

***WESTERN TECHNOLOGY CENTER***

***PRACTICAL NURSING***



***STUDENT HANDBOOK***

***2022-2023***

Western Technology Center  
 Practical Nursing Program  
 2022-2023  
 Academic Calendar

Number of Program Hours		
Trimester I	September 29, 2022 — February 15, 2023	440 hours
Trimester II	February 16, 2022 – June 30, 2023	537 hours
Trimester III	August 15, 2023 – December 14, 2023	486 hours
<b>TOTAL PROGRAM HOURS =1463</b>		

**August 2022**

- 22<sup>nd</sup> Orientation- 12:30pm – 3:30pm

**September 2022**

- 19<sup>th</sup> Orientation- 12:30pm – 3:30pm
- 29<sup>th</sup> First Day of Class- 8:00am

**October 2022**

- 13<sup>th</sup> Professional Development Day-No School
- 14<sup>th</sup> & 17<sup>th</sup> Fall Break-No School

**November 2022**

- 21<sup>st</sup> through 25<sup>th</sup> Thanksgiving Break-No School

**December 2022**

- 19<sup>th</sup> through Jan. 2<sup>nd</sup> Winter Break-No School

**January 2023**

- 3<sup>rd</sup> WTC Class Returns
- 16<sup>th</sup> No School

**March 2023**

- 13<sup>th</sup> - 17<sup>th</sup> Spring Break-No School

**April 2023**

- 7<sup>th</sup> & 10<sup>th</sup> Snow Make-up Days (If needed)

**May 2023**

- 29<sup>th</sup> Memorial Day-No School
- Professional Development Day-No School

**July/August 2023**

- 1<sup>st</sup> of July through August 14<sup>th</sup>  
 Summer Break-Class Resumes August 15<sup>th</sup>

**September 2023**

- 4<sup>th</sup> Labor Day-No School

**October 2023**

- Professional Day-No School
- Fall Break-No School

**December 2023**

- 14<sup>th</sup> Graduation Day

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**WESTERN TECHNOLOGY CENTER**

**PRACTICAL NURSING Program**

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**2022-2023**

**PRACTICAL NURSING POLICY HANDBOOK**

**OKLAHOMA BOARD OF NURSING (OBN)**

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**[www.okcareertech.org](http://www.okcareertech.org)**

DEAR STUDENT:

Welcome to Western Technology Center School of Practical Nursing. You have chosen a profession which will bring you much personal and professional satisfaction as well as provide you with many excellent opportunities as a Licensed Practical Nurse.

The program philosophy and objectives/outcomes are part of this book and have been written to guide you through the coming year of study and work. We hope you will refer to them frequently.

This handbook is designed to answer some of your questions. It will not answer all of them. We, the faculty, and staff, are here to assist you. Please feel free to consult with us at any time. We wish you success in reaching your goal.

Christy May, RN, PN Coordinator/Instructor

Lisa Holman, RN, PN Instructor

Shelby Gladd, RN, PN Instructor

Ann Worthington, Administrative Assistant

**WTC PRACTICAL NURSING  
GENERAL INFORMATION**

## PHILOSOPHY

The faculty of the practical nursing program supports the philosophy of the Western Technology Center. We believe that education is a goal-directed, systemic, and life-long process that enhances the student's ability to develop value and acquire knowledge through initiative and self-discipline. Through this process the student can be guided to think critically and analyze possible solutions to meaningful problems throughout life. It is our responsibility to train persons who can function safely, ethically, and competently in the role of the licensed practical nurse.

We believe that learning is a process, and that the environment needs to be conducive to learning. Nursing education is best accomplished through an accredited educational institution that provides adequate physical facilities, equipment, and instructional quality. Nursing education needs to involve inclusion of clinical experience in hospitals, nursing homes and community health agencies.

Adult learning is a self-initiated, adaptive process that can be stimulated by an atmosphere of motivation, creativity, and mutual respect, in working with adults in the role of the student practical nurse, progress is from dependent action toward self-direction. The student will utilize various past experiences as resources for acquiring skills and knowledge to enhance learning.

We believe that practical nursing education prepares the practical nurse to function as part of the health care team in a safe, competent manner. Practical nursing education should provide the student with opportunities to develop skills and professional competencies necessary for the delivery of compassionate nursing care to clients of all ages. Student government activities within practical nursing education assist the student in development of moral and ethical character, citizenship, and self-pride to function within society as well as career skills.

We believe that practical nursing education should be available to all who meet the academic, physical, and personal qualifications and are motivated to become a practical nurse. Students who meet the criteria for admission are capable of success in the program. The school promotes educational success through quality instruction and student services.

We believe that practical nursing is an integral component of the nursing profession. It encompasses providing care for clients whose needs are not critical with minimum supervision under the direction of a registered nurse or physician in more complex nursing situations. Communication with clients and fellow health team members is a key component of this role.

We believe that nursing is a profession that assists an individual in the performance of those activities that promote, maintain, or restore health through adaptation. Nursing is adaptive as well and thus changes to continue to meet the needs of society. Society is comprised of individuals in interrelationship as influenced by culture, environment and both physical and human resources. Nurses must recognize the needs of the individual, the group, and the individual within the group.



We believe that everyone is a unique being that has basic physical, psychological, and social needs, yet functions and adapts holistically. The nursing process allows the practical nurse to assist in meeting these needs. Humans must continually interact with the environment and through adaptation become capable of understanding, reasoning, and acquiring knowledge to achieve emotional and physical well-being. To implement this philosophy, we believe that a partnership must exist among the school, the practical nursing major, and the community including the local health care industry.

## **VISION**

Western Technology Center Practical Nursing Program is an education program guided by commitment to build nursing competence through quality nursing education while promoting student success. Guided by human values and nursing standards of practice, our staff provides a positive learning environment to meet the needs of individuals in becoming practical nurses for the present and future demands of the health care industry.

## **MISSION**

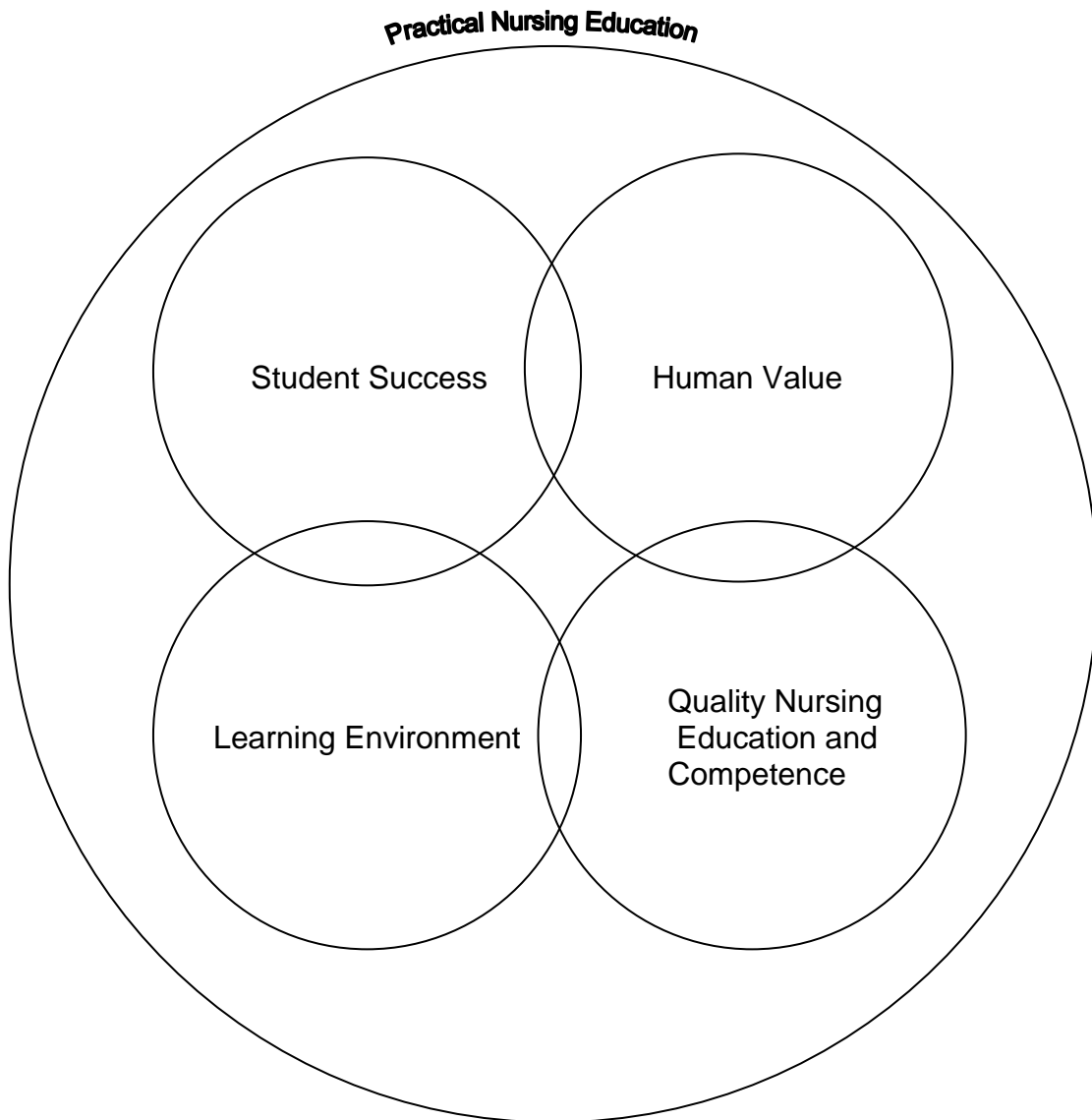
The practical nursing program is an educational system that provides quality education and training opportunities to the individual student responsive to the ever-changing health care industry and community while promoting competence, compassion, and life-long learning.

The faculty believes that our duties involve accountability to society, the school, and to the individual adult student.

The WTC-PN Faculty

## CONCEPTUAL FRAMEWORK CENTRAL CONCEPTS MODEL

This diagram demonstrates the relationships of the program mission/philosophy, goals/objectives, conceptual framework central concepts, and curriculum content.



# **CONCEPTUAL FRAMEWORK**

## **Central Concepts**

The Western Technology Center Practical Nursing program functions within the general parameters of the program philosophy. The primary concepts within the philosophy provide a conceptual framework upon which the program is structured. The conceptual framework illustrates the primary elements within the program philosophy as well as integration with the nursing model of Roy. These work together to full-fill the vision of the program.

## **Practical Nursing Education**

The function of the practical nursing program within Western Technology Center is to teach the competencies required of a practical nurse to meet the health care needs of the local community as well as national and state requirements for nursing practice. Practical nursing education serves the individual student to meet personal and professional goals. The local community works cooperatively during training and subsequently employs the practical nurse. As an integrated component of the nursing profession, the practical nurse works as a member of the health care team under the supervision of the registered nurse or physician. The educational process for this result requires incorporated of the following values:

### **A. Student Success**

Students within the program are supported through educational resources to succeed within the program and after completion. A commitment is made to assist students in adapting from student to employment role through professional instruction for career skills and specific competencies. This provides a clear behavioral outcome that can be measured for the individual and the program. To assist in achieving the desired outcome, the program implements educational methodologies appropriate for the individual needs of the student to increase success in the role of practical nurse. To maintain success in the work setting the student is taught to think critically toward solutions to problems. The student will become a member of society and must be able to adapt sufficiently to life and career changes. The expectation that each practical nursing student is capable of success in the program affects delivery. Each student is supported to achieve personal improvement as well as increased employability skills in the role of the practical nurse.

### **Quality Indicators:**

**NCLEX-PN pass-rate**

**Employment Rate**

## **B. Human Value**

The program supports the value of the individual human as a holistic being and each person, such as a student or a client, is unique and worthy of respect. The career major provides opportunities to build moral and ethical character in relating to others as recipients of health care as well as in cooperative settings. The PN faculty demonstrates high standards of conduct by demonstrating integrity, honesty, respect and valuing a strong work ethic. These values are integrated into the policies, evaluation process and curriculum plan. Many facets of promoting human value are based on Roy's values of holism, purposefulness, interpersonal process and meaning of life. Human interrelationship is incorporated in all nursing and educational experiences. The educational goals are influenced by the valuing of self and others within society.

### **Quality Indicators:**

**Clinical criteria (clinical evaluation)**

## **C. Educational Quality**

It is essential that students develop both the knowledge and values requisite to nursing. The methods used are goal-directed and systematic. It is essential to provide content and then to teach the student to think critically and analyze to meet the needs of unique situations. To assure that the process of education is optimal, the major provides adequate physical facilities, equipment, qualified faculty, and diverse and flexible clinical experience. Students are given both controlled and in-vivo experiences to develop skills and professional competencies and communication. Partnerships among school, major and community assure that educational content is timely and appropriate for the practical nurse.

### **Quality Indicators:**

**OBN Approval**

**ODCTE Approval**

**Student Program Evaluation**

**Advisory Committee Minutes**

## **D. Competence**

Clinical skills and competence are built through demonstration, skills practice and clinical experience in hospitals, nursing homes and community health agencies. This allows progress in implementing nursing care appropriate for the practical nurse. Students work within the nursing process by incorporating several types of nursing skills to promote, maintain or restore health of diverse health clients by problem recognition through Roy's Model of Adaptation. Consistent with Roy's model, the role of the nurse is applied along the full wellness continuum. Clinical experience with actual health care clients allows the student to recognize needs

of the individual, group, and individual within the group in the changing environment of the real health care setting. Competence is acquired to meet the unique physical, psychological, and social needs of individuals while becoming a safe, health care team member. The student learns to function as a practical nurse in promoting adaptation of the individual primarily to meet physiologic needs but with recognition of the health implications of adaptations of self-concept, role function and interdependence. Through the career major the student progresses from dependent action toward self-direction in nursing action while adhering to legal and ethical standards of nursing practice.

**Quality Indicators:**

**NCLEX-PN pass-rate**

**Employment Rate**

**E. Learning Environment**

The faculty believes that learning is a dynamic process that occurs within the learner. Adult learning principles are utilized to create learning experiences that build on the students' previous knowledge base and progress from simple to complex. To adapt to the changing demands of nursing and society the student will continually need to acquire new information and skills. Learning is evidenced by a change in behavior. As life events occur, both personally and professionally the student will be better prepared to adapt by incorporating skills acquired in the program including teamwork and critical thinking. The student is capable of understanding, reasoning, and acquiring knowledge to adapt positively to a constant changing environment.

**Quality indicators:**

**Student and Graduate Evaluations**

**PN FACULTY  
CORE VALUES**

*To better serve our patrons and be successful in the future we must have core values we can support, believe in, and live by every day. Our values capture the definition of who we are and shape our image.*

**Strong Work Ethics and Integrity** are valued as evidenced by dependability, productivity, pride, commitment creativity, excellence, and compassion.

**High Standards of Conduct** are demonstrated through integrity, loyalty, honesty, and respect for oneself and others.

**Stewardship and Service** is required to effectively develop and provide programs and services responsive to our public's needs.

**Flexibility** ensures efficient delivery of training and is vital in a continually changing world.

**Professionalism** is a commitment that must occur daily and requires the cooperation of the entire team.

**Communication and Networking** is vital when challenges arise. We listen carefully, respect and encourage others while remaining focused on the challenge, the process or procedure.

**Positive Learning Environment** is essential where individual's feelings and the group's morale are valued. Lifelong learning is facilitated and integrated into the PN Program.

### **TERMINAL STUDENT LEARNING OUTCOMES**

At the end of the PN program, the graduate will:

- 1) Utilize theoretical knowledge to practice the skills of focused assessment, documentation and application of the nursing process to maintain the health and wellness of individuals.
- 2) Provide safe competent fundamental nursing care with compassion, caring and respect in the role of a practical nurse in the health care system as designated in the Nurse Practice Act of the state where employed.
- 3) Participate in the advancement of the profession by engaging in and identifying opportunity for professional and personal growth and demonstrate responsibility and accountability for individual nursing practice.
- 4) Communicate to empower clients and create therapeutic relationship to promote, restore, and maintain the health of individuals, groups, communities, and society.
- 5) Participate in establishing, maintaining, and improving a client's environment by applying the nursing process and adaptation model to provide competent nursing care to individuals throughout the life cycle.
- 6) Demonstrate the ethical, moral, and legal behaviors in the practice of nursing, and be an advocate for human dignity, rights, and protection for the client.
- 7) Educate and document pertinent effective measures to promote optimum adaptation and continuity of quality client care.
- 8) Integrate critical thinking and clinical judgment along with information technology to make valid nursing decisions.
- 9) Demonstrate responsibility and accountability in the practice of nursing.

## PROGRAM OUTCOMES

### 1. COMPLETION/ RETENTION RATE

- Expected outcome: Overall completion/retention rate will be based on the OBN definition. It shall be equal to or greater than 70% and calculated as 200% of the program length as defined by selective admissions to the nursing programs first nursing course.

### 2. PROGRAM SATISFACTION

- Expect outcome: Overall rating of  $\geq 3$  on items related to program satisfaction on the “*Overall Program Survey*”
- Expected outcome: Overall rating of  $\geq 3$  on items related to employer satisfaction with graduate’s ability to perform program objectives on the “*Employer Satisfaction survey*”.

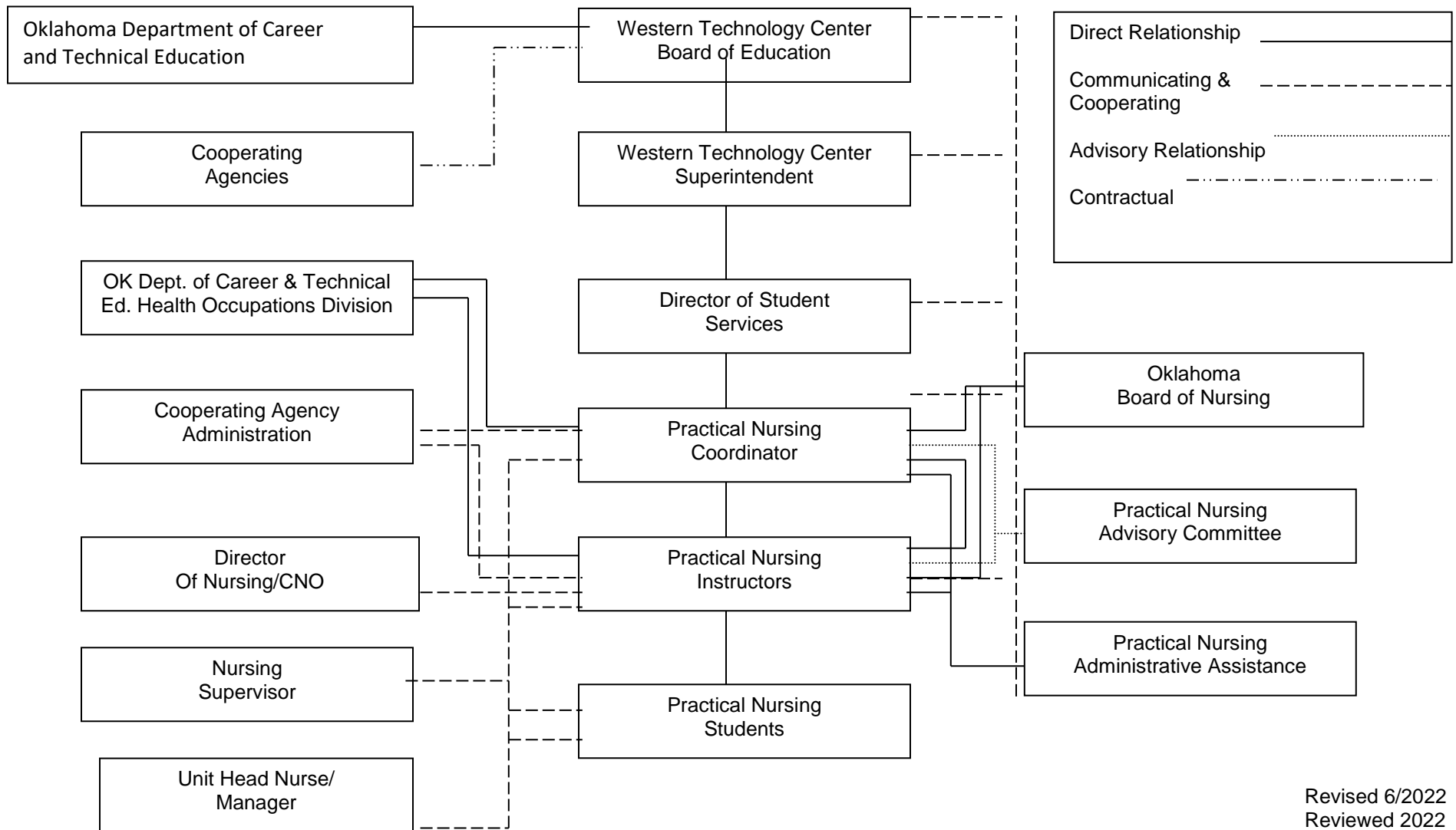
### 3. NATIONAL COUNCIL LICENSING EXAMINATION FOR PRACTICAL NURSES (NCLEX-PN) SUCCESS RATES.

- Expected outcome: NCLEX will be within 10% points of the national average

### 4. POSITIVE PLACEMENT

- Expected outcome: Overall positive placement will be 90% or greater are placed in employment with the health occupation industry as a practical nurse.

## WTC PN Program ORGANIZATIONAL CHART



Revised 6/2022  
Reviewed 2022



**WTC PRACTICAL NURSING  
STUDENT POLICIES**

## **ABILITIES**

The student of practical nursing will be learning through direct participation utilizing the nursing process (a way of thinking and acting using the problem-solving approach in client care.) This process follows a set sequence of nursing procedures, data collection, planning, nursing interventions and client evaluation. As a student, you will be required to utilize the above process, to participate effectively and meet the requirements of the nursing program. To do this, the student must have the following abilities.

### **Vision**

Student must have vision adequate to read very small print, diagrams or graphs and calibrations, such as milliliter marks on a syringe and decimals like 0.1 mg. Also, the student must be able to visualize skin color changes and body fluids.

### **Hearing**

Conversational tones discriminate between different sounds made by the body, such as breath sounds, heart sounds, fetal heart tones and emergency signals on medical equipment and machinery. Nursing students will also need to be able to utilize a stethoscope and assess certain body sounds in the lungs, heart, and bowels.

### **Smell**

Smell adequate to detect and discriminate between normal and abnormal body odors.

### **Touch**

Tactile sense is important to be able to identify areas of a person's anatomy for reference sites for various treatments, such as injections and for client hygiene. Also, certain areas of the body are required to be palpate for distention, warmth, and edema measurement.

### **Speaking**

Clear communication is necessary utilizing the predominate language, which is English, of the geographical area.

### **General Physical Fitness**

Strength, balance and agility adequate to endure the following activities: several consecutive hours of walking, standing, moving and lifting other persons; pushing, pulling various types of medical equipment, such as wheelchairs, gurneys (stretchers), client beds, IV equipment, bending and stooping. Fine motor skills are needed to write, to manipulate small equipment such syringes, needles, surgical instruments, tubing, etc. and to maintain sterile fields. General physical fitness also includes freedom from infectious diseases that pose a significant risk of communicability to others in the workplace.

### **General Mental & Emotional Fitness**

Adequate to ensure informed judgment and individual competence on the part of the student nurse in accepting responsibilities and delegating nursing activities to others. Explosiveness in personality or excessive lack of interpersonal skills cannot be allowed in the clinical area. Behavior must not be of harm to self or others.

## **Basic Academic Skills**

**Reading:** Ability appropriate to complete curriculum requirements including text material at 12<sup>th</sup> grade level.

**Penmanship:** Legible writing, with word usage appropriate and correct within the sentence structure, words spelled correctly or the ability to utilize dictionary as resource to assure accuracy.

**Math:** Abilities should include applying fundamental facts about numbers, fractions, decimals, percent, and ratios, since these skills are essential to the calculations of such things as IV fluid rates, preparation of medication dosages, applying various formulas to determine body mass, etc.

**Notification:** It is the student's responsibility to notify the school and program in person of accommodations necessary for special needs. A form will be presented during the orientation session. Notify the PN coordinator during the orientation if you have a documented disability and /or need an accommodation.

## **ACADEMIC CENTER**

Before admission to the Practical Nursing Program, students take pre-entrance tests that measure individual performances in reading, language comprehension, math, and science. The test given is the ATI TEAS (Preadmission Examination) test. The scores from these exams are placed on individual care plans and evaluated by the faculty and Academic Center instructors. The Academic Center is designed to meet individualized needs of students. Students may receive individual remediation, academic integration, and accelerated skills to prepare for future job markets and to be successful in the PN program. The Academic Center integrates with the PN course, Success Strategies, and Information Technology in Nursing I, II, and III. The Academic Center works with PN students in three areas; graphic literacy, applied mathematics, and workplace documents.

The Academic Center serves all Western Technology Center's students enrolled in full-time programs. Student instruction emphasizes foundational academic skills and career skills necessary for the workplace and higher education. For more information contact Elaine Loftiss at 580-562-3181 Ext. 253 or [eloftiss@westtech.edu](mailto:eloftiss@westtech.edu).

## **ACCIDENT**

All cases of illness, infection, or injury must be reported to the coordinator.

Students are responsible for reporting to the instructor when an illness has caused a loss of required clinical or laboratory experience. Illness will be evaluated on an individual basis. The faculty may request or recommend withdrawal from the program with the student if they find it necessary.

Students are required to bring a statement from their physician following illnesses that last 3 days or more. This statement should include the nature of the illness and a release to return

to school /or clinical. Students are required to meet with the coordinator before returning to school or clinical.

Other illnesses, injuries, or conditions may require that the student obtain a release to return to school or clinical from his/her physician. The coordinator will notify any student who needs such a release. The release must be given to the coordinator before the student will be allowed to return to clinical practice.

The P.N. faculty strongly suggests that the student delay any elective surgery/procedure that may limit the ability to fully participate in the role as a student practical nurse. (Example: things that would limit the student's ability/capacity to lift, turn, or move yourself or those you may care for.)

## **RE-ADMISSION POLCY**

1. A student who withdraws from the WTC PN program related to personal or emergency conflicts will be allowed to re-enter one time only. A student who was on Probation at the time of withdrawal (academic, clinical or attendance), who was dismissed, cannot reapply. A student may not re-enter if a three-year time has lapsed from the date of withdrawal.
2. Students seeking readmission will be required to apply and documents required by all applicants.
3. All requests for readmission will be evaluated on an individual basis. The nursing department does not guarantee re-admission.
4. The following criteria will be considered for re-admission:
  - a. Participation in activities which would improve the probability for success I the program such as:
    - Working in the health care setting.
    - Taking courses, which could improve week areas.
    - Resolving personal crisis that contribute to success in the program.
  - b. Space availability.
  - c. Student left program in good standing, i.e., fees paid, good academic standing not on probation for any reason at the time of withdraw.

## ADVANCED STANDING POLICY

The Practical Nursing Program of Western Technology Center is committed to life-long learning of adult learners. If an adult student has previously been enrolled in a collegiate or technology center practical or registered nursing program within the past three years will be considered for admissions, if they left the nursing program in good standing. Students are considered on an individual basis by the PN faculty. The applicant must complete and provide all documents required in the application packet which includes:

- a) The WTC PN application.
- b) Official High School Transcript or GED.
- c) Official copy of Pre-entrance score from previous nursing school (TEAS, Compass, HESI)
- d) Official transcript from a state approved and/or nationally accredited nursing program.
- e) Letter of recommendation from a faculty member or director from the previous school of Nursing.
- f) CPR card-Health Care Provider.
- g) Immunization required for clinical experience (see clinical requirement list).
- h.) Federal background check
- I.) Complete WTC PN Substance Abuse Drug Test.

Students being considered for advanced standing must be enrolled in at least two thirds of the program and an opening must exist in the program.

Selected applications will be official enrolled when all admission requirement standards, clinical requirements and skills competency are met.

## ARTICULATION

WTC PN Program accepts the articulation of courses from other programs or career majors. These courses can be completed in a technology center or post-secondary institution. The student must provide an official transcript from the institution. The following courses can be articulated:

Medical Terminology	*Obstetrics
Anatomy and Physiology	*Pediatrics
Nursing Concepts	*Pharmacology
*Fundamentals of Nursing	*Maternal/Child
Mental Health	

A letter grade of a B must be achieved in the enrolled course according to the educational institutions grading scale. The course must be completed within the past three years.

Articulated courses for advanced standing students are considered on an individual student basis by the PN faculty.

\* The PN faculty will require these courses to be audited for consistency of content

## .APPLICATION AND ADMISSION INFORMATION

To qualify for admission:

1. The applicant must submit a Practical Nursing Program application.
2. The applicant must have an official transcript or state issued high school equivalency document with graduation date from the high school or a GED (In English) certification and scores.
3. The applicant must take the pre-entrance examination selected by the nursing faculty.
4. The applicant must attend the program orientation provided by the school.

The applicant will be rated in the following areas:

1. Pre-entrance examination scores.
2. Employment record.
3. Documentation of educational preparation or health care certification.

After a pool of applicants have completed the enrollment process, the admission committee reviews the application for completeness and the applicant with the highest number of points will be admitted to the Practical Nursing Program.

Health status sufficient for safety of self and others, including immunizations, CPR, background checks are required to meet clinical requirements. All applicants are exposed to the OBN felony and citizenship qualifications for licensure. All enrollees must attend the PN orientation session. If you are not present at the orientation session and/or on the first day of class and have not notified the faculty of your inability to be present, your position will be filled from the alternate list of applicants. Applicants are notified by mail when the first selections are made.

### Application Process

The WTC PN Practical Nursing Application Process involves two phases. Phase one involves completing the application, paying required fees, completing the assessment process, and providing required documents. After the completion of Phase One, the application will be reviewed for preference points obtained from assessment testing scores. The sum of the preference points will be totaled, and the top applicants will be selected. These applicants will advance to Phase Two. Phase Two involves receiving points from education, training, and health care experience. These points will be added to the preference points from Phase One and the applicants (the top 26) receiving the most points will be accepted into the Career Program. Twenty -six applicants will be accepted. The next 10 applicants will be placed on the alternate list. All applicants will be receiving a letter from the school notifying them on their status.

**All applicants must proof of enrolled and successfully passed a Long-term Nurse Aid course by August 1<sup>st</sup>, 2022 or have passed the LTC course in the past five years or have a current certification. This is a pre-requisite to the PN Career Program. Documentation of this must be provided with your application.**

## Application Process

The WTC PN Program Application Process involves two phases. Phase one involves completing the application, paying required fees, completing the assessment process, and providing required documents. After the completion of Phase One, the application will be reviewed for preference points obtained from assessment testing scores. The sum of the preference points will be totaled, and the top 40 applicants will be selected. These applicants will advance to Phase Two. Phase Two involves receiving points from education, training, and health care experience. These points will be added to the preference points from Phase One and the top applicants receiving the most points will be accepted into the Program. Twenty-six applicants will be accepted. The next 10 applicants will be placed on the alternate list. All applicants will be receiving a letter from the school notifying them on their status.

❖ **All applicants must have proof of enrolled and successfully passed a Long-term or Patient Care Assistant Nurse Aid course by August 1<sup>st</sup>, 2022 or have passed the LTC course in the past five years or have a current certification. This is a pre-requisite to the PN Program. Also, you will need documentation of an AHA Health Care Provider BLS CPR card that is good through January of 2023, and the student must keep current throughout their enrollment in the program. Also, with your application we must have a copy of the following immunizations:**

- A. **3 Vaccinations of Hepatitis B** or positive surface antigen titer lab results required.
- B. **1 time dose of T-dap** and then a booster of Td every 10 Years.
- C. **2 Vaccinations of MMR** (measles, mumps, and rubella) or positive antibody titer for all 3 components (lab report required).
- D. **2 Vaccinations of Varicella** (chicken pox) or a positive antibody titer (lab report results or documentations of history)
- E. **2 Vaccinations of Hepatitis A** at least six months apart.
- F. **1 Vaccination of Influenza** to be taken in the fall of the year of enrollment.
- G. **1 of the Following:**
  - a. **Documentation for a current 2-Step TB skin test \*see definition below**  
**or**
  - b. **Documentation of an old or past 2-step TB test with annual single step TB Test that are given annually after 2-step**  
**or**
  - c. **QuantiFERON Gold TB blood test, showing negative results (lab results required).**



**\*Definition of 2 Step Tuberculosis Skin Test (PPD)**

**Step 1:** Administer first dose of PPD antigen is applied under the skin and have it read within 48- 72 hours after placement of PPD.

**Step 2:** Within 7-21, another dose of PPD antigen is applied under the skin and read within 48-72 hours after placement of PPD.

**H. COVID Vaccine one of the following:**

- a. The initial single-dose of COVID-19 vaccine (e.g., Johnson & Johnson) and booster or the primary multi-dose COVID-19 vaccine (Moderna or Pfizer) and booster by the first day of class for the PN program in 2022-2023. If an applicant is unable to receive the vaccine due to medical or religious reasons, please contact Christy May or Ann Worthington immediately. Waivers for these must be approved by the clinical sites that the students will be utilizing for the 2022-2023 school year.

\*\*\*\*\*Your acceptance as a student will be pending approval of these waivers by the clinical facilities.

❖ **Each PN student is required to meet the guidelines for the clinical facilities that are utilized for the clinical experiences in the PN Program. These requirements include Immunizations, Background Check, Federal Drug Testing Policy and CPR American Heart BLS Certification. The detailed information for these is provided in the acceptance packet for the accepted applicants and immunizations, background receipt, and CPR card copy are due on the first orientation day in August.**

WESTERN TECHNOLOGY CENTER  
PN PROGRAM  
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STEP BY STEP APPLICATION PROCESS

**Phase One: Steps for PN Application:**

**Step 1. Read and complete a Practical Nursing application.**

Applications will be accepted March 21, 2022, to June 17, 2022, by 3:30 pm. All parts of the application must be filled out completely. Please pay close attention to all directions. Failure to fully complete your application will result in an incomplete or invalid application. Applications need to be submitted to Ann Worthington, PN Administrative Assistant, in the WTC Health Occupation Building on the WTC Burns Flat campus. If you have any questions, contact Ann Worthington or Christy May at 580-562-3181 ext. 262 or 264.

**Step 2. Turn in required documents.**

It is the student's responsibility to obtain these required documents. The required documents include.

- Official copy of your high school transcript, GED, HISET, or TASC scores, or state issued high school equivalency documents. A copy of a diploma is not acceptable. Transcripts generated by schools outside the United States must be evaluated by a credentialing agency to validate equivalency. Contact the World Education Services at [www.wes.org](http://www.wes.org) or check with local colleges and universities.
- Official college transcripts from all colleges attended.
- Official copy of Long-term Care, Home Health Assistant or Patient Care Provider current card, transcript or certification within the past five years or enrollment for a class that will be completed by August 1<sup>st</sup>, 2022.
- Copy of AHA BLS card that is valid through January of 2023. No other CPR is acceptable.
- Copies of health care certificates or transcripts.
- Letter from employer from the health care occupation **with the longest employment history**, verifying job experience. This letter needs to be on an official business stationary. It must include your name, date of employment, and job duties.
- Copy of valid driver's license.
- Copy of required immunizations listed on page 2.

**Step 3. Turn in application and assessment testing fee:**

A \$5.00. application processing fee and a \$65.00 testing fee is due at the time the application is turned in. This payment can be made together in one check payable to Western Technology Center. Cash will be accepted if exact amount is provided.

**Payment may be made by cash or check only no credit or debit cards.**

#### **Step 4. Take the Assessment Test:**

Each applicant with a complete application will be scheduled to take the ATI TEAS Pre-entrance exam. The ATI TEAS (Test of Academic Skills) test is broken into five sections: Total composite, Reading, Math, Science and English and Language usage. Each applicant may purchase the ATI TEAS Study Manual 6<sup>th</sup> on Amazon.com or ATI at [www.atitesting.com](http://www.atitesting.com)

This exam will be scheduled through the PN department and will be scheduled in May, and June. **A valid current driver's license or photo ID is required to take this assessment test. Each applicant will need a valid email address.**

Phase one involves the selection of 40 applicants based on preference points from assessment test. These applicants will advance to phase two in the application process.

The purpose of the ATI TEAS assessment is to assess an applicant's overall preparedness for a health science program. The assessment contains items with an overall time limit of 209 minutes. This assessment contains 170 Questions with 20 unscored pilot questions, divided among four content areas of Reading, Mathematics, Science and English and Language usage. Also, a composite or total score will be given on the individual performance profile. There are 53 items in the reading section; 36 items in math; 53 items in science and 24 items in the English and Language Usage.

#### **Refund:**

There will be no refund of test registration. If an applicant notifies us of an absence prior to their testing time, a new testing date will be rescheduled if a date is available.

**Applicants are strongly encouraged to treat this exam seriously, as it is weighed heavily in the application process. This exam is offered to WTC PN applicants only.**

#### **Sending ATI TEAS results from another school:**

If a student takes or has taken the ATI TEAS at a different location, it is the applicant's responsibility to send his or her results through ATI to Western Technology Center Practical Nursing program by the last test date offered by the WTC PN program. ATI charges a fee for this service, which is the applicant's responsibility to pay. ATI TEAS exam scores will be accepted by WTC if the exam was taken within the last 6 months.

## **Frequently Asked Questions about the ATI TEAS test.**

### **How will I be taking the test and what do I need to bring?**

This is a computerized exam. The test is proctored and is held at Western Technology Center Assessment Center. **No calculators are allowed.** Scratch paper will be provided and will be collected at the end of the test. You need to bring your driver's license, passport, or state identification card, and a pen or pencil.

### **How do I reserve a date to take the ATI TEAS at Western Technology Center?**

The ATI TEAS exam will be offered only to qualified applicants of the Nursing Program. A qualified applicant will meet all admission criteria and have an application packet that is complete. Once qualification is determined, those applicants will be invited to take the ATI TEAS exam on a scheduled test date.

### **What can I do to prepare for taking the ATI TEAS?**

The company that provides the exam (ATI) has a study manual and online practice exam that you may purchase if you wish. Make sure to purchase the ATI TEAS version. This can be purchased through [ATI testing .com](http://ATItesting.com).

### **Is the test really four hours long?**

The ATI TEAS is slightly less than a four-hour test with four timed sections. Extra time is added to the total testing period for short breaks in between sections. You must take the entire test during the testing period. If you finish early, you may leave before the time has ended.

Western Technology Center  
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**Phase One: ATI TEAS SCORES**

Student Name: \_\_\_\_\_

ATI TEAS Scores

Reading		Mathematics		Science		English		Composite Total	
100% to 91%	20 points	100% to 91%	20 points	100% to 91%	20 points	100% to 91%	20 points	100% to 91%	20 points
90.9% to 78%	15 points	90.9% to 78%	15 points	90.9% to 78%	15 points	90.9% to 78%	15 points	90.9% to 78%	15 points
77.9% to 64.1%	12 points	77.9% to 64.1%	12 points	77.9% to 64.1%	12 points	77.9% to 64.1%	12 points	77.9% to 64.1%	12 points
64% to 56.1%	10 points	64% to 56.1%	10 points	64% to 56.1%	10 points	64% to 56.1%	10 points	64% to 56.1%	10 points
56% to 48%	8 points	56% to 48%	8 points	56% to 48%	8 points	56% to 48%	8 points	56% to 48%	8 points
47.9% to 0%	0 points	47.9% to 0%	0 points	47.9% to 0%	0 points	47.9% to 0%	0 points	47.9% to 0%	0 points
Total Reading Points.		Total Mathematics Points.		Total Science Points.		Total English Points.		Total Composite Points.	
Total Preference Points for Phase One									

**Phase Two:**

Phase Two of the PN application process involves receiving points from health education, training, and experience. These points will be added to preference points in Phase One. The applicants receiving the most points will be accepted into the PN Program. Twenty -six students will be accepted and the next 10 will be placed on an alternate list. If anyone drops their position before class begins, an alternate will be notified to fill that spot. All applicants will receive a letter of their status of acceptance, non-acceptance or being placed on the alternate list.

**Program Orientation:**

Program orientations are mandatory. If absentee is required, notification must be received by the WTC PN Administrative Assistant or PN Coordinator at 580-562-3181 ext. 262 or 264. If notification is not received by 8:00 a.m. on the date of orientation, your spot will be replaced with an applicant from the alternate list.

Western Technology Center  
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Student Name: \_\_\_\_\_

**Phase Two: Education and Health related experience.**

**Section One Education: Maximum Education points that can be obtained are 15.**  
**Education points: College credit**

Students with college credit with a grade of C or higher that has been completed in the past 5 years can receive **1 point for each college credit in the following classes.**

Courses accepted are:

- Anatomy and Physiology
- Chemistry
- Biology
- Microbiology
- College algebra
- Psychology (Intro, Developmental)
- Nutrition
- Medical Terminology
- Epidemiology
- Statistics

\*Faculty can accept other health or science related course at their discretion.

**Education points: High School credit**

Students with High School concurrent courses will receive the same points as the above; 1 point for each college credit for the above listed courses with an official college transcript.

**Education points: Career Tech credit**

Students with a grade of a C or above in a health-related Career Tech course that has been taken in the past five years can receive points. Plans of study, transcripts or certificates must be submitted to receive points.

- Courses with clock hours of 40 - 80 will receive 1 point.
- Courses with clock hours of 81 - 150 will receive 2 points.
- Courses with clock hours of 151 - 225 will receive 3 points.
- Courses with clock hours of 226 - 500 will receive 4 points.
- Courses with clock hours of 500 or above will receive 5 points.

**Section One Total Points for Education: \_\_\_\_\_**

**Section Two Health Career Experience: Maximum health care experience points will be 5.**

Students can gain points with health care experience or training. Copies of current certificates (CPR and other continuing education certificates do not qualify for preference points) and letter on company letterhead from the employer verifying job experience, duties, and dates of employment must be submitted for points to be awarded. If the applicant has experience in both categories of “Health Care Experience” then letter must verify full-time status in each position. **Points can only be given for one job.**

Health Care Experience or Training	Points
Health Care Experience ( $\geq 1$ year full-time with limited patient contact) EXAMPLES: Unit secretary, medical office Receptionist, Phlebotomist, Scrub Tech, Dietary Aid.	2
Health Care Experience ( $\geq 1$ -year continuous employment at the same facility) which includes direct patient care EXAMPLES: CNA, Certified Medication Aide, Certified or Registered Medical Assistant.	3
Health Care Experience- ( $\geq 3$ -years continuous employment at the same facility) which includes direct patient care EXAMPLES: CNA, Certified Medication Aide, Certified or Registered Medical Assistant.	5

**Section Two Total Points for Health care experiences: \_\_\_\_\_**

<b>Total points for Phase One</b>	
<b>Total points for Phase Two</b>	
<b>Total points for application process</b>	



WTC PN APPLICATION PACKET  
**FACT SHEET**

1. Name, Address, and Telephone Number:

Practical Nursing Program  
Western Technology Center  
P.O. Box 1469  
Burns Flat, OK 73624  
(580) 562-3181 Ext. 2262 or 2264

Name of Coordinator/Instructor: Christy May, RN, MSN.  
Official Title: Coordinator/Instructor PN

2. Governing Organization:

Western Technology Center  
School District 12  
621 Sooner Drive/P.O. Box 1469  
Burns Flat, OK 73624  
Telephone: (580) 562-3181  
Fax: (580) 562-3411.  
Web site: [www.westtech.edu](http://www.westtech.edu)

Name of Administrator/Title:

Kathe Corning, Superintendent  
Penny Berry, Assistant Superintendent

3. Governing Organization and Vocational Programs accredited by:

Oklahoma Department of Career & Technical Education  
1500 West Seventh Ave.  
Stillwater, OK 74074-4364  
Phone: (800) 522-5810  
Fax: (405) 743-5142  
Web Site: [www.okcareertech.org](http://www.okcareertech.org)  
Date of approval/type: July 2017

4. Official title of State Board of Nursing:

Oklahoma Board of Nursing  
2915 North Classen Blvd. Suite 524  
Oklahoma City, OK 73106-5437  
Phone: (405) 962-1800  
Fax: (405) 962-1821  
Web site: <https://nursing.ok.gov>  
Date of approval/type: May 2020 Full Continued Approval

**LENGTH OF THE COURSE:**

The course is 1463 hours of classroom and clinical instruction. Classes are in session 7-8 hours per day, four days per week (Tuesday through Friday), except for holiday periods noted on the official program calendar. Class time: 8:00 a.m. to 4:00 p.m. Clinical time: between 6:00 and 6:30 a.m. to 2:00 and 2:30 p.m. Clinical facilities are in Western Oklahoma and include Clinton, Cordell, Elk City, Hobart, Weatherford, and surrounding communities.

**FINANCIAL ASSISTANCE:**

Western Technology Center is approved for, Voc. - Rehab, WIA, Work Study, Tribal Agencies and PELL Grants. Contact Dana Ellis, Financial Aid, ext. 279, for further information.

**ESTIMATED COSTS:**

Tuition -	\$2926.00
Curriculum -	\$2632.17
Uniforms and Accessories	\$200.00
Student Needs Fees -	\$1674.00
State Board Exam fee -	\$353.50
Background checks -	\$93.00
 Total Program Cost	 \$7878.67

\* This is an estimate and is subject to change.

**FOR FURTHER INFORMATION WRITE OR CALL:**

Practical Nursing Program  
Western Technology Center  
P.O. Box 1469  
Burns Flat, OK 73624  
Phone No.: (580) 562-3181, Ext. 2262 or 2264

**NOTE:**

We only keep applications on file for the year in which you applied. If you are not accepted for the school year which you applied and want to be considered for the next class, you will need to reapply.

It is the policy of the Western Technology Center to provide equal opportunities as required by Title VI (race) of the Civil Rights Act of 1964, Section 504 (disabilities) of the Rehabilitation Act of 1973, Title IX (gender) of the Education amendments of 1975, and the Americans with Disabilities Act (disabilities) of 1990 in its educational programs and activities. This includes, but is not limited to admissions, educational services, financial aid, and employment. Inquiries concerning the application of their policy may be referred to the designated compliance coordinator(s). Western Technology Center, P.O. Box 1469, Burns Flat, OK 73624, (580) 562-3181.

OKLAHOMA BOARD OF NURSING  
2915 North Classen Boulevard, Suite  
524 Oklahoma City, Oklahoma 73106  
405-962-1800

Western Technology Center Practical Nursing 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. 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
6. 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, except for felony convictions. Potential applicants to state-approved education programs, with a criminal history, may obtain an initial determination of eligibility for licensure or certification from the Oklahoma Board of Nursing for a fee. The initial determination of eligibility for licensure petition can be accessed at <http://nursing.ok.gov/initialdeterm.pdf>.

Board Approved: 7/92

OBN Policy/Guideline:  
#E-05

Board Reviewed w/o Revision: 1/29/13

Revised: 9/01; 5/04; 1/25/05; 11/13/07; 5/25/10; 11/4/13; 5/24/16; 11/12/19

P:/Administration/Executive/Policies/Education/E-05 Information for Bulletins and Catalogues of Nursing Education Program

WESTERN TECHNOLOGY CENTER  
PRACTICAL NURSING PROGRAM  
P.O. BOX 1469  
BURNS FLAT OK 73624  
(580) 562-3181, EXT. 262  
FAX: (580) 562-3411

**APPLICATION FOR ADMISSION  
2022-2023**

Date Application received by PN Program: \_\_\_\_\_ Testing Date: \_\_\_\_\_  
Date: Time

Name \_\_\_\_\_ D.O.B. \_\_\_\_\_  
(Last) (First) (Middle) (Maiden)

Current  
Address

\_\_\_\_\_  
(Please give mailing address) (City, State, Zip)

Permanent Phone Number \_\_\_\_\_

Permanent  
Address

\_\_\_\_\_  
(Please give mailing address) (City, State, Zip) (Phone #)

Email Address: \_\_\_\_\_

**RECORD OF EMPLOYMENT:**

<b>NAME &amp; ADDRESS OF EMPLOYER AND PHONE NUMBER</b>	<b>DATE OF EMPLOYMENT FROM (MO/YR) TO (MO/YR)</b>	<b>JOB DESCRIPTION (i.e.: NURSE AIDE, KITCHEN HELP, SECRETARY, ETC.)</b>
1.		
2.		
3.		
4.		

**A letter verifying employment list above must accompany application to count toward health care experience points. Complete addressed, phone # and contact person must be provided in above table.**

Have you ever been in WTC PN Program before? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, the date \_\_\_\_\_

Signature of Applicant\* \_\_\_\_\_

**\* Application must be signed to be processed.**

**NOTE:**

We only keep applications on file for the year in which you applied. If you are not accepted for the school year that you applied for and want to be considered for the next class, you will need to reapply.

It is the policy of the Western Technology Center to provide equal opportunities without regard to race, color, national origin, gender, age, religion, qualified handicap, or veteran status in its education programs and activities. This includes, but is not limited to admissions, educational services, financial aid, and employment. Inquiries concerning the applications of this policy may be referred to Coordinators of Title IX, and Section 504 responsibilities, Western Technology Center, P.O. Box 1469, Burns Flat, Oklahoma 73624, (580) 562-3181.

**PLEASE FILL OUT THE FOLLOWING INFORMATION.**

I verify that all information given in this application is accurate and true to the best of my knowledge.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

## NON-DISCRIMINATION POLICY

Western Technology does not discriminate based on race, color, national origin, sex, disability, or age. Veteran status or religion. For inquiries concerning this policy contact Title IX Coordinators, [Jlewallen@westtech.edu](mailto:Jlewallen@westtech.edu), [SerennaH@westtech.edu](mailto:SerennaH@westtech.edu), or 504 Coordinator, [kwedel@westtech.edu](mailto:kwedel@westtech.edu), 580-562-3181, 621 Sooner Drive, Burns Flat, OK. 73624.

## ATTENDANCE POLICY

Absences and tardiness must be kept at a minimum. Regular classroom and clinical attendance are required. The following rules of attendance will be applied to all students.

1. The student should be in the classroom or clinical area at least five minutes before the specified time.
2. In a trimester, more than **four clinical and/or classroom tardies** will be considered excessive and may be grounds for dismissal. Students arriving late for either a morning or an afternoon class (or session) will be counted tardy. The student is expected to notify an instructor or the coordinator if he/she is going to be tardy.
3. If it is necessary to be absent or tardy, the instructor must be notified in advance of the event. The student must give the reason for the absence or late arrival. The student must notify the instructor each day he/she plans to be absent or tardy. Notification by another person will not be accepted and the student may be subject to dismissal. This rule applies to both clinical and classroom and bad weather days. Absence without proper and timely notification is considered an “absent no call” and the student will receive an administrative notice or probation. A second “absent no call” will result in dismissal. The “absent no call” probation will remain in effect until graduation. **An “absent no call” (ANC) or improper notification is defined as notification which occurs after fifty (50) minutes of the scheduled arrival time. If you need to leave campus once you have arrived for class or clinical you must notify a PN staff member in person before departure or it will count as an absence no call.**
4. Students arriving more than fifty minutes late at either the classroom or the clinical area will be given one-half days absence. Students leaving more than fifty minutes before the end of a classroom or clinical period will be given one-half days absence also.
5. In the event of clinical or classroom absence or tardiness, documentation that is available will be placed in the student’s file.
6. Any student absent three or more consecutive days due to illness, communicable or infectious disease, surgery or delivery of a child must obtain a release from the physician to return. The release is to be given to the coordinator of the program.

7. Appointments with doctors, dentists, WIC, counseling, etc. should avoid conflict with school hours.
8. In a trimester, clinical and/or classroom absences exceeding 5% (4 days) of the total number of classroom and clinical hours will be considered excessive and will be grounds for dismissal. (In certain circumstances, it is possible to miss more than 4 days. Below are listed the special circumstances under which a student would be allowed to accrue more absences:
  - (a) death of a student's spouse or child.
  - (b) the serious illness of a student, his/her spouse, or his/her minor child. This serious illness would require hospitalization, major surgery, and/or extensive medical examination or diagnostic tests.
  - (c) the threatened or actual miscarriage of a fetus by a female student.
  - (d) the delivery of an infant by a female student.
  - (e) the fulfillment of mandatory military obligations.
  - (f) communicable illness of the student or his/her minor child.
  - (g) court related responsibilities (jury duty)
  - (h) military obligations

Any student encountering the special circumstances mentioned above must offer proof that such an event has occurred. The proof must be acceptable to the coordinator and faculty before the student can miss more than 4 days. These will be reviewed on an individual student basis. Students who have reached 4 tardies or 4 absences in a trimester will be required to meet with the PN coordinator and faculty. The Practical Nursing Coordinator will be responsible for distribution, collection, and filing of a signed attendance policy for each student enrolled in the program. It will be the policy of Western Technology Center Practical Nursing Program for following procedures to be adhered to regarding attendance and expulsion because of absenteeism or tardies within a trimester.

- (a) **After four (4) absences or four (4) tardies within a trimester, the student, PN coordinator and faculty will have a conference.** At this conference, the student again will be informed of the attendance policy. This committee will review each student individually and act accordingly. Extenuating circumstances are listed above.
  - (b) Each student is allowed only one (1) "absence no call" per school year. A second "absence no call" will be reviewed by the PN faculty and may result in dismissal from the Practical Nursing Progra
9. **There will be no leave of absence.**
  10. If a student agrees to perform volunteer services, the student must comply with the agreement or provide a suitable substitute.
  11. In case of bad weather, an alternate assignment may be given.

12. Perfect attendance recognition will be given at graduation to those students who are not absent the entire year and they will be recognized at the end of each trimester.
13. Face to face instruction will be delivered according to the approved calendar. Should a disruption of school occur, student will continue to receive instruction/assignments remotely. Student will be held accountable to the assigned times. Instructor expectation for remote learning will be outlined within the first two weeks of school.
14. Students who are quarantined (related to COVID) may attend virtual classroom or clinical for no more than 28 days for the length of the program.

## **BACKGROUND CHECK AND DRUG SCREEN**

Background checks are required by our cooperating agency clinical sites. Before allowing students to participate in the clinical rotation, a student must have completed a background check. The background check must be conducted within 30 days prior to the start of the agency rotation. Verification of satisfactory results must be received by the program coordinator prior to the student's rotation start date and will be honored for the duration of enrollment in the clinical program if the participating student has not had a break in the enrollment (see background policy for more specifics). Background checks (at the students' expense) need to be conducted in all states in which the student has resided in the past 7 years.

Students may be required to have two drug screens at any time during the program. Refusal to complete any random or scheduled drug screening will result in immediate dismissal. WTC PN Substance Abuse and Drug Testing policy follows the Federal Drug Free Workplace Act for clinical screening.

## **CELLULAR/PAGER PHONE POLICY**

Cellular phones are only allowed in the classroom area if they are turned off. The use of your cell phone can only occur during scheduled break times. If you need to place your cell phone on silent in case of an emergency speak with your classroom instructor about these special circumstances.

In the clinical area, cell phones are not to be on your person. They can be turned into instructors or left in your vehicle. Cell phones may be used in the cafeteria, waiting room, and smoking areas only in case of an emergency.



## **COVID 19-VACCINATION STATEMENT**

Each student will sign a COVID Requirement and Release Statement, during the PN orientation process, that states that several clinical facilities that participate in the WTC PN clinical facilities may require students to have the COVID vaccine series and testing upon entrance. These clinical facilities may request a waiver (medical or religious) from a student that does not have the vaccine and this waiver may be denied. The WTC PN clinical courses are almost half of the program hours, and each student needs to understand that this may delay or prevent the progression on their ability to complete the clinical courses or meet the clinical objectives. Some accommodation can be made within reason except for the clinical facilities, such as Great Plains Regional Medical Center and Clinton hospitals, where most of the clinical hours are obtained. If at any point these facilities make the COVID vaccination mandatory, a student will have to comply with their facility policy.

## **TELEPHONE CALLS AND MESSAGES**

The telephones in the instructor's offices and at the reception desk are not for the personal use of the students.

Telephone calls and messages to students at school or in the clinical area are discouraged. Only if an emergency exists will a student be called during instruction time. Personal calls by student may be made at break-times only.

## **DRESS CODE**

Prospective employers prefer that potential employees develop and demonstrate desirable characteristics during training to adjust more quickly to the job responsibilities upon employment. With this objective in mind, it is a requirement that each student be neatly groomed always. Students must be appropriately dressed as defined by the instructor in each program and approved by the administration of WTC. Additional guidelines may be required within programs or departments due to safety / industry standards.

- Clothing – Clothing should be appropriate, neat, clean, decent, and inoffensive. Examples of inappropriate attire include clothing or accessories that display obscene or profane language and/or symbols. Also, students are not allowed to wear midriff tops, tank tops, miniskirts, shorts, pajama pants, or clothing that allows undergarments to be visible. Pants cannot be shorter than mid-calf in length. Also, pants cannot be sagging or bagging. Ripped jeans must not show skin or underwear. Students are not allowed to wear clothing that is immodest or creates a disruption to safe and effective learning environment. Blankets are not considered clothing and should not be taken to class.

- Footwear- Footwear is necessary for reasons related to health and safety. Footwear that has material between the toes or around the toes is inappropriate. Some examples of inappropriate footwear include flip flops and house shoes.
  
- Hair/Head coverings – All head coverings will be removed during assemblies and in class. Exceptions will be granted for religion or medical reasons.
  
- Uniforms – Based on requirements from the State of Oklahoma, industry standards and/or safety, students in some career majors will be required to wear uniforms. Failure to wear appropriate uniforms may result in punitive actions including dismissal from any program requiring specific uniforms.

## **COMPUTER AND TECHNICAL REQUIREMENTS**

PN students will be experiencing a high volume of technology and computer usage in the PN program. It is vital to become engaged and learn the opportunities offered by the WTC faculty and staff throughout their experience to become skilled on the Microsoft Office software on their laptop. WTC adult education offers computer courses throughout the year and the PN building offers a library with 10 computers, that are connected to the internet for student access. Also, the Health building is Wi Fi accessible and all PN Students purchase a laptop for educational use. All WTC Students will be expected to sign and follow the Internet access conduct agreement. There is not legitimate expectation of privacy in the use of school district's technology.

WTC Health building is WIFI accessible. PN students are required to purchase a laptop for use in research, online courses, and instruction. The WTC internet policy applies for computers accessing WTC WIFI access.

WESTERN TECHNOLOGY CENTER  
PRACTICAL NURSING PROGRAM

**CONFIDENTIALITY STATEMENT**

It is the policy and responsibility of health care providers to protect the confidentiality of all patient information to ensure that the interests of the patient/client/resident are protected. During your clinical rotation time you will have access to confidential information of patients, physicians, and/or employees. This information is to be respected and not discussed in any manner with other patients, employees, or those outside the hospital. Any information concerning the patient's admission to a health care facility, care by a health care provider, condition of the patient/client/resident patient chart or medical record information, the physician's orders, or the nursing care received by the patient is not to be disclosed under any circumstances.

Any infraction of this policy is poor conduct, unacceptable, and a breach of ethics. During my clinical time at assigned health care facilities, I understand and agree that I must hold patient/client/resident information in strict confidence and not disclose any confidential information concerning patients, physicians, employees, and others. I also, will not post any confidential information related to my patient's or clinical experiences in any electronic format, such as a text message, Face book, etc.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## CONFLICT RESOLUTION PROCESS

Conflict can occur whenever two or more persons interact. Conflict is not always a bad thing, sometimes it is an opportunity for growth and learning. When conflicts are out in the open, the opportunity exists to settle issues that need to be addressed. It is not advisable to leave conflicts unsettled because unsettled conflicts can act like a cancer, slowly growing into something much larger and may become much more difficult to resolve.

Conflict resolution involves people settling their differences when a conflict arises. The following are suggestions for any conflict resolution:

- Avoid pursuing resolution on the spot. Remove yourself from the immediate conflict and arrange to meet the involved parties in an area of privacy.
- Separate persons from the problem. Attack the problem, not each other.
- Each party has its own perception and strong emotions about what happened. Allow each person to state the facts without interruption and actively listen to each party involved.
- After hearing all sides, state in your own words what you understand the conflict to be.
- Involve all parties in identifying and discussing possible solutions to conflicts. Collaborate for a win-win solution that focuses on shared or compatible interests.
- Use a calm, non-threatening tone of voice; use good eye-to-eye contact; and use “I” statements not “You” statements.
- Keep your distance, standing 2 to 3 feet apart, and using good body language.

Each PN student should use the following steps resolve conflicts:

1. Control emotions – Use relaxation techniques. Take yourself out of the situation. Express your feelings assertively.
2. Identify the reason for the conflict – Who is responsible? If it is needed, take time away from the person to think about the conflict and plan a strategy to resolve.
3. Ask the person if he/she has time to talk.
4. Tell the person how you are feeling (i.e., I am feeling upset right now).
5. Tell the person why you are feeling like you are (i.e., you have not paid your share of the clinical travel expenses).
6. Listen. Listen. Listen. Allow the person to respond without interruption.
7. Discuss with the person different alternatives for resolving the conflict.
8. Continue to discuss calmly.
9. If the conflict cannot be resolved and/or you are getting angry, inform the person that you need to leave, and you would like to talk about it later.

Always try to solve trivial problems or conflicts directly between the parties involved. If the issue cannot be resolved, then arrange to involve your mentor instructor. If the problem involves a situation that is illegal, harmful, or discriminatory you can go directly to the PN Coordinator.

**PROGRAM COMPLAINT REPORT FORM**

Name of parties involved: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Brief description of complaint or conflict: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Faculty member(s) involved: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Resolution reached: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Follow-up:

Date: \_\_\_\_\_ Follow-up evaluation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **DESTRUCTION OF SCHOOL PROPERTY**

All students are expected to be proud of the school buildings and property and keep it in the original condition. Cases of willful neglect or damage will be reported to the administration. Conduct which is not acceptable may result in termination from the program and from the school. Students are responsible for the care of all school, long-term care, hospital, or other clinical area property. If items are lost, destroyed, or stolen by a student, the student will be charged the purchase price for replacement. Failure to make such payment is cause for dismissal and/or for legal action to be brought against the student.

Students are expected to maintain a proper atmosphere. School employees have a responsibility to enforce policies that extend beyond their own program area assignment. Students who refuse to comply with a reasonable request of an employee discharging this responsibility will be subject to appropriate disciplinary action.

## **EMERGENCY PROCEDURE**

All Emergency situations will follow the guidelines in the Western Technology Center Response Guidebook that is provided to all employees and are practiced with the student population.

**Western Technology Center  
Practical Nursing Program  
PN Expense List  
2022-2023**

<b>Trimester I</b>			
<b>Item</b>	<b>Paid to Vendor</b>	<b>Paid to WTC</b>	<b>Total Student Cost</b>
	<b>Cost</b>	<b>Cost</b>	<b>Total</b>
Tuition for Tri I (\$2.5 dollars per clock hour)		<b>\$1100.00</b>	
Curriculum for Trimester I (includes 300.00 of ATI Optimal package that contain programs that they complete in Trimester I)		<b>\$1061.84</b>	
*Uniform and Accessories: Students will need to purchase one complete uniform by the end of September. Please review the uniform packet given in acceptance letter.	Approx. \$200.00		
Lab & Student Needs Fees: Supplies for lab and clinicals, 1 name tag, 2 uniform patches, professional liability insurance, 2 drug tests and 1 computer.		<b>\$1471.20</b>	
Certified background check (\$12.00 extra for each residency outside OK.) Code is ES88	\$40.00		
<b>Totals for Trimester I</b>	<b>\$240.00</b>	<b>\$3,633.04</b>	<b>\$3,873.04</b>
<b>Trimester II</b>			
Tuition for Tri II (\$2.5 dollars per clock hour)	0	<b>\$1342.50</b>	
Curriculum for Trimester II (Includes Curriculum, Competency Testing and NCLEX Review)	0	<b>\$1453.00</b>	
<b>Totals for Trimester II</b>	<b>0</b>	<b>\$2795.50</b>	<b>\$2795.50</b>
<b>Trimester III</b>			
Tuition for Tri III (\$2.5 dollars per clock hour)		<b>\$1215.00</b>	
Student Needs fee: (Graduation Pin, Graduation Picture, and Nursing Lamp)		<b>\$100.00</b>	
*NCLEX (Student Pays to Pearson Testing)	\$200.00		
*OBN (Student Pays to Oklahoma Board of Nursing for Multistate license)	\$153.50		
*OSBI Background Check (Can Vary)	\$53.00		
<b>Totals for Trimester III</b>	<b>\$406.50</b>	<b>\$1,315.00</b>	<b>\$1,721.50</b>
<b>Total Student Cost for the Year</b>	<b>\$646.50</b>	<b>\$7,743.54</b>	<b>\$8,390.04</b>
<b>Total Amount Paid to Other Vendors</b>	<b>\$646.50</b>		
<b>Total Amount Paid to WTC Practical Nursing</b>		<b>\$7,743.54</b>	

\* The student is responsible for these expenses. These will not be part of third-party responsibilities. These expenses are to be paid by the Trimester. You will receive an itemized list at the beginning of each trimester with the exact cost for that trimester. Non-payment may result in dismissal of PN program. \*\*Tuition and other expenses are subject to change.

**FINANCIAL ASSISTANCE**-Western Technology Center Financial Assistance consists of Pell Grant program; Workforce Investment Act (WIA); Oklahoma Tuition Aid Program (OTAG); Department of Human Services Vocation Rehabilitation; and Physicians Manpower scholarships. The Financial Aid Director, Dana Ellis ext.279, is in the Student Services Center in the Administration building. **Payments are made only in cash or check. (No Bank cards or credit cards accepted.)**

## **EXPOSURE CONTROL PLAN FOR BLOODBORNE DISEASES & BODY FLUIDS**

Purpose of the Plan: One of the program goals of OSHA is to regulate facilities where work is carried out...to promote safe work practices to minimize the incidence of illness and injury experienced by employees/students.

Western Technology Center believes that there are several “good” general principles that should be followed. We have implemented this Exposure Control Plan to meet the letter and intent of the OSHA Blood borne Pathogens Standard.

Our students and employees play a key role in complying with our blood borne pathogens program. They will be expected to follow the plan and be responsible for attending the blood borne pathogens training sessions.

They also will be expected to have good personal hygiene habits which include proper hand washing which is the best defense against exposure. Gloves are available and must be used before any student/employee touches someone else’s blood or body fluids in the event of an accident.

Employees/students must wash their hands with soap and water immediately, or as soon as feasible, if there is any contact with blood or any other potentially infectious material, as well as flush exposed mucous membranes with water.

Proper disposal containers and bags with the biohazard warning labels are available in each classroom and in several other locations on the campus.

Everyone in our facility recognizes that even with good adherence to all our exposure preventions practices, exposure incidents can occur. We have set up procedures for post exposure evaluation and follow-up should exposure occur.

The WTC Exposure Control Officer will investigate every exposure incident that occurs in our facility. The investigation is initiated immediately after exposure incident is reported and involves gathering the following information:

When and where the incident occurred; what potentially infectious materials were involved, such as blood; Circumstances surrounding the incident; Cause of the incident; Actions taken because of the incident, such as employee decontamination cleanup and notifications made. After investigation, recommendations will be made for follow-up. Information will be given to the exposed student that he/she needs to make an appointment with a qualified health care professional to discuss his/her medical status. **INSTRUCTORS WILL BE EXPECTED TO REPORT ANY EXPOSURE TO THE EXPOSURE CONTROL OFFICER IMMEDIATELY.**



## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

In accordance with the policy of the WTC Board of Education, the following regulation shall govern the release of student records to students and members of the student's family, legal custodian, or legal guardian.

### **Definitions:**

- **Student** – any person who attends or has attended a program of instruction sponsored by the board of education of this school district
- **Eligible student** – a student or former student who has reached age 18 or is attending WTC as a post-secondary student, and who is no longer a dependent of the parent for federal tax purposes
- **Parent** - either natural parent of a student unless his or her rights under the Family Educational Rights and Privacy Act (FERPA) have been removed by a court order; an adopted parent; a guardian; or an individual acting as a parent or guardian in the absence of the student's parent or guardian
- **Educational Records** – any item of information or record (in handwriting, print, computer media, video or audio tape, film, microfilm, microfiche, or other medium) maintained by the school district, an employee of the district, or an agent of the district which is directly related to an identifiable student except:
  1. A personal record, including informal notes, kept by a school staff member, which meets the following tests:
    - a. It was made as a personal memory aid.
    - b. It is in the sole possession of the individual who made it; or
    - c. Information contained in it has never been revealed or made available to any other person except the maker's temporary substitute.
  2. An employment record which is use only in relationship to a student's employment by the school district (employment for this purpose does not include activities for which a student receives a grade or credit in a course).
- **Personal Identifier** – any data or information that makes the subject of a record known. This includes the student's name, the student's parents or other family member's name, the student's address, the student's social security number, a student number, a list of personal characteristics, or any other information that would make the student's identity known

Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act and WTC policy:

1. To inspect and review the student's education records.
2. To exercise a limited control over other people's access to the student's education record.
3. To seek to correct the student's education record, in hearing, if necessary.
4. To report violations of the FERPA to the department of education; and
5. To be informed about FERPA rights.

All rights and protections given parents under the FERPA and this policy transfer to the student when the student reaches 18 or enrolls in a post-secondary school.

A copy of WTC Board Policy on Student Records can be obtained upon request. WTC will arrange to provide translations of this notice to non-English speaking parents in their native language.

For further information regarding FERPA visit:  
<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

**Family Policy Compliance Office**  
**U.S. Department of Education**  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

### **NOTICE OF DIRECTORY INFORMATION**

Under the provisions of FERPA, directory information is information not considered harmful or an invasion of privacy if released. WTC may disclose the following information without consent: student's name, grade level, major field of study, participation in officially recognized activities, awards or honors, certificates, and photographs. The parent or eligible student will have two weeks after receiving the student handbook to advise WTC, in writing (a letter to the school superintendent's office) of any or all items they refuse to permit the district to designate as directory information about the student. To obtain a copy of WTC's policy on Directory Information, see a WTC administrator.

### **FINANCIAL AID**

Financial assistance is available for qualified adult students having a valid high school diploma, home school diploma, GED or state-authorized high school equivalency certificate and be enrolled in an approved career major. Students must present a current government issued picture identification card that will be photocopied for the student's confidential financial aid file. Students must maintain current enrollment and adhere to the attendance, grade, and progress policy in the career major in which they are enrolled. WTC is approved for the Pell Grant Program, Oklahoma Tuition Aid Grant Program, and the Oklahoma Promise Program. Other assistance includes Bureau of Indian Affairs, Vocational Rehabilitation, ORO Development Corporation, Workforce Innovative and Opportunities Act and the Otha Grimes Scholarship. Veterans with a valid DD214 documenting an honorable discharge may qualify for a tuition waiver in full-time accredited programs. For more information, please contact the financial aid office at 580-562-3181 Ext. 279. A 13<sup>th</sup> year WTC Scholarship is available to graduating high school students who meet the criteria as listed on the application. Applications are available through the WTC Counselors.

## **HEALTH POLICY**

PN students and safety is the top priority of the WTC PN faculty and staff. Disruption to life has occurred and school life could be vastly different than normal. PN student's health should be treated consistent with the expectations as other front-line workers in the health care industry. For this reason, our clinical facilities require specific immunizations, CPR, background check and substance abuse and drug testing before a student can be participate at a clinical site. A student can be refused by a clinical site. As an adult nursing student, it is your responsibility, to monitor his or her health daily for signs and symptoms of communicable disease and report these promptly to the PN faculty or coordinator. Students are responsible for their own medical expenses related to illness/accidents related to those that occur at school or in the clinical facilities. Do not come to campus if you are experiencing any symptom that may be related to communicable conditions such as fever over 100.4, cough etc.

★ Students will take only those medications prescribed by a physician. The student will notify the PN faculty if any medication that they have been prescribed affects his/her judgment, attention, or ability to function. Two schedules drug tests will be while a student is enrolled in the PN program and other random drug testing is performed by clinical sites. Students are not to present themselves to a physician in the clinical facility concerning medical problems relating to themselves or their family.

A student who has a needle stick in the clinical setting must notify the faculty and follow the WTC Exposure Control Policy. Testing is recommended for all health care workers who have needle sticks with a contaminated needle. The student is responsible for the cost of testing and any subsequent related care.

## **INTERNET/TECHNOLOGY POLICY**

All WTC students will be expected to sign and follow the Internet Access Conduct Agreement. There is no legitimate expectation of privacy in the use of school district technology.

## **LIABILITY INSURANCE POLICY**

Each PN student will be enrolled in a student professional liability insurance program which is paid out of the student's needs fees. This will cover the student in school clinical situations in case of legal problems arising in the care of patients. The liability insurance does not cover students in their own employment activities.

## **LIBRARY**

### **General Information**

**The research lab is provided for the use of Health Occupations Education Students (Practical Nursing and Health Career Certification.)** The Lab may also be used by the HOE night class students under the supervision of the instructor of these students. The research lab is intended to be a place for studying therefore an atmosphere conducive to learning should always be maintained. The Lab will be open during school hours normally 8:00 AM to 4:00 PM.

The school has provided students with good resource materials. Students are asked to cooperate in helping us to take care of these materials so they will be available for the many students who will come through our program in the future. At no time should books (except check-out books) leave the HOE building without special permission from the coordinator. Books that are lost must be paid for in full by the student responsible for the loss. The cost of marred or defaced books will be charged to the last student using the book.

Personal information must not be loaded onto the HOE Research Lab computers.

## **LOCKER POLICY**

Lockers are available for student use in the Practical Nursing department. It is the responsibility of everyone to safeguard personal belongings, and at no time is the school responsible for items lost or stolen. Lockers are to be kept neat and materials are not to be hung on or adhered to the lockers.

## **NON-DISCRIMINATION POLICY**

It is the policy of Western Technology Center to provide equal opportunities as required by Title VI (race), Of the Civil Rights Act of 1964, Section 504 (disabilities) of the Rehabilitation Act of 1973, Title IX (gender) of the Education Amendments of 1975, and the Americans with Disabilities Act (disabilities) of 1990 in its educational programs and activities. This includes, but is not limited to admissions, educational services, financial aid, and employment. Inquiries concerning the application of their policy may be referred to the designated compliance coordinator(s), Western Technology Center, P.O. Box 1469, Burns Flat, OK 73624 – (580) 562-3181.

Revised 12/08

## OUTSIDE EMPLOYMENT

Students who are employed in health care agencies shall observe the following regulation: The student may not wear the school uniform or in any way be identified as a student of nursing. Counseling and/or disciplinary action may be instituted if outside employment or activities adversely affect classroom or clinical performance.

## REFUND AND TUITION POLICY

### TUITION AND FEES

The required tuition payment for the career program is due when class starts unless the student is eligible for a Federal Pell Grant, or the student has provided the school with an authorization or statement from a funding agency stating they will be paying the student's tuition. It is the student's responsibility to make these arrangements.

A student's tuition must be paid in full before the student will be eligible to receive a certificate and before he/she may enroll in any future classes at Western Technology Center. A student who withdraws prior to paying tuition or before financial aid is arranged will be invoiced for the tuition owed according to the refund policy.

Tuition charges are based on \$2.00 per career major hour once the student has selected a major and completed the enrollment process. Students may be required to purchase uniforms, tools, and pay other student – related fees.

Western Technology Center has divided the tuition for career majors into one to three tuition periods based on the major's number of hours. Tuition payment options are available. The PN office manager at the Burns Flat Campus will advise students of the required amounts and due dates for specific programs.

### TUITION REFUND POLICY

If a student withdraws or is dropped and fails to complete a period of enrollment for which they have been charged and paid, WTC will calculate what, if any, refund will be made to the student or funding agency. Dues, testing fees and supply fees are non-refundable. Refunds are not given for absences.

Refund requests should be directed to the Student Accounts Manager and are based on the official date of withdrawal or drop according to the Student Records Secretary. The tuition refund policy for a student enrolled for at least 3 hours per day during a tuition period is as follows:

Withdrawn/Dropped	Refund
0-5 days	100%
6-20 days	50%
21 days or more	NO REFUND

Owed, unpaid balances will remain on the student's account and may prevent the student from progressing to the next payment period, receiving certificates, or enrolling at WTC in the future.

## STUDENT SERVICES

Student Services staff are available during class hours or before and after class hours by appointment. Services available to students include:

- **FINANCIAL AID**

Financial assistance is available for qualified adult students having a valid high school diploma, home school diploma, GED, or state-authorized high school equivalency certificate to enrolled in an approved career major. Students must maintain current enrollment, be in good standing adhere to the attendance policy, and achieve satisfactory academic progress. Contact the Financial Aid Office at (580) 562-3181 Ext. 279

- **ACADEMIC CENTER**

The Academic Center (AC) is designed to meet individualized needs of students. Students receive individual remediation, academic integration, and accelerated skills to prepare for future job markets. The Academic Center works with students in three areas: graphic literacy, applied mathematics and workplace documents.

- **ASSESSMENT**

Students are administered assessment instruments such as interest inventories, aptitude test, and achievement tests to provide guidance in program selection and placement career counseling, and necessary academic assistance.

- **CAREER PLACEMENT ASSISTANCE**

WTC encourages all students to utilize a student-managed portfolio. The portfolio provides a comprehensive picture of student's skills and job readiness preparation. Students are presented with an opportunity to learn more about real-world career skills, including resume development, applications, job search and interview techniques. Students are also encouraged to utilize the Job Placement Office for at least six months after career major completion.

Job placement is available to all students; in fact, students are urged to take advantage of the resources. While students are not guaranteed a job, they are guaranteed the opportunity to become valuable, skilled, and trained employees.

- **GUIDANCE**

Staff members provide students with information on career options, advise them on appropriate educational paths to meet their career goals, and provide students with the necessary support for success in their programs.

- **SPECIAL NEEDS**

Western Technology Center is committed to equal access for students with documented disabilities. To request additional information and/or accommodation(s), please contact a counselor or site administrator.

- **STUDENT RECORDS**

Comprehensive and up-to-date records will be kept on each student's grades and attendance. Each instructor also keeps daily progress and plans of study for each student.

Grade records for high school students will be transferred to their home high school to become part of their permanent record.

WESTERN TECHNOLOGY CENTER  
Practical Nursing Program

**SUBSTANCE ABUSE AND DRUG TESTING**

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To ensure the safety of patients served by the School of Practical Nursing, all students are required to be tested for drugs and alcohol. This is done prior to their clinical rotations begin. Western Technology Center Practical Nursing program follows and operates under the Federal Drug Free Workplace Act related to aligning with the clinical facilities utilized for clinical experiences by students. Forty-six percent of the PN program clock hours are performed in the off-campus health care clinical facilities. Each student is required to obtain a list of required immunizations, CPR certification, background check, and this substance abuse and drug-testing requirement to be able to attend this clinical experience. The use of alcohol and illegal chemical substances has a direct and adverse effect on the safety, personal health, attendance, productivity, and quality of work of all students. Recent scientific studies demonstrate that the use of alcohol and /illegal chemical substances reduces an individual's ability to perform beyond the time of immediate consumption or use.

Additionally, students may be tested for drugs and/or alcohol at any time on a random selection basis while enrolled in the practical nursing career major. Finally, reasonable suspicion testing will be performed as needed, in the judgment of the coordinator of the Practical Nursing Program. All drug and alcohol testing will be conducted in compliance with applicable law.

**POLICY:**

Western Technology Center will not tolerate students who use, possess, distribute, sell, purchase, or are under the influence of any chemical substances or alcohol. This is due to the devastating impact that the use of alcohol and/or illegal chemical substances can have on the safety of patients, students, employees of the Technology Center and various clinical facilities at which nursing students perform clinical practice rotations, as well as the adverse effect alcohol and illegal chemical substances can have on a student's ability to perform in a clinical practice setting.

Testing positive for drugs or alcohol or refusing or failing to participate in or cooperate with any part of the testing process is a direct violation of Western Technology Center's Policy on Nursing Student Conduct and Discipline. This violation is taken very seriously. Any student who tests positive for drugs or alcohol or refuses or fails to participate in or cooperate with any part of the testing process will be immediately dismissed from the Practical Nursing Program.



## **DEFINITIONS:**

1. "Alcohol" means ethyl alcohol or ethanol.
2. "Drug or alcohol test" means a chemical test administered for the purpose of determining the presence or absence of alcohol or illegal chemical substances or their metabolites in a person's blood, bodily tissue, fluids, products, urine, breath, or hair.
3. "Drug" or "illegal chemical substance" means any substance, which an individual may not sell, possess, use, distribute or purchase under either Federal or Oklahoma law. "Illegal chemical substance" includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substance Act, all prescription drugs obtained without authorization and all prescribed drugs and over the counter drugs being used for an abusive purpose. By way of example only, the drugs, which will be tested for, are amphetamines, cannabinoids, cocaine, phencyclidine (PCP), hallucinogens, or any metabolite of any of these substances.
4. "Positive" when referring to an alcohol or drug test means a toxicological test result which is considered to demonstrate the presence of alcohol or an illegal chemical substance or the metabolites thereof using the cutoff standards or levels determined by the State Board of Health or in the absence of such State Board cutoff levels' the cutoff levels customarily established by the testing laboratory administering the alcohol or drug use test.

## **PROCEDURE:**

1. Initial Drug Testing
  - A. WTC PN Coordinator is to arrange with the "Drug Testing Center" for the initial drug testing of all students prior to the first clinical rotation and a second random test can be performed throughout the school year.
  - B. The designated "Drug Testing Company" will conduct drug testing and oversight of drug testing.

2. Reasonable Suspicion

*Definition:* "Reasonable suspicion" means a belief that a student is using or has used alcohol or drugs drawn from specific objective and articulate facts and reasonable inferences drawn from those facts in the light of experience, and may be based upon, among other things:

1. Observable phenomena, such as:
  - a. The physical symptoms or manifestations of being under the influence of alcohol or a drug, or
  - b. The direct observation of alcohol or drug use.
2. A report of drug or alcohol use provided by reliable and credible sources, and which has been independently corroborated.
3. Evidence that a student has tampered with an alcohol or drug test; or
4. Evidence that a student is involved in the use, possession, sale, solicitation or transfer of alcohol or drugs while on Western Technology Center's premises or directly or indirectly participating in any Technology Center program.

A. Instructors are to notify the PN Coordinator of reasonable suspicion. The "Drug Testing Center" will be notified of immediate need to test student.

3. Student violation of testing positive for drugs, alcohol, or refusing or failing to participate in or cooperate with any part of the testing process will result in immediate dismissal from the Practical Nursing Program.

I have read the Substance Abuse and Drug Testing Policy of Western Technology Center Practical Nursing and understand that I will be dismissed from the nursing program if my alcohol or chemical substance test is confirmed positive.

Print Name: \_\_\_\_\_

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor/Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

**WESTERN PRACTICAL NURSING  
SCHOLASTIC POLICIES**

## Grading Components of the Program

The grading component of the PN program is based on didactic and clinical performance evaluation. Each student must maintain a 78% or above in each course (didactic or clinical) that are listed on the plan of study.

The grading system for the PN program division is as follows.

A= 92-100

B= 84-91

C= 78-83

D or F = 77 or below

I = Incomplete

In the didactic component of the curriculum plan, testing has the greatest influence on the student's grade. This is due to the importance of testing skills and knowledge needed for the NCLEX-PN. Each theory course has a detailed course syllabus, that is given to the student at the beginning of the course that covers all the details of each course. In the Method of Evaluation section of each course syllabi, it describes how the grade is obtained by: Course Work, which is 15% of the course grade, and consists of class preparation/assignment or activities designated by the course instructor. These assignments will be graded on a course work rubric. The remaining 85% of the course grade will consist of a critical thinking, computerized or written exam. Effort is made to assure that variety of taxonomic levels are used with most being the application level, content validity is tested and Next Gen test item questions.

### Testing Takers Rules

1. It is the student's responsibility to arrange with the instructor or administrative assistant to take any make-up tests **within one week seven days** of the scheduled test following an absence. The instructor is not responsible for reminding the student that he/she needs to take a test.
2. Students are required to make up all examinations not taken at the appointed time.
3. Make-up exams are not to be taken during regularly scheduled lectures or other activities.
4. Failure to make up a test within one of the scheduled tests will result in the student receiving a zero for that examination.

## Rules During Testing

1. The student must always use a cover sheet (blank sheet of paper) during the testing period.
2. Any student talking during the exam or looking at another student's paper will have his/her test removed by the instructor. The student will receive a zero on this exam and will be considered for dismissal from the program.
3. Once a student has given his/her completed exam to the instructor, the student will exit the room. He/she cannot return to the testing area to complete testing items which were overlooked or omitted. Students will not re-enter the testing area until all testing is complete.
4. Students attending school during any part of a day when a test is scheduled must take the exam on that day.
5. All printed and written materials must be removed from the student's desk and from the classroom during the test taking period. Students found copying from printed or written materials during the testing period will receive a zero for that test and will be considered for dismissal from the program.
6. Cell phones and smart phones cannot be on the students' body or in the classroom during testing.
7. If a student arrives late during testing, they may not enter the testing area. The student needs to approach coordinator for arrangement.
8. Before testing begins all personal items, including drinks, books, back packs, phones and watches need to be located outside the classroom.
9. Computer based tests may not be copied in any form or email.
10. During computer-based tests, the testing browser is the only browser that may be open. If a student is caught navigating away from testing browser, during a test, will be considered cheating.

## Clinical

Methods of evaluation in the clinical area are based on two components. Each student receives a skill rating by their clinical instructor. The instructor evaluates skills performed by the student in the clinical area. A Likert scale of 0-4 will be given; the student must receive a rating of 3 or 4 to perform skill independently. The student will receive a clinical performance grade. Performance points are given on the clinical evaluation form daily. A percentage grade for performance is computed into a weekly grade. The weekly grades are averaged to compile a clinical course grade. Performance is evaluated on the following criteria:

- Safety and Competence:  
(Proficiency in skills, utilizes nursing process and IT appropriately and recognizes HIPAA.)
- Holistic Care:  
(Integrates cultural, spiritual diversities into plan of Care.)
- Professionalism/Leadership:  
(Prepared, maintains professional appearance and conduct, follows policies, collaborates, and maintains confidentiality.)
- Communication and Technology:  
(Promotes therapeutic communication, prioritizes, collaborates, and documents effectively.)
- Clinical Reasoning/Evidence Based Practice:  
(Assesses, evaluates, plans, prioritizes, reports, and responds to patients needs and care.)
- Clinical assignment/Paperwork:  
(Assignment submitted on time, complete and with understanding of patient information.)

The clinical evaluation tools were developed from PN-NCLEX test plan and program philosophy and objectives, which is provided to each student in the clinical course syllabi and discussed in orientations to each clinical site. A 78% or above must be obtained to successfully pass each trimester clinical course.

## **CLASS AND CLINICAL TIME SCHEDULE**

### **Class Hours:**

8:00 – 11:10 A.M. Theory Course Time

11:10 – 12:10 P.M. Lunch Time

12:10 – 4:00 P.M. Theory Course Time

Class days for Level I students are Tuesday through Friday. Mondays will not have scheduled clinical or class time. Clinical orientations are mandatory, scheduled with weeks of notice. Instructor will be available by appointment. Face to face instruction will be delivered, but the effectiveness of the plan relies strongly on everyone's personal responsibility to monitor his or her health. WTC strongly encourages routine, daily self-assessment that may include temperature, cough, difficulty breathing and other symptoms. If you have any abnormal symptoms, contact the PN Coordinator immediately before you enter campus. Staying home is Best Practice.

At this point, the 2019 novel coronavirus(Covid-19) continues to alter the way our society and school are affected.

You may have your temperature checked each morning when you enter the health building, be asked to wash your hands, wear a mask, or face covering, and do a self-assessment of your health. In the clinical area, PN students will not take care of Covid 19 patients or patients under investigation (PUI). The PN student will follow the health care facilities requirements as far as PPE, during their clinical hours.

In the event for the need for remote/distance learning, due to increase in cases ,the PN faculty have the following expectations: The PN student will or will have:

- a strong internet connection in their remote learning environment.
- a clean, well-lit, low noise study/testing environment for your computer and textbooks.
- follow the WTC dress school policy when attending remote meetings or videos. (Zoom, Team, etc.) and will be expected to be in a sitting position in a chair.
- need to be aware that there may be extra fees, associated with remote learning, such as proctoring for test, that were not included on the expense list.
- be provided a grading rubric to identify how grades will be obtained during remote learning.

## **Clinical Hours:**

Clinical hours will vary depending upon facility and level of the program. Most clinical time will be from 6:00 AM. – 2:00 PM. or until clinical assignments are complete. Clinical days, in acute care facilities, are to be 8 complete hours regardless of whether AM or PM rotation. Students are not allowed to leave the hospital during clinical time. In Team Leading and Clinical Transition a full standard 8-hour shift may be expected which includes added time for report. Some facilities may require 12 hour shifts from 7 AM. – 7 PM. Some facilities such as clinics, offices and Home Health agencies have unique schedules that require flexibility. The student is expected to document and attend 8 hours each day of scheduled clinical unless prior arrangements and notification of the faculty has been completed. Lunch periods over 30 minutes are not included in the 8 hours. Students who have half day's clinical sites are expected to come to the school for the remainder of that clinical day. This provides the student a better understanding of staff expectations in the clinical areas.

## **Promotion**

A practical nursing student must make a 78% or greater in all courses, didactic and clinical, to progress to the next trimester. All financial obligations must be met, and all written assignments must be submitted to faculty to progress. If a student's course grade is less than a 78%, at mid-trimester or mid-course, they will be counseled and placed on academic probation. A plan of improvement will be made at this time. The student's grades will be tracked until the end of the course or trimester.

## **CODE OF ETHICS FOR THE STUDENT PRACTICAL NURSE**

The Western Technology Practical Nursing student shall act:

1. To promote health by action and example.
2. To treat all persons with dignity.
3. To adhere to high personal moral standards in language, appearance, and demeanor.
4. To maintain ethical behavior in all aspects of life through practice of honesty and integrity.
5. To practice nursing within the limitations of training and role.
6. To be reliable in performance and reporting of duties, abstaining from chemical use which would interfere with performance as student or nurse.
7. To consider no duty too menial if it contributes to the welfare or comfort of the client.
8. To regard all client information as confidential.
9. To refrain from conversation regarding own personal health with clients, physicians, or staff members.
10. To respect the dignity of the uniform by wearing it only to meet clinical requirements.



11. To all others as you wish to be treated.
12. To respect authority with recourse through the chain of command.
13. To value the educational process including constructive criticism.
14. To seek assistance in completing tasks which are beyond personal and/or professional training to benefit client care.
15. To value all members of the health care team including self.
16. To strive for excellence in quality of work both educationally and in client care.
17. To communicate personal learning needs effectively.
18. To be dependable in meeting educational requirements.

## **GRADUATION POLICY**

### **Eligibility**

1. Maintained an 78% average or pass each course (didactic and clinical) listed on the PN program plan of study.
2. Maintained within the program attendance policy.
3. Completed all written assignments in a satisfactory manner.
4. Completed all skills in a timely manner to the satisfaction of the faculty.
5. Satisfied all financial obligations. This includes having paid all tuition and fees owed to the school.
6. Complete the WTC PN NCLEX application check list by the deadlines designed by the PN faculty. The expense for application for licensure by examination is the student's responsibility.

### **Commencement**

Graduation exercises will be held for each class when the year's program is completed.

Graduates will be awarded a diploma and a school pin. Students will follow clinical uniform etiquette guidelines for the commencement ceremony.

White nursing uniforms will be needed for the graduation ceremony.

OKLAHOMA BOARD OF NURSING  
2915 North Classen Boulevard, Suite 524  
Oklahoma City, Oklahoma, 73106  
405-962-1800

Western Technology Center Practical Nursing 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. 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, except for felony convictions. Potential applicants to state-approved education programs, with a criminal history, may obtain an initial determination of eligibility for licensure or certification from the Oklahoma Board of Nursing for a fee. The initial determination of eligibility for licensure petition can be accessed at <http://nursing.ok.gov/initialdeterm.pdf>.

**Regulatory Authority 59 O.S. §567.12**

Board Approved: 7/92	OBN
Policy/Guideline: #E-05	
Board reviewed w/o Revisions: 1/29/13	Page 1 of 2
Revised 9/01: 5/04; 1/25; 11/13/07; 11/14/13; 5/24/16; 11/12/19	
P:/Administration/Executive/Policies/Educational/E-05 Information for Bulletins and Catalogues of Nursing Education Programs.	

## **DISCIPLINARY PROCEDURE**

### **Administrative Notice or Warning**

- A student may be placed on administrative notice when the student's behaviors give the faculty cause to believe that the student is showing evidence of the following:
  - (a) poor work habits, late papers, excessive tardiness and/or absences.
  - (b) inadequate performance of those cognitive and motor skills needed for successful employment in nursing.
  - (c) unwillingness or inability to conform to the rules and regulations as written in the WTC Practical Nursing Handbook and the Western Technology Center Student Handbook.
  - (d) failure to complete and turn in assigned theory and clinical written work in a timely manner.
  - (e) inability to develop rapport with peers, patients, clinical personnel, and instructors.
  - (f) Or any behavior deemed necessary by WTC Coordinator or Faculty.

These decisions are made by the PN faculty, coordinator, and administration. Any student discipline is put in writing and a copy is given to the student with the violation disciplinary action, length of time and goals for improvement for the situation. The length of the time an individual student remains on administrative notice will be dependent upon the nature of the individual student behavior. In some cases, they will be given a date by which he/she must meet certain condition. In other cases, the term of the administrative notice will extend until the end of the school year.

Students who do not meet the requirements of the administrative notice will be subject to probation.

A student will not always be given an administrative notice before being placed on probation.

## Probation

- A student may be placed on probation if:
  - (a) grade averages fall below 78% in any theory or clinical area. (The grade averages will be obtained after the theory or clinical area in question has been taught for at least half of its allotted hours.)
  - (b) the student behavior or behaviors addressed in an administrative notice have not been corrected.
  - (c) the student's clinical performance is unsatisfactory and/or the student's clinical grade is below 78%.
  - (d) a student has failed to notify (by phone or in person) a faculty member in a timely manner when he/she is absent or tardy on a classroom or clinical day.
  - (e) student behaviors have occurred which are grounds for dismissal from the program. Or for any other circumstances deemed necessary by the PN faculty or coordinator.
  
- The length of probation will depend upon the nature of the student's behavior and/or whether the student behavior of concern has occurred before. All cases will be considered on an individual basis by the faculty and the coordinator as to the duration and conditions of probation. In some cases, the student will be given a date by which probationary terms must be met. In other cases, the length of the probation will extend until the end of the school year. If the terms of the probation are not met, the student will be subject to dismissal from the program.
  
- The student will not always be given an administrative and/or probationary notice before being dismissed from the program. The student may be dismissed without notice under the following circumstances:
  - (a) evidence of gross violations of the ethical principles of nursing.
  - (b) conduct which is or could be physically or mentally hazardous to other persons.
  - (c) violations of the attendance and tardiness policies as written in this handbook. It is the student's responsibility to keep a record of the number of times he/she has been absent or tardy. All cases for immediate dismissal will be considered on an individual basis by the faculty, coordinator, and one administrator of the Western Technology Center.
  
- The student must satisfy the conditions and terms of a probation notice in order to be eligible for promotion or graduation.

## Dismissal

Dismissal from the program may be required for the following reasons:

- A didactic/lab/clinical course grade below 78%.
- Inability to perform nursing skills in a satisfactory manner in the laboratory.
- Unprofessional conduct including but not limited to:
  - (a) falsifying or altering patient records.
  - (b) administering medications or treatments in a negligent manner; administering medications without the supervision of the instructor.
  - (c) leaving a nursing assignment without properly advising appropriate personnel.
  - (d) violating patient, personnel, and facility/agency confidentiality.
  - (e) showing evidence of intoxication (drugs or alcohol). Lab tests may be required at the discretion of the faculty and at the student's expense. Refusal to take such a test is grounds for dismissal.
  - (f) failing to immediately report an incident or error to the instructor and charge nurse.
  - (g) cheating on theory exams or assignments which includes the copying, purchasing or use of answer keys or test banks.
  - (h) physical assaults on others.
  - (i) stealing from patients, families, instructors, other students, facility personnel, school property, or the clinical facilities/agencies.
  - (j) committing sexual misconduct with a patient.
  - (k) failing to follow the Uniform Etiquette code written in this handbook.
  - (l) failure to convey accurate and truthful oral information regarding patient care.
  - (m) neglect of duty and patient care.
  - (n) physical or mental abuse of a patient.
  - (o) refusal to follow the reasonable instructions of instructors, supervising nurses, and physicians regarding patient care and facility policy.
- Failure to complete and submit written theory and clinical assignments.
- Failure to report to an instructor before an absence or late arrival. The student must directly communicate with the instructor regarding the absence or late arrival. No one else may make the notification.
- Excessive absences. (Absences of more than 4 days in a trimester.) Please consult the attendance policies written in this book for further information. Excessive tardiness. More than 4 tardies in a trimester is considered excessive.
- Falsification of documents and records required for admission to this program.
- Conduct which jeopardizes the safety of others.

- Unsafe and/or inappropriate nursing care. Unsafe and/or inappropriate nursing care that includes but is not limited to the following:
  - (a) failure to identify and use principles of basic biological and behavioral sciences in nursing care.
  - (b) failure to carry out nursing procedures in a safe manner and/or to provide a safe environment for the patient.
  - (c) failure to achieve a passing grade of 78% for medication rotation(s) assignment.
  - (d) engaging in activities for which the student is not prepared.
  - (e) engaging in clinical activities with a physical, mental, or emotional condition that is a threat to others (e.g. communicable disease, intoxication, emotional disorder, use of medication, etc., impairing mental alertness and physical coordination.)
  - (f) violation of Standard/Universal Precautions.
  - (g) inability to document patient care in an intelligible and grammatical manner.
  
- Deliberate destruction of school or clinical property.

## **GRIEVANCE/APPEAL PROCEDURE**

### **Dismissal**

1. The faculty, coordinator, and one school administrator will meet to make the decision regarding dismissal of a student from the Practical Nursing Program. If the decision is made to dismiss a student, the student will be notified in writing by the Practical Nursing Coordinator of his/her dismissal from the program. The written notice will be made within two working days of the decision and will specify the reason or reasons for dismissal. The student will receive a copy of the grievance/appeal procedure at the time of dismissal.

### **Informal Hearing**

2. Within two working days of the receipt of the written dismissal notice the student must submit a written request for the informal hearing. If the student desires an informal hearing, the hearing will be held with two school administrators, the Practical Nursing Coordinator, and the involved Practical Nursing faculty. The written request must be submitted to the coordinator or to the superintendent (or to these persons' designated representatives). The student must deliver the written request for an informal hearing to the school in person. The student will be notified in writing of the date and time of the informal hearing. The informal hearing will be held within five working days of the time the student appears in person at the school and makes the written request.

### **Informal Hearing Procedure**

3. During the informal hearing, the student may bring written materials to support his/her reasons why the dismissal should be rescinded. The student, the coordinator, and the involved faculty will be interviewed by the administrators. The administrators will review all documentation concerning the dismissal. A tape recording or verbatim transcript will be made of the hearing. The administrators will decide if the dismissal is to remain in force immediately after the hearing and the student will be notified verbally of their decision at that time. The student will also receive written notice of the administrators' decision that is post-marked within five working days after the informal hearing. At the informal hearing, if the dismissal is upheld, the student will be advised verbally and in writing of his/her right to request a hearing before the Western Technology Center Board of Education.

### **Board of Education Hearing**

4. If the student desires a board hearing, he/she must make a request through the Superintendents' office. The request must be in writing and must be submitted within two working days of the date of the informal hearing.
5. After receiving a written request for a board hearing from the student, the Western Technology Center Superintendent may schedule a hearing at the first regularly

scheduled meeting of the Board of Education, providing there is sufficient time to include the item on the agenda. (Normally the agenda is determined one week prior to the board meeting.) The superintendent may elect to call a special board meeting. The student will be given at least five working days advance notice of the date, time, and place of the hearing. The student will also be given the names of the persons who will participate in the hearing.

6. The procedure for the board hearing will be as follows:
  - (a) The student must be present for the meeting. In addition, the student may have a representative or an attorney of his/ her choice. The student and/or representative or attorney will be given a full and reasonable opportunity to present relevant evidence, testimony, and arguments in support of the reversal of the dismissal.  
**NOTE:** The student's representative cannot be another student of the Western Technology Center.
  - (b) The Coordinator of the Practical Nursing Program and the Superintendent or their designated representatives must be present. Other faculty of the Practical Nursing Program may be present as required. The Superintendent will make available to the members of the board all documentation concerning the dismissal and all transcripts or recordings of the informal hearing.
  - (c) The school will present evidence to the board first. This will be followed by the presentation of the student and/or student's representative or attorney.
  - (d) A tape recording or verbatim transcript will be made of the board hearing.
  - (e) The decision of the Western Technology Center Board of Education regarding the dismissal will be sent to the student by certified mail within two working days of the hearing.
  - (f) The decision of the board will be the final step in the school's grievance/appeal procedure.
  - (g) All Board of Education hearings shall be public unless the subject matter qualifies for a closed meeting under the Oklahoma Meeting Law and all parties to the complaint request a closed hearing.
7. During the grievance/appeal procedure, the dismissed student may be given videos and written material that cover the subject matter being taught in the classroom and/or school laboratory. The reinstated student will be responsible for taking all examinations and for mastering all lab skills that have been missed during the appeals process. Arrangements may be made by the coordinator so that the reinstated student can make up his/her required clinical hours. The student may be required to attend make-up clinicals on holidays and weekends or in the evening hours. These extra hours will have to be worked in addition to the regularly scheduled clinical hours. Clinical sites chosen for make-up work will be at the discretion of the faculty.



**WESTERN PRACTICAL NURSING  
2021-2022 CURRICULUM**

## Western Technology Center

### Plan of Study

**2021-2022**

**Career Cluster:** Health Science  
**Pathway:** Therapeutic Services  
**Career Major:** Licensed Practical Nurse

Name: \_\_\_\_\_ Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Required Courses	Pretest Score	Hours	Date Started	Date Completed	Grade	College Credit	Comments
Success Strategies and Information Technology in Nursing		91					
Anatomy and Physiology		120					
Medical Terminology		45					
Concepts of Nursing		40					
Fundamentals of Nursing		160					
Clinical I Basic Nursing		80					
Pharmacology		50					
Medical Surgical Nursing I		75					
Clinical II – Medical Surgical Nursing		192					
Medical Surgical Nursing II		75					
Clinical III – Medical Surgical Nursing		192					
Pediatric Nursing		40					
Maternal and Newborn Nursing		40					
Clinical IV – Maternal/Newborn, Pediatric and Mental Health		88					
Mental Health Concepts		40					
Transition to Practice		15					
Clinical V – Transition to Practice		120					
<b>Total Hours</b>		<b>1463</b>					

## Curriculum Plan, Course Description, and Objectives

The Practical Nursing curriculum is delineated into three trimester levels. Each level includes both theory and clinical components. The program covers a period of fifteen (13-14) months or 1463 clock hours.

The content of the curriculum is primarily guided by the Oklahoma Department of Career & Technology. The content outline and curriculum have received approval of the Oklahoma Board of Nursing.

Throughout the year various teaching-learning models are used. These include the classroom, the laboratory, and the clinical settings.

Total hours for the school year are:

Theory	791 Hours
Clinical	672 Hours
<b>TOTAL HOURS</b>	<b>1463 HOURS</b>

### WTC Practical Nursing Curriculum Plan:

COURSE & UNIT NAME	HOURS
<b>TRIMESTER I</b>	
<b>Concepts of Nursing</b>	<b>40</b>
<b>Anatomy and Physiology</b>	<b>120</b>
<b>Medical Terminology</b>	<b>45</b>
<b>Success Strategies and Information Technology in Nursing I</b>	<b>21</b>
<b>Pharmacology I</b>	<b>24</b>
<b>Fundamentals of Nursing I</b>	<b>110</b>
<b>Clinical Nursing, I LTC-16 Acute- 64</b>	<b>80</b>
<b>Total Trimester I Hours</b>	<b>440</b>
<b>TRIMESTER II</b>	
<b>Maternal and Child Nursing</b> Maternal Child Nursing	<b>80</b>
<b>Medical Surgical Nursing I</b>	<b>75</b>
<b>Fundamentals of Nursing II</b>	<b>50</b>

<b>COURSE &amp; UNIT NAME</b>	<b>HOURS</b>
<b>Mental Health</b>	<b>40</b>
<b>Pharmacology II</b>	<b>26</b>
<b>Success Strategies and Information Technology in Nursing II</b>	<b>30</b>
<b>Clinical Nursing II-Medical Surgical</b>	<b>192</b>
<b>Clinical IV- Pediatrics</b>	<b>44</b>
<b>Total Trimester II Hours</b>	<b>537</b>
<b>TRIMESTER III</b>	
<b>Transition to Practice</b>	<b>15</b>
<b>Success Strategies and Information Technology in Nursing III</b>	<b>40</b>
<b>Medical Surgical Nursing II</b>	<b>75</b>
<b>Clinical Nursing III-Medical Surgical</b>	<b>192</b>
<b>Clinical Nursing IV-Mental Health</b>	<b>44</b>
<b>Clinical Nursing V-Transition to Practice</b>	<b>120</b>
<b>Total Trimester III hours</b>	<b>486</b>

## TRIMESTER I

**DESCRIPTION:** Trimester I concentrate on building basic knowledge and skills for general nursing care. This level includes:

- A. Concepts of Nursing
- B. Anatomy and physiology
- C. Medical Terminology
- D. Success Strategies and Information Technology in Nursing I
- E. Pharmacology I
- F. Fundamentals of Nursing I
- G. Clinical Nursing, I

### COURSE DESCRIPTIONS

#### **Course: Concepts of Nursing (40 Hours)-NC**

**Course Description:** 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 learning, teamwork, communication in nursing, human development, professionalism, health promotion, nursing ethics and law, and changing health care delivery systems

#### **Course: Anatomy and Physiology (120 Hours)-A&P**

**Course Description:** Anatomy/Physiology is the study of the structural complexity of the human body and its intricate functional mechanisms. This course is taught as a laboratory science. The areas studied will be an integration of biology and chemistry and will include but are not limited to organization of the body, chemical basis for life, cells & tissues, integumentary system, skeletal system, muscular system, nervous system, endocrine system, blood, circulatory system, lymphatic & immune systems, respiratory systems, digestive system & metabolism, urinary system, and reproductive system. An emphasis should be placed on real-world applications, and active-learning exercises should be included along with laboratory experiences.

#### **Course: Medical Terminology: (45Hours)-MT**

**Course Description:** Medical Terminology is designed to develop in the students a working knowledge of the language of medicine. Students acquire word building skills by learning prefixes, suffixes, roots, and abbreviations. By relating terms to body systems, students identify proper uses of words in a medical environment. Knowledge of medical terminology enhances students' ability to successfully secure employment or pursue advanced education in healthcare.

### **Course: Fundamentals of Nursing I (110 Hours)-FNI**

**Course Description:** This course is an introduction to nursing care. Topics include utilizing the nursing process, performing assessment/data collection, and providing patient education. Principles and skills of nursing practice, documentation, and an introduction to physical assessment/data collection are taught. Special topics covering the care of the geriatric patient, the dying patient, the oncology patient, the pre/post-operative patient, and the management of pain are included in the course. Emphasis will be placed on developing critical thinking skills, demonstrating professionalism by maintaining confidentiality, recognizing legal/ethical responsibilities, acting as a patient advocate, maintaining positive patient/colleague relationships, and by implementing appropriate standards of care.

### **Course: Clinical Nursing I (80 Hours)**

**Course Description:** The PN student will provide comfort and assistance in performing of activities of daily living for patients with common non-complicated disorders. Data collection skills will be practiced. The student will assist the client and significant others during the normal expected stages of growth and development from conception through advanced old age. Experiences will be provided that will give the student opportunities to reduce the patient's potential for developing complications or health problems related to treatments, procedures, or existing conditions. Students will identify patient problems, identify appropriate interventions, and evaluate nursing care to patients in both acute and extended care facilities.

### **Pharmacology I (24 hours)**

**Course Description:** This course provides instruction in basic pharmacology that is needed for safe and effective medication administration. Skills include medication administration. Content includes components of medication preparation and administration including the essential knowledge needed to adequately contribute to the assessment and evaluation of the effects of medication on clients throughout the life span.

### **Success Strategies and Information Technology in Nursing I (21hours)-SSI Course**

**Description:** This course is designed to focus on success strategies and information technology needed by licensed practical nurses in an ever-changing integrated health care system. The student is provided opportunities to acquire and apply these skills specifics in the profession of nursing. Utilization of the computer, nursing literature and other technologies are integrated in this course, so the student learns how health care providers access, development and use information systems effectively. This course integrates success strategies for academic and career success such as Work keys curriculum on locating information, reading information, and applied mathematics, identifying barriers to success, and implementing strategies to enhance success, enhance critical thinking, enhance cultural competence, prepare for success on the PN-NCLEX test, and apply knowledge and use of information literacy and technology.

## TRIMESTER II

**Description:** This trimester concentrates on medical-surgical nursing but also incorporated into these units are Women and Child Health; Fundamentals of Nursing; and Mental health. The theory aspect focuses on medical-surgical nursing disorders of adults and children. Also included is basic intravenous therapy including IV initiation and basic phlebotomy. These skills correlate with the application of medical-surgical nursing in current practice. Clinical Nursing II increases in complexity of the clients. After successful completion of pharmacology, all students complete an instructor supervised experience in the hospital in administration of medications. Each student also performs charge nurse experience to improve on assessment and implementation skills.

Written clinical assignments focus on collecting data and implementation of ordered care and focus on the role of the PN. Toward the end of this trimester, client care assignments expand to include participation in planning and evaluation. Courses for Trimester II include the following:

- A. Medical, Surgical Nursing I
  - Cardiovascular
  - Hematology
  - Respiratory
  - Integumentary
  - Muscular Skeletal
- B. Maternal and Child Nursing
- C. Fundamental of Nursing II
- D. Mental Health
- E. Clinical Nursing II.
- F. Success Strategies and Information Technology in Nursing II
- G. Pharmacology II
- H. Clinical IV- Pediatrics and OB

### **Course: Medical Surgical Nursing I (75 Hours)-MSI**

**Course Description:** Building on concepts from previous courses, this course focuses on health management, maintenance, and prevention of illness; care for the individual as a whole; and deviations from the normal state of health. Administering patient care includes use of the nursing process while performing focused assessments, using sound judgment, and providing patient education. The systems included cardiovascular, hematology, respiratory, integumentary, as well as muscular skeletal. The concepts of patient care, treatments, pharmacology, and diet therapy are included within each system. Content is presented from a patient-centered approach based on Maslow's Hierarchy of Needs. Patient care involves consideration of physiological, cognitive, psychosocial, and spiritual needs within a cultural framework. Consideration is also given to the impact of health issues: the potential physical and mental adjustments required, as well as any necessary diversional or rehabilitative activities.

**Course: Maternal and Child Nursing (80 Hours)-Peds and OB**

**Course Description:** Maternal Newborn Nursing is designed to familiarize the student with the holistic approach to care for the antepartum, intra-partum, postpartum client 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 client and newborn as well as those with complications.

**Course: Fundamental of Nursing II (50 Hours)-FNII**

**Course Description:** This course is an introduction to nursing care. Topics include utilizing the nursing process, performing assessment/data collection, and providing patient education. Principles and skills of nursing practice, documentation, and an introduction to physical assessment/data collection are taught. Special topics covering the care of the geriatric patient, the dying patient, the oncology patient, the pre/post-operative patient, and the management of pain are included in the course. Emphasis will be placed on developing critical thinking skills, demonstrating professionalism by maintaining confidentiality, recognizing legal/ethical responsibilities, acting as a patient advocate, maintaining positive patient/colleague relationships, and by implementing appropriate standards of care.

**Course: Mental Health Nursing (40 Hours)-MH**

**Course Description:** This course presents an introduction to Mental Health Nursing with a focus on the role of the practical nurse. The course begins with universal concepts needed in the care of clients experiencing a mental health alteration. An understanding of the health care needs of clients experiencing common mental health alterations is then built upon this foundation. The course concludes with mental health issues, as well as care needs, that frequently challenge the elderly.

**Course: Pharmacology II (26 Hours)**

**Course Description:** This course provides instruction in basic pharmacology that is needed for safe and effective medication administration. Skills include medication administration as well as IV therapy. 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 throughout the lifespan.



**Course: Clinical II Medical Surgical Nursing (192 Hours)**

**Course Description:** Adult Medical Surgical Clinical focuses on the utilization of the nursing process in caring for acute care patients. The emphasis will be on prioritization, decision making, time management and critical thinking appropriate to the LPN's scope of practice. As the student progresses, more complex patient situations will be presented, and they will begin to function in a role independent of the instructor. Rotations includes nursing care for patients with medical surgical problems, home health needs, geriatric nursing needs and conditions that requires visits to the medical office.

**Course: Clinical IV Maternal/Newborn and Pediatric (44 Hours)**

**Course Description:** The PN student will assist the patient and significant others during the normal expected stages of growth and development from conception throughout the life span the clinical environment. The PN student will provide patient care related to prevention and early detection of health problems.

**Course: Success Strategies and Information Technology in Nursing II (30 hours)- SSII**

**Course Description:** This course is designed to focus on success strategies and information technology needed by licensed practical nurses in an ever-changing integrated health care system. The student is provided opportunities to acquire and apply these skills specific in the profession of nursing. Utilization of the computer, nursing literature and other technologies are integrated in this course, so the student learns how health care providers access, development and use information systems effectively. This course integrates success strategies for academic and career success such as: Work Keys curriculum on locating information, reading information, and applied mathematics, identifying barriers to success, and implementing strategies to enhance success, enhance critical thinking, enhance cultural competence, prepare for success on the PN-NCLEX test, and apply knowledge and use of information literacy and technology.

## Trimester III

**Description:** In Trimester III, the extended and more complex fields of practice are taught in theory including reproductive, digestive, urinary, immune, sensory, neurology, endocrine fluid and electrolytes and transition to practice. More of this is conceptual based teaching and its complexity is appropriate for the final level. Self-directed learning is highly integrated through faculty facilitation.

For clinical experience, the student has the opportunity to serve as a team leader and member, rotate in mental health, precept in the role of a practical nurse in several diverse areas of health and finally to select a specific experience as a clinical transition site. Clinical transition can be defined as a preceptor led clinical rotation chosen due to employment interest or further learning potential utilized as the final clinical experience.

Courses for Trimester III include the following:

- A. Transition to Practice
- B. Medical Surgical Nursing II- Endocrine, Immune, Fluid & Electrolytes, Reproductive Sensory, Neurology, Digestive, and Urinary.
- C. Success Strategies and Information Technology in Nursing III.
- D. Clinical Nursing III
- E. Clinical Nursing IV-Mental Health
- F. Clinical Nursing V- Transition to Practice.

### **Course: Transition to Practice (15 Hours)**

**Course Description:** This course is designed to provide concepts to be discussed in relation to the transition from student to Licensed Practical Nurse. Beginning organization and management skills are included. The student will participate in job readiness skills.

### **Course: Medical Surgical Nursing II (75 Hours) -MSII**

**Course Description:** Building on concepts from previous courses, this course focuses on health management, maintenance, and prevention of illness; care for the individual as a whole; and deviations from the normal state of health. Administering patient care includes use of the nursing process while performing focused assessments, using sound judgment, and providing patient education. The systems included are immune, sensory, neurology, digestive, endocrine, urinary, and reproductive. The concepts of patient care, treatments, pharmacology, and diet therapy are included within each system. Content is presented from a patient-centered approach based on Maslow's Hierarchy of needs. Patient care involves consideration of physiological and spiritual needs within a cultural framework. Consideration is also given to the impact of health issues: the potential physical and mental adjustments required, as well as any necessary divisional or rehabilitative activities.

### **Course: Clinical III-Medical Surgical Nursing (192 Hours)**

**Course Description:** Medical Surgical Clinical (Part II) is a continuation of the utilization of the nursing process in caring for acute care patients. The student will care for multiple patients during this clinical rotation. The emphasis will be on prioritization, decision making, time management and critical thinking appropriate to the LPN's scope of practice. As the student progresses, more complex patient situations will be presented, and they will begin to function in a role more independent of the instructor.

### **Course: Clinical IV Mental Health (44 hours)**

**Course description:** The PN student will assist the patient and significant others during the normal expected stages of growth and development from conception throughout the life span the clinical environment. The PN student will provide patient care related to prevention and early detection of health problems.

### **Clinical V – Transition to Practice (120 Hours)**

**Course Description:** Transitions to practice skills are enhanced as the student functions in the role of team leader. The course will prepare the student to independently assume the role of the LPN in professional practice; a preceptor rotation assists in the completion of this transition.

### **Course: Success Strategies and Information Technology in Nursing III (40 hours)-SSIII**

**Course Description:** This course is designed to focus on success strategies and information technology needed by licensed practical nurses in an ever-changing integrated health care system. The student is provided opportunities to acquire and apply these skills specific in the profession of nursing. Utilization of the computer, nursing literature and other technologies are integrated in this course, so the student learns how health care providers access, development and use information systems effectively. This course integrates success strategies for academic and career success such as: Work Keys curriculum on locating information, reading information, and applied mathematics, identifying barriers to success, and implementing strategies to enhance success, enhance critical thinking, enhance cultural competence, prepare for success on the PN-NCLEX test, and apply knowledge and use of information literacy and technology.

## **EVALUATION**

The student will be evaluated at the completion of each learning area/module and as needed. The student must achieve a grade of 78% or above in theory courses and in the clinical course. The student must also have completed all written assignments in a satisfactory manner. NOTE: The passing clinical grade is 78 % or above.

## STUDENT GOVERNMENT

The faculty of the WTC PN Program believes it is important to foster and maintain cooperation and communication between the students and instructors and to ensure an intelligent understanding of student's rights and privileges, as well as duties and obligations. The faculty of the also believes that social activities play an important part in the development of well-adjusted individuals and citizens.

The WTC PN Program has several committees and student activities that assist in this development.

- A. Student Faculty Liaison committee—this committee allows each student to participate in the development of the program policies and is given the opportunity to vocalize concerns, grievances, and recommendations.
- B. Student of the Month—the student body cast ballots each month to nominate a fellow classmate for “Student of the Month.” The students with the greatest number of votes are then given points for grades, attendance, and attitude. The student with the highest “score” is the nominee and is recognized by his/her peers, the local newspaper and at the graduation ceremony.
- C. Hosa Future Health Professional student organization—Membership in HOSA offers students an opportunity to develop leadership skills and abilities in addition to developing the knowledge and skills essential for a health career. In addition, it provides students with the opportunity to exchange ideas, information, and fellowship with other students with the same career interests. Class meetings are an integral part of the curriculum, and all students are expected to attend and participate. Membership fees are included in the activity fees paid at enrollment.
  1. Each class will have its own student organization.
  2. Representatives will be elected to serve for one year.
  3. Class meetings will be held at regular intervals and as needed to plan student activities and conduct business.
  4. The faculty will serve on an advisory capacity.
  5. The following representatives will be elected:
    - (a) A Clinical Representative will be selected for each clinical area. Each clinical representative will preside over meetings; serve as ex officio member on committees; coordinate and supervise activities and act as a liaison between clinical instructor and peers. Keep clinical notebook for facility and organize community activities.
    - (b) Historians (2) – Gathers and assembles materials in preparation for the graduation ceremony.
    - (c) Reporter – Prepares news releases regarding class activities for the media and coordinates this information with the WTC Marketing Representative.

- D. OBN Visit—each year the PN students attend an Oklahoma Board of Nursing meeting in Oklahoma City. This allows the student exposure to the rules and regulations of the board and to view cases brought before the board. (if available)
- E. National Technical Honor Society (NTHS)—each student can become a member of the WTC NTHS. Criteria are based on grades, attendance, attitude, and leadership qualities. They attend a ceremony where they receive a pin, sash for graduation, and certificate.

**WESTERN PRACTICAL NURSING  
CLINICAL EXPERIENCE**

## GENERAL INFORMATION

The Practical Nursing Program of Western Technology Center has made an agreement with each agency's personnel regarding attendance, being familiar with the agency's rules and regulations, and by abiding by these rules and regulations when assigned nursing care in these agencies.

During the Practical Nursing Program, the student will have the opportunity to practice and build upon the principles and skills taught in the classroom and laboratory. Clinical experience will be obtained principally in long-term care facilities, hospitals, and clinics in Clinton, Cordell, Elk City, and Hobart. A faculty member will always be present in the facility when students are practicing unless other arrangements have been made, in writing, by the program coordinator and the director of the clinical facility. Planned instruction and informal training opportunities will be provided daily. Students are expected to use initiative and be alert for learning experiences. Each student must put forth every effort to make the most of the clinical experience to gain greater knowledge in all areas of nursing.

Students should be aware that they can be removed from the clinical area by the instructor and given an absence if they come unprepared for any learning experience. A student is "unprepared" under the following conditions:

1. Uniform etiquette policy has not been observed (as written in this handbook).
2. Watch, stethoscope, notebook, pens, and a functioning PDA are not in the student's possession.
3. Assigned homework material required for patient care has not been done (example: drug cards, dialysis information, skills, and procedures).

A student may also be removed from the clinical area and given an absence if, in the judgment of the instructor, the student's presence in the clinical area would constitute a danger to patients and/or others. The welfare and safety of the patient is of utmost importance.

A student may be reassigned to another clinical facility if it is deemed necessary for the optimal educational benefit of the student. This reassignment will be at the request of the faculty, not the student.

The first trimester will be devoted primarily to classroom and laboratory activities with limited experience in the clinical area. During the remaining two trimesters, the number of hours in the clinical area will be increased and the number of hours in the classroom will be decreased.

Counseling will occur as needed and evaluation reports will be given to the students to show their progress. Evaluations will be discussed between the clinical instructor and the student at each mid-trimester, at the completion of each trimester and as needed.

The faculty and students function under the guidelines of the health care facility in which we practice and follow the policy and procedures and standards set by WTC and WTC PN program.

- Drug testing

## **Assignment to Clinical Areas**

Students may not change their clinical rotation assignments or clinical group.

## **Delegation of Responsibilities**

The instructor in any one area is primarily responsible for students in that area.

When in a clinical area, students are responsible to the head nurse or the nurse in charge of the unit, as well as to the instructor or preceptor in that area.

The ultimate responsibility for the total nursing care of all patients and for the nursing service personnel is vested in the institution's Director of Nurses. The director's decisions are final regarding patient care.

## **Performing New Procedures**

When you are about to perform in the clinical area:

1. Read the procedure guidelines.
2. Assemble needed supplies.
3. Notify your instructor so that he/she will be present while you are performing the procedure.
4. Be prepared to explain step by step the procedure to your instructor and do so before entering the room. (NOT in the presence of the patient, client, resident, etc.)
5. Always keep the patient informed of what you are doing. The instructor will not talk for you.
6. Be prepared to critique your performance to the instructor after you leave the patient's room.

## **Incidents and Errors**

The following guidelines should be used in reporting incidents or errors:

1. All incidents or errors should be reported immediately to the instructor and to the nurse in charge of the unit. This is your ethical and legal responsibility.
2. The patient's doctor will be notified regarding the incident or error if deemed necessary by the nurse in charge or by the instructor. Comply and follow the agency or facility guidelines.
3. An incident or variance report will be completed by the student involved. This report goes to the designated clinical supervisor or administrator. A copy will be retained by the instructor and placed in the student's file.
4. If a student has a personal injury, he/she must report it to the instructor. An incident or variance report will be completed, and copies filed with the cooperating agency and the school. The student is responsible for all follow-ups and costs after an exposure.

CDC #-1-800-232-4636

Poison Control-1-800-222-1222



**WESTERN TECHNOLOGY CENTER  
PRACTICAL NURSING PROGRAM  
VARIANCE/INCIDENT REPORT FORM**

DATE \_\_\_\_\_ PLACE \_\_\_\_\_

DETAILED DESCRIPTION OF VARIANCE/INCIDENT \_\_\_\_\_

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EXPLAIN HOW AND WHY VARIANCE/INCIDENT OCCURED \_\_\_\_\_

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ACTION TAKEN CONCERNING VARIANCE/INCIDENT \_\_\_\_\_

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SIGNATURE OF STUDENT \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE OF INSTRUCTOR \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE OF COORDINATOR \_\_\_\_\_ DATE \_\_\_\_\_

## Student Participation and Contribution to the Clinical Area

Each student's primary goal should be to learn to be a safe, effective, and dependable practical nurse. Evidence that the student is conforming to the following behaviors indicates the primary goal is being met:

1. Carry out those nursing duties which have been assigned by the instructor in a responsible, timely manner.
2. Be alert always to the needs and safety of patients. Report unusual conditions to your instructor and to the charge nurse.
3. Report all incidents and errors immediately to the instructor and nurse in charge and complete necessary documentation. This includes exposure to body fluids and blood-borne pathogens.
4. Follow all directions carefully. Take care to clarify any directions which were not understood.
5. Check with your instructor if you have any doubt about having knowledge, information, or skill necessary for an assignment.
6. Perform all procedures and skills under the supervision of the instructor until you have been authorized to perform the task alone; administer medications only under the supervision of the instructor.
7. Make certain there is a written order on the patients' chart before you administer any treatments or medicines. This includes standing or routine orders.
8. Inform your instructor of procedures taught in class or laboratory that you have not had the opportunity to perform.
9. Confine smoking and eating to the designated area at the appropriate time. Maintain timely breaks.
10. Avoid chewing or "dipping" tobacco, vaping or smoking of any products in the clinical area when involved in patient care or performing nursing procedures.
11. Be responsible for finding and notifying the clinical instructor when you are wanting or needing to perform a new procedure, check on information, or be observed for a "check off" skill.
12. Use individual initiative to take the opportunity to learn.
13. Maintain a friendly and dignified professional relationship with patients/clients/residents, families, peers, agency and facility supervisors, and school faculty.
14. Avoid social contact with patients and any non-professional discussion of patients.
15. Use the property of the health care facility correctly and carefully.
16. Contact the instructor when needing help or guidance in the clinical area.

17. Report to the instructor and the nurse that is in charge when leaving the clinical area. The student may not leave the clinical facility without the instructor's permission.
18. Follow the rules and regulations of the participating health agency.
19. Report on time to the appropriate clinical area. Students may be required to arrive at the clinical area before the regularly scheduled time to perform certain skills.
20. Notify the instructor or manager of the designated clinical area (in advance) ahead of time if you are unable to attend or are going to be tardy.
21. Maintain an up-to-date record of competencies (skills checklists).
22. Current copies of completed competencies will be on file.
23. Carry the clinical notebook with the skills performance list to the clinical area. If the list is lost, notify the instructor.
24. The instructor will verify skill competency at time of performance.
25. Demonstrate the ability to accept constructive criticism and profit from it.
26. Come prepared to the clinical area with all necessary equipment - pens, notebook, scissors, watch, and stethoscope, calculators, dictionary, functioning PDA, etc.
27. Restrict personal phone calls to emergency situations.
28. Cell phones for all personal calls may be used in designated areas during break times.
29. Initiate critical thinking and problem solving.
30. Show evidence of the transfer of knowledge from didactic instruction to clinical experience.
31. Be responsible and prepared by completing clinical preparedness and following verbal and written instruction and assignments completely and in a timely manner.
32. Do not cut toenails on a diabetic client in your care.

**NOTE:** The student may be scheduled for evening or night assignments with advance notice.

**NOTE:** The terms agency, facility and clinical may be used interchangeably in this handbook.

## CLINICAL APPEARANCE & UNIFORM ETIQUETTE

The faculty at WTC, in addition to teaching a marketable skill, contends that the school should help students realize that employers and society in general, demand personal characteristics in and individual, such as neatness and cleanliness. With that objective in mind, it is always a requirement that all students be clean and neatly groomed.

The student uniform has been designed to provide neat, comfortable attire which identifies you as a member of our school. The student uniform which is preselected will consist of:

1. A Med. Couture Koi Lite nursing uniform with the school patch to be placed on the left sleeve two inches below the shoulder seam.
2. Neutral color or athletic shoes. No sandals, clogs, boots are allowed. If the student is uncertain as to whether certain shoes are appropriate, he or she should consult the faculty before purchasing the shoes.

The student should always have: A name tag, watch with a second hand, pen, bandage scissors, small notebook, penlight, stethoscope, and your Ipod.

### THE STUDENT NURSE WILL:

1. Be neat and clean always.
2. Use good personal hygiene.
3. Wear the hair in a style that does not reach below the lower edge of the collar and is **secured away from the face**.
4. Have hair that is neat and clean. Ponytail holders, bows, nets, headband, and clasps that are overly decorative and brightly colored are not allowed.
5. Keep the fingernails short and well filed.
6. Practice safe ergonomics.
7. Avoid visible body pierced jewelry, except for one pair of stud earrings.
8. Cover offensive body art.
9. Wear a neutral or clear color insert if ear gauges are present.
10. The pin(s) which may be worn on the uniform in the clinical area if they do not pose a potential source of injury are: one school pin and one perfect attendance pin. All pins must be securely fastened to the uniform.

## **The Student Nurse Shall Maintain a Professional Appearance:**

1. The uniform should be clean and well pressed.
2. Undergarments are to be tucked in.
3. Neutral color shoes must be worn. Shoes and laces must be spotlessly clean. No clogs, sandals, open toed or open back shoes will be allowed.
4. School patch and name identification must be worn during clinical experiences and community service activities related to Western Technology Center Practical Nursing Program.
5. Males must avoid an unshaven appearance. Beards and mustaches must be close-cropped and neatly trimmed in compliance with the regulations in the health care facilities.
6. If a lab coat is worn, it should be considered a part of the student uniform and maintained the same as the uniform. It should be clean, neat, and wrinkle-free always. The school patch will be worn on the lab coat on the left sleeve two inches below the shoulder seam; also, the student's name tag and school identification will appear on the left front of the lab coat.
7. Uniforms are to be worn only in the classroom, clinical area, and to school-related activities.
8. If uniform etiquette is not appropriate, the student will be notified of such by the faculty and may be asked to leave the clinical area. He/she may be counted absent. The student will receive an administrative notice. The next offense will result in probation for the remainder of the school year. Continued offenses may result in dismissal.

## **The Student Will Not:**

1. Use perfume, strongly perfumed body lotion, hair spray, or after-shave.
2. Chew gum in the clinical area.
3. Wear jewelry except for a watch and wedding ring and pair of small stud earrings.
4. Use heavy make-up. (Lipstick and rouge should be a light shade and used sparingly.
5. Wear artificial nails, shellac, or any nail polish to the clinical area.

## **THE CODE FOR LICENSED PRACTICAL/VOCATIONAL NURSES**

The Code adopted by the National Federation of Licensed Practical Nurses in 1961, and revised in 1979, provides a motivation for establishing, maintaining, and elevating professional standards. Each licensed practical/vocational nurse, upon entering the profession, inherits the responsibility to adhere to the standards of ethical practice and conduct set forth in this Code.

1. Know the scope of maximum utilization of the LP/VN as specified by the nursing practice act and function within the scope.
2. Safeguard the confidential information acquired from any source about the patient.
3. Provide health care to all patients regardless of race, creed, cultural background, disease, or lifestyle.
4. Refuse to give endorsement to the sale and promotion of commercial products or services.
5. Uphold the highest standards in personal appearance, language, dress, and demeanor.
6. Stay informed about issues affecting the practice of nursing and delivery of health care and, where appropriate, participate in government and policy decisions.
7. Accept the responsibility for safe nursing by keeping oneself mentally and physically fit and educationally prepared to practice.
8. Accept responsibility for membership in NFLPN and participate in its efforts to maintain the established standards of nursing practice and employment policies which lead to quality patient care.

National Federation of Licensed Practical Nurses, Inc.

Phone: (920) 663-8450

[nalpnoffice@gmail.com](mailto:nalpnoffice@gmail.com)

# OKLAHOMA BOARD OF NURSING

The Western Technology Center, Practical Nursing Career Major is approved by the Oklahoma Board of Nursing. Graduates of this state-approved program are eligible to apply to 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, requirements include submission of an application for licensure with a criminal history records search and successfully passing the licensure examination. To be granted a license, an applicant must have the legal right to reside in the United States (United States Code Chapter 8, Section 1621). The Board has the right to deny a license to an individual with a history of criminal background, disciplinary action on another health-related 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, except for felony charges. An individual with a felony conviction or who has had sentencing terms imposed by the court related to a deferred sentence for a felony offense cannot apply for licensure for at least five years after completion of all sentencing terms, including probation and suspended sentences, unless a presidential or gubernatorial pardon is received [59 O.S. § 567.5 & 567.6].

The student/graduate must apply and take the NCLEX-PN within 2 years of graduation from the program for licensure.

The following documents are on the on the OBN website [www.youoklahoma.com/nursing](http://www.youoklahoma.com/nursing) and <https://nursing.ok.gov> are included to assist the student meeting the Oklahoma Board of Nursing regulations and standards during enrollment in the practical nursing program. Updates can be obtained on the website.

Goals for Nursing Practice & Education in Oklahoma

Decision-making Model for determining RN/LPN Scope of Practice Model for Scope of Nursing Practice Decisions

Guidelines for Employment of Individuals Enrolled in or Non-Licensed Graduates of Nursing Education Programs

Patient Assessment Guidelines

IV Medication Administration by LPN's Statement

Instructions for Application for Oklahoma Licensure by Examination

Requirements for Registration and Licensure as a License Practical Nurse: (b) Applications

Instructions for NCLEX and AUA Certification Candidates with History of Arrests/Convictions/Prior Disciplinary Action.

Instructions for Multi-State Licensure by Examination.