

Career Technology Center of Lackawanna County

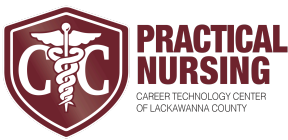
Practical Nursing Student Handbook 2025-2026

PA BON: 1500 Hour Practical Nursing Program



PRACTICAL NURSING

CAREER TECHNOLOGY CENTER
OF LACKAWANNA COUNTY



WELCOME TO CAREER TECHNOLOGY of LACKAWANNA COUNTY NURSING PROGRAM

To The Student:

The faculty and administration welcome you to The Career Technology Center of Lackawanna County, Practical Nursing Program (CTCLC PN). We hope that you will find the next fifteen months to be both challenging and rewarding as you pursue your career goal.

This handbook has been prepared to guide and acquaint you with our program. Please become familiar with its contents and use it for reference. You are responsible for following the guidelines set forth in this handbook.

The administration and faculty are committed to assisting you whenever possible to facilitate your learning. Do not hesitate to request additional information and explanations as needed.

Wishing you the best in your educational endeavors.

Janet Yontas, MSN RN

Janet Yontas, MSN RN
Director, Practical Nursing



Adopted 8/24

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About the Program

- Established in 1967 under the Manpower Development Training Act and was approved by the Veterans Administration in 1968.
- Prepares students to perform select nursing duties in care of the sick, promotion of health, and prevention of illness under the supervision of a licensed physician and of a registered nurse.
- Sponsored by the Career Technology Center of Lackawanna County (CTCLC).
- Approved by the Pennsylvania State Board of Nursing
- 1500 clock hours of Theory and Clinical Experience
 - Program runs over 52 weeks with four levels demonstrating progression in learning, understanding, and critical thinking: each 13 weeks in length
 - Even Years: March start and December start
 - Odd Years: August start
- Accredited by the Accreditation Commission for Education in Nursing (ACEN).
- Prepares and provides eligibility for graduates to take the Pennsylvania State Board licensing examination for Practical Nursing.

Pennsylvania State Board of Nursing

Commonwealth of Pennsylvania

Bureau of Professional Affairs and Occupations Affairs

PO Box 2649 Harrisburg, PA 17104

717-783-7146



Middle States Association of Colleges and Schools – Commissions on Elementary and Secondary Schools (MSACESS)

3624 Market Street Philadelphia, PA 19104

215-662-5603

Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326

404-975-5000

<http://www.acenursing.com/candidates/candidacy.asp>

Full re-accreditation October 2019. Reaccreditation due October 2027



CTCLC PERSONNEL

Below is a list of some of the Career Technology Center personnel with whom you will have contact:

Practical Nursing Department

Janet Yontas, MSN RN	Practical Nursing, Director
Mauri Olivetti	Practical Nursing, Administrative Assistant
Suzie Morgan	Financial Aid Coordinator
Gabrielle Gashi, BSN RN	Practical Nursing Faculty
Jill Mathewson, MSN RN	Practical Nursing Faculty
Lucia Menichelli-Bales, BSN RN	Practical Nursing Faculty
Brianna Nichols, MSN RN	Practical Nursing Faculty
Kelsey Stanco, BSN RN	Practical Nursing Faculty
Joanne Falcone, BSN RN	Clinical Coordinator

Administration: Career Technology Center of Lackawanna County

Karla Carlucci, EdD	Administrative Director																
Teri Cerep	Administrative Assistant, CTCLC																
James McHale	Chief Financial Officer																
Dominick Carachillo, MSN	Assistant Principal																
Joint Operating Committee: Career Technology of Lackawanna County	<table border="1"> <tr> <td>Carbondale</td><td>James Dovin</td></tr> <tr> <td>Dunmore</td><td>Francis Kranick</td></tr> <tr> <td>Forest City</td><td>Christopher Stahl</td></tr> <tr> <td>Lakeland</td><td>Mark Solomon</td></tr> <tr> <td>Mid Valley</td><td>Glenn Cashuric</td></tr> <tr> <td>North Pocono</td><td>Timothy Bracey</td></tr> <tr> <td>Scranton</td><td>Sean McAndrew</td></tr> <tr> <td>Valley View</td><td>Joseph Mondak, President</td></tr> </table>	Carbondale	James Dovin	Dunmore	Francis Kranick	Forest City	Christopher Stahl	Lakeland	Mark Solomon	Mid Valley	Glenn Cashuric	North Pocono	Timothy Bracey	Scranton	Sean McAndrew	Valley View	Joseph Mondak, President
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North Pocono	Timothy Bracey																
Scranton	Sean McAndrew																
Valley View	Joseph Mondak, President																

Policy Changes:

CTCLC Practical Nursing reserves the right to amend or add policies at any time during the program. Students will be informed in writing about any changes and be required to sign an acknowledgement document. Student's refusal to sign an acknowledgment document will not negate the policy change.

NON-DISCRIMINATION CLAUSE

The Career Technology Center of Lackawanna County will not discriminate in their educational programs, activities or employment practices based on race, color, national origin, sex, disability, age, religion, ancestry or any other legally protected classification.

This policy is in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 , Section 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Americans with Disabilities Act of 1990 and the Pennsylvania Human Relations Act.

Information relative to special accommodations, grievance procedure and the designated responsible official for compliance with Title VI, Title IX and Section 504 may be obtained by contacting The Career Technology Center of Lackawanna County, 3201 Rockwell Avenue, Scranton, PA 18508....(570)346-8471.

The opportunity to prepare for Practical Nursing is available to any person that meets the admission criteria and has the ability to meet the student learning outcomes of the program, without regard to age, race, color, creed, gender or functional challenge.

Nondiscrimination Policy & Notice of Nondiscrimination Policy (Title IX): APPENDIX A

ESSENTIAL NURSING FUNCTIONS

The nursing student is expected to perform the same “essential functions of the employment position” as a licensed nurse. A student must be able to practice nursing as it is defined in the law. A student must be able to tolerate physically demanding activities and exercise restraint during stressful situations in order to meet the demands of the profession” (PA-SBON)

Accordingly, the standards for classroom and clinical participation will be interpreted to reflect the essential functions of a nurse’s employment. The student must display physical and emotional stability such that the student’s behavior will not lead to excessive absence from the classroom or clinical setting or render the student unable to meet established reasonable standards of care and performance in the classroom or clinical setting.

Any changes in a student’s ability to perform the Essential Nursing Functions through illness, pregnancy, injury or any change in admission assessment must be reviewed by a medical professional and resubmitted to the PN Program to ensure student and patient safety.

1. **SENSORY:**

Students must possess functional use of the senses that permit the student to accurately observe close at hand and at a distance to learn skills and gather data

2. **TACTILE:**

* Feel vibrations, feel differences in sizes and shapes, detect temperature, detect environmental temperature, feel differences in surface characteristics

*Able to sufficiently perform physical assessments, examinations, and procedures to include but are not limited to:

- Palpate pulses for assessment accurately (able to palpate pulse for 30+ seconds)
- Palpate vein for venipuncture, intravenous
- Identify body landmarks
- Determine and assess skin temperature and skin condition

3. **VISUAL:**

With the aid of corrective lenses if needed:

- See objects up to 20 inches away (ie:computer screens, skin conditions)
- See objects up to and more than 20 feet away(ie:patient room, end of hall)
- Has accurate depth perception, peripheral vision
- Can distinguish color (ie:color codes on supplies, wristbands, beds)
- Can distinguish color intensity (ie: flushed skin, jaundice, cyanosis, pallor)
- Visual acuity must be sufficient to observe:
 - Changes in skin integrity, breathing pattern (including absence of respiratory movement)
 - Must read labels on Pharmacy prepared medications, and on standard unit dose packages
 - Must be able to identify markings on standard syringe
 - Must be able to ready markings on sphygmomanometer
 - Must be able to assess patient information on the Electronic Record.
 - Must be able to read monitor strips, equipment calibrations.

4. **HEARING:**

With the aide of hearing devices and/or amplified stethoscope

- Hear normal speaking levels (ie: person to person report)
- Hear blood pressure readings + or-2 mmHg
- Hear apical pulse + or-2 beats
- Hear and identify lung sounds
- Hear bowel sounds
- Hearing acuity must be sufficient to assess changes in heart, lung, abdominal and vascular sounds
- Hear auditory sounds (ie: monitors, IVs, call bells, fire alarms)
- Hear directives with speakers mouth covered (ie:mask)

5. **SMELL:**

Must be able to detect odors (ie: foul drainage,blood, alcohol, detect smoke, detect gasses or noxious smells)



6. COMMUNICATION:

- Must read and write English at a proficient level
- Must comprehend and speak fluent English
- Must speak clearly
- Must be able to read and answer test questions on their own.
- This is a Central Component of the nurse (Ability to view, read and physically
- Manipulate the health record and obtain pertinent data)
- Communicate with patients, family members the health care team
- Provide clear and accurate written and verbal report

7. PSYCHOMOTOR SKILLS:

Nursing students must have sufficient motor capacity and mobility to execute various tasks and physical maneuvers that are required within the program

Gross motor skills:

- Moving within confined spaces, sitting and maintaining balance, standing,
- Reaching above the shoulders, reaching below the waist.

Fine motor skills:

- Picking up objects with hands, grasping small objects, writing with pen/pencil,
- Coordinate eyes and hand/fingers with speed and accuracy (providing care)
- Ability to draw medications to syringe, calibrate equipment, taking vital signs, insert catheters, etc.

8. PHYSICAL ENDURANCE:

- Stand, without sitting, (ie: during surgical or therapeutic procedure) for extended period
- Able to walk/stand to complete clinical day (8 ½ shift)- work continuously with 15 min a.m. break and 30 min lunch break
- Sustain repetitive movements and/or move patients (ie: CPR, transfers)

9. PHYSICAL STRENGTH:

- Able to push and pull 50 pounds (ie:stretcher and wheelchair)
- Use transfer techniques in moving and lifting patient in all age groups and weights
- Use upper body strength(ie: CPR, squeeze patient hands, restrain patient

10. MOBILITY:

- Able to maneuver in small spaces(although health care agencies must meet ADA physical access standards, potential patients and equipment may limit the amount of available space in which to move)
- Move independently, twist, bend, stoop, squat, move quickly(ie: respond to emergency)
- Able to walk up at least 1 flight of stairs and down 2

11. EMOTIONAL STABILITY:

- Can establish therapeutic boundaries, provide patient and families with emotional support
- Functions effectively under stress
- Is able to deal with the unexpected (ie: decline in patient condition, crisis)
- Able to focus attention on tasks, monitor own emotions, able to multitask
- Ability to handle strong emotions and help patients and families (ie: grief)
- Assume responsibility for own action
- Able to adapt effectively to changing environments and increasing tension levels in a variety of situations

Revised 8/2024

STUDENT'S RIGHTS AND RESPONSIBILITIES

STUDENT'S RIGHTS – Students have the right to request the following information about the school:

The names of its accrediting and licensing organizations, instructional, laboratory, and other physical facilities, and faculty.

The cost of attendance and policy on refunds to students who drop out.

Financial Assistance available, including information on all federal, state, local, private, and institutional financial aid programs.

1. Procedures and deadlines for submitting applications for each available financial aid program.
2. Selection of financial aid recipients.
3. Determination of financial need. This process includes how costs for tuition and fees, travel, books and supplies, and personal and miscellaneous expenses are considered in the cost of education. It also includes the resources considered in calculating need (such as parental contribution, other financial aid, assets, etc.)
4. How much financial need, as determined by the school, is or may be met.
5. Explanations of each type and amount of assistance in the financial aid package. Interest rate on any student loan and the total amount to be repaid, the length of time to repay, when repayment begins and what cancellation or deferment (postponement) provisions apply.
6. Reconsideration of aid packages, if a mistake has been made, or if enrollment or financial circumstances have changed.
7. How the school determines satisfactory progress.
8. What special facilities and services are available to the handicapped.

STUDENT RESPONSIBILITIES:

1. Review all information about the school's program before enrollment.
2. Complete application for student financial aid, accurately, honestly, and submit it on time to the right place.
3. Know and comply with all deadlines for applying or reapplying for aid.
4. Provide all documentation, corrections, and/or new information requested.
5. Notify school of any information that has changed since application.
6. Read, understand, and keep copies of all forms signed.
7. Repay student loans. When signing a promissory note, the student is agreeing to repay all loans.
8. Complete an entrance and exit interview if a student had a Federal Stafford Student Loan, Federal Plus, or Federal SLS Loan.
9. Notify the school of any changes in name, address, or attendance status.
10. Understand refund policy of the nursing program.

EQUAL OPPORTUNITY SCHOOL

WE BELIEVE THAT:

- A. A person is a thinking, feeling, social being, possessing individual worth and dignity and a variety of basic human needs. Based on the acquisition of theoretical knowledge and experience, an individual is capable of making rational decisions and choices about actions that will meet these basic human needs.
- B. Health is a dynamic process occurring along a continuum between optimal independence in maintaining basic needs and dependency on others for assistance in meeting those needs. Optimum health exists in people when they can achieve their highest level of function throughout the range of human life experiences. Health care is the process of promoting the individual's quality of life through efforts to maintain, restore, or improve well-being, or independence in meeting basic needs.
- C. Nursing is a practice of disciplines that utilizes scientific knowledge and technology in delivering safe, skilled, competent health care to persons of all ages by application of the nursing process. The primary goal of nursing is to effect positive changes in health status by assisting the individual to achieve optimal independence of function along the health continuum. The need for nursing exists when an individual is incapable of maintaining human needs as defined by Maslow's Hierarchy of Human Needs. Nursing involves health promotion and maintenance activities that facilitate the individual's ability to achieve optimal health and independent function. Nursing attributes include the values, attitudes and personal qualities reflecting commitment to the legal and ethical practice of nursing. Practical nursing is the process of sharing in the provision of health care, under the supervision of a registered nurse, physician, dentist, or other licensed health care provider. The Practical Nurse is an integral part of the healthcare team, assisting individuals in maintaining, restoring, or improving health status and functioning as an advocate of the health care consumer. Practical Nursing uses effective and therapeutic communication skills in collaborating with healthcare team members and patients to coordinate the most optimal delivery of nursing care.
- D. Education is the systematic, life-long process of the acquisition of knowledge and experience that enhances the individual's development toward his highest potential as a person and a contributing member of society. Learning is a goal directed process resulting in a change of behavior and understanding. Optimum learning takes place in an environment that:
 - 1. recognizes the individual as a unique human being with worth and dignity
 - 2. facilitates the progression of learning from simple to complex
 - 3. places accountability and responsibility for learning on the learner
 - 4. provides close correlation of theory with practical experience.

WE BELIEVE THAT:

- E. Practical Nursing Education is a process of acquiring knowledge and skills in the provision of safe, effective nursing care. The process is most effective when conducted in an academic setting and concurrent clinical experience. This program curriculum identifies types of nursing situations in which the practical nurse is able to function safely and effectively according to state law. Application of the nursing process and development of clinical judgment and critical thinking skills are essential components of the Practical Nursing curriculum, which is organized in a body systems approach.

The *nursing process* is the problem-solving approach used in developing a plan of care to meet the individual's health needs. It involves assessment, analysis, planning, implementation, and evaluation of care.

Critical thinking is the deliberate process of collecting, interpreting, analyzing and applying information in clinical decision making. Critical thinking skills are demonstrated through clinical judgements which reflect accurate assessments and therapeutic nursing measures.

Clinical judgment is the process of understanding and interpreting the nursing process along with subjective and objective data and then recognizing a need for intervention if indicated. Clinical judgment requires the nurse to recognize signs that a problem exists and then implement and utilize critical thinking skills to respond to those signs.

Reviewed 8/22

ORGANIZING FRAMEWORK

The Practical Nurse is required to develop the ability to:

1. Utilize the nursing process
2. Practice required psychomotor skills
3. Utilize clinical judgment
4. Think critically
5. Communicate effectively
6. Comply with the legal scope of practice, adhere to a nursing code of ethics and function as a patient advocate
7. Utilize educational opportunities
8. Acquire values, attitudes and personal qualities reflecting respect of human dignity and individual rights.

The eight requirements above are formed into end of program student learning outcomes and are addressed at each of the four levels with progression throughout the curriculum.

Each of the end of program student learning outcomes is addressed at every curriculum level with increasing complexity.

The student is expected to demonstrate increasing levels of achievement in meeting the end of program student learning outcomes related to the requirements throughout the program.

Reviewed 8/22

END OF PROGRAM STUDENT LEARNING OUTCOMES

Upon completion of the program, the graduate practical nurse will demonstrate the following entry level competencies:

1. **Utilize, apply, and evaluate the nursing process effectively** in provision of care and health promotion of individual patients and families experiencing multiple health states in acute and long term health care settings.
2. **Demonstrate satisfactory performance of psychomotor skills** in caring for individual patients and families experiencing multiple health states in acute, ambulatory settings, and long term health care settings.
3. **Utilize critical thinking, clinical judgment, and problem solving skills to make decisions** concerning nursing care of individual patients and families experiencing multiple health states in acute and long term health care settings.
4. **Communicate**, apply, and evaluate effectively, via verbal, non-verbal, written and electronic means, in interactions with individual patients, families and faculty members of the health care team and the community.
5. **Demonstrate accountability** in personal practice by:
 - a. complying with the scope of practice of the LPN as governed by the State Board of Nursing
 - b. adhering to a nursing code of ethics
 - c. functioning with guidance as an advocate for the health care consumer
 - d. assuming responsibility for personal actions in providing nursing care.
6. **Utilizes educational opportunities** for personal and professional growth in provision of care and health promotion of individual patients and families experiencing multiple health states in acute and long term healthcare settings.
7. **Demonstrates values, attitudes, and personal qualities** reflecting a commitment to respect human dignity and individual rights.

Revised 9/22

PROGRAM CURRICULUM

Students are required to complete each of the following courses with an 80% or better

Students are required to attend theory: 6.5 hours/day: Clinical/ 7.5 hours/day (*other times may need to be scheduled)

THEORY	HOURS	CLINICAL EXPERIENCE	TOTAL HOURS
LEVEL I		Medical Surgical Inpatient Acute Care	
Life Science	80 Hrs	Clinical Conference	Theory Hours: 260
Nursing Skills I	130 Hrs	• Infection	Clinical Hours: 90
Personal and Vocational Relationships (PVR) I	30 Hrs		
Personal and Community Health	20 Hrs		
Level I Total Hours	260 Hours	90 Hours	350 Hours
LEVEL II		- Medical Surgical Inpatient Acute Care - Specialty Clinics - Level II Medication Pass - Long Term Care - Home Health of the Adult Patient - GI/OR-Observation - Clinical Conferences	Theory Hours: 150 Clinical Hours: 230
Medical Surgical Nursing I	85 Hrs		
Nursing Skills II	40 Hrs		
Nutrition	25 Hrs		
Level II Total Hours	150 Hours	230 Hours	380 Hours
LEVEL III		- Medical Surgical Inpatient Acute Care - Neuro/Trauma - Intensive Care Unit/Emergency Department* - Oncology* - Long Term Care - Obstetrics/Pediatrics - Acute/Chronic/Simulation - Specialty Clinics* - Home Health Pediatric - Clinical Conference *Student must meet clinical and academic readiness	Theory Hours: 160 Clinical Hours: 220
Nursing in the Family Life Cycle I	60 Hrs		
Medical Surgical Nursing II	65 Hrs		
Nursing Skills III (IV Therapy/Skills)	15 Hrs		
Disorders of Psychosocial Adaptation	20 Hrs		
Level III Total Hours	160 Hours	220 Hours	380 Hours
LEVEL IV		- Medical Surgical Inpatient Acute Care - Neuro/Trauma - Intensive Care Unit/Emergency Department* - Oncology - Long Term Care - Obstetrics*/Pediatrics - Acute/Chronic/Simulation - Specialty Clinics* - Home Health Pediatric - Clinical Conferences	Theory Hours: 170 Clinical Hours: 220
Nursing in the Family Life Cycle II	65 Hrs		
Medical Surgical Nursing III	70 Hrs		
Personal and Vocational Relationships II	20 Hrs		
Conference(s)	15 Hrs		
Level IV Total Hours	170 Hours	220 Hours	390 Hours
TOTAL HOURS (1500)	740 Hrs (49%)		760 Hrs (51.5%)

****Clinical Areas marked with an asterisk: Students must meet academic/attendance/clinical requirements to participate.****

1500 Hour Curriculum Change/JOC approved 5/2024/PA BON approved

COURSE DESCRIPTIONS

Life Science	Presentation of basic anatomy, physiology and simple principles of chemistry to understand the interrelationships of organ systems	80 Hours
Nursing Skills I	A theoretical and practical study of the principles underlying the practice of nursing. Skills are introduced from simple to complex	130 Hours
Personal and Vocational Relationships I and II	Designed to assist the student in self-understanding and to guide the student in personal and vocational activities and behavior. Provides background information relevant to the organizational structures, opportunities and commitments in which the student will be involved as a Practical Nurse	50 Hours
Nutrition	Introduction to basic principles of nutrition	25 Hours
Personal and Community Health	Introduction to basic principles of microbiology and communicable diseases	20 Hours
Nursing Skills II	Basic principles underlying the practice of nursing skills and medication administration	40 Hours
Medical Surgical Nursing I	Presents the basic concepts in the management of patients with cardiovascular, musculoskeletal and gastrointestinal medical surgical conditions	85 Hours
Medical Surgical Nursing II	Presents the basic concepts of the management of patients with neurological, sensory, urological and medical surgical conditions	65 Hours
Medical Surgical Nursing III	Presents the basic concepts in the management of patients with respiratory, oncological, endocrinological and dermatological medical surgical conditions	70 Hours
Disorders of Psychosocial Adaptation	Presents basic principles of mental health, mental illness and public health system	20 Hours
Nursing in the Family Life Cycle I	Family structure and normal reproduction, growth and development	60 Hours
Nursing in the Family Life Cycle II	Disorders in reproduction, growth and development, and pediatric disorders	65 Hours
Nursing Skills III	Principles of Intravenous Therapy/ IV insertion	15 Hours
Diet Therapy Pharmacology Cultural Nursing Conferences	Integrated in all theory courses and clinical experiences throughout the program	15 Hours

1500 Clock Hour Curriculum Change/JOC approved: 5/2024

8/24

COURSE and LEVEL OUTCOMES

LEVEL I Maximum Guidance	LEVEL II Moderate Guidance	LEVEL III Minimal Guidance	LEVEL IV Independently
1. Begin to utilize the nursing process in provision of care & health promotion of individual clients experiencing chronic & acute health problems. 2. Begin to demonstrate satisfactory performance of psychomotor skills needed to meet basic health needs of individual patients experiencing chronic & acute health problems. 3. Begin to identify elements of critical thinking & the problem solving process needed to make decisions about the care of individual patients.	1. Continue to utilize the nursing process in provision of care & health promotion of individual patients & families experiencing chronic & acute health problems. 2. Continue to demonstrate satisfactory performance of psychomotor skills needed in caring for individual patients & families experiencing chronic & acute health problems. 3. Continue to recognize elements of critical thinking in problem solving skills in planning care for individual patients & families experiencing chronic & acute health problems.	1. Utilize and apply the nursing process effectively in provision of care & health promotion of individual patients & families experiencing developmental crises, as well as chronic & acute health problems throughout the life cycle. 2. Demonstrate and apply satisfactory performance of psychomotor skills in caring for individual patients & families experiencing developmental crises, as well as chronic & acute health problems throughout the life cycle 3. Utilize critical thinking, judgment, and problem solving skills to make decisions concerning nursing care of individual patients & families experiencing developmental crises, as well as chronic & Acute health problems throughout the life cycle.	1. Utilize, apply, and evaluate the nursing process effectively in provision of care & health promotion of individual patients & families experiencing multiple health states in acute & long term health care settings. 2. Demonstrate, apply, and evaluate satisfactory performance of psychomotor skills in caring for individual patients & families experiencing multiple health states in acute & long term health care settings. 3. Utilize, apply, and evaluate critical thinking, judgment, & problem solving skills to make decisions concerning nursing care of individual patients & families experiencing multiple health states in acute & long term health care settings.

LEVEL I Maximum Guidance	LEVEL II Moderate Guidance	LEVEL III Minimal Guidance	LEVEL IV Independently
4. Demonstrate beginning ability to utilize verbal, non-verbal, & written means to communicate with individual patients, faculty, & members of the health care team. 5. Begin to demonstrate accountability in personal practice by: a. communicating an awareness of the scope of practice of the LPN. b. adhering to a nursing code of ethics. c. identifying the role of the nurse as an advocate for the health care consumer. d. assuming responsibility for personal actions in providing nursing care.	4. Continue to utilize verbal, non-verbal, written, & electronic means to communicate effectively with individual patients, families, faculty, & members of the health care team. 5. Continue to demonstrate accountability in personal practice by: a. communicating an awareness of the scope of practice of the LPN. b. adhering to a nursing code of ethics c. identifying the role of the nurse as an advocate for the health care consumer d. Assuming responsibility for personal actions in providing nursing care.	4. Demonstrate and apply effective communication, via verbal, non-verbal, written & electronic means, with individual patients, families, faculty & members of the health care team. 5. Demonstrate and apply accountability in personal practice by: a. complying with the scope of practice of the LPN. b. adhering to a nursing code of ethics. c. functioning with guidance as an advocate for the health care consumer. d. Assuming responsibility for personal actions in providing nursing care.	4. Communicate effectively, via verbal, non-verbal, written & electronic means, in interactions with individual patients, families, faculty, members of the health care team, & the community. 5. Demonstrate, apply, and evaluate accountability in personal practice by: a. complying with the scope of practice of the LPN. b. adhering to a nursing code of ethics. c. functioning with guidance as an advocate for the health care consumer. d. assuming responsibility for personal actions in providing nursing care.

LEVEL I Maximum Guidance	LEVEL II Moderate Guidance	LEVEL III Minimal Guidance	LEVEL IV Independently
6. Begin to utilize educational opportunities for personal growth in provision of care & health promotion of individual patients experiencing chronic & acute health care problems. 7. Begin to demonstrate understanding of values, attitudes, & personal qualities reflecting a commitment to respect human dignity & individual rights.	6. Continue to utilize educational opportunities for personal & professional growth in provision of care & health promotion of individual patients & families experiencing chronic & acute health care problems. 7. Continue to demonstrate the understanding of values, attitudes, & personal qualities reflecting a commitment to respect human dignity & individual rights.	6. Utilize and apply educational opportunities for personal & professional growth in provision of care & health promotion of individual patients & families experiencing developmental crisis, as well as chronic & acute health problems throughout the life cycle. 7. Demonstrate an understanding and apply values, attitudes, & personal qualities reflecting a commitment to respect human dignity & individual rights.	6. Utilize, apply, and evaluate educational opportunities for personal & professional growth in provision of care & health promotion of individual patients & families experiencing multiple health states in acute & long term health care settings. 7. Demonstrate, apply, and evaluate values, attitudes, & personal qualities reflecting a commitment to respect human dignity & individual rights. Revised 8/22

***Clinical Evaluations APPENDIX D**

CTCLC PN PROGRAM OUTCOMES

1. **60%** or greater of students beginning Level I will complete the program.
2. **80%** or greater of graduates with active nursing licenses will be employed as practical nurses one year after program completion.
3. **85%** of graduates will pass NCLEX-PN on the first attempt.
 - Licensure pass rates will be at or above the national and state mean.
4. **80%** of students will rate the program very good to excellent on senior program evaluation.
5. **80%** of employers will rate graduates as prepared to very-well prepared.
6. **80%** of graduates will rate the program very-good to excellent on a graduate survey.

Reviewed 8/22

SELECTION AND PROMOTION OF STUDENTS

Admission Requirements:

1. Pennsylvania Residency
2. Satisfactory scores on Practical Nursing Entrance Exam
3. High school transcript/GED scores
 - Out of state transcript/foreign language transcript is the responsibility of the applicant to obtain approval/verification from the Department of Education
4. Two Professional (employer, school, teacher, etc) satisfactory references
5. Satisfactory results of information session
6. Admission Committee review
7. Students with English as a second language may be required to sit for TOEFL examination to demonstrate proficiency with English Language

Once accepted to the program admission is contingent on the following:

8. Proof of good physical and mental health as evidenced by
 - Physical exam
 - Proof of completed immunizations or immunity titers
 - Negative 10-panel drug screen
 - Physician verification of ability to perform nursing essential functions.
9. Required Clearances:
 - Act 34 Child Abuse
 - Act 151 State Police
 - FBI clearances that meet requirements of the parent institution, Practical Nursing Program and clinical facilities

Level Promotion is based upon:

1. Achieving a grade of 80% or above every course.
2. Policy of grading system:
 - a. Numerical grades are used in each course
 - b. Students must achieve a final grade of 80% or more in each course
 - c. A grade lower than 80% in any course will result in a student's automatic dismissal
3. Satisfactory clinical performance
4. Compliance with attendance requirements

Graduation requirements:

1. Attendance – Must complete 1500 clock hours
2. Satisfactory clinical performance-meeting clinical student learning outcomes
 - All clinical absences require make up
3. Passing all courses with an 80% or greater.
4. Attendance of ATI Live Review
5. ATI Predictor Examination
6. Class Philanthropy (Community) Project complete with PN Director's/Faculty approval

RE-ADMISSION:

Students requesting a return must follow policy:

- **The student must file an appeal to be readmitted (email: jyontas@ctclc.edu)**
 - **Included in appeal:**
 - **Reason for dismissal**
 - **Detailed Individual Action Plan for Success**
- **The student must be in good financial standing.**
- **The student must meet or repeat all admission requirements (physical, clearances, drug screen, etc)**
- **The appeal will be reviewed by faculty, PN Director, and financial aid and the student will be informed of the decision.**
 1. Students dismissed through the Faculty Review process **will not** be readmitted to the program.
 2. Students who have been dismissed for any cause other than academics **will not be readmitted** to the program. If dismissal is for any cause other than academics, the faculty committee and administration will vote for readmission.
 3. If a student fails a course and desires to be readmitted, consideration of the student's performance in other courses, clinical practice and attendance will be the basis for granting readmission; as decided upon by the admissions committee.
 4. A student may apply to repeat any Level previously failed in order to regain satisfactory academic status.
 - A student may not exceed the maximum number of attempted clock hours, even if aid was not received during all periods of enrollment.
 - The maximum number of attempted clock hours is 150% of the 1500 clock hours required in the PN program or 2250 clock hours.
 - Once a student reaches the maximum amount of clock hours attempted as specified in the program, the student will be ineligible to receive further Title IV aid.
 5. Leave of absence will be approved on an individual basis.
 6. It is not possible for an extended 'leave-of-absence' to be granted to students in the program. A student who must resign due to illness, pregnancy, financial problems, etc..should write a letter of resignation to the PN Program Director. A student who resigns, but wishes to return later should follow the Readmission Policy. If the student desires to take a leave of absence, all financial obligations are to be made. Students should meet with the Financial Aid Coordinator prior to exiting from the program.
 7. Veterans utilizing Veteran Administrative (VA) Education benefits that require a leave of absence due to military obligations will not be penalized academically or financially and may return to complete the program upon fulfillment of these duties. Clock hours missed will be made up at no additional cost to the student utilizing VA education benefits.

Revised 8/24

**ADMISSION POLICY
for
ADVANCED STANDING in the CTCLC PRACTICAL NURSING PROGRAM**

Purpose:

The purpose of granting advanced standing in the Practical Nursing Program is to recognize previous post secondary education and learning.

Applicants:

Applicants eligible for advanced standing are those who have had previous schooling (within three years) in a professional or practical nursing program.

Procedure:

1. Applicants will meet all mandatory admission requirements.
2. Letter from student requesting advanced standing.
3. Achievement of 80% on final examinations for each Level I course **or** provide a transcript that shows successful completion of correlating courses:
 - a. Anatomy and Physiology
 - b. Nursing Skills I
 - c. Personal and Vocational Relationships I
 - d. Personal and Community Health (microbiology)
4. Written evidence of satisfactory completion of at least **90 hours** of clinical experience in a professional or practical nursing program and successful completion of SIM Lab I.
5. Official transcript of nursing education to date.

Placement:

Placement will be made at the beginning of Level II.

Financial:

Student is expected to meet with Financial Aid and complete Financial Aid Process

Level I Coursework:

Student may be required to present for:

- CPR Certification
- ATI coursework

SCHOLASTIC STANDING/TESTING POLICY

1. Any student who earns a final average below **80% in any course** will be dismissed from the program. (**Course Descriptions: page 13**)
2. An **English Language dictionary** will be available for use during Examinations for the student to clarify an unfamiliar word. The student may approach the Faculty member during the test and point out the word that is unfamiliar. The Faculty member will locate the word in the dictionary and show the definition to the student. **All nursing terminology, technical terms, or words from lecture content will not be allowed for clarification.**
3. All student possessions (backpacks, cell phones, books, etc.) must be removed from the desk surface. The student is only allowed to have a pencil and eraser during the Exam period. Any other materials at the discretion of faculty.
4. Faculty may seat the students as deemed necessary for examination security
5. Students may not leave the room during the examination.
6. No exchanges of information or use of resources will be permitted except by the direction of the instructor. (i.e. open book examinations).
7. TALKING/Facial expressions to a classmate during the exam will be viewed as “cheating behavior.”
8. Cheating will result in a ZERO grade and DISCIPLINARY action.
9. **All exams will be timed, including final exams. Generally the time format follows NCSBN NGN guidelines. The length of time allotted is at the discretion of the Faculty member.**
10. When 50% of the course hours have been completed, any student who falls at or below 80% will receive a Guidance and Intervention Form (GIF). The student must present to faculty the Test Performance Analysis Sheet for review at this time. A copy of the GIFs and Test Analysis Sheet will be reviewed with the Director of PN and placed in the student’s file.
11. Student’s receiving a GIF for academic performance must develop with the assistance of faculty, PN Director, or academic advisor a plan of action for improvement.

Testing Accommodations:

1. Students requesting testing accommodations must have an adult assessment on file.
2. Reasonable accommodations will be granted once assessment on file.
3. The Practical Nursing Program fully complies with the Americans with Disabilities Act (ADA). <https://www.ada.gov/resources/testing-accommodations/>
4. The program works with students sponsored by the Office of Vocational Rehabilitation and offers assistance to graduates in requesting appropriate accommodations for their licensing examination.
5. Test accommodations follow the Pennsylvania State Board of Nursing:
 - a. The accommodations requested must be specific (if extended time, for example, 2 hours, separate room, etc.) and in compliance with the federal Americans with Disabilities Act (ADA).
 - b. The assessment MUST be completed by a practitioner authorized to diagnose the condition that establishes the basis for the accommodation request (for example, licensed physician, psychologist, certified registered nurse practitioner, physician assistant, optometrist, or audiologist) (accessed: PA-SBON-2024)

Paper Exam Policy:

1. The student is responsible for complete erasure of changed answers and stray marks on
 - a. the Scantron and/or answer sheet. **Scoring errors will not be credited if caused by incomplete erasure.**
2. At the beginning of each course, the Faculty member teaching the course may provide each student with a Test Performance Analysis Sheet. The student is responsible to complete the Test Performance Analysis Sheet at the completion of review of each test. No class time will be allotted for this activity. The student is responsible to bring the Test Performance Analysis Sheet to each class and to Academic Advisement Meetings.
3. After all students have completed an exam, review of the exam with students will be at the discretion of the Faculty member.
4. Any remediation or review of exams by individual students should be completed no later than one week (or at discretion of faculty) after the exam.
5. The purpose of exam review is for the student to identify areas of required improvement in test performance and to develop a plan of action for that improvement.
6. Final exams and midterms will not be reviewed.
7. No note taking is allowed during review of an exam.
8. The Faculty member's decision on validity of a test question is final.

Examsoft/Examplify Testing Policy

Policy Statement:

This policy applies to all courses that utilize ExamSoft for assessments. Career Technology of Lackawanna County's Practical Nursing Program (CTCLC PN) utilizes an online program for completion of examinations.

Policy:

Students in the PN program will be required to have access to a CTCLC laptop computer meeting the specifications and requirements of the program. Students are able to rent a laptop through the CTCLC PN department for the duration of the program if the need for at home computer is needed.

Students are required to download the Examplify software. CTCLC PN Laptops have the software downloaded by CTCLC IT department. Using this app, students will be able to download exams to take on exam day. Students will be required to download the exam prior to coming to class on the day of the exam.

Examsoft Testing:

1. Students are expected to arrive on the day of the exam with their laptops adequately charged for the duration of the exam. Students should also bring a charger for the computer.
2. Students are responsible for downloading the Examplify application to their CTCLC laptop prior to the exam and ensuring that it is operational by testing with a mock exam provided by the faculty. The download only needs to be performed once per device.
3. Students are enrolled by the Faculty or PN Director into courses in ExamSoft. This provides students with access to the appropriate exams in their courses.
4. It is expected that the exam download is done **24 hours prior to** the start of the exam (unless otherwise noted by faculty). Students receive notification from the faculty prior to an exam instructing the students to download the exam to their device for testing the following day (unless otherwise noted by the instructor).
5. No additional time for testing is provided for students who have not completed the download process as instructed.
6. Students must contact Examplify Tech support for issues with Download or issues.
7. At the start of the Exam, Students will open Examplify on the computer using the CTCLC network.
8. Student should temporarily disable antivirus software prior to starting the exam and close all running programs (ie: email, browser, Google)
9. Attendance is taken by the instructor at the start of the exam. Prompt arrival for the exam is necessary to avoid delays.
10. Once attendance is completed, the instructor will provide students with the exam password to unlock the assessment(exam).
11. All applications will be closed on the student computers by Examplify.
12. Arriving late, needing a break, downloading the exam, etc. does **NOT** result in additional time for the student to complete the exam.
13. When a student has completed the exam, it must be uploaded. The student must show the faculty member the 'green' screen indicating successful upload of the exam, prior to leaving the room. The instructor is not responsible for exams not downloaded correctly.
14. Students will be required to adhere to professional standards of accountability, responsibility, and academic integrity and honesty.
15. Students will be required to adhere to existing testing and academic policies found in the Student Handbook.
16. The consequences for cheating, altering test security, sharing passwords or login, attempting to take the exam outside the proctored area without instructor authorization may include: a grade of zero for the exam, failure of the course, dismissal from the program

STUDENT EXAMPLIFY POLICIES AND PROCEDURES

Before the Exam	• Ensure your device is compatible and you are using the most recent version of Exemplify. • Download the correct exam to the device as soon as possible once released ○ Students who come to class without the download will be placed on the missed test list (Missed test policy will be followed) • Bring device charged with a power cord to class (there may or may not be outlets available) Faculty will not distribute chargers/cords • Disable anti-viral software and close all background programs prior to the exam to help the software run smoothly						
Starting the Exam	• Put all notes and belongings away. Open Exemplify and await the release of the password • Enter the case-sensitive password and click “Start Exam” to begin ○ If instructed, you may need to wait at the yellow screen until the proctor gives permission to start the exam ○ Read each notice window carefully and move forward if you agree to the terms ○ If you have trouble, notify the instructor. Most issues can be resolved by waiting 2-3 minutes for the exam to load, or by restarting the device						
Tips during the Exam	Along the menu at the top of the screen, you will have the ability to: <table border="1"> <tr> <td>Access highlighting tool (if enabled)</td><td>View pre-exam notices</td></tr> <tr> <td>Set an alarm</td><td>View Exam time remaining</td></tr> <tr> <td>Adjust the font size of the questions</td><td>Use Hide exam option if you need to walk away: Note: time does not pause</td></tr> </table>	Access highlighting tool (if enabled)	View pre-exam notices	Set an alarm	View Exam time remaining	Adjust the font size of the questions	Use Hide exam option if you need to walk away: Note: time does not pause
Access highlighting tool (if enabled)	View pre-exam notices						
Set an alarm	View Exam time remaining						
Adjust the font size of the questions	Use Hide exam option if you need to walk away: Note: time does not pause						
Finishing the Exam	• Once the exam is completed, open the Exam Controls tab at the top of the window and select Submit Exam. • A warning will appear to verify you wish to exit the exam. • Select the checkbox to confirm you are finished and ready to upload your exam, and the select Upload Exam. • If the upload is successful, a green confirmation screen will appear. You must show this screen to the instructor before exiting the classroom. If there is an issue uploading the exam, try the following steps: • Click the retry button • Check the Wi-Fi connection • Show the instructor you are finished with the exam: leave the room: and try to upload in a different area.						
Problems during the Exam	If at any time you experience a problem during the exam: notify the instructor: • Most problems can be resolved by restarting your device • Many problems can be avoided by following instructions(disable antivirus, close programs)						

Policy on missed tests/quizzes/assignments:

Missed Test/Quiz=

- Student did not inform faculty to arrange alternative exam/assignment date
 - Student's must submit an MD excuse if absent due to illness to be exempt from Missed test deductions.
1. When a quiz/test is missed-
 - **Tardy:** The student is expected to take the quiz/test ***immediately*** upon return.
 - **Absent:** It is the responsibility of the student to seek out the faculty member and Administrative Assistant **by 8:00 AM** on the next scheduled class day. Failure to follow this procedure will result in the quiz/test being counted as missed.
 2. **Missed Test/Quiz/Assignment: (Per Level)**
 - **1st: 10% deduction**
 - **2nd: 20% deduction**
 - **3rd: 30% deduction**
 3. Unexcused absence for a **final exam** will constitute an automatic course failure and immediate dismissal from the program.
 4. Any student identified with **habitual tardiness** on exam dates will be notified that the next late arrival on a test date will be considered a missed test.

Assessment Technologies Institute (ATI)

ATI Examinations:

Critical Thinking Assessments:

- Proctored assessments to determine students' overall performance on specified critical thinking skills.

ATI Content Mastery Series:

- Web-based curriculum examinations provide students with direct feedback on deficiencies.
 - Fundamentals of Nursing
 - Adult Medical-Surgical
 - Nursing Care of Children
 - Maternal-Newborn
 - Mental Health
 - Community Health
 - Pharmacology
 - Leadership
 - Nutrition for Nursing

ATI Predictor Exam:

- This examination is given during PVR II.
- The PROBABILITY of PASSING grade is useful in determining readiness to sit for the NCLEX-PN exam. Data demonstrates that students who obtain a 90% or greater probability score have a good chance of passing the NCLEX-PN on the first attempt. This is not a guarantee. Students must continue to work and prepare as recommended by the PN program.

Live Review:

- Students will attend a scheduled LIVE review provided by ATI
- Mandatory attendance as a graduation requirement

Records Management:

- Students are required to upload Vaccines, clearances, drug screenings, and any other required materials to the ATI records management site
- Students are expected to pay a fee of **\$75/Level** to maintain records

STUDENT HEALTH PROGRAM

Although not mandatory:

EACH STUDENT IS ENCOURAGED TO CARRY MEDICAL HOSPITALIZATION INSURANCE TO PROVIDE FOR ANY MEDICAL OR SURGICAL NEEDS THAT MAY ARISE

PRE-ADMISSION REQUIREMENTS

The following must be completed and results submitted to the Clinical Coordinator or Administrative Assistant **prior to admission to the PN program**

Complete Physical Examination-must be completed on the PN physical form

- A. The exam report will also include results of the following tests:
 1. Tuberculosis screening:
 - Two Step Mantoux Test (between tests it has to be 7 to 20 days)
 - QuantiFeron Lab test
 2. Rubella Titer -- if not immunized or loss of records
 3. Rubeola Titer -- if not immunized or loss of records
 4. Varicella (history of disease)
- B. The report of the physical examination will include a record of immunization and/or titer:
 1. Tetanus (within 10 years)
 2. Measles, Mumps, Rubella (MMR)
 4. Varicella -
 - History of Disease
 - Vaccination
 5. Hepatitis B:
 - No student will be admitted without documentation of Hepatitis B immunization;
Hepatitis B immunization in progress,
Declination waiver form signed by the student and a licensed health care provider.
 6. Hepatitis A and C
- C. Immunizations and screenings to be completed as required by clinical facilities and governing institutions.
- D. Students not in compliance with immunization or physical requirements will not be permitted to attend clinical experiences. This may result in dismissal from the program as the student is unable to meet student learning outcomes.

STUDENT HEALTH PROGRAM, CONT'D:

***FLU VACCINE:** A flu vaccine will be required during the fall (a date will be noted once determined by clinical facilities).

- No student will be allowed to continue without documentation of a complete flu vaccination form signed by the student and a licensed health care provider.
- Students who cannot obtain the vaccine must sign a refusal form and provide documentation of reason.
- Students must follow clinical facilities and program guidelines for students without vaccines.

***COVID VACCINE:** Although no longer mandated, if a clinical site requires the vaccination or documentation of refusal, the student is required to abide by the rules of the clinical site.

- If the student is not able to meet the requirements for clinical experience, the student will be dismissed from the Practical Nursing Program due to noncompliance of the policy.

HEALTH STATUS CHANGE AND MEDICAL CLEARANCE POLICY

Any student enrolled in the nursing program who experiences a significant change in health status (physical or mental) that may affect their ability to meet the technical standards, perform clinical duties, or safely participate in educational activities is required to submit documentation from a licensed healthcare provider clearing them for continued participation in the program. An essential function form will be provided to the student for completion by the licensed healthcare provider.

Definition of Change in Health Condition:

A change in health condition includes, but is not limited to:

- Surgery or hospitalization
- New or worsening chronic illness
- Changes in medication that may interfere with essential functions
- Injury affecting mobility, dexterity, vision, hearing, or cognition
- Diagnosis of a communicable disease
- Mental health crisis or newly diagnosed mental health condition
- Pregnancy complications or restrictions
- Any condition that impairs the student's ability to perform essential functions of a nursing student

Procedures:

1. Notification:

- The student must notify the Program Director of any relevant change in health status as soon as possible.
- If the change occurs during clinical, the student must also inform the clinical instructor immediately.

2. Medical Evaluation:

- The student must submit the completed Essential Function Clearance form from a licensed medical provider stating:
 - The diagnosis or nature of the health condition (as appropriate)
 - Any restrictions or limitations
 - A statement of medical clearance to return to all nursing program activities, including clinical participation

3. Review Process:

- The Program Director or designee will review the medical documentation.
- Clearance for return to classroom or clinical may be delayed if documentation is incomplete or indicates risk.
- Additional evaluation may be required by a designated college health professional or occupational health service.

4. Temporary Leave:

- If the student is unable to obtain clearance or if the restrictions recommended will deter the student from completing the student learning outcomes of classroom or clinical practice, they may be eligible to request a Leave of Absence (LOA) as outlined in the program's LOA policy.

Confidentiality:

All health information will be treated in accordance with HIPAA and FERPA regulations and kept confidential.

STUDENT HEALTH SERVICES

1. An accident insurance policy will be purchased for each class. Any accident must be reported promptly and an accident report plus the insurance form must be filled out by the student and physician, if necessary. A copy of the form will be maintained at the school and the original will be sent to the insurance company. Forms can be obtained from the Administrative Assistant.
2. If a student becomes ill or is injured while on campus, the student **must** report this to a faculty member, the Clinical Coordinator, PN Director, or the administrative assistant of practical nursing. The student will be directed to the School Nurse if requested.
3. Students who are aware that they have been exposed to a communicable disease must report it to their instructor and/or the Director immediately to ensure appropriate measures are planned and implemented. A written and signed medical release from a qualified health care professional must be submitted prior to return to the program.
4. If a student becomes ill or injured while in the clinical area, the student will be referred to the Emergency Department of the affiliating agency. **Fees for these services are the responsibility of the student.**
5. Should a student sustain an injury at school or in the clinical area, the instructor and/or student **must** complete an accident report and submit the report to the Clinical Coordinator or PN Director.
6. In the event of exposure to body fluids, the student will follow the protocol of the clinical facility. **Fees for any medical follow-up are the responsibility of the student.**
7. The student's file will contain a cumulative health record.
8. In the event that the student develops a disabling physical condition during the school year, the student must obtain written approval from a health care provider to remain in the program. If a health care provider's approval is not granted, the student must apply for a leave of absence until he/she is able to resume educational activities with the health care provider's approval.
9. An extended leave of absence will require withdrawal. (Re-Admission Policy to be followed for return).
10. Except for emergency situations, medical and dental appointments for students and family should be arranged for after school/clinical hours.
11. A health care provider's excuse may be required when absent three (3) days or more.

LIABILITY INSURANCE

In the event of any legal action following clinical experience, each student is Protected by Career Technology Center of Lackawanna County Practical Nursing Program's liability insurance.

- Students are not permitted to perform any skill without permission from the instructor on the clinical site. Students must have completed the skill with satisfaction in the Nursing Skills course prior to performing any skill

MENTAL HEALTH RESOURCES

- The quiet space for Practical Nursing students is reserved for students needing a calm space. It is not to be used for acute, life-threatening situations.
- Students in acute crisis will be referred to the CTCLC school nurse.
- Students may sign out the space and a noise machine if needed with the Administrative Assistant.
- Students may remain in the space for no longer than 15 minutes.
- A list of current Mental Health Resources is available if requested.

INFECTIOUS DISORDERS POLICY

1. All health occupation educational programs shall adopt the following policy regarding student contact with an infectious disorder:
 - A. A student will not be assigned to care for any patient diagnosed or suspected as having an infectious disease until successful completion of didactic and clinical education.
 - B. All students and instructors will follow the guidelines for patient contact as defined by the Center for Disease Control in terms of body substance isolation and personal protective equipment.

Revised 8/24

PREGNANCY POLICY

1. Purpose and Scope:

The purpose of this policy is to establish guidelines for pregnant students enrolled in the Practical Nursing Program and Career Technology Center of Lackawanna County (CTCLC-PN) to ensure a successful learning environment while meeting curriculum guidelines.

2. Eligibility

This policy is applicable to pregnant students enrolled in CTCLC-PN who require temporary accommodations due to childbirth provided they supply the appropriate medical documentation.

3. Grace Period and Virtual Attendance:

Upon delivery, pregnant students are entitled to a 5–day grace period, during which they may work (clinical) virtually and attend classes via Zoom without the risk of dismissal.

To qualify for the grace period, the student must provide documentation of hospitalization related to the delivery.

The student must also obtain a clearance letter from a medical provider, confirming their ability to return to regular clinical assignments without restrictions at the conclusion of the 5-day grace period.

It is suggested the student obtain a clearance letter from a medical provider confirming the ability to return to regular clinical assignments without restrictions upon return to the PN program. This is to ensure the safety of both the student and patient population. It is up to the student to ensure safety.

4. Return to Regular Program Participation:

After the 5-day grace period, students are expected to resume regular in-person attendance and participation in clinical, classroom, lab, and sim assignments. Failure to return within the stipulated time frame may result in withdrawal from the program.

5. Withdrawal and Future Enrollment:

If a student is unable to return to the program after the 5-day grace period, they are required to officially withdraw from the program.

Students who withdraw due to childbirth are eligible to return and resume their studies in a future term within one year from the date of withdrawal.

Upon return: students must re-enter the Level from which they withdrew.

Pregnancy Policy: Continued:

6. Financial Responsibility:

Students are responsible for reviewing financial responsibilities and financial aid with the Financial Aid office

7. Failure to return within One Year:

Failure to re-enroll and continue program progression within one year from the withdrawal date will disqualify the student from further participation in the Career Technology Center of Lackawanna County Practical Nursing Program

8. Confidentiality

All medical documentation provided by the student will be treated with the utmost confidentiality and shared with only those relevant program administrators and faculty on a need-to know basis.

Title IX coordinator information is provided below if needed.

Title IX Coordinator:
Dominick Carachilo (570) 346-8471 ext. 134
Career Technology Center of Lackawanna County
3201 Rockwell Avenue
Scranton, Pennsylvania 18508
dcarachilo@ctclc.edu

It is the responsibility of the student to keep the Director informed of the pregnancy progress and any changes in plans or concerns with the ability to follow policy.

Adopted 3/2024

ACADEMIC ADVISEMENT PROGRAM

1. Objectives:

- a. To assist the student in identifying academic needs and goals.
- b. To assist the student with adjustment to the school environment through understanding of self, family and community.
- c. To provide the student with the opportunity to evaluate progress in the educational program and encourage self-reflection.

2. Procedure:

- a. An information session will be held with each student and either the Director of Practical Nursing or a faculty member following the entrance exam to clearly explain demands and expectations of the program.
- b. Each student will be assigned a faculty academic advisor during Level I. At least one conference will be scheduled prior to starting Level I clinical. When student's progress to Levels II, III and IV academic advisement meetings will take place as needed with faculty and/or program director.
- c. Students are responsible to thoroughly complete and bring to conference:
 - Risk Assessment Form
 - Test Performance Analysis Sheets and/or Google Classroom grading for each current course
- d. A record of conference sessions will be included in each student's file. Students considered moderate to high risk will schedule follow up appointments with the advisor immediately and continue advisement as needed until risk is minimized. All students have the option to schedule follow up appointments with their advisor at the beginning of all subsequent levels of the program or as needed.
- e. Faculty members will be available as academic advisors as requested during office hours.

Reviewed 10/22

STUDENT LEADERSHIP ORGANIZATION

1. OBJECTIVES

- a. To promote cohesiveness and cooperation among class members
- b. To represent the interests of the students by nominating class members to act as representatives of the class
- c. To assist in planning social, recreational, and extracurricular activities
- d. To promote harmonious relationships between students, faculty, and staff.

2. MEMBERSHIP

- a. Each class shall elect three class members and one (1) alternate to act as the Class Representative(s). Should a representative fail to follow the qualifications, that representative will be dismissed from the leadership team and the alternate will resume duties.
- b. Representative Qualifications:
 - i. Cumulative Average $\geq$ 90%
 - ii. Minimal absences/tardiness
 - iii. Satisfactory Clinical Evaluations/Simulation performance
 - iv. Free from disciplinary Guidance and Intervention Forms/probation.
- c. Any representative not meeting the qualifications throughout the program will be removed from position. If needed, a new representative will be elected by the class.
- d. The representative(s) or any class members are encouraged to take an active part in the governance of class concerns and activities.
- e. All students actively enrolled in the class will be voting members
- f. The Faculty Mentor and/or PN Director will attend meetings and act as Chairperson.

3. REPRESENTATIVE DUTIES

- a. One representative to attend faculty meetings to voice student needs and concerns
- b. Assist in planning Community Project
- c. Assist in planning of graduation activities
- d. Fundraising/lounge snacks and drinks/monetary collections

4. FACULTY MENTORSHIP

- a. Class Representatives will be mentored/monitored by faculty members in:
 - i. Graduation Planning
 - ii. Community Project
 - iii. Fundraising/lounge snacks and drinks/monetary collections

At no time is a class representative to be involved or be responsible for any personal concerns, individual academic concerns, or behavior concerns with any student. Questions of such are to be directed to the Faculty Mentor or PN Director.

Adopted 11/2024

NURSING STUDENT ENGAGEMENTS

Outstanding Clinical Award (Clinical Excellence Award)

The Outstanding Clinical Award is presented to a student who demonstrates exceptional clinical competence, to include skills progression, critical thinking, leadership, time management, attendance, and a positive attitude in the clinical and simulation setting.

The criterion for the Outstanding Clinical Award includes:

- Demonstrates progression in the clinical settings throughout rotations
- Completes all clinical assignments satisfactorily and timely
- Displays critical thinking and clinical judgment skills in nursing practice
- Readily assists other students in the clinical setting with care, documentation, etc.
- Takes ownership for learning in the clinical setting by seeking out learning opportunities for continued growth in the nursing profession
- Display teamwork by supporting all nursing, non-nursing and unlicensed personnel in the clinical setting
- Demonstrates effective and therapeutic communication skills with patients, families, students, faculty, and members of the health care team.
- Maintains a positive attitude in the clinical setting
- Able to accept constructive criticism

National Association of Licensed Practical Nurses

The National Association of Licensed Practical/Licensed Vocational Nurses (NALPN) was founded in 1949 to outline a professional organization that encompasses licensed practical nurses and students. The mission of the association is to foster high standards of nursing care and promote continued competence through education/certifications and lifelong learning with a focus on public safety (NALPN, 2022).

- Students joining the Association and demonstrating membership will be awarded with an NALPN pin for graduation.

CTCLC PN Honor Recognition:

Students in the CTCLC PN program will receive graduation recognition:

- **Valedictorian:** Highest GPA: student will speak at graduation
- **Salutatorian:** 2nd Highest GPA
- Students maintaining Final average greater than **93%**.

CTCLC PN Leadership Recognition:

Students demonstrating leadership during the PN program will receive graduation recognition.

CTCLC PN Philanthropy/Community Service Project

All students must complete a philanthropy project as a class prior to graduation. Project must be presented to the Director and faculty for approval.

LEARNING RESOURCE CENTER POLICY

1. Learning Resources are procured from the Career Technology Center Practical Nursing Budget.
2. Texts, audio, or visual resources with a copyright date greater than ten years will either be discarded or, if considered to have continued value to learning, marked historical.
3. Faculty and/or students noting a need for additional learning resources may submit a request to the Director of Practical Nursing.
4. Class Representatives will represent on the Learning Resource Committee as well as report concerns and/or recommendations to the faculty and learning resource committee.
5. The Learning Resource Committee will meet at least once each year and as needed.
6. Books from the Learning Resource Center are not to be removed without signing them out and may be signed out for a one (1) week period by:
7.
 - a. Signing the card in the back and indicating the date borrowed.
 - b. Giving the card to the program Administrative Assistant.
 - c. Returning the book to the Administrative Assistant
8. The Learning Resource Center will be reimbursed for missing books from the student activity account or by the responsible student.
9. Audiovisuals, webinars, videos are available to be viewed on premises and must be signed out appropriately.
10. Students will be provided with an approved and current list of e-journals and websites for reference through the “Approved Website and Search Engine” Document.

Revised 3/25

TECHNOLOGY PLAN

- Overview:** In keeping with workplace demands, the faculty of the Career Technology Center of Lackawanna County Practical Nursing Program developed a plan to improve technological competence of faculty and program graduates.
- Goals:**
1. Incorporate technology into all aspects of the Practical Nursing Program.
 2. Prepare graduates who are literate in basic computer function and application.
 3. Prepare graduates who could master the computer skills necessary to successfully navigate the computerized NCLEX-PN exam.
 4. Provide faculty with resources and technical support necessary to stay current in technical aspects of nursing education.
- Plan:**
1. All full-time Practical Nursing Program faculty offices will be furnished with up-to-date desktop computers and access to printing capabilities.
 2. All Practical Nursing Program faculty will have tablet/laptop computers and appropriate software available for clinical instruction.
 3. Software will be purchased as requested by faculty to reflect current curricular requirements.
 4. Appropriate software will be available to students to sign out for use in the Learning Resource Center Computer Lab only.
 5. Current NCLEX-PN preparatory software will be available to students to sign out for use in the Learning Resource Center Computer Lab only.
 6. Course outlines will reflect the use of appropriate software to reflect current curricular requirements. Student assignments utilizing software will be made appropriate to the curriculum.
 7. Practical Nursing Program students will demonstrate competence in assigned nursing/patient simulation.
 8. The Technology Plan will be reviewed every five years, or as necessary.

Reviewed 4/25

POLICY OF IMPLEMENTING NEW/REVISED POLICIES

The faculty and Director of the Practical Nursing Program reserve the right to amend or add Policies at any time during the program.

When a new policy is reviewed and approved by the faculty and Director of the Career Technology Center Practical Nursing Program, the faculty and/or students will be informed in the following manner:

1. The Director will inform the faculty and/or students of the new policy and the date on which the policy will go into effect.
2. Faculty and/or students will sign and date an attestation indicating that they have been informed about the new policy and that they agree to follow the policy.
3. The documentation will be maintained in a file in the Director's office. Documentation will include: date/policy/procedure change/signatures.
4. A student's refusal to sign the new/changed attestation document will not negate the policy change.

Revised 8/24

PROCEDURE ON FILING OF A POST-SECONDARY STUDENT GRIEVANCE

DEFINITIONS

Grievance:	A formal written complaint which furnishes sufficient background concerning the alleged violation, misinterpretation or inequitable application to identify persons, actions and/or omissions that lead to the allegation.
Grievant:	Any Post-Secondary student aggrieved by a decision or condition.
Student:	Any person enrolled as a Post-Secondary student in an educational or extra-curricular program authorized by the Career Technology Center of Lackawanna County Board Joint Committee.
Joint Committee's Agent:	The Administrative Director of the Career Technology Center of Lackawanna County Board Joint Committee.
Respondent:	Career Technology Center of Lackawanna County Joint Operating Committee.
Compliance Officer:	The Career Technology Center of Lackawanna County's employee or employees designated with the responsibility of investigating complaints.

General Provisions

1. A grievance must be filed within ten (10) days of the date of the circumstances which occasioned the grievance.
2. No person shall suffer recrimination or discrimination because of participation in this grievance procedure.
3. Whenever possible, hearings will be scheduled during a mutually convenient time that does not conflict with regularly scheduled school programs.
4. Confidentiality will be observed pending resolution of the grievance or final decision by the Joint Committee.
5. Nothing contained herein shall be construed to limit in any way the option of the Career Technology Center of Lackawanna County and the grievant to resolve any grievance mutually and informally.

The complaint/grievance policy and the table of complaints/ grievances are as follows:
PROCEDURE ON FILING A POST SECONDARY STUDENT GRIEVANCE

Level I

The grievant shall first discuss the grievance with the School Supervisor within the (10) days of the alleged occurrence with the objective of resolving the issue informally.

The School Supervisor shall investigate the complaint with parties concerned in the grievance within the (10) calendar days of the grievance filing.

The School Supervisor shall issue a written report of the recommendation for the resolution of the grievance within five (5) days after the conclusion of the investigation.

Level II

If the aggrieved person is not satisfied with the disposition of the grievance at Level I, or if no decision has been rendered within ten (10) school days after the presentation of the grievance, the aggrieving person may file the grievance in writing to the Administrative Director within five (5) days after decision at Level I. Within ten (10) school days after receiving the written grievance the Administrative Director shall submit his/her decision in writing to the grievant.

Level III

If the grievant is not satisfied that the disposition of the grievance at Level II, or if no decision has been rendered within ten (10) school days after the grievance was submitted to the Administrative Director, the grievant may submit his/her grievance to the Joint Operating Committee

Level IV

Within thirty (30) days after the receipt of the grievance by the Joint Operating Committee, a decision shall be rendered. If the grievant is not satisfied by the disposition of the Joint Operating Committee, the grievant may request a hearing before the Joint Operating Committee. Upon conclusion of the hearing before the Joint Operating Committee a formal written response will be sent to the grievant within ten (10) days of the hearing. The Joint Operating Committee decision will be final.

POLICIES FOR STUDENTS

1. Classroom Dress, Uniform Regulation, Personal Grooming:

Students are required to look professional in class and clinical

A. Clinical Uniform:

1. All students must wear the school's approved uniform on assigned clinical days. Uniforms are to be worn **only to and from clinical areas**.
2. Uniforms must be cleaned, neat, and wrinkle-free with proper fit. Alterations are at the student's expense.
3. Sweaters, sweatshirts will not be allowed. **Plain white** long or short sleeve white T-shirt may be worn under the uniform top. Only approved PN lab jackets are allowed.
4. Wedding rings and a watch (**no Smart Watches**) may be worn with the uniform. In addition, **one pair of small post pierced** earrings (one earring/ear) will be allowed, no other visible pierced areas will be tolerated (**this includes nose and tongue rings**). Gauge earrings **must** be flesh tone in color. Nose rings may be clear or flesh tone.
5. Hair will be kept **off the collar** at all times and contained in a manner that limits risk of contamination. Hair bows and ornaments are not allowed. Small headbands are allowed (white, black, blue)
6. All visible tattoos must be covered while in uniform, with the exception of hands/face.
7. Students will wear **appropriate** white shoes (no canvas, holes, or nylon), and solid color socks **at least ankle high** (infection control).
8. Compression socks are allowed: **white, black, or blue. No designs**
9. Fingernails are to be trimmed short and clean. If the clinical instructor determines fingernails are too long to be safe for patient care, they must be cut prior to the next assigned clinical day or you will be denied access to the clinical area. Artificial and/or Gel nails are **not** allowed. Nail polish is prohibited.
10. Photo ID must be worn **at all times (above the waist)**
11. Hair cannot be dyed an **unnatural color**. To clarify, if you cannot be born with it, you cannot have it on clinical). Hair worn neatly off the neck.
12. Facial hair (beards, mustache) must be neatly trimmed and contained.
13. No cologne, perfume or strong scents (including cigarette smoke).
14. Chewing gum is not allowed while in uniform
15. Cultural and Religious exemptions will be considered dependent upon clinical institution policy, infection control and patient communication principles
16. Students must comply with any additional uniform policy of each clinical facility and clinical faculty..

Any violation of clinical uniform policy will result in **dismissal from the clinical area** resulting in missed clinical day(s).

B. Simulation/Lab attire

Pre-clinical SIM Lab testing:

1. Students are required to wear clinical uniform and comply with all above stated uniform requirements: Section 1A.
2. Students attending **clinical in the simulation labs (ie: CTC Hospital)** are required to follow all aspects of the uniform policy.
3. Students practicing in the lab, open lab, or Nursing Skills
 - a. ? scrubs of any color (unless otherwise directed by faculty)

POLICIES FOR STUDENTS

- b. No coats
- c. No food/drink in lab area
- d. Proper footwear (no open toed shoes, flip flops, etc)

C. Classroom Attire:

As a member of the nursing profession, the practical nursing student should maintain a professional appearance. Appropriate street clothes are to be worn for all classroom experiences.

1. Student dress, hairstyle, etc for class and school occasions should reflect good taste and maturity.
 - No flip flops. Footwear must be kept on at all times.
 - All bottoms (ie: pants, jeans, shorts, skirts, etc) and dresses must be approximately mid thigh or longer.
2. Attire considered unsuitable:
 - No half-shirts, cut-offs shirts, tank tops, low necklines, strapless tops, spaghetti straps, halter tops or any clothing that reveals a bare midriff on any student. No pants/jeans hanging low, must not see underwear or bare skin when bending.
 - Any type of clothing not covered under this code that disrupts the educational process or safety will not be acceptable.
 - Pajamas/lingerie is not permitted
 - Student will be required to cover up or be sent home for proper attire (note: time will be docked as policy).
3. Photo I.D. badge must be worn at all times (above the waist).

Any violation of classroom attire will result in dismissal from classes for the day (student will be docked appropriate time)

D. Classroom attire when speaker, Virtual meetings, career fairs, etc.

Students will wear business casual attire: “*Business casual attire is broadly defined as a code of dress that blends traditional business wear with a more relaxed style that’s still professional and appropriate for an office environment.*”(indeed.com: 2024).

Students may choose to wear the clinical uniform for these occasions.

Students are required to look professional for graduation

E. Graduation Attire:

1. **All** graduates must wear the school’s approved uniform for graduation.
2. Students must order through Med-Plus (Dickson City, PA)- Students may not make changes to the graduation uniform without Director approval.
3. Uniforms must be clean, neat, and wrinkle-free with proper fit. Alterations are at the student’s expense.
4. Sweaters, sweatshirts, lab jackets will not be allowed. **Plain white** long or short sleeve white T-shirt may be worn under the uniform top.
5. Undergarments must be neutral in color.
6. Students will wear **appropriate** white shoes (no canvas, holes, or nylon).



7. Shoes for graduation shall be clean.

8. White socks only. If wearing skirt/dress option: must wear white tights
9. Wedding rings and a watch (**no Smart Watches**) may be worn with the uniform. In addition, **one pair of small post pierced** earrings (one earring/ear) will be allowed, no other visible pierced areas will be tolerated (**this includes nose and tongue rings**). Gauge earrings **must** be flesh tone in color. Nose rings may be clear or flesh tone.
10. No other jewelry is allowed during the graduation processions and ceremony.
11. Hair should be kept neatly off the neck as per previous clinical guidelines. Hair should not be an unnatural color as per previous clinical guidelines.
12. Hair bows and ornaments are not allowed. Small headbands are allowed (white)
13. Tattoos are not required to be covered for the graduation ceremony.
14. Fingernails are to be trimmed short and clean. Students wearing artificial nails and/or nail polish shall keep nails short and neat. Colors should be neutral
15. Make-up should be kept neat and minimal
16. Facial hair (beards, mustache) must be neatly trimmed and contained.
17. No strong cologne, perfume or strong scents (including cigarette smoke).
18. Chewing gum is not allowed during the procession or graduation ceremony
19. Cultural and Religious exemptions will be considered upon review with the Director and faculty.

Students reporting out of dress policy for graduation will not be allowed to join the procession or ceremony.

Adopted 3/2025

2. Employment:

It is strongly suggested students not work full time while enrolled, nor work 11:00 AM to 7 A.M. (ie: nights) shift while enrolled in the CTCLC Practical Nursing Program

Students **MAY NOT** work as “practical nurses” nor may they wear the school uniform or in any way be identified as “student practical nurses” while working.

Any student whose class work or clinical performance is considered to be deficient as a result of employment will be advised to limit such employment.

POLICIES FOR STUDENTS

3. ABSENT/TARDY: CLASS TIME: CLINICAL TIME

Missed time in class is deducted in ¼ day increments (ie: if you are not in your seat at 8:30 you will be docked ¼ day)

The following absent time will be docked accordingly:

- Student not present when faculty member takes roll in AM: **¼ day**
- Student not present when faculty member takes roll in PM: **½ day**
- Student leaves at morning break: **¾ day**
- Student leaves at lunch: **½ day**
- Student leaves after lunch but prior to schedule dismissal: **¼ day**

Excessive tardiness or early departures will be reviewed with faculty and Program Director for possible disciplinary action

- Any **clinical** tardiness, early dismissal, or removal for any reason will result in a missed clinical day, no matter the time.
- Any material, lecture, testing or test review missed by the student due to tardiness or absence will be handled at the discretion of the individual faculty member.

3A. Class Time: 8:30 a.m.-2:30 p.m.

- Students are expected to be ready for class to start promptly at 8:30 a.m.
- Students are expected to be prompt returning from break or lunch times (late arrival from break/lunch: Docked missed time).
- If a student is in the building, but unable to sit in seat for 8:30 a.m., the student must notify the instructor or Administrative Assistant.

The instructor has the right to “lock the door” when class starts. Any student who is late will have to wait until the next break to enter the classroom (or at the discretion of the faculty member)

- Missed material is the responsibility of the student.

Attending class is congruent with success in this program. If tardy due to an appointment, documentation should be provided to avoid tardy probation policy

- **Tardy (without documentation):**
 - **Third offense: written warning**
 - **Fifth offense: Probation**
 - **Failure to follow probation may lead to Faculty**
- Students absent or arriving late to class..must email (molivetti@ctclc.edu) and instructor or call the PN program (570) 346-8728 at least ½ hour prior to start time (leave a message).
- Students leaving prior to dismissal time, must notify the Administrative Assistant, the Program Director or a faculty member.

3B. Clinical Time: 6:30 a.m.-2:30 p.m.

- Clinical times may vary with clinical facilities and clinical experiences
- Obstetric clinical may run **7am-7pm** depending on unit availability.
- Travel, traffic, directions, or shuttle service is not an excuse for tardiness
- Students must be prompt and prepared for clinical



- Students absent from clinical practice must notify their assigned faculty member and leave a message with the PN department by 6:00 a.m. (in addition, follow policy of individual clinical instructor)
- Clinical Make-up time is at the availability of clinical units and clinical faculty.

Late arrival for clinical and early dismissal from clinical are prohibited. Students should refrain from scheduling appointments on clinical days.

Any student who reports to the clinical area and is deemed too ill or not prepared to be there, will be excused and will be charged with a day of absence. The clinical faculty member has discretion to dismiss a student from clinical.

Students not prepared with correct and complete clinical paperwork will be dismissed from the clinical site.

***Students absent from clinical practice are prohibited from attending conferences or clinics until faculty member deems appropriate to return*.**

3C. Clinical Absences

- Students will be required to make **up ALL clinical absences-prior to progression to the next level** (unless approved by PN Director)
Clinical Make up fee is **\$75 per day for each missed clinical date***
(This amount is subject to change yearly). Make Up fee must be paid prior to Final Exams
- Make-up time will be at the discretion of the Practical Nursing Program.
Students will register for make-up time according to the schedule supplied by clinical faculty availability and clinical facility availability.

3D. CLASS AND CLINICAL TIME INFORMATION

PLEASE NOTE: telling a classmate does not follow policy and will be considered a **no call/no show.** (Hospital Standards: This is considered patient abandonment)

Failure to comply with protocol or no call/no show will result in the following disciplinary action:

- 1st offense results in a written Guidance and Intervention Form;
- 2nd offense results in probation, subject to the guidelines of probation;
- 3rd offense results in faculty review.

Following any absence, the student will be required to sign the attendance record with the Administrative Assistant to verify absence—upon return to the school. Absences or tardiness are to be reported by the student only-failure to do so will result in no call/no show.

Students will not be excused prior to scheduled dismissal time, for any reason including appointments. If the student finds it necessary to arrive late or leave early for an appointment, the student is responsible for notifying the PN department according to the above guidelines.

POLICIES FOR STUDENTS

4. ABSENT POLICY:

Students are required to complete #1500 clock hours ..

Students are expected to attend **ALL** scheduled classes and clinical experiences. The program is accredited as a Face-to-Face program and has full approval of the Pennsylvania State Board of Nursing which requires 1500-hours to be completed by practical nursing students to earn the practical nursing diploma. In addition, Title IV Direct Loan Funds and Pell Grants also require conformity to clock hours.

An attendance record is maintained by the Administrative Assistant and must be signed by the student with every absence/lateness/early dismissal.

CTCLC Practical Nursing recognizes that illness, family emergencies and catastrophic events will occur over the course of the program. To allow for these problems the Program maintains a policy that provides students with an adequate allocation of excused absent days. These days are to be used for sickness, family emergencies, court days etc.

4A. Theory absences: Students may not roll over days to the following level if not used.

Level I	4
Level II	4
Level III	4
Level IV	4

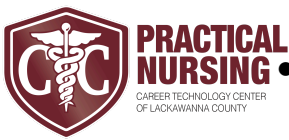
The faculty will consider extenuating circumstances individually.

All issues concerning student's attendance are confidential.

Program dismissal will result: If the student accrues above the allowable number of days

4B. Clinical Absence Probation Policy

- Absence from clinical disrupts the progressive learning process for psychomotor skills, clinical judgment, critical thinking, and evaluation: therefore:
- All make-up fees must be paid in full **prior** to scheduled make-up time.
- Students must attend at least 85% of the clinical rotation.
Ie: if the clinical rotation is 6 weeks (12 days)-the student cannot miss more than **2 days**. Appropriate documentation is required: MD, Court, Obituary.
- Students missing more than this time during a rotation are not eligible for clinical evaluation and will be placed on probation and clinical remediation.
- Students who call off/no show to make-up clinical will **not** be refunded the \$75 fee. Students must notify the Clinical Coordinator to reschedule the clinical date to be approved by the PN Director. Students are required to re-submit a fee of \$75 per day. A Medical excuse is required for any missed make-up clinical days-to be submitted immediately upon return to CTC classes. Students not obtaining a medical excuse will be placed on clinical probation (per CTCLC, PN policy).
- Students who report on the wrong date or unprepared (faculty discretion) will be dismissed from the clinical site. Missed Make Up time protocol will be implemented.



Students will not graduate, receive diplomas, or transcripts without required make-up payment and completion. Fees are non-refundable.

The above attendance policies are modeled after employer policies. Habitual tardiness and absence will be reflected in the student's file and will be included in a reference for employment.

5. GENERAL PN STUDENT POLICIES

5A. Student Lounge:

The student lounge is provided with the basic needs (refrigerator, toaster, coffee maker, and microwave)..

- Students are expected to supply their own food, beverages, snacks, and supplies
- The student lounge must be always kept neat and clean.
 - Clean-up assignments will be posted by the Administrative Assistant.
 - All students are expected to assist with clean up (we are a team). Place **EMPTY** bottles, cans and trash in proper receptacles. Please **empty** any fluid prior to disposal in receptacles. All opened containers are to be stored in sealed containers.

5B. Smoking/Vaping/Smokeless tobacco:

- In conjunction with PA's Anti-Smoking and Clean Air Law, smoking/vaping or use of tobacco or vaping substances in any form on school property is **not allowed**.
- Students violating this law will be subject to discipline as per the CTCLC school policy (Appendix:A)
- The yellow line painted out front of the main gate denotes the beginning of school property.
- Smoking is prohibited in or on any clinical facility property.

5C. Medical Marijuana Policy:

Students using medical marijuana will not be eligible for clinical placement in any CTCLC Practical Nursing clinical facilities, due to the current discrepancy between state and federal law regarding Drug Free Workplace Act and the Medical Marijuana Act (MMA). Businesses who are not in compliance with federal law are at risk for criminal or civil charges; and additionally, may find issues with eligibility for federal contracts and grants.

Additionally, Pennsylvania's Medical Marijuana statute specifically provides that an employer does not have to accommodate an individual in a safety sensitive position if that person is under the influence of medical marijuana. Most positions involving direct patient care will be considered safety sensitive positions.

Students must submit negative drug screening to be considered for admission.

****Students may be subject to drug screening per Clinical Facility Policy****

Students testing Positive will be subject to Faculty Review for dismissal recommendations

Students will be referred to the Nursing Health Program (NHP)

5D. Break/Lunch:

- No student is allowed to leave the building during any break time unless approved by faculty
- Students may leave for lunch. It is not recommended by faculty or Director: late returns docked time per missed time policy
- Please sign out if you choose to leave at lunch.



- Failure to return on time results in docked time and tardy policy
- CTCLC Cafeteria:
 - Students may purchase lunch in the cafeteria
 - Students who purchase lunch in the cafeteria are encouraged to set up an account (tabs will not be considered)
 - Practical Nursing students will be charged adult prices and are encouraged to set up an account.
 - There will be no food or drinks in the classroom (unless approved).
 - Students may eat in the restaurant (1st floor) unless occupied or reserved.

No alcoholic beverages are permitted in the school at any time.

5E. Parking:

CTC:

- Students are required to park in the student parking lot behind the building. Cars must be registered with the Administrative Assistant and parking plaques displayed to the inside rear-view mirror.
- Students will be assigned a parking space when noted
- Students not following policy will be subject to disciplinary action
- Students requiring handicapped parking must inform Administrative Assistant: Documentation will be required.
- Students are to not permitted to loiter in the parking lot
- Students are expected to maintain posted speed limits.
- Accidents on campus are the responsibility of the student. Scranton Police may be contacted

Clinical Areas:

- Students are to follow the parking policy of clinical facilities.
- Failure to follow policy will result in probation

5F. Weather cancellations or delays will be announced on television usually on Channel 16 by 7:00 AM. Look for “CAREER TECHNOLOGY CENTER, Lackawanna County”

- In addition, a ‘one call’ from the school is sent out to students. Be sure any changes in contact information are up to date.
- Clinical days will be handled by your instructors. Students will be contacted by email and/or “Remind App”. It is the student’s responsibility to monitor communication.
- When CTC, Lackawanna County is closed: CTCLC PN is closed
- When CTC, Lackawanna County is on delay: CTCLC PN classes start at 10 a.m. (unless otherwise noted)

5G. Cell Phone Policy:

Clinical:

NO CELL PHONES/Personal Electronic Devices are allowed in or on any clinical site (including breaks/lunch). NO EXCEPTIONS

- While at clinical: the PN number (570)346-8728 should be provided to family, day cares, etc. for emergencies.
- Students may use a unit phone (with permission) or ask the instructor to make a call for the van if needed.
- Students observed using cell phones, surfing the internet, taking photos, etc. in the clinical area will be placed on immediate probation.

Classroom:

- Cell phones will remain off while present in the classroom.
- Student's awaiting important calls must approve cell phone use from the instructor.
- Students' usage is solely permitted during assigned break or lunch.
- Students are not allowed in the high school area on phones (beyond PN suite doors).
- Students who fail to **FOLLOW** this policy:
 - 1st offense: Written Warning
 - 2nd offense: Probation
 - 3rd offense: Faculty Review/Possible Dismissal from PN Program for Code of Conduct

6. Social Media Policy:

- Students are prohibited from sharing/posting classroom or clinical information or experiences on any social media site.
- No cell phone or other images devices may be made of any patient information **including clinical assignment sheets**. Please hand write your assignment, do not photograph.
- Adhere to the legal and regulatory requirements such as those in Health Insurance Portability and Accountability Act. (HIPAA)
- Any infractions will result in disciplinary action as determined by faculty and Director

7. Computer and Network Resources:

Technology Plan (see Appendix A)

Acceptable Use of Policy for Computer and Network Resources (see Appendix B)

8. Services for Students with Disabilities:

The Career Technology Center of Lackawanna County and the Practical Nursing Program fully comply with the Americans with Disabilities Act (ADA).

Upon request students are provided accommodations in compliance with the ADA.

We work with students sponsored by the Office of Vocational Rehabilitation and offer assistance to graduates in requesting appropriate accommodations for their licensing examinations.

9. Student Record Maintenance

Student records are maintained for each Practical Nursing student. It contains information such as: transcripts, admission documents, attendance records, disciplinary records, Guidance and Information records, instructional documents, clinical and financial aid records.

Clinical facilities also may require access to admission documents, clearances, and vaccination records.

A record system essential to the operation of the Career Technology Center Practical Nursing Program shall be maintained as per the Pennsylvania State Board of Nursing rules and regulations section 21:231.

Student record are maintained as follows:

- Program transcript: *ad finitum*.
- Instructional Records: Until after graduation
- Financial Aid records: Three (3) years
- Health Records: Five (5) years following completion of the program
- Permanent record, on each student admitted, including both clinical and theoretical experience and achievement, shall be kept *ad infinitum*.

Upon request, the student will have access to the academic/clinical record and may review their files during school hours in presence of the Program Director.

The student record will be made available only to authorized personnel including: Administrative Director, Program Director, Program Administrative Assistant, Program Faculty and School Solicitor. Written consent of the student must be given before records are released to any other persons.”

Records must be kept accurate and current. Please notify the program administrative assistant as soon as possible with any name, address, phone, email, emergency contacts, etc....changes.

Revised 8/24

The following code of conduct consists of non-negotiable items required by the Career Technology of Lackawanna County, Practical Nursing student. Due to the seriousness of dealing with human lives, violation of the following items may result in disciplinary action to be determined by the Director and Faculty. This policy is focused on conduct only and not academics. This policy is NOT to be followed if a student does not meet minimum academic requirements for progression within the program.

1. Disregard/disrespect in speech, written, or action for the well-being or safety of others including: classmates, instructors, patients, field/clinical site supervisors or healthcare staff or any conduct which may discredit the CTCLC PN program. This includes damaging or misappropriation of funds of the classroom or clinical property.
2. Failure to submit required paperwork for clinical rotations.
3. Breach of HIPAA confidentiality as it pertains to the patient whether in person or via technology. This will include any violations of CTCLC and CTCLCPN Social Media Policy.
4. Positive Drug Test whether prior to clinical rotation or anytime while in attendance at the clinical site. Refusal to follow the drug testing protocol if suspected.
5. Exceeding absences as noted in the CTCLCPN Student Handbook.

GUIDELINES ON PROFESSIONAL STUDENT CONDUCT:

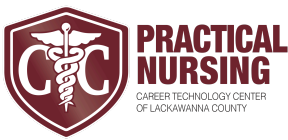
- All nursing students must demonstrate complete emotional self-wellbeing to provide safe patient care. Behavior that inhibits learning and/or functioning in the patient area by oneself, or towards other students, will lead to removal from the clinical area. This will lead to a missed clinical day, possible probation, and/or faculty review.
- In the clinical area, students are responsible for knowing the rules of the clinical nursing unit and must respect all Healthcare members and Unlicensed Assistive Personnel (UAP) in the clinical area.
- The student is responsible for seeking support from the clinical instructor in the clinical area.
- A student will only provide appropriate level nursing care when an instructor is present in the assigned agency. If the student arrives early for clinical, the student may not provide any nursing care.
- The student must be ready in the clinical area to be able to provide safe nursing care. If unprepared, the student will be requested to depart the clinical area, resulting in a missed clinical day.
- Unsafe nursing practice resulting in patient injury or potential injury may result in probation and/or faculty review.
- Students are expected to act professionally toward faculty, staff, and patients at all times. This behavior includes responsibility for one's actions, courtesy, honesty, ethical actions, and respectful communication skills. Any acts that interfere with classroom/clinical agency/staff/faculty relationships may lead to disciplinary action.
- In all situations, students must act to protect patient confidentiality. Breaches of confidentiality or HIPAA laws concerning patients or fellow students will be taken seriously and may warrant disciplinary action.

CTCLC PN STUDENT CODE of CONDUCT

- Students must take ownership of their learning opportunities. Clinical practice is a crucial learning experience. Students are assumed to actively engage and participate in clinical experiences enthusiastically and with professionalism.
- Students are not to judge any member of the healthcare staff.
- Students are not allowed to remove or copy any documents from the clinical area Under any circumstances.
- The student is expected to increase independence and improve clinical judgment, critical thinking, and psychomotor efficiency throughout each level.

All clinical makeup time must be made prior to the beginning of the next level. This does not delete clinical time documented as missed. Clinical time must be completed in order to meet learning outcomes of the Level.

Adopted 10/22



AFFILIATION RULES FOR PRACTICAL NURSING STUDENTS

Practical Nursing students on clinical affiliation are the responsibility of the Career Technology Center Practical Nursing Program and are under the direction of the Program's faculty. The course of instruction shall include formal classroom instruction and planned clinical experience including: Geriatrics, Medical-Surgical Nursing, Pediatrics, Maternity and Newborn.

A minimum of five hours of formal classroom instruction per week will be correlated with the planned clinical program. Students will adhere to all clinical guidelines.

Hours of Experience

The hours of experience will not exceed 35 hours per week and shall be seven and one-half consecutive hours daily.

Absence

In the event of absence, call the unit to which you are assigned **at least one-half hour prior to the scheduled start time.** (Prior to 6:00 AM)

Supervision and Guidance

The student is directly responsible to the faculty member in the clinical area.

Visiting other Units- is **NOT** permitted

Assignment Sheets

A patient assignment sheet will be made out daily by the faculty member.

General Rules of Courtesy

1. Students will follow guidelines of professional and ethical conduct.
2. Students are **not permitted** to leave the building when on clinical unless special permission is given by the faculty member in the clinical area in which the student is assigned.
3. Students should not schedule any type of appointment during clinical hours. Late arrival and/or early dismissal will not be granted from clinical.
4. All clinical sites are smoke free.
5. Students will comply with **all** clinical affiliation guidelines, including parking regulations. Failure to comply may result in disciplinary action or dismissal from the program.

Reviewed 10/22

PA STATE BOARD OF NURSING STANDARDS OF CONDUCT

STANDARDS OF NURSING CONDUCT: 21.18. Standards of nursing conduct

a. A licensed practical nurse shall:

- 1) Undertake a specific practice only if the licensed practical nurse has the necessary knowledge, preparation, experience and competency to properly execute the practice.
- 2) Respect and consider, while providing nursing care, the individual's right to freedom from psychological and physical abuse.
- 3) Act to safeguard the patient from the incompetent, abusive or illegal practice of any individual.
- 4) Safeguard the patient's dignity, the right to privacy and the confidentiality of patient information. This standard does not prohibit or affect reporting responsibilities under 23 Pa.C.S. Chapter 53 (relating to the Child Protective Services Law), the Older Adults Protective Services Act (35 P.S. 10211-10224) and other statutes which may mandate reporting of this information.
- 5) Document and maintain accurate records.

b. A licensed practical nurse may not:

- 1) Knowingly aid, abet or assist another person to violate or circumvent a law or Board regulation.
- 2) Discriminate, while providing nursing services on the basis of age, marital status, sex, sexual preference, race, religion, diagnosis, socioeconomic status or disability.
- 3) Knowingly permit another individual to use his license or temporary permit the unlicensed person under the licensed practical nurse's jurisdiction or supervision to misrepresent that the individual is a licensed nurse.
- 4) Misappropriate equipment, materials, property, drugs or money from any employer or patient.
- 5) Solicit, borrow or misappropriate money, materials or property from a patient or the patient's family.
- 6) Leave a nursing assignment prior to the proper reporting and notification to the appropriate department head or personnel of such an action.
- 7) Knowingly abandon a patient in need of nursing care. Abandonment is defined as the intentional deserting of a patient for whom the nurse is responsible.

PA STATE BOARD OF NURSING STANDARDS OF CONDUCT

- 8) Falsify or knowingly make incorrect entries into the patient's record or other related documents.
- 9) Engage in conduct defined as a sexual violation or sexual impropriety in the course of a professional relationship.
- c. Failure to comply with an obligation or prohibition imposed by this section is subject to disciplinary and corrective measures under section 16 of the act (63 P.S. 666).
- d. The Board may, in addition to any other disciplinary or corrective measure set forth in this section, levy appropriate civil penalties as authorized by section 15 of the act (63 P.S. 665) upon a nurse found to have engaged in conduct constituting a sexual impropriety or sexual violation.

49 Pa. Code § 21.18. Standards of nursing conduct.

Reviewed 10/22

UNSAFE NURSING PRACTICE GUIDELINES

Unsafe practice is demonstrated by, but not limited to, the following:

1. Any breach of medical or surgical asepsis.
2. Failure to properly identify the patient prior to performing a treatment, administering medication, diet, etc.
3. Failure to report to the designed person prior to leaving the nursing unit.
4. Failure to adhere to prescribed patient activity limitation(s).
5. Failure to monitor intravenous fluids correctly.
6. Failure to detect and report infiltrated intravenous fluids.
7. Inability to correctly assess and/or report any and all vital signs.
8. Failure to be aware of all the patient's current orders and treatments.
9. Failure to exercise reasonable judgment.
10. Failure to observe and properly report a change in the patient's condition.
11. Incorrect positioning that compromises the patient.
12. Any instance in which the patient is left unattended, without usual and accepted safeguards.
13. Failure to report a defect in apparatus or supplies.
14. Failure to take the usual precautions to prevent injury in the performance of any nursing procedure.
15. Any incident deemed unsafe by the clinical instructor.

Violations of any UNSAFE practice may result in immediate disciplinary action

Reviewed 10/22

Guidance and Intervention Form

Name: _____ Date: _____

Faculty Member: _____ Level: **I** ☐ **II** ☐ **III** ☐ **IV** ☐

This form is initiated to assist the student in maximizing the potential to improve when situations arise that may interfere with learning.

This process may be initiated by a faculty member for a student:

1. Who has an 80% or below at midterm or thereafter
2. Who has a significant decrease in academic performance
3. With unsatisfactory clinical performance
4. With excessive patterned or habitual absenteeism
5. Who displays affective or behavioral cues which interferes with performance
6. Other: _____

Refer to the Student Handbook for details regarding student progress.

PROBLEM DESCRIPTION:

STUDENT PERCEPTION OF PROBLEM:

A conference will be held between the student and faculty member to discuss the issue or problem(s) and to mutually set student goals, target dates, and plans for the achievement of the goal.

Defined Goals (s):

Target Date for Completion: _____

Action Plan/ Steps to Achieve Goals:

STUDENT SIGNATURE: _____ DATE: _____

FACULTY SIGNATURE: _____ DATE: _____

DIRECTOR SIGNATURE: _____ DATE: _____

Original form is reviewed with Director of PN and placed in student's file

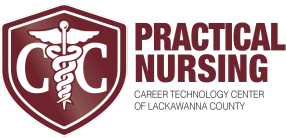
A copy of the form is given to the student at the end of the conference

A copy of the form is retained by the faculty member

POLICY FOR PROBATION

1. A student will be placed on probation for the following: unsafe nursing practice, unsatisfactory performance, violation of policy and/or violation of program student learning outcomes, #3 (three) Guidance and Intervention forms (faculty and Director discretion) and/or any incident deemed necessary per faculty member and PN Director)
2. The student will be notified in writing of the terms of probation. The student will sign this document. The student will be given a copy of this document.
3. The student will sign a copy of the Policy for Faculty Review and will be given a copy of this document.
4. An Action Plan for Improvement will be written by the Program Director or the faculty member who placed the student on probation. The Action Plan for Improvement will detail areas of improvement required. The student will be given a copy of this document.
5. The appropriate faculty member (classroom or clinical assignment) will meet with the student weekly to discuss progress in areas of improvement required. The faculty member and the student will sign the Action Plan for Improvement weekly.
6. Probation will extend for a period of six (6) weeks.
7. Failure to meet the terms of the probation by the end of the six (6) week period may result in the student's termination from the program.
8. If any incident occurs during the six (6) week probation or in any subsequent program activity that constitutes unsafe nursing practice, unsatisfactory performance, violation of policy and/or violation of program objectives the student may be brought before the Faculty Review Committee and/or recommendation for dismissal.

Reviewed 10/22



PROBATION ACKNOWLEDGEMENT

Student: _____ Class: _____

Director/Faculty Member : _____

Date: _____ Expected Probation Date of Completion: _____

Please be advised that as of this date you are being placed on probation for the following:

- If no other incident of unsafe nursing practice, unsatisfactory performance, violation of policy, and/or violation of program outcomes/student learning outcomes occurs, this probation will last (6) weeks.
- If the student fails to meet the terms of probation by the end of the six weeks, it may result in termination from the program.

If any incident occurs during the six-week probation or in any subsequent clinical/classroom rotation constituting unsafe nursing practice, unsatisfactory performance, violation of policy and or violation of program objectives/student learning outcomes student may be brought before the Faculty Review Committee and/or recommended for dismissal from the CTCLC PN Program. The policy for Faculty Review is attached.

****I have read the above notice of Probation and Policy for Faculty Review, understand its contents, and agree to abide with the terms.***

_____/_____/_____
Student Signature Date signed

_____/_____/_____
Witness Signature Date signed

FACULTY REVIEW STUDENT ATTESTATION

Student: _____

Faculty Review: _____

Student is aware that Faculty review will be conducted today for _____.

The student acknowledges understanding and acceptance of the process. In addition, the student has been given 24 hours to prepare.

Student is aware:

- **If faculty elects for student to remain enrolled in the Practical Nursing Program-**
 - Student will be placed on or extend Probation for a period no less than Six weeks.
 - Student given Probation Policy
- **If faculty elects for student to be dismissed from the Practical Nursing Program-**
 - Dismissal is immediate
 - Student will not be able to request readmission to the Career Technology of Lackawanna County Practical Nursing Program

Prior to beginning the Faculty Review Process, the student has the opportunity to voluntarily withdraw from the Career Technology of Lackawanna County Practical Nursing Program.

- **If student chooses to withdraw from the program:**
 - Student will be able to request readmission to the program
 - Student may request readmission to the Level
 - Student will be responsible for any financial obligations for the next level.

I, _____ am aware of the above conditions of the faculty review determination process.

_____ **I wish to continue with the Faculty Review Process**

_____ **I wish to withdraw from the process and voluntarily withdraw from the CTCLC Practical Nursing Program.**

Student Signature: _____ Date: _____

Witness Signature: _____ Date: _____

Witness #2 Signature: _____ Date: _____

DRUG FREE ENVIRONMENT

Policy:

It is the policy of the Career Technology Center Practical Nursing Program to create and provide a safe and healthy environment by making a firm commitment to a drug free environment. The illegal use, possession, manufacture, trade or sale of controlled substances or alcoholic beverages when a student is on Career Technology Center property or representing the school off-site is strictly prohibited.

Definitions:

- A. **Controlled substance:** any drug or substance of which the use, possession, manufacture, trade or sale is illegal; or cannot be purchased over the counter and/or is not prescribed or being used under the supervision of a physician. Controlled substances also include any of the substances listed in the schedules of the Controlled Substances Act of 1970
- B. **Under the influence of a controlled substance:** having consumed any drug or chemical as evidenced by behavior, appearance and/or performance.
- C. **Alcohol:** any alcoholic beverage or substance containing alcohol.
- D. **Under the influence of alcohol:** impairment due to consumption of alcohol. This will include the consumption of alcohol both on school or clinical premises or prior to entering school or clinical or on lunch breaks.

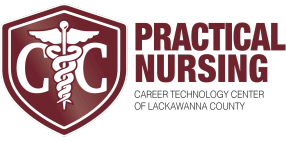
Application:

- A. It is against school policy for any student to report to school or to a clinical assignment under the influence of alcoholic beverages or controlled substances.
- B. In any instance where Career Technology Center faculty and/or personnel have reasons to believe that a student is under the influence of alcohol and/or controlled substances, the following steps will be taken:
 - 1. An Onsite Opinion Based Observation Form will be completed to document all changes in a student's performance, behavior and/or appearance that may indicate impairment.
 - 2. The student will be removed to a private area to discuss findings. The testing process will be explained, as well as implications for refusal to cooperate.
 - 3. The student will be asked to sign a "Voluntary Submission for Urinalysis and Blood Testing and Release of Findings" form. Refusal to comply with voluntary testing will be considered as a presumption that the student is under the influence of alcohol and/or a controlled substance and will result in the student's immediate termination from school.

DRUG FREE ENVIRONMENT, cont'd

4. The student will take the signed submission form to the designated assigned facility.
5. Student must agree and sign release forms releasing all findings to the Career Technology Center of Lackawanna County Practical Nursing Program. A 10-panel drug and alcohol screening will be performed. Testing and transportation is at the students' expense. Transportation will be provided by an individual on the student's emergency contact list. If a student's emergency contacts cannot be reached the student may provide an additional contact person to escort them.
6. Student will not be permitted to attend class or clinical until screening results are received.
7. Evidence of the use of controlled substances and/or alcohol intoxication, Blood Alcohol Content (BAC) greater than 0.08% will result in the student's immediate termination from school and suggested referral to a drug/alcohol treatment program, at the students' expense.
8. All violations of controlled substances will be reported to local law enforcement authorities.
9. Student application for reinstatement into the Practical Nursing Program will be evaluated by the faculty following evidence of successful completion of the treatment program.

Reviewed 10/22



Voluntary Submission for Urinalysis and Blood Testing and Release of Findings

I _____ voluntarily agree to undergo a blood and urine analysis (10 panel drug and alcohol screening) and understand that I am responsible for all costs.

I authorize the release of the results of the test to the Career Technology Center Practical Nursing Program.

Name _____ Date _____

Witness _____ Date _____

Refusal for Voluntary Submission for Urinalysis and Blood Testing

I _____ will not sign the above statement for voluntary testing and release of findings. I also understand that my refusal will be considered as a presumption that I am either under the influence of controlled substances and/or alcohol and that will be grounds for my immediate dismissal from the Practical Nursing Program.

Name _____ Date _____

Witness _____ Date _____

Original to student file, copies to hospital ER and/or Lab and to student.

Reviewed 10/22

ON-SITE BASED OBSERVATIONS

I have had an opportunity to witness _____ while enrolled as a
(Student Name)
student in the Career Technology Center of Lackawanna County Practical Nursing Program on
Date: _____ and my observations indicate that he/she may be:

Under the influence of alcohol and/or

A controlled substance

ON-SITE OBSERVATIONS (check all that apply)

Balance: ☐ Steady ☐ Fair ☐ Falling ☐ Swaying ☐ Staggering ☐ Unsteady

Walking/ ☐ Steady ☐ Swaying ☐ Stumbling ☐ Falling ☐ Needs Support **Balance**

Standing: ☐ Arms extended for balance ☐ Uncoordinated body movements

Speech: ☐ Clear ☐ Slurred ☐ Confused ☐ Incoherent ☐ Silent ☐ Unable to Comprehend Normal
Conversation ☐ Unclear Speech Pattern in Marked Contrast to Normal Pattern

Awareness: ☐ Orient ☐ Confused ☐ Distracted ☐ Sleepy ☐ Calm ☐ Impaired Memory

Demeanor: ☐ Cooperative ☐ Polite ☐ Calm ☐ Talkative ☐ Excited ☐ Angry ☐ Sarcastic
☐ Argumentative ☐ Laughs Inappropriately

Actions: ☐ Calm ☐ Threatening ☐ Hostile ☐ Aggressive ☐ Erratic ☐
Impulsive ☐ Hyperactive
☐ Tremoring ☐ Fighting ☐ Resists Communication ☐ Using Profanity ☐ Irritable

Eyes: ☐ Clear ☐ Bloodshot ☐ Watery ☐ Glassy ☐ Closed
☐ Unfocused Gaze Pupils: ☐ Dilated ☐ Constricted

Face: ☐ Flushed ☐ Pale ☐ Sweaty

Appearance: ☐ Neat ☐ Messy ☐ Odor ☐ Soiled ☐ Partially Dressed

Breath: ☐ Alcohol ☐ Smoke ☐ Other: _____

Additional Comments:

(Signature) (Date)

(Witness Signature) (Date)

Revised 10/22

TUITION AND FINANCES

1. Tuition for the Career Technology Center of Lackawanna County Practical Nursing Program is calculated on the number of school days students are enrolled, which includes clock hours in each academic year.
 - a. Each student will be charged an additional amount for each clinical makeup day of enrollment with each level.
 - b. **Tuition/FAFSA completion/Financial Aid plan is due in full within 5 days** of the start of each Level. Dates are included in the school calendar.
 - c. It is the student's responsibility to meet with financial aid and submit any required paperwork.
 - d. Student's not accepting/applying for financial aid will be considered Self Pay
 - e. **Self Pay**
 - i. Tuition paid in full by day 5 of Level.
 - ii. Tuition payments only with written and signed approval of the business office and PN Director with specific payment plan. Students not compliant with the payment plan will not be allowed to attend classes.
 - f. No student will be admitted to class or clinical in the new Level until tuition is paid. Days missed will be considered absent days and shall be governed by the policy of absenteeism.
 - g. Tuition will be refunded according to the school refund policy.
2. Student activity fee is due prior to the first day of class. The fee is based upon the current information we have from suppliers.
3. All balances must be disbursed before a diploma or pin will be awarded and the application for licensing examination is submitted to the State Board of Nursing.
4. Federal student aid payment periods differ from the Level billing due dates.

Payments periods for Title IV funds are as follows:

- **Grade Level 1 – payment period 1 – first 450 clock hours**
- **Grade Level 1 – payment period 2 – 451 to 900 clock hours**
- **Grade Level 2 – payment period 1 – 901 to 1200 clock hours**
- **Grade Level 2 – payment period 2 – 1201 to 1500 clock hours**

Please note that students who are provided a deferment of tuition for a Level until the next Federal Student Aid payment period will be responsible for any amount due to the school if withdrawing from the program

5. **Scholarships:** A few scholarships of small amounts are available for qualifying students. Director has information concerning the sponsoring agencies. Financial Aid coordinator must be notified of any scholarship monies awarded.

6. Students Receiving Veterans Education Benefits

Any student receiving VA Educational Benefits must provide a Certificate of Eligibility form the Department of Veterans Affairs. Upon receipt, the SCO (School Certifying Official) will submit the necessary information to the VBA, in order for the student and the school to receive eligible funding. No fees or penalties will be assessed to the student while waiting for payment from the VA. All other financial aid that the student may be eligible for will be processed in a timely manner and applied to the student's account. Veterans receiving VA Education Benefits will not be penalized financially or academically for military obligations.

Revised 10/24

DEFINITION OF AN ACADEMIC YEAR AND GRADE LEVELS

The total length of the Program is 1500 clock hours and 52 weeks. The Academic Year is based on 900 clock hours and 26 weeks.

Grade Level 1 consists of the first 900 hours and is split into 2 payment periods of 450 clock hours each. They correspond roughly to Levels 1 and Level 2 of the academic calendar. Grade Level 2 is the remaining 600 clock hours corresponding to Levels 3 and Level 4.

REFUND POLICY – PRACTICAL NURSING PROGRAM

The Practical Nursing Program has a refund policy which will be strictly adhered to. The amount of the refund will depend upon the date of the students' last recorded day of attendance.

Level I:

The tuition and student activity fee will be refunded at 100% if the student does not enroll in the class or withdraws within the first five (5) days.

The \$100 enrollment fee is not refundable.

There will be no refunds of tuition or student activity fees after the fifth (5th) day of enrollment.

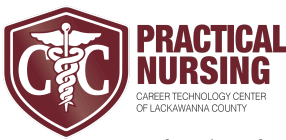
Levels II-IV:

Students who withdraw or leave during the first five (5) days of any of the remaining three (3) levels will be refunded 100% of the tuition and fees.

There will be no refunds of tuition or student activity fees after the fifth (5th) day.

The date of withdrawal is determined as the last day of attendance and is the date on which all monies owed or refunded are calculated.

Revised 8/24



FEDERAL AID REFUND POLICY

Refunds of Title IV Federal Student Aid is calculated based on payment periods defined in the Tuition and Finances section of the Handbook, not on the Academic Levels

In accordance with federal regulations students who receive federal financial aid and who withdraw during the first 60% of a payment period will have their federal financial aid adjusted. This is done based on the calculations performed on the “Treatment of Title IV funds when a student withdraws from a Clock Hour Program” form. The withdrawal date is the last date of recorded attendance. There will be no adjustment to federal financial aid after the completion of at least 60% of the term.

The Practical Nursing Program will refund to the appropriate student financial aid program in the following order:

1. Unsubsidized Direct Federal Stafford Loan
2. Subsidized Direct Federal Stafford Loan
3. Direct PLUS Loan
4. PELL Grant
5. Federal SEOG Grant
6. Other Financial Assistance
7. Student

When aid is returned, the student may owe a balance to the school. The student is responsible to contact the Practical Nursing Office to make arrangements to pay the balance.

Title IV Overpayment Policy

Please note that students who receive a refund of financial aid for educational expenses prior to withdrawing from the Practical Nursing Program may owe a repayment of those funds.

Students will be contacted in such situations and will be given 30 days to repay the funds to the Career Technology Center PN Program.

Students who fail to return the unearned portion of federal aid until such time as the repayment is made.

In those cases where the student is responsible for the overpayment, the student will be notified in writing requesting full reimbursement of the overpayment. If, after notification, the student has not repaid or made satisfactory arrangements to repay the overpayment, the school will refer the overpayment to the Department of Education Student FSA's Management Collection (ED collections).

If the student pays more than the requested tuition, all funds due the student for overpayment will be returned in a timely manner.

Revised 10/22

VERIFICATION PROCEDURES

Verification is a process where the Financial Aid Officer must verify that information reported on the financial aid application is correct and consistent.

Applicants are selected for verification by the U.S. Department of Education at random through computer edits. The student is notified of selection on Part I of the Student Aid Report (SAR). The School reserves the right to select students not identified by the U.S. Department of Education.

The items requiring verification may vary and include, but not limited to the following:

1. Federal Adjusted Gross Income
2. Federal Tax Paid
3. Child Support Paid
4. Certain untaxed income
5. Receipt of SNAP benefits
6. High School graduation or completion of GED
7. Identity and statement of educational purpose

Documentation required verifying selected items may include, but not limited to the following:

1. IRS tax transcript
2. Verification Worksheet provided by the Financial Aid Office.
3. Verification of receipt of SNAP benefits
4. Verification of Child Support Paid
5. High School diploma/transcript or GED
6. Proof of identity and statement of education purpose
7. Other documents, as required by the Financial Aid Office

Selected students are required to provide documentation as specified by letter from the Financial Aid Office within 30 days of receipt of notice. Failure to do so will result in non- payments of PELL and SEOG grants and certification of Stafford loans. Students will be required to pay tuition and fee costs.

If the verification process results in changes to the amount of federal aid, the student will be notified in writing.

In the event suspicion of fraud to obtain federal funds is evident, the School will refer to the Office of Inspector General, U.S. Department of Education.

Reviewed 10/22

The U.S. Department of Education regulations require that educational institutions measure students' progress toward a declared educational objective, both quantitatively and qualitatively in order to be eligible to receive Federal Title IV aid, which includes Federal Pell Grants, Federal Supplemental Education Opportunity Grants (SEOG), and the Federal Direct Stafford and Parent PLUS programs. The measure of satisfactory academic progress for receipt of federal student aid is broken down into two categories: maximum time frame and qualitative measure as explained in the following sections.

Maximum Time Frame

A student may not exceed a maximum number of attempted clock hours, even if aid was not received during all periods of enrollment. The maximum number of attempted clock hours is 150% of the 1500 clock hours required in the PN program, or 2,250 clock hours. Once a student reaches the maximum amount of clock hours attempted as specified by the program, the student will be ineligible to receive further Title IV aid.

Qualitative Measure

In addition to the maximum time frame requirements specified above, all students must maintain a minimum cumulative grade point average of 80% in each course in order to demonstrate satisfactory academic progress for receipt of federal aid.

Monitoring Satisfactory Academic Progress Requirements

Grade requirements are measured at the end of each Class Level.

Financial Aid Suspension & Reinstatement of Aid

In the event a student's federal aid is canceled, a formal notice will be sent informing the student of the action and requirements for reinstatement. There is no appeal process.

Advanced Standing Credit

All forms of advanced standing clock hours such as advanced placement, transfer, or challenge, that are accepted by the School are considered as both attempted and earned in the calculation of maximum time frame.

Students Receiving Veterans Education Benefits

Satisfactory Academic Progress (SAP): All students are subject to the academic standards of the Practical Nursing Program. It is understood that students who receive VA benefits may have military obligations that keep them from attending class. In these cases, the student would not be subject to attendance policy and would be allowed to complete any work necessary to satisfy the program requirements. In the case of missed clinical days, no makeup fee will be assessed.

Maximum Time Frame: The maximum hours remain 150% for a student receiving VA benefits when repeating a level. VA benefits will only reimburse up to 110%. The 150% is an academic SAP marker that applies to all students. Therefore, students with VA benefits are allowed to repeat and take up to 150% in hours to complete, but VA benefits will be limited to the original length of the course if repeating for academic failure.

Revised 8/24

FINANCIAL AID POLICIES

1. The primary purpose of financial aid is to provide financial assistance to qualified students in order to attend the CTCLC Practical Nursing Program (PN program).
2. The financial aid office reserves the right to revise or modify any award, at any time, on the basis of information affecting eligibility, including, but not limited to change in a student's financial, marital, residential and academic status or for changes in the availability of these funds.
3. The student must report to the financial office any aid received which is not awarded through the PN program. The receipt of such aid (including social security benefits, veteran benefits, etc.) may result in an adjustment of other awards, since aid is awarded on the basis of eligibility. Failure to comply with this policy may result in cancellation of the award.
4. If the student withdraws from the PN program, the financial aid office must be notified in a timely manner.
5. Financial aid is not automatically renewed. The student must submit an application before the deadline date for the Federal Stafford Student Loan and PELL programs every year for continued financial aid.
6. PELL Grants will not be credited to a student's account until the financial aid office has received a Student Aid Report (SAR) or an Institutional Student Information Report (ISIR).
7. Federal Stafford Student loan checks will not be disbursed prior to the first day of the term for which the loans have been made. Refund checks will be processed within two weeks of request.
8. A student will be dropped from the financial aid program for failure to maintain satisfactory progress. The PN program grading policy states that an average of 80% or above must be maintained in all courses including a satisfactory performance in the clinical area. Students not meeting the grading requirements will be dismissed from the PN program. Termination of financial aid will occur at the time of dismissal.

Revised 10/22
Revised 8/24

Background Criminal Record Attestation

The CTCLCPN Program provides training to qualify all candidates to take the Pennsylvania NCLEX-PN examination.

Licensing for any other state requires application and approval per that state's requirements.

Pennsylvania State Licensing requirements:

- All students that complete the 15-month program are eligible to take the Pennsylvania NCLEX Practical Nursing Examination
- **The PA State Board of Nursing reserves the right to deny eligibility to take the NCLEX-PN examination if a graduate has a criminal record. Each case is considered individually and is at the sole discretion of the Pennsylvania State Board of Nursing.**
 - Each case will be considered only after completion of the PN Program
 - Faculty and Administration of the PN program are prohibited from advising students on this matter

Information on newly offered pre-determination by the PA-SBON can be found at:

- [Act 53 of 2020 Best Practices Guide | Department of State | Commonwealth of Pennsylvania](#)
- <https://www.dos.pa.gov/ProfessionalLicensing/Documents/Preliminary-Determination-Instructions.pdf>
- [Pre-Licensing Determination](#)

In addition, current students and potential students are urged to contact the:
Nurses Health Program (NHP) for any issues concerning alcohol or drugs.

Melissa Devonshire, MBA, CADC, CCDP

Intake Coordinator

Nurses' Health Program

Foundation of the PA Medical Society

My work hours are Monday-Friday 7:30 AM – 3:30 PM

400 Winding Creek Blvd.

Mechanicsburg, PA 17050

General Line: 1-717-558-7823

Toll Free: 1-888-647-4968 (NHP 4YOU)

Fax: 855-933-2605

Email: NHP-foundation@pamedsoc.org

WEB www.panhp.org

It is expected that the student keeps the PN Director informed of any predetermined decisions or NHP decisions.

Janet Yontas, MSN RN (Director CTCLC PN)

3201 Rockwell Avenue

Scranton PA 18508

570-346-8728/

I have received this information and understand the process:

Student _____ Date _____

Revised 9/24

CRIME STATISTICS

1. The statistics for reportable crimes will be reviewed by the Director of the Practical Nursing Program with all students on the first day of class. The report is available in the Practical Nursing office.
2. Procedure for reporting any incident:
 - A. Notify the Practical Nursing faculty and/or Practical Nursing Program Director of the incident.
 - B. The Practical Nursing Program Director will notify the Assistant Director of the school. The involved students may be sent to speak with the Assistant Director as necessary.
 - C. The Scranton Police Department will be notified as necessary.
 - D. Follow-up with involved students will be conducted. Policies will be reviewed/revised as necessary to prevent re-occurrences.

As we are housed in a Pennsylvania Public High School, all visitors without a CTC badge must enter through the Main Entrance and present their Driver's License to be scanned through the schools Security System.

All students are required to have a criminal history record check completed by the Pennsylvania State Police and Child Clearance Report. The cost is the responsibility of the student

Appendix A:

- CTCLC Dangerous Weapons Policy
- CTCLC Controlled Substances/Paraphernalia
- CTCLC Smoking/Vaping

Reviewed 10/22
Revised 8/24

APPENDIX ‘A’

(Title IX)

CTCLC Dangerous Weapons Policy

CTCLC Unlawful Harassment Policy

CTCLC Controlled Substances/Paraphernalia Policy

CTCLC Smoking/Vaping on Campus

Anti-Harassment/Violence and Discrimination Policy

Career Technology Center of Lackawanna County (CTCLC) is committed to providing a work and school environment free of unlawful harassment, violence or discrimination. In furtherance of this commitment, all post-secondary students and employees participate in mandatory Sexual Harassment/Violence and Prevention Training and prevention and awareness programs that are scheduled regularly. School policy prohibits harassment or discrimination based on race, religion, creed, color, national origin, ancestry, sex (including pregnancy, childbirth or related medical conditions), military or veteran status, physical or mental disability, medical condition, marital status, age, sexual orientation, gender, gender identity or expression, genetic information or any other basis protected by the federal, state or local law. Additionally, in accordance with Title IX of the Education Amendments of 1972, CTCLC prohibits discrimination based on sex, which includes sexual harassment and sexual violence, and has jurisdiction over Title IX complaints.

CTCLC's anti-harassment policy applies to all persons involved in the operation of CTCLC, and prohibits unlawful harassment by any employee of CTCLC, as well as students, customers, vendors or anyone who does business with CTCLC. It further extends to prohibit unlawful harassment by or against students. Any employee, student or contract worker who violates this policy will be subject to disciplinary action. To the extent a customer, vendor or other person with whom CTCLC does business engages in unlawful harassment or discrimination, CTCLC will take appropriate corrective action.

Definitions

1. Sexual Assault:

- An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program.

2. Sex Offenses/Violence:

- Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
 - **Sexual Harassment**-is defined as unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment is conduct that explicitly or implicitly affects a person's employment or education or interferes with a person's work or educational performance or creates an environment such that a reasonable person would find the conduct intimidating, hostile or offensive.
 - **Rape**- The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
 - **Fondling** – The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the

Violence Against Women Policy (Title IX)

victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

- **Incest** – Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape** – Sexual intercourse with a person who is under the statutory age of consent.

3. Domestic Violence:

- A felony or misdemeanor crime of violence committed
 - By a current or former spouse or intimate partner of the victim;
 - By a person with whom the victim shares a child in common;
 - By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
 - By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
 - By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

4. Dating Violence:

- Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
 - The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
 - For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - Dating violence does not include acts covered under the definition of domestic violence.
 - Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

5. Stalking:

- Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
 - Fear for the person's safety or the safety of others; or
 - Suffer substantial emotional distress.

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For the purposes of this definition:

- *Course of conduct* means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim.
- *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

6. Programs to prevent dating violence, domestic violence, sexual assault, and stalking:

- Comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, and stalking that:
 - Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research or assessed for value, effectiveness, or outcome; and
 - Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels
 - Programs to prevent dating violence, domestic violence, sexual assault, and stalking include both primary prevention and awareness programs directed at incoming students and new employees and ongoing prevention and awareness campaigns directed at students and employees.

7. Awareness programs:

- Community-wide or audience specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration.

8. Bystander intervention:

- Safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking.

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Bystander intervention includes:

- Recognizing situations of potential harm
- Understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking actions to intervene

9. Ongoing prevention and awareness campaigns:

- Programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution.

10. Primary prevention programs:

- Programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe direction.

11. Risk reduction:

- Options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

12. Prompt, fair, and impartial proceeding:

- A proceeding that is completed within reasonably prompt timeframes designated by an institution's policy, including a process that allows for the extension of time frames for good cause and with written notice to the accuser and the accused of the delay and the reason for the delay;

Conducted in a manner that:

- Is consistent with the institution's policies and transparent to the accuser and accused; includes timely notice of meetings at which the accuser or accused, or both, may be present; and
- Provides timely and equal access to the accuser, the accused, and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings; and
- Conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused

13. Advisor:

- Any individual who provides the accuser or accused support, guidance, or advice.

14. Proceeding:

- All activities related to a non-criminal resolution of an institutional disciplinary complaint,

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including, but not limited to, fact finding investigations, formal or informal meetings, and hearings.

- Proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.

15. Result:

- Any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution.

The result must include any sanctions imposed by the institution.

16. Unfounded Crimes:

- An institution may withhold, or subsequently remove, a reported crime from its crime statistics in the rare situations where sworn or commissioned law enforcement personnel have fully investigated the reported crime and, based on the results of this full investigation and evidence, have made a formal determination that the crime report is false or baseless and therefore “unfounded.” Only sworn or commissioned law enforcement personnel may “unfound” a crime report for purposes of reporting under this section. The recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with the prosecution, and the failure to make an arrest do not “unfound” a crime report.

17. Consent:

- is informed, voluntary and revocable. Consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity. It must be given without coercion, force, threats or intimidation. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately.

Prohibited Conduct

This policy strictly prohibits sexual or other unlawful harassment or discrimination as well as sexual violence, as defined above. Sexual or other unlawful harassment or discrimination includes any verbal, physical or visual conduct based on sex, race, age, national origin, disability or any other legally protected basis if:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s education or employment;
- submission to or rejection of such conduct by an individual is used as a basis for decisions concerning that individual’s education or employment; or
- it creates a hostile or offensive work environment, which means the alleged conduct is sufficiently serious to limit or deny a student’s ability to participate or benefit from the student’s education program.

Violence Against Women Policy (Title IX)

Unlawful harassment or discrimination may include racial epithets, slurs and derogatory remarks, stereotypes, jokes, posters or cartoons based on race, national origin, age, disability, marital status or other legally protected categories.

Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented “kidding” or “teasing”, practical jokes, jokes about or displays of obscene printed or visual material, questions about sexual fantasies, preferences or history, and physical contact such as patting, pinching, or intentionally brushing against another person’s body.

Gender-based harassment, including acts of verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping are strictly prohibited, even if those acts do not involve conduct of a sexual nature.

Complaint/Grievance Procedure

If you believe that you have experienced or witnessed sexual harassment or sexual violence, notify the School Administrative Director, Director of Practical Nursing, Faculty, Staff or the Title IX Coordinator as soon as possible after the incident. Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. No employee, contract worker, student, vendor or other person who does business with CTCLC is exempt from the prohibitions in this policy. Supervisors will refer all harassment complaints to the Title IX Coordinator for student-related complaints. In order to facilitate the investigation, your complaint should include details of the incident or incidents, names of the individuals involved, including witnesses.

All complaints involving a student will be referred to the campus’s Title IX Coordinator. The Title IX Coordinator is listed below and has the responsibility of overseeing all Title IX complaints and identifying and addressing any patterns or systemic problems that arise during the review of such complaints.

Title IX Coordinator:

Dominick Carachilo (570) 346-8471 ext. 134
Career Technology Center of Lackawanna County
3201 Rockwell Avenue
Scranton, Pennsylvania 18508
dcarachilo@ctclc.edu

Appendix A

CTCLC Dangerous Weapons Policy DANGEROUS WEAPONS POLICY

Weapons and facsimiles of weapons are forbidden on school property; concealed or not. No student shall go on to the school premises with a firearm, explosive, weapon, knife, any dangerous or illegal instrument, or any instrument represented as such. No student shall interfere with normal activities, occupancy, or use of any building by exhibiting, using or threatening to exhibit or use a firearm, explosive weapon, knife, other dangerous or illegal instruments, or any instrument represented as such. Any student violating this policy will be suspended and reported to the police, where legal action may be taken in accordance with Act 26 and Section 1317.2 of the Pennsylvania School Code. For purposes of this policy, school premises shall consist of the school, school grounds, school buses, or any premises, grounds or vehicles used for official school purposes.

FIGHTING

Fighting is a physical or verbal assault on other students or school staff. While effort will be made to determine who provoked the incident, all parties involved are subject to reprimand. Physical or verbal fighting is a behavior that can be prevented by avoiding or walking away from the person or persons with whom there is an existing problem and by notifying an instructor, guidance personnel, or administrative personnel of the problem before it escalates into a physical confrontation. Fighting mandates an automatic suspension up to and possibly including a 10 day suspension from school following an informal hearing. The appropriate law enforcement agencies will be notified and charges may be filed against all involved. The local Magistrate determines the fines and court costs.

DISCRIMINATION/TITLE IX ACTIONS

CTCLC strives to provide a safe and positive learning climate for students in the center. Therefore, it shall be the policy of the center to maintain an educational environment in which discrimination, harassment or sexual harassment in any form is not tolerated. CTCLC prohibits all forms of unlawful harassment of students and third parties in the center. CTCLC encourages students and third parties who have been harassed to promptly report such incidents to the designated employees. Complaints shall be investigated promptly, and corrective action will be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the center's legal and investigative obligations. Neither reprisals nor retaliation shall occur as a result of good faith charges of harassment, discrimination or sexual harassment.

DISCRIMINATION: OTHER THAN TITLE IX

Discrimination shall mean to treat individuals differently, or to harass or victimize based on a protected classification including race, color, age, religious creed, religion, sex, gender identity, sexual orientation, ancestry, national origin, marital status, pregnancy, or handicap/disability. Harassment is a form of discrimination based on the protected classifications listed in this policy consisting of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's center (school) or center (school) -related performance when such conduct is: 1. Sufficiently severe, persistent or pervasive; and 2. A reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a center (school).

DEFINITIONS RELATED TO TITLE IX

Title IX sex-based discrimination includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation and gender identity. Title IX sex-based harassment is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, including: 1. Quid pro quo harassment 2. Hostile environment harassment 3. Sexual Assault, dating violence, domestic violence or stalking Such conduct must have taken place during a center (school) education program or activity and against a person in the United States to qualify as sex-based discrimination or harassment under Title IX. This includes conduct that is subject to the center (school)'s disciplinary authority. An education program or activity includes, but is not limited to, academic, extracurricular, research, occupational training and other education programs or activities of the center (school). The center (school) is obligated to address a sex-based hostile environment in a center (school) education program or activity, even when some conduct is outside the center (school)'s program or activity, or outside of the United States. 29Supportive measures shall mean nondisciplinary, nonpunitive individualized services offered as appropriate, as reasonably available, without unreasonably burdening a complainant or respondent and without fee or charge to the complainant or the respondent in order to: 1. Restore or preserve access to the center (school)'s education program or activity, including measures designed to protect the safety of the individuals or the center (school)'s educational environment; or 2. Provide support during the grievance procedures or during an informal resolution process. Reports of Title IX Sex-Based Discrimination and Harassment and Other Discrimination and Retaliation The Title IX Coordinator shall conduct an assessment to determine whether the reported conduct meets the definition of Title IX sex-based discrimination or harassment and the appropriate procedures to address the conduct in accordance with this Joint Operating Committee policy and procedures, or other Joint Operating Committee policies. If the Title IX Coordinator reasonably determines that the conduct may constitute sex-based discrimination or harassment, or other discrimination or harassment, the Title IX Coordinator shall take the following steps under applicable law and regulations, this Joint Operating Committee policy and procedures. The complainant is encouraged to use the report form available from policy # 103, but all complaints shall be acceptable. Once a complaint has been received, the complaint process shall be in accordance with Policy #103 of the approved policy manual.

CTCLC Controlled Substances/Paraphernalia Policy

CONTROLLED SUBSTANCES/PARAPHERNALIA

CTCLC recognizes that the abuse of controlled substances is a serious problem with legal, physical, and social implications for the whole school community. As an educational institution, the center shall strive to prevent abuse of controlled substances.

For purposes of this policy, controlled substances shall mean all:

1. Controlled substances prohibited by federal and state law
2. Look-alike drugs
3. Alcoholic beverages
4. Anabolic steroids
5. Drug paraphernalia
6. Any volatile solvents or inhalants, such as but not limited, to glue and aerosol products
7. Prescription or patent drugs, except those for which permission for use in school has been granted pursuant to Joint Operating Committee policy

For purposes of this policy under the influence shall include any consumption or ingestion of controlled substances by a student.

CTCLC prohibits students from using, possessing, distributing, and being under the influence of any controlled substances during school hours, at any time on school property, at any school sponsored activity, and during the time spent traveling to and from school and school sponsored activities.

CTCLC REASONABLE SUSPICION/TESTING POLICY REASONABLE SUSPICION/TESTING

If based on the student's behavior, medical symptoms, vital signs, or other observable factors the building administrator has reasonable suspicion that the student is under the influence of a controlled substance, the student may be required to submit to drug or alcohol testing. The testing may include but is not limited to the analysis of blood, urine, saliva, or the administration of a Breathalyzer test.

TOBACCO AND SMOKING

Smoking, use of tobacco, electronic cigarettes, vaporizers, vaping liquid, or possession of these items in any form on school property is not permitted (Pennsylvania Anti-Smoking and Clean Air Law, September 1, 1989). Students violating this policy (law) will be subject to disciplinary action. Violators will be referred to the District Magistrate. Be advised that consequences include suspension from school and a parental conference.

ALTERNATIVE TO SUSPENSION PROGRAM (ATS PROGRAM)

The Career Technology Center of Lackawanna County's tobacco and vaping policy carries a mandatory suspension as outlined in the Student Handbook. However, because we feel the loss of education to these students is costly to all concerned, we have decided to become proactive in reference to tobacco and vaping use in school. Therefore, we have adopted a program called "Catch Your Breath" for the school's Alternative to Suspension Program (ATS). The program is offered as an option to students who face suspension for violation of the school tobacco and vaping policy for the first time. The program consists of four sessions, each session lasting for approximately 50 minutes of instruction.

The sessions address the following issues:

- Facts of Student Tobacco Use
- Comparison of Smoking and Vaping
- Long- Term Effects of Vaping
- Addiction and the Brain
- Influence of Social Media
- Strategies for Quitting
- My Future Plans-Tying it All Together

For students who choose the ATS program, attendance is mandatory. If the student is excessively late or misses a session, the full mandatory suspension will be issued and submission of the violation to the local magistrate. Parents/Guardians will be sent a copy of a student contract, signed by their child along with dates and times he or she must attend. Our program will be taught by a certified school contractor and will be scheduled at rotating times throughout the school year. The student must attend the sessions assigned to them.

Again this program is mandatory, if the student is absent from any session or is excessively late, the full mandatory suspension will be issued and submission of the violation to the local magistrate.

SEARCH OF SCHOOL PROPERTY

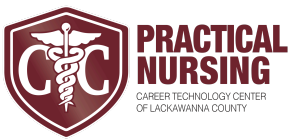
The CTCLC supports the elimination of the possession or use of illegal substances/devices. The administration wants to convey a strong message to the community, faculty, staff, and student body concerning the use or possession of illegal substances. It shall be the policy of CTCLC to permit the administration to periodically invite law enforcement agencies, or other qualified agencies or individuals, to search school property with dogs trained for the purpose of detecting the presence of illegal substances: 1. The administration shall authorize the search and have a designee on hand while the search is taking place. 2. Parents and students are notified of this policy through its inclusion in the student handbook. 3. All school property such as lockers, classrooms, and storage areas may be searched. 4. Individual(s) shall not be subjected to a search by dogs. 5. Once this notification has been given to parents and students, the CTCLC will have met its obligation to advertise the searches. Additionally, notices need not be given and actual times or dates of planned searches need not be released in advance

APPENDIX “B”

Technology Plan/Policy

Acceptable Use Policy for Computer and Network Resources

Reviewed: 4/25



THE CAREER TECHNOLOGY CENTER of LACKAWANNA COUNTY

Acceptable Use Policy for Computer and Network Resources

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THE CAREER TECHNOLOGY CENTER of LACKAWANNA COUNTY

Acceptable Use Policy for Computer and Network Resources

The following CTCLC policy contains the governing philosophy for regulating the use of the CTCLC's computing facilities and resources.

Acceptable Use

The CTCLC supports the use of computers, networks and the Internet in its curriculum in order to facilitate learning and teaching. The use of computers and network facilities shall be in support of education and consistent with the educational objectives of the school as well as the varied instructional needs, learning styles, abilities, and development levels of its students.

Responsibilities

Students have the responsibility to use computer technologies according to the direction of their teachers, and this policy.

Teachers have the responsibility to provide clear guidelines, direction, and supervision for the use of computer technologies by their students.

Administrators, teachers, and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and development levels, and to evaluate and use the information and technology in an ethical way to meet their educational goals.

All users have the responsibility to respect and protect the rights of every other user in the school, as well as on the Internet.

All users must recognize that all data is the property of CTCLC and there is no expectation of privacy.

All users are expected to act in a responsible, ethical and legal manner in accordance with school policy, and local, state and federal law.

Any user who receives threatening or unwelcome communications is expected to immediately bring them to the attention of a teacher or administrator.

Any user knowledgeable about violation of computer laws and policies, as well as about any potential security problem of the CTCLC's computer systems and networks is expected to notify a school administrator. The problem should not be demonstrated to other users. The user is expected to cooperate in the operation of computer systems and networks as well as in the investigation of misuse or abuse.

Privileges

Access to the computing facilities and resources is a privilege granted solely to faculty, staff, and students attending CTCLC, or other persons specifically granted permission by a CTCLC administrator.

THE CAREER TECHNOLOGY CENTER of LACKAWANNA COUNTY

Acceptable Use Policy for Computer and Network Resources

The CTCLC establishes that this use is **a privilege**, not a right; inappropriate, unauthorized and/or illegal use, determined by CTCLC administration, may result in the cancellation of those privileges and appropriate disciplinary action.

CTCLC

Responsibilities

CTCLC reserves the right to revoke user privileges, remove user accounts, and refer to legal authorities when appropriate violations of this policy and any other applicable school policies, including those governing network use, security, vandalism, and copyright of school resources and equipment.

CTCLC reserves the right to limit, restrict or extend computing privileges and access to its resources. Those who do not abide by the policies should expect at least suspension of computer privileges.

CTCLC reserves the right to determine which network services will be provided through its resources.

CTCLC reserves the right to deny computer privileges to any user identified as a security risk or having a history of problems with other computer systems. The determination of risk shall be the responsibility of CTCLC administration.

CTCLC reserves the right to examine any user files, should the security of a computer system be threatened, or unacceptable use is suspected.

CTCLC reserves the right to log network use and to monitor file server space utilization by any user.

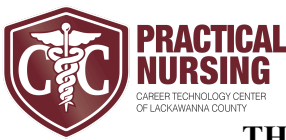
CTCLC reserves the right to view and monitor all applications provided through the network, including email, and to log Internet use by any user.

CTCLC shall not be responsible for student information that is lost, damaged or unavailable due to technical problems or user error.

CTCLC makes no warranties of any kind, whether expressed or implied, for the network service it is providing.

CTCLC specifically denies any responsibility for the accuracy or quality of information available on the Internet to students and staff and does not imply endorsement of the content.

CTCLC reserves the right to determine if any activity not appearing in the list below constitutes an acceptable or unacceptable use of its computer facilities or network resources.



THE CAREER TECHNOLOGY CENTER of LACKAWANNA COUNTY

Acceptable Use Policy for Computer and Network Resources

Consequences for Inappropriate Use

The use of a computer, network or the Internet for illegal, inappropriate, unacceptable, or unethical purposes by students or employees is strictly prohibited. Any user, whether student or employee, who violates the prohibitions listed in this policy, engages in any other act determined to be unacceptable use of the network by CTCLC administration, or violates any other school policy governing use of school resources, or any copyright law, whether through ignorance, negligence, or deliberate disregard, will have his/her user privileges revoked and may face other disciplinary procedures according to existing and applicable school policies. In addition, illegal use of the network, any other activity involving the violation of local, state, or federal laws will be reported to the appropriate legal authorities for prosecution. The intent of the inappropriate use will dictate the level of discipline.

Any user (and/or his/her family) will be responsible for any cost to restore vandalized systems to normal operations.

PROHIBITIONS

This policy strictly prohibits the following activities and any other determined by CTCLC administration to be unacceptable uses of the network. These prohibitions are in effect any time school resources are accessed whether on school property, directly from outside school, or indirectly through another network resource.

Unauthorized Use

All users are prohibited from using, or trying to use, a network account that was not assigned to that explicit user, unless the CTCLC Technology Coordinator has authorized access.

All users are prohibited from trying in any way to obtain the password for another user's account.

All users are prohibited from disclosing to an unauthorized person a password or any password for any computer program or network account.

All users are prohibited from attempting to disguise the identity of an account or computer.

Excessive Use

All users are prohibited from deliberately performing acts which are wasteful of computing or printing resources, or which unfairly monopolize resources to the exclusion of others.

All users are prohibited from excessively using system resources in an attempt to cause a system failure.

All users are prohibited from playing games on any computer or network unless specifically assigned by a teacher for instructional purposes.

Harassing, Offensive and Illegal Use

All users are prohibited from using any computer to access or transmit obscene or pornographic material.

All users are prohibited from harassing others or infringing upon other's rights by transmitting material likely to be abusive, profane, threatening, libelous, or sexually, racially, or religiously offensive.

All users are prohibited from developing, running or installing programs on school computer facilities with the malicious intent to harass other users or infringe upon others rights or which may lead to a lawsuit or criminal charges.

Personal, Financial and Political Gain

All users are prohibited from using computer facilities for commercial advertisement or for-profit purposes.

All users are prohibited from using computer facilities for non-school and/or non-school related activities.

All users are prohibited from using computer facilities for checking non-school issued email accounts during instructional time.

Security Violation

All users are prohibited from using computer resources to access, or attempt to access, unauthorized computer files or network services, including files, access, or data from external sources outside the CTCLC for which the user does not have authorization from the owner.

All users are prohibited from attempting to monitor another user's electronic communications, or intentionally obtain, modify or delete another user's data or passwords, without permission of the owner.

All users are prohibited from attempting to circumvent or defeat data protection schemes or uncover security breaches.

Vandalism

All users are prohibited from making unauthorized modifications to any computer program. This includes, but is not limited to, downloading and installing of unauthorized software from the Internet or other source of removable media.

All users are prohibited from attempting to harm or destroy data of another user or to harm or destroy computer hardware, software, or configuration.

All users are prohibited from deliberately performing an act, which will seriously impact the operation of computer facilities or networks' resources.

All users are prohibited from developing, running or installing programs on any school computer facilities with the malicious intent to harm or destroy hardware or software components of any computer or network.

All users are prohibited from conducting such acts as theft, mutilation, or unauthorized appropriation of computer hardware or software.

Copyright Violation

All users are prohibited from using school technology or computer facilities for fraudulent copying, communications, or modifications of materials in violation of local, state, or federal copyright laws.

All users are prohibited from violating intellectual property rights by the illegal installation, distribution, reproduction, or use of copyrighted material, or violating software licensing agreements and software copyright laws.

Other Rules

All users must comply with the acceptable use policy of the school's Internet provider(s) and our contract(s) with them and violating any terms of their policy is prohibited.

All users are subject to the acceptable use policies of all external networks through which communications are transmitted.

Students may have additional rules that govern computer use in individual schools, grades, departments, libraries, or classrooms. These rules are in addition to, rather than instead of, the rules in this policy.

All users must assure that all software and hardware foreign to the district system shall be virus-free.

CTCLC administration shall develop procedures, which will require parental approval for student use of the Internet.

Reference

PA State Law, 18 Pa. C.S.A. 3933, et seq.

Copyright Law P.L. 94-553

BEC 14-87



The Career Technology Center of Lackawanna County Acceptable Use Policy

Computer and Network Resources

Students will **not** receive Internet access until this form is completed and returned as noted below.

STUDENT

I understand and will abide by The Career Technology Center of Lackawanna County's Computer, Network and Internet Acceptable Use Policy. I further understand that any violation of the Policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action and/or appropriate legal action may be taken.

PRACTICAL NURSING

Personal Computer Use on Campus:

Student's must comply with The Career Technology Center of Lackawanna County's Computer, Network and Internet Acceptable Use Policy.

Students must log onto CTCLC Network

It is the student's responsibility to maintain spyware.

It is the student's responsibility to download online Programs as required by the PN program

Computer system requirements are the student's responsibility.

Career Technology Center of Lackawanna County Practical Nursing

Laptop:

Loaner Program

Students borrowing laptop from Practical Nursing must:

- -Submit deposit **\$200.00** (nonrefundable)
- -Laptops damaged by inappropriate use will not have the deposit returned, In addition, the student will be charged the current market cost of a replacement.
- If the laptop is lost, stolen, damaged, or not returned on the last day of enrollment, the student will be charged the current market cost of a replacement.
- The student acknowledges that they will be responsible for any damage to the laptop while under their care (other than normal wear)
- -Students must log onto CTCLC Network
- -Online programs downloaded for use by CTC IT department
- -Students must abide by The Career Technology Center of Lackawanna County's Computer, Network and Internet Acceptable Use Policy
- -CTC IT Department will maintain spyware.

User's Full Name (Please print): _____

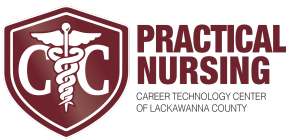
User's Signature (legible) _____

Date _____

Please sign and return to M. Olivetti in the Practical Nursing Office.

APPENDIX “C”

**TUITION 2024-2025
PN Calendar 2024-2025**



TUITION 2025-2026

The Following depicts the current tuition. Please note that Financial Aid and Loans will be applied after completion of FAFSA (<https://studentaid.gov/h/apply-for-aid/fafsa>)

Fees are subject to change

LEVEL	TUITION	ACTIVITY/LAB FEE	ATI Program Manager
I	\$4550.00	\$350.00	\$75.00
II	\$4550.00	\$200.00	\$75.00
III	\$4550.00	\$200.00	\$75.00
IV	\$4550.00	\$200.00	\$75.00
Total Cost	\$18,200	\$950.00	\$300.00

Approximate Book/Online Resource Cost	\$600.00 (dependent on ebook/text) \$120.00 optional resource texts
Uniform Cost-approximate	\$140.00
CTCLC Laptop Rental (optional)	\$200.00 optional

Total Costs:

Tuition/Fees: \$19450.00

Other: \$940 (approximate)

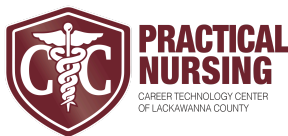
Total: \$20,390

Approximate End of Program Testing/License costs:

NCSBN Testing NCLEX-PN	\$200.00
PA Board of Nursing License	\$95.00
PA Board of Nursing Temporary License (optional)	\$70.00
FBI Clearance- per PA Board of Nursing	\$75.00 approx

JOC APPROVED 02.27.2024

JOC APPROVED 02.27.2024



**CAREER TECHNOLOGY CENTER of LACKAWANNA COUNTY
PRACTICAL NURSING ACADEMIC CALENDAR
2025-2026**

Monday, August 25, 2025	Teacher In-Service (Faculty MTG)
Tuesday, August 26, 2025	Teacher In-Service (No Students)- ATI
Wednesday, August 27, 2025	Teacher In-Service (No Students)-Student Handbook Revisions
Thursday, August 28, 2025	Level I/Level III Begins (Day 1)
Monday, September 1, 2025	LABOR DAY (No faculty/No Students)
Monday, October 13, 2025	COLUMBUS DAY (No Faculty/No Students)
Tuesday, November 11, 2025	VETERAN'S DAY (No Faculty/No Students)
Tuesday, November 21, 2025	END LEVEL I/III-
Monday, November 24, 2025	GRADES: Both Levels: ATI
Tuesday, Nov. 25, 2025	Make Up/ ATI Review
Wednesday, November 26, 2025	December Faculty Meeting: 8:15 a.m. / No Students
(Thursday, November 27) (Friday, November 28) (Monday, Dec. 1)	THANKSGIVING BREAK (No faculty/No students)
Tuesday, December 2, 2025	START LEVELS II/IV
Wednesday, December 24, 2025-Fri-Jan 2, 2026	CHRISTMAS BREAK
Monday, January 5, 2026	Return to classes
Monday, January 19, 2026	MLK DAY (No faculty/No Students)
Friday, February 13, 2026	TEACHER In-Service (NO STUDENTS)(Feb. Faculty MTG)
Monday, February 16, 2026	PRESIDENT'S DAY (No faculty/No Students)
Friday, March 6, 2026	END Level II
March 9-10	Make up and ATI Review/ LEVEL I ORIENTATION (June 2027)
Tuesday, March 10, 2026	END LEVELS IV
March 2026 Graduation-Friday, March 13, 2026	March Graduation: 6:00 pm
Wednesday, March 11, 2026	Classes Start: LEVELS I/III
Thursday, April 2, 2026 to Monday, April 6, 2026	SPRING BREAK (April 2, 6-potential snow day)
Tuesday, April 7, 2026	Return to classes
Monday, May 25, 2026	MEMORIAL DAY: (No faculty/No Students)
Friday, June 5, 2026	End Level I/III
Monday: June 8-June 9	NCLEX/MakeUP
Wednesday, June 10, 2026	Last Day of School

2025-2026 Tuition (August 2025 start))

Level I: \$4550.00 ATI: Program Manager: \$75 Student activity fee: \$350.00 Books: @\$300 Uniform: @150	Level II: \$4550.00 ATI: Program Manager: \$75 Student Activity fee \$200.00	Level III: \$4550.00 ATI Program Manager: \$75 Student Activity fee: \$200	Level IV: \$4550.00 ATI Program Manager: \$75 Student Activity fee: \$200 Expected fees for licensure: • NCLEX PN: \$200 • PA BON License: \$95 • NALPN: \$20 • FBI reprint: @\$75
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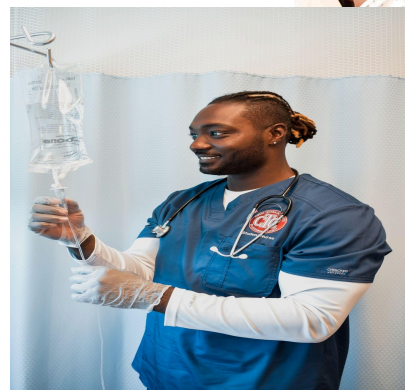
KC approved: 4/8/2025

APPENDIX D

Clinical Evaluations

Levels I-IV

Students are expected to progress from Maximum to Independent Guidance throughout the Program





1: Students demonstrate psychomotor skills along with other clinical skills with Maximum Guidance.

MAXIMUM GUIDANCE: Instructor is present and assists during simple assessments and initial performance of skills and tasks

LEVEL I

*Simulation: Pass/Fail Remediation Reason: *Remediation: Pass/Fail Faculty Review Recommended: YES NO	Experience : Instructor: STUDENT NAME: _____
--	---

STUDENT LEARNING OUTCOMES	S	NI	U	NA/NO	REMARKS
Nursing Process					
At the end of Level the student will demonstrate competency with Maximum Guidance:					
Begin to utilize the nursing process in provision of care & health promotion of individual patients experiencing chronic & acute health problems*					

STUDENT LEARNING OUTCOMES	S	NI	U	NA/NO	REMARKS
Psychomotor Skills					
At the end of Level the student will demonstrate competency with Maximum Guidance:					
Demonstrate satisfactory performance of psychomotor skills needed to meet basic health needs of individual patients experiencing chronic & acute health problems					
Administer care: ❖ Follow correct skill procedures ❖ Maintain safety ❖ Follow and execute healthcare provider orders ❖ Follow delegation and communication of instructor and/or Health Care Team					
PERFORM HEAD TO TOE ASSESSMENT* ➤ Report abnormal assessment to instructor/co-sign					
Safely and competently perform nursing skills *					
Accurate Vital Sign Assessment, documentation, and reporting of abnormal results					
SAFETY					

Other comments



LEARNING OUTCOMES	S	NI	U	NA/NO	REMARKS
Critical thinking					
At the end of Level the student will demonstrate competency with Maximum Guidance:					
Identify elements of critical thinking & the problem solving process needed to make decisions about the care of individual patients					
Communication					
At the end of Level the student will demonstrate competency with Maximum Guidance:					
Demonstrate beginning ability to utilize verbal, non-verbal, electronic & written means to communicate with individual patients, faculty, & members of the health care team					
Accountability					
At the end of Level the student will demonstrate competency with Maximum Guidance:					
Demonstrate accountability in personal practice*					
Educational Opportunities					
At the end of Level the student will demonstrate competency with Maximum Guidance:					
Utilize educational opportunities for professional growth in provision of care and health promotion of individual patients experiencing chronic and acute health care problems					
Values, Attitudes, Personal Qualities					
At the end of Level the student will demonstrate competency with Maximum Guidance:					
Demonstrate values, attitudes, and personal qualities reflecting a commitment to respect human dignity and individual rights					

LEVEL I

MAXIMUM Guidance

MAXIMUM GUIDANCE: Level I: Instructor is present and assists during simple assessments and initial performance of skills and tasks

EVALUATION OF CLINICAL PERFORMANCE:

S	Satisfactory rating indicates that the student has met the stated student learning outcomes
NI	Student needs improvement indicates the student has partially met the stated student learning outcomes-Remediation may be necessary
U	Student unsatisfactory rating indicates the student has not met the stated student learning outcomes-Remediation necessary
NA/NO	Stated Learning Outcome was not applicable to the student or Not Observed during this clinical experience

* Student Learning Outcomes marked by * must be met at the completion of the Level in order to avoid probation or dismissal.

Students requiring Simulation remediation:

*If a student is not meeting simulation remediation requirements, faculty members may recommend Faculty Review at any time during clinical experience.

Instructor Recommendations:

Student Comments:

Faculty Signature: _____

Student Signature: _____ **Date:** _____

Students in the Level II clinical experiences, will meet requirements with Moderate Guidance:

Moderate Guidance: Instructor is present during simple assessments and initial performance of skills and tasks

LEVEL II

Student:	Experience Site:	Date:
Instructor:		

STUDENT LEARNING OUTCOMES	S	NI	U	NA/NO	REMARKS
Nursing Process					
At the end of Level the student will demonstrate competency with Moderate Guidance:					
Continue to utilize the nursing process in provision of care & health promotion of individual patients experiencing chronic & acute health problems*					

STUDENT LEARNING OUTCOMES	S	NI	U	NA/NO	REMARKS
Psychomotor Skills					
At the end of Level the student will demonstrate competency with Moderate Guidance:					
Demonstrate satisfactory performance of psychomotor skills needed to meet basic health needs of individual patients experiencing chronic & acute health problems					
Administer care: ❖ Follow correct skill procedures ❖ Maintain safety ❖ Follow and execute healthcare provider orders ❖ Follow delegation and communication of instructor and/or Health Care Team					
PERFORM HEAD TO TOE ASSESSMENT* ➤ Report abnormal assessment to instructor/co-sign					
Safely and competently perform nursing skills *					
Accurate Vital Sign Assessment, documentation, and reporting of abnormal results					
SAFETY					

Other comments:

STUDENT LEARNING OUTCOMES	S	NI	U	NA/NO	REMARKS
Critical thinking/Clinical Judgment					
At the end of Level the student will demonstrate competency with Moderate Guidance :					
Identify elements of critical thinking & the problem solving process needed to make decisions about the care of individual patients					
Communication					
At the end of Level the student will demonstrate competency with Moderate Guidance :					
Demonstrate moderate ability to utilize verbal, non-verbal, electronic & written means to communicate with individual patients, faculty, & members of the health care team					
Accountability					
At the end of Level the student will demonstrate competency with Moderate Guidance :					
Demonstrate accountability in personal practice*					
Educational Opportunities					
At the end of Level the student will demonstrate competency with Moderate Guidance :					
Utilize educational opportunities for professional growth in provision of care and health promotion of individual patients experiencing chronic and acute health care problems					
Values, Attitudes, Personal Qualities					
At the end of Level the student will demonstrate competency with Moderate Guidance :					
Demonstrate values, attitudes, and personal qualities reflecting a commitment to respect human dignity and individual rights					

LEVEL II

MODERATE Guidance:

Level II: Instructor is present during simple assessments and initial performance of skills and tasks

EVALUATION OF CLINICAL PERFORMANCE:

S	Satisfactory rating indicates that the student has met the stated student learning outcomes
NI	Student needs improvement indicates the student has partially met the stated student learning outcomes-Remediation may be necessary
U	Student unsatisfactory rating indicates the student has not met the stated student learning outcomes-Remediation necessary
NA/NO	Stated Learning Outcome was not applicable to the student or Not Observed during this clinical experience

* Student Learning Outcomes marked by * must be met at the completion of the Level in order to avoid probation or dismissal.

Instructor Recommendations:

Student Comments:

Faculty Signature: _____

Medication Pass Experience: Students in Level II will proceed to a Medication Pass Experience using skills taught during Medication Administration Skills in Level I. Students must pass a medication calculation examination prior to clinical start.

STUDENT NAME:

Students must complete:

- **Medication administration Skills in Level I**
- **Med Calculation exam prior to Level II, Level III, and Level IV clinical start (must obtain an 80% or better to participate in medication administration)**
- **Intravenous skills in Level III**

Medication Administration experience will occur in the clinical and simulation units in Levels II, III, IV. Medication Administration will demonstrate progression in knowledge, comprehension, application, and evaluation.

Students will receive the following evaluation:

P=Proficient

NI=Needs Improvement (may require review and/or remediation)

***U=Unsatisfactory**

N=Not applicable or Not observed

Students receiving an Unsatisfactory (U) will be required to complete remediation on the skill

Level II Experience:

Date:

Facility:

Instructor:

STUDENT LEARNING OUTCOMES	P	NI	U	N	REMARKS	P	NI	U	N	REMARKS
MEDICATION ADMINISTRATION SAFETY										
Student is able to verbalize the Rights of Medication Administration and demonstrate understanding										
Verify Patient Identity										
Review orders for accuracy										
Complete drug calculations accurately if indicated										
Review ordered medications - Medication action - Side effects - Contraindications - Teaching - Antidote										
Provide and implement safe PLAN FOR MEDICATION ADMINISTRATION										
Proper Preparation for Medication Administration										
Medication Administration (Oral)										
Parenteral Administration										
Intramuscular										
Subcutaneous										
Intradermal										
Intravenous										
G-tube administration										
Intravenous Administration										
Administration accuracy										

LEVEL II

Instructor Comments:

Student Comments:

Instructor Signature:_____

Student Signature:_____ **Date:**_____

Adopted 10/22
Revised 8/23

Level III clinical experiences progress the student to minimal guidance. A medication pass experience is incorporated into rotations of Level III and Level IV in an acute care setting.

MINIMAL Guidance: Instructor reviews findings of physical assessments and evaluates competence of nursing procedures

LEVEL III

Student:	Experience Site:	Date: Instructor:
-----------------	-------------------------	--------------------------

STUDENT LEARNING OUTCOMES	S	NI	U	NA/NO	REMARKS
Nursing Process					
At the end of Level the student will demonstrate competency with Minimal Guidance:					
Utilize, and apply the nursing process in provision of care & health promotion of individual patients experiencing chronic & acute health problems*					

STUDENT LEARNING OUTCOMES	S	NI	U	NA/NO	REMARKS
Psychomotor Skills					
At the end of Level the student will demonstrate competency with Minimal Guidance:					
Demonstrate satisfactory performance of psychomotor skills needed to meet basic health needs of individual patients experiencing chronic & acute health problems					
Administer care: ❖ Follow correct skill procedures ❖ Maintain safety ❖ Follow and execute healthcare provider orders ❖ Follow delegation and communication of instructor and/or Health Care Team					
PERFORM HEAD TO TOE ASSESSMENT* ➤ Report abnormal assessment to instructor/co-sign					
Safely and competently perform nursing skills *					
Accurate Vital Sign Assessment, documentation, and reporting of abnormal results					
SAFETY					

Other comments:

STUDENT LEARNING OUTCOMES	S	NI	U	NA/NO	REMARKS
Critical thinking/Clinical Judgment					
At the end of Level the student will demonstrate competency with Minimal Guidance:					
Identify and apply elements of critical thinking & the problem-solving process needed to make decisions about the care of individual patients					
Communication					
At the end of Level the student will demonstrate competency with Minimal Guidance:					
Demonstrate ability to utilize and apply verbal, non-verbal, electronic & written means to communicate with individual patients, faculty, & members of the health care team *					
Accountability					
At the end of Level the student will demonstrate competency with Minimal Guidance:					
Demonstrate accountability in personal practice*					
Educational Opportunities					
At the end of Level the student will demonstrate competency with Minimal Guidance:					
Utilize educational opportunities for professional growth in provision of care and health promotion of individual patients experiencing chronic and acute health care problems					
Values, Attitudes, Personal Qualities					
At the end of Level the student will demonstrate competency with Minimal Guidance:					
Demonstrate values, attitudes, and personal qualities reflecting a commitment to respect human dignity and individual rights					

LEVEL III

MINIMAL Guidance:

Level III: Instructor reviews findings of physical assessments and evaluates competence of nursing procedures

EVALUATION OF CLINICAL PERFORMANCE:

S	Satisfactory rating indicates that the student has met the stated student learning outcomes
NI	Student needs improvement indicates the student has partially met the stated student learning outcomes-Remediation may be necessary
U	Student unsatisfactory rating indicates the student has not met the stated student learning outcomes-Remediation necessary
NA/NO	Stated Learning Outcome was not applicable to the student or Not Observed during this clinical experience

* **Student Learning Outcomes marked by * must be met at the completion of the Level in order to avoid probation or dismissal.**

Instructor

Student Comments:

Faculty Signature: _____

Student Signature: _____ **Date:** _____

Revised: 8/23

LEVEL III/IV MEDICATION ADMINISTRATION (If applicable)

Medication Administration experience will occur in the clinical and simulation units in Levels II, III, IV.

Medication Administration will demonstrate progression in knowledge, comprehension, application, and evaluation.

Students will receive the following evaluation:

P=Proficient

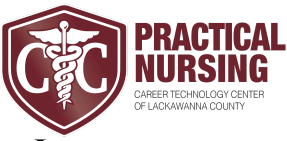
NI=Needs Improvement (may require review and/or remediation)

***U=Unsatisfactory**

N=Not applicable or Not observed

***Students receiving an Unsatisfactory (U) will be required to complete remediation on the skill(s)**

STUDENT LEARNING OUTCOMES	P	NI	U	N	REMARKS	P	NI	U	N	REMARKS
MEDICATION ADMINISTRATION SAFETY										
Student is able to verbalize the Rights of Medication Administration and demonstrate understanding										
Verify Patient Identity										
Review orders for accuracy										
Complete drug calculations accurately if indicated										
Review ordered medications - Medication action - Side effects - Contraindications - Teaching - Antidote										
Provide and implement safe PLAN FOR MEDICATION ADMINISTRATION										
Proper Preparation for Medication Administration										
Medication Administration (Oral)										
Parenteral Administration										
Intramuscular										
Subcutaneous										
Intradermal										
Intravenous										
G-tube administration										
Intravenous Administration										
Administration accuracy										



MEDICATION ADMINISTRATION (IF APPLICABLE)

Instructor

Student Comments:

Instructor Signature:

Student Signature: _____ **Date:**

Adopted 10/22
Revised 8/23

Level IV clinical experiences complete with the student demonstrating Independence in patient care and medication pass. The student progresses to independence with an ability to critically think, problem solve.

INDEPENDENCE: Instructor evaluates competency in physical assessments and evaluates competence of nursing procedures

LEVEL IV

Student:	Experience Site: Instructor	Date:
-----------------	--	--------------

STUDENT LEARNING OUTCOMES	S	NI	U	NA/NO	REMARKS
Nursing Process					
At the end of Level the student will demonstrate competency with Independence:					
Utilize, apply, and evaluate the nursing process in provision of care & health promotion of individual patients experiencing chronic & acute health problems*					

STUDENT LEARNING OUTCOMES	S	NI	U	NA/NO	REMARKS
Psychomotor Skills					
At the end of Level the student will demonstrate competency with Independence:					
Demonstrate satisfactory performance of psychomotor skills needed to meet basic health needs of individual patients experiencing chronic & acute health problems					
Administer care: ❖ Follow correct skill procedures ❖ Maintain safety ❖ Follow and execute healthcare provider orders ❖ Follow delegation and communication of instructor and/or Health Care Team					
PERFORM HEAD TO TOE ASSESSMENT* ➤ Report abnormal assessment to instructor/co-sign					
Safely and competently perform nursing skills *					
Accurate Vital Sign Assessment, documentation, and reporting of abnormal results					
SAFETY					

Other comments:

STUDENT LEARNING OUTCOMES	S	NI	U	NA/NO	REMARKS
Critical thinking/Clinical Judgment					
At the end of Level the student will demonstrate competency with Independence:					
Identify, apply, and evaluate elements of critical thinking & the problem solving process needed to make decisions about the care of individual patients					
Communication					
At the end of Level the student will demonstrate competency with Independence:					
Demonstrate ability to utilize, apply, and evaluate verbal, non-verbal, electronic & written means to communicate with individual patients, faculty, & members of the health care team					
Accountability					
At the end of Level the student will demonstrate competency with Independence:					
Demonstrate accountability in personal practice*					
Educational Opportunities					
At the end of Level the student will demonstrate competency with Independence:					
Utilize educational opportunities for professional growth in provision of care and health promotion of individual patients experiencing chronic and acute health care problems					
Values, Attitudes, Personal Qualities					
At the end of Level the student will demonstrate competency with Independence:					
Demonstrate values, attitudes, and personal qualities reflecting a commitment to respect human dignity and individual rights					

LEVEL IV

INDEPENDENCE:

Level IV Instructor evaluates competency in physical assessments and evaluates competence of nursing procedures

EVALUATION OF CLINICAL PERFORMANCE:

S	Satisfactory rating indicates that the student has met the stated student learning outcomes
NI	Student needs improvement indicates the student has partially met the stated student learning outcomes-Remediation may be necessary
U	Student unsatisfactory rating indicates the student has not met the stated student learning outcomes-Remediation necessary
NA/NO	Stated Learning Outcome was not applicable to the student or Not Observed during this clinical experience

* Student Learning Outcomes marked by * must be met at the completion of the Level in order to avoid probation or dismissal.

Instructor Recommendations:

Student Comments:

Faculty Signature: _____

Student Signature: _____ **Date:** _____

Revised: 8/23

LEVEL III/IV MEDICATION ADMINISTRATION (If applicable)

Medication Administration experience will occur in the clinical and simulation units in Levels II, III, IV. Medication Administration will demonstrate progression in knowledge, comprehension, application, and evaluation.

Students will receive the following evaluation:

P=Proficient

NI=Needs Improvement (may require review and/or remediation)

***U=Unsatisfactory**

N=Not applicable or Not observed

***Students receiving an Unsatisfactory (U) will be required to complete remediation on the skill(s)**

STUDENT LEARNING OUTCOMES	P	NI	U	N	REMARKS	P	NI	U	N	REMARKS
MEDICATION ADMINISTRATION SAFETY										
Student is able to verbalize the Rights of Medication Administration and demonstrate understanding										
Verify Patient Identity										
Review orders for accuracy										
Complete drug calculations accurately if indicated										
Review ordered medications - Medication action - Side effects - Contraindications - Teaching - Antidote										
Provide and implement safe PLAN FOR MEDICATION ADMINISTRATION										
Proper Preparation for Medication Administration										
Medication Administration (Oral)										
Parenteral Administration										
Intramuscular										
Subcutaneous										
Intradermal										
Intravenous										
G-tube administration										
Intravenous Administration										
Administration accuracy										

MEDICATION ADMINISTRATION (IF APPLICABLE)

Instructor Comments:

Student Comments:

Instructor Signature: _____

Student Signature: _____ **Date:** _____

Adopted 10/22

APPENDIX E

Faculty/Staff

HANDBOOK ATTESTATION

CTCPN Faculty and Staff **2024/2025**

Director of Practical Nursing: Janet Yontas MSN, RN

Administrative Assistant: Mauri Olivetti

Full Time Faculty:

- Joanne Falcone, BSN RN (Clinical Coordinator)
- Gabrielle Gashi, BSN RN
- Jill Mathewson, MSN RN
- Lucia Menichelli-Bales, BSN RN
- Ann Millan, MSN RN
- Brianna Nichols, MSN RN

Substitute Faculty (Clinical Faculty)

- Kelsey Stanco, BSN RN
- Sarah Worden, ASN RN

Per Diem Faculty:

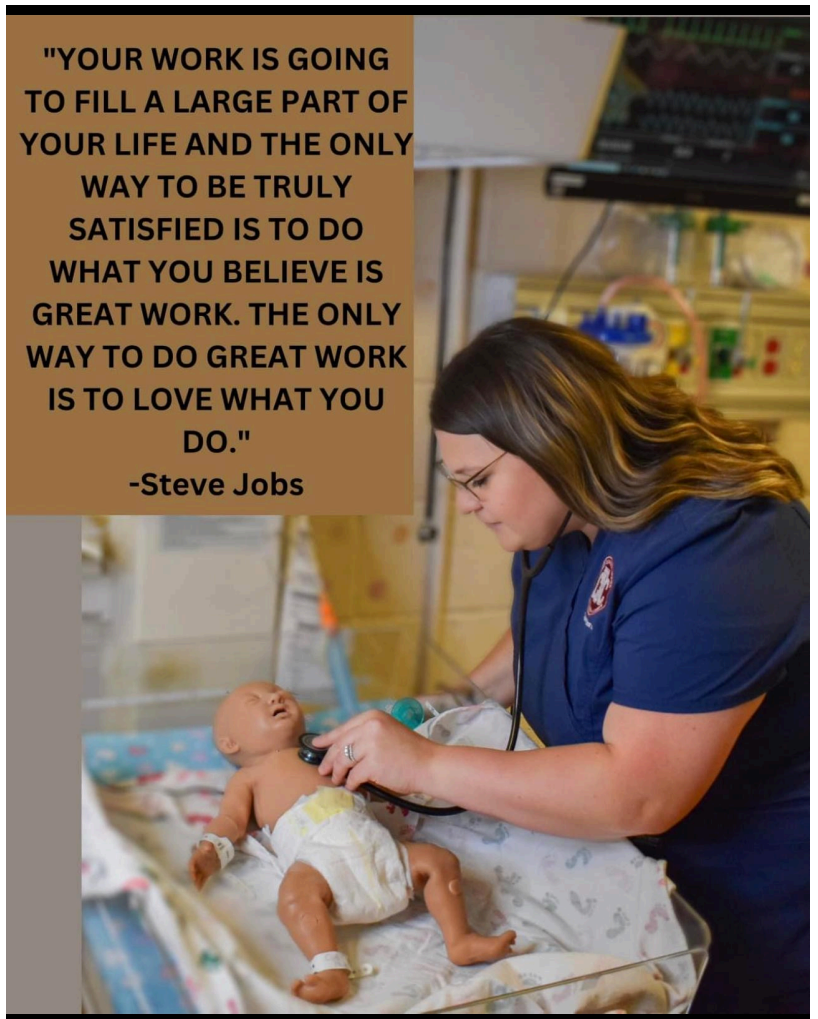
- Mary Joan Lavelle MSN RN

Financial Aid Coordinator:

- Suzie Morgan

**"YOUR WORK IS GOING
TO FILL A LARGE PART OF
YOUR LIFE AND THE ONLY
WAY TO BE TRULY
SATISFIED IS TO DO
WHAT YOU BELIEVE IS
GREAT WORK. THE ONLY
WAY TO DO GREAT WORK
IS TO LOVE WHAT YOU
DO."**

-Steve Jobs



CTCLC PN Student Handbook

Attestation

The items below will be reviewed the first day of Level I classes and signed accordingly:

I have received the Career Technology Center of Lackawanna County (CTCLC) Practical Nursing (PN) Program student handbook, **HIPAA compliance**, and **OSHA's Bloodborne Pathogens Standards** and I am aware that it is my responsibility to read, understand, and follow all policies and procedures at all times. I am aware that failure to follow policies and procedures will result in disciplinary action and/or dismissal from the PN Program.

I have been informed of the following:

1. The CTCLC PN Program provides training to qualify all candidates to sit for the **Pennsylvania NCLEX-PN examination**. Licensing for any other state requires application and approval per that state's requirements. Pennsylvania State Licensing requirements:
 - a. All students that satisfactorily complete the 12-month program are eligible to take the **Pennsylvania NCLEX Practical Nursing Examination**.
 - b. The Pennsylvania State Board of Nursing reserves the right to deny eligibility to take the NCLEX-PN Exam if a graduate has a criminal record.
 - c. Each case is considered individually and is at the sole discretion of the Pennsylvania State Board of Nursing
 - d. Each case will be considered only **after completion of the PN Program**.
 - e. Faculty and Administration are prohibited from advising students on the matter.
 - f. Information on newly offered predetermination by the PA SBON can be found at:
 - i. <https://www.dos.pa.gov/ProfessionalLicensing/Pages/ACT-53-2020.aspx>
 - ii. <https://www.dos.pa.gov/ProfessionalLicensing/Documents/Preliminary-Determination-Instructions.pdf>
2. As of **December 2021-March 2024**, the NCLEX-PN Exam passing rate for graduates of CTCLC PN is **93.75%**.
3. As of **December 2023**, employment rate for recent graduates that have obtained licensure and graduated from the CTCLC PN Program is **100%**, as reported on Graduate Questionnaire returned one year after graduation, December 2024 (Class of December 2023).
4. As of March 2024 graduating class, the completion rate for enrolled students in the CTCLC PN Program is **73.4**. Completion rate of the December 2024 class is projected to be: **68.9%**
5. I am responsible for any outstanding balance owed to the Career Technology Center of Lackawanna County Practical Nursing Program. Failure to pay any outstanding balance will result in all necessary personal information being turned into collections.

I have been informed and understand all of the information as stated and have been provided information on the Violence of Women Act, Activation and Response Procedures, and all updated student handbook information. I understand the contents of the student handbook as well as information provided above. I agree to comply with the standards and regulations as presented, as well as any policy changes that may occur while I am enrolled.

Printed Student Name: _____ Class: _____

Student Signature _____

Date: _____