation.
  - b. A clinical tardy of more than 15 minutes (arrival after 6:45 a.m.) or a student without adequate clinical preparation will be dismissed from clinical for that day and required to schedule an alternate clinical day. This will be recorded on the probation form and reflected on the clinical evaluation.
  - c. An absence from the clinical setting must be called in to the assigned clinical location before 4:30 a.m. In addition, text or call the clinical instructor. Failure to do so will be reflected in the clinical evaluation and recorded on the probation form.
  - d. No arrival by 7 a.m. and/or no phone call will result in “No Call-No Show” penalty of 1 step probation.
25. Students receiving financial aid may have attendance requirements, based on funding agency guidelines. Students are responsible to follow funding guidelines.

**ATTENDANCE POLICY – FREDERICK**

27. Students will attend 2- twelve-hour clinical days (Wednesday and Thursday) in any assigned week. Specialty weeks will require two twelve hour clinical days (Wed. & Thurs.) or three eight hour clinical days (Wed., Thurs., & Fri.)

**E. CLASSROOM POLICIES**

1. Classroom times are 8 a.m. - 11:15 a.m. and 12 noon – 3:15 p.m.

2. Students are expected to be courteous at all times. Instructors reserve the right to ask discourteous students to leave the classroom or lab.
3. The use of profanity is not permitted.
4. Great Plains Technology Center is a **tobacco/vapor free** facility. Students may not drive vehicles off campus to smoke, on breaks.
5. Students will sign a “Statement of Awareness” each semester, reflecting accountability for guidelines.
6. Students may possess an electronic device after providing an “Electronic Device Permission Form”, signed by the student and Campus Director/Principal. These devices are subject to confiscation if the permission form is not on file, or if they cause a classroom disturbance (turned on, ringing, vibrating, receiving/sending text messages/photographs). The device may ONLY be used during breaks and may NOT be used during class time or exams as a calculator.
7. No body piercing jewelry or adornments (except in ears or one nostril stud) may be worn in class.
8. All computers must have virus detection software installed. Personal laptop computers are subject to inspection at any time. Students are cautioned that information saved on personal laptops must be acceptable for school use. Information that is illegal or pornographic in nature may result in dismissal.
9. Students are required to wear school name badges each day.

#### **CLASSROOM POLICIES**

10. At least one 15-minute break will be given each morning and again each afternoon. Traveling in and out of class, repeatedly, disturbs other students and the instructor and may result in a tardy. Students will remain in the classroom for 1 to 1½ hours at a time. Exceptions to this policy will be presented to the nursing coordinator.
11. Class schedules are posted in the classroom and given to students. Anticipate schedule changes, as necessary.
12. Instructors will not accept late class work.
13. Students arriving late for testing will not be admitted to classroom until testing is complete. A penalty of 8pts will be applied.
14. Cellular phones must be turned off and placed in classroom phone rack, facing forward. If an emergency situation warrants the device to be on, arrangements must be made with classroom instructors. No electronic devices may be worn to include however not limited to smart watches or airpods in the classroom or clinicals.
15. Food/Drink Policy
  - Drinks with lids and light snacks are allowed in the classroom
  - Meals may be consumed in the classroom – only at lunch break (11:15 a.m. - 12:00 p.m.)
  - NO MEALS CONSUMED DURING CLASS TIMES
  - NO FOOD CONSUMED DURING TESTING
  - Please POLICE your own trash and be thoughtful of your classroom neighbors. If any instructor believes eating/drinking becomes too noisy (slurping, crunching, opening wrappers), you will be asked to leave the classroom.

### **CLASSROOM POLICIES – LAWTON**

17. Classroom dress code:

- a. Uniform Top: Any pattern or uniform style in a solid red or coordinating print. Must include nametag.
- b. Uniform Pants: White or red, polyester, cotton or blend, medium weight fabric, no definite texture, visible or felt.
- c. Uniform Skirt: Females may select a white or red uniform skirt, meeting the above requirements, in lieu of pants.
- d. Shoes: Nursing shoes or athletic shoes, covering the entire foot. Open-toe shoes, clogs and crocs are not acceptable. No street shoes or house shoes.

### **CLASSROOM POLICIES – FLEX**

18. Food/Drink Policy

- Drinks with lids and light snacks are allowed in the classrooms - #761
- Meals may be consumed in the classroom – only at lunch break (11:15 a.m. - 12:00 p.m.)
- NO MEALS CONSUMED DURING CLASS TIMES
- NO FOOD CONSUMED DURING TESTING
- Please POLICE your own trash and be thoughtful of your classroom neighbors.

### **CLASSROOM POLICIES – FREDERICK**

19. See GPTC Student Handbook for classroom dress code policies.

### **F. CONTRACTS – FLEX**

1. Students are expected to meet monthly with their instructor to negotiate the student learning contract. Incomplete contracts are recorded on the probationary form and incomplete work is added to the next student learning contract. Mandatory seat time is implemented for incomplete contracts.
2. Contract changes must be made by the 15<sup>th</sup> of the month.
3. Students must select an approximate time frame for completion – between 12 months and 24 months. When a time frame is selected, both theory and clinical will be scheduled at that pace. Student may not choose one rate for theory progression and a different rate for clinical progression.

## G. TESTS, GRADES, AND EVALUATIONS

1. The minimum satisfactory academic standing for retention is a grade average of “C” or 77% at the completion of each semester. This grade must be achieved in each course.

<b><u>Course grades are comprised of:</u></b>	<b><u>Test Grades</u></b>	<b>(53% of final grade)</b>
	• Module Tests	
	<b><u>Academic Grades</u></b>	<b>(22% of final grade)</b>
	• Quizzes	
	• Assignments	
	<b><u>Final Exam Grade</u></b>	<b>(25% of final grade)</b>

### **Grading Scale:**

The grading scale as adopted by the Board of Education is as follows:

A = 93 - 100

B = 85 - 92

C = 77 - 84

F = 76 and below

2. Any student who maintains an ‘A’ average and passes every module exam will be exempt from taking the final exam in that course.
3. Students will be informed of their progress at the completion of each module. After completing at least two modules in a course, if grade average falls below 77%, academic probation is implemented. Academic probation is instituted for 3 modules. The grade average must be improved to 77% or better at the end of the probationary period to continue enrollment. The student must then maintain an average of 77% or better for the remainder of the course. If the average falls below 77% again, the student is dismissed. For Traditional students, please refer to page 23 – Traditional.
4. Students found to have additional programs or files open on their computer during testing will receive a grade of “0” for the test/quiz.
5. Students may access grades at <https://sonisweb.greatplains.edu/studsect.cfm>. ID and PIN are issued by the school.
6. Students are required to take subject area standardized tests (ATIs) to increase readiness for NCLEX testing. These tests are in addition to module exams.
  - a. Students must score proficiency Level 2 or better, for Career Program completion. Grades are not included in course work.
  - b. Two opportunities to be successful on each ATI subject area test are included in Career Program fees. A \$25 retake fee must be paid for each retake thereafter, before additional testing numbers are issued.
  - c. All ATIs must be completed prior to beginning preceptorship.
  - d. Students may take the same ATI subject area test only once daily. (Ex. May NOT take ATI Children in the AM session and PM session)

- e. Unauthorized attempts to access test or curriculum materials may result in a grade of “0, suspension or dismissal from the program.

Remote testing may be offered during extended school closures. The decision to offer remote testing is made only under extreme circumstances when the students are denied access to campus. Remote testing is not and will not be a routine option in the PN program.

7. To promote test security and support the validity of the assessment materials, additional restrictions are placed on testing.
  - a. The student must sign an “acknowledgement of remote testing.” No testing or test requests will be permitted until this is on file.
  - b. The student is responsible for supplying stable and adequate internet service that allows for smartphone and laptop usage simultaneously.
  - c. The student’s computer and cell phone must have audio and front facing camera installed to allow for monitoring of the testing session.
  - d. Student’s testing environment must be quiet and free from distractions and interruptions including, however not limited to, friends, family members, and children during the testing. Interruptions of testing will result in a grade of zero “0” on the assessment.
  - e. The student will comply with all faculty instructions for sign in, test process, and appropriate logout method. Failure to comply with any and all instructions will result in a grade of “0” on the assessment.

#### **TESTS, GRADES, AND EVALUATION – TRADITIONAL**

7. Students are responsible for class work and assignments, whether present or absent.
8. Make up assignments will be determined by instructor.
9. Worksheets in Semester 1 and Quiz 1 in Semester 2 are due by 0800 a.m. on the day of testing. A grade of “0” will be assigned if late.
10. **It is the responsibility of the student to contact the instructor the same day they return to school, to arrange for make-up work.** Failure to arrange for makeup work upon return will result in a grade of “0”. “Flexibility may apply based on recommendation of medical provider related to communicable disease”
11. Make-up tests/quizzes, may be of the same format as the original test/quiz, with 8 points deducted from the student’s score OR of a different format than the original test/quiz, without 8 points deducted from the student’s score.
12. **FINAL EXAMS MAY NOT BE MADE UP,** except by decision of faculty committee.
13. Cheating on assessments may result in a zero on the assessment and 3 days suspension. Absence penalties apply to make-up work missed as the result of suspension.
14. ATI retakes will be given on designated Friday’s. Students needing to retest are required to attend or receive attendance penalty.
15. Students needing ATI retakes are required to be at school during classroom hours once preceptorship begins. Students must test at least three times weekly until all ATI’s are successfully completed.

## TESTS, GRADES, AND EVALUATION – FLEX

15. Students who fail to complete a monthly learning contract are required to document seat time of half or more of the assigned classroom hours, in the month following the violation. The number of hours required are based upon student rate of progression. Failure to document required hours on the time clock will result in 1 step penalty on the probation form, as required hours are part of the student learning contract.

Seat time requirement is applied month-to-month for contract violation. Clinical hours do not count toward seat time. (Example: 18-month student fails to complete April contract. Forty-four (44) classroom hours are assigned on May contract. Student is required to document seat time for 22 of 44 contract hours.)

16. Student placed on academic probation are required to document seat time. The number of hours required are based upon student rate of progression. When academic probation begins after a month begins, time is calculated, using the guidelines below:

- 12 months: Required seat time is calculated at 3 hours per day, for the remainder of month.
- 18 months: Required seat time is calculated at 2 hours per day, for the remainder of month.
- 24 months: Required seat time is calculated at 1 hour per day, for the remainder of month.

Required seat time on all subsequent months is half the assigned contract hours. Failure to document required hours will result in 1-step penalty on the probation form, as required seat time is part of the student learning contract. Clinical hours do not count toward seat time. (Example: 18-month student has a failing average of 74% in Fundamentals, after completing 4 modules. Probation is implemented May 8<sup>th</sup>. Five (5) classroom days remain, May 9-31. 18-month student is required to document 2 hours per day for 5 classroom days; 10 hours May 9-31. Probation continues into June. 18-month student is required to document seat time for 17 or 34 June contract hours. Student completes probation June 12, with an average of 82%, after 3 more modules. Student is responsible to document 17 hours in June, despite completing probation June 12.)

17. Specific time periods are designated for skills check-offs.
18. Cheating on assessments may result in a zero on the assessment and 1 step on the probation form.
19. Probation is the result of three acquired steps on the Probationary Form. Steps are consequences of undesirable performance/behavior and are listed below. Four steps result in dismissal.
- a. 1 step – incomplete monthly student learning contract, clinical no-call / no-show, preceptorship no-call / no-show, cheating on an assessment.
  - b.  $\frac{2}{3}$  step – mandatory class meeting absences.
  - c.  $\frac{1}{3}$  step - clinical absence (called in appropriately), clinical tardy (less than 30 minutes), leaving clinical early, mandatory class meeting tardy, failure to take ATI exam, preceptorship absence (called in appropriately), and repeated cell phone violation.
20. To promote test security students will be allowed to review the module exams, to include correct answers and rationales, after completing all course work prior to taking the final exam. Students must be present at either 0800 or 1200 in the testing room to review. A maximum of 3 hours will be given for the review and the students may only review test materials during one review session. If the student exits the room during the study sessions, they will not be authorized to return and continue studying. No writing materials, electronic devices, smart watches, or book bags etc. will be authorized in the testing room or on the student's person while reviewing materials.

## H. CLINICAL POLICIES

The clinical experience is designed to enhance classroom instruction. Due to the uniqueness and specialization of the PN Career Program, policies and procedures play an important part of the clinical experience.

1. Adhere to the Code of Ethics for Licensed Practical Nurses.
2. Abide by the rules and regulations of Great Plains Practical Nurse Program and the clinical facility.
3. Perform procedures as found in the procedure book, located on each nursing unit in the clinical facility.
4. Maintain current Healthcare Provider CPR Certification and PPD.
5. Know the assigned area and corresponding objectives and assignments. Clinical schedules are posted and provided to each student. Schedules may be adjusted to meet the individual student needs.
6. Clinical research times are 3 p.m. – 8 p.m. at Comanche Memorial Hospital and 3 p.m. – 8 p.m. at Southwestern Medical Center.
7. Show evidence of being prepared by presenting written assignments and stating verbal knowledge of the patient diagnosis and condition.
8. Submit assignments for the clinical area on time. Submit clinical packet, no later than 8 a.m. Monday following clinical.
9. Maintain a courteous, professional relationship with patients, staff, other students, and faculty. Use therapeutic communication.
10. Refrain from discussing the patient, diagnosis, or personal problems, except with authorized staff in an appropriate setting.
11. Perform nursing duties, assigned by the instructor (or nurse in charge, with instructor's approval).
12. Keep instructor informed of patient status and student progress. Follow through with appropriate nursing interventions. Continue to be responsible for monitoring patient care until time designated by instructor.
13. Take initiative to seek new learning experiences.
14. Use standard precautions and follow guidelines for handling contaminated materials.
15. Report accidents or errors immediately to the instructor and/or nurse in charge. Complete incident report forms according to hospital policy.
16. Be responsible for treating patients safely and preventing situations of physical and emotional risk. Failure to do so will result in being removed immediately from the clinical setting and receiving a failing grade. This behavior may be grounds for dismissal.

17. Follow documentation guidelines to include knowledge of legal aspects of documentation, proper grammar, spelling and terminology. Instructor may return notes for revisions. After revision, documentation may be resubmitted for approval. **Documentation must be approved by an instructor prior to transcription into the patient's chart, unless otherwise directed by the instructor.**
18. Demonstrate responsibility for correct and careful use of hospital property.
19. Complete assigned care before post-clinical conference.
20. Verbally participate in post-clinical conference. Reflect promptness, attentiveness, and professional conduct.
21. Have skills signed off by the appropriate clinical instructor. If a student has not had exposure to a particular skill, it is the student's responsibility to inform the clinical instructor so that appropriate clinical experiences may be provided.
22. All clinical evaluations, Skills Check List, HIPAA, blood-borne pathogen, and training certificates will remain in the clinical packet.
23. Patient visits of a personal nature may only occur after clinical hours and out of uniform. Personal visits or visitors of any kind are not permitted during clinical hours
24. Students may not use cellular phones on the nursing unit. They may be used **ONLY** at meals and breaks. Students may not carry cellular phones on their person. Smartwatches, earpods and other devices as determined by the facility, may not be worn in the clinical setting.
25. Breaks – Meals
  - a. Breaks are a privilege and are not to be taken with the meal break.
  - b. Students are expected to take a meal break. Vital signs and assessments will be documented prior to going to the meal break.
  - c. Eating and drinking is only allowed during breaks and meals. No eating or drinking will be done in the hall or nursing desk. All refreshments are to be consumed in the break room or cafeteria.
  - d. Inform instructor/team leader and provide coverage for assigned patients, prior to break/meal.
26. Clinical Evaluation
  - a. Performance objectives are specific to the clinical area and level of nursing practice. Students will demonstrate understanding of the evaluation criteria for each rotation.
  - b. The instructor evaluates student performance with input from employees of the clinical facility. Evaluations are given every 2 weeks (or more frequently at the instructor's discretion) using criteria established on the Clinical Evaluation Tool.
  - c. Clinical evaluations are on a Pass/Fail grading scale. The system used for the evaluation instrument is defined in clinical guidelines. 80% or better must be obtained to pass clinical.

d. If the student disagrees with the evaluation or feels there is a discrepancy, the student may request an appointment with the instructor.

e. Students may NOT leave the hospital facility during breaks/meals.

27. Clinical Probation

a. A “fail” score for an evaluating period will result in the student being placed on clinical probation.

b. Clinical probation will consist of 4 weeks.

c. A “pass” status and 100% clinical attendance must be maintained for each week of the probationary period.

d. Actions placing a patient in physical or emotional risk will result in the student being dismissed.

## I. CLINICAL UNIFORM, APPEARANCE AND CALLING OUT

The following clinical uniform guidelines are required to create the best possible image of the student and to increase patient confidence of the student in the clinical setting.

1. Students must wear the clinical uniform, to include a school patch and nametag, to research patient information in the clinical facilities.

2. Clinical Uniform

### **CLINICAL UNIFORM – LAWTON CAMPUS**

a. Uniform Top (suggested 3) – Solid red, V-neck, chest or lower front pockets. Must include school patch and nametag. School patch must be securely attached to left upper sleeve.

- Cherokee Style
- Cherokee Workwear
- Dickies
- Scrubstar – solid bright red

b. Uniform pants (suggested 3) – red no cuffs or gathers, polyester, cotton, or blend, medium weight fabric, no definite texture, visible or felt.

c. Uniform Skirt – Females may select a red uniform skirt, meeting the above requirements, in lieu of pants.

d. Shoes – Black nursing shoes or black athletic shoes, covering the entire foot. Open-toed shoes, clogs, and crocs are not acceptable.

e. Fit of uniform must allow for freedom of movement without exposing any undergarments, outline of undergarments or skin.

f. Additional equipment – Stethoscope, watch with second hand, bandage scissors and penlight. No smart watches or any other electronic devices in the classroom or clinical setting.

g. No scrub jackets will be worn. A black shirt may be worn under uniform top for warmth.

h. Cover last name on nametag when attending mental health rotation.

### WITHDRAWING/CALLING-OUT OF CLINICAL - FLEX

Students are required to complete a certain amount of clinical hours per semester in accordance with their length of contract in order to complete the PN program.

- 12-month contract is required to attend 10-12 weeks per semester. Able to withdraw/call-in from clinical **3 times** per semester with no step penalties
- 18-month contract is required to attend 7-10 weeks per semester. Able to withdraw/call-in from clinical **2 times** per semester with no step penalties.
- 24-month contract is required to attend 6-8 weeks per semester. Able to withdraw/call-in from clinical **1 time** per semester with no step penalties.
- 1/3 steps are applied if the student withdraws/calls-in from clinical more than the allowed amount.

### CLINICAL UNIFORM – FREDERICK CAMPUS

- a. Uniform Top: Any uniform style, **royal blue** color. Must include school patch and nametag.
- b. Uniform Pants: **royal blue**, no cuffs or gathers, polyester, cotton, or blend, medium weight fabric, no definite texture, visible or felt.
- c. Uniform Skirt – Females may select a **royal blue** uniform skirt, meeting the above requirements, in lieu of pants.
- d. Fit of uniform must allow for freedom of movement without exposing any undergarments, outline of undergarments or skin.
- e. Shoes – black nursing shoes or black athletic shoes, covering the entire foot. Open- toed shoes, clogs, and crocs are not acceptable.
- f. Additional equipment – Stethoscope, watch with second hand, bandage scissors, and penlight. No smart watches.
- g. Cover last name on nametag when attending Mental Health rotation.

3. Uniform accessories to be supplied by the school:

**NOTE: A fee will be charged for additional patches or nametags.**

- a. Nametag
- b. Bandage scissors
- c. Safety glasses
- d. Penlight
- e. School patches

4. Place school patch on uniform top – left sleeve, 4 inches below shoulder.
5. Nametags will be worn in an easily visible place, above the waistline, near the shoulder.

To prevent the possibility of injury to the student, lanyards are not permitted in the clinical setting.

6. Nursing pins, if worn, will be placed above the nametag on the left side of the uniform.
7. Uniforms will not be worn in public during non-school hours. This includes a student's place of employment.
8. Uniforms will be clean, wrinkle-free and in good repair.
9. Shoes will be clean, polished and in good condition. Clean, run-free neutral colored hose will be worn with skirts. Clean, all black socks will be worn with uniform pants.
10. Students are expected to maintain a high and conservative standard of personal appearance and grooming at all times. Good personal hygiene will be maintained. Do not use perfume, cologne, after-shave, or heavy makeup. Strong odors, such as after smoking, must be avoided.
11. Hair: artificial and natural hair must be kept clean and neatly combed in a professional manner. No head coverings may be worn without prior approval from PN Coordinator. Dyeing, extreme bleaching, or tinting are not permitted, and all hair color should create a natural appearance. No extreme hair colors may be worn. Appropriate hair confinement should be kept to maintain safety, infection control, or contamination. It will be off the face and controlled. It will not fall forward when caring for patients, due to potential contamination of sterile or clean fields. No scarf, ribbons, flowers, bandanas, conspicuous barrettes, beads, headbands or other hair ornaments will be worn. Only naturally occurring hair colors are allowed. Extreme hairstyles will not be worn.
12. Beards and moustaches will be neatly trimmed. Facial Hair must be well-groomed (hair should not exceed beyond the base of the collar).
13. Since students are involved in direct patient care and practicing newly acquired fine motor skills, they will maintain clean, well-filed fingernails, no longer than  $\frac{1}{4}$  inch past fingertips. NO nail polish. If nails interfere with patient care or compromise dexterity in performance of skills, instructors will request that nails be shortened.
14. Artificial nails will not be worn. Artificial nails are defined as substances or devices applied to the natural nails to augment or enhance the nails. These include, but are not limited to bonding, tips, wrappings, overlays, gels and tapes.
15. Wedding rings and class rings may be worn; maximum of two (2) total. Ornate rings may become damaged in the clinical setting or may cause injury to the patient. Necklaces may be worn, out of sight. No bracelets, except Medical Alert bracelets.
16. Make-up: if worn should enhance natural features and create natural appearance. Artificial eyelash/eyebrow enhancements/extensions are not permitted.
17. Facial jewelry: one nostril stud no greater than  $\frac{1}{8}$  inch may be worn. Hoops, barbells, or bullrings are prohibited. Nasal septum and nose bridges are not permitted. All other forms of facial piercings including but not limited to eyebrow, tongue, lip, chin, cheek are prohibited. Clear plastic color spacers may be worn in lieu of jewelry. Spacers must fit securely in place. Ear stretching more than  $\frac{1}{2}$  inch is prohibited. Small stud earrings may be worn, limited to 1 inch each lobe and each tragus
18. Tattoos: GPTC PN Program recognizes that tattoos are considered by many a form of self-expression and art. Any form of self-expression that creates a risk will not be permitted. GPTC PN Program will enforce these issues consistently and without discrimination. In most cases tattoos may be visible if they are not "**extreme, indecent, vulgar, hate charged, gang affiliated, sexist, or racist**".
  - a. PN coordinator will serve as the final authority on what constitutes as "extreme, indecent, vulgar, hate charged, gang affiliated, sexist, or racist".

- b. Any tattoo or brand that is visible on the head, face, chest area, or front of neck is prohibited and reasonable efforts must be made to cover these with appropriate clothing or skin complementary make-up.
  - c. The “back” of the neck is defined as being just under the ear lobe and across the back of the neck; tattoos on this area are acceptable within the guidelines of this policy.
  - d. Allowable “permanent” make-up would be eye-liner, eyebrows, and makeup applied to fill in lips, etc. This must be conservative and in accordance with natural make-up applications,
19. Chewing gum is not allowed.
20. If a student is scheduled to work in a setting where hospital scrubs are worn, the student is to report to the clinical setting in GPTC uniform.
21. In the clinical setting, students will have with them:
- a. watch with a second hand – no smart watches
  - b. black ink pens
  - c. bandage scissors
  - d. safety glasses
  - e. penlight
  - f. stethoscope

## **J. STUDENT ORGANIZATIONS**

The Career and Technical Student Organization (CTSO) for PNs is Health Occupations Students of America (HOSA). HOSA is part of the classroom experience with regular meetings held during school hours. The organization provides an opportunity for the student to develop leadership skills and teamwork.

1. Students are enrolled as members of this organization.
2. Each Practical Nursing class will elect officers.
3. Students may not run for HOSA office if on probation.
4. Any student on probation will not be excused from class or clinical to attend HOSA functions.
5. Faculty will serve as HOSA advisors.

## K. LIBRARY – LAWTON CAMPUS

The Health Careers Library is located in Building 700 and is intended for use by the health students and faculty.

1. Hours of operation for the Health Careers Library are 7:45 a.m. to 4:00 p.m., Monday through Friday.
2. Students may check books out of the library between the hours of 7:45 a.m. and 4:00 p.m., Monday through Friday. Books may be checked out for a two-week period. Students with overdue books will lose their check-out privileges, until books are returned to the library. Books are not to be taken from the library for any reason unless they have been checked out.
3. Students are not to re-shelve books. When a book is removed from the shelf, please place it on one of the carts for the librarian to re-shelve.
4. Reference books cannot be checked out but may be used in the library.
5. Periodicals and journals may be used in the library only.
6. Books or journals destroyed or lost by a student will be replaced at the student's expense. Library privileges will be suspended until the book or journal is replaced.
7. **Food, drinks, and cell phones are prohibited in the library.**
8. Students will view VCR tapes, DVDs or computer software in the library, computer lab, or area designated by instructor.
9. When using the library for test taking, do not bring material except what is necessary for taking the test. Report to the librarian to begin taking the test, and again when the test is completed.
10. No one is allowed to leave the library or talk to other students while testing. ***Testing in the library must be complete by 4:00 p.m.***
11. Computers may be used between the hours of 7:45 a.m. and 4:00 p.m., Monday through Friday.
12. Students will bring their own storage devices to save documents.
13. Students have access to EBSCO Host, an online database for internet research of books and journals  
Type in this URL: <http://search.ebscohost.com/login.aspx?authtype=uid>  
User ID: gpvoc  
Password: learn23!  
Select: "EBSCOhost Web"
14. The library has computers with Internet access. Students will read and sign the "Internet Access Guidelines" before using a computer. The signed agreement will be kept on hand in the library for reference. Any misuse of the Internet may result in disciplinary action.
15. Students will not leave the library while printing from the computer.
16. Students will sign in and out when using computers. Students using computers without signing in may lose computer privileges.

## L. ADVANCEMENT EXERCISES

### **TRADITIONAL**

1. Graduation
  - a. Graduation exercises will be held for each class in July. Students are expected to attend.
  - b. Graduates will be awarded a Nightingale lamp, diploma, and a school pin.

### **FLEX**

1. Graduation Ceremony is offered annually. Graduates will be awarded a diploma holder, and the school pin.
2. Candlelighting ceremony is held during a HOSA meeting. Candlelighting students will be awarded a Nightingale Lamp and a lamp pin.
3. Attendance at promotion ceremonies is optional, but encouraged.

## M. AWARDS/STUDENT RECOGNITION

### 1. "Student of the Month"

#### **LAWTON CAMPUS**

Nominations are accepted from students, must be signed and state the reason for the nomination. Faculty will consider the nominations, and will select a "Student of the Month" from each class. The "Student of the Month" will be announced at the HOSA meetings or at an appropriate time. The "Student of the Month" will be selected based upon the following criteria:

- a. Outstanding achievement in a particular area not necessarily scholastic.
- b. Attitude / Enthusiasm.
- c. Professionalism.
- d. Consistency in theory and clinical.
- e. Class participation.
- f. Satisfactory attendance.

### 2. "Outstanding HOSA Student"

Nominations will be accepted from students and faculty. Criteria for the "Outstanding HOSA Student" is based upon consistent attitudes and behaviors that demonstrate professionalism and leadership qualities, and participation and support of HOSA organization and activities.

### **3. "Outstanding Clinical Student"**

Faculty may select an outstanding clinical student. This student will be recognized during the graduation ceremony. The criteria for outstanding clinical student is:

- a. Attitude: Student exhibits leadership qualities in the clinical setting.
- b. Clinical: Student exhibits proficiency and professional performance in the clinical setting.
- c. Attendance: Student exhibits satisfactory clinical attendance.

### **4. "Outstanding Student Award"**

Faculty may select an outstanding student, to be recognized during the graduation ceremony. Criteria for outstanding student:

- a. Attitude - Student exhibits leadership qualities in the classroom and clinical settings.
- b. Clinical - Student exhibits proficiency and professional performance.
- c. Academics - Student maintains a "B" average or above.
- d. HOSA - Participation in the student organization.
- e. Attendance - Student maintains a satisfactory attendance.

## **N. LICENSURE**

1. The Great Plains' PN Career Program is approved by the Oklahoma Board of Nursing. Graduates of this state-approved program are eligible to apply to write the National Council Licensure Examination (NCLEX) for practical nurses.
2. Applicants of Oklahoma licensure must meet all state and federal requirements to hold an Oklahoma license to practice nursing.
3. In addition to completing a state-approved nursing education program that meets educational requirements and successfully passing the licensure examination, requirements include submission of an application for licensure, a criminal history records search, and evidence of citizenship or qualified alien status [59 O.S §567.5 §567.6].
4. To be granted a license, an applicant must have the legal right to be in the United States (United States Code Chapter 8, Section 1621). In addition, Oklahoma law only allows a license to be issued to U.S. citizens, U.S. nationals, and legal permanent resident aliens. Other qualified aliens may be issued a temporary license that is valid until the expiration of their visa status, or if there is no expiration date, for one year. Applicants who are qualified aliens must present to the Board office, in person, valid documentary evidence of:
  - a. A valid, unexpired immigrant or nonimmigrant visa status for admission into the United States
  - b. A pending or approved application for asylum in the United States;

- c. Admission into the United States in refugee status;
  - d. A pending or approved application for temporary protection status in the United States;
  - e. Approved deferred action status; or
  - f. A pending application for adjustment of status to legal permanent resident status or conditional resident status.
5. The Board has the authority to deny a license, recognition or certificate; issue a license, recognition or certificate with conditions and/or an administrative penalty; or to issue an otherwise discipline a license, recognition or certificate to an individual with a history of criminal background, disciplinary action on any professional or occupational license or certification, or judicial declaration of mental incompetence [59 O.S. §567.8]. These cases are considered on an individual basis at the time application for licensure is made, with the exception of felony convictions.
  6. An individual with a felony conviction cannot apply for license for at least five years after completion of all sentencing years, including probation and suspended sentences unless presidential or gubernatorial pardon is received [59 O.S. §567.5 & 567.6]
  7. State Law [59 O.S. §567.18.B] requires each applicant for licensure to have a fingerprint-based background check completed not more than ninety (90) days old at the time of submission of application for license. The background check consists of fingerprint-based searches of the Oklahoma State Bureau of Investigation (OSBI) and Federal Bureau of investigation (FBI) Criminal History Record Information databases and name 3 index searches of computerized databases containing criminal history records.
  8. In addition to the background check, applicants for licensure who have ever been summoned, arrested, taken into custody, indicted, convicted or tried for, or charged with, or pleaded guilty to, the violation of any law or ordinance or the commission of any misdemeanor or felony, or requested to appear before any prosecuting attorney or investigative agency in any matter; or have ever had disciplinary action taken against a nursing license, certification or registration, any professional or occupational license, registration, or certification or if there is currently any investigation of your nursing license, registration, or certification; and/or any professional or occupational license, registration, or certification in any state, territory or country, or have ever been judicially declared incompetent are required to notify the Oklahoma Board of Nursing in writing.
  9. A “report in writing” means that the applicant/licensee provided a signed and dated description stating in his/her own words the date, location, and circumstances of the incident, and if applicable, the resulting action taken by the court, agency, or disciplinary board. The report may be in the form of a letter or a statement in the provided space on the application. The report must be accompanied by certified court records or a board order. A verbal report does not constitute a “report in writing”. A written report not accompanied by a full set of certified court records or the board order (s) does not constitute a “report in writing”. Failure to report such action is a violation of the *Oklahoma Nursing Practice Act*.
  10. *The graduate candidate will be a Licensed Practical Nurse when he/she has made a passing score on the NCLEX exam.*
  11. **NOTE:** *All states have slightly different licensing criteria. To work as a licensed nurse in another state, you must meet that state’s criteria for “License by Endorsement”, after becoming licensed in Oklahoma. A candidate with a history or arrests, convictions, or prior disciplinary action, may not be eligible for licensure in surrounding states due to the individual state’s restrictions.*

12. In accordance with the Oklahoma Nurse Practice Act: "567.8 DENIAL, REVOCATION OR SUSPENSION OF LICENSE OR CERTIFICATION – ADMINISTRATIVE PENALTIES

A. The Oklahoma Board of Nursing shall have the power to take any or all of the following actions:

1. To deny, revoke or suspend any:
  - a. licensure to practice as a Licensed Practical Nurse, single-state or multistate,
  - b. licensure to practice as a Registered Nurse, single-state or multistate,
  - c. multistate privilege to practice in Oklahoma,
  - d. licensure to practice as an Advanced Practice Registered Nurse,
  - e. certification to practice as an Advanced Unlicensed Assistant,
  - f. authorization for prescriptive authority, or
  - g. authority to order, select, obtain and administer drugs;
2. To assess administrative penalties; and
3. To otherwise discipline applicants, licensees or Advanced Unlicensed Assistants.

B. The Board shall impose a disciplinary action against the person pursuant to the provisions of subsection A of this section upon proof of one or more of the following items. The person:

1. Is guilty of deceit or material misrepresentation in procuring or attempting to procure:
  - a. a license to practice registered nursing, licensed practical nursing, or recognition to practice advanced practice nursing, or
  - b. certification as an Advanced Unlicensed Assistants;
2. Is guilty of a felony, or any offense reasonably related to the qualifications, functions or duties of any licensee or advanced unlicensed assistant, or any offense an essential element of which is fraud, dishonesty, or an act of violence, or for any offense involving moral turpitude, whether or not sentence is imposed, or any conduct resulting in the revocation of a deferred or suspended sentence or probation imposed pursuant to such conviction;
3. Fails to adequately care for patients or to conform to the minimum standards of acceptable nursing or Advanced Unlicensed Assistant practice that, in the opinion of the Board, unnecessarily exposes a patient or other person to risk of harm;
4. Is intemperate in the use of alcohol or drugs, which use the Board determines endangers or could endanger patients;
5. Exhibits through a pattern of practice or other behavior actual or potential inability to practice nursing with sufficient knowledge or reasonable skills and safety due to impairment caused by illness, use of alcohol, drugs, chemicals or any other substance, or as a result of any other substance, or as a result of any mental or physical condition, including deterioration through the aging process or loss of motor skills, mental illness, or disability that results inability to practice

with reasonable judgment, skill or safety; provided, however, the provisions of this paragraph shall not be utilized in a manner that conflicts with the provisions of the Americans with Disabilities Act;

6. Has been adjudicated as mentally incompetent, mentally ill, chemically dependent or dangerous to the public or has been committed by a court of competent jurisdiction, within or without this state;
7. Is guilty of unprofessional conduct as defined in the rules of the Board;
8. Is guilty of any act that jeopardizes a patient's life, health or safety as defined in the rules of the Board:
9. Violated a rule promulgated by the Board, an order of the Board, or a state or federal law relating to the practice of registered, practical or advanced practice nursing or advanced unlicensed assisting, or a state or federal narcotics or controlled dangerous substance law;
10. Has had disciplinary actions taken against the individual's registered or practical nursing license, advanced unlicensed assistive certification, or any professional or occupational license, registration or certification in this or any state, territory or country;
11. Has defaulted from the Peer Assistance Program for any reason;
12. Fails to maintain professional boundaries with patients, as defined in the Board rules; or
13. Engages in sexual misconduct, as defined in Board rules, with a current or former patient or key party, inside or outside the health care setting.

### C. Oklahoma Board of Nursing Policy

1. "The Great Plains Technology Center is approved by the Oklahoma Board of Nursing. Graduates of this state-approved program are eligible to apply to write the National Council Licensure Examination (NCLEX) for practical nurses. Applicants for Oklahoma licensure must meet all state and federal requirements to hold an Oklahoma license to practice nursing. In addition to completing a state-approved nursing education program that meets educational requirements and successfully passing the licensure examination, requirements include submission of an application for licensure, a criminal history records search, and evidence of citizenship or qualified alien status [59 O.S. §§567.5 & 567.6]. To be granted a license, an applicant must have the legal right to be in the United States (United States Code Chapter 8, Section 1621). In addition, Oklahoma law only allows a license to be issued to U.S. citizens, U.S. nationals, and legal permanent resident aliens. Other qualified aliens may be issued a temporary license that is valid until the expiration of their visa status, or if there is no expiration date, for one year. Applicants who are qualified aliens must present to the Board office, in person, valid documentary evidence of:
  - A valid, unexpired immigrant or nonimmigrant visa status for admission into the United States;
  - A pending or approved application for asylum in the United States;
  - Admission into the United States in refugee status;
  - A pending or approved application for temporary protected status in the United States;
  - Approved deferred action status; or
  - A pending application for adjustment of status to legal permanent resident status or conditional resident status.

The Board has the authority to deny a license, recognition or certificate; issue a license, recognition or certificate with conditions and/or an administrative penalty; or to issue and otherwise discipline a license, recognition or certificate to an individual with a history of criminal background, disciplinary action on any professional or occupational license or certification, or judicial declaration of mental incompetence [59 O.S. §567.8]. These cases are considered on an individual basis at the time application for licensure is made. Potential applicants to state-approved education programs, with a criminal history, may obtain a determination of eligibility for licensure or certification from the Oklahoma Board of Nursing for a fee. The determination of eligibility for licensure petition can be accessed at <http://nursing.ok.gov/initialdeterm.pdf>.  
**Regulatory Authority** 59 O.S. §567.12

## **O. EMPLOYMENT POLICIES**

1. Students finding it necessary to work are encouraged to limit their hours due to the intensive study necessary to successfully complete the PN Career Program.
2. Students desiring to work in a health care facility should work in accordance with the "Employment of Nursing Students or Non-Licensed Graduates Guidelines" as specified by the Oklahoma Board of Nursing. The above policy may be found at <http://www.ok.gov/nursing/ed-guide.pdf>.

## **P. HEALTH POLICIES**

1. Clinical Location
  - a. All clinical facilities require that students be free of any communicable diseases.
  - b. Students in the clinical area will abide by the policies of the facility with regard to illness. The instructor should be notified if a student becomes ill, while on clinical duty.
  - c. A student who incurs an injury or has an exposure due to contact with bloodborne pathogens, through body fluids, mucous membranes or contaminated needle sticks, will contact their instructor immediately.
  - d. Hospitals make available emergency medical care to students who become ill or are injured while in the clinical setting. Students are responsible for any medical expense incurred.
2. School location
  - a. If a student is involved in an accident/injury, while at school, they should first notify an instructor, who will assess the situation and notify the school nurse, if needed.
  - b. If an ambulance is needed, the school nurse will notify administration.
  - c. If a bloodborne pathogen exposure has occurred, the school nurse must be notified.

Students are responsible for medical expenses resulting from treatment of illnesses or accidents, including injuries at school or in the clinical setting. Each student is encouraged to carry their own health insurance.

An accident/incident form should be completed and given to the school nurse and appropriate administrator when an accident occurs at any location.

## Q. DRUG SCREEN POLICY – Adult Medical Programs

Students notified of initial acceptance into adult medical program have a *conditional* admission pending attendance of mandatory meeting, appropriate CPR certification, negative drug screen, clear background check, suitable physical exam, and payment of tuition and fees prior to the start date of the program.

Students in medical programs are required to be screened for substance abuse prior to clinical practicums. The purposes of the drug screen policy are to comply with regulations of area health care agencies, to provide optimal care to patients, and to support the school policy related to illicit use of substances as stated in the Great Plains Technology Center (GPTC) Student Handbook and the Policies and Procedures book. Students must abide by the drug screen policies of each health care agency in which a student is assigned for clinical practicums. Area agencies require that students not be involved in the use, or possession of alcohol or non-prescribed drugs. Also, students may not use prescription drugs illegally. The use of medical marijuana may prevent access to the clinical sites. This would prevent completion of program requirements.

Students will submit authorization allowing a facility, designated by GPTC, to test body fluids for the presence of illicit drugs. In addition to initial screening that will occur when the student is admitted to a medical program, students may be subject to testing when requested by a specific clinical agency or for cause; such as, slurred speech, impaired physical coordination, inappropriate behavior, or pupillary changes, or unusual odor.

**Initial Drug Screening.** Student failure to submit to a drug screen, attempting to tamper with, contaminate, or switch a sample will result in the student not being admitted into a medical program. A diluted result will require a retest, at the student's expense. An applicant with a positive drug screen will not be admitted into the program.

**Drug Screening of Existing Students.** Student failure to submit to a drug screen, attempting to tamper with, contaminate, or switch a sample will result in the student not being allowed to meet course objectives for clinical practicums; therefore, progression in the program will not be permitted. A diluted result will require a retest, at the student's expense. Students who test positive for illicit drug use may not continue in clinical practicums and therefore cannot meet objectives for clinical courses.

Following school policy, they will be dismissed from the program and may apply for readmission. In order to be considered for readmission, the student must submit a letter from a treatment agency verifying completion of a drug treatment program. Readmission is not guaranteed. If a student is readmitted and tests positive for substance abuse a second time, the student is not eligible for further admission.

If a student tests positive for a prescribed drug, the student must submit a valid prescription, providing the drug level is within prescribed limits and that the level does not indicate abuse.

**Appeal Procedure.** If a urine drug screen indicates positive for the presence of unauthorized (illegal or non-prescribed) drugs, the student may request a hair follicle drug screen to be performed within 24 hours of receiving the results of their drug test. (If results of urine drug screen are received on Friday, the student will have until Monday of the following week to have a hair follicle drug screen performed.) The hair follicle drug screen will be at the student's expense, performed at the agency specified by GPTC. While awaiting results of a hair follicle drug screen, the student will not be allowed to attend practicums. If the hair follicle drug screen is negative, the applicant may enter the program or a student enrolled in the program may remain in the program. If the hair follicle drug screen confirms the results of the urine drug screen, the applicant will not be admitted into the program. An existing student will be dismissed from the program and may reapply for admission.

All test results will be filed in the Health Careers Office and shall remain confidential.

## **R. CRIMINAL HISTORY BACKGROUND CHECK**

Criminal history and sex offender background checks are required on prospective students, age 18 and older, to complete clinical requirements of the program. (Uniform Clinical Contract – Clinical Rotation Agreement, developed January 2004 by the Statewide Taskforce, sponsored by the Oklahoma Hospital Association). Background checks are acceptable only when conducted by an agency authorized by Great Plains Technology Center (GPTC). Fees may apply. GPTC reserves the right to do repeat background checks, if warranted.

Criminal history records and self-disclosed information may be provided to clinical sites after program acceptance and during enrollment. Clinical sites review records as they relate to the safety of patients and the public. While a criminal history does not necessarily disqualify an individual for admission into a program, clinical sites reserve the right to refuse clinical placement of any student. If not accepted by a clinical site, the school will make reasonable attempts to meet program objectives by providing alternative clinical sites. If alternative clinical sites cannot be arranged, program objectives cannot be completed and dismissal may result.

GPTC and clinical sites reserve the right to review any other information that would have a bearing on student ability to function safely in the clinical area. An unfavorable employment record may result in a clinical site refusing clinical placement.

## **S. NAME CHANGES AND PREGNANCY**

1. Students with name changes during the school year will provide appropriate documentation verifying the name change to **the PN Coordinator and the Health Careers Secretary** so that school records may be corrected.
2. Because certain clinical experiences / exposures could be harmful to the fetus, students who become pregnant are encouraged to notify the **PN Coordinator** as soon as possible.  
**NOTE:** This is a voluntary disclosure.

## **T. STUDENT RESOURCES**

1. Faculty members are available to conference with students during school hours.
2. The Great Plains Technology Center has a full-time counselor available by appointment for educational counseling needs.
3. The Academic Center is available for assistance with individual student needs. A student may utilize the services of the Academic Center through a teacher referral or self-referral. Available services are:
  - a. Basic Skill Improvement: Math, Basic Math Review, Metrics, Geometry, Algebra, English, Spelling, Vocabulary, How to Study and Take Tests.
  - b. Self Improvement: Attitudes, Self-image and Goal Setting, Communication, Time Management, and Job Skills.

## U. CONTINUING ENROLLMENT

To be eligible for continued enrollment, a student is expected to make progress toward satisfactory completion of his/her course of study (classroom curriculum and clinical practice) and be up-to-date with payments of tuition and fees.

## V. GRADUATION REQUIREMENTS

- a. All curriculum completed with a minimum of 77% proficiency.
- b. All clinical rotations completed with a minimum of 80% proficiency.
- c. Score Level 2 or better on ATI subject area tests and 68% or better on ATI Comprehensive Exam.
- d. Submit completed graduation Clearance Form.

## W. WITHDRAWALS AND DISMISSALS

1. Any student considering withdrawal from the PN Career Program should contact the PN Coordinator.
2. A student may be dismissed for:
  - a. Unsatisfactory scholastic record (below 77%) and/or unsatisfactory clinical performance (below 80%).

### FLEX

- b. Non-compliance with the contract policy.

### TRADITIONAL

- c. Non-compliance with the attendance policy.
- d. Placing a patient in physical or emotional jeopardy.
- e. Unacceptable behavior; as defined in the GPTC student handbook.
- f. Failure to progress.

## X. APPEALS (Refer to the GPTC Student Handbook for complete details)

*The appeal process does not apply to academic termination.*

The student shall continue to participate in regular classroom instruction pending the hearing if he/she properly and timely files an appeal request. If the dismissal is related to a clinical violation, the student will not be allowed to return to the clinical area, until a decision has been reached.

## Y. GRIEVANCES (Refer to the GPTC Student Handbook for complete details)

Students filing a grievance will follow guidelines, as stated in the GPTC Student Handbook. Once a grievance is filed, and has met conditions cited in the GPTC Student Handbook, the student will be permitted to return to class/clinical, until a grievance decision is reached. If the dismissal is related to a clinical violation, the student will not be allowed to return to the clinical area, until a decision has been reached.

## **Z. READMISSION**

1. All students requesting readmission must apply with said permission from the superintendent or designee.
2. Students leaving, in good standing:
  - a. In good standing is defined as students who voluntarily leave with a good behavior and good performance record.
  - b. A student who withdraws in good standing prior to the end of a semester must reenter the program at the beginning of that semester.
  - c. If student has withdrawn due to a medical condition, he/she must submit a release and documentation from doctors, counselors, therapists, or treatment centers, or by the applicant themselves if outside help was not sought, and how those problems have been resolved and corrected for the applicant's success in the program.
  - d. Students leaving 'in good standing' do not compete with other applicants to be slotted in the program.
  - e. Returning students will only be considered for readmission if the class has vacancies.
3. Students leaving, not in good standing:
  - a. Not in good standing is defined as a student who is dismissed or voluntarily leaves with an unfavorable behavior or performance record.
  - b. Returning students must compete with other applicants to be selected for the program.
  - c. Returning students must meet with a Career Counselor to start the application process. All Conditional Criteria for Admission must be met. See page 4 of this handbook for details.
4. Students may qualify for readmission only one time.

## **AA. ADMISSIONS WITH ADVANCED STANDING**

1. Applicants for advanced standing must request a meeting with the PN Coordinator, prior to projected entry date.
2. Applicants must follow the same application process as students entering for the first time. In addition to items requested in the initial admission process, an official nursing school transcript and one reference from the original school of nursing, stating that the student left in good standing, must be submitted.
3. Applicants will be considered on an individual basis. Admission with advanced standing will be determined by:
  - a. A review of records provided by the applicant;
  - b. Results of challenge exams, if applicable;
  - c. Availability of space in the class. When availability of space in a class is limited, students will be selected by points accumulated through the application process.
4. When it cannot be determined by evaluation of submitted records that an applicant has previously completed comparable objectives in both theory and clinical areas, or if the previous nursing education

was completed more than one year prior to requesting entrance, the applicant will be required to take and successfully complete the following challenge exams:

- a. 77% accuracy on theory challenge exams (Introduction to Nursing, Fundamentals of Nursing, Long Term Care Assistant, Medical Terminology, and Anatomy & Physiology, as applicable);
  - b. A "Pass" on clinical lab check-off;
  - c. 100% on safety exam.
5. Advanced standing students must enter at the beginning of a semester of instruction and complete the last six months at Great Plains Technology Center, to graduate. Veterans who qualify for the Military Bridge Program will complete 300-600 program hours.
  6. If selected for admission, applicants for advanced standing must also meet the Conditional Admission Criteria. See page 4 of this Handbook for more details.

#### **ADMISSIONS WITH ADVANCED STANDING – FLEX**

7. Students entering with advanced standing must successfully complete the ATI Fundamentals Exam.

### **III. MISCELLANEOUS**

#### **A. CODE OF ETHICS FOR LICENSED PRACTICAL NURSES**

The Code, adopted by NFLPN in 1961 and revised in 1979, provides a motivation for establishing, maintaining and elevating professional standards. Each LPN, upon entering the profession, inherits the responsibility to adhere to the standards of ethical practice and conduct as set forth in this Code.

- Know the scope of maximum utilization of the LPN as specified by the nursing practice act and function within this scope.
- Safeguard the confidential information acquired from any source about the patient.
- Provide health care to all patients regardless of race, creed, cultural background, disease, or lifestyle.
- Uphold the highest standards in personal appearance, language, dress, and demeanor.
- Stay informed about issues affecting the practice of nursing and the delivery of health care and, where appropriate, participate in government and policy decisions.
- Accept the responsibility for safe nursing by keeping oneself mentally and physically fit and educationally prepared to practice.
- Accept responsibility for membership in NFLPN and participate in its efforts to maintain the established standards of nursing practice and employment policies that lead to quality patient care.

## CODE OF PROFESSIONAL CONDUCT

### Students are required to sign and follow the Practical Nursing Civility Contract

#### Purpose:

Nurses have an obligation to “create an ethical environment and culture of civility and kindness, treating colleagues, coworkers, employees, students, and others with dignity and respect” (ANA,2015, p. 4). It is the intent of the Great Plains Technology Center (GPTC) Practical Nursing (PN) program to uphold the following standards ensuring a safe, positive, and inclusive environment conducive to learning to advance the adult learner through the curriculum and to be eligible for licensure as an LPN in the state of Oklahoma.

The faculty also holds the same belief of the American Nurses Association (ANA) that the “disregard of one’s actions on others, bullying, harassment, intimidation, manipulation, threats, or violence are always morally unacceptable behaviors” (ANA,2015, p. 4). We as nurses, as well as those aspiring to become nurses, should uphold an ethical environment and culture of civility as required by the ANA code of ethics. It is with this purpose in mind that the code of professional conduct shall be always in effect not only on campus, but in all partner’s clinical sites, as well as any setting in which the student is representing the school.

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#### Code of Professional Conduct and Student Civility Contract

Students are expected to assume the responsibility and ownership for their learning by being prepared for and attending class, engaging in learning activities, seeking assistance when needed, and being receptive to feedback. Students are responsible for demonstrating skills, knowledge, and application of nursing concepts as they advance through the program. Nursing students are expected to be accountable for all their actions. They are expected to be able to explain their rational, intention, actions, and omissions. It is their responsibility to maintain personal well-being including adequate rest, nutrition, and stress management.

Incivility – ANA defines incivility as “one or more rude, discourteous, or disrespectful actions that may or may not have a negative intent behind them” (ANA <https://www.nursingworld.org/practice-policy/work-environment/violence-incivility-bullying/>).

Incivility is not conducive to a productive learning environment. The American Association of Colleges of Nursing (ACCN) state that as part of the essential core competencies of the professional nurse one should demonstrate a culture of civility, communicate in a professional manner, and demonstrate emotional intelligence (ACCN, 2021). Acting or engaging in any uncivil or disruptive behaviors or failure to comply with the Great Plains Technology Center Adult Student Behavior code could, depending on the severity, result in but is not limited to immediate removal from the classroom or clinical setting, meetings with the instructor, director, or administrator, corrective action plan, and/or dismissal from the program. The PN department will follow Great Plains Technology Center’s policies and procedures for the adult behavior code.

Examples of uncivil behaviors include but are not limited to:

- Threatening others (physical, verbal, nonverbal or implied threats)
  - Displays of temper or outbursts, passive aggressiveness, or snickering (to include but not limited to yelling at instructors, peers, or clinical staff at partner clinical sites)
  - Demearing, belittling or harassing others
  - Initiating, participating, or continuing rumors or gossiping/damaging the reputation of a peer, staff, faculty, administrator, or clinical patient. Engaging/contributing to gossip or hate speech
  - Habitually interrupting (verbal or nonverbal behaviors) as others speak
  - Outward display of discontent (Example: During lectures, there may be moments when you may not agree with everything that is being said. However, your point will be much more credible if conveyed without rudeness, aggression, or hostility. If you strongly disagree with your faculty or peer, it is preferred that you speak with them after class.)
  - Not responding to official avenues of communication with faculty or staff and/or sending emails that are inflammatory in nature
  - Posting unprofessional, defaming, inciting, or inappropriate photos, comments, or posts to any social media outlet in any way related to the GPTC nursing program, faculty, or students
  - Calling/texting an instructor's personal phone for non-emergent concerns/issues outside official channels of communication and normal working business hours
  - Sleeping or appearing to be sleeping during lectures or official GPTC activities
  - Refusing to follow or ignoring a faculty member instruction
  - Leaving class outside of scheduled break times
  - Speaking to faculty or peers using passive aggressive or disrespectful approach.
  - Failure to comply with the requirements may result in being dismissed from the lecture/learning environment and/or GPTC activities with official absences, until further notice, as well as additional consequences may be applied as deemed appropriate by PN Faculty.
- <https://www.nursingworld.org/~49d6e3/globalassets/practiceandpolicy/nursing-excellence/incivility-bullying-and-workplace-violence--ana-position-statement.pdf>

### **Great Plains Technology Center Adult Student Behavior Code**

As found in the GPTC Student Handbook page 38

The following behaviors at the technology center, while in technology center vehicles or going to or from or attending technology center events will result in disciplinary action, including the possibility of dismissal:

1. Arson
2. Altering or attempting to alter another individual's food or beverage
3. Assault (whether physical or verbal) and/or battery
4. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized, or electronic message
5. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information by broadcasting, publishing, or distributing or causing or allowing to be broadcast, published, or distributed, any message or material
6. Cheating

7. Conduct that threatens or jeopardizes the safety of others
8. Cutting class or sleeping, eating, or refusing to work in class
9. Disruption of the educational process or operation of the school
10. Extortion
11. Failure to attend assigned detention, alternative school, or other disciplinary assignment without approval
12. Failure to comply with state immunization records
13. False reports or false calls
14. Fighting
15. Forgery, fraud, or embezzlement
16. Gambling
17. Gang-related activity or action
18. Harassment, intimidation, and bullying, including gestures, written or verbal expression, electronic communication, or physical acts
19. Hazing (whether involving initiations or not) in connection with any school activity, regardless of location
20. Immorality
21. Inappropriate attire, including violation of dress code as follows:
  - (a) No bare feet, or house shoes
  - (b) Tank tops, tube tops, halters, low cut tops or strapless dresses without a covering shirt, blouse, or jacket, are inappropriate.
  - (c) Shorts, skirts (including slits), and dresses should be no shorter than the bottom of the longest fingertips when the student is standing with arms extended. Wind shorts and cutoffs are not allowed.
  - (d) Jeans with holes above the knee shall not be worn without the holes being patched.
  - (e) Non-prescription sunglasses are not to be worn inside the building.
  - (f) Leggings will only be allowed under a skirt/dress that meets the appropriate length requirement.
  - (g) Any garment with decorations, patches, lettering, advertisements, etc. that may be considered obscene, offensive, or lewd, is not to be worn to school. This includes any garment or accessory with any drug emblem, tobacco product, gang-oriented materials, or any type of alcoholic beverage advertisement on the garment.
  - (h) Transparent and/or see-through material will be considered inappropriate. Shirts and blouses must cover the entire torso at all times, even in movement. Shirts should cover the entire crown of the shoulder. Pants are to be worn at the waist (includes sagging pants)  
Any manner of dress, body piercings or hairstyle that detracts from the educational process will not be allowed.
  - (i) Exceptions may be granted for religious or medical reason.
  - (j) Because of safety requirements or other constraints, some classes may have dress requirements in addition to the afore mentioned codes.
22. Inappropriate behavior or gestures
23. Indecent exposure
24. Intimidation or harassment because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information, including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or

- threatening, by word or act, the acts identified in (a) or (b)
25. Obscene language
  26. Physical or verbal abuse
  27. Plagiarism
  28. Possession or distribution of a caustic substance (unrelated to course work)
  29. Possessing, distributing, or viewing obscene materials, including electronic possession, distribution or viewing (sexting)
  30. Possession of synthetic urine, a warmer or any other item with the intent to use that item to tamper with a drug or alcohol test
  31. Possession, without prior authorization, of a wireless telecommunication device
  32. Possession, threat or use of a dangerous weapon and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.)
  33. Possession, claimed possession, use, manufacture, distribution, sale, purchase, conspiracy to sell, distribute or possess or being in the chain of sale or distribution, or being under the influence of (a) alcoholic beverages, low- point beer (as defined by Oklahoma law, i.e., 3.2 beer), (b) any mind altering substance, except for medications taken for legitimate medical purposes pursuant to district policy, including but not limited to prescription medications for which the individual does not have a prescription, or medications used outside their intended therapeutic purpose, (c) paint, glue, aerosol sprays, salts, incense and other substances which may be used as an intoxicating substance, or (d) any substance believed or represented to be a prohibited substance, regardless of its actual content.
  34. Possession, claimed possession, or distribution of illegal and/or drug related paraphernalia
  35. Possession, claimed possession, distribution, or claimed distribution of supplements, prescription medicine and/or non-prescription medicine while at school and school related functions without prior administrative approval
  36. Profanity
  37. Purchasing, selling and/or attempting to purchase or sell prescription and non-prescription medicine while at school and school related functions
  38. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers
  39. Theft
  40. Threatening behavior, including but not limited to gestures, written, verbal, or physical acts, or electronic communications
  41. Truancy
  43. Use, possession, claimed possession, distribution, or selling tobacco or tobacco related products in any form, including but not limited to cigarettes, cigars, loose tobacco, rolling papers, chewing tobacco, snuff, matches, and lighters, and vapor products which includes noncombustible products that may or may not contain nicotine, that employ a mechanical heating element, battery, electronic circuit or other mechanism, regardless of shape or size, that can be used to produce a vapor in a solution or other form. A vapor product also includes any vapor cartridge or other container with or without nicotine or other form that is intended to be used with an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or similar product or device and any vapor cartridge or other container of a solution, that may or may not contain nicotine, that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo, or electronic device. Vapor products not included are any products regulated by the United States Food and Drug Administration under Chapter V of the Food, Drug and Cosmetic Act.
  44. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a technology center employee, or the technology center

45. Using racial, religious, ethnic, sexual, gender or disability-related epithets
46. Use of the school's technology resources (i.e., computers, electronic mail, internet, and similar resources) in a manner prohibited by policies, in any manner not authorized by school officials, or in violation of law
47. Vandalism
48. Violation of board of education policies, rules or regulations or violation of school rules and regulations including, but not limited to, disrespect, lingering in restrooms, running in halls, bringing unauthorized items to school, inappropriate or unauthorized use of cellular phones or other electronic media, name calling, destroying, or defacing school property
49. Vulgarity
50. Willful damage to school property
51. Willful disobedience of a directive of any school official
52. Students shall comply with state law (Section 811) regarding eye protection devices worn appropriately in shops/labs/clinical sites
53. Possession of any portable audio/video device is permissible, but use is limited to break and commons areas unless instructor permits otherwise. Misuse of these devices may result in their confiscation. A student may, however, possess a portable communication device for emergency circumstances upon the prior consent of both a parent or guardian and the Executive Director of Instructional Development or Administrator. The emergency circumstances are limited to medical necessity, such as grave illness of family members requiring immediate ability to contact student. Students may not use any personal wireless device to:
  1. Send or receive answers to test questions or otherwise engaged in cheating.
  2. Record conversations or events during the school day, on school property or at school activities.
  3. Threaten, harass, intimidate, or bully.
  4. Take, possess, or distribute obscene or pornographic images or photos.
  5. Engage in lewd communications.
  6. Violate school policies, handbook provisions, or regulations.

All devices must be turned off during class time unless permitted by instructor and are subject to confiscation if they cause a disturbance during class time. No electronic messages are to be returned except during the student's break time. Audio recording devices may be used to record lectures upon the approval of the instructor. Use of photographic equipment shall require *advance* written administrative approval. Any device confiscated will be turned over to the Executive Director of Instructional Development for disposition.

Students suspended for a violent offense directed toward an instructor shall not be allowed to return to the instructor's classroom without the instructor's prior approval. Whether an offense is considered a violent offense, requiring an instructor's approval as a condition of return to a particular classroom, shall be based on applicable provisions of the Oklahoma school law regarding student suspension and applicable criminal law distinguishing between violent and nonviolent offenses.

In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include removal from school. This includes but is not limited to electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation or bullying at school.

School Safety and Bullying Prevention Act (OKLA. STAT. tit. 70, § 24-100.2)

The Oklahoma Legislature established the School Safety and Bullying Prevention Act with the express intent of prohibiting bullying in all schools. In addition to the prohibition listed in the student discipline code, above, the board has adopted a separate policy prohibiting bullying and outlining the district's plan to address it.

#### Dismissal of Students Because of Failure to Meet or Comply with Essential Course Requirements

The technology center's course offerings include those that incorporate requirements essential to successful completion of the course. An example is the clinical hours a part of and necessary to completion of many health care courses. When a student cannot complete essential course requirements the student may be dismissed from a program for a variety of reasons, including but not limited to conduct, behavior, or other inability to meet mandatory parts of the program. Students dismissed for reasons falling within this part of the policy, will have the same rights with regard to removal as adult students who violate the technology center's disciplinary code.

#### References

- American Nurses Association. (2015). Code of ethics for nurses with interpretive statements. Silver Spring, MD: <https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/>
- American Association of Colleges of Nursing. (2021). Position statement the essentials: core competencies for professional nursing education. <https://www.aacnnursing.org/Portals/42/AcademicNursing/pdf/Essentials-2021.pdf>
- Great Plains Technology Center. (2023). Student Handbook: [https://resources.finalsite.net/images/v1658866442/greatplainsedu/rj9tcfngzsdn8slxmfv/2022\\_23StudentHandbook7\\_26\\_2022.pdf](https://resources.finalsite.net/images/v1658866442/greatplainsedu/rj9tcfngzsdn8slxmfv/2022_23StudentHandbook7_26_2022.pdf)

### **Great Plains Technology Center Licensed Practical Nurse Program Student Civility Contract**

All students in the LPN program are expected to adhere to the Code of Professional Conduct as well as the GPTC Adult Behavior Code.

I am committed to upholding an ethical environment and culture of civility. In this regard, I have read the above policy and agree to conduct myself in a professional manner and support the Code of Professional Conduct as well as GPTC's Adult behavior Code.

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Student Printed Name

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Student Signature

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Date

Adopted 3/2023

## B. BULLYING – Campus Safety

**Jeanne Clery Act:** The technology center has taken steps toward improving the safety and well-being of students, employees and visitors. The technology center engages in comprehensive violence prevention efforts, including education programs which seek to increase awareness and reduce incidents of misconduct such as bullying, harassment, intimidation, retaliation, and criminal acts including sex offenses. The technology center will not tolerate these acts on its campus, or off campus if such conduct impacts the education environment.

**Bullying, Harassment, Intimidation and Retaliation:** these forms of misconduct will be investigated and responded to under the technology center’s policies and procedures related to such misconduct. Copies of these policies and procedures are available student handbook and [www.greatplains.edu](http://www.greatplains.edu).

**Criminal Activity and Sex Offenses:** Criminal activity is defined as any conduct which violates a local, state or federal law. Examples include, but are not limited to, all forms of homicide, assault, battery, robbery, theft, arson, property crimes, hate crimes, weapons violations, and drug/alcohol violations.

Sex offenses are a type of criminal activity and are defined as unwelcome conduct of a sexual nature. Sex offenses commonly include stalking, rape, and acquaintance rape. Sex offenses may include other misconduct, whether violent or nonviolent, if the conduct is unwelcome and is of a sexual nature.

**Reporting Criminal Activity and Sex Offenses:** Any individual who has witnessed or been the victim of criminal activity, including sex offenses, should immediately report the incident to Great Plains staff, Campus Security, and local law enforcement (Dial 911). This will increase safety and allow for critical evidence to be preserved. Any member of the technology center’s administrative team will help students report sex offenses to law enforcement upon the student’s request. Sex offenses should also be promptly reported to the technology center’s Title IX Coordinator so the technology center can conduct an appropriate investigation and take the necessary remedial actions. Reports can be made to:

Title IX Coordinator  
Deputy Superintendent  
Great Plains Technology Center  
580-355-6371  
4500 SW Lee Blvd  
Lawton, OK 73505

**Investigations:** All criminal activity and sex offenses alleged to have occurred on (off) campus, whether involving a visitor, employee or student, will be promptly investigated. All sex offenses alleged to have occurred off campus but involving a technology center student will be investigated to determine if the incident has impacted the education environment. Although this investigation may be conducted in conjunction with local law enforcement, the technology center will independently determine whether student or employee disciplinary consequences are appropriate and what, if any, victim supportive services should be offered. Disciplinary Procedures and Consequences Both the accused and the accuser have the right to be present and/or represented at any formal disciplinary hearing, and both shall be informed of the outcome of the investigation. Any student or employee who is determined to have committed a sex offense or other crime on campus will face severe disciplinary consequences, up to and including termination for employees and expulsion for students. A full statement of the technology center’s disciplinary procedures can be found in policies regarding student behavior (for students) and professional conduct (for employees). These technology center sanctions are independent of other civil or criminal penalties through law

enforcement. Supportive Services for Victims of Sex Offenses Any individual who is the victim of a an on-campus sex offense, and any student who is the victim of an off-campus sex offense impacting the education environment may receive information on community resources such as mental health care, victim advocacy and housing referrals. Technology center administrators will work with these individuals to assess the need and craft appropriate interventions to ensure continued student and employee success. Statistical Information Prior to October 1st of each year, the technology center will disseminate a campus crime report to all current students and employees via Student Handbook, facility postings, email and internal/external school websites. The report will comply with all aspects of the Clery Act. Applicants and members of the public may view a copy of this report at [www.greatplains.edu](http://www.greatplains.edu). The district will maintain all statistical data on Clery Act crimes for seven (7) years.

**Statement of Legislative Mandate and Purpose:** This policy is a result of the legislative mandate and public policy embodied in the School Safety and Bullying Prevention Act, 70 OKLA. STAT. § 24-100.2 et seq. (“Act”). The technology center intends to comply with the mandates of the Act and expects students to refrain from bullying. Bullying is expressly forbidden and students who bully are subject to disciplinary consequences as outlined in the technology center’s policy on student behavior. Bullies may also be provided with assistance to end their unacceptable behavior, and targets of bullies may be provided with assistance to overcome the negative effects of bullying.

**Statutory Definition of Terms:** “*Bully*” means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school’s educational mission or the education of any student.

“*Threatening behavior*” means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

“*Electronic communication*” means the communication of any written, verbal, pictorial information or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless telecommunication device, or a computer.

Note: Bullying by electronic communication is prohibited whether or not such communication originated at school, or with school equipment, if the communication is specifically directed at students or school personnel and concerns bullying at school.

“At school” means on technology center grounds, in technology center vehicles, at technology center sponsored activities, or at technology center sanctioned events.

**The “Reasonable Person” Standard:** In determining what a “reasonable person” should recognize as bullying, staff will consider the point of view of the intended target, including any characteristics unique to the intended target. Staff may also consider the discipline history and physical characteristics of the alleged bully.

**Types of Bullying:** “Physical Bullying” includes harm or threatened harm to another’s body or property, including but not limited to threats, tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting

fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.

“Emotional Bullying” includes the intentional infliction of harm to another’s self-esteem, including but not limited to insulting or profane remarks or gestures, or harassing and frightening statements.

“Social Bullying” includes harm to another’s group acceptance, including but not limited to gossiping; spreading negative rumors to cause a targeted person to be socially excluded, ridiculed, or otherwise lose status; acts designed to publicly embarrass a targeted person, damage the target’s current relationships, or deprive the target of self-confidence or the respect of peers.

“Sexual Bullying” includes harm of a sexual nature, including but not limited to making unwelcome sexual comments or gestures to or about the targeted person; creating or distributing vulgar, profane or lewd words or images about the target; committing a sexual act at school, including touching private parts of the target’s body; engaging in off-campus dating violence that adversely affects the target’s education opportunities; making threatening sexual statements directed at or about the target; or gossiping about the target’s sexuality or sex life. Such conduct may also constitute sexual harassment which is prohibited by the technology center.

**Understanding and Preventing Bullying:** A full copy of this policy will be posted on the technology center’s website and included in all handbooks. Parents, guardians, community members, and volunteers will be notified of the availability of this policy through the technology center’s annual written notice of the availability of the anti-bullying policy. Written notice of the policy will also be posted at various places in all campuses.

Students and staff will be periodically reminded throughout the year of the availability of this policy, the technology center’s commitment to preventing bullying, and help available for those affected by bullying. Anti-bullying programs will be incorporated into the technology center’s other violence prevention efforts.

All staff will receive annual training regarding preventing, identifying, reporting, and managing bullying. The technology center’s deputy superintendent and individuals designated as campus investigators will receive additional training regarding appropriate consequences and remedial action for bullies, helping targets of bullies, and the technology center’s strategy for counseling and referral for those affected by bullying.

Students will receive annual education regarding behavioral expectations, understanding bullying and its negative effects, disciplinary consequences for infractions, reporting methods, and consequences for those who knowingly make false reports.

**Student Reporting:** Students are encouraged to inform school personnel if they are the target of or a witness to bullying. To make a report, students should notify any school staff member.

Students may make an anonymous report of bullying, and such report will be investigated as thoroughly as possible. However, it is often difficult to fully investigate claims which are made anonymously and disciplinary action cannot be taken against a bully solely on the basis of an anonymous report.

**Staff Reporting:** Staff members will encourage students to report bullying. All employees are required to report acts of bullying to the campus director. Any staff member who witnesses, hears about, or suspects bullying is required to report to the campus director.

Bullying Investigators: Each campus will have a designated individual and an alternate to investigate bullying reports. These individuals will be identified in the site's student and staff handbooks, on the technology center's website, and in the bullying prevention education provided annually to students and staff. The technology center's anti-bullying program is coordinated at the district level by the deputy superintendent

Investigating Bullying Reports: For any alleged incidents of bullying reported to technology center officials, the designated official will investigate the alleged incident(s) and determine (i) whether bullying occurred, (ii) the severity of the incident(s), (iii) the potential for future violence, and (iv) the reason for the actual or perceived bullying.

In conducting an investigation, the designated official shall interview relevant students and staff and review any documentation of the alleged incident(s). Technology center officials may also work with outside professionals, such as local law enforcement, as deemed appropriate by the investigating official. In the event the investigator believes a criminal act may have been committed or there is a likelihood of violence, the investigator will immediately call local law enforcement and the superintendent.

At the conclusion of the investigation, the designated employee will document the steps taken to review the matter, the conclusions reached and any additional action taken, if applicable. Further, the investigator will notify the campus director that an investigation has occurred and the results of the investigation.

Upon completion of an investigation, the campus director may recommend that available community mental health care or substance abuse options be provided to a student, if appropriate. The campus director may provide a student with information about the types of support services available to the student bully, target, and any other students affected by the prohibited behavior. These resources will be provided to any individual who requests such assistance or will be provided if a technology center official believes the resource might be of assistance to the student/family.

The technology center is not responsible for paying for these services. No technology center employee is expected to evaluate the appropriateness or the quality of the resource provided, nor is any employee required to provide an exhaustive list of resources available. All technology center employees will act in good faith. The technology center may request the disclosure of information concerning students who have received substance abuse or mental health care (pursuant to the previous paragraph) if that information indicates an explicit threat to the safety of students or school personnel, provided the disclosure of the information does not violate the requirements and provisions of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, OKLA. STAT. tit. 12 § 1376, OKLA. STAT. tit. 59 §1376 of the Oklahoma Statutes, or any other state or federal laws regarding the disclosure of confidential information. The technology center may request the disclosure of information when it is believed that the student may have posed a danger to him/herself and having such information will allow technology center officials to determine if it is safe for the student to return to the regular classroom or if alternative education arrangements are needed.

Parental Notification for Minor Students: The assigned investigator will notify the parents (minor students only) of a target within one (1) school day that a bullying report has been received. Within one (1) school day of the conclusion of the investigation, the investigator will provide the parents (minor students only) of a target with the results of the investigation and any community resources deemed appropriate to the situation.

If the report of bullying is substantiated, within one (1) school day of the conclusion of the investigation, the investigator will contact the parents (minor students only) of the bully to discuss disciplinary action and any community resources deemed appropriate to the situation.

The timelines in this parental notification section may be reasonably extended if individual circumstances warrant such an extension.

Monitoring and Compliance: In order to assist the State Department of Education with compliance efforts pursuant to the School Safety and Bullying Prevention Act, 70 OKLA. STAT. § 24-100.2 et seq., the technology center will identify a Bullying Coordinator who will serve as the contact responsible for providing information to the State Board of Education. The Bullying Coordinator shall maintain updated contact information on file with the State Department of Education and the technology center will notify the State Department of Education within fifteen (15) days of the appointment of a new Bullying Coordinator.

A copy of this policy will be submitted to the State Department of Education by December 10th of each school year as part of the technology center's Annual Performance Report.

Reference: OKLA. STAT. tit. 70 § 24-100.2



1. Accreditation Commission for Education in Nursing (ACEN)  
3390 Peachtree Road NE, Suite 1400  
Atlanta, GA 30326
  
2. The practical nursing program at Great Plains Technology Center at the Lawton and Frederick campus located in Lawton, Oklahoma is accredited by the: Accreditation Commission for Education in Nursing (ACEN).

The most recent accreditation decision made by the ACEN Board of Commissioners for the practical nursing program is Continuing Accreditation.

- a. Initial Accreditation
- b. Continuing Accreditation
- c. Continuing Accreditation with Conditions
- d. Continuing Accreditation with Warning
- e. Continuing Accreditation for Good Cause

View the public information disclosed by the ACEN regarding this program at:

<http://www.acenursing.com/accreditedprograms/programsearch.htm>

**THE PN CAREER PROGRAM IS ACCREDITED BY:**

**OKLAHOMA STATE  
ACCREDITING AGENCY**  
4045 NW 64<sup>th</sup> Street, Suite 205  
Oklahoma City, OK 73116  
Phone: (405) 879-9600  
Fax: (405) 879-3400  
[www.ok.gov/saa](http://www.ok.gov/saa)

**THE PN CAREER PROGRAM IS APPROVED BY:**

**OKLAHOMA BOARD OF NURSING (OBN)**  
2501 N. Lincoln Blvd, Suite 207  
Oklahoma City, OK 73106  
Phone: (405) 962-1800 ♦ Fax: (405) 962-1821  
[www.ok.gov/nursing](http://www.ok.gov/nursing)

**\*ACCREDITATION COMMISSION FOR  
EDUCATION IN NURSING, INC. (ACEN)**  
3343 Peachtree Road NE, Suite 850  
Atlanta, GA 30326  
Phone: (404) 975-5000 ♦ Fax: (404) 975-5020  
[www.acenursing.org](http://www.acenursing.org)  
\*Formerly National League for Nursing  
Accreditation Commission, Inc. (**NLNAC**)

**OKLAHOMA STATE BOARD OF CAREER AND TECHNOLOGY EDUCATION**  
1500 West 7<sup>th</sup> Avenue (street address) ♦ 1201 N. Westers Rd (mailing address)  
Stillwater, OK 74074-4364  
Phone: (405) 377-2000  
Toll Free: (800) 522-5810 ♦ Fax: (405) 743-5541  
[www.okcareertech.org](http://www.okcareertech.org)

**GREAT PLAINS TECHNOLOGY CENTER**  
4500 W. Lee Blvd., Lawton, OK 73505 ♦ 580.355.6371

## ACCREDITATION STATEMENT

BOTH STATE AND NATIONAL AGENCIES CURRENTLY CERTIFY FULL TIME PROGRAMS AT GREAT PLAINS TECHNOLOGY CENTER.

For comments contact here: <https://oklahoma.gov/careertech/policies/comments-or-complaints.html>

Students/Stakeholders can request a copy of accreditation and licensure documents here: [jarcher@greatplains.edu](mailto:jarcher@greatplains.edu)

ALL FULL TIME CAREER MAJORS / PROGRAMS ARE CERTIFIED BY:  
**OKLAHOMA STATE BOARD OF CAREER AND TECHNOLOGY EDUCATION**

1500 West 7<sup>th</sup> Avenue ♦ Stillwater, Oklahoma 74074-4364 ♦ Phone: 405.377.2000 ♦ [www.okcareertech.org](http://www.okcareertech.org)

INDIVIDUAL PROGRAMS ARE ACCREDITED THROUGH THE FOLLOWING AGENCIES

FULL TIME CAREER MAJOR/PROGRAM	ACCREDITING AGENCY	ADDRESS	PHONE & E-MAIL
Cosmetology (OSBCB)	Oklahoma State Board of Cosmetology and Barbering	2401 NW 23rd Street #84 Oklahoma City, OK 73107	405.521.2441 <a href="http://www.ok.gov/cosmo/">www.ok.gov/cosmo/</a>
Practical Nurse (ACEN)	Accreditation Commission for Education in Nursing, Inc.	3343 Peachtree Road NE, Suite 850 Atlanta, GA 30326	404.975.5000 <a href="http://www.acenursing.org">www.acenursing.org</a>
Practical Nurse (OBN)	Oklahoma Board of Nursing	2501 N. Lincoln Blvd., Suite 207 Oklahoma City, OK 73106	405.962.1800 <a href="http://www.ok.gov/nursing">www.ok.gov/nursing</a>
Surgical Technologist (CAAHEP)	Commission on Accreditation of Allied Health Education Programs	9355 – 113t St. N., #7709 Seminole, FL 33775	727.210.2350 <a href="http://www.caahep.org">www.caahep.org</a>
Surgical Technologist (ARC-STSA)	Accreditation Review Committee on Education in Surgical Technology and Surgical Assisting	19751 East Mainstreet, Suite #339 Parker, CO 80138	303.694.9262 <a href="http://www.arcstsa.org">www.arcstsa.org</a>
<ul style="list-style-type: none"> <li>Automotive Service Technician</li> <li>Combination Collision Repair Technician</li> </ul>	Automotive Service Excellence (ASE)	1503 Edwards Ferry Rd, N.E. Suite 401 Leesburg, Virginia 20176	703-669-660 <a href="http://www.asealliance.org">www.asealliance.org</a>
<ul style="list-style-type: none"> <li>Veterans Education and Training</li> </ul>	Oklahoma Dept. of Veteran Affairs	2132 NE 36th St Oklahoma City, OK 73111	405.523-4000 <a href="http://www.ok.gov/saa">www.ok.gov/saa</a>
SHORT TERM COURSES	ACCREDITING AGENCY	ADDRESS	PHONE & E-MAIL
<ul style="list-style-type: none"> <li>Emergency Medical Services</li> <li>Long Term Care Nurse Assistant/ Home Health Aide</li> </ul>	Oklahoma State Department of Health	123 Robert S. Kerr Ave. Suite 1702 Oklahoma City, OK 73102-6403	405-426-8000 <a href="http://www.health.state.ok.us">www.health.state.ok.us</a>
Motorcycle Safety	Motorcycle Safety Foundation, Oklahoma Highway Safety	200 NE 21st ST Oklahoma City, OK 73136	405.523-1470 <a href="https://oklahoma.gov/highwaysafety.html">https://oklahoma.gov/highwaysafety.html</a>
Paramedic (CAAHEP)	Commission on Accreditation of Allied Health Education Programs	1361 Park Street Clearwater, Florida 33756	727.210.2350 <a href="http://www.caahep.org">www.caahep.org</a>
Paramedic (CoAEMSP)	Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions	8301 Lakeview Parkway, Suite. 111-112, Rowlett, Texas 75088	214.703.8445 <a href="http://www.coaemsp.org">www.coaemsp.org</a>
CAMERON UNIVERSITY PROGRAMS TAUGHT AT GREAT PLAINS TECHNOLOGY CENTER	ACCREDITING AGENCY	ADDRESS	PHONE & E-MAIL
Radiologic Technology (JRCERT)	Joint Review Committee on Education in Radiologic Technology	20 N. Wacker Drive, Suite 2850 Chicago, IL 60606-3182	312.704.5300. Electronic Accreditation System can be found at <a href="http://www.jrcert.org">www.jrcert.org</a>
Advanced Respiratory Therapist (CoARC)	Committee on Accreditation for Respiratory Care	264 Precision Blvd Teleford, TN 37690 USA	817.283.2835 <a href="http://www.coarc.com">www.coarc.com</a>

ALL PROGRAMS POLICIES AND PROCEDURES ARE AVAILABLE TO THE PUBLIC FOR VIEWING

Revised 6-3-2024

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## **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 the 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 highest  
ideals of the nursing profession.***

