VENANGO
TECHNOLOGY CENTER

PRACTICAL NURSING PROGRAM

March 2026
FOR 2026-27

NOTICE OF NON-DISCRIMINATORY POLICY

The Practical Nursing Program of the Venango Technology Center is an equal opportunity education institution and will not discriminate based on race, color, creed, religion, gender, marital status, sexual orientation, ancestry, national origin, handicap/ disability, age, veteran status, or limited English proficiency in its programs or activities. It complies with requirements of Title IX of the education amendments of 1972, Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973. For information regarding civil rights or grievance procedures contact the Director or Student Services Director of Nursing.

COMPLIANCE WITH AMERICANS WITH DISABILITIES ACT

The Venango Technology Center complies with the requirements of the Americans with Disabilities Act. Location of accessible restrooms, entrances, telephones, etc. may be obtained from the Director of Nursing.

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Accredited by the
Accreditation Commission for Education in Nursing (ACEN)

(The Accreditation Commission for Education in Nursing serves as a resource for information regarding required tuition, fees, and length of the program. Documents describing accreditation and licensing as well as consumer information may also be obtained from the Director of Nursing of the Practical Nursing Program.)

Accreditation Commission for Education in Nursing
3390 Peachtree Road NE
Suite 1400
Atlanta, GA 30326

Telephone: (404) 975-5000

Calendar 2026-27

New Student Orientation	Warren: May 21, 2026 Oil City: May 28, 2026
First Day for Students:	August 4, 2026
Vacation:	October 2, 2026
Thanksgiving Vacation:	November 26 - 30, 2026
Winter Vacation:	December 24, 2026 - January 4, 2027
Vacation:	February 12, 2027
Presidents' Day:	February 16, 2027
Spring Vacation:	March 25, 2027 - March 31, 2027
Vacation:	April 16, 2027
Memorial Day:	May 31, 2027
Juneteenth:	Saturday, June 19, 2027
Graduation Ceremony Warren:	June 26, 2027
Graduation Ceremony Oil City:	June 25, 2027

* The Practical Nursing Program generally observes the same holidays as the Venango Technology Center. Occasional exceptions may be required.

* Snow day assignments and make-up dates are assigned at the discretion of the Director of Nursing.

In keeping with the educational mission of the Practical Nursing Program, the educational policies and procedures are constantly being reviewed and changed. This bulletin contains regulations, facts and requirements that were correct at the time of publication. The Practical Nursing Program reserves the right to alter any/all statements herein, without prior notice; however, a change in graduation requirements will not be made unless the change is to the advantage of the students. Students are responsible for being informed of official policies and meeting school requirements.

Table of Contents

HISTORY AND PURPOSE 6
- PHILOSOPHY 6
- END OF PROGRAM OUTCOMES 6
- STUDENT LEARNING OUTCOMES 7
- THE CAMPUS 8

SELECTING A NURSING PROGRAM 9
ADMISSION 11
- RECRUITMENT 12
- ADMISSION REQUIREMENTS 12
- APPLICATION PROCESS 12
- LICENSING REQUIREMENTS 13
- ACCEPTANCE DECISIONS 13
- CRIMINAL HISTORY 13
- ADVANCED PLACEMENT 14
- DRUG AND ALCOHOL POLICY 14
- STUDENTS WITH DISABILITIES OR SPECIAL NEEDS 16
- HEALTH REQUIREMENTS 16
- NURSING PROGRAM PERFORMANCE STANDARDS 17
- CAMPUS TRANSFER 17

ACADEMIC POLICIES 18
- LENGTH OF PROGRAM 18
- REQUIREMENTS FOR GRADUATION 18
- ACADEMIC/CLINICAL GRADING AND SATISFACTORY PROGRESS 18
- CLINICAL PROBATION 19
- EXAM MAKEUP POLICY 20
- ATTENDANCE 20
- INCLEMENT WEATHER POLICY 21
- MISSING PERSON NOTIFICATION POLICY 22
- CLASS AND LABORATORY RULES 22
- STUDENT RETENTION 22
- WITHDRAWAL 22
- LEAVE OF ABSENCE 23
- READMISSION 23
- RETURNING STUDENT ABSENT HOUR POLICY 23
- STUDENT RECORDS 24
- TRANSCRIPTS 24
- HONESTY IN LEARNING 25
- CONFIDENTIALITY POLICY 25
- PROFESSIONAL BOUNDARIES 26
- DISMISSAL FROM THE PROGRAM 26
- COMPLETION/GRADUATION INFORMATION 27

STUDENT LIFE 28

GENERAL RULES AND REGULATIONS 28
CAMPUS SECURITY 28
NO-BULLYING POLICY 30
SEXUAL MISCONDUCT POLICY 30
STUDENT HOUSING 35
MEALS 35
VALUABLES AND PERSONAL ITEMS 35
HOUSEKEEPING 35
SMOKING 35
TELEPHONE CALLS 35
LIBRARY 35
UNIFORMS 36
TRANSPORTATION 37
ACCEPTABLE USE OF INTERNET, COMPUTERS AND NETWORK RESOURCES 37
SOCIAL NETWORKING POLICY 43
DISTANCE EDUCATION 44
SAFETY INFORMATION AND PROCEDURES 44
FIRE SAFETY INFORMATION 44
FIRE EVACUATION 45
SHELTER IN PLACE 45
ON-SITE/ OFF-SITE EVACUATION 46
IMMINENT DANGER 46
BLOODBORNE PATHOGEN EXPOSURE POLICY 46
STUDENT HEALTH PROGRAM 47
COUNSELING AND ORIENTATION 47
CAREER SERVICES AND PLACEMENT 47
STUDENT ORGANIZATION AND GOVERNMENT 48
COMPLAINT RESOLUTION PROCEDURE 48
STUDENT GRIEVANCE PROCEDURES 49
PROGRAM OF LEARNING 51
PROGRAM OF LEARNING 52
FACULTY AND ADMINISTRATION 53
VENANGO TECHNOLOGY CENTER ADMINISTRATION 53
PRACTICAL NURSING ADMINISTRATION 53
PRACTICAL NURSING FACULTY 53

HISTORY AND PURPOSE

The Venango Technology Center Practical Nursing Program was founded in July of 1966 and was originally operated by the Oil City Area School District. In July of 1968, responsibility for the Practical Nursing Program was transferred to the Venango Technology Center (known at that time as the Venango County Area Vocational-Technical School). A satellite program was approved in 2009 and operates in the Warren/Forest Higher Education Council Building on the State Hospital grounds in Warren, Pennsylvania. The program moved to a hybrid format in August 2022. In 2024, the Oil City Campus relocated from the home school to 1801 West First St., Oil City, PA.

The Practical Nursing Program is accredited by the Accreditation Commission for Education in Nursing and is approved by the Pennsylvania State Board of Nursing.

The program of learning of the Practical Nursing School is designed to prepare qualified individuals to function effectively as safe practitioners in beginning positions in a variety of practical nursing situations.

PHILOSOPHY

Venango Technology Center's Practical Nursing Program provides quality training for quality people. As such, the program adopts the overall learning outcomes of spirit of inquiry, professional identity, nursing judgment, and human flourishing as presented in the National League for Nursing's Practical Nursing Curriculum Framework (2014). Students in the practical nursing program are taught to be inquisitive and how to research; to learn the roles of the LPN as they relate to other healthcare members, patients and the community; to utilize a strong knowledge base to make sound decisions; and how to become contributing, productive members of the healthcare community and the community at large.

Caring, integrity, diversity, and excellence, the four core values of the NLN model (2014), are also incorporated in training. Caring for patients and their families is an essential component of nursing. Students learn the importance of providing culturally specific care for diverse patients. Integrity in providing care and in the academic requirements of the classroom is underscored. Students are expected to strive for excellence in the classroom and healthcare facilities.

The nursing program will evaluate the six (6) NLN integrating concepts of safety, quality, team/collaboration, relationship-centered care, systems-based care, and personal professional development for continual improvement in the healthcare setting. The program expectation is that with facilitation provided by the faculty, students will be able to progress and gain independence in these concepts during their time at Venango Technology Center. It is the goal of the program to present well-prepared students who will be life-long learners, successfully pass the state licensure examination, and serve our community well as Licensed Practical Nurses.

END OF PROGRAM OUTCOMES

The graduating student will be able to:

1. Appraise situations and promote human flourishing.
   Human flourishing definition: "Promote the human dignity, integrity, self-determination, and personal growth of patients, oneself, and members of the health care team." (NLN)
2. Interpret data effectively by employing nursing judgment.
   Nursing judgment definition: "Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and promote the health of patients within a family and community context." (NLN)
3. Utilize effective nursing practice in providing safe and quality nursing care.
4. Incorporate the principles of professional identity in the healthcare setting.

Professional identity definition: "including both personal and professional development. It involves the internalization of core values and perspectives recognized as integral to the art and science of nursing." (NLN)

5. Employ a spirit of inquiry in the healthcare setting.
   Spirit of inquiry definition: "a persistent sense of curiosity that informs both learning and practice." (NLN)

STUDENT LEARNING OUTCOMES

The Venango Technology Center's Practical Nursing Program evaluates the six (6) National League for Nursing integrating concepts of safety, quality, team/collaboration, relationship-centered care, systems-based care, and personal professional development. The student is required to meet the following objectives:

Safety:

1. Meet the physical, spiritual, and sociocultural needs of the client.
2. Maintain a safe environment.
3. Utilize medical asepsis, surgical asepsis, and standard precautions when indicated.

Quality:

1. Provide nursing care (including procedures and medications) according to accepted standards of practice and priority of client needs.
2. Interpret data collected by incorporating knowledge of medical-surgical conditions.

Team/Collaboration:

1. Collect data within established protocols and guidelines from various sources.
2. Document client data on appropriate records using proper terminology.
3. Develop nursing care plans using established nursing diagnoses for clients with common, well-defined health problems.
4. Prioritize the nursing care of assigned clients.
5. Evaluate whether nursing interventions have met the client's needs.
6. Assist in the review and revision of nursing care plans to meet the changing needs of clients.
7. Report pertinent information to appropriate health team members efficiently.
8. Collaborate with health care team members to coordinate the delivery of nursing care.

Relationship-Centered Care:

1. Maintain dignity and privacy of client and family.
2. Communicate on a therapeutic level while interacting with clients, families, and significant others.
3. Include client teaching when providing care.
4. Provide a caring and compassionate environment.
5. Provide individualized, culturally appropriate care to patients and their families.

Systems-Based Care:

1. Function in the role of a Practical Nurse.
2. Request the assistance of others when needed.
3. Aid other health care team members when needed.

Personal/Professional Development:

1. Comply with the instructor's guidance for client care and the scope of practice as outlined in the Nurse Practice Act of Pennsylvania.
2. Identify personal strengths and weaknesses for the purpose of improving performance.
3. Practice ethically sound care and practice in the clinical setting.
4. Function as a client advocate for assigned clients.

5. Present a neat, well-groomed appearance in the proper uniform.
6. Demonstrate appropriate student behaviors (adhere to time schedules, prepare for clinical assignments, submit assignments on time, and actively participate in pre- and post-conferences).
7. Assume responsibility for managing own actions when providing care for clients.
8. Demonstrate increased regularity of critical thinking.

THE CAMPUS

The Practical Nursing Program's Oil City Campus is housed in Montgomery Hall, which is located at 1801 West First St., Oil City, PA. The Practical Nursing Program's Warren Campus is housed within the Warren/Forest Higher Education Council on the second floor of the Curwen Building at 589 Hospital Drive, Suite F, Warren, PA.

At both sites, the Practical Nursing suite includes classrooms, a well-equipped clinical laboratory, computer laboratory, library, student lounge, and faculty and administrative offices.

In addition, students obtain clinical experiences in several community health facilities which may include, but are not limited to, the Caring Place, Clarion Psychiatric Center, Oakwood Heights, Sena Kean, Sugar Creek Station, The Caring Place, Lutheran Home of Kane, Titusville Area Hospital, UPMC Kane, UPMC Northwest, Warren Manor, and Warren State Hospital.

SELECTING A NURSING PROGRAM

There are several types of nursing education programs in the United States: baccalaureate and graduate programs, associate degree programs, diploma programs and practical nursing programs. Prospective nursing students should investigate the differences among these programs to make an appropriate career choice. Prospective students may use the following categories to compare program types. A brief description of distinguishing qualities and conditions of the Venango Technology Center Practical Nursing Program follows each category.

Amount and extent of liberal education:

- A high school diploma or general equivalency diploma is required for entrance
- No other liberal education requirements

The scientific knowledge, characteristics of reasoning, ethical and clinical judgment and decision making, and interpersonal and technological skills integral to nurses' clinical expertise, roles and scopes of nursing:

- Scientific facts and concepts taught are limited to those that are essential as a basis for nursing action and are applicable to patient care.
- Students are taught basic principles of clinical judgment and decision-making and implement these principles by using the "nursing process", a problem-solving process.
- Students learn to recognize and apply effective verbal and non-verbal communication techniques.
- Student learning experiences are selected to provide for the student to function within the role of the LPN. Such learning experiences focus on direct nursing care that meets industry requirements to the extent that each skill is an authorized function of the LPN in Pennsylvania.

Complexity, intensity and length of the program of study:

- The student learns to provide care to selected individuals in various nursing situations that are relatively free of complexity. They learn to assist the professional nurse in more complex situations.
- The program is intense due to its compressed schedule. There are frequent examinations and concurrent skills training.
- The program is 1500 hours in length.

Concentration on research on the practice of nursing and the spirit of inquiry:

- There is no formal research component. Students are taught how to locate and analyze information in nursing journals, on the Internet and in other sources.

Identification, formulation and evaluation of possible solutions to a broad range of society's needs that are problematic, uncommon or complex:

- Practical Nursing Students are introduced to social determinants of health in the Nursing Concepts course. This course covers issues of wellness, risk factors, legal and ethical issues, and health care economics. Students learn to think critically about issues, including efficiency and cost of health care delivery.

Opportunity to practice nursing in a variety of health care structures offering a broad spectrum of help including preventive and rehabilitative services, health counseling and education, direct care and comfort, coordination of care and case management, planning and focus on integrating care across multiple settings, and implementing new models of care delivery:

- Practical Nursing Students learn to perform the primary role of the LPN, which is providing care for patients with common ailments in structured healthcare settings. Practice sites

include long-term care facilities and community hospitals. Additional observational experiences in community health, outpatient clinics, rehabilitation and mental health counseling are included in the curriculum.

The legally defined scope of practice for which the program's graduates are prepared and the range of identified essential services the graduate is expected to safely provide:

The functions of the LPN are defined in the Pennsylvania Code, Title 49, 21.145. Please refer to the Code for a complete description. A summary is as follows:

- The LPN functions as a member of the health care team and participates in the planning, implementation and evaluation of nursing care in settings where nursing takes place.
- The LPN administers medication and carries out therapeutic treatment prescribed or ordered for the patient.
    - The LPN may accept written orders for medications and treatments from a practitioner authorized by law and by facility policy to issue orders. Other stipulations apply. (See PA Code)
    - The LPN may accept oral orders only if certain conditions are met. (See PA Code)
- The LPN participates in the development, revision and implementation of policies and procedures designed to ensure comfort and safety of patients in collaboration with other health care personnel.
- The LPN adheres to codes of behavior developed by appropriate practical nursing associations.
- The LPN may administer immunizing agents and do skin testing only if certain conditions are met. (See PA Code)
- The LPN may perform venipuncture and administer and withdraw intravenous fluids only if certain conditions are met. (See PA Code) The LPN is not authorized to administer antineoplastic agents, blood and blood products, tissue plasminogen activators, immunoglobulins, investigational drugs, titrated or intravenous push medications other than heparin flush.
- There are certain IV devices that the LPN is prohibited from utilizing: central venous route devices for hemodynamic monitoring, medications or fluids via arterial lines, implanted IV infusion pumps, epidurals, intrathecal devices, intraosseous devices, umbilical access devices, ventricular reservoirs, or implantable devices.
- The "practice of practical nursing" is defined in the Pennsylvania "Practical Nurse Law" as "the performance of selected nursing acts in the care of the ill, injured or infirm under the direction of a licensed professional nurse, a licensed physician or a licensed dentist which do not require the specialized skill, judgment and knowledge required in professional nursing".

**** Other duties and restrictions apply- please see the PA Code***

Organizations and regulations by societies that maintain standards of the practice of nursing by different types of clinicians:

- The various State Boards of Nursing maintain LPN standards of practice. In Pennsylvania, the Practical Nurse Law is Public Law 423, No. 110. Standards of Practical Nursing are found in the Pennsylvania Code, Title 49.

Community sanctions in the form of a license or permit which serves as a social contract with society (LPN, RN, Advanced Practitioner):

- The practice of practical nursing in Pennsylvania requires a valid, current license issued by the Pennsylvania State Board of Nursing. The graduate practical nursing student must successfully complete the National Council Licensing Examination for Practical Nurses (NCLEX-PN) before a license is issued.

The culture (commitment and investment of time; formal and informal networks; relationships, experiences and linkages):

- The Practical Nursing Program requires a significant investment of time and commitment. Generally, evenings and weekends are not included in the school calendar since many of our students are non-traditional learners with multiple commitments to work and family. Optional community service opportunities are available.
- A hybrid schedule is utilized to allow students to more effectively balance work, life and school commitments.

Complexity, comprehensiveness, structure and processes of parent institutions in which different program types are based, and the range of expectations and conflicting demands on dimensions of the faculty role in teaching and learning, research and scholarship, the practice of nursing care, and public and community service.

- The Practical Nursing Program's governing organization is a secondary vocational-technical school. A library, computer laboratory and clinical laboratory are located on-site. Financial aid counseling is available within the Practical Nursing Department. There is no on-campus housing. Students may dine in the student lounge. On-site counseling/referral services are available. Students must seek private health care.
- The primary responsibility of the faculty in the Practical Nursing Program is educating. Educators are encouraged and supported in efforts to maintain expertise through scholarship, the practice of nursing care, and community service.

ADMISSION

RECRUITMENT

The recruitment policy of the Venango Technology Center Practical Nursing Program is to reach as many potential students in the Clarion, Crawford, Elk, McKean, Warren, Venango and surrounding counties as possible. This policy is a direct outgrowth of our policy of non-discrimination. We strive to offer the opportunity to pursue an education in Practical Nursing to area residents regardless of race, color, creed, religion, gender, marital status, sexual orientation, ancestry, national origin, handicap/ disability, age, veteran status, or limited English proficiency. The program takes advantage of public service radio and television advertisements. Posters are displayed in local libraries, shopping centers, grocery stores, community businesses, and the local "Career Link" agencies. Director of Nursing, Faculty, and Staff attend local career and college fairs and offer recruitment visits to local public and private high schools

ADMISSION REQUIREMENTS

The Practical Nursing Program uses an individualized acceptance process and weighs several factors in selecting applicants for admission. These factors include academic achievement, entrance test scores, experience, and a personal interview. The selection process is designed to take the total person into consideration.

1. Graduation from an approved secondary school or proof of having received a G.E.D. *
2. Possession of physical health such as to be able to meet the expected competencies of a student practical nurse (In some cases, functional level may require a vocational assessment by a vocational rehabilitation counselor at the student's expense).
3. Completion of all steps in the application process.

*Applicants educated outside of the United States of America will be required to confirm the equivalency of a high school education using a VTC approved Verification Corporation at their own cost.

APPLICATION PROCESS

Application forms for the program may be secured by visiting vtc1.org/nursing and completing an online application or by contacting the Practical Nursing Program by telephone or email. Application forms can be submitted online or by mail at 1801 West First St., Oil City, PA 16301 or 589 Hospital Drive, Suite F, Warren, PA 16365.

1. Complete and submit the application form.
2. Have your high school submit an official transcript to the Practical Nursing Program (or the applicant may include copy of a G.E.D. certificate with their application.) If the school or the Secretary has reason to believe that the high school diploma or its equivalent is not valid or was not obtained from an entity that provides secondary school education, the school reserves the right to directly contact said entity or require additional documentation from the applicant that confirms the appropriate education was obtained.
3. Schedule and take the Test of Essential Academic Skills (Pre-entrance Test). Dates and times are available by calling or emailing the Practical Nursing Program. If you have 30 college credits and at least a 2.2 GPA the exam requirement is waived.
4. Schedule and complete a personal interview with the Director of Nursing or faculty.

LICENSING REQUIREMENTS

Applicants for examination as Licensed Practical Nurses shall furnish evidence to the Board of Nurse Examiners that they are 18 years of age or older, are of good moral character, have completed at least 12 years of education with diploma in public, parochial or private school, or its equivalent as evaluated by the Department of Education, and have satisfactorily completed a course in Practical Nursing prescribed and approved by the board. The Board of Nursing has the right to refuse candidates for licensure who do not meet their standards. Up to date acceptable criminal record checks are required with the application process. Additionally, the State Board of Nursing may require applicants with current and previous substance abuse issues to be evaluated and approved prior to receiving authorization to schedule the licensure examination.

ACCEPTANCE DECISIONS

The Director of Nursing and faculty members make decisions regarding acceptance. All applicants with completed files will be notified of acceptance status by May 15. Prospective students who are offered nursing program admission should reply as soon as possible, but no later than May 30. A non-refundable acceptance fee of $160 is due within 30 days of notification of acceptance.

Following acceptance, the student must submit the written report of a physical examination performed by a physician or certified registered nurse practitioner**. Final acceptance is contingent upon receipt of the physical exam stating that the applicant can undertake the training of this program.** This report must be on the Venango Technology Center Practical Nursing Program Report of Medical History and Physical Examination Form and must be complete, including required laboratory tests and immunization information. Physical examination reports must be received within 30 days of notification of acceptance.

Prospective students must submit a signed drug and alcohol policy to the school upon receipt of the enrollment letter. **All prospective students shall be subject to drug testing prior to final acceptance into the Practical Nursing Program. The Practical Nursing Program reserves the right to withdraw any offer of admission based upon the results of such testing or the refusal to submit to such testing.**

CRIMINAL HISTORY

Applicants should be aware that health care facilities have the right and/or responsibility to preclude students who have a history of certain types of criminal activity or child abuse from the facility. Since experience in such a facility is required to achieve the clinical objectives, the applicant will not be able to complete the required clinical course. Some offenses may also prevent a graduate from receiving a license to practice Practical Nursing or may make it difficult for a graduate to secure employment. All applicants are required to apply for and submit to the Program Director of Nursing or Administrative Assistant, Pennsylvania Act 33, Act 34, and Act 73 clearances. Each student must have clearances that meet the following criteria:

Act 33 – Any of the following:

"NO RECORD EXISTS"

"RECORD EXISTS, but conviction(s) **does not prohibit hire** in a childcare position according to the Child Protective Services law."

"RECORD EXISTS, but no conviction(s) is shown. This **does not prohibit hire** in a childcare position according to the Child Protective Services Law."

"ELIGIBLE"

Act 34 – No prohibitive offenses per Act 169 of 1996 as Amended by Act 13 of 1997

Act 73 – No prohibitive offenses per Act 169 of 1996 as Amended by Act 13 of 1997

Students with offenses on their criminal record may discuss their concerns with the Director of Nursing or may request additional information from the Pennsylvania Department of State Legal Office at (717) 783-7200.

ADVANCED PLACEMENT

Criteria exist for the granting of advanced placement of applicants with previous education or experience in an area of related health care. The applicant must meet all admission requirements of the Practical Nursing Program, complete the application steps, and meet the following requirements:

1. Graduation from an approved secondary school or proof of having received a G.E.D.
2. Possession of physical health such as to be able to meet the expected competencies of a student practical nurse (In some cases, functional level may require a vocational assessment by a vocational rehabilitation counselor at the student's expense).
3. Submission of a completed application form.
4. Scheduling and completion of a personal interview with the Practical Nursing Director of Nursing and/or faculty.
5. Completion and submission of the required clearances (all clearance applications must be completed at the time of application). Clearances must meet the Practical Nursing Program's requirements as stated in the "Criminal History" portion of the student handbook.
6. Submission of an *official* university transcript and a copy of the course descriptions from the course catalog of the university that was attended. The Director of Nursing will evaluate the college transcript for consistency with the content, program objectives, and clinical experiences of Phase I. All courses that are utilized in this determination must have been taken within a two (2) year timeframe and must have received the letter grade of "C" (76%) or higher.

Upon successful completion of these criteria, the applicant will be offered advanced placement in Phase II. The Practical Nursing faculty believes all applicants seeking advanced standing should complete at least two phases of the program to graduate from the Venango Technology Center Practical Nursing Program.

Likewise, graduates of Venango Technology Center's Practical Nursing Program can apply for advanced placement at two local universities upon program completion including: Clarion University, Pittsburgh University, and Mercyhurst.

DRUG AND ALCOHOL POLICY

<u>PLEASE NOTE</u>: Over the counter creams/pills/lotions containing CBD oil or other hemp products can cause a positive drug test result. Any prospective or accepted student testing positive will be subject to the Drug & Alcohol Policy provisions regardless of the substance causing the positive drug test.

Venango Technology Center "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 school shall strive to prevent abuse of controlled substances." VTC Board Policy Manual No. 227. Research indicates that drugs and alcohol can have negative cognitive, physical, behavioral, occupational, domestic, and pregnancy related effects on the user.

A. The Venango Technology Center Practical Nursing Program prohibits the manufacture, use, consumption, possession and/or distribution of drugs during enrollment in the Practical Nursing Program. A student may not have alcohol in his/her system while present at or engaged in school activities off-site, on school property, or at any clinical site. With this understanding, the Venango Technology Center Practical Nursing Program acknowledges the following:

1. For the purpose of this policy, the term "drug(s)" shall mean (i) controlled substances which are illegal to possess, use and/or distribute under Pennsylvania or Federal law; (ii) controlled substances, which are legally obtainable under Pennsylvania and/or Federal law, but which were not legally obtained; and (iii) substances which are legal to possess or use, but which the student misused, abused or used in a manner or for a purpose other than prescribed. The term drug(s) shall include, but not be limited to cocaine, marijuana, heroin, opium or any derivatives thereof.

2. Students are expected and required to report for clinical experience and class on time and in appropriate mental and physical condition.

3. Testing

A. All students who receive admission offers shall be subject to drug testing prior to final acceptance into the Practical Nursing Program. The Practical Nursing Program reserves the right to withdraw any offer of admission based upon the results of such testing or the refusal to submit to such testing.

B. The Venango Technology Center Practical Nursing Program may require any student to submit to drug and alcohol testing upon reasonable suspicion that the student is, or appears to be, under the influence or intoxication of drugs or alcohol, or who otherwise exhibits the signs, symptoms and/or effects of drug or alcohol use, misuse or abuse.

C. Students returning from substance abuse programs must submit to random drug testing.

4. Discipline

A. Students involved in violations would be referred to proper legal authorities and subject to dismissal from the program.

B. Any prospective student who refuses to submit to testing shall not gain admission into the Practical Nursing Program.

C. Any prospective student testing positive for drugs or alcohol shall be refused admission into the Practical Nursing Program.

D. Any accepted student who refuses to submit to testing shall be subject to dismissal.

E. Any accepted student testing positive for drugs or alcohol shall be subject to dismissal.

F. Students with drug dependency or substance abuse problems while enrolled in the Venango Technology Center Practical Nursing Program are encouraged to seek help in dealing with the condition. Students, who voluntarily seek assistance, will be granted a leave of absence for the remainder of the school year. They must complete a drug or alcohol rehabilitation program, with an approved licensed facility, for treatment prior to returning to the program. Progress reports, as well as a letter from the clinician affirming the student's success in the rehabilitation program, are required prior to the student's return. If the student does not return to the program within two (2) years, they will be required to start the program at the beginning if they choose to return. Any clinical performance problems, regardless of voluntary admission of substance abuse problems, and other violations of school policy will be noted and may subject the student to the disciplinary process. If the rehabilitated student tests positive for drugs or alcohol following their return, they will be immediately dismissed from the program and denied any future admission.

G. Prospective students testing positive for drugs or alcohol must seek assistance and complete a drug or alcohol rehabilitation program with an approved licensed facility for treatment prior to the start of a subsequent class for which they apply. Progress reports, as well as a letter from the

clinician affirming the prospective student's success in the program, are required prior to readmission. The prospective student will have **one** opportunity to regain admission into the Practical Nursing Program. If the prospective student tests positive for drugs or alcohol following their provisional acceptance into a subsequent nursing class, they will be denied any future admission.

H. Any person attempting or knowingly and willfully altering or substituting a sample provided by that person, or another person, for testing shall be immediately dismissed from the Practical Nursing Program.

I. Any student testing positive while in a substance abuse program will be immediately dismissed.

J. The results of any test performed under this policy shall be treated confidentially and shall be disclosed to the proper Venango Technology Center personnel.

5. As a further condition of continuing enrollment, students must abide by the terms of this policy and must report to the Director of Nursing of Practical Nursing any conviction under a criminal drug statute for violations occurring during enrollment in the School of Nursing.

6. Any student receiving Title IV financial aid will lose their financial aid if convicted of a drug-related offense.

7. All costs of treatment are the responsibility of the prospective student/student.

Information related to the review of the drug and alcohol prevention program's effectiveness, suggested changes, number of drug/alcohol violations and fatalities, and the number and type of sanctions imposed is available upon request.

STUDENTS WITH DISABILITIES OR SPECIAL NEEDS

Students with disabilities and/or special needs are entitled to reasonable accommodations as determined by the institution, after proper documentation of the disability has been received.

Students should notify the Director of Nursing of the Practical Nursing Program at the beginning of the program if reasonable accommodations are needed.

The purpose of implementing reasonable accommodations is to allow for equal opportunity for students with disabilities. It is the student's responsibility to demonstrate that the cognitive, behavioral and professional competencies have been acquired to a satisfactory degree for successful completion of the course

HEALTH REQUIREMENTS

Practical Nursing Students must furnish proof of a physical examination completed within twelve months of the beginning of school. The examiner must find no apparent reason why the individual could not perform the program standards (below). Additionally, the student must provide proof of adequate immunization to Rubeola, Rubella, Mumps, Tetanus, Hepatitis B, Varicella, and Influenza. Proof of freedom from active tuberculosis must also be established with the TB Gold Test. Students must also receive counseling regarding latex exposure.

NURSING PROGRAM PERFORMANCE STANDARDS

Nursing Program's applicants should possess sufficient physical, motor, intellectual, emotional and social/communication skills to provide for patient care and safety as well as the utilization of equipment in a variety of health care settings. Examples of performance standards for nursing are outlined below:

ISSUE	STANDARD	EXAMPLES
Critical Thinking	Critical thinking is sufficient for clinical judgment.	Competent assessment of patients in timely manner; correct interpretation of assessment; readily respond with appropriate interventions, treatment plans; ability to work alone and to make correct, independent decisions, as needed.
Interpersonal	Interpersonal abilities are sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural and intellectual backgrounds.	Life and death situations; working with families stressed by the condition of a loved one; working with other health care providers in stressful situations.
Communication	Communication abilities sufficient for interaction with others in verbal and written form.	Can follow verbal and/or written instructions; must communicate patient response to therapy with others; documentation of therapeutic procedures performed on patient; consult with other health care providers in a professional manner.
Mobility	Physical abilities are sufficient to move from room to room and walk in hallways, maneuver in small spaces; includes the strength necessary to lift patients, as needed	Walking to and from departments to patient rooms; room to room to take care of all patients on a team assisting in patient transport.
Motor skills	Gross and fine motor abilities are sufficient to provide safe and effective nursing care.	Perform vital signs, CPR, transporting patients, physical assessment, and manipulating equipment.
Hearing	Auditory ability is sufficient to monitor and assess health needs	Auscultation of BP, breath sounds, heart sounds, bowel sounds, hearing alarms in units, call bells, telephones; converse with patients, family and staff
Visual	Visual ability is sufficient for observation and assessment necessary in nursing care.	Reading patient charts/flow sheet/monitors; drawing up and administering medications; assessing patient skin color; reading thermometers.

CAMPUS TRANSFER

Students may request to transfer from one Venango Technology Center campus to another. Request for the transfer may be made at any point in the program. Transfers are granted on a "first come – first served" basis, based upon the date of receipt of the written request for transfer. Transfers are based upon availability of seats in the class to which they wish to transfer. The school is under no obligation to permit any transfer, which causes the clinical student/teacher ratio to exceed 12:1. Students will be permitted to transfer between classes one time only.

ACADEMIC POLICIES

LENGTH OF PROGRAM

The Practical Nursing Program, as approved by the Pennsylvania Board of Nursing, typically extends from August to June of the following year. A mandatory new student orientation is provided in May/June. Students must complete the entire program in this period unless provisions are made for withdrawal and readmission under the Leave of Absence Policy.

REQUIREMENTS FOR GRADUATION

Candidates for graduation are required to complete both the academic and clinical components of the Practical Nursing curriculum. The quality standard for a certificate from the Practical Nursing Program requires that each candidate must attain a minimum grade of 80% in each course (see "Course Descriptions") and a satisfactory rating in each clinical experience.

ACADEMIC/CLINICAL GRADING AND SATISFACTORY PROGRESS

The Practical Nursing Program expressly reserves the right to exclude, at any time, a student whose academic or clinical progress is unsatisfactory. Students must attain an 80% average in each academic course. Academic achievement is evaluated by written examinations, quizzes, and written and oral assignments throughout each course. There is a cumulative final examination at the end of each course. Exams and quizzes are averaged together and represent 75% of the course grade. Written and oral assignments represent 5%. The final examination represents 20% of the course grade. A student whose academic average falls below 80% during any course will be counseled to ensure that he/she is aware of academic status. A student who does not attain a final 80% average in any course will be dismissed from the program. There is no provision for probation because of substandard academic performance.

The total number of points on each examination is tallied, and students are given minutes equal to the number of points on the examination plus 10 minutes to complete each examination. Students who miss a test or quiz due to arriving late will take an alternate exam or quiz immediately upon their arrival that day. Students who miss a virtual quiz will be assigned 30 minutes of absence, and those who miss virtual exam will be assigned 2 hours of absence. Students will take the missed virtual quiz or exam on the next classroom day at 8:00 a.m.

Students who do not earnestly/regularly access the virtual exam/quiz from home as assigned, will be subject to the time loss and make-up policy of exam/quiz described above. Students with technology difficulties on the day of the exam or quiz, must contact the nursing department within the timeframe of the exam/quiz or they will be subject to the time loss and make-up policy of exam/quiz described above. Students are required to have their computer with them on examination days. Attending without a charged computer on an examination day will result in a maximum score of 80% on the examination. Phones may not be present, and watches may not be worn during quizzes and examinations.

Students are permitted to retake one failed examination in each course. All retests must be taken prior to the final examination, and final examinations may not be retaken. A student wishing to retake an examination must do so within two (2) weeks of the date the class took the original examination. The highest grade a student may receive on a retest is 80%. When the failed examination is retaken and passed, it is no longer considered a failed examination.

A student who fails more than five (5) unit examinations in Nursing Skills, more than three (3) unit examinations in Nursing Concepts, more than three (3) unit examinations in Medical/Surgical I, more than four (4) unit examinations in Medical/Surgical II, or more than three (3) unit examinations in Pharmacology will not be

permitted to continue in the program. If a student achieves a final grade of 80% or better in Pharmacology, but fails the Pharmacology final examination, he or she must pass the final examination prior to the end of Phase II to pass the course. After failing the pharmacology final examination, the student will not be permitted to administer medications at clinical until a passing grade on the final is achieved. Failure to administer medications at clinical after 2 clinical weeks following the final exam will result in weekly unsatisfactory clinical ratings in the category of "quality" until the pharmacology final examination is passed. Transition into Practice is a pass/fail course. Assigned coursework must be completed and submitted by the date assigned to achieve a grade of "satisfactory".

It is the student's responsibility to get notes and assignments from a classmate if they miss a class. If you are absent on the day a written or oral assignment is given, you have two (2) days to submit your assignment unless the second day is a clinical day. If that is the case, the student will submit the assignment on the next classroom day. Failure to do so will result in an assignment grade of zero (0). Students are responsible for finding out what assignments were missed during absence. Virtual assignments are due on the assigned date regardless of classroom absences.

Students must attain a satisfactory evaluation in the clinical component of each phase. Students receive a progress update weekly and a summative clinical evaluation at the end of each rotation. Clinical performance includes, but is not limited to, preparation for clinical experience, actual patient care, and written assignments such as care plans and observation reports. Timely submission of written assignments is an important factor in satisfactory performance. The instructor may dismiss for the day a student who comes to the clinical experience unprepared. Time missed will be considered absence hours.

Clinical objectives for each phase are distributed to students. A student who demonstrates unsatisfactory clinical progress will receive counseling to assist him/her toward improved performance. There are two ways that a student may be placed on probation: (1) If a student is rated "unsatisfactory" three times in one category during a clinical rotation, the student will immediately be placed on clinical probation. (2) If at the end of a rotation the instructor deems the student to be unsatisfactory, the student will be placed on clinical probation. At the end of the phase, if clinical progress is judged to be unsatisfactory, but academic progress is satisfactory, a student may be placed on clinical probation and promoted to the next phase.

Students from both campuses will be required to attend the simulation laboratory in Oil City for approximately one day in the long-term care rotation, two days for each of the two or three medical-surgical clinical rotations, and one day at the end of the year. Laboratory objectives are identical to each phase's clinical objectives. Students will receive a weekly evaluation from the simulation laboratory instructor when assigned to the simulation laboratory. This evaluation will be shared with the student and available for review by the clinical instructor assigned to that student. Ratings in simulation laboratory will be utilized in a student's clinical rotation grading.

CLINICAL PROBATION

Clinical probation is an effort to assist the student to achieve the level of clinical performance expected at a certain point in the program. The student will receive increased assistance and supervision to meet the clinical probationary requirements and to verify improvement is occurring as indicated in the written probationary guidelines determined by their clinical instructor. Clinical probation is available to the student only one time during the program. Continued unsatisfactory clinical performance at any point in the program that meets the guidelines for probation after a successful probationary period has been completed will result in dismissal from the program. A student is afforded three (3) days of probationary clinical in phase one and afforded six (6) days of probationary clinical in phases two and three to satisfactorily meet the objectives of the phase for which he/she is on probation. If at the end of the program, a student is unsatisfactory and there are not enough days to meet the probationary policy, the student will be dismissed from the program. Absenteeism during the clinical probationary period may result in dismissal.

EXAM MAKEUP POLICY

All make-up examinations following a period of absence will be taken either Monday or Tuesday at 2:00 p.m. during in-person office hours (per the classroom schedule) or on the first classroom day back (at 8:00 a.m. or immediately upon arrival). Make-up exam composition is at the discretion of the instructor. Missed virtual exams result in a two (2) hour absent time deduction. Any examination (make-up or retake) planned for office hours needs to be scheduled in advance with the program's administrative assistant. Retakes must be scheduled and used within 2 weeks of the original examination. Exam makeups will not be taken on clinical/Sim lab days.

ATTENDANCE

Class schedules are distributed in advance to students. Class days are from 8:30 a.m. to 3:30 p.m. Clinical days are typically from 6:30 a.m. to 3:30 p.m. with additional outside clinical-related assignments. Schedules and hours may vary based on clinical site availability. Attendance is recorded daily. Regular and punctual attendance is necessary for successful completion of the program and the development of consistent work habits.
A student not physically present in the classroom at the beginning of a scheduled class period will be considered tardy. Occurrences accumulate in fifteen-minute intervals and are included in the total hours absent.

Missing a quiz on a virtual day will result in 30 minutes of absent time being charged, and missing an exam on a virtual day will result in 2 hours of absent time being charged. The earned score will be used for the first incidence of missing an exam, provided the student called off appropriately. If a student did not call off appropriately or if they missed more than one virtually proctored exam per phase, the exam score will not exceed 80%.

Student schedules are subject to change by the faculty and/or Director of Nursing. Students will be advised of any change as soon as possible. Breaks are given at the discretion of the instructor. Absenteeism is to be reported as follows:

During clinical, call-offs must be made ½ hour prior to the start of clinical. Leave a message at the school and call the clinical agency that you are assigned to attend. Please make a note of the individual's name who takes your message. Telephone numbers for affiliating agencies are:

- Clarion Hospital	(814) 226-9500
- Clarion Psychiatric	(814) 226-9545
- Corry Memorial Hospital	(814) 664-4641
- Healthcare and Rehabilitation Center – Kinzua	(814) 726-0820
- Healthcare and Rehabilitation Center – Oil City	(814) 676-8208
- Healthcare and Rehabilitation Center – Titusville	(814) 827-2727
- Lutheran Home of Kane	(814) 837-6706
- Meadville Medical Center	(814) 333-5000
- Oakwood Heights	(814) 676-8686
- Rouse Estate	(814) 563-7565
- Sena Kean	(814) 887-5601
- Sugar Creek Station Skilled	(814) 437-0100
- The Caring Place	(814) 432-4491
- Titusville Area Hospital	(814) 827-1851
- UPMC Kane	(814) 837-8585
- UPMC Northwest	(814) 676-7600
- Warren Manor	(814) 723-7060
- Warren State Hospital	(814) 726-4184

On class days, Oil City campus students are expected to call the Practical Nursing Department at (814) 493-6590 before 8:30 a.m. if they will be tardy or absent. Warren campus students should call

(814) 406-0075 before 8:30 a.m. Students are required to notify the Administrative Assistant, Instructor, or Director of Nursing when they are leaving early. A student who misses more than two (2) consecutive days due to illness will require an excuse from a licensed healthcare provider to return to the program. Regular failure to notify the school of tardiness or absence may result in disciplinary action.

Students are limited to eighty (80) hours of absence in the entire program. Students whose absence time exceeds eighty (80) hours will not be permitted to continue in the program. Failure to meet clinical or academic objectives because of absenteeism is grounds for dismissal. The Director of Nursing may make exceptions to the attendance policy for extenuating circumstances such as death in the immediate family or court subpoena.

Due to the value of learning experiences gained at the healthcare facilities and the simulation laboratory, absenteeism during clinical is strongly discouraged. At the onset of your clinical rotation, your instructor will provide the maximum number of hours that may be missed at clinical during that rotation. Students who miss above the maximum permitted hours will be placed on clinical probation. The Director of Nursing may make exceptions based on extenuating circumstances. Absenteeism will be documented in the "Personal/Professional Development" section of the weekly clinical evaluation form. Students who exceed eighty (80) hours of absence during the program will be dismissed.

A student may arrive late to clinical no more than three times per rotation and still receive a satisfactory clinical rating, provided they call off appropriately. Late arrivals after the third occurrence of tardiness will receive an unsatisfactory weekly rating in the category of "Personal/Professional Development".

In general, students are expected to perform nursing activities without restrictions and/or limitations. Any student experiencing a temporary disability may be required to take medical leave-of-absence. Students returning from a medical leave-of-absence must present a physician's release to return.

In the event of an anticipated lengthy absence greater than 28 consecutive hours, the Practical Nursing Department must be notified at (814) 493-6590 (Oil City) or (814) 406-0075 (Warren). Absence of more than 28 consecutive hours without notifying the Practical Nursing Department will result in dismissal from the program.

INCLEMENT WEATHER POLICY

Oil City Students will follow Oil City School District's cancellation and delay notifications. Warren Students follow the Warren County School District's cancellations and delay notifications. A message of these delays and cancellations will be sent via the Remind app. If Warren Campus is delayed, then all Warren students regardless of where they are assigned (including SIM lab), will have a start time 2 hours later. If there is a Warren cancellation, then all Warren students regardless of location scheduled (including SIM lab) are cancelled.

If Oil City cancels or delays and Warren does not, a phone notification will be sent that specifically tells Warren SIM students what to do based on the weather conditions at the Oil City site.

On cancelled classroom days, if an exam is scheduled, it will be Zoom-proctored and begin at 8:30 a.m. If a quiz is scheduled, it will follow the virtual exam. Lectures will be held virtually with mandatory Zoom attendance. The morning lecture begins at 10:30 a.m., and the afternoon lecture begins at 1:00 p.m. On cancelled clinical days, the instructor will provide you with an alternate assignment that you can complete at home.

Your safety is very important to us. This policy is based on keeping you safe. Please also feel free to use your good judgement. If you determine the roads are too dangerous for travel in your area, please use your absent time and stay safe. Your absent hours are in place for circumstances such as these.

MISSING PERSON NOTIFICATION POLICY

Students are asked to notify the school if they will be late or absent. The school will attempt to contact you and your emergency contact to verify your safety if notification of your tardiness or absence is not received. Several attempts at contacting the student and/or their emergency contact will be made. If foul play is suspected, local law enforcement will be contacted within 24 hours. If a student is under the age of 18 and not emancipated, Venango Technology Center will notify the student's parents within 24 hours when the student is determined to be missing.

CLASS AND LABORATORY RULES

1. Attend class regularly and make an earnest effort to not arrive late or leave early.
2. Read the syllabus and come prepared (with appropriate textbooks and reading assignments completed, etc.)
3. Show respect by listening quietly to your instructors and classmates when they are speaking.
4. Maintain proper behavior and professionalism while in the classroom setting, computer laboratory and PN clinical laboratory. Any behavior deemed inappropriate could result in the student being asked to report to the Director of Nursing's office where appropriate discussion and/or disciplinary action may be taken. Dependent on the circumstances and/or the number of occurrences, discipline may include a verbal warning, written warning, dismissal for the day with absent time being counted, or dismissal from the program.
5. Respect others' opinions.
6. Use appropriate medical terminology; no slang or swearing.
7. Avoid excessive individual argument in class. Make an appointment with the instructor to discuss, at length, any disagreements about material or test questions.
8. Participate actively in class and during group activities. You may ask anyone in your group for help, and you have a duty to help anyone in your group who asks for assistance (without doing their work for them).
9. Ensure that the clinical laboratory is neat after use (linens folded appropriately, beds made and equipment put away). Beds, supplies, and linen in the clinical laboratory are for educational purposes only.

STUDENT RETENTION

Retention of Practical Nursing students is a high priority objective of the Venango Technology Center. Our purpose is the preparation of qualified individuals to function effectively as safe practitioners in entry-level positions in a variety of practical nursing situations. To satisfy both objectives, the program implements a range of procedures. These include:

- Intensive recruitment efforts aimed at selecting qualified students capable of completing the program.
- A curriculum with clear, obtainable objectives based on adult learning principles.
- A counseling program designed to detect and assist students having academic, clinical or attendance deficits in the early stages.
- A limited retest policy that gives students a "second chance" to learn material and improve their grades.

WITHDRAWAL

If a student finds it necessary to discontinue studies in the Practical Nursing Program, he/she should submit a written explanation of the decision to withdraw. Failure to do so may affect the student's chances of future readmission.

LEAVE OF ABSENCE

A student requesting a leave of absence from the Practical Nursing Program must make his/her request in writing to the Director of Nursing of the program. The letter must include a reason for requesting leave and the student's plans for return.

The Director of Nursing will interview the student requesting leave before a decision is made. Each leave of absence will be handled individually according to the specific need, academic standing and clinical performance of each student. The Director of Nursing will present the request to the Practical Nursing Faculty with all pertinent information needed to make the decision. No leave will be granted for more than twelve months. If the leave is granted, the student will be so informed and must officially withdraw from the program. The student will be informed, at this time, of any conditional requirements the student must meet before his/her return. The appropriate refund policy will apply to the student who takes a leave of absence during the academic year. The student who returns from a leave of absence in a new academic year will pay the tuition for that year, pro-rated for the billing period daily. The nursing faculty is not obliged to readmit any student who does not meet the requirements outlined in the Leave of Absence Policy. Student readmission is contingent upon the availability of vacant seats.

READMISSION

Students who exit the program prior to completion may apply for readmission to the Nursing Program by submitting a readmission request letter to the Director of Nursing. Readmission is not guaranteed and involves the professional judgment of the Director of Nursing and the Practical Nursing Faculty, who will make recommendations. Readmission is also based upon the availability of seats in the program. With Faculty and Director of Nursing approval, students who are requesting to return within two years may request to return at the conclusion of the phase that they last successfully completed. If the timeframe of their absence has been greater than two years, it is required that they start at the beginning of the program with the same cost as an incoming student of that school year. If a student begins in phase two or three, costs will be prorated to reflect the number of instructional days and appropriate fees. Any past due balance must be satisfied prior to their return.

RETURNING STUDENT ABSENT HOUR POLICY

Returning students will be allocated the exact number of absenteeism hours that they had accumulated prior to the phase that they are repeating.

Example: If a student leaves the program in the middle of phase II, they will return and begin phase II with only absent hours accumulated in phase I.

Those individuals starting at the beginning of the program will automatically have their absent hours reset to zero. Students returning for phases II and III may earn time back from the total number of hours of absent time accumulated during their previous enrollment. A student returning in phase II may not earn back more hours than would decrease their total absent time to 26 hours. A student returning in phase III may not earn back more hours than would decrease their total absent time to 53 hours. If a returning student has fewer accumulated absent hours than 26 at the beginning of phase II or 53 at the beginning of phase III, they may retain their previous absent hour total. Replacement hours can be earned by completing review chapters as assigned. Students will receive 3.5 hours' credit for each chapter that is completed to the satisfaction of the reviewer. Reviewers will ascertain whether all blanks are completed and if most of the answers are correct and thorough. An earnest attempt at accuracy must be made. If there are a moderate number of incorrect items (20-25% incorrect), the reviewer may choose to give half credit for the unit, which would equate to 1.75 hours earned, or if there are a substantial number of incorrect items (more than 25% incorrect), no credit may be given.

Advanced placement students, who attended a different nursing program, would join the program with a pro-rated number of absent hours. Students who start phase II for the first time with Venango Technology Center will have 54 hours of allowable absence to use throughout the remainder of the school year.

All work must be submitted 30 calendar days prior to the return date. Work submitted after this date will not be considered, and the student will automatically retain their previous absent-hour accumulation. Work that is not given full credit may not be resubmitted.

STUDENT RECORDS

A complete transcript shall be kept ad infinitum for each graduate. Health records shall be kept for five (5) years following completion of the program. Financial aid records are maintained according to Federal regulations. Records of students who withdraw from the program are kept for seven (7) years and then are destroyed.
All student records are maintained within the Practical Nursing Program offices or on-site storage spaces. Student academic and financial aid records are confidential in nature and shall be released only to appropriate faculty and administration of the school. Release of these records to other individuals, institutions, governmental and legal agencies, shall occur only upon written authorization of the student or the graduate. (Under certain specific circumstances, personally identifiable information from a student's education record may be disclosed without the student's prior written consent. The law regulating this type of disclosure is the Family Educational Rights and Privacy Act of 1974. Examples of such disclosure are to representatives of the U. S. Department of Education, the office of Inspector General or state and local education authorities. Also, release may occur in connection with financial aid received or applied for and to the parent of a dependent student as defined by the IRS). The program may disclose student files to school officials, with a legitimate interest in educational records. A record will be maintained of each request for access and each disclosure of personally identifiable information. No record of information shall be made or retained unless there is a demonstrated need for it which has reasonable, substantial relevance to the educational and related purposes of the Practical Nursing Program and the School.

Medical records are kept in the Director of Nursing's and/or Warren Campus Administrative Assistant's office(s). These records are confidential in nature and cannot be released without a court order to anyone other than the student except clinical agencies as required to attend clinical.

The student has the right to inspect and review his/her educational records and may request, in writing, an amendment to these records. If the request for an amendment is denied, the student has the right to challenge the contents of the education records on the grounds that the records are inaccurate, misleading or violate the rights of the student. The student may consent to disclosures of personally identifiable information and may file complaints with the U.S. Department of Education.

TRANSCRIPTS

Official transcripts of academic and clinical experiences completed in the Practical Nursing Program of the Venango Technology Center may be requested by sending a written/faxed request to:

Venango Technology Center
Practical Nursing Program
1801 West First St.
Oil City, PA 16301
Fax: (814) 256-8635

The transcript fee is $3.00 for each transcript. A check or money order can be made to "Venango Technology Center". Fill out the transcript release form (located at https://pa03000913.schoolwires.net/Page/148) or provide the following required information:

- Name at time of graduation or attendance
- Date of graduation

- Social Security number
- Student signature
- Facility and department of the recipient
- Address of the recipient
- Telephone number where you can be reached should we have any questions

HONESTY IN LEARNING

Students may not knowingly submit work done by another, other than properly credited sources. Work done on tests, exams and quizzes should be the student's own. A student should not cooperate with or aid another student to violate these rules. Failure to adhere to this policy will subject a student to disciplinary action, including dismissal.

CONFIDENTIALITY POLICY

Confidentiality and its requirements are stressed throughout students' education at Venango Technology Center. Federal law requires nursing students to maintain the confidentiality of all patient data encountered during their clinical experience. The Health Information Portability and Accountability Act (HIPAA) provides for protection and respect for all patient information. Students are encouraged to review and familiarize themselves with the HIPAA policy located on the U.S. Department of Health and Human Service's website (http://www.hhs.gov/ocr/privacy/). Students are expected to follow the guidelines in this policy as well as comply with specific agency policies, procedures, and requirements.

Each patient has a right to confidentiality. It is your duty to see that this right is upheld. The following requirements must be met:

1. While in the clinical facility, students may not photograph, film, or record themselves, their patients, the clinical agency staff, VTC staff, or their fellow students for any reason. Cell phones are to be left in the student's vehicle, turned off, placed in their belongings, or stored during clinical. VTC does not accept responsibility for lost or stolen belongings. Exceptions related to accessing the phone in the breakroom during the clinical day will be granted by the clinical instructor on a case-by-case basis.

2. Students may not photocopy, photograph, film, record, scan or remove any portion of a patient's record.

Definitions:

Photograph – refers to the taking of an image using a digital camera (including camera phones and other devices that can capture a photographic image) or film camera.

Film- refers to the taking of a motion image using a video camera (including camera phones and other devices that can capture a video image) or film camera.

Record – refers to the collecting of audio and other types of non-photographic, film or video information.

Photocopy – refers to the making of a printed image from a paper copy on a duplicating machine

Scan- refers to the making of an electronic image from a paper copy on a duplicating machine

3. The student is expected to immediately remove and discard any identifying patient information (securely in appropriate confidential agency receptacles) from documents provided to them during their clinical experience.

4. Students may access information only on patients assigned to them and only that information necessary to complete clinical paperwork or patient care.

5. Public discussion of patients in identifiable ways is prohibited.

6. Patients should never be discussed in public areas (for example: hallway, elevator, cafeteria, lounge, etc.). This restriction includes posting information on social media and through personal electronic and written communications. (Please see the social networking policy).

Failure to comply with HIPAA will result in student disciplinary action, which can include unsatisfactory ratings, clinical probation, suspension (with absence hours counted), and immediate dismissal. There are serious federal ramifications for students who disclose confidential and/or restricted information. Federal fines up to $250,000 as well as imprisonment for up to 10 years are possible consequences for sharing confidential patient information for personal gain or to the malicious detriment of the patient.

PROFESSIONAL BOUNDARIES

The student is requested to refrain from visiting a patient during non-clinical time and sharing their personal contact information with a patient. Such behavior may constitute care provided outside the ethical/legal framework of a student practical nurse due to lack of supervision.

In addition, gift giving and/or receiving between the student and patient is discouraged. The student is in a learning environment and is not expected to be compensated for care provided to the patient. The student receives necessary educational experiences in return for services provided to the patient and facility.

DISMISSAL FROM THE PROGRAM

Causes for dismissal may include:

- Excessive absenteeism.
- Failure to comply with rules and regulations of the Practical Nursing Program as stated in this bulletin.
- Failure to comply with rules and regulations of the State Board of Nursing and/or the Nurse Practice Act.
- Serious health problems that prevent achievement of satisfactory academic or clinical progress in the program or which may cause harm to patients and/or peers.
- Unsatisfactory academic status (less than 80% in a course).
- Unsatisfactory completion of clinical probation period.
- Failure to achieve clinical objectives during probation due to absenteeism.
- Academic dishonesty.
- Misuse or misappropriation of program or affiliating agency's equipment or materials.
- Performing a procedure without instructor supervision, as necessary.
- Patient/client abuse (verbal, physical, sexual).
- Leaving the clinical area without notifying the instructor.
- Unprofessional conduct.
- Violation of the social networking policy.
- Refusal to care for a patient based on discriminatory factors such as age, sex, race, color, creed, sexual orientation, ancestry, national origin, handicap/ disability, illness, diagnosis, age, veteran status or limited English proficiency.
- Breach of confidentiality policy or HIPPA regulations

COMPLETION/GRADUATION INFORMATION

The Venango Technology Center Practical Nursing Program enrolls students who are projected to succeed in the program and provides counseling to students having academic difficulties. The table below details the enrollment and completion data for the last three (3) years.

Enrolled between:	Total enrolled:	Completed: *	Transferred:
8/1/22 and 7/31/23	42	24 (59%)	0
7/15/23 and 7/31/24	57	26 (47%)	0
7/15/24 and 7/31/25	56	35 (63%)	0

* These figures indicate first time students who completed the program within 100% of normal time (11 months). It does not reflect the students that returned the following year and finished the program.

The federal government requires additional tracking of the student population, looking only at full-time students who are attending any type of post-secondary schooling for the first time. The following table depicts the completion rate, gender, and race/ethnicity for the last three academic years of this population:

	First Time/Full-Time Students		
School Year	2022-23	2023-24	2024-25
Completion Rate	OC 67% W 44%	OC 52% W 40%	OC 81% W 71%
Gender	OC 92% Female/ 8% Male W 100% Female	OC 74% Female/26% Male W 90% Female/10% Male	OC 94% Female/ 6% Male W 67% Female/ 33% Male
Race Ethnicity	OC 100% Caucasian W 100% Caucasian	OC 100% Caucasian W 100% Caucasian	OC 100% Caucasian W 100% Caucasian

Additional gender and ethnicity statistics are available upon request.

STUDENT LIFE

GENERAL RULES AND REGULATIONS

Students, having selected their post-secondary school, have the responsibility to observe the regulations and standards of that organization, both academic and non-academic. Misconduct involving, but not limited to, the following situations will subject a student to disciplinary action, which may include dismissal:

Theft, damage to, or threat to harm people or property.
Dishonesty such as cheating or knowingly furnishing false information to the school. (See academic policies).
Possession or use of drugs or alcoholic beverages at the school, affiliating agencies or school related activities.
Misuse and/or destruction of school or affiliating agency property.

Any student convicted of violating a criminal drug statute must inform the school of such conviction (including pleas of guilty and nolo contendere) within five (5) days of the conviction occurrence.

CAMPUS SECURITY

The administration and faculty of the Venango Technology Center Practical Nursing Program recognize the safety of the Practical Nursing students as a high priority. It takes the cooperation of everyone to accomplish this task. Please realize that you and the school have a joint responsibility to adhere to safety procedures and be responsible for your safety and the safety of others. At the start of each academic year, students and staff are oriented to the Venango Technology Center's security procedures and practices, including crime and sexual assault prevention. Students will first be provided with security and safety information at the mandatory new student orientation prior to the start of classes. Major security and safety information will be reviewed with students during the first week of school.

The Practical Nursing Program in Oil City is located on a campus maintained and owned by the Oil Region Alliance. Students also attend clinical classes at local health care facilities. Local police patrol campus facilities. Clinical facilities have security personnel in their employ. Individuals deemed to be without a legitimate reason to be on the campus are trespassers and are reported to local police if they do not leave when requested to do so. The custodial maintenance staff is responsible for opening and closing the building. A member of the custodial maintenance staff is present whenever the building is being used.

The Practical Nursing Program in Warren is located on the Warren State Hospital grounds, and students also attend clinical classes at local health care facilities. Access to the Venango Technology Center in Warren is unrestricted. Local police and Warren State Hospital security patrol the area and respond to concerns. The Hi-Ed staff is responsible for opening and closing the building.

Crime statistics for the campus are compiled annually, verified with local and/or state law enforcement agencies and submitted to the Pennsylvania Department of Education. The following statistics indicate reported crimes:

	2022	**2023**	2024
Criminal Homicide	0	0	0
Murder and non-negligent manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Alcohol violations	0	0	0
Drug violations	0	0	0
Illegal weapons possession	0	0	0
Hate crimes:	0	0	0
Larceny –theft	0	0	0
Simple assault	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0
Dating violence	0	0	0
Domestic violence	0	0	0
Stalking	0	0	0

Students and faculty are strongly urged to contact the Director of Nursing of the Practical Nursing Program (814) 493-6591 or the Director of Venango Technology Center at (814) 677-3097 (ext. 1511) to report any suspicious or unusual circumstances occurring on campus, especially those situations that endanger you or others. 911 will be contacted if a police officer or ambulance is needed. We emphasize the fact that anyone who wishes, may contact the appropriate government agency to report a crime; however, it is important that you contact the Director of Nursing or the Director to assure that the safety of others in the school is protected and crime statistics are complete. The occurrence of serious crimes, such as murder, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft and hate crimes will be reported to the Practical Nursing students by the Director of Nursing in a timely manner (within one (1) class day after such incidents become known.)

The possession, use, and sale of alcoholic beverages and illegal drugs are prohibited on the campus of the Practical Nursing Program and the Venango Technology Center. Violation of this prohibition will result in dismissal from the Program. Please see the drug and alcohol policy for additional information.

NO-BULLYING POLICY

Venango Technology Center is committed to providing a safe and positive learning environment for all of its students. Every student is expected to respect the rights of others to ensure an atmosphere that is free from bullying, intimidation, and harassment. There is no justification for any student to act in a manner that creates fear or an atmosphere of intimidation or harassment. Students who engage in bullying, intimidating behavior, or harassment may be dismissed as students in the Practical Nursing Program without any refund of tuition payments or fees. Students who have been bullied, intimidated or harassed or have witnessed such behavior should report the incident to the Director of Nursing.

SEXUAL MISCONDUCT POLICY

The freedom to teach and learn is inseparable from the maintenance of a safe learning environment. In an academic setting, sexual misconduct is illegal, creates a hostile environment, and is harmful to students and employees. Sexual misconduct includes, but is not limited to:

- Sexual harassment
- Sexual assault
- Sexual violence
- Sexual exploitation
- Harassment based on gender identity, gender expression, and/or nonconformity with gender stereotypes

The VTC Practical Nursing Program is committed to providing a safe learning environment for all students and employees and therefore prohibits any actions that would constitute sexual misconduct. Violation of this policy can result in dismissal from the program.

This policy covers students of the VTC Practical Nursing Program engaged in any activity that directly represents the program in locations both on and off school grounds. Off ground locations may include clinical facilities, observation locations, and volunteer opportunities.

The policy covers all students of the VTC Practical Nursing Program regardless of sexual orientation or gender identity, as well as third parties with direct contact with said students.

CONFIDENTIALITY POLICY

The VTC Practical Nursing Program encourages victims of sexual assault to talk to someone about what happened, so that they might receive the support they need, and so the Program can respond appropriately.

RESPONSIBLE OR MANDATED EMPLOYEES

When a victim reports an incident of sexual misconduct to a faculty member or school employee, the victim has the right to expect that the Program will take immediate and appropriate action to ensure a safe and hospitable learning environment. All faculty members and employees of the VTC Practical Nursing Program shall be considered Responsible/Mandated Employees for the purposes of this policy.

Responsible/Mandated Employees will not share any information with law enforcement officials without the victim's consent. If the victim discloses an incident to a Responsible/Mandated Employee but wishes to remain anonymous or requests that no disciplinary action be considered, the Program will weigh the request against the obligation to provide a safe, non-discriminatory environment for all students and employees, including the victim.

Responsible/Mandated Employees will report disclosed incidences of sexual misconduct to the Program Director of Nursing within 24 hours of victim disclosure.

OUTSIDE AGENCIES

Victims may opt to disclose an incident of sexual misconduct to a third party operating outside of the VTC Practical Nursing Program.

Such individuals may include, but are not limited to:

- Members of the clergy
- Professional, licensed mental health counselors
- Victim's advocacy programs
- Sexual assault crisis centers
- Health care providers

These outside agencies require a victim's consent to discuss the disclosure with the Program, if there is not a direct conflict with a superseding reporting policy regarding immediate public safety.

OPTIONS FOR ASSISTANCE FOLLOWING AN INCIDENT OF SEXUAL MISCONDUCT

IMMEDIATE ASSISTANCE: In the event of an incident of sexual misconduct:

- The victim is first encouraged to immediately seek a safe place.
- The victim should consider contacting law enforcement (911). Victims can request assistance from Program staff and faculty in contacting law enforcement as they choose. Victims can decline to notify such authorities.
- Seek medical attention. Obtaining medical care within 72-120 hours is highly recommended. First and foremost, seeking medical attention can uncover physical harm. An exam could also prevent sexually transmitted infections or diseases.
- Medical treatment can also preserve evidence. Evidence collection is most effective during the first 72 hours after an assault takes place. To preserve evidence, the victim should NOT shower, bathe, douche, eat, drink, smoke, clean up, urinate, defecate, or change clothes. The victim should take an extra set of clothes with them to the hospital if they are wearing the clothing they had on at the time of the assault, as the clothes worn at the time of the assault may be collected as evidence. Victims should also NOT brush teeth, smoke or eat if oral contact was made.
- Contact victim advocacy. Local branches offer free services and advocates who can accompany a victim to a hospital or health care provider.

  Oil City: *PPC Violence Free Network* (814) 677-7273 / (800) 243-4944
  716 East Second Street, Oil City, PA 16301

  Warren: *A Safe Place* (814) 726-1030 / (800) 338-3460
  300 Hospital Drive, North Warren, PA 16365

  Additional information by county available at: http://www.pcar.org/help-in-pa or by contacting 1-888-772-7227.

ONGOING ASSISTANCE:

Counseling, Advocacy and Support: Victims are referred to contact the agencies described in the previous section entitled "Victim Advocacy" for services specific to sexual misconduct.

Victims are strongly encouraged to make use of these services regardless of whether they choose to report the incident to law enforcement officials or to the VTC Practical Nursing Program.

Academic and Program Support: To provide for the safety and well-being of the victim, to the best of its ability, the Program can immediately offer to:

- Alter primary campus attendance/participation
- Alter clinical facility attendance/participation

- Alter clinical assignment
- Allow for medical withdrawal and re-enrollment in future class without penalty
- Honor all legal protective documents in place and coordinate with law enforcement officials with the victim's consent

These accommodations are available regardless of whether the victim chooses to report the crime to law enforcement officials.

DEFINITIONS

For the purposes of this policy, the following definitions are provided of the types of conduct that are ***prohibited*** by the program:

Sex-based harassment: includes sexual harassment and gender-based harassment.

Sexual harassment: unwelcome conduct of a sexual nature, including, but not limited to unwelcome sexual advances, requests for sexual favors, and/or other verbal or non-verbal conduct of a sexual nature.

Gender-based harassment: unwelcome conduct of a nonsexual nature based on a student's actual or perceived sex, including conduct based on gender identity, gender expression, and nonconformity with gender stereotypes.

Unwelcome Conduct: conduct is considered unwelcome if the student didn't request or invite it and considered the conduct undesirable or offensive. This conduct may take various forms, including, but is not limited to name-calling, graphic or written statements (including the use of cell phones or the Internet), or other conduct that may be physically threatening, harmful or humiliating. This behavior can involve persons of the same or opposite sex.

Unwelcome conduct does not need to include the intent to harm, be directed at a specific target or involve repeated incidents. Participation in the conduct or failure to complain does not always mean the conduct was welcome. It should be noted that the fact that some conduct was welcomed once does not imply future consent for such action or other conduct.

Hostile Environment: exists when sex-based harassment is sufficiently serious to deny or limit the student's ability to participate in or benefit from the program or its activities.

A hostile environment can be created by anyone involved in the program (including faculty, staff, students, visitors and clinical staff). The more severe the sex-based harassment, the less need there is to show a repetitive series of incidents to find a hostile environment. The Program will consider a variety of factors related to the severity, persistence or pervasiveness of the sex-based harassment to determine if a hostile environment exists, and to which degree.

Sexual Assault: the actual or attempted sexual contact with another person without that person's *consent.* Sexual assault includes, but is not limited to:

- Intentional touching of another person's intimate parts without that person's *consent.*
- Other intentional contact with another person without that person's *consent.*
- Coercing, forcing or attempting to coerce or force a person to touch another person's intimate parts without that person's *consent.*
- ***Rape***, which is penetration, no matter how slight, of
    - The vagina or anus of a person by any body part of another person or by an object without that person's *consent*.
    - The mouth of a person by a sex organ of another person, without that person's *consent*.

Domestic Violence: is defined as a pattern of abusive behavior that is used by an intimate partner to gain or maintain power and control over the other intimate partner. Domestic violence can be physical, sexual, emotional,

economic, or psychological actions or threats of actions that influence another person. This includes any behavior that intimidates, manipulates, humiliates, isolates, frightens, terrorizes, coerces, threatens, blames, hurts, injures, or wounds someone. Partners may be married or not married; heterosexual, gay, or lesbian; living together, separated or dating.

Dating Violence: is defined as 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 a consideration of the length and type of the relationship, and the frequency of interaction between the people involved in the relationship.

Sexual Exploitation: occurs when a person takes sexual advantage of another person ("victim") for the benefit of anyone other than the victim without the victim's *consent*. Examples of such behavior could include:

- Recording, and/or distributing images (video, photographs) or audio of another person's sexual activity, intimate body parts or nakedness without that person's *consent*.
- Viewing another person's sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without the person's *consent*, and for the purposes of arousing or gratifying sexual desire.

Stalking: (PA Code: 2709.1.): A person commits the crime of stalking when the person either:

- engages in a course of conduct or repeatedly commits acts toward another person, including following the person without proper authority, under circumstances which demonstrate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person; or
- engages in a course of conduct or repeatedly communicates to another person under circumstances which demonstrate or communicate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person.

ADDITIONAL DEFINABLE TERMS

Consent: a *voluntary* agreement to engage in sexual activity. The use of force, coercion or threat invalidates consent. Once given, consent can be withdrawn at any time. Past consent does not imply present or future consent. Silence or absence of resistance does not imply consent.

Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Importantly, consent cannot be legally given if one participant is *incapacitated*.

Incapacitation: impaired ability to give consent due to, but not limited to:

- Use of drugs or alcohol
- Individual is asleep or unconscious
- Individual has an intellectual or other disability that prevents capacity to consent

REPORTING POLICIES AND PROTOCOLS

A victim may report an incident of sexual misconduct/violence by:

1) Notifying law enforcement officials
2) Notifying a Responsible/Mandated program employee
3) Initiating the student grievance procedure

Expectations of confidentiality are detailed in section entitled "Confidentiality Policy." Once notified, the Program Director of Nursing is required by federal law to report any potential safety threat to other students or employees.

Such reports withhold the names of the victims as confidential information. These reports are solely for the purpose of preventing future threatening or violent occurrences.

Program policy prohibits retaliation or intimidation against those who have made or might make a report or grievance or otherwise participate in the process (such as a witness). Strong disciplinary action, which may include program expulsion, could occur as a result of such methods.

Should a victim elect to request confidentiality or anonymity in reporting an incident of sexual misconduct, the Program is still required to limit the effects and potential recurrence of such incidents by taking steps, such as increasing supervision, monitoring at locations or activities where the misconduct occurred, and providing increased training and education for students and employees.

USE OF FORMAL GRIEVANCE POLICY

All policies detailed therein would apply, with the additional provisions in the case of reporting sexual misconduct:

- The victim would remain confidential in publicly available documentation regarding such proceedings, to the extent permissible by law.
- Alleged perpetrators and victims are entitled to have others present during a disciplinary proceeding.
- Both parties are entitled to be informed of the Program's final determination with respect to the alleged offense and any sanction imposed.

PREVENTION EDUCATION

To maintain a safe learning environment for all students, and to promote healthy sexual behaviors, a review of this Sexual Misconduct Policy will be conducted during new student orientation.

Taking a proactive stance on your safety is important. You may utilize the following website www.nsopw.gov/en to research sexual offenders in your geographical area.

SECURITY PRECAUTIONS

Venango Technology Center Practical Nursing Students and Staff are required to wear name badges at the school and at clinical for ease of identification. Venango Technology Center's Practical Nursing Program rents space from the Oil Region Alliance in Oil City and the Warren/Forest Higher Education Council (Hi-Ed) in Warren. Venango Technology Center in Oil City has an alarm system, emergency phone stations, and outside lighting. The Warren/Forest Higher Education Council has the following security measures in place: campus police available upon request, alarm system, outside lighting, and a campus call-chain emergency notification system.

STUDENT HOUSING

There are no school-run housing facilities.
It is the responsibility of the individual student to obtain and maintain adequate living facilities. When choosing an apartment or room, it is recommended that the student take the following factors into consideration:

-Adequate space and furnishings to include desk, chairs, proper lighting, ventilation, and closet space
-Safety features including fire exits, fire extinguishers, and security devices
-Distance from school, social activities, and restaurants
-Facilities for cooking or obtaining adequate, well-balanced meals

MEALS

Students may bring a sack lunch or visit one of the local restaurants. While the students are in the clinical facility, they will eat in the dining room or designated area of the affiliating agency. Students are not permitted to leave the clinical area for lunch.

VALUABLES AND PERSONAL ITEMS

Students are responsible for their valuables and personal items. The Practical Nursing Program assumes no responsibility for lost or stolen items.

HOUSEKEEPING

Students are responsible for keeping the lounge area tidy. VTC / Hi-Ed custodial staff does the major housekeeping.

SMOKING

Venango Technology Center is a tobacco-free area. Students may not use tobacco products anywhere on school property at either campus. Students may not smoke at clinical facilities or while in uniform. In addition, tobacco-less products, which simulate tobacco products, are prohibited on school grounds and at the clinical facility.

TELEPHONE CALLS

Callers may contact students by calling the Oil City Campus at (814) 493-6590 or the Warren Campus at (814) 406-0075. If no answer is received for an emergency related call at the Warren Campus, callers are directed to call the Oil City Campus. The Practical Nursing department will contact the clinical instructor at the affiliating agency in case the student must be reached due to an emergency on clinical days.

LIBRARY

Books and periodicals at VTC's library may be borrowed for one week except when placed on special reserve for assignments. All library materials are checked in and out with the Administrative Assistant at either campus. Students are responsible for library materials that are lost or damaged. Overdue fees for books include a $.25/per day charge per book until returned. The nursing library is open from 8:00 am to 3:30 pm daily. Additional hours may be available upon request.

The Suhr Library on the Oil Region Alliance Campus, the Oil City Community Library and the Warren Community Library also have printed and online resources. Many students are eligible for free library cards at their local community library.

UNIFORMS

The Venango Technology Center Practical Nursing student uniform consists of the following:

- A comfortably fitted, clean and pressed student nurse uniform purchased from our selected vendor. VTC Nursing Program patches are to be affixed to each top.
- Pants are hemmed to just at, or just above, the shoes.
- White or black socks
- White or black leather shoes cleaned and polished.
- Bikini or brief underwear must be worn.
- An optional black warm-up jacket from the school's selected vendor (no other outer layers are acceptable)
- An optional black shirt (for under the nursing uniform)
- Other necessary items: watch with a second hand, name tag (provided), bandage scissors (provided), stethoscope (provided), 2 pocket folder, pocket notebook, and a black pen.

While in uniform, the following considerations should be observed:

- A professional-looking appearance must be maintained.
- Hair should be a natural-looking color, neat, clean, off the collar, and back from face (long bangs must be pulled back and secured), with no decorative or colorful ornaments. Plain barrettes are permitted.
- Beards and mustaches should be neatly trimmed and short enough to allow appropriate use of a mask.
- Makeup should be modest.
- A single pair of small on the lobe earrings and a plain wedding band may be worn. A gauged ear piercing may be held by a flesh-colored stud/plug. Medically necessary jewelry (alerting responders to severe allergies, etc.) may be worn with Director of Nursing approval. No other jewelry is allowed.
- No obvious body piercings other than ear lobes should be worn while in uniform. Tongue rings (including retainers) and facial jewelry are not permitted at clinical.
- Students must cover visible ***objectionable*** tattoos during their clinical experiences. Objectionable tattoos are obscene, profane, vulgar, offensive, derogatory, lewd, suggestive, sexual, drug related, and/or gang related.
- Colognes/perfumes (including body sprays, perfumed lotions and perfumed hair products) are not permitted.
- Breath should be inoffensive and nails short and clean. Gum chewing is not permitted, but mints may be used.
- Only clear nail polish is permitted. Artificial nails are prohibited.
- The uniform may not be worn in public places or in the students' place of employment.

Students should dress in modest street clothing on class days. Clothing inappropriate to the workplace Is prohibited. Students, who are dressed inappropriately, will be sent home to change and minutes used will be considered absence time. Practical Nursing students must always wear photo identification badges when at clinical.

For the graduation ceremony, students should wear a pressed, white nursing uniform of their choice. White shoes are strongly encouraged. Scrub tops may be worn, but t-shirts are unacceptable. These uniforms will be purchased independently by the graduate.

TRANSPORTATION

The student has the responsibility of securing adequate transportation to and from clinical and class. The school does not have an obligation to alter clinical assignments based on student transportation issues.

ACCEPTABLE USE OF INTERNET, COMPUTERS AND NETWORK RESOURCES

Purpose:

The Joint Operating Committee supports use of computers, Internet and other network resources in the Venango Technology Center (herein after referred to as the "Center" in this policy) instructional and operational programs to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration.

The Center provides students, staff and other authorized individuals with access to the Center's computers, electronic communication systems and networks, which include Internet access, whether wired or wireless, virtual, cloud or by any other means.

The Center intends to strictly protect its computer systems, software and hardware against numerous outside and internal risks and vulnerabilities. Users are important and critical players in protecting these Center assets and in lessening the risks that can destroy these important and critical assets. Consequently, users are required to fully comply with this policy and to immediately report any violations or suspicious activities to the director and/or designee. Conduct otherwise will result in actions further described in the Consequences for Inappropriate, Unauthorized and Illegal Use section found in this policy, and provided in other relevant school Center policies.

For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the Center as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

Definitions:

The term child pornography is defined under both federal and state law.

Child pornography - under federal law, is any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where: the production of such visual depiction involves the use of a minor engaging in sexually explicit conduct; such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

Child pornography - under state law, is any book, magazine, pamphlet, slide, photograph, film, videotape, computer depiction or other material depicting a child under the age of eighteen (18) years engaging in a prohibited sexual act or in the simulation of such act.

The term harmful to minors is defined under both federal and state law. Harmful to minors - under federal law, is any picture, image, graphic image file or other visual depiction that: taken as a whole, with respect to minors, appeals to a prurient interest in nudity, sex or excretion; depicts, describes or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals; and taken as a whole lacks serious literary, artistic, political or scientific value as to minors.

Harmful to minors - under state law, is any depiction or representation in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when it: predominantly appeals to the prurient, shameful, or morbid interest of minors; is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for minors; and taken as a whole lacks serious literary, artistic, political, educational or scientific value for minors.

Obscene - any material or performance, if: the average person applying contemporary community standards would find that the subject matter taken as a whole, appeals to the prurient interest; the subject matter depicts or describes in a patently offensive way, sexual conduct described in the law to be obscene; and the subject matter, taken as a whole, lacks serious literary, artistic, political, educational or scientific value.

Technology protection measure is a specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography or harmful to minors.

Computer- includes any Center owned, leased or licensed or User-owned personal hardware, software, or other technology used on Center premises or at Center events, or connected to the Center network, containing Center programs or Center or student data (including images, files, and other information) attached or connected to, installed in, or otherwise used in connection with a computer. For example, Computer includes, but is not limited to, the Center and Users': desktop, notebook, PowerBook, tablet PC or laptop Computers, printers, facsimile machine, cables, modems, and other peripherals, specialized electronic equipment used for students' special educational purposes, Global Position System (GPS) equipment, RFID, personal digital assistant ("PDAs"), iPods, MP3 players, thumb drives, cell phones (with or without Internet access and/or recording and/or camera/video and other capabilities), telephones, mobile phones or wireless devices, two-way radios/telephones, beepers, paging devices, laser pointers and attachments, Pulse Pens, and any other such technology developed.

Authority:

The availability of access to electronic information does not imply endorsement by the Center of the content, nor does the Center guarantee the accuracy of information received. The Center shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet. The Center shall not be responsible for any unauthorized charges or fees resulting from access to the Internet or other network resources.

The Joint Operating Committee declares that computer and network use is a privilege, not a right. The Center's computer and network resources are the property of the Center. Users shall have no expectation of privacy in anything they create, store, send, receive or display on or over the Center's Internet, computers or network resources, including personal files or any use of the Center's Internet, computers or network resources. This includes after-hour use and off-site. VTC is not responsible for loss of personal data or information. The Center reserves the right to monitor, track, and log network access and use; monitor fileserver space utilization by users; or deny access to prevent unauthorized, inappropriate or illegal activity and may revoke access privileges and/or administer appropriate disciplinary action. The Center shall cooperate to the extent legally required with the ISP, local, state and federal officials in any investigation concerning or related to the misuse of the Center's Internet, computers and network resources.

The Joint Operating Committee requires all users to fully comply with this policy and to immediately report any violations or suspicious activities to the Administrative Director or designee.

The Joint Operating Committee establishes the following materials, in addition to those stated in law and defined in this policy, that are inappropriate for access by minors include materials that are defamatory, lewd, vulgar, profane, threatening, harassing, discriminatory, bullying/cyberbullying, terroristic, or obscene/pornographic.

The Center reserves the right to restrict access to any Internet sites or functions it deems inappropriate through established Joint Operating Committee policy, or the use of software and/or online server blocking. Specifically,

the Center operates and enforces a technology protection measure(s) that blocks or filters access to inappropriate matter by minors on its computers used and accessible to adults and students. Technology protection measures shall be enforced during use of computers with Internet access.

Upon request by students or staff, the Administrative Director or designee shall expedite a review and may authorize the disabling of Internet blocking/filtering software to enable access to material that is blocked through technology protection measures but is not prohibited by this policy.

Upon request by students or staff, building administrators may authorize the temporary disabling of Internet blocking/filtering software to enable access for bona fide research or for other lawful purposes. Written permission from the parent/guardian is required prior to disabling Internet blocking/filtering software for a student's use. If a request for temporary disabling of Internet blocking/filtering software is denied, the requesting student or staff member may appeal the denial to the Administrative Director or designee for expedited review.

Delegation of Responsibility:

The Center shall make every effort to ensure that this resource is used responsibly by students and staff. The Center shall inform staff, students, parents/guardians and other users about this policy through employee and student handbooks, posting on the school Center web site, and by other appropriate methods. A copy of this policy shall be provided to parents/guardians, upon written request.

Users of Center networks or Center-owned equipment shall, prior to being given access or being issued equipment, sign user agreements acknowledging awareness of the provisions of this policy, and awareness that the Center uses monitoring systems to monitor and detect inappropriate use and tracking systems to track and recover lost or stolen equipment.

Student user agreements shall also be signed by a parent/guardian (if the student is a minor). Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discern among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals. Students, staff and other authorized individuals have the responsibility to respect and protect the rights of every other user in the Center and on the Internet. It shall be the responsibility of all members of the Center staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with the policy and the Child Internet Protection Act. Building administrators shall make initial determinations of whether inappropriate use has occurred. Procedures for disabling or otherwise modifying any technology protection measure shall be the responsibility of the Technology Coordinator or designated representatives.

The Administrative Director or designee shall be responsible for recommending technology and developing procedures used to determine whether the school's Center's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedures shall include but not be limited to: utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Joint Operating Committee, maintaining and securing a usage log, and monitoring online activities of minors.

The Administrative Director or designee shall develop and implement administrative regulations that ensure students are educated on network etiquette and other appropriate online behavior, including interaction with other individuals on social networking web sites and in chat rooms, and cyberbullying awareness and response.

Guidelines:

The Center strives to provide the most up-to-date technologies and information possible, recognizing their potential to enhance learning. However, network use involves many ethical questions and issues. Parents/

Guardians are urged to discuss Center policies and procedures as well as proper and ethical use of networks before approving their use by a child. All uses of the Center network facilities are intended to support and advance the school Center's educational mission or other purposes deemed appropriate by the Joint Operating Committee.

Network accounts shall be used only by the authorized owner of the account for its approved purpose. All communications and information accessible via the network should be assumed to be private property and shall not be disclosed. Network users should respect the privacy of other users on the system. Computer network accounts assigned to individuals consist of a unique user I.D. code and password combination. Users are not permitted to share accounts or passwords. Temporary guest accounts may be acquired for student or adult visitors by the Technology Director of Nursing. Staff users have access to Center-maintained shared drives. Large files should be created on other external media and not stored on the network.

Incidental Personal Use:

Use of Center systems by an individual employee or student for incidental personal use is permitted. Personal use must comply with this policy and all other Center policies, procedures and rules, as well as Internet Service Provider (ISP), local, state and federal laws and may not interfere with the employee's job duties and performance, with system operations, with other system users and must not damage the Center's systems. Under no circumstances should the employee or student believe that their use is private.

Privacy:

The Center reserves the right to monitor, track, log and access any electronic communications, including but not limited to, Internet access and e-mails, at any time for any reason. Users should not have the expectation of privacy in their use of Center systems and other Center technology, even when used for personal reasons. Further, the Center reserves the right, but not the obligation, to access any personal technology device of users brought onto the Center's premises or at Center events, or connected to the Center network, containing Center programs or Center or student's data (including images, files and other information) to ensure compliance with this policy and other Center policies, to protect Center resources and to comply with the law.

Everything that users place in their personal files or e-mails should be written as if a third party will review it. Users' violations of this policy, any other Center policy, or the law may be discovered by routine maintenance and monitoring of the Center's computer system, or any method stated in this policy, or pursuant to any legal means.

Safety:

It is the Center's goal to protect users of the network from harassment and unwanted or unsolicited electronic communications. Any network user who receives threatening or unwelcome electronic communications or inadvertently visits or accesses an inappropriate site shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network, including chat rooms, e-mail, social networking web sites, etc. Internet safety measures shall effectively address the following:

-Control of access by minors to inappropriate matters on the Internet and World Wide Web
-Educating all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.
-Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
-Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.
-Unauthorized disclosure, use, and dissemination of personal information regarding minors.
-Restriction of minors' access to materials harmful to them.

Prohibitions:

Users are expected to act in a responsible, ethical and legal manner in accordance with Joint Operating Committee policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

-Facilitating illegal activity.
-Commercial or for-profit purposes.
-Nonwork or non-school related work.
-Product advertisement or political lobbying.
-Bullying/Cyberbullying.
-Hate mail, discriminatory remarks, and offensive or inflammatory communication.
-Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
-Accessing, sending, receiving, transferring, viewing, sharing or downloading obscene, pornographic, lewd, or otherwise illegal materials, images or photographs.
-Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Joint Operating Committee policy.
-Inappropriate language or profanity.
-Transmission of material likely to be offensive or objectionable to recipients.
-Intentional obtaining or modifying of files, passwords, and data belonging to other users.
-Impersonation of another user, anonymity, and pseudonyms.
-Fraudulent copying, communications, or modification of materials in violation of copyright laws.
-Loading or use of unauthorized games, programs, files, or other electronic media.
-Disruption of the work of other users.
-Destruction, modification, abuse or unauthorized access to network hardware, software and files.
-Accessing the Internet, Center computers or other network resources without authorization.
-Disabling or bypassing the Internet blocking/filtering software without authorization.
-Accessing, sending, receiving, transferring, viewing, sharing or downloading confidential information without authorization.

Security:

System security is protected using passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or Center files. To protect the integrity of the system, these guidelines shall be followed:

-Employees and students shall not reveal their passwords to another individual.
-Users are not to use a computer that has been logged in under another student's or employee's name.
-Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

Individual employees may be exempt from some of these conditions while doing their job duties as assigned by the Administration.

Software and Copyright:

Software and non-instructional external data may not be placed on any computer, whether stand-alone or networked to the Center's system, without permission from the Director or his/her designee. Users of Center resources are reminded that law protects trademarks and/or copyrighted materials. The illegal use of copyrighted materials by students and staff is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines and applicable laws and regulations.

Center Web Site:

The Center shall establish and maintain a web site and shall develop and modify its web pages to present information about the Center under the direction of the Administrative Director or designee. All users publishing content on the Center web site shall comply with this and other applicable Joint Operating Committee policies.

Users shall not copy or download information from the Center web site and disseminate such information on unauthorized web pages without authorization from the building administrator.

Electronic Mail:

E-mail has become one of the most used communications tools in both offices and classrooms. The following points are important to keep in mind:

-The software and hardware that provides e-mail capabilities has been publicly funded. For that reason, it should not be considered as a private, personal form of communication. The contents of any communication of this type are governed by the Open Records Act. Users must abide and cooperate with any legal request for access to e-mail content by proper authorities.

-Since e-mail access is provided as a normal operating tool for any employee who requires it to perform his/her job, individual staff e-mail addresses must be shared with interested parents/guardians and community members who request to communicate with staff in this fashion.

-Staff should be expected to return e-mail communications to parents/guardians or other public members who have a legitimate business request within forty-eight (48) hours of a workday, whenever feasible. Requests from outside agencies for information do not fit into this same category and can be handled with a different timeline or in a manner consistent with previous experience in working with similar requests. Staff should not participate in e-mail surveys without Center authorization.

-Incoming e-mail that is incorrectly addressed will remain undeliverable. Staff members are not available to personally inspect all messages of the type and forward them to the proper person.

-Requests for personal information on students and staff members should not be honored via e-mail without personal contact and verification of authentication of the person making the request. This relates particularly to any requests for student grades, discipline, and attendance or related information. In addition, security information, such as username or password, should not be sent via e-mail for any reason.

-During student contact time in the classroom, e-mail notification should be turned off to prevent interruptions. Staff members should set aside time whenever feasible to check and respond to e-mail messages.

-Student names must not appear in the subject area of messages. Initials are acceptable.

-Attachments to e-mail messages should include only data files. At no time should program files be attached due to software licensing requirements. In addition, there exists the real possibility that any program files received as attachments over the Internet may include viruses or other very destructive capabilities once they are launched or started. If one receives an attachment like this, the e-mail should be deleted immediately without saving or looking at the attachment. It is your responsibility to notify the Technology Coordinator if you suspect an e-mail has infected your computer.

-Subscriptions of Internet listservs should be limited to professional digests due to the amount of e-mail traffic generated by general subscriptions. Subscriptions of Internet listservs are not permitted by students, unless specifically authorized by the administration.

-For any student projects that involve e-mail communications, the student shall obtain authorization from the administration to use a Center account as a facilitator to the activity, or work with the Technology Coordinator to activate a special project account for a limited time.

-Any student or staff member who receives threatening or “hate mail” should notify the Technology Director of Nursing and the administration. An attempt will be made to track down the source of that e-mail and prevent receipt of any additional unsolicited mail.

-Students shall not access private Internet/e-mail accounts at school.

-All email from a school-issued computer may be subpoenaed at any time and used in a court of law as evidence.

Forgery Prohibited:

Forgery or attempted forgery of electronic messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users or deliberate interference with the ability of other system users to send/receive electronic mail is prohibited.

Consequences For Inappropriate Use, Unauthorized and Illegal Use:

The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts. Illegal use of the network; intentional deletion or damage to files or data belonging to others; copyright violations; and theft of services shall be reported to the appropriate legal authorities for possible prosecution. General rules for behavior and communications apply when using the Center computer systems, in addition to the stipulations of this policy. Vandalism shall result in loss of access privileges, disciplinary action, and/or legal proceedings. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses. Failure to comply with this policy or inappropriate use of the Internet, Center network or computers shall result in usage restrictions, loss of access privileges, disciplinary action, and/or legal proceedings.

Liability:

The Center does not guarantee service nor is it responsible for damaged or incorrect data. Use of any information obtained on the Internet or other network services must be undertaken at the individual's own risk. The Center shall not be held liable for the actions of individuals who choose to violate the acceptable uses of the network. In addition, each user and/or user's parent(s)/guardian(s) shall indemnify the Center and hold it harmless from and against any damage, liability, loss, or deficiency arising out of or resulting from the user's use and/or misuse of the network.

SOCIAL NETWORKING POLICY

Social Networking as discussed in this policy means posting commentary, pictures, or video on social media forums. Some common social media forums include Facebook, X, Instagram, Snap Chat, online discussions, and personal newsletters. This policy includes the social media forums listed as well as any other current or future formats that are or will be available.

Student guidelines:

Unless specifically instructed, students are not authorized and are therefore restricted to speak on behalf of VTC-PN.

Students may not publicly discuss clients, clinical sites, faculty, staff or any other school-related matters on social media sites (including but not limited to curriculum, exams, financial information and strategic plans).

Students cannot use social media to harass, threaten, discriminate, or disparage against other students, faculty, or anyone associated with or doing business with VTC-PN.

Be aware that there is no expectation of privacy while using VTC-PN equipment or facilities. Additionally, there is no expectation of privacy when using the Internet. Postings can be reviewed by anyone including VTC-PN. VTC-PN reserves the right to monitor comments or discussions about the school, the school's interests, school employees, and clinical sites posted. VTC-PN may use blog-search tools and software to monitor social media postings.

Social Network commenters can be held personally liable for any commentary that is considered defamatory, obscene, proprietary, or libelous by any offended party, not just VTC-PN.

Students cannot post on Social Media photographs or videos of other students, instructors, clients, clinical sites, or simulation laboratory practices taken while in the role of the student or student nurse.

Report violations:

VTC-PN requests and strongly urges students to report any possible or perceived violations to Faculty, the Director of Nursing, or the Director.

Discipline for violations:

VTC-PN investigates and responds to all reports of violations of the social networking policy and other related policies. VTC-PN reserves the right to take legal action where necessary against students who engage in prohibited or unlawful conduct. Violation of VTC-PN's social networking policy will result in disciplinary action up to and including immediate dismissal dependent upon the specific circumstances. Students dismissed due to infractions of the Social Networking Policy will be subject to the withdrawal and refund policy located in the student handbook.

DISTANCE EDUCATION

Venango Technology Center's Nursing Program is a hybrid program designed to increase flexibility while attending our nursing program. Students will complete monthly online (distance) assignments. Additionally, at times (often September to December), will have a weekly online (distance) assignment equating to seven hours of time. Lecture may be received in-person, recorded and watched independently (asynchronous), or transmitted live (synchronous) depending on schedule. If an out-of-class weekly assignment is not completed, the student will miss 3.5 hours if only half of the assignment is completed or 7 hours of absence if neither part of the assignment is completed. The student will also miss any assigned activity points.

SAFETY INFORMATION AND PROCEDURES

FIRE SAFETY INFORMATION

Fire safety and fire occurrences must be reported to enrolled and prospective students (upon request). The following is information regarding fires that have occurred at Venango Technology Center's Oil City and Warren buildings.

	Number of Fires	Number of Injuries related to a fire that resulted in treatment	Number of deaths related to a fire	The value of property damage caused by a fire
Oil City Building	2023 – 0 2024 – 0 2025 – 0	0 0 0	0 0 0	0 0 0
Warren Building	2023 – 0 2024 – 0 2025 – 0	0 0 0	0 0 0	0 0 0

Practical Nursing Students are educated on the fire evacuation procedure at new student orientation and again during the first week of school.

In Oil City, there are fire alarm pulls and fire extinguishers located throughout the building. When a fire alarm is engaged, an alarm will sound, and the fire department will be notified simultaneously. When the alarm sounds, students are asked to follow the on-site evacuation guidelines found in the "Safety Procedures" section of the student handbook. Handicapped individuals should use the communication device located in the doorway of each of the four stairwells.

In Warren, there are fire alarm pulls and fire hoses located throughout the building. The Simplex 4100U fire control system is in use. When a fire alarm pull is engaged, an alarm will sound, and the Warren State Hospital Fire Department will be notified simultaneously. When this occurs, students are asked to follow the on-site evacuation guidelines found in the "Safety Procedures" section of the student handbook. Regular, mandatory supervised fire drills are completed at minimum once per quarter. No smoking is permitted on school premises. Open flames are not permitted. Portable electrical devices are to be inspected. Portable heaters are not permitted. Improvements in fire safety are discussed at hospital and tenant safety committee meetings every other month.

FIRE EVACUATION

An example of an on-site evacuation would be a fire. When the fire alarm sounds, the following instructions will be followed:

1. The faculty member who is teaching at the time of the on-site evacuation directs the class quickly and quietly out the door closest to the Practical Nursing Department. The Director of Nursing, Faculty Members, and Administrative Assistant will leave the department last. They will turn off the lights, close all doors, and take the class roll book.
2. Warren students should take their belongings with them at the time of a drill. Students will not be permitted to return to the building in the case of an actual fire until the building security department has cleared the building.
3. The first two students arriving at each of the outside doors are to hold the doors open until all students are out of the building.
4. The group will proceed to the designated area. Roll will then be taken to ensure that all students have left the building.
5. Any student who is not in the Practical Nursing Department at the time of the on-site evacuation will leave the building at the nearest exit and report immediately to his/her instructor in the assembly area.
6. All personnel will remain in the designated assembly area until the "all clear" signal sounds.

SHELTER IN PLACE

When the Venango Technology Center receives a phone call from the local Emergency Management Agency (EMA) that a weather emergency is taking place in Venango or Warren County, the following procedures will take place:

1. Students will be notified of a weather emergency.
2. Lights are to be turned off and doors are to be unlocked in the classrooms that you are leaving.
3. Oil City students and faculty will report to the hallways on the lowest level of Montgomery Hall away from windows and outside glass doors. Warren students will report to the underground tunnel.
4. Students and faculty are to report to their designated area in a quiet and controlled manner and maintain silence once in the assigned area. The faculty will conduct roll call.
5. Students and faculty are required to lie face down with their hands over their heads.
6. When the weather emergency has passed, the office receptionist will ring the bell.
7. Students and faculty will return to the classroom.

ON-SITE/ OFF-SITE EVACUATION

1. Instructors will be notified.
2. Instructors escort students from the building to their on-site evacuation assembly area, leaving lights on and the hall door unlocked.
3. Instructors take attendance. If students are missing from the assembly area, the instructor will notify the Director of Nursing.
4. The Oil City or Warren Police will be contacted as necessary.
5. Instructors and students remain in the assembly area until the bell rings or directions are received from police or school administration.
6. If off-site evacuation is deemed necessary, this will be communicated to VTC Practical Nursing students through VTC administration and faculty.

IMMINENT DANGER

Notice will be given over the PA system if there is an imminent danger present.

1. If possible, you would want to (EVACUATE) the building from the closest exit ONLY if safe to do so. A location off site will be chosen to meet-up. Instructors escort students from the building to their on-site evacuation assembly area, leaving lights on and the hall door unlocked.
2. If you can't safely exit, barricade (LOCKDOWN) yourself in the room. Use whatever is at your immediate disposal to block the doorway.
3. If an intruder enters, it is best to throw items (COUNTER) at them to increase their own chances of survival. It is ok that some will not feel comfortable COUNTERING.
4. INFORM the authorities if possible. This includes but not limited to notifying 911, the main office, the director, and the Practical Nursing Director of Nursing.

BLOODBORNE PATHOGEN EXPOSURE POLICY

Students must use standard precautions when working in patient care situations. Students will be taught the appropriate procedures for protecting themselves and others when bloodborne pathogen exposure may occur. This instruction will take place during the classroom portion of the program prior to any clinical experience.

The following policy applies to students who may have had a bloodborne exposure through a needle stick or another method. Follow the steps below:

1. Clean the area. Wash needle sticks and cuts with soap and water. Flush splashes to nose, mouth, or skin with water. Irrigate eyes with clean water, saline or sterile irrigating solution.
2. Notify your instructor and staff nurse on the clinical unit immediately after washing/irrigating. Source patient testing may be indicated depending on source patient's status and/or risk for HIV, Hepatitis B or C.
3. Contact your family physician or visit the nearest emergency department as soon as possible after the exposure. Baseline testing and/or post-exposure prophylaxis may be indicated. (Venango Technology Center and the institutions where you receive clinical instruction have no responsibility to provide any testing or treatment related to the exposure.)
4. The Centers for Disease Control should be consulted for the most recent protocol.

STUDENT HEALTH PROGRAM

The agencies, which affiliate with the Venango Technology Center, agree to provide initial emergency treatment through their emergency departments to any Practical Nursing student who becomes ill or suffers an injury while the student is at the affiliating institution, provided the student consents to the treatment. The cost of medical treatment shall be borne by the Practical Nursing student.

In the case of an extended illness, the student may request a leave of absence. The student's physician must state, in writing, that the student is able to safely return to school.

The Venango Technology Center Practical Nursing Program makes every attempt to meet the needs of students with health challenges. Students must be able to meet the Program Standards listed under "Health Requirements". The school is located on one level and has facilities that are accessible to wheelchairs for students with temporary needs. Other special equipment, such as an electronic stethoscope for students with hearing disabilities, is available on the market, and students will be referred to organizations such as the Office of Vocational Rehabilitation for assistance in purchasing such equipment, if necessary.

Pregnancy is not a contraindication to remaining in the program; however, the absentee policy remains in effect for pregnant students. A leave of absence may be requested.

COUNSELING AND ORIENTATION

In order to assist the Practical Nursing student to adjust more quickly and completely to the school, an orientation program is scheduled prior to the start of school. The school maintains an academic counseling program in which each new student is assigned to a faculty member (his/her clinical instructor). Also, students may be referred to community resources, both public and private. All counseling and referrals are held in strictest confidence.
The faculty maintains a current listing of referral sources including, but not limited to:

- ABC Crisis Pregnancy Center (pregnancy counseling and support)
- Behavioral Health of University of Pittsburgh Medical Center Northwest (mental health treatment and counseling, substance abuse)
- Charitable Deeds of Knox (one-time assistance with utilities)
- Venango County Substance Abuse (substance abuse)
- Regional Counseling Center (substance abuse and mental health issues)
- Family Service and Children's Aid Society (individual, family, substance abuse, marriage, credit, rape crises, and domestic violence counseling)
- Victim Resource Center (counseling for victims of violence)
- Area Childcare Facilities
- Venango County Assistance Office (DPW)
- Health Care Agencies
- Housing/Utility Assistance Agencies
- LIHEAP (program to assist with heating costs)

CAREER SERVICES AND PLACEMENT

Students are encouraged to begin development of a career plan early in the program. The Transition into Practice course is designed to promote the transition from student to employee. It includes instruction in good work habits, résumé writing, and job interviews. Students can interact with several potential employers while pursuing their Practical Nursing education at Venango Technology Center through clinical experiences and job fairs (as available). The Practical Nursing Program acts as a clearinghouse for employment opportunities. Many employers call the nursing program for referrals. Students and graduates are made aware of these openings through postings

on the VTC Practical Nursing Program Facebook Page. Graduates are encouraged to contact the nursing department when seeking employment. Graduates may use school computers for résumé preparation by appointment.

STUDENT ORGANIZATION AND GOVERNMENT

The student government is composed of three members selected by the class early in Phase I. The student government represents the interests of their fellow students. Students are encouraged to identify opportunities to participate in cultural, social, religious, and student professional organizations.

COMPLAINT RESOLUTION PROCEDURE

The following procedure applies to all verbal complaints or concerns about the Practical Nursing Program from students, graduates or other community members. Formal grievances must follow the "grievance policy".

1. An attempt should be made to solve the problem at the lowest level possible. For example, if a student believes that he/she received an inappropriate grade, the teacher should be the first point of contact in most instances.
2. If no resolution is achieved, either the teacher or the student may request the Director of Nursing to consider the complaint.
3. A class-related issue may be brought to the attention of the Faculty and the Director of Nursing by a student government member at a student government meeting or a faculty meeting. Personal issues should not be addressed through a student government representative.
4. If the complaint is not resolved to the satisfaction of the complainant, the formal grievance policy may be initiated.

STUDENT GRIEVANCE PROCEDURES

A. OBJECTIVE

The establishment of a procedure for grievances will ensure freedom of communications through recognized channels between Practical Nursing Students, Practical Nursing Faculty and Administration of Venango Technology Center.

B. DEFINITIONS

Grievance: Any claim by a practical nursing student, or students, that a dispute or disagreement of any kind exists involving interpretation or application of student policies.
Grievant: The person, individuals or group initiating the grievance.
Parties in Interest: The grievant and his/her representative and the party, or parties, against whom the action is being taken and their representative.
Representative: A person or agent designated to represent either part in the grievance procedure.

C. PROCEDURE

An orderly and expeditious resolution of grievance, accomplished at the lowest possible level is desired. If the stipulated time limits are not met, the grievant has the right to appeal the grievance to the next procedural step. If the grievant fails to submit the grievance within ten (10) calendar days, the grievance will not be considered.

STEP I - The grievant shall present the grievance, in writing, to the Practical Nursing Program (Director of Nursing) within ten (10) calendar days from the occurrence of the event, giving rise to the grievance. The Director of Nursing shall reply to the grievance within five (5) class days after the initial presentation of the grievance.

STEP II - If the action at Step I fails to resolve the grievance to the satisfaction of the parties in interest, the grievance may be referred, in writing, by the grievant to the Director of Venango Technology Center. The grievant has ten (10) days after the reply from the Director of Nursing to file with the Director. The Director shall reply to the grievance within ten (10) class days after he has received the grievance.

STEP III - If the student does not feel their grievance has been handled to their satisfaction, they may request a hearing within ten (10) days from Director's reply before the Grievance Committee. This committee will include the Director of Nursing, Director of the Venango Technology Center, a faculty member of Venango Technology Center unrelated to the Nursing Department, and a student government member in the student's class. The student will present their case to the committee and may ask others familiar with the proceedings to appear on their behalf. The student may have an attorney present if they wish. The committee will be notified, in writing, of all persons who will be attending the hearing at least five (5) days prior to the hearing date. The final decision rests with this committee. The committee must decide within thirty-five (35) calendar days after the hearing.

PROGRAM OF LEARNING

PHASE I – Course Descriptions

NURSING SKILLS is designed to provide the student with a broad introduction to client care. It includes skills for safety, asepsis, managing the patient's environment, vital signs, personal care, moving patients, wound care, respiratory care, digestive care, urinary care, applying heat and cold, decision-making, admitting, transferring and discharging patients, documentation, assessment, pre- and postoperative care, care of a dying patient, managing pain, oncology care, and geriatric care.

NURSING CONCEPTS is designed to prepare the nursing student for student life and for successful transition to employment as a Practical Nurse. The course includes concepts of: medical terminology, learning, communication, teamwork, human development, health and wellness, professionalism, ethics and law, and healthcare systems.

PHASE I – Curriculum (TH – theory, V – virtual, L – lab)

Nursing Skills

Topic	Hours
Safety Skills	10.5 (TH)
Skills for Asepsis	7 (TH) 7 (L)
Skills for Managing the Patient's Environment	7 (TH) 7 (L)
Computer Skills	3.5 (TH) 2 (V)
Vital Signs	9 (TH) 12 (L)
Personal Care Skills	7 (TH) 9 (L)
Skills for Moving Patients	5 (TH) 10.5 (L)
Wound Care Skills	7 (TH) 14 (L)
Respiratory Skills	7 (V) 7 (L)
Digestive Skills	3.5 (TH) 7 (V) 10.5 (L)
Urinary Skills	7 (V) 21 (L)
Skills for Applying Heath and Cold	7 (V)
Decision Making Skills	7 (V)
Skills for Geriatric Care	7 (TH)
Assessment	7 (V) 1 (TH) 13 (L)
Documentation Skills	7 (V) 3.5 (L)

Nursing Skills Cont'd

Skills for Admitting, Transferring and Discharging Patients	3.5 (TH)
Pre- and Post-Op Care Skills	7 (TH)
Skills for the Care of a Dying Patient	7 (V) 3.5 (L)
Skills for Managing Pain	7 (TH)
Skills for Oncology Care	7 (TH) 3.5 (L)
Phlebotomy Skills	7 (TH)
Review and Final Examination	7 (TH) 3.5 (V)

Nursing Concepts

Topic	Hours
Concepts of Learning	10.5 (TH)
Concepts of Communications	7 (TH)
Concepts of Teamwork	7 (TH)
Concepts of Human Development	3.5 (TH) 7 (V)
Concepts of Medical Language	3.5 (TH) 3.5 (V)
Concepts of Health and Wellness	7 (TH) 3.5 (V)
Concepts of Professionalism	3.5 (TH) 3.5 (V)
Concepts of Nursing Ethics	10.5 (TH)
Concepts of Health Care Systems	3.5 (V)
Review and Final Examination	7 (TH) 3.5 (V)

PHASE I

SKILLS
Skills (TH) - 106
Skills (V) – 61.5
Skills (L)- 121.5

Total Skills Hours – 289

CONCEPTS
Concepts (TH)- 59.5
Concepts (V)- 24.5

Total Concepts Hours- 84

CLINICAL
Clinical Hours – 105
Virtual Clinical Hours – 14

Total Clinical Hours- 119

TOTAL Hours - 492

Theory	
Skills (TH)	106
Skills (V)	61.5
Concepts (TH)	59.5
Concepts (V)	24.5
Total	**251.50**
Clinical	
Skills (L)	121.5
Clinical	105
Clinical (V)	14
Total	**240.5**
Total Hours	**492**

PROGRAM OF LEARNING

PHASE II – Course Descriptions

PHARMACOLOGY SKILLS is designed to provide the student with a broad introduction to, and basic understanding of, drugs and their effects on the body. Included are skills for calculating dosage, researching medication, administering and documenting oral/topical medications and injections. It also introduces intravenous therapy and the vascular system, skills for preparing for intravenous therapy, skills for initiating, assessing and maintaining intravenous therapy, skills for administering intravenous medications and skills for documenting intravenous therapy.

MEDICAL/SURGICAL I is designed to present structure and function, theory and related clinical experience involving the care of individuals with common health conditions. It includes nursing care of patients with conditions of the integumentary system, the musculoskeletal system, the respiratory system, the cardiac system, the vascular system, hematology, endocrine system, urinary system, and digestive system.

PHASE II – Curriculum (TH – theory, V – virtual, L – lab)

Pharmacology

Topic	Hours
Calculating Medication	7 (TH) 3.5 (V)
Researching Medication	3.5 (TH) 3.5 (V)
Administering Medication	2.5 (TH) 7 (V) 4.5 (L)
Administering Injections	13 (TH) 4.5 (L)
Understanding IV Therapy	7 (TH)
Initiating IV Therapy	7 (TH)
Maintaining IV Therapy	5.5 (TH) 1.5 (L)
IV Medication Administration and Specialized Care	12.5 (TH) 1.5 (L)
Review and Final Examination	1.5 (TH)

Medical Surgical Nursing I

Topic	Hours
Integumentary System	14 (TH) 2 (V)
Musculoskeletal System	17.5 (TH) 2 (V)
Respiratory System	17.5 (TH) 3.75 (V)
Cardiac System	24.5 (TH) 3.75 (V)
Vascular System	12.5 (TH) 2 (V)
Hematology	14 (TH) 2 (V)
Urinary System	10.5 (TH) 3 (V)
Digestive System	17.5 (TH) 2 (V)
Review and Final Examination	14 (TH)

PHASE II
PHARMACOLOGY (TH) – 59.5 (V) - 14 (L)- 12 Total hours – 85.5
MEDICAL/SURGICAL 1 (TH) – 142 (V) – 20.5 Total hours – 162.5
CLINICAL Clinical hours – 241.5 Clinical hours (V) – 10.5 Total hours – 252
TOTAL hours – 500

Theory	
Pharm (TH)	59.5
Pharm (V)	14
MS 1 (TH)	142
MS 1 (V)	20.5
Total	**236**
Clinical	
Pharm (L)	12
Clinical	241.5
Clinical (V)	10.5
Total	**264**
Total hours	**500**

PROGRAM OF LEARNING

PHASE III – Course Descriptions

MEDICAL/SURGICAL II is a continuation of Medical/Surgical I and is designed to present structure and function, theory and related clinical experience involving the care of people with common health conditions. It includes nursing care of patients with conditions relating to mental health, the immune system, the sensory system, the neurology system, the reproductive system, maternal/newborn, and pediatrics.

TRANSITION INTO PRACTICE is designed to prepare the student for entry into the nursing job market. The topics of leadership, delegation, employability, and successful navigation of the NCLEX-PN examination are discussed.

PHASE III – Curriculum (TH – theory, V – virtual, L – lab)

Medical Surgical Nursing II

Topic	Hours
Mental Health Nursing	24.5 (TH) 2 (V)
Neurology System	24.5 (TH) 2 (V)
Sensory System	14 (TH)
Immune System	21 (TH) 2.5 (V)
Endocrine System	17.5 (TH) 2 (V)
Reproductive	17.5 (TH) 2 (V)
Maternal/Child - Antepartum - Intrapartum - Postpartum - Newborn - Infant - Child - Adolescent	 17.5 (TH) 17.5 (TH) 10.5 (TH) 10.5 (TH) 8.75 (TH) 8.75 (TH) 3 (V)
NCLEX Predictors NCLEX Review NCLEX Review Final Review Final	14 (TH) 14 (TH) 3.5 (V) 7 (V) 7 (TH)
Graduation	3 (TH)

Transition into Practice

Topic	Hours
Nursing Leadership	7 (TH)
Employability Strategies	3.5 (TH)
NCLEX-PN Success	3.5 (TH)
Activities	7 (L) 7 (V)

PHASE III
MEDICAL/SURGICAL 2 (TH) – 230.5 (V) – 24 Total hours – 254.5
TRANSITION INTO PRACTICE (TH) – 14 (V) – 7 (L) – 7 Total hours – 28 hours
CLINICAL Clinical hours – 160.5 Clinical hours (V) – 65 Total hours – 225.5
TOTAL hours – 508

Theory	
MS 2 (TH)	230.5
MS 2 (V)	24
Transition (TH)	14
Transition (V)	7
Total	**275.5**
Clinical	
Transition (L)	7
Clinical	160.5
Clinical (V)	65
Total	**232.5**
Total hours	**508**

FACULTY AND ADMINISTRATION

The Practical Nursing Program operates within the structure and under the authority of the Venango Technology Center. The governing body for the Venango Technology Center is the Area Vocational Technical School Board, which approves all budgetary expenditures. Appointed members of the Venango Technology Center Board serve on the Joint Committee, which is the policy making body of the school. The Chief School Administrator is selected from the Superintendents of the school systems that send students to the Venango Technology Center.

VENANGO TECHNOLOGY CENTER ADMINISTRATION

Robert S. Moore, MEd	Director
Melissa S. Sharp, MBA	Business Manager

PRACTICAL NURSING ADMINISTRATION

Dr. Cynthia A. Cornelius, DEd, MSN, RN — Director of Nursing
- BSN - Indiana University of Pennsylvania
- MSN - Joint Universities of Clarion, Edinboro and Slippery Rock
- Ded - Indiana University of Pennsylvania

PRACTICAL NURSING FACULTY

Oil City Campus:

Dr. Julie R. Cartney, DNP, MSN, RN — Instructor
- BA - Indiana University of Pennsylvania
- BSN - Edinboro University of Pennsylvania
- MSN - Joint Universities of Clarion, Edinboro and Slippery Rock
- DNP - Regis College

Megan Emerson, BSN, BA, RN — Instructor
- LPN - Venango Technology Center
- BA - Slippery Rock University
- ASN - University of Pittsburgh, Titusville
- BSN - Slippery Rock University

Kelly F. Weaver, BSN, RN — Instructor
- LPN - Venango Technology Center
- ASN - Clarion University
- BSN - Penn West - Clarion University

Warren Campus:

Leslie R. Davis, MSN, RN — Instructor
- ASN - University of Pittsburgh, Bradford
- BSN - University of Pittsburgh, Bradford
- MSN - Chamberlain University

Heidi J. Steger, MSN, RN — Instructor
- ASN - University of Pittsburgh, Bradford
- BSN - University of Pittsburgh, Bradford
- MSN - Chamberlain University

PRACTICAL NURSING ADMINISTRATIVE SUPPORT

Oil City Campus:

Danielle L. Frantz — Administrative Assistant
Administrative Assistant - Ashworth College

Warren Campus:

Dawn M. Guiffre — Administrative Assistant