# Licensed Practical Nursing Student Handbook

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Welcome to the Fayette County Career & Technical Institute’s Practical Nursing program. This handbook provides you with the information about the Practical Nursing Program. Its purpose is to outline the rules and regulations for the student body. Please read this book carefully and refer to it when necessary. Every student is responsible to know, understand and act in compliance with the contents of this document as well as all other Fayette County CTI Practical Nursing publications.

Fayette County Career & Technical Institute’s Practical Nursing Program reserves the right to amend or change the educational policies, regulations, fees, conditions and courses as circumstances may require. The provisions of this book are not to be regarded as an irrevocable contract between the Fayette County CTI Practical Nursing Program and the students.

Policies, procedures, costs and courses are subject to change. Changes in policy or procedures will be announced in writing by posting and/or by distribution in class and/or email.

The current edition of the Fayette County CTI Practical Nursing Student Handbook is intended to familiarize you with the services, procedures and regulations of the Fayette County Career and Technical Institute Practical Nursing Program.

We hope you will benefit from the information in this book. Any questions not covered in this Handbook can be answered by the Nursing Program Director or by your faculty advisor.

The Practical Nursing Program is sponsored by the Fayette County Career & Technical Institute and is approved by the Pennsylvania State Board of Nursing and the Pennsylvania Department of Education. The program is accredited by Accreditation Commission for Education in Nursing (ACEN) and by MSA/CESS Middle States Association of Colleges and Schools.

This student handbook is not a contract and is for information purposes only. The Fayette County CTI reserves the right, in its sole discretion, to update, revise, amend, discontinue, withdraw, suspend, modify, interpret or make changes of any nature to this Student Handbook as well as to any other policies, procedures or programs of the Fayette County Career and Technical Institute including, without limitation, with respect to its academic programs of study, offerings and requirements, courses, regulations, announcements, class hours and schedule, academic calendar dates, tuition rates, fees, schedules, applicable under its refund policy and/or graduation requirements, at any time, with or without prior notice to any current or prospective student or employee or any other persons.

A Practical Nursing Program was established in Fayette County in May, 1966 and graduated its first class in May, 1967. Since that time, more than 2,500 men and women have graduated from the Program. The school, first located in Hopwood, Pennsylvania, moved its Facilities to the Fayette County Area Vocational-Technical School in Uniontown, Pennsylvania in July, 1976. (now The Fayette County Career and Technical Institute). The Fayette County Career and Technical Institute sponsors The Practical Nursing Program. The continued success of the Program allowed for construction of new facilities for the nursing suite that was annexed to the north wing of the Fayette County Career and Technical Institute. In February, 1983, the Practical Nursing Program moved into the new facility where it is presently located. The Practical Nursing Program holds membership in The National League for Nursing Council of Practical Nursing Education and Services. A graduate from the Program meets the educational requirements to write the National Licensing Examination for Practical Nursing. (NCLEX-PN)
## AFFILIATING AGENCY ADMINISTRATORS

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<td>Michelle Cunningham</td>
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<td>Frank Geramita</td>
<td>LaFayette Manor</td>
<td>Uniontown, PA 15401</td>
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<td>Sarah Woodrum</td>
<td>Monongalia General Hospital</td>
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<tr>
<td>Steve Handy</td>
<td>Monongalia General Hospital</td>
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<tr>
<td>Joyce Hoch</td>
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<tr>
<td>JoLynn Myers</td>
<td>Mt. Macrina Manor</td>
<td>Uniontown, PA 15401</td>
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<tr>
<td>Edward Francia</td>
<td>Cherry Tree Nursing Center</td>
<td>Uniontown, PA 15401</td>
</tr>
<tr>
<td>Janice Morris</td>
<td>Clay-Battelle</td>
<td>Blacksville, WV 26521</td>
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<tr>
<td>Traci Fick, R.N.</td>
<td>Director of Nursing</td>
<td>Frick Hospital</td>
</tr>
<tr>
<td>Vicki Rough, R.N.</td>
<td>Director of Nursing</td>
<td>Highlands Hospital</td>
</tr>
<tr>
<td>Marcy Lally, R.N.</td>
<td>Director of Nursing</td>
<td>LaFayette Manor</td>
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<tr>
<td>Daphne Scordato, R.N.</td>
<td>Director of Nursing</td>
<td>Monongalia General Hospital</td>
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<tr>
<td>Betty Rock, R.N.</td>
<td>Director of Nursing</td>
<td>Unionton, PA 15401</td>
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<td>Jaci Null, R.N.</td>
<td>Director of Nursing</td>
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<td>Michelle Ovial, D.O.N.</td>
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<td>Deborah Palmer</td>
<td>Director of Nursing</td>
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<td>Janice Morris, CEO</td>
<td>Clay-Battelle</td>
<td>Uniontown, PA 15401</td>
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<tr>
<td>Superintendent of Schools</td>
<td>Dr. Charles Machesky</td>
<td>Uniontown School District</td>
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<td>Director of Fayette County Career &amp; Technical Institute</td>
<td>Dr. Cynthia Shaw</td>
<td></td>
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<tr>
<td>Director of Practical Nursing Program</td>
<td>Mrs. Lou Ann Patterson</td>
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<tr>
<td>Faculty of Practical Nursing Program</td>
<td>Lisa Chiplaskey, MSN</td>
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<tr>
<td>Practical Nursing Secretary</td>
<td>Lorie A. Filitsky</td>
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FAYETTE COUNTY CAREER & TECHNICAL INSTITUTE
PRACTICAL NURSING PROGRAM

FAYETTE COUNTY CTI MISSION STATEMENT
The Mission of the Fayette County Career & Technical Institute is to prepare all students for
career success and continuing education by empowering them with high levels of technical skill,
academic competence and professionalism.

PRACTICAL NURSING PROGRAM MISSION STATEMENT
The mission of the Fayette County Career and Technical Institute’s Practical Nursing Program is
to provide quality nursing education to prepare adults for successful practical nursing career.

NON-DISCRIMINATION POLICY
It is the policy of the Fayette County Career and Technical Institute not to discriminate based on
race, sex, religion, color, national origin, age, handicap, limited English proficiency or because a
person is a disabled veteran or a veteran of the Vietnam Era in its educational programs, services,
facilities, activities or employment policies as required by Title VI and VII at the Civil Rights
Act of 1964 as amended Section 503 and 504 Regulations of the Rehabilitation Act of 1973, the
Age Discrimination Act of 1975, Section 204 Regulations of the 1984 Carl D. Perkins Act or any
applicable Federal statute.

ACCREDITED BY:

The Accreditation Commission for Education in Nursing (ACEN) 2015 – 2023
3343 Peachtree Road NE
Suite 850
Atlanta, GA 30326

MSA/CESS: Middle States Association of Colleges and Schools 2015 – 2025
3624 Market Street, 2 West
Philadelphia, PA 19104-2680
SECTION I

Program of Study and Diploma Requirements
ADMISSION PROCEDURE

1. Schedule examination time and date for the TEAS Examination with the Program Secretary. The applicant must pre-register with payment.

2. Complete and submit the Application Form, as furnished by the Practical Nursing Program.

3. Obtain official High School and or College Transcripts, or GED Scores.

4. Obtain three personal reference forms from the Practical Nursing Program Secretary.

5. Schedule a personal interview with the Program Director or Faculty through the Practical Nursing Program Secretary.

6. Submit physical form signed by physician and ALL clearances prior to the first day of class.
   
   - Act 33: PA State Police Criminal Record check  
     (https://epatch.state.pa.us)
   
   - Act 34: Child Abuse Clearance
   
   - Act 73: FBI Clearance for Nursing Students, Child Care, Hospitals  
     (www.pa.cogentid.com)

   O.A.P.S.A. Background check will be required for enrollment for those who have not been a resident of the Commonwealth of PA for the last two years.

   Admission eligibility for FBI Background and PA State Police Criminal Record check is based upon Prohibited offenses contained in Act 169 of 1996 as Amended by Act 13 of the Pennsylvania Department of Aging.

   ***An applicant will not be permitted to take the NCLEX Exam for licensure if he/she has been convicted of a felonious act prohibited by the act of April 14, 1972, (P.L. 233 No 64), known as “The controlled substance, Drug, Device, and Cosmetic Act,” or convicted of a felony relating to a controlled substance in a court of law of the United States or any other state, territory or country unless at least (10) years have elapsed from the date of conviction. The term, “convicted” shall include a judgment, an admission of guilt, or a plea of nolo contendere***

7. Documented proof of immunizations (titers or vaccinations) MUST be completed and turned in to the Program Director 2 weeks prior to first day of Clinical rotation.

8. Schedule an appointment with the Financial Aid Office to complete the FAFSA and discuss funding.
ENTRANCE REMEDIATION POLICY

1. Applicants of the Fayette County Career & Technical Institute’s Practical Nursing Program who did not achieve a passing in one specific category on the standardized ATI Test of Essential Academic Skills (TEAS) Exam, may be offered remediation in that category.

2. The score must fall within 4% of score required for passing. Student will then enroll in an Independent Study Course for remediation following the Personal Interview with the Program Director.

The student and Program Director will collaborate on the study objectives and develop a remediation plan.

   a. Student will contact Matt Weightman at 724-550-4555 to set up time for individualized remediation.

   b. Regular meeting with the Program Director and student to direct, evaluate and/or supervise the independent study according to plan developed.

   c. Student must complete 15 hours and test at an 80% or higher on the remediation subject exam. If remediation is for Science, the student will be required to score a 70% or higher.

   d. Satisfactory completion of the Independent Study Course, with the student completing all conditions of the plan; including performance level within the determined timeframe, will be accepted into the Practical Nursing Program.
ADMISSION REQUIREMENTS

Applicants to the Fayette County Career & Technical Institute’s Practical Nursing Program must meet the following requirements:

TO BE COMPLETED PRIOR TO ENTRY DATE

1. High School Graduate or equivalent (Official Transcript/GED Scores Required)
2. Achieve ALL passing scores on the Test of Essential Academic Skills “TEAS Exam”.
   - An Adjusted Individual Total Score of 56% or greater
   - An 65% or greater on the Reading Section of the Exam
   - A 50% or greater on the Math Section on the Exam

The TEAS Exam is proctored online to a group a couple of times a month in Practical Nursing Department.

*** The Applicant is responsible for the Examination Fee***

3. Turn in a completed Application for Admission
4. Conduct a personal interview with Program Director and/or Program Faculty.
5. Three satisfactory written personal references.
6. Evidence of acceptable physical-mental health, as evidence by a physical examination. This examination may be performed by a Licensed Physician, Doctor of Osteopathy, or a certified Nurse Practitioner. The following immunizations/screenings/laboratory testing is included on the physical form to be completed by the Physician.
7. Completed Act 33 Criminal Background
   Completed Act 34 Child Abuse
   Complete Act 73 FBI Clearance for Nursing Students

Immunizations:

a. Documented evidence of Hepatitis B series required. If no evidence of immunity, student is required to receive 3 dose series (#1 now, #2 in 1 month, #3 in 5 months after #2)
b. Documented evidence of immunity to measles, mumps & rubella, if negative student is required to receive MMR vaccine
c. Documented evidence of immunity to varicella, if negative student is required to receive varicella vaccine
d. T-Dap within 10 years
   e. 2 step T-B test – 2nd dose within 7 – 20 days
   f. Influenza Vaccine – If student declines, they must sign an Influenza Declination form and follow “Mask on Policy” at Clinical Facility.

***PN Nursing Director MUST receive a copy of student’s immunizations, titer results and laboratory results for their student file 2 weeks prior to beginning Clinical Rotations***

Drug Screening:

a. Urine Drug Screen for the following:
   ** The Practical Nursing Program will arrange for this test to be administered prior to Clinical Rotations **

cocaine metabolites, opiates, phencyclidine, propoxyphene / metabolites, barbiturates, benzodiazepines, amphetamines, methamphetamines, marijuana (THC) metabolites, methadone, meperidine, oxycodone/oxymorphone, tramadol, buprenorphine, fentanyl screen, ecstasy screen, tricyclics (sertraline/amitriptyline/fluoxetine), MDMA: 3-4 Methylene dioxy methamphetamine
Essential Functional Abilities for the Practical Nursing Program

Physical Abilities
Students must possess the physical movements needed by a nurse to practice safely. This includes fine and gross motor abilities that would be required to provide nursing care and treatment in all health care settings. This also includes physical strength such as lifting 50 pounds, physical endurance, and mobility to remove patients from one place to another and perform CPR.

Sensory Abilities
Students must be able to visualize changes in a patient accurately, including close up and at a distance. Students must be able to smell, hear and touch in order to collect objective data. Examples include listening to a patient’s heart, palpating a pulse, and detecting odors such as body fluid drainage which may be indicative of disease.

Interactive Communication Abilities
Students must be able to interact and communicate with sensitivity in oral and written modes. Students must be able to process and communicate patient data accurately and timely. Students must have interpersonal abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, cultured and intellectual backgrounds. Students must have interpersonal abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural and intellectual backgrounds. Students must be able to convey information orally and in writing in English.

Cognitive Abilities
Students must be able to read quickly and understand and apply information. Students must possess satisfactory math skills including measurement and calculations within the context of nursing practice. Students must be able to critically think, analyze and evaluate in the clinical setting. Students must be able to read and understand documentation written in English.

Emotional Coping Abilities
Students must be able to function effectively under stress while exercising good nursing judgment. This includes using effective teamwork skills and experiencing empathy.

Professional Abilities
Students must be able to abide by nursing law and polices guiding nursing practice. Students must be able to deliver care to individuals of all ages, races and cultures in all health care settings. Students must be caring, compassionate, responsible, honest, accountable and respectful.
Special Accommodations for Disabilities

The Fayette County Career and Technical Institute’s Practical Nursing Program is committed to supporting students with documented disabilities in their pursuit of an education. The school will attempt to address all reasonable accommodations requested by the student so long as the changes do not fundamentally alter the nature of the program offered by Fayette County CTI and are otherwise in accordance with all licensure requirements. “Reasonable Accommodations”, as stipulated by the American Disability Act (ADA), are determined through formal assessment.

Applicants for the Practical Nursing Program should be aware of the Essential Functional Abilities for the Practical Nursing Program including the clinical experience. Anyone who is not able to meet the essential physical demands of the Practical Nursing Program will not be admitted to the program.

Students requesting accommodative services must submit written diagnostic/assessment information identifying the disability, and recommendations for accommodations and a stated rationale as to why the recommended accommodation is necessary and appropriate. This information must be on the letterhead of a qualified professional and sent to the Nursing Program Director.

The evaluation information must be current, within 3 years, and relevant to the request. The assessment documentation must include:

For learning disabilities
A cognitive evaluation that includes:
  a. Achievement battery
  b. Assessment instrument’s name
  c. Quantitative and qualitative information
  d. The severity of the condition
  e. The area of educational impact
  f. The current level of functioning
  g. Additional observations
  h. The name of the evaluator, credentials, address and phone numbers
  i. Date of testing

For physical disabilities
  a. A description of the condition
  b. The severity of the condition
  c. The area of physical limitation
  d. The current level of functioning
  e. Additional observation
  f. The name of the evaluator, credentials, address and phone numbers

For psychological/psychiatric disabilities/diagnosis
  a. A description of the condition
  b. The severity of the condition
  c. The area of physical limitation
  d. The current level of functioning
  e. Additional observations
  f. The name of the evaluator, credentials, address and phone numbers
Students with a history of disability (learning, physical, or psychological) must submit all appropriate documentation during the admission process. If documentation is not provided prior to admission, special accommodations will not be made.

Reasonable accommodations are based on individual student needs. The school respects student’s rights to privacy in disclosing information, and all communication will remain confidential.

The Nursing Program Director will notify the student if accommodation can or cannot be made.
PRACTICAL NURSING POSTSECONDARY PERKINS ARTICULATION

PURPOSE:
Under the Pennsylvania State Five-Year Plan and in accordance with the Carl D. Perkins Career and Technical Education Improvement Act of 2006, all Postsecondary Institutions receiving funds under the Act are required to award college-level credit or equivalent clock hours to the matriculated student and apply that credit toward the completion of the approved Pennsylvania Department of Education (PDE) Program of Study, leading to an industry recognized credential or certificate at the postsecondary level, or an associate or baccalaureate degree.

SCOPE:
This policy applies to students who successfully complete a Pennsylvania Department of Education Program of Study at the secondary level and apply to the postsecondary Practical Nursing Program in which the secondary school has an articulation agreement.

POLICY:
The Fayette County Career & Technical Institute Practical Nursing Program will enter into an agreement with a secondary school meeting the following requirements, according to the Carl D. Perkins Career and Technical Education Improvement Act of 2006:

1. The Practical Nursing Program and the Secondary School will communicate and advise students of the steps needed for completion of college level equivalent clock hours.

2. The Practical Nursing Program and the Secondary School will communicate with and advise students that the awarding of college level clock hours will be determined and awarded by the Practical Nursing Program and that work reflected on the secondary transcript may or may not be accepted by the Practical Nursing Program. Clock hours will be applicable to the academic program the student is pursuing.

3. The Practical Nursing Program will make the articulation agreement accessible to all students and will not unlawfully discriminate on the basis of race, nationality, ethnicity, religion, gender, age, or disability.

4. The articulation agreement between the Practical Nursing Program and the Secondary School will be in effect for three years from the date of approval. Termination of the agreement will begin one calendar year from the date of written notification. If either party would choose to withdraw from the agreement, the Practical Nursing Program would provide completion of education for the current students enrolled according to the terms of the agreement until completion of that student’s program.

5. The Practical Nursing Program will work with the Secondary School as an equal partner to ensure the success of the agreement and will evaluate the effectiveness of the agreement.

6. The Practical Nursing Program Director or designee will coordinate with the Secondary School representative to coordinate and review the agreement.

7. The Practical Nursing program Director or designee will identify course equivalency (s) to the approved PDE Program of Study competencies to determine the equivalent clock hours to be awarded to the matriculated student.
8. The Fayette County Career & Technical Institute’s Practical Nursing Program will award 2 credits/30 clock hours as “Intro to Nursing” to a matriculated student enrolled in an the Practical Nursing Program at the Postsecondary Institution.

9. The Fayette County Career & Technical Institute’s Perkins Coordinator will submit required data annually to PDE to evaluate the success of those students who entered the Fayette County Career & Technical Institute’s Practical Nursing Program.

10. The Fayette County Career & Technical Institute’s Perkins Coordinator or designee will submit student level data via PA Adult and Postsecondary Student Attainment System (PAAPSA) using PA secure ID and PDE’s Pennsylvania Information Management System (PIMS) for performance evaluation by PDE. Date that will be submitted includes, but is not limited to:

   a. Data required by the ACT
   b. The number of students from the Secondary School who have been accepted at the Postsecondary Institution and awarded clock hours.
   c. The number of students matriculated into the Practical Nursing Program
   d. The number of hours awarded to each student who matriculated into the Practical Nursing Program
   e. The number of students who successfully completed the Practical Nursing Program.

11. The Secondary Students seeking matriculation must meet all Admission requirements set forth in the Fayette County Career & Technical Institute’s Practical Nursing Program Admission Policy. In addition to the Practical Nursing Admission Policy, students must meet the following criteria demonstrating successful completion of the Program of Study:

   a. Minimum 2.5 grade point average (no rounding) on a 4.0 scale in the technical courses and completion of the Secondary School component of the approved PDE Program of Study.
   b. Achieve competent or advanced level on the Secondary School end of program assessment that is appropriate to the approved PDE Program of Study.
   c. Achieve proficiency on all of the approved PDE Program of Study Secondary Competency Task List.
   d. Furnish documentation necessary to the Postsecondary Institution upon written request, which verifies successful completion of requirements of the appropriate program of Study. Items may include, but are not limited to:

      (1) Official Student Transcript
      (2) Secondary Competency Task List
      (3) PA Certificate of Competency of PA Skills Certificate (in technical program area)
      (4) Industry certifications earned.

12. Students who meet the admission requirements will be awarded the equivalent clock hours in the Fayette County Career & Technical Institute’s Practical Nursing Program. 2 credits/ 30 clock hours: 3 credits/45 clock hours for attainment of the Nurse Aid Registry industry credential.
Advanced Placement Policy/Transfer of Credit Policy

Advanced placement will be granted to a qualified applicant who has met all the requirements for admission to the program including physical, immunizations, drug testing, and semester competency evaluation by satisfactory performance on standardized comprehensive exam. A qualified applicant is a person who has partially completed an approved nursing program or former military corpsman. Entrance into the program may be permitted at semester II.

**ENROLLMENT BEGINNING WITH LEVEL II**

1. Show evidence of having achieved objectives related to nursing services to clients for at least six months prior to the date of application within two years of application.

2. Provide transcripts of any previous nursing, or health related educational programs to include course descriptions. GPA must be 2.3 or above. One credit hour will meet the equivalent of 15 clock hours in the practical nursing program. For nursing courses, only grades of C or above are transferrable.

3. Have a letter of recommendation from the Nursing Program Faculty/Director.

4. Have satisfactory reference from a clinical nursing instructor, which demonstrate satisfactory achievement of Level I clinical objectives.

5. Type of experience should be similar to content offered in the Semester. The applicant must receive satisfactory scores on standardized comprehensive examinations for the courses offered in Level I. Clinical experience will not be evaluated. Applicants, who fail the exam for any reason, may request one re-examination. The school will charge a test fee for each time the applicant tests.

6. The applicant will be supplied with content review modules and practice tests.

GPA will be calculated from course courses completed at Fayette County Career and Technical Institute only.

Advanced placement will be granted only if it is educationally sound for the applicant concerned. Any student who has deficiencies in a previous semester must make-up those deficiencies before entrance to a given semester. The ultimate decision for advanced placement will be made by the Nursing Program Director and/or faculty and is contingent upon student qualifications and availability of seats in the program.
Credit Transfer Policy

The practical nursing program provides for transfer of nursing program course credits according to the advanced placement policy. Advanced placement enrollment can begin in Level II based on evidence of previous completed nursing credits or nursing course(s) within 2 years of admission and completion of all advanced placement requirements.

Fayette County Career & Technical Institute  LPN
Clock Hour/Credit Hour Comparison for Advanced Placement
2015-2016

Program Title: Licensed Practical Nursing
CIP Code: 51.3901

Each course title within the full-time Practical Nursing Program is assigned hours that total 1554 for program completion. **Credit hours will be calculated at the rate of 1 credit for every 15 hours of Theory and 1 credit for every 45 hours of Clinical.**

<table>
<thead>
<tr>
<th>Course</th>
<th>Theory Hours</th>
<th>Clinical Hours</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Clock</td>
<td>Credit</td>
<td>Clock</td>
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<tr>
<td><strong>Level I</strong></td>
<td></td>
<td></td>
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<tr>
<td>Basic Nursing Skills</td>
<td>200</td>
<td>13.7</td>
<td>154</td>
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<tr>
<td>Anatomy &amp; Physiology</td>
<td>88</td>
<td>5.7</td>
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<tr>
<td>Intro to Pharmacology</td>
<td>38</td>
<td>2.4</td>
<td>0</td>
</tr>
<tr>
<td>Nutrition</td>
<td>28</td>
<td>1.8</td>
<td>0</td>
</tr>
<tr>
<td>PVR I</td>
<td>45</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td><strong>Level I Totals</strong></td>
<td>399</td>
<td>26.6</td>
<td>154</td>
</tr>
<tr>
<td><strong>Level II</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical Surgical I/Pharmacology</td>
<td>128</td>
<td>8.5</td>
<td>308</td>
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<tr>
<td>Maternal Child Health</td>
<td>96</td>
<td>6.4</td>
<td>112</td>
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<tr>
<td>Nutrition</td>
<td>28</td>
<td>1.9</td>
<td>0</td>
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<tr>
<td><strong>Level II Totals</strong></td>
<td>252</td>
<td>16.8</td>
<td>420</td>
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<tr>
<td><strong>Level III</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Medical Surgical II/Pharmacology</td>
<td>110</td>
<td>7.3</td>
<td>194</td>
</tr>
<tr>
<td>PVR II</td>
<td>25</td>
<td>1.7</td>
<td>0</td>
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<tr>
<td><strong>Level III Totals</strong></td>
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<td>194</td>
</tr>
<tr>
<td>Program Total Clock &amp; Credit Hours</td>
<td>786</td>
<td>52.4</td>
<td>768</td>
</tr>
</tbody>
</table>
SECTION II

Practical Nursing Academic Standards
**Nursing Program Core Values**

**Caring:** We incorporate the promotion of health, healing and hope in response to the human condition. “A culture of caring, as a fundamental part of the nursing profession, characterizes our concern and consideration for the whole person, our commitment to the common good, and our outreach to those who are vulnerable. All organizational activities are managed in a participative and person-centered way, demonstrating an ability to understand the needs of others and a commitment to act always in the best interest of all stakeholders.” (NLN, 2010)

**Integrity:** We do the right thing, not the easy thing. Respecting the dignity and moral wholeness of every person without conditions or limitation. “A culture of integrity is evident when organizational principles of open communication, ethical decision-making, and humility are encouraged, expected and demonstrated consistently. Not only is doing the right thing simply how we do business, but our actions reveal our commitment to truth telling and to how we always see ourselves from the perspective of others in a larger community.” (NLN, 2010)

**Diversity:** We value diversity and respect of dignity and moral wholeness of every person without conditions or limitation. “A culture of diversity embraces acceptance, respect and inclusivity. We understand that each individual is unique and recognize individual differences, which can be along the dimensions of race, ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities, religious beliefs, political beliefs, or other ideologies. A culture of diversity is about understanding ourselves and each other and moving beyond simple tolerance to embracing and celebrating the richness of each individual. While diversity can be about individual differences, it also encompasses institutional and system-wide behavior patterns. We must always remember that diversity without inclusivity lacks action, representing a missed opportunity.” (NLN, 2010)

**Excellence:** We have the passion to do our best in each moment. We insist on giving our best effort in everything we undertake. We provide a culture of excellence to reflect a commitment to continuous growth, improvement and understanding. “A culture of excellence reflects a commitment to continuous growth, improvement and understanding. It is a culture where transformation is embraced and the status quo and mediocrity are not tolerated.” (NLN, 2010)
Program Philosophy

We, the Faculty of the Practical Nursing Program at Fayette County Career and Technical Institute, accept the philosophy of the sponsoring institution, The Fayette County Career and Technical Institute. We believe that an educational opportunity in Practical Nursing should be made available to any individual who meets the admission requirements, without regard to race, color, ethnic origin, creed, sex, age, marital status or qualified handicap. We further believe that:

THE INDIVIDUAL is a unique whole with basic human needs, in constant interaction with a changing environment. Health status will affect the individual during the life cycle. This constantly level of wellness can be perceived on a health-illness continuum. At any given point on the continuum, the individual will encounter and respond to a variety of stressors, which alter homeostasis and well-being. The individual’s adaptation may take place without assistance or help may be required for the individual to adapt to health problems and prevent further related stress. An optimal level of wellness is achieved when the individual attains their best physical, mental, social and spiritual status.

SOCIETY encompasses the individual, families and communities in this constantly changing environment. As such, it impacts upon the well-being and personal development of each individual. Society serves to establish norms, values and codes of conduct organized for the benefit of its members.

NURSING is the diagnosis and treatment of human responses to actual or potential health problems. Nursing utilizes the nursing process, which is the basis of communication and mode of nursing practice. It is a systematic method of problem solving which consists of assessment, analysis, planning, implementation and evaluation. The result of the nursing process is a sum total of nursing care activities which promotes high level wellness for the client. Nursing is an art and science based on research which shares with others the responsibility for the total health needs of the individual, the family and the Community.

PRACTICAL NURSING is an integral part of the nursing profession and has a unique discipline of practice. It emphasizes proficiency in basic nursing skills and techniques applied to the care of individuals and families in structured settings. Practical Nurses are responsible and accountable to the consumer, employer, and professional for providing quality nursing care.

THE TEACHING LEARNING PROCESS is a dynamic process in which knowledge, values, and skills are obtained, developed, and continually revised. Learning is individualistic and proceeds from simple to complex, according to the level of development, interest and motivation of the learner. Learning is enhanced through the teacher and student mutually planning and implementing strategies to meet identified learning needs.

NURSING EDUCATION incorporates prior knowledge into the problem solving process and evaluation structured in a fashion to motivate students toward achievement of pre-established objectives. The teachers’ role in Practical Nursing Education is to move from demonstrator to integrator to facilitator as the student progresses toward independent functioning. To achieve this end, the curriculum is planned to assist the student to progress from a state of dependence toward a state of independence.
EDUCATION IS LIFE LONG development process of critical thinking, active involvement, self-direction and accountability. The learner is an active participant who assumes gradually increasing responsibility for their own learning. The role of the faculty adapts in response to the students’ needs in order to facilitate the learning process and to foster commitment to life-long learning.
CONCEPTUAL FRAMEWORK

The Fayette County Career & Technical Institute's Practical Nursing Program is based on a Conceptual Framework that consists of beliefs concerning man, health, environment and the relationship to the Nursing profession.

The Biopsychosocial components of man merge to compose a unified holistic being. Each component affects his motivation, thus behavior to meet certain needs as he develops throughout his life cycle. His needs are also influenced by his dynamic state of health and his ability to adapt to environmental conditions.

Nursing functions to assist mankind in the challenge of fulfilling unmet needs by utilizing a scientifically based problem-solving approach known as the Nursing Process.
Curriculum and Course Descriptions

Curriculum

The Practical Nursing Program is offered during one calendar year. It is divided into three (3) levels of instruction totaling 1554 hours. The Program is designed for the full-time student. Students are scheduled for 7 hours of instruction per day, 5 days a week. To receive the maximum benefit from the program, students are expected to attend all scheduled classes and clinical experiences. Vacation and holidays are scheduled throughout the year. Each student will be given a current school calendar upon admission.

Nursing courses consist of theoretical instruction and clinical experience. Students learn to administer nursing care to selected patients under the direct guidance of the Faculty. The program utilizes the facilities of Frick Hospital, Mt. Pleasant, PA, Highlands Hospital, Connellsville, PA, Mon General Hospital, Morgantown, WV, Cherry Tree Nursing Center, Uniontown, PA, Golden Living Center, Uniontown, PA, LaFayette Manor, Uniontown, PA Mt. Macrina Nursing Home, Uniontown, PA and Uniontown Hospital, Uniontown, PA for the students’ clinical experience.

COURSE DESCRIPTIONS: LEVEL I

Anatomy & Physiology presents basic principles of Anatomy and Physiology with elementary principles of chemistry and microbiology. The structures, functions and interrelationships of all body systems are presented from the simple to the complex and discussed as they relate to the maintenance of wellness.

Personal & Vocational I introduces students to their role as a member of the health care team along with ethical and legal responsibilities. Through lectures and role playing the student develops the necessary skills to communicate with patients. Nursing history and organizations are explored. Included in the course are rules and suggestions for good study patterns.

Basic Nursing is designed to introduced principles, skills and the role of the Practical Nurse in meeting the basic human needs of individuals. Through lectures, demonstrations, laboratory practicum and maximum supervised clinical experience; the student develops skill to perform basic nursing care measures. The student utilizes the nursing process on a beginning level with in various stages of wellness. Clinical experience is provided on the Medical-Surgical Units.

Basic Nutrition introduces basic principles of nutrition. It includes the study of nutrients, their functions and requirements to maintain wellness. A discussion of individual, family and community influences on nutrition practices is offered.

Introduction to Pharmacology reviews basic mathematical principles relating to dosage calculation and systems conversion. Stresses application of basic principles related to safe administration of medication.

COURSE DESCRIPTIONS: LEVEL II

Medical/Surgical I acquaints the student with concepts basic to the care of adult patients. Students become familiar with fundamental processes health and illness, the interaction of the mind and body, fluid and electrolyte balance, care of the geriatric client, substance abuse emergency nursing, surgical nursing and oncological nursing. Principles of applied Pharmacology and diet therapy are integrated throughout. Clinical experiences are provided in a skilled nursing facility, hospital medical surgical units, observation in operating room/recovery room, intensive care units, short procedure department, and emergency room.
Maternal Child Health offer a study of nursing based upon the childbearing family. The prenatal, gestational, intrapartal and postpartal experiences are stressed. Care of the child throughout various stages of growth and development are studied. Included are concepts related to the maintenance of wellness and nursing care of the childbearing family during acute and long term illnesses. The hospital pediatric and obstetrical departments are utilized as primary sites for clinical experience. Selected community experiences may be employed as indicated. Related Pharmacology and diet therapy are included throughout Maternal Child Health.

COURSE DESCRIPTIONS: LEVEL III

Medical/Surgical II focuses on the pathophysiology and nursing care of patients with musculoskeletal, cardiovascular, respiratory, neurologic, digestive, genito-urinary and endocrine disorders. Diet therapy and related pharmacology are integrated throughout the course. Clinical experiences are provided in the medical surgical nursing units with rotations continuing to the specialty units as listed under Medical-Surgical Nursing I.

Personal & Vocational II places emphasis on entry into the work place with preparation for interviewing, refinement of communication skills, compiling a resume, letters of application and resignation.

Student Study Time Policy

Students enrolled in the full-time nursing program are expected to complete unsupervised study at home in order to prepare for academic success in the program. Two hours of study for each hour of class theory is advised. Weekly independent study of 30 hours is expected for full-time students.

Moodle

Moodle is a learning management system (LMS.) Moodle is used to support and combine face-to-face interaction with e-learning, m-learning and other forms of learning. Fayette County CTI is responsible for the content of its’ Moodle and all postings contained herein. FCCTI retains the right to remove any postings it deems inappropriate in keeping with the educational intent of this website. Removal of content does not require consent of the individual submitting the content.
FAYETTE COUNTY CAREER AND TECHNICAL INSTITUTE
LPN Program of Instruction

Curriculum
The Practical Nursing Program has a three-level curriculum:

Theory/Clinical Ratio 51/49
Student/Faculty Ratio 15/1
Number of Program Hours 1554 (786-theory; 768-clinical)

Nursing Level I

Orientation

Anatomy & Physiology
Theory Hrs. 88
Clinical Hrs. 553
Total Hours 641

Basic Nursing
Theory Hrs. 200
Clinical Hrs. 62

Introduction to Pharmacology
Theory Hrs. 38

Nutrition
Theory Hrs. 28

Personal & Vocational Relationship I
Theory Hrs. 45

Nursing Level II

Medical-Surgical Nursing I
Theory Hrs. 106
Clinical Hrs. 230
Total Hours 336

Med-Surg I/Pharmacology
Theory Hrs. 22

Nutrition
Theory Hrs. 28

Maternal Child Health
Theory Hrs. 96
Clinical Hrs. 112

Nursing Level III

Medical-Surgical Nursing II
Theory Hrs. 86
Clinical Hrs. 364
Total Hours 450

Med-Surg II/Pharmacology
Theory Hrs. 24

Personal & Vocational Relationship II
Theory Hrs. 25
PROGRAM OUTCOMES

A graduate of the Fayette County Career & Technical Institute’s Practical Nursing Program will demonstrate entry-level competencies as a health care member by:

1. **Human Flourishing:** Advocating for patients and families by promoting their self-determination, integrity and ongoing growth as human beings while recognizing that the holistic well-being of the individual is dependent upon the larger family/community.

2. **Nursing Judgment:** Making clinical judgments that require critical thinking, are evidence-based, promote safe care and enhance the health of patients within a family/community.

3. **Professional Identity:** Implementing one’s role as a nurse within the community by identifying one’s own personal strengths / values and realizing their effect on one’s identity as a nurse and as a member of the health care team.

4. **Spirit of Inquiry:** Examining the evidence underlying clinical nursing practice, challenging traditional and existing practices, and offering new insight into improving the quality of care for patients, families, and communities.

STUDENT LEARNING OUTCOMES

1. Partner with the client and family in identifying health care needs and utilize the nursing process to prioritize care in a variety of health care settings. (Relationship-Centered Care)

2. Demonstrate critical thinking and problem solving skills while performing effective and safe care. (Safety)

3. Perform nursing skills in a safe and competent manner incorporating evidence-based practice and national patient safety goals. (Safety, Quality)

4. Communicate effectively with individuals, groups, and communities through verbal, written and electronic means within the realm of nursing practice (Team/Collaboration)

5. Synthesize principles of accountability in nursing practice by:
   a. Functioning within the scope of practice of the Licensed Practical Nurse
   b. Integrating nursing code of ethics into practice
   c. Participating in life-long learning
   d. Participating in organized activities in society that promote the growth of nursing and community health. (Personal/Professional Development)

6. Practice in systems of care to achieve health care goals by demonstrating awareness and the ability to call on system resources to provide optimal care. (Systems-Based Care)
LEVEL I COURSE LEARNING OUTCOMES

Upon completion of Level I, with maximum Faculty Instruction, the student practical nurse will:

1. Identify alteration from normal anatomy and physiology in assigned patient with simple problems. (SLO #2)
2. Explain basic needs of the individual throughout the life cycle. (SLO # 1)
3. Demonstrate awareness of safety concerns while providing patient care, with supervision. (SLO # 3)
4. Demonstrate correct performance of basic data collection.(SLO # 5)
5. Apply basic therapeutic communication techniques within HIPPA guidelines.(SLO # 4)
6. Describe the role of the practical nurse on the health care team.(SLO # 5)
7. Identify the role of community agencies in meeting the needs of patients.(SLO # 6)
8. Discuss standards of ethical and legal responsibilities related to the care of the patient. (SLO # 5)
9. Recognize multicultural effect of diversity, while providing nursing care. (SLO # 1)

LEVEL II COURSE LEARNING OUTCOMES

Upon completion of Level II, with moderate Faculty Supervision, the student practical nurse will:

1. Apply basic scientific principles in providing nursing care to patients.(SLO # 2,3)
2. Incorporate basic nursing process concepts in the provision of nursing care. (SLO # 1)
3. Perform basic nursing skills necessary to competently care for patients with less complex medical-surgical problems with limits of experience and knowledge base. (SLO # 3)
4. Demonstrates adherence to safety principles at all times while providing patient care. (SLO # 3)
5. Document simple patient information, with supervision. (SLO # 5)
6. Utilize appropriate communication techniques in interaction with patients and others. (SLO # 4)
7. Indicate the practical nurse’s limitations and responsibilities through appropriate interaction with other members of the health-care team. (SLO # 4,5)
8. Demonstrate basic knowledge of pharmacological principles. (SLO # 3)
9. Administer medications safely, with maximum supervision.( SLO # 3)
10. Practice the role of a practical nurse, cognizant of the ethical and legal responsibilities related to the care of the patients. (SLO # 5)
11. Display professional awareness and responsiveness to new clinical situations. (SLO # 6)
LEVEL III COURSE LEARNING OUTCOMES

Upon completion of Level III, with minimal Faculty Instruction, the student practical nurse will:

1. Apply theory to practice when participating in total patient care. (SLO # 2)
2. Provide competent nursing care to patients with increasingly complex medical-surgical problems within the limits of experience and knowledge base. (SLO # 2, 3)
3. Utilize the nursing process as a basis for decision-making in the care of the patient with medical-surgical problems. (SLO # 1)
4. Demonstrate adherence to safety principles at all times while providing patient care. (SLO #3)
5. Document nursing care accurately. (SLO # 5)
6. Utilize appropriate communication techniques through oral, written and electronic methods. (SLO # 4)
7. Participate as a member of the health care team in the planning and implementation of patient care, utilizing the nursing process. (SLO # 1)
8. Administer medications safely, with minimal supervision. (SLO # 3)
9. Utilize the nursing process to formulate appropriate nursing care for the pre and post-natal patient, neonate and family. (SLO # 1)
10. Apply basic scientific principles in the care of the pre and post-natal patient, neonate and family. (SLO # 2,3)
11. Determine the role of community agencies in meeting the needs of the neonate to adult. (SLO # 6)
12. Apply the standards of ethical and legal responsibilities related to the care of the patient. (SLO #5)

*SLO= Student Learning Outcome
Fayette County CTI Program Outcomes & Success Measures

**Program Outcome 1:** NCLEX-PN pass rates will be at least 80% for all first time test takers.

<table>
<thead>
<tr>
<th>Year</th>
<th>FCCTI</th>
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</thead>
<tbody>
<tr>
<td>2014/2015</td>
<td>80.95%</td>
</tr>
<tr>
<td>2015/2016</td>
<td>89.74%</td>
</tr>
<tr>
<td>2016/2017</td>
<td>93.48%</td>
</tr>
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</table>

**Program Outcome 2:** Program completion rate will be at or above 70%. (% of students completing within 150% of program length)

<table>
<thead>
<tr>
<th>Year</th>
<th>% of Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014/2015</td>
<td>83.33%</td>
</tr>
<tr>
<td>2015/2016</td>
<td>91.53%</td>
</tr>
<tr>
<td>2016/2017</td>
<td>83.05%</td>
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**Program Outcome 3:** 90% of graduates will be placed in a nursing position within one (1) year of graduation.

<table>
<thead>
<tr>
<th>Year</th>
<th>% Employed</th>
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</thead>
<tbody>
<tr>
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<tr>
<td>2016</td>
<td>100%</td>
</tr>
<tr>
<td>2017</td>
<td>100%</td>
</tr>
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</table>
Fayette County CTI PN
ATI Content Mastery Series (CMS) Policy

ATI Content Mastery Series (CMS) is a requirement of the LPN school. ATI assignments are divided by courses and are mandatory for continued progression through the nursing curriculum.

**Fundamentals in Nursing**

**Due at end of Fundamentals course**
- Tutorials>Learning System PN>Practice Tests (Open start of course)
  - Fundamentals 1 & 2 *(minimum of one hour per tutorial)*

**Due midway through Medical-Surgical 1 prior to Proctored Assessment**
- Practice Assessments (Open end of Fundamentals course)
  - PN Fundamentals Online Practice 2014 A *(first attempt only)*
  - PN Fundamentals Online Practice 2014 B *(first attempt only)*

Focused review for each Practice Assessment- Must provide proof *(Based on first attempt, minimum of three hours required)*

Completed midway of Medical-Surgical 1:
- Proctored Assessment
  - PN Fundamentals 2014
  - Focus Review of Proctored Assessment *(minimum of 3 hours)*
  - Retake of PN Fundamentals 2014 Proctored Assessment

*PROOF OF FOCUS REVIEW MUST BE HANDWRITTEN

*Proctored Fundamentals in Nursing will be a test grade in Basics*

**Anatomy and Physiology**

**Due at end of A&P course**
- Practice Assessments (Open end of Anatomy & Physiology course)
  - The student should review weak topics and submit handwritten outline.
  - Students are required to submit a handwritten outline of a 2 – 3 hour focus review performance

Completed after Practice Assessment
- Proctored Assessment
  - PN Anatomy & Physiology *(50% score recommended)*
  - Focus Review of Proctored Assessment *(minimum 3 hours, use textbook)*
  - Retake of PN Anatomy & Physiology Proctored Assessment

*PROOF OF FOCUS REVIEW MUST BE HANDWRITTEN

*Proctored Anatomy & Physiology will be a test grade in A&P*
**PVR I**

**Due at end of course**
- Tutorials> Nurse Logic (Open start of course)
  - Knowledge and Clinical Judgment (Beginning Student Test)
  - Nursing Concepts (Beginning Student Test)
  - Priority Setting Frameworks (Beginning Student Test)
  - Testing Remediation (Beginning Student Test)
- Tutorials> Learning System PN> Practice tests (Open start of Course)
  - Communication

*Proctored Management will be a test grade in PVR II*

**PVR II**

**Due at end of course**
- Tutorials> Nurse Logic (Open start of course)
  - Knowledge and Clinical Judgment (Advanced Student Test)
  - Nursing Concepts (Advanced Student Test)
  - Priority Setting Frameworks (Advanced Student Test)
  - Testing Remediation (Advanced Student Test)
- Tutorials> Learning System PN> Final tests (Open start of Course)
  - Communication Final
  - Management Final
- Practice Assessments (Open mid-course)
  - PN Management Online Practice 2014 A (first attempt only)
  - PN Management Online Practice 2014 B (first attempt only)
- Focused Review of each Practice Assessment- Must provide proof
  (Based on first attempt, minimum of three hours required)
- Proctored Assessment
  - PN Management  2014
  - Focused Review of Proctored Assessment
    (minimum of three hours)
  - Retake of PN Management 2014 Proctored Assessment

*PROOF OF FOCUS REVIEW MUST BE HANDWRITTEN*

**Pharmacology**

**Due at end of course**
- Tutorials>Learning System PN >Practice Test (Open start of course)
  - Pharmacology

**Completed midway through Medical- Surgical II before Proctored Test**
- Practice Assessments (Open at end of course)
  - PN Pharmacology Online Practice 2014 A (first attempt only)
  - PN Pharmacology Online Practice 2014 B (first attempt only)
- Remediation (Focused Review) for each practice assessment
  - Must have copy of proof of time spent in review
    (minimum of three hours each)
Completed midway through Medical –Surgical II

- Proctored Assessment
  - PN Pharmacology 2014
  - Focus Review of Proctored Assessment (minimum of 3 hours)
  - Retake of PN Pharmacology 2014

*PROOF OF FOCUS REVIEW MUST BE HANDWRITTEN

*Proctored Pharmacology will be a test grade in Med-Surg II

Medical-Surgical I

Due at end of course

- Tutorials> Learning System PN>Practice Tests (Open start of course)
  - Gerontology
  - Medical- Surgical: Immune and Infectious
  - Medical- Surgical: Oncology
  - Medical- Surgical: Dermatological

*The Medical-Surgical I course Practice Assessments, Remediation and Proctored Assessment are combined with the Medical-Surgical II course.
  Refer to the Medical-Surgical II ATI policy.

Medical- Surgical II

- Book used with each chapter.
- Chapter quizzes for each lesson reviewed

Due at end of each corresponding unit

- Tutorials> Learning Systems> Practice Tests (Open start of Course)
  - Medical- Surgical: Endocrine
  - Medical- Surgical: Gastrointestinal
  - Medical- Surgical: Renal and Urinary
  - Medical- Surgical: Musculoskeletal
  - Medical-Surgical: Respiratory
  - Medical- Surgical: Cardiovascular and Hematology
  - Medical- Surgical: Neurosensory

Due at end of course

- Practice Assessments (Open mid-course)
  - PN Adult Medical Surgical Online Practice 2014 A (1st attempt only)
  - PN Adult Medical Surgical Online Practice 2014 B (1st attempt only)
- Focused Review for each practice assessment (minimum of three hours each)
- Proctored Assessment
  - PN Adult Medical-Surgical 2014
  - Complete a ATI Focused Review of Proctored Assessment (minimum of three hours)
  - Retake PN Adult Medical Surgical 2014 Proctored Assessment

*PROOF OF FOCUS REVIEW MUST BE HANDWRITTEN

*Proctored Medical Surgical will be a test grade in Med-Surg II
Maternal/ Child Health

Due at end of course

- Tutorials>Learning System PN> Finals (Open start of course)
  - Maternal Newborn Final
  - Nursing Care of Children Final
- Practice Assessments (Open mid-course)
  - PN Maternal Newborn Online Practice 2014 A (1st attempt only)
  - PN Maternal Newborn Online Practice 2014 B (1st attempt only)
  - PN Nursing Care of Children Online Practice 2014 A (1st attempt only)
  - PN Nursing Care of Children Online Practice 2014 B (1st attempt only)
- Focused Review for each practice assessment (minimum of three hours each)
- Proctored Assessment
  - PN Maternal Newborn 2014
  - PN Nursing Care of Children 2014
  - Complete a ATI Focused Review for each Proctored Assessment (minimum of three hours each)
  - Retake the PN Maternity and/or PN Care of Children 2014 Proctored Assessments

*PROOF OF FOCUS REVIEW MUST BE HANDWRITTEN
*Proctored Maternal Newborn will be a test grade in Maternity
*Proctored Nursing Care of Children will be a test grade in Maternity

ATI Comprehensive Predictor Assessment

- Administered when 80% of Medical- Surgical II course is completed
- Must obtain a minimum of a 90% probability of passing the NCLEX Exam
- Complete an ATI Focused Review of Comprehensive Predictor Assessment if minimum of 90% is not met (minimum of three hours, proof of completion one week prior to graduation)

- Repeat Comprehensive Predictor Assessment until 90% is achieved (student must score a 90% probability of passing before receiving diploma and being released by Institution to sit for the NCLEX-PN Examination. Student can walk for graduation.)
- No more than 2 attempts will be permitted prior to graduation.
- If student does not meet the minimum of 90% probability on the 2nd attempt, said student will need to complete an additional Focus Review and schedule to retake 3rd assessment attempt post-graduation.
- 3rd attempt must be scheduled within 21 days post-graduation.
- After 3rd attempt, student will meet individually with Program Supervisor to discuss additional NCLEX-PN preparation strategies
ATI Proctored Assessment score will be a test grade correspondent with Course of Study.

### Fundamentals (ATI Test Grade Scoring)

<table>
<thead>
<tr>
<th>Level III Test Grade</th>
<th>Level II Test Grade</th>
<th>Level I Test Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>85% - 100%</td>
<td>66.7% - 84.9%</td>
<td>48.3% - 66.6%</td>
</tr>
<tr>
<td>93% - 100%</td>
<td>100%</td>
<td>76% - 84.9%</td>
</tr>
<tr>
<td>85% - 92.9%</td>
<td>96%</td>
<td>66.7% - 75.9%</td>
</tr>
</tbody>
</table>

Below Level I 48.2% or Less % score on exam will be actual grade

### Management (ATI Test Grade Scoring)

<table>
<thead>
<tr>
<th>Level III Test Grade</th>
<th>Level II Test Grade</th>
<th>Level I Test Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>80% - 100.0%</td>
<td>68% - 79.9%</td>
<td>58% - 67.9%</td>
</tr>
<tr>
<td>90% - 100%</td>
<td>100%</td>
<td>74% - 79.9%</td>
</tr>
<tr>
<td>80% - 89.9%</td>
<td>96%</td>
<td>68% - 73.9%</td>
</tr>
</tbody>
</table>

Below Level I 49.9% or Less % score on exam will be actual grade

### Maternity – Maternal Newborn (ATI Test Grade Scoring)

<table>
<thead>
<tr>
<th>Level III Test Grade</th>
<th>Level II Test Grade</th>
<th>Level I Test Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>76% - 100.0%</td>
<td>64% - 75.9%</td>
<td>44% - 63.9%</td>
</tr>
<tr>
<td>88% - 100%</td>
<td>100%</td>
<td>70% - 75.9%</td>
</tr>
<tr>
<td>76% - 87.9%</td>
<td>96%</td>
<td>64% - 69.9%</td>
</tr>
</tbody>
</table>

Below Level I 43.9% or Less % score on exam will be actual grade

### Maternity – Care of Children (ATI Test Grade Scoring)

<table>
<thead>
<tr>
<th>Level III Test Grade</th>
<th>Level II Test Grade</th>
<th>Level I Test Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>80% - 100%</td>
<td>68.3% - 79.9%</td>
<td>61.7% - 68.2%</td>
</tr>
<tr>
<td>90% - 100%</td>
<td>100%</td>
<td>74% - 79.9%</td>
</tr>
<tr>
<td>80% - 89.9%</td>
<td>96%</td>
<td>68.3% - 73.9%</td>
</tr>
</tbody>
</table>

Below Level I 61.6% or Less % score on exam will be actual grade

### Pharmacology (ATI Test Grade Scoring)

<table>
<thead>
<tr>
<th>Level III Test Grade</th>
<th>Level II Test Grade</th>
<th>Level I Test Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>76% - 100%</td>
<td>62% - 75.9%</td>
<td>48% - 61.9%</td>
</tr>
<tr>
<td>88% - 100%</td>
<td>100%</td>
<td>68% - 75.9%</td>
</tr>
<tr>
<td>76% - 87.9%</td>
<td>96%</td>
<td>62% - 67.9%</td>
</tr>
</tbody>
</table>

Below Level I 47.9% or Less % score on exam will be actual grade
### Medical-Surgical (ATI Test Grade Scoring)

<table>
<thead>
<tr>
<th>Level III Test Grade</th>
<th>Level II Test Grade</th>
<th>Level I Test Grade</th>
<th>Test Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>75.6% - 100%</td>
<td>62.2% - 75.5%</td>
<td>50% - 62.1%</td>
<td>83%</td>
</tr>
<tr>
<td>87.8% - 100%</td>
<td>100%</td>
<td>67.8% - 75.5%</td>
<td>94%</td>
</tr>
<tr>
<td>75.6% - 87.7%</td>
<td>96%</td>
<td>62.2% - 67.7%</td>
<td>90%</td>
</tr>
</tbody>
</table>

Below Level I 49.9% or Less % score on exam will be actual grade

### Anatomy & Physiology (ATI Test Grade Scoring)

<table>
<thead>
<tr>
<th>Level III Test Grade</th>
<th>Level II Test Grade</th>
<th>Level I Test Grade</th>
<th>Test Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>50% or &gt;</td>
<td>100%</td>
<td>40% or &gt;</td>
<td>90%</td>
</tr>
<tr>
<td>50% or &gt;</td>
<td>100%</td>
<td>40% or &gt;</td>
<td>90%</td>
</tr>
</tbody>
</table>

Below Level I 29.9% or Less % score on exam will be actual grade

### Mental Health (Does Not Factor into Course Grade)

<table>
<thead>
<tr>
<th>Level III Test Grade</th>
<th>Level II Test Grade</th>
<th>Level I Test Grade</th>
<th>Test Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>80% - 100%</td>
<td>68% - 79.9%</td>
<td>50% - 67.9%</td>
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</tbody>
</table>
**Goal**

The goal of the Simulation Lab (Sim Lab) is to provide a safe, life-like environment to learn and practice essential nursing skills, without the risk of harm to actual patients.

**Philosophy**

The Sim Lab uses simulation to prepare students for their clinical experiences. Using scenarios that progress from simple to complex, students get hands-on experience to prepare for clinical practice. The Sim Lab provides an interactive environment where students are encouraged to ask questions and participate in active, hands-on learning. Simulation is used to assess and evaluate the student’s skill acquisition, and eases the transition between lab and clinical practice. Simulation scenarios mimic the clinical setting and help the student develop problem solving and decision making skills. Because of the individuality of each client situation, the student may see minor variations in technique. Students will learn that there are many ways of doing a skill correctly, as long as basic concepts are maintained. Faculty members may present different methods of performing a skill; however, the theory behind the skills is always the same.

Nursing department faculty are available to help students succeed. Students can help ensure their success by coming to the Sim Lab prepared. This will include watching the appropriate videos and reading the content associated with a skill before coming to the Sim Lab. Practicing a skill prior to a check off is essential. Nursing is a profession that requires a great deal of practice to acquire a level of expertise, not only for accuracy and patient safety, but for the comfort and safety of the practitioner as well.

**Objectives**

**During simulations and scenarios, students will:**

1. Perform skills safely and within the designated time period.
2. Demonstrate flexibility, efficiency and critical thinking during skill performance.
3. Incorporate the following components into each procedure:
   - Course content
   - Humanistic aspects (comfort, privacy, etc.)
   - Communication with patient
   - Rationale

**General Information**

The Simulation Lab is located across the hall from the LPN Computer Lab. It is a 6-bed practice room with two high fidelity simulators (Noelle and Annie), one medium fidelity simulator, and one low fidelity simulator (mannequin) as well as other apparatuses for student practice. Students can practice skills and get supervised practice in this room. Lab hours and faculty availability are posted on the door of the lab. The Simulation Lab hours are subject to change due to faculty availability. Appointments with faculty can be made.

**Skills Videos**

Videos that should be viewed when preparing for skill practice are listed on course unit outlines. A set of these videos is available in the nursing faculty office and may be requested from the faculty for viewing, or viewed on Medcom.
**Lab Conduct/Behavior**

The Sim Lab is considered a clinical site. As such, all policies listed in the Nursing Program Student Handbook for clinical responsibilities apply to the lab. All users of the Sim Lab must act in a manner that does not disturb the academic activities occurring in the lab. No lab user shall infringe upon the privacy, rights, privileges, health, or safety of other lab users.

*There is no eating or drinking allowed in the lab.*

*Cell phones and pagers MUST be turned off during all lab experiences.*

All lab mannequins are to be treated as if they were live patients. Do not sit on the beds; the bed is considered the patient’s private space. Students are only allowed in the patient beds when assuming the role of the patient. Please remove your shoes when doing so. Mannequins are not to be removed from the beds unless it is part of the skill assignment (ex. mechanical lift). These mannequins are very expensive. Please get the assistance of faculty if you need a mannequin moved. If you need to change parts on a mannequin, please get the assistance of faculty. Silicone spray is used as mannequin lubricant for skills such as airway suctioning, Foley catheter insertion, etc., and should be used sparingly. Do Not allow lubricant to contact the floor as it is extremely slippery.

Do Not use any other lubricant other than silicone spray. Please do not use newspaper, betadine, or ink pens near the mannequins – it will indelibly stain them. Do not use lab equipment for any purpose other than its intended use. Anyone abusing lab equipment will be asked to leave the lab, and may be held responsible for broken or missing equipment. If you notice something is broken, please notify lab staff immediately. If you notice anything that needs restocking (gloves, paper towels, etc.) please notify lab staff. Students may be dismissed from the Nursing Program as a result of conduct that is unsafe, unethical, inappropriate, or unprofessional; this includes conduct in the Sim Lab. Refer to the Nursing Program Student Handbook.

**Clean up**

Faculty is not responsible for cleaning up after students using the lab. Clean up after you practice; leave the lab in as good as or better condition than you found it. Beds should be remade properly and left in the lowest position with side rails up. Pull back the curtains and return the over the bed table to the foot of the bed. All lab equipment used should be returned to its proper place. In this way, other students may enjoy their lab experience.

**Attendance**

Students are expected to arrive on time for class, simulation, and practice in the Sim Lab. In case of emergency that will require being late or absent from lab, the student must call at least ½ hour prior to the scheduled start time. Calling a classmate to relay a message regarding absence or tardiness is not acceptable. Refer to the Nursing Program Student Handbook.

**Safety Guidelines**

*Infection Control Policy*

Everything in the Sim Lab is simulated – there are no real body fluids. However, when participating in activities, students will need to be aware of and follow Standard Precautions and Transmission Specific Precautions (droplet, airborne, contact).
Everything that comes in contact with the patient’s body fluids is considered contaminated and needs to be handled accordingly.

The following are some basic guidelines to follow:

- **Wash hands before and after patient care**
- **Use barrier protection (gloves, masks, gowns, etc.)**
- **Dispose of equipment and other materials appropriately (ex. sharps containers)**

**Latex warning**

Some lab equipment may contain latex. If a student has a known sensitivity/allergy to latex, please notify faculty immediately. Latex free gloves will be provided to the individual with a latex allergy. It should be noted that the Simulation Center environment is not latex free. In the case of a life-threatening latex allergy reaction, Emergency assistance will be obtained by dialing 911. Should any type of latex allergy reaction occur, an Incident Report Form will be completed.

**Needle stick / injury**

In the event of a needle stick or other injury in the Sim Lab, please follow these guidelines:

- Inform faculty IMMEDIATELY; do not try to hide the injury
- Render first aid as necessary

**Security and Emergencies**

Students are NOT allowed to bring children or guests to the lab. This is a liability issue. Anyone who violates this rule will be asked to leave immediately. If you do not comply, security will be called to escort the offending party off campus. There are no exceptions.

**Dress Code/Hygiene**

The dress code applies to all students using the lab during class or scheduled appointments for skill check offs.

The lab is considered a clinical area. Therefore, if a student is not in proper dress, they will not be allowed to use the lab. Proper dress includes the wearing of the student ID, which serves as our institutional identification credential.

The School Nursing Uniform is required in the Sim Lab for all Lab Activities, including Peer Return Demonstrations.

Students coming to the lab for practice only may wear street clothes (refer to the Nursing Program Student Handbook for what is considered appropriate attire). Wear clothing/shoes which are appropriate for activities; sandals/flip-flops/heels are not supportive or safe for practice. Be aware of your own hygiene status: breath, body odor, foot odor, and clean feet. Perfume can cause allergic reaction in classmates/clients/patients. Keep hair and jewelry professional while in the nursing lab; large bracelets, rings and hair in your face are unprofessional, get in the way of lab activities, and compromise patient safety and your own.
Faculty Return Demonstration Grading Criteria

Satisfactory: The student completed the skill satisfactorily with no more than three prompts.

Needs Improvement: Requires practice and retesting.

Unsatisfactory: The student needed more than 3 prompts or missed a critical element.

Definitions for evaluation criteria of nursing skills return demonstration:

Able to Perform / Satisfactory (S)
- Performs skill accurately without prompts from instructor
- Criteria of assessment and skill carried out in correct order
- Demonstrates dexterity
- Completes skill in set time frame

Requires Practice & Retesting / Needs Improvement (NI)
- Performs skill accurately
- Requires occasional prompts during performance of task
- Demonstrates coordination, but uses some unnecessary energy to complete activity
- Completes skill in reasonable time

Criteria of assessment not always completed in correct order but corrected by student

More than 3 prompts - missed Critical Elements / Unsatisfactory (U)
- Unprepared for Lab
- Did not complete skill in set time frame
- Skill not carried out in correct order

Students MUST come prepared for their lab experience. Preparation includes all skill check offs, as well as skill instruction. Read the textbook; watch the videos, and practice, practice, practice. Students who come to the lab unprepared may be sent out to research and prepare before returning to the lab. All return demonstrations must be performed satisfactorily to pass the course. If you get nervous when watched, have students and faculty work with you early in the term to help you get over your nervousness.

*These actions will be part of the required critical elements of each skill evaluation.*

<table>
<thead>
<tr>
<th>Before procedure</th>
<th>After the procedure before leaving the room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical record review</td>
<td>Bed in low position</td>
</tr>
<tr>
<td>Equipment, gather</td>
<td>Side rails up</td>
</tr>
<tr>
<td>Introduce self</td>
<td>Call light</td>
</tr>
<tr>
<td>Hand hygiene</td>
<td>Comfort</td>
</tr>
<tr>
<td>Identify patient and allergies</td>
<td>Hand hygiene</td>
</tr>
<tr>
<td>Pause for the cause</td>
<td>Document</td>
</tr>
<tr>
<td>Privacy, provide</td>
<td></td>
</tr>
<tr>
<td>Pain, assess</td>
<td></td>
</tr>
<tr>
<td>Procedure, explain</td>
<td></td>
</tr>
<tr>
<td>Position, accordingly</td>
<td></td>
</tr>
</tbody>
</table>
1. Students must demonstrate satisfactory performance of all nursing skills to pass the course. Reasons for failure of a skill include more than three prompts, non-completion of a critical element, being unprepared (this includes not having essential supplies or equipment, or all necessary paperwork), or refusal to complete the skill on the scheduled day.

2. A student who has an unsatisfactory return demonstration of a nursing skill will require a 2nd attempt. The student must remediate by practicing the skill. After practice, an appointment must be made with faculty for a supervised observation of the skill demonstration to determine competency.

3. Should a 3rd attempt be necessary, repeat steps #2 and #3.

**High Fidelity Simulation (Noelle/Annie/Sim Baby)**

Simulation in nursing education does not replace the need for students to learn in clinical practice but complements other teaching and learning approaches in preparing student nurses for their role in practice. High fidelity simulation provides students with an environment conducive to focusing on critical thinking, clinical reasoning, and clinical judgment skills as well as acquiring new knowledge. Simulation in nursing education offers many advantages, including:

- **Realistic patient situations can be reproduced with all variables controlled**
- **No threat to patient safety; ethical concerns are minimized**
- **Active hands-on learning can occur**
- **Specific and unique patient simulations can be created**
- **Errors can be corrected and discussed immediately**
- **Consistent and comparable experiences can occur for all students**
- **Maximal amount of learning time**
- **Experimentation and creativity are allowed and encouraged**
- **Self-evaluation is promoted**
- **Feedback can be elicited**
- **Decision making can be promoted safely**

Students will be oriented to simulation theory prior to running a scenario. If the student is not comfortable, learning will not take place and scenario objectives may not be met. All scenarios are prepared by faculty. Students participating in Sim Lab scenarios will be evaluated on their general patient assessment techniques and adherence to all critical elements. The faculty will provide debriefing and feedback immediately after the scenario. Debriefing is a reflective critical thinking analysis and communication tool for participants of the simulation exercise. The debriefing assessment provides an intensive post conference and active evaluative process driven by peers and instructor, focusing on positive aspects, and allowing for major learning experience. Students will self analyze their performance and use critical thinking during the reflection process.

**Video Recording**

Experiences may be recorded. Recordings are for educational purposes and debriefing opportunities with the appropriate faculty and students. The confidentiality agreement signed by students protects privacy and discourages inappropriate discussion of the video contents or the student’s performance in the simulation scenario. Any viewing or publication outside of the classroom is unacceptable and unethical and may result in the dismissal from the
nursing program. Photography, videotaping, and/or audio recording is not allowed in the lab without faculty permission. Students and faculty should conduct themselves professionally as they would in any clinical setting since all interactions can be recorded.

Confidentiality

All simulation scenarios and practice sessions involving students and/or recordings are considered confidential. Discussion of scenarios or information is considered a violation of the Sim Lab privacy policy. All students are required to sign a confidentiality statement before going to clinical. This confidentiality statement also applies to students using the lab. Students are not to discuss their lab experiences or scenarios outside of the appropriate classroom context. Students will be reminded throughout the course of confidentiality issues. Students are expected to uphold all requirements of the Health Insurance Portability and Accountability Act (HIPPA).
Student Government

Constitution and By-Laws
Student Government Association
Practical Nursing School

ARTICLE I-TITLE
The name of the organization will be the Student Association of the Fayette County Career & Technical Institute’s Practical Nursing Program.

ARTICLE II-PURPOSE
1. To unify student body and to foster cooperation and good fellowship among Students, Faculty, Hospital Staff and Community.
2. To promote professional, educational and cultural development in the Student body.
3. To help support student personnel policies and maintain school standards.
4. To provide an opportunity for students to feel free to voice their opinions on problems of special interest to the Student body.
5. To enact and enforce such legislation as in the scope of its powers as in accordance with the constitution.
6. To establish a creed for the student that maintains the highest standards of honor, scholarship and personal conduct.

ARTICLE III-MEMBERSHIP
1. The advisor shall be a Faculty member, but shall not have voting power.
2. All students shall be members and have voting power as long as said person is a student in this program.

ARTICLE IV OFFICERS
1. The officers of this organization shall be:
   1. President
   2. Vice President
   3. Secretary
   4. Treasurer
2. The officers shall serve from the time a vacancy occurs in the office until their termination as a student of the Practical Nursing Program.
3. Any Student Government Association Officer who fails to maintain satisfactory grades in theory and/or clinical practice must relinquish their office.
4. At any time an officer neglects his/her duties or has been unprofessional in his/her duties in any way upholding the Rules and Regulations of the Practical Nursing Program, the Faculty shall recommend to the Student Government Association that said Office (s) be declared vacant. The Association shall re-elect a new officer from the class at the next monthly meeting.
ARTICLE V - STUDENT GOVERNMENT REPRESENTATIVE

1. The Student Government representative shall consist of one member from each class to represent the students at special Faculty, curriculum and library meetings.

BY LAWS

ARTICLE I MEETINGS

1. The Student Government Association shall meet on the first Monday of each calendar month. A notice will be posted on the bulletin board stating the time and place at least one week in advance.
2. Special meeting of the Student Government Association shall be at the call of the President of the Student Association or the Director of the Practical Nursing Program. When called by the Student Class President, the meeting must be approved by the Program Director.
3. The student representative shall attend special Faculty, library and curriculum meetings. They will bring suggestions from the Student body if needs or problems exist. They may be requested to participate in review of the curriculum and in the selection of materials for the library.
4. The Student representative shall attend meetings at the request of the Director or on call from the President of the Student Government Association.

ARTICLE II - QUORUM

A majority of their members shall be a quorum for the Student Government Association

ARTICLE III - ELECTION

Section I - Election to take place upon the completion of the first six weeks of Level I.
Section II - Director to serve as Chairman of the Association until the President is elected and oriented.

ARTICLE IV - OFFICERS

Section I The President shall be elected from each class. The President must be a member in good standing of the Practical Nursing Program. He/she shall preside over meetings of the Student Government Association.
Section II Vice President shall be elected from the class. He/she shall assume the duties of the President in the absences of the President and shall serve as Parliamentarian.
Section III Secretary shall be elected from the class. The Secretary shall keep accurate minutes of all meetings (regular or special) of Student Government Association. Minutes from each meeting are to be submitted to the Practical Nursing Director. Original copy will be filed in Director’s Office. A copy is returned to the class Secretary.
Section IV Treasurer shall be elected from the class. He/she shall be the custodian of the organization funds and receive and disburse them upon authorization by the President of the Student Association and the Director of the Practical Nursing Program.
Section V Director will conduct orientation session for all newly elected officers.
ARTICLE V - POLICY FOR CLASS FUNDS

2. No class expenditures or debt obligations without the knowledge and consent of the class and without the Practical Nursing Director’s knowledge of consent.

ARTICLE VI - FUND RAISING PROJECTS

Section I  Fund Raising Project must be approved by Administrator

Section II  Guidelines for Management of Class Project will be established when selection is approved. This is to include:

1. Time frame for project
2. When money is due
3. Recommended action if class member fails to meet established guidelines.

Section III  Director to receive written Guidelines before initiation of project.

Section IV  Any class member failing to meet obligations will meet with the class Officers and Director before referring incident to school Administration.

Section V  Project is an extra curriculum activity but is considered part of their professional education. Therefore, failure to participate can be reflected on anecdotal record.

ARTICLE VII - ROBERTS RULES OF ORDER WILL BE AUTHORITY FOR CONDUCTING MEETINGS.
Grievance Policy

Definition – Purpose:

When a student feels an injustice has occurred, the grievance procedure provides an orderly means for resolution. There are five levels to the grievance procedure.

**Level 1** – Provides an opportunity within 5 school days for the student to meet with the faculty member involved in the grievance. If the grievance involves a faculty member the student may initiate the procedure at Level 2.

**Level 2** – Provides for review of a grievance by the Student Government representatives. The student must submit a written statement regarding the nature of the grievance to the Student Government representatives within five (5) school days of the alleged injustice. At this point the student may testify on his/her own behalf and bring witnesses, if indicated. The Student Government representatives will decide whether the matter will proceed to Level 3. If the matter is resolved by mutual consent, there shall be no subsequent appeals.

**Level 3** – Provides for review of the grievance by Nursing Program Director. The student must submit a written statement regarding the nature of the grievance to the Director within five (5) school days of the alleged injustice. The Nursing Program Director will schedule a meeting of those involved in the grievance within three (3) school days. The Nursing Program Director will decide whether the matter can be resolved by mutual consent or whether it needs to proceed to Level 4. If the matter is resolved by mutual consent, there shall be no subsequent proceedings or appeals.

**Level 4** – Provides for review of the grievance by the Executive Director of the Fayette County Career and Technical Institute. The student must submit a written statement regarding the nature of the grievance to the Executive Director within three (3) school days of the Level 3 decision. The Executive Director will make an investigation of the grievance and render a decision within three (3) school days. If the matter is resolved, there shall be no subsequent proceedings or appeals.

**Level 5** – Provides an opportunity for the student to meet with the Joint Operating Committee of the Fayette County Career and Technical Institute if the grievance has not been resolved. The student is allowed three (3) school days to request a hearing with the Joint Operating Committee. The decision of the Joint Operating Committee shall be final. If no reply; then deemed a denial of the grievance.
Complaint/Grievance Procedure

Policy

It is the policy of Fayette County Career & Technical Institute Practical Nursing Program to investigate all complaints/quality concerns regarding the program and respond to concerned party in a timely manner.
A complaint is a report of dissatisfaction or concern (e.g., student, patient, customer, funding sources) about the program from stakeholders. A quality concern is any event or situation where there is question as to whether quality of service is being provided.
The LPN Program has an Open Door Policy. Verbal complaints may be heard by the LPN Director and Faculty Advisor. A resolution to the issue will try to be made prior to any further action being taken.

Procedure  

Level I

1. Complaints/quality concerns are documented on Complaint/Grievance Procedure form upon receipt.
   All complaints/concerns are directed to the LPN Director for investigation.
2. The Nursing Program Director will investigate the nature and cause and determine the need for correction and follow up. All written complaints are responded to by phone or in writing.
3. The LPN Director will communicate directly with the person who is the source of the complaint/quality concern within 5 working days.
4. The initial attempt to satisfy the complaint/quality concern will be made at the level at which the complaint originated. The investigation of the complaint/concern will include the involvement of those persons who participated in the event in question. Once completed, the findings of the investigation will be recorded.

Level II

1. If the person(s) remains(s) dissatisfied with the LPN Directors response, the case will be discussed with the Executive Director of the Fayette County Career & Technical Institute within 5 working days for further action.
2. All serious complaints/quality concerns will be brought to the attention of the Executive Director of the Fayette County Career & Technical Institute.
3. Complaint/concern resolution is documented prior to filing. All complaint/concerns are tracked for trends.
4. Complaint/concerns are examined for quality outcomes, trends, and improvement processes. Information is considered confidential.
5. If the aggrieved person is not satisfied with the disposition of the grievance at level Two or if no decision has been rendered within five school days after the presentation of the grievance, he or she may file the grievance in writing with Joint Operating Committee.
Level III

1. If the person(s) remain(s) dissatisfied with the response/decision of the Executive Director, the case will then be filed in writing with the Joint Operating Committee.
2. Within ten school days after such written notice has been submitted to arbitration, the Operating Committee and the individual(s) shall attempt to agree upon a mutually acceptable arbitrator and shall obtain a commitment from said arbitrator to serve.
3. Should said parties be unable to agree upon an arbitrator or obtain such commitment within 10 days, a request for a list of arbitrators may be made to the Pennsylvania Bureau of Mediation by with either party. The Parties shall then be bound by the rules and procedures of the Pennsylvania Bureau of Mediation in the selection of an arbitrator.
4. The cost for services of the arbitrator, including per diem expenses, if any actual and necessary travel, subsistence expenses and the cost of hearing room shall be shared equally by the Operating Committee and the individual(s). Any other expenses incurred shall be paid by the party incurring the same.

Student Representation

1. Any aggrieved person may be represented at any/all stages of the Complaint/Grievance Procedure by himself, or at his/her option, by a Representative.
2. No reprisals of any kind shall be taken by the Operating Committee or any member of the Administration against any party of interest or any other participant in the Complaint/Grievance Procedure by reason of such participation.
Complainant Name: ________________________________
Phone: _______________________________________
Complaint/Concern Received By: ________________________________
Date: ___________________________ Time: ___________________________

MANNER RECEIVED:
_____ Written
_____ In Person
_____ Telephone
_____ Other (Specify) __________________________________________

DOCUMENTATION OF COMPLAINT/CONCERN

INVESTIGATION

PLAN OF CORRECTION

FOLLOW-UP
*Concern referred to: ________________________________
Date ___________________________

Depending on nature/severity of concern the Executive Director may be notified immediately before investigation by the LPN Director.

RESOLUTION

_________________________________________  _______________________
LPN Director                                              Date
ACADEMIC REGULATIONS

The student is evaluated in theory and clinical at the end of each level. The Practical Nursing Student is promoted when level objectives have been achieved along with the requirements of the current curriculum. To attain advancement, the student must satisfactorily complete clinical courses, maintain adequate theory grades, demonstrate aptitude for nursing and adhere to school standards.

The student is required to maintain adequate achievement in all nursing theory and clinical practice. The grading scale for theory is as follows:

<table>
<thead>
<tr>
<th>GRADE</th>
<th>PERCENTAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>95 – 100%</td>
</tr>
<tr>
<td>B</td>
<td>89 – 94%</td>
</tr>
<tr>
<td>C</td>
<td>83 – 88%</td>
</tr>
</tbody>
</table>

The minimum passing grade in Theory is C = 83%. Any student achieving less than an 83% in a theory course at the end of the course is not given credit for the course and will not achieve the level objectives.

Students are continually evaluated during each theoretical course by tests, quizzes, projects, etc. Students may obtain their course grade average to date from their instructor at anytime throughout each level. If the student does not ask the instructor, it’s assumed that the student is aware of their status. Students will receive documentation of their final grade in each course. If a student’s average is below an 83% during the theoretical course, the instructor will counsel the student and provide written documentation of the counseling session. The student has until the end of the course to achieve an 83% in order to meet level objectives. Any student who does not achieve an 83% upon completion of a course of study cannot be advanced to the next level. The student at this time will be terminated from curriculum.

THE GRADING SCALE FOR CLINICAL IS AS FOLLOWS:

| S – Satisfactory | NI – Needs Improvement | U – Unsatisfactory |

In the clinical setting, the student is required to maintain satisfactory progress in each clinical course during each level of instruction. Anecdotal notes, clinical evaluation tools and clinical course objectives are all considered in clinically evaluating the student.

Final Exams

The Fayette County Career & Technical Institute’s Practical Nursing Program has instituted a Comprehensive Final Examination. The Comprehensive Final Examination is a Program requirement for graduation and completion of the Program. The Comprehensive Final Examination will be administered prior to graduation at.

Eligibility requirements for the Comprehensive Final Exam include:

1. Passing grade in the clinical component
2. 83% passing grade in Level III Theory courses
3. Complete restitution of any outstanding program financial obligations

If any or all of the three above requirements are not meet, the student will be barred from taking the Comprehensive Final Examination.
Counseling and Guidance
Academic guidance and/or personal counseling sessions are available at the request of Students or Faculty. The service provided by the Faculty is confidential and assists the student to reach their full potential. Counseling provides assistance to students with personal problems, keeps the student informed or individual progress, encourages student self-evaluation and provides an opportunity for professional growth. The Faculty may refer the student to consult with skilled counselors, psychiatrists, psychologists or religious advisors when personal and professional assistance is needed for individual problems. Counselors in the Fayette County Career & Technical Institute are available to the students upon request. These counselors can provide assistance with such services as referrals to appropriate community agencies, additional educational opportunities and employment in formation.

Academic Honesty and Integrity
All students are expected to be honest in academic work and to display integrity in all aspects of student performance especially testing. All tests will be proctored.

Dishonesty or cheating is unacceptable. If a student is found guilty of plagiarism (copying word for word from someone else’s work, including text books, magazines, information from the internet or other students work.) or is guilty of giving or receiving help during an examination or activity, he/she will receive a grade of zero on the examination or activity and may be asked to withdraw from the program based on unethical conduct.

Do not use someone else’s work electronically without attempting to obtain permission unless there is a published policy that clearly states that it may be used and any terms that are required to be fulfilled. Peer to peer file sharing of copyrighted is prohibited and will result in disciplinary action.

Retention Policy
Student retention/attrition rates are monitored annually for each graduating class. Faculty strives to retain and graduate 75% of students admitted each class.

Students have access to support services administered by quality individuals conducive to student academic achievement. Retention begins with admission of the student into the practical nursing program by orienting students to services available to the program and community including remediation in math, reading and language study skills.

Formal orientation lecture includes study skills, test taking skills, time and stress management techniques. Academic, personal and career counseling is provided at each level and on a “as needed” basis. Financial Aid counseling is provided on admission and throughout the program. Faculty monitors student’s academic and clinical performance. If student’s performance begins to decline the student is counseled and advised formally. Classroom and clinical instruction is supplemented by lecturing and use of library/learning resources.

Academic Probation/Retention
Students are expected to maintain satisfactory academic progress in their course work. A grade point average at mid semester below an **83%** constitutes academic probation. Each student on academic or clinical probation will receive advisement during a student conference and written notification of progress. Probation warning will be issued if course grade falls below an **83%** average or clinical performance is unsatisfactory at mid-term. Students will be closely monitored by faculty. Intervention will be discussed with the student during student conferences. When probation is issued, a remediation plan will be established by the student with faculty guidance. A student will be removed from probation when the course is completed.

Retention of students is closely monitored. The retention algorithm outlines the steps that will occur with academic and for clinical difficulty.
Counseling Program

The counseling program of the Practical Nursing Program is an integral part of the total education of the student. It is that portion of the program which is essentially concerned with assisting the student to develop as a self-understanding individual. Services are confidential; including the review of Remediation Plan Form with students. The counseling and remediation purpose, will allow the student to improve in content areas needing additional study time and is NOT intended to be punitive to the student. Instructors are available in a walk-in or appointment basis. Additional objectives of the counseling program are:

- To provide the student with knowledge of individual aptitudes and progress in the program as a basis for self-evaluation and self-direction.
- To provide assistance to the student with problems concerning individual progress in the program.
- To provide assistance and guidance to students to assist with program success.
- To provide an opportunity for professional growth.

Counseling Procedures

1. The Nursing Program Director and Faculty members will participate in the counseling program and are available for conferences during office hours. When indicated, students will be referred to the Fayette County Career and Technical Institute’s Guidance Counselor or other professionals as necessary for personnel issues.

2. Students will be assigned a faculty member for counseling.

3. The faculty has evaluation conferences with each student at the end of each Level of instruction. Conferences may be conducted at frequent intervals throughout the program to discuss individual progress.

4. Individual student conferences may be held with the instructor when it is evident that the student is having difficulty in theory or clinical experience and the retention algorithm will be followed.

5. Additional conferences may be held as necessary. Either a Faculty member or student may initiate a conference.

6. Individual student records are kept.

During the pre-admission interview, the Nursing Program Director and applicant discuss study habits, absenteeism, employment policy, aptitude, test results and financial aid. Questions about the program are answered.

On orientation day there is a discussion of the policies and regulations of the program as listed in the Student Handbook.
Fayette County Career & Technical Institute
Practical Nursing

Retention Algorithm

Student Doing Well
- Monitor for continued Success
  - Test Scores
  - Attendance
  - Participation
  - Clinical Objectives met
  - Classroom Objectives met
- Identify as a potential
  - Student Mentor for Program
  - NFLPN Honors Society
  - Class Representative
- Continue to Monitor
  - Progress to next Level/Graduation

Academic Difficulty "At Risk" Student
- Personal Difficulties
  - Meet with Faculty & refer student for help:
    - Financial Aid
    - Counseling
    - Health Care
- Academic Difficulties
  - Meet with Faculty & Initiate "At Risk" Action Plan:
    - Below 90 grade level
    - Study Habits
    - Text Anxiety
    - Work Habits
    - Learning Support
    - ATI Review/Nurse Logic.
- Assessment of Academic Progress
- Review progress after each Exam within one week of posted grades
- If continued Academic difficulty:
  - Re-examine/identify cause & add strategies

Clinical Difficulty
- Meet with Clinical Faculty & review objectives not being met
- Initiate Clinical "At Risk" Action Plan:
  - Increase learning experience
  - Eliminate and/or postpone observational experiences
  - Schedule Extra Clinical Lab Time
- Meet with student weekly to review CTI & Clinical Progress
- Doing Well: Progress to next Level/Graduation
- Continued Clinical difficulties:
  - Work with Faculty to identify additional instruction
Fayette County Career & Technical Institute
Retention Algorithm
“AT RISK” Action Plan for Academic and/or Clinical Performance

Name: ___________________________ Course: ___________________________ Date: ___________ (Class or Clinical)

Circle Area

Has this occurred before? Yes _______ No _______ If yes, what course and Level: ___________________________

Description of Academic or Clinical performance:
________________________________________________________________________________________
________________________________________________________________________________________

Remediation action plan (to be written by student)

Identify actions that are intended to address and correct the performance concern(s). Include date and resources required to be successful with action remediation plan. Actions must be specific and list specific outcomes for success.

1. __________________________________________ Date to be completed: ___________________________

2. __________________________________________ Date to be completed: ___________________________

3. __________________________________________ Date to be completed: ___________________________

4. __________________________________________ Date to be completed: ___________________________

Faculty feedback/comments: (optional): ________________________________________________________
________________________________________________________________________________________

Failure of the student to correct and meet remediation action plan may or will result in failure of the course.

Student signature: ___________________________ Date: ___________________________

Faculty signature: ___________________________ Date: ___________________________

Evaluation of Remediation Plan: Satisfactory _______ Unsatisfactory _______
Academic Action Plan

I plan to implement the following measures to improve my academic grades:

- Review ATI Nurse Logic
- Join a diverse study group *(Limit to 6 members)*
- Complete all readings and course module before unit is taught. Only highlight a maximum of 5 lines per page.
- Compare and review class notes with class peer, maximum of 5 lines per page. Read notes aloud.
- Review ATI Book readings and practice questions.
- Anxiety reduction measures – aromatherapy, skull cap tea, etc.
- Replace negative thoughts with positive thinking.
- Review class notes 20 minutes daily. Avoid cramming.
- Write your own test and rationale for answer. Try the test on your peers.
- When a student has < 83% on a written test, the instructor will make an assignment due. The student will have a choice of outlining the chapter or unit, essay objectives from current chapter.

_________________________  _____________________________
Date                    Student Print Name

_________________________
Student Signature
Student Self-Assessment

_____ I read all the required reading material
_____ I studied ______ hours for the exam (alone, study group)
_____ I sought clarification for questions during or after class as needed
_____ I used an NCLEX book and reviewed topic questions
_____ I was absent ______ hours from class
_____ I worked ______ hours per week (shift worked: ________)
_____ I was distracted by noise during the exam
_____ I have a time concern during the exam
_____ Test taking strategies were never discussed with me
_____ I am uncomfortable with classroom seating during the exam
_____ I routinely change my initial exam answers
_____ Other: _______________________________________________

When I take an Exam I:

_____ Highlight exam questions and answer options
_____ Read other professional literature to clarify lecture material
_____ Change answers on Exam
_____ Read questions thoroughly
_____ Routinely add to question/answer
_____ Use Ear Plugs
_____ Read all answer options thoroughly
_____ Cover the answer options and write my own rationale before choosing the answer
_____ Answer all the questions I am sure of first

TO BE SUBMITTED TO THE LECTURE INSTRUCTOR ON THE NEXT DAY.
REMEDIATION PLAN

STUDENT NAME: _____________________________ DATE: ______________

Plan Based on Above:

_____ Study/reading (3 hours for every hour of lecture per week)
_____ Seek clarification for questions during or after class as needed
_____ Use an NCLEX book with rationale and review topic questions
_____ Attend all classes for entire time period
_____ Decrease work hours and/or change shift
_____ Change/modify seating during exam
_____ Evaluate effectiveness of current study group
_____ Contact disability services to see if you qualify for services
_____ Contact tutoring services immediately

Recommended Test Taking Strategies:

_____ Highlight exam question or answer
_____ Read other professional literature (i.e. textbooks, professional journals)
_____ Change answers on exam only when 90% sure
_____ Read question thoroughly
_____ Avoid reading into question/answer
_____ Read all answer options thoroughly
_____ Cover answer and write my own rationale
_____ Answer all the questions you are sure of first
_____ Use non-electronic ear plugs during the exam
_____ Monitor passage of time during the exam

Other:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Follow up meeting needed:  _____ Yes  _____ No
Date: ________________  Time: ________________  Place: ________________________

______________________________  ______________________________
Student Signature                  Instructor Signature

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STUDENT MENTORING PROGRAM

FACULTY: Each Faculty member, prior to the mid-point of each course, will identify students that could benefit from the Student Mentoring Program.

Faculty is to prepare a Counseling Statement that addresses:

1. The “At Risk” Student’s grade
2. The use of the Student Mentoring Program
3. Documentation of Student’s response
4. Assignment of a Student Mentor for the remainder of the course

Faculty is to prepare a Counseling Statement at the end of the course to document the outcome of the Mentoring Session.

Faculty is responsible for tracking the students’ academic achievement on subsequent Exams. In the event the Student does not show improvement in the course, the Faculty member will conduct an individual Counseling Session with the Student.

STUDENT MENTORS:

GUIDELINES: A GPA of 90% or higher prior to the mid-point of a course, makes a student eligible to volunteer as a “Student Mentor” to assist one their classmates.

If the “Student Mentor’s” own GPA falls below 90% at any point during the course, he or she will relieved of mentoring duties and another “Student Mentor” will be assigned.

INCENTIVE: An “End of The Year Luncheon” will be held for all Student Mentors. Acknowledgement of all Student Mentors at the Graduation Ceremony.
PROBATION STATUS/TERMINATION

PROBATIONARY STATUS

Probationary status can be issued against any student related to non-adherence to program policies, objectives and for insubordination.

Counseling Statements utilized by the Faculty and/or LPN Director will identify an “At Risk” Student. Students placed on Probationary Status will meet with Faculty and Director to formulate an Action Plan to work toward. This meeting is to be scheduled no more than one week following the beginning of the Probationary period. The maximum time frame for meeting student goals can be mutually set by both the student and the Faculty. Resolutions to Probationary status must be documented to allow the student to advance to the next Program level. Probation related to attendance will be in effect, indefinitely, from the time it was instituted until Program Objectives have been met.

A System of Action for violations of Program Policies will include three (3) steps:

   Step 1: Counseling with written Statement

   Step 2: a. Counseling with written Counseling Statement
            b. Probation status for the remainder of enrollment

   Step 3: Termination from the Program

Probation may be warranted but not limited to:

- Failure to maintain reasonable standards of academic or clinical performance
- Inappropriate or unethical conduct as a student Practical Nurse
- Display of mental, physical or emotional unsuitability for the practice of Nursing
- Any behavior or action that constitutes client neglect
- Any action of conduct that constitutes a violation of the Patient Bill of Rights
- Divulging confidential information to unauthorized persons
- Non-compliance to program objectives and the cooperatives Institutions policy and procedural guidelines
- Participation in malicious gossips, slander, threatening conduct, insubordination, intimidating conduct or coercive conduct directed towards Faculty, fellow students or Facility personnel.
- Failure to adhere to Attendance Policy
- Loitering or loafing on school time. Includes non-adherence to time limited for breaks and lunches
- Disorderly conduct, obscene or abusive language
- Leaving the educational facility without permission
- Sleeping in classroom or clinical setting
- Non-compliance to dress code as outlined in the Student Handbook

Termination

When a student has a reoccurrence of the existing reason for being on probation, termination from the program will follow.
STUDENT EMPLOYMENT

It is recommended that students not continue full-time employment while enrolled in the program, by the faculty realizes that in some instances it is necessary for a student to be employed.

Students who wish to continue employment may do so with regard to the following regulation:

1. Any student working in a health related field will not perform the functions of a student Practical Nurse or Licensed Practical Nurse.
2. The uniform of the Practical Nurse Program is not to be worn during employment.
3. The Faculty recommends eight hours of continuous rest during 24 hour period.
4. The Faculty may counsel the student in re-evaluating the necessity for employment if it seems to be jeopardizing the student’s health, academic and/or clinical performance.
5. Students are expected to schedule their working hours so as not to conflict with regularly scheduled class or clinical. Students may not leave early, arrive late or be overly tired due to employment requirements.

EDUCATIONAL POLICIES

1. The Practical Nursing Program is post-secondary education. Each participant in the program is an adult; therefore, grades of students are not reported to parents, guardians, husbands, wives or children. It is the responsibility of the student to inform those concerned regarding grades, if they choose.
2. Any written assignment must be turned in on the due date set by the Instructor if the student expects to receive full credit. If the assignment is not completed on time, only partial credit will be given. If the student is absent on the day an assignment is due, the assignment must be turned to the instructor on the next day the student returns to school or clinical. If the assignment is not turned in, the student is not given any credit.
3. Any student who is either: (a) Absent during the scheduled time slot for an exam or (b) Absent on the day of a scheduled exam will have one (1) calendar week from the day the student returns to class (theory or clinical) to complete the exam. If more than one exam is missed during the period of absence, the student is required to complete them in the order they were originally scheduled. “Pop Quizes” cannot be made up.
4. No make-up tests are permitted without a valid medical excuse. If no medical excuse is presented, the student, at the discretion of the instructor, may be able to obtain partial credit, up to a maximum of 83%.
5. It is the student’s responsibility to obtain all notes, materials, handouts, and to complete any assignments made on the days he/she is absent. These documents and grades can be obtained on Moodle
6. Any student found to be cheating, in any manner is subject to Automatic Termination.
RETENTION OF RECORDS

Student and graduate records are maintained by the Practical Nursing Program Secretary. These records are located in fireproof, locked filing cabinets located in the Program Director’s office and in the utility room, located within the Practical Nursing Suite at the Fayette County Career & Technical Institute.

ACADEMIC

Permanent records on all students admitted to the Practical Nursing Program shall be kept infinitely. The permanent record includes clinical and theoretical experience as well as student achievement.

FINANCIAL AID

All required financial aid records of each student who graduates, withdraws or fails to enroll will be kept for a minimum of three years following the last date of the period for which the grant/loan was intended.

*All copies of reports and other forms related to the Federal Direct Loans and the Pell Grant Program, will be kept for minimum of three years after their completion.

OFFICIAL TRANSCRIPT

Each student will receive a completed transcript upon graduation:

Official transcripts (Those affixed with the school seal) can only be issued to schools or other agencies at request of the graduate. Fee for each official transcript is $5.00.

An official transcript request form will be completed by the graduate for each transcript requested and maintained in the graduates’ file. Graduates should allow one week for processing each request.
CONFIDENTIALITY OF RECORDS

Student Records will remain confidential in compliance with the Family Educational Rights and Privacy Act (FERPA), which affords students certain rights with respect to their educational records. These rights include:

1. The right to inspect and review education records within 45 days of written request received by the program. The program Director will make arrangements for access and notify the student.

2. The right to request amendment of the education record that the student believes to be inaccurate, misleading or otherwise in violation of the student’s privacy rights under FERPA. The student must clearly identify, in writing, the part of the record the student wants changed and specify the rationale for the change. If the program decides not to amend the record as requested, the program must notify the student in writing of the decision and the student’s right to a hearing.

3. The right to provide written consent before the program discloses personally identifiable information from the student record, except to the extent that FERPA authorizes disclosure without consent.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the program to comply with the requirements of FERPA. Complaints can be directed to:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, S.W.
   Washington, DC 20202-5901

The following information contained in the student record is considered to be “Directory Information” and may, at the discretion of the Fayette County Career and Technical Institute’s administrative personnel be made available to any member of the public.

   1. Student Name
   2. Address, City, State
   3. Date of Birth
   4. Dates of Attendance
   5. Most recent Academic Institution attended
   6. Date of Graduation
   7. Current schedule

If the student does not wish to allow this information to be released during his/her training at the Fayette County Career and Technical Institute Practical Nursing Program, he/she must submit a written request to the Director of Practical Nursing.

If any employee having custody of student records has questions concerning the release of information from those records, he/she may contact the Director of the Practical Nursing Program at the Fayette County Career and Technical Institute.
**Multimedia Policy**

**Software Access Procedure**

Software needed, in addition to the Microsoft Office suite of products, must be authorized by the school and downloaded by the IT department. If you need access to software, not currently on the school network, talk with the school administrator and she will consult with the IT department.

**Internet Usage**

Internet usage includes any use of the internet for educational purposes including emailing, social media, you tube, Moodle and web browsing.

Internet use, on school time, is to conduct school business only. Internet use brings the possibility of breaches to the security of confidential school information. Internet use also creates the possibility of contamination to our system via viruses or spyware. Spyware allows unauthorized people potential access to school passwords and other confidential information.

Additionally, under no circumstances may school computers or other electronic equipment be used to obtain, view, or reach any pornographic, or otherwise immoral, unethical, or non-business-related Internet sites. Doing so can lead to disciplinary action up to and including termination from school.

**Email Usage at School**

Email is also to be used for school business only. You are also not to conduct personal business using the school computer or email. Please keep this in mind, also, as you consider forwarding non-business emails to fellow students, family or friends.

Viewing pornography, or sending pornographic jokes or stories via email, is considered sexual harassment and will be addressed according to our sexual harassment policy (see Jeanne Cleary Act Compliance).

Any emails that discriminate against faculty or fellow students by virtue of any protected classification including race, gender, nationality, religion, and so forth, will be dealt with according to the harassment policy (see Progressive Action Toward Termination and Automatic Termination).

These emails are prohibited at the school. Sending or forwarding such emails will result in disciplinary action that may lead to school termination.

Keep in mind that the Fayette County CTI owns any communication sent via email or that is stored on school equipment. Management and other authorized staff have the right to access any material in your email or on your computer at any time. Please do not consider your electronic communication, storage or access to be private if it is created or stored at school.

**Social Media Use**

The Fayette County CTI recognizes and supports its students’ rights to freedom of speech, expression, and association, including the use of online social networks. However, each student must remember that it is a privilege, not a right, to be enrolled at Fayette County CTI. As a student, you represent the school and you are expected to portray yourself and the school in a positive manner at all times. Any online postings must therefore be consistent with all federal and state laws and school policies (including the Guidelines listed below).
Guidelines

If you participate on a social networking site or use social media, you must keep the following guidance in mind:

• Everything you post is public information – any text or photo placed online is completely out of your control the moment it is placed online – even if you limit access to your site. Information may be accessible even after you remove it.

• Use caution when adding someone or inviting someone to be a friend.

• Limit information about your whereabouts or plans to minimize the potential of being stalked, assaulted, or the victim of other criminal activity.

• What you post may affect your future. Many employers and school admissions officers review social networking sites as part of their overall evaluation of an applicant. Carefully consider how you want people to perceive you before you give them a chance to misinterpret your information.

• Similar to comments made in person, Fayette County CTI will not tolerate disrespectful comments and behavior online, such as:

  • Derogatory or defamatory language
  • Comments that create a serious danger to the safety of another person or that constitute a credible threat of serious physical or emotional injury to another person
  • Comments or photos that describe or depict unlawful assault, abuse, hazing, harassment, or discrimination; selling, possessing, or using controlled substances; or any other illegal or prohibited conduct, including violating the school policies (see “Progressive Action Toward Termination”, “Automatic Termination” and the Jeanne Cleary Act Compliance.)
  • Teachers and students may utilize the Fayette County CTI LPN Facebook page for the purpose of Educational related material ONLY.
I. Introduction

This document is designed to set policy and detail the procedures for using the Fayette County Career and Technical Institute Learning Management System currently known as the Moodle System. Given the frequently changing nature of the online learning environment, the Moodle Policy and Procedures document may change often.

II. Purpose

The Moodle Learning System is a web-based learning platform and should be used for purposes of enhancing the student learning experience at the Fayette County CTI LPN Program.

III. Student Users

1. Only Fayette County CTI students who are enrolled within the current level in courses using Moodle will have access to the Moodle System. Students who have taken courses using Moodle in previous levels will not have access if not currently enrolled in a course using Moodle. Once a student enrolls in at least one course marked for Moodle the student will have access again using the same username and password as before.

2. Usernames and initial passwords for the Fayette County CTI Moodle System will be assigned by the Faculty.

3. Students will not have access to their upcoming courses until the Instructor has made the course available. Instructors are not required to make their course available to students until the first day the course begins.

4. Students enrolled in Moodle courses will have access to those courses until completion of the course. Any information the student may need to retrieve from the course must be retrieved prior to this.

5. Students who receive an incomplete grade within a Moodle course will have continued access to that course until the Instructor issues a final grade. All incomplete work must be completed and submitted by the completion date set by the Instructor of the course.

6. All Fayette County CTI Moodle System users must comply with the Fayette County Career and Technical Institute’s Multi Media Policy.
**Attendance Policy**

The Fayette County Career & Technical Institute’s Practical Nursing Program is a post-secondary program. All Class members are adults and are responsible for attaining their educational goals. Maintaining satisfactory attendance is an integral part of the educational process.

A record of attendance for each enrolled student is maintained in the Faculty Office. Absent days are documented on the Attendance Card, with the student providing a signature for each absent day. The total absent days are documented on the permanent student record at the time of graduation. Each scheduled clinical and theory day consists of seven assigned hours.

The period of enrollment for the Fayette County Career & Technical Institute Practical Nursing Program is calculated on one calendar year. (EX: September to September; March to March)

The year’s enrollment is divided into three (3) LEVELS with four (4) months per LEVEL.

**ABSENT DAYS:**

<table>
<thead>
<tr>
<th>LEVEL</th>
<th>DAYS</th>
<th>September Classes:</th>
<th>March Classes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>2</td>
<td>September through December</td>
<td>March through June</td>
</tr>
<tr>
<td>II</td>
<td>1</td>
<td>January through April</td>
<td>July through October</td>
</tr>
<tr>
<td>III</td>
<td>1</td>
<td>May through August</td>
<td>November through February</td>
</tr>
</tbody>
</table>

_Probation status will be issued once absentee days exceed your current level of Instruction and may lead to termination from the Program._

An assignment will be given for each absentee day and will be submitted to the assigned Faculty member 24 hours after it is presented to the student. If the student exceeds the one day absentee in Levels II and III, a one day make-up in the Sim Lab will be permitted. The make-up will be scheduled by the LPN Director.

**EARLY DISMISSALS/LATE ARRIVALS:**

Students will be docked for one half day for Late Arrivals/Early Dismissals. Late Arrival/Early Dismissal forms are to be completed and signed by the student. Instructor signature is required. Completed Late Arrival/Early Dismissal forms are tabulated by the Director at the end of each month. Missed hours are placed on the back of the student’s Attendance Card. When missed hours total seven (7), a full day is placed on the front of the Attendance Card and adds into the total of allowable absences. Completed Late Arrival/Early Dismissal Forms are maintained in each student’s Academic file.

**THE FOLLOWING CONDITIONS FOR AN ABSENT DAY MUST BE MET:**

1. The student is to follow “Call Off Procedures”
2. A Medical Excuse from a medical doctor is required.
3. The Medical Excuse must be for the student only, no other person.
4. The Medical Excuse must have correct dates and signatures.
5. A Medical Excuse must be presented inorder to take a missed exam and receive full credit.
6. An absence of Three (3) consecutive days without notifying the Program Office or Instructor will result in Automatic Termination.
(Certain circumstances are exempt for absentee reasons: Court dates with documentation, One day funeral bereavement for immediate family, documentation required)

*The Fayette County Career & Technical Institute recognizes that extenuating circumstances may occur. Examples include, but are not limited to, Death in the family, emergency surgery, an acute illness or injury. Each incidence will be determined on a case by case basis by the LPN Director.*

**PROMPTNESS**

Promptness is essential in building individual character relative to Nursing. Students are required to report at the time scheduled for Theory and Clinical Instruction. Weekly class schedules are posted at the school and clinical sites.

- **Theory Instruction Hours:** 7:45 a.m. – 3:00 p.m.
- **Clinical Instruction Hours:** 6:45 a.m. – 1:45 p.m.

**CALL – OFF PROCEDURES**

If circumstances arise when a student is unable to attend or will be tardy for a scheduled Clinical or Theory day, the student MUST notify the appropriate Institution of their absence.

- **Theory** – Call the Fayette County Career & Technical Institute Practical Nursing Program by 0800 @ 724-437-2724.

- **Clinical** – Call the appropriate Institution by 0600. Ask for the Nursing Supervisor and report the absence. The Nursing Supervisor will inform the Clinical Instructor. Late arrival and Early dismissal for Clinical is **NOT** permitted.

  - Frick Hospital (724) 547-1500
  - Highlands Hospital (724) 628-1500
  - Monongalia General Hospital (724) 437-2724 (school)
  - Uniontown Hospital (724) 430-5000
  - Mt. Macrina Manor (724) 437-1400
  - Cherry Tree Nursing Center (724) 438-6000
  - LaFayette Manor (724) 430-4848
  - Golden Living Center (724) 439-5700

**Missed Assignments/Tests**

It is the student’s responsibility to consult Faculty concerning class assignments, tests, handouts, lectures, etc. missed due to absence. No reminder will be given by the faculty that a student is deficient in missed assignments. Assignments not submitted on time will result in penalty points.

If a student is absent for an exam or achievement test, it must be taken the day of the student’s return unless other arrangements are made with faculty. **Students may be given an alternate unit test at the discretion of the faculty. These arrangements must be made before the day of return.**
Nursing Code of Conduct

Nursing education at the Fayette County Career and Technical Institute is committed to preparing graduates for employment, socioeconomic mobility and social responsibility for well-being in society. A safe learning and teaching environment is needed and deserved by all. Politeness, respect, and decency are expected behavior. Faculty and students bear responsibility to conduct themselves in an ethical professional manner. Behavioral standards and ethical principles are necessary to ensure that graduates are qualified and ethical. Incidents of incivility will be addressed immediately in writing with point(s) assigned and counseling will occur. Further instances of uncivil student or faculty behavior may result in dismissal. The following are examples of uncivil behavior that will not be tolerated.

Uncivil Behavior

- Disrupting others by talking in class
- Making negative remarks/disrespectful comments toward faculty or peers
- Arriving late or leaving early from class or clinical
- Using cell phones/texting in class or clinical
- Sleeping/not paying attention
- Rudeness
- Negativity
- Wearing immodest attire
- Coming to class unprepared
- Challenging faculty during class
- Verbally discrediting faculty
- Complaining
- Turning in assignments late without proper notification
- Sending inappropriate emails to faculty
- Not keeping scheduled appointments
- Complaining about constructive feedback from faculty
- Making threats
- Publicly badmouthing faculty, including Facebook posts
- Any acts of unkindness, discourtesy, sabotage, disrespect, infighting, blaming others and criticism.
- Belittling gestures such as deliberate rolling of eyes, folding arms, staring into space when communication being attempted
- Body language designed to discomfort the other
- Verbal abuse including name calling, threatening, intimidating, dismissing, belittling, undermining, humorous ‘put downs’
- Gossiping (destructive, negative, nasty talk), talking behind one’s back, backbiting
- Sarcastic comments
- Tardiness/absences
- Foul language
- Fault finding (nitpicking) – different from those situations where professional and clinical development is required
- Ignoring another’s concerns
- Slurs and jokes based on race, ethnicity, religion, gender or sexual orientation
- Excluding another from activities and conversation
- Disinterest, discouragement and withholding support
Students will be disciplined when school and program policies and procedures are not followed. The type of disciplinary action to be taken will be determined by the faculty. Disciplinary actions shall be consistent with relevant provisions of the Student Handbook.

**Community/Volunteer Policy**

The Fayette County Career & Technical Institute Licensed Practical Nursing Program values community service; as a component of education and development.

Service projects provide opportunities for faculty, staff and students to demonstrate the professional values through value-based behavior, caring, respect for human dignity, integrity, social justice, ethical principles and cultural sensitivity.

Fayette County Career & Technical Institute students will be eligible to sponsor a Community Service Event/Volunteer activity approved by the Faculty and Director of Fayette County Career & Technical Institute Licensed Practical Nursing Program. The student is required to perform work for the activity independent of school time hours.

Each student will be allowed the maximum of 10 volunteer hours within the 1554 clock hour program.

A few examples of community service events for which students have volunteered:

- Spaghetti Dinner fund raiser for a fellow student on a medical leave
- Food Drive
- Foundation Walks
Automatic Termination

Violations mandating automatic termination

Pre Clinical Urine Drug Screening: If student has a positive result, the Clinical Agency’s Employee Policy will determine if student is permitted on Clinical site premises. If Policy states automatic termination of an employee; then student will be terminated and deemed could not meet clinical objectives.

1. Reporting to school or clinical sites under the influence of, or in possession of intoxicating beverages or controlled substances.

   **If it is apparent that a student’s behavior is inappropriate or if a student’s level of consciousness is impaired, the incident is to be reported to the Director at once. The student may be asked to contact a physician, immediately, for a drug and alcohol screening. The student will not be permitted to attend the Practical Nursing Program until results of a negative drug and alcohol screening have been received from the physician. If the student refuses to comply with Program Policy, Automatic Termination will result.**

2. Personal violence or unauthorized possession of weapons on hospital or school property.

3. Theft of property: School, Hospital, other Facilities, other students, visitors or patients.

4. Deliberate damage or destruction to School, Hospital, Facility or student property.

5. Falsification of School or Hospital records.

6. Any act deemed a violation of the Law.

7. If a student fails to attend scheduled classes or clinical for three (3) consecutive days without providing notification to the Program.

   **The above list of violations are not to be considered exclusive. Other conduct deemed inappropriate will be handled on a case-by-case basis**
Program Leave of Absence

When conditions meet the established criteria, a student may make a written request for a leave of absence. This leave is subject to approval by the Program Faculty.

Criteria for Leave of Absence:

1. **Personal Leave**
   a. When a student has a personal emergency or unusual situation, they may request a personal leave that should not exceed six months in length. Re-entry into the Program is contingent upon seat availability.
   b. The student’s request must be placed in writing to the Practical Nursing Director.
   d. Only one personal leave will be granted to each student.

2. **Medical Leave**
   a. When a student has any medical condition which limits the activities which are normally performed by a student or results in excessive absenteeism, a physician’s excuse will be necessary to support the students request for a leave.
   b. The students request must be placed in writing to the Practical Nursing Director.
   c. A medical leave should not exceed 6 months. Program Re-entry is contingent upon seating availability.
   d. A physicians “Permission to return to school” is required before the student can re-enter the Program. No “alternative” assignments are available for students who cannot function in patient care areas when returning to the program following an illness.

3. **Academic Leave**
   a. When a student is not progressing satisfactorily during any level the student may request a leave for not more than 6 months.
   b. If a plan for self study or remediation is proposed at the time of the request For an academic leave, the student must show evidence of completion of the plan prior to returning to the program.
   c. The students request must be place in writing.
   d. Only one academic leave will be granted to each student.
   e. The student will repeat the level in progress at the time the leave took effect.

**FORMATION APPLICABLE TO ALL THREE TYPES OF LEAVES**

1. No leave of absence will be granted to a student unless a written request is presented.
2. Students returning from LOA will not be charged any additional tuition costs. Other costs (example books, supplies) will be the responsibility of the returning student.
3. No leave of absence should exceed 6 months.
4. Total leave time plus program time should not exceed 18 months. Program re-entry is contingent upon seating availability.
5. The student on leave is responsible for requesting written re-admission to the program at least 6 weeks prior to the beginning of the Level into which the student will be re-entering. No consideration for advanced standing will be given without adherence to this time frame.
6. If the student withdraws from the program without a written request for a leave of absence and wishes to re-enter, they must reapply and follow existing admission protocol. No consideration for advanced standing will be given.

7. Any student who wishes to return to the program with advanced standing may be required to successfully pass an instructor created test covering the basic material contained within that Level or Levels. This test may only be taken once. If the re-entering student does not successfully pass this exam with an 83%, they will be required to repeat that entire Level or Levels. Advanced placement testing must be completed 30 days before the re-entry of the student into the program. The Faculty will review each request for re-admission with advanced standing on an individual basis. The re-entering student will be notified in writing of their need to complete on written test to be granted advanced standing. The exact date of re-admission will be determined by Faculty.

8. Any changes in student policy occurring during the student’s leave of absence become effective upon the students return.

9. Allowable absence for the returning student will be pro-rated.

**Program Resignation/Termination**

Any student who wishes to voluntarily resign from the Program must:

- **Schedule an appointment with the Director**
- **Submit their intentions in writing.**

The resignation will be in effect at the time the student last attended classes. Voluntary resignation from the Program does not prohibit the student from initiating application to the Program at a future date.

If a student fails to attend scheduled classes for three (3) consecutive days without providing notification to the Program, steps will be taken toward automatic Termination. Termination will be in effect at the time that the student last attended class. If a student is terminated from the Program, they will not be eligible to re-enter the Program at any future date.
Evaluation and Promotion

Evaluation and Promotion:
Promotion of students is a continuous process of which the entire faculty is responsible.

Academic Policies:
1. Students are evaluated in theory through written unit examinations and learning activities.
2. Students are graded to the following percentage/point scale.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Number Grade</th>
<th>Grade Point Average</th>
<th>Letter Grade</th>
<th>Number Grade</th>
<th>Grade Point Average</th>
<th>Letter Grade</th>
<th>Number Grade</th>
<th>Grade Point Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>100-99</td>
<td>4.0</td>
<td>A</td>
<td>98-97</td>
<td>3.8</td>
<td>A-</td>
<td>96-95</td>
<td>3.6</td>
</tr>
<tr>
<td>B+</td>
<td>94-93</td>
<td>3.5</td>
<td>B</td>
<td>92-91</td>
<td>3.3</td>
<td>B-</td>
<td>90-89</td>
<td>3.0</td>
</tr>
<tr>
<td>C+</td>
<td>88-87</td>
<td>2.7</td>
<td>C</td>
<td>86-85</td>
<td>2.5</td>
<td>C-</td>
<td>84-83</td>
<td>2.3</td>
</tr>
</tbody>
</table>

To assure promotion to graduation students must meet the following:
Students must have a “83%” course grade in each course. Satisfactory scores on achievement tests
Clinical performance evaluation must be at satisfactory level

Promotion and Dismissal:
1. Student must have an “83%” average in each course.
2. Conferences with the Instructor and/or Nursing Program Director may be held with any student with low theory grades, or clinical unsatisfactory performance or violation of policies. The student may be placed on probation and notified in writing regarding the reason and length of time.
3. Grades are computed at midterm and upon the completion of each level and reviewed with the student by Instructor and/or Director.
4. Grade reports are issued at the completion of each level of learning (I, II, III) during clinical evaluation conference held with the instructor.
5. Promotion is achieved by meeting the objectives of each course and satisfactory scores on achievement tests (ATI).
6. Re-Admission: Students withdrawing from the program because of academic failure may apply for re-admission according to the admission criteria/advanced placement policy.
7. Tabulation for grade point average is done for the purpose of ranking. Upon completion of the clinical courses, the student will receive a written evaluation from the Instructor.

A satisfactory clinical grade (S) must be maintained in each clinical course to remain in the program. Unsatisfactory performance in personal behavior and/or in the application of nursing skills will constitute dismissal from the program.

Student evaluation will be completed through the use of clinical evaluation tools. Evaluation will be based upon clinical objectives.

Clinical progress must meet requirements each semester in order to pass the course and continue in the program.
Re-Admission Policy

Any student withdrawing from the program because of academic failure may apply for re-admission according to the admission criteria and the following:

**Step 1:** The student must submit a letter requesting a return. The letter must state a plan for success. Once reviewed, the student may be scheduled to meet with the faculty to discuss their readiness to return. If approved proceed

**Step 2:** Student must obtain a satisfactory letter of recommendation from the Nursing Program faculty members whom taught the courses that the student needs to repeat.

**Step 3:** The applicant must achieve a minimum of a Level I score on standardized comprehensive examinations for the courses completed at Fayette CTI for Level I courses to be readmitted. Opportunity will be given to achieve Level I for a student to be readmitted. Maximum of two attempts. The Student will begin at the start of the next course date.

**Step 4:** Student has met all the requirements for admission including physical exam, immunizations, drug testing, clearances, and current CPR with cost incurred by student. Repeating students will abide by the policies in the CURRENT handbook of the class in which they have reentered.

**Readmission for Level 2 and Level 3 courses:** The applicant must achieve a minimal of a Level 2 score on standardized comprehensive examinations for all courses completed at Fayette CTI PN Program. Opportunity will be given to achieve Level II for a student to be readmitted. Maximum of two attempts. The student will begin at the start of the next course date.

Proof of a satisfactory clinical grade (S) must be maintained in each clinical course level to be readmitted.

If the student fails a second course during the program, they will not be eligible to repeat the second failed course. A second course failure will result in dismissal from the program. “Dismissal” for any reason renders the student ineligible to return to the program.

The cost of the standardized comprehensive exams will be presented at the time of the interview with the PN Director and the applicant will be supplied with content review modules and practice tests.

The ultimate decision for re-admission will be made by the Nursing Program Director/and Admission Committee and is contingent upon student qualifications and availability of seats in the program.

Policy Adopted: August, 2016
GRADUATION REQUIREMENTS

Graduation from the Fayette County Career & Technical Institute’s Practical Nursing Program depends upon the student meeting the following requirements:

- Passing grade in clinical component
- A minimum of 83% in all Level III Theory Courses
- ATI Final Comprehensive Examination
- Kaplan PN Readiness Exam (must achieve a 60% or above)
- Complete restitution of any outstanding program financial obligations

If any or all of the four above requirements are not met, the student will not be considered to have successfully completed the Practical Nursing Program.

*Graduate will not be cleared to sit for their NCLEX-PN until a 90% probability of passing is met on the ATI Final Comprehensive Exam.*

Honor Society Policy

The staff of the Fayette County Career & Technical Institute’s Practical Nursing Program recognizes students for the outstanding academic accomplishments. Students are presented with honor cords to be worn as part of their graduation uniform and announced as graduating with honors.

To receive such recognition, the following criteria must be met:

- Hold at least a 90% GPA in each individual course
- Hold a 95% or higher GPA overall for entire Program
- Achieve a 70.7 (90%) on ATI Comprehensive exam first attempt
- Achieve a 60% or above on the Kaplan PN Readiness exam first attempt
- Not miss more than 28 scheduled Program hours (only 14 hours will be calculated make-up)
- Proof of 10 hours of Community service

*The same criteria is followed to be the recognized recipient and receive the honor of Class Valedictorian or Class Salutatorian.*

(Extenuating circumstance may factor in for hospitalization, surgery, death of immediate family member and will be at the discretion of the PN Director.)

Graduation Exercises

Planning of Graduation Exercises will be under the discretion of the Fayette County CTI PN Administration and Faculty.
SECTION III

Practical Nursing Clinical Information
Clinical Learning Outcomes

Course related Clinical Learning Outcomes

LEVEL I Basic Nursing

Upon completion of the Clinical experience of the Course, the Practical Nursing Student will be able to:

1. Maintain a safe, comfortable environment for each assigned client. (SLO #1,3)
2. Employ medical asepsis in order minimize the transmission of disease. (SLO #3)
3. Utilize the principles of body mechanics when performing all activities in the clinical settings. (SLO #2)
4. Provide nursing measures that prevent musculoskeletal deformities in a client with limited mobility. (SLO #1)
5. Meet the patients’ individualized hygiene and comfort needs. (SLO #1)
6. Record information gathered that assesses a client’s fluid balance. (SLO #4)
7. Provide measures that promote normal elimination patterns. (SLO #1,3)
8. Institute measures that promote the integrity of the client’s tissue. (SLO #2,3)
9. Assess the client’s physiological status by obtaining the vital signs with 100% accuracy. (SLO #3)
10. Demonstrate the safe use of various therapies that promote adequate respirations. (SLO #3)
11. Contribute to the client’s medical record by following established rules of documentation. (SLO #4,5)

Course related Clinical Learning Outcomes

LEVEL I Nutrition

Upon completion of the Clinical experience of the Course, the Practical Nursing Student will be able to:

1. Modify oral feeding techniques to meet the individual’s nutritional needs. (SLO #1)
2. Demonstrate a basic knowledge of therapeutic diets when assisting client with menu selections. (SLO #3)
3. Provide maintenance care for clients who receive nutritional support via enterable feedings. (SLO #3)
4. Alter the client’s meal plan when a diagnostic procedure is planned. (SLO #3)
5. Share vital information about the client’s nutritional intake with other health team members. (SLO #4,6)
6. Alleviate barriers that prompt clients to curtail their nutritional intake. (SLO #1)
7. Provide education to clients and significant others about food sources consistent with the diet prescribed by the Physician. (SLO #1,4)

Course related Clinical Learning Outcomes

LEVEL I PVR I

Upon completion of the Clinical experience of the Course, the Practical Nursing Student will be able to:
1. Establish a therapeutic relationship with the patient by utilizing patient centered communication. (SLO #1,4)
2. Recognize his or her limitations by seeking supervision from health team members. (SLO #6)
3. Utilize time effectively by seeking out new learning experiences. (SLO #5)
4. Demonstrate accountability for assigned clients by adhering to the Patient Bill of Rights. (SLO #5,6)
5. Exhibit behavior consistent with Professional Code or Ethics while functioning in the health care setting. (SLO #5)
6. Share relevant information in a daily “at-end-shift” report. (SLO #4)
7. Contribute in-group discussions held at daily post-conferences. (SLO #4,6)
8. Attend designated in-service programs providing by the participating facility. (SLO #4,6)
9. Complete assignments by acting as co-operative health team members. (SLO #4,6)

Course related Clinical Learning Outcomes

**LEVEL I Pharmacology**

**Upon completion of the Clinical experience of the Course, the Practical Nursing Student will be able to:**

1. Demonstrate the ability to accurately interpret medication orders. (SLO #3,5)
2. Compute medication dosages using the metric system with 100% accuracy. (SLO #3)
3. Record on the Medication Administration Record in accordance with standard operating policy. (SLO #2,3,4,5)
4. Adhere to the Six Rights of Medication Administration. (SLO #3)
5. Provide nursing care consistent with implications relevant to medication administration. (SLO #2)
6. Demonstration of knowledge of drugs previous to client medication administration. (SLO #2,3)
7. Calculate Intravenous flow rates for main volume gravity flow administration set up with 100% accuracy. (SLO #3)
8. Provide maintenance care for clients receiving intravenous therapy. (SLO #5)

Course related Clinical Learning Outcomes

**LEVEL II Medical/Surgical Nursing I**

**Upon completion of the Clinical experience of the Course, the Practical Nursing Student will be able to:**

1. Demonstrate a physical exam on a geriatric client utilizing a cephalo-caudal approach. (SLO #1,5)
2. Assist Staff at a community based geriatric group with daily activities. (SLO #6)
3. Prepare a patient physically who is scheduled for an invasive procedure. (SLO #5)
4. Care for an adult client who has recently undergone surgery. (SLO #5)
5. Manipulate the environment to protect a client with isolation or reverse isolation condition. (SLO #2,3)
6. Provide non-pharmaceutical methods of pain relief to a terminally ill client. (SLO #1)
7. Submit a written worksheet summarizing emergency care after an observational experience in a hospital’s emergency room. (SLO #5)
8. Demonstrate venipuncture using an over the needle catheter on a simulated arm. (SLO #3)
9. Obtain CPR certification by following criteria set by the American Heart Association. (SLO #5)

Course related Clinical Learning Outcomes

**LEVEL II  Maternal Child Health**

Upon completion of the Clinical experience of the Course, the Practical Nursing Student will be able to:

1. Assist in the physical preparation of a mother recently admitted to the Labor Unit. (SLO #5)
2. Assist the professional nurse in the evaluation of the progress of labor utilizing various assessment techniques. (SLO #5)
3. Meet the basic physical needs of a mother as she progresses through the four stages of labor. (SLO #1)
4. Act as a coach and support person for the laboring family as they perform learned prepared childbirth techniques. (SLO #4)
5. Employ safety standards when providing hygienic care to a newborn in the nursery setting. (SLO #3)
6. Offer guidance to a new mother that promotes safe infant care skills. (SLO #2,3)
7. Complete a study module that identifies common physical characteristics of the normal newborn. (SLO #5)
8. Modify communication skills to accommodate interaction in children of various developmental levels. (SLO #1,4)
9. Provide age-appropriate toys that enhance therapeutic play. (SLO #1)
10. Display nursing actions that decrease the impact of hospitalization on children of various age levels. (SLO #6)
11. Complete a study module pertaining to the growth and developmental milestones of the Pediatric Patient. (SLO #5)

Course related Clinical Learning Outcomes

**LEVEL III  Medical/Surgical Nursing II**

Upon completion of the Clinical experience of the Course, the Practical Nursing Student will be able to:

1. Implement informal educational sessions regarding lifestyle changes that promote well-being. (SLO #4)
2. Interpret laboratory data to enhance supportive nursing care for various disease processes. (SLO #2,5)
3. Explain diagnostic test and procedures to the client and significant. (SLO #4)
4. Enter a written thorough account of observations, assessments, administered therapies and patient outcomes into the medical record. (SLO #4,5)
5. Submit a roster of medication that correlate with the assigned client’s disease process. (SLO #5)
6. Demonstrate self-direction of organizational skills by completing the responsibilities of nursing care for increased patient assignment. (SLO #5,6)
Retention for Substandard Clinical Performance

The Practical Nursing Program recognizes that the successful attainment of clinical skills results from a gradual learning process. Seventy-five percent of the clinical objectives must be mastered for each class, as evidenced by the clinical evaluation tool. For students falling below the seventy-five percent mastery level, the following criteria must be met for the student to remain in the Practical Nursing Program.

**SUBSTANDARD CLINICAL PERFORMANCE:**

1. The student must submit a plan of action for improved clinical performance to the instructor to be attached to the student’s counseling statement.
2. For skills not mastered, the student must submit a procedural guideline with corresponding scientific principles to the instructor.
3. In a lab setting, the student must perform with 100% accuracy, demonstration for each skill not mastered.
4. The student must submit a self-evaluation paper outlining weaknesses that have contributed to substandard clinical performance. The self-evaluation paper must be a minimum of one full page.
5. The above criteria must be met within a two week time frame, after notification of substandard clinical performance.

Student Health Insurance

Prior to admission to the Practical Nursing Program students will be required to secure health insurance or hospitalization coverage. This assures that all obligations will be met should an instance arise requiring medical attention. Emergency care will only be rendered at the school and hospital in the event of sudden illness or accident. Costs for professional services rendered are the responsibility of the student. Any injury during class/clinical time, regardless of degree, must be reported to the Director or Instructor at the time of the illness or accident and an incident report must be completed. The Program Director will retain a copy of this form. Should an illness or injury require the use of an ambulance or other emergency vehicle for transportation to a hospital, the cost for such transportation shall be the responsibility of the injured or ill Practical Nursing student. Those who feel they cannot secure health care coverage from a health care coverage provider are encouraged to contact the Department of Public Welfare. Should the student choose to refuse Health Insurance Coverage, they may sign a waiver indicating this refusal as provided by the school.

**HBV Immunization**  (Hepatitis Immunization)

Hepatitis B Vaccine is included under Federal Regulations on Blood-Borne Pathogens. The current OSHA standard protects all workers who may reasonably anticipate being occupational exposed to blood or other potentially infectious materials. It is the policy of the Fayette County Career and Technical Institute’s Nursing Program that no student will be admitted into the Practical Nursing Program without documentation of completed Hepatitis B Immunization, in progress, or appropriate declination waiver form. A completed Physical Form and Immunization Record Form, including the Hepatitis Vaccine protocol or declination waiver form must be a part of the applicant’s file before determination of admission will be made. The Hepatitis B Vaccination or the declination waiver form must be documented and signed by a Licensed Physician. Costs incurred to complete the Hepatitis B Immunization requirement are the sole responsibility of the entering student.
Cell Phone Usage at Clinical Sites

When wireless phones are on they receive and also send out Radio Frequency (RF) Signals. Certain electronic equipment may not be shielded against the RF Signals from your wireless phone. Hospitals and Health Care Facilities may use equipment that could be sensitive to external RF energy. Prosthetic devices such as pacemakers, defibrillators and Hearing Aids can also be affected. Sparks from a wireless phone can also lead to injury in potentially explosive atmospheres.

Cellular phone usage in the School or Health Care Facilities can be potentially dangerous, distracting and non-productive.

Wireless phones are to remain in the “OFF” position during school/clinical hours. Wireless phone usage is acceptable during scheduled breaks and lunch.

Non-adherence to the safety guidelines concerning the use of wireless phones will result in written counseling that will become a part of the Student’s Permanent Record. Repeated incidents will place the offending Student on Probationary Status.

Satisfactory Progress

The Academic Year is divided into two grade levels:

Academic Year I: The student must complete a minimum 900 hours.

Academic Year II: Remaining 654 hours.

Each Student is evaluated in both the theory and clinical components at the end of each Level. The Practical Nursing Student is promoted to the next Level if the following have been met:

1. Level Outcomes have been achieved
2. Satisfactory completion of clinical component
3. Maintain satisfactory academic theory grades
4. Demonstrate aptitude for Nursing
5. Adhere to school standards

Academic progress, in the theory component, is determined by the following the LPN Grading Scale. The minimum passing grade in the theory component is 83%. Any student achieving less than 83% at the end of a theory course has not achieved the course objectives, will not be given credit for the course, and will not progress to the next level.

Students are continually evaluated during each theoretical course by test, quizzes, projects, lab demonstration, and instructor assignments. Students may request their course grade average, to date, from their instructor. If the student does not request their grade average, it is assumed that the individual student is aware of their status. Students received documentation of their final grade in each course.

Any student whose grade falls below an 83% in a theory course will be counseled by the instructor. Written documentation of any counseling session will become a part of the student’s academic file. The student has the remainder of the course to achieve the required 83%. If the student does not achieve the required 83% upon completion of the course, they will be terminated from the Program and will be ineligible for Financial Aid.
The evaluation for Clinical Practicum is as follows:

S – Satisfactory       NI – Needs Improvement       U – Unsatisfactory

In the clinical setting, the Practical Nursing Student is required to maintain satisfactory progress in each clinical component during each level of instruction. Anecdotal notes, clinical evaluation tools and clinical objectives are all considered in the clinical evaluation of a student. Considered in the clinical performance evaluation is the student’s ability to:

- Apply the nursing process in planning and providing patient care
- Explain basic pathophysiology and rationale for nursing care
- Provide safe, competent nursing care
- Follow school and agency policies during clinical affiliations
- Demonstrate self-directed and professional behaviors that are within the role of the Student Practical Nurse

**Financial Aid Eligibility**

Probationary status does not affect the student’s eligibility to receive financial aid. Students who are placed on Probationary status will remain in that status until Graduation.
SECTION IV

Financial Aid Policies and Procedures
FINANCIAL ASSISTANCE

Financial Aid assistance is available for qualified applicants and students enrolled in the Practical Nursing Program. Financial need is determined by the difference between the cost of the program and the amount of money the student or family can be expected to provide based upon a formula established by the U.S. Congress.

The U.S. Department of Education offers Pell Grants and Loans to eligible students who are enrolled or are planning to enroll.

The United States Department of Education offers loan aid to eligible students who are enrolled. Each student who wishes to participate in either the Pell Grant or Direct Loan Program will be required to complete the FAFSA. The Program Director will provide this form to interested students. Verification of income in the form of income Tax records, Social Security or other benefit summaries will be required before student aid can be computed. Applications for alternative educational loans can be obtained from local banks.

The school also participates with the Workforce Investment Board-Career Link, TRA, TAA, Veterans’ Administration, and Bureau of Vocational-Rehabilitation to supply financial and educational aid for students. Eligible applicants should apply to these organizations for assistance. The Practical Nursing Program also participates in the PHEAA Nursing Education Foundation Grant Program. This program is funded on an annual basis.

TUITION POLICY

Current Tuition Cost for the Program is $7,900.00. Tuition must be paid in at least twelve monthly installments of $658.33 each. If paid monthly, tuition is due no later than the fifteenth of each month. During the month of July when the program may be closed for the summer break, tuition should be mailed to the program by July, fifteenth. Students are considered as enrolled even though the Program takes a summer recess. Any student delinquent in tuition payment for two consecutive months will not progress to the next Program level.
RETURN OF TITLE IV REFUND POLICY

The Federal Return of Title IV funds formula (R2T4) dictates the amount of Federal Title IV aid that must be returned to the federal government by the school and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws at any point during the payment period.

If a student did not start or begin attendance at the school, the R2T4 formula does not apply.

Official Withdrawal Process: If a student wishes to withdraw from school, they must notify the Director of the school. The notification may be in writing or orally. The date the notification is received is the date of determination. The Director must begin the withdrawal process.

For unofficial withdrawals a student’s withdrawal date at a school that is required to take attendance is their last day of physical attendance. Their date of determination is 14 days after they cease attendance.

The federal formula requires a Return of Title IV calculation if the student received or could have received (based on eligibility criteria) federal financial assistance in the form of Pell Grants, Direct Loans or Direct PLUS Loans, FSEOG, TEACH, and Iraq Afghanistan Service Grants (IASG) during the payment period. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before the 60% point of time. After the 60% point of the payment period (or period of enrollment depending on what your school uses) the student is considered to have earned 100% of the aid for the period. The percentage that has not been earned is calculated by subtracting the percentage of Title IV aid earned from 100%.

The percentage of the payment period completed is calculated by the hours completed in the payment period as of the withdrawal date divided by the scheduled hours in the payment period.

The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date.

If a student receives less Title IV funds than the amount earned, the school will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal which is called a post-withdrawal disbursement. Post-withdrawal disbursements will be made from Pell Grant funds first, if the student is eligible. If there are current educational costs still due the school at the time of withdrawal, a Pell Grant post-withdrawal disbursement will be credited to the student’s account. Any remaining Pell funds must be released to the student without the student having to take any action. The funds must be released as soon as possible but no more than 45 days after the date of determination. Any federal loan program funds due in a post-withdrawal disbursement must be offered to the student and the school must receive the student’s authorization before crediting their account.

If a credit balance still exists on the student’s account after the R2T4 and institutional refund calculations are done, that credit balance must be used to pay any grant overpayment that exists based on the current withdrawal within 14 days from the date that the R2T4 calculation was performed. The overpayment must be eliminated prior to offering a credit balance to a student.
The following Title IV return distribution is used for all FSA students.

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Federal Perkins Loan
4. Direct PLUS Loan (Graduate Student)
5. Direct PLUS Loan (Parent)
6. Federal Pell Grant
7. FSEOG
8. Teach Grant
9. Iraq Afghanistan Service Grant

Returns must be made as soon as possible to the federal programs but no later than 45 days after the date of determination.

The law requires that a student is responsible for all unearned Title IV program assistance that the school is not required to return. This is determined by subtracting the amount returned by the school from the total amount of unearned Title IV funds to be returned.

INSTITUTIONAL REFUND POLICY

If a student withdraws from the Fayette County Career and Technical Institute Practical Nursing Program he/she will be reviewed for a refund of tuition paid in excess.

Students withdrawing from the program prior to the start of the program will receive a full refund of all payments received except for non-refundable fees and costs. The $200 Registration Fee is non-refundable and is due before the start of classes.

Student fees and costs for expendable items are non-refundable.

Official withdrawal must be made in writing, signed by the student, and submitted to the Director. Non-attendance, notification to an instructor or phone calls to the Program office do not constitute an official withdrawal. For unofficial withdrawals, a student’s withdrawal date will be determined by their last day of physical attendance.

A student’s refund is based on the date of the student’s last recorded day of attendance.

Year 1, based on 900 hours of attendance
Year 2, based on 1554 hours of attendance (remaining 654 hours)

If a student enrolls and withdraws or discontinues after the term has begun but prior to completion of the term, the following scale and refunds apply:

- For a student withdrawing from or discontinuing the program during the first 7 calendar days of the term, the tuition charges refunded by the school shall be 75% of the tuition for the term,
• For a student withdrawing from or discontinuing the program after the first 7 calendar days, but within the first 25% of the term, the tuition charges refunded by the school shall be 55% of the tuition for the term.

• For a student withdrawing from or discontinuing the program after 25% but within 50% of the term, the tuition charges refunded by the school shall be 30% of the tuition for the term.

• For a student withdrawing from or discontinuing the program after 50% of the term, the student is entitled to no refund.

• Students receiving Title IV funds will receive a refund as per federal Title IV refund regulation. After that refund has been calculated, the student is responsible for paying the remainder of the tuition due to the FCCTI Practical Nursing Program.

FINANCIAL AID ELIGIBILITY

To be eligible to receive Federal Financial Aid through the Fayette County Career & Technical Institute’s Practical Nursing Program, the student must:

- have filed for free application for Federal Student Aid
- be enrolled in an approved course of study
- have a high school diploma or G.E.D. certificate
- be a U.S. citizen or eligible non-citizen
- make satisfactory academic progress
- register with the Selective Service if required
- not to be default on a Title IV Loan
- not owe a refund on a Title IV Grant

FINANCIAL AID POLICY

It is the Policy of the Fayette County Career & Technical Institute Practical Nursing Program to provide Financial Aid information to all applicants.

FINANCIAL AID INFORMATION

1. Federal Financial Aid Program Available –Title IV Funds: Pell Grant, Subsidized and Un-Subsidized Federal Direct and Plus Loans
2. There are no Institutional Aid Programs available at this time
3. Private aid programs may be available through your employer. These aid programs are the responsibility of the student.
4. If the student meets the admission requirements of the Program and needs financial assistance, an application for Federal Student Aid will be given to the student. Eligibility is determined by Congressional Methodology and the Student Aid Report (SAR).
5. Each student is counseled regarding rights and responsibilities. Students receiving financial aid must complete both the on-line entrance and exit counseling sessions.
6. Title IV funds are disbursed to the school up to a maximum of 4 payments. These funds are first applied to tuition, school costs, textbooks, fees, supplies, etc. It is the policy of Fayette County Career & Technical Institute that all loans will be transferred to the schools account before any refunds will be made. If a refund is due a refund check will be prepared by the Business office, transferred to the Practical Nursing Program and disbursed to the student within 5 days. Cost of Education is to be paid first, before any money is refunded to the student for educational expenses.

7. Any excess funds are normally disbursed to the student to be used for educational expenses while attending school. However, the school can hold excess funds with the student’s written authorization for future educational expenses incurred within the award year. Students must complete the authorization section on the “Disbursement Form.” The student may rescind this authorization, in writing, at any time.

8. Repayment terms and repayment schedules for student loans are made available.

9. The Student may request to cancel all or a portion of a student loan check by indicating their desire in writing on the Loan Disbursement Form.

10. The criteria for determining satisfactory progress is contained in the Student Handbook. A Student Handbook is given to each student on orientation day.

VERIFICATION AND YOU

What is Verification:
Verification is a process, mandated by the federal government and used by the Financial Aid Office to check the accuracy of the information that a student has provided when applying for financial aid. The information on the FAFSA will be compared with the information on the U.S. Federal Income Tax return as well as other documents.

Verification requires students (and their parent(s), if dependent) to either use the DRT (Data Retrieval Tool) on the FAFSA website or provide signed tax return transcripts obtained from the IRS, W2’s, and all forms and/or schedules required. In addition, the student must complete a verification Worksheet, provided by the Financial Aid Office. Other specific information, if necessary, will also be requested. Information requests will be handled by The Missing Documentation Checklist. The Checklist will be sent to students who have been selected for Verification. Students are requested to respond as quickly as possible.

How will Verification affect my financial aid award and billing?

At the Fayette County Career & Technical Institute Practical Nursing Program, all students who are selected by the federal government must undergo Verification. In addition, the Financial Aid Director may select a student if the information provided on the FAFSA appears to be inconsistent.

Your financial aid award will be held until the required paperwork is completed. Once verification has been completed, any conflicting or inaccurate information will be corrected. Necessary corrections to your information will be handled electronically by the Financial Aid Consultant. If these corrections result in the decrease or increase in any aid type, you will be notified of the changes via a Financial Aid Award letter.
If verifications results in the elimination of any financial aid award, students are expected to make payments on their account.

If the School has reason to believe that the information on the FAFSA is incorrect and the School has made a determined, but unsuccessful effort to resolve the problem with you, the School will deny payment of financial aid to your account until the Verification process is complete.

If the School believes that fraudulent information has been provided, the student will be notified immediately. Cases of suspected fraud will be referred to the Regional Office of the Inspector general, the HOTLINE of the U.S. Department of Education Inspector General, or the appropriate state and local law enforcement agencies.

**Verification Process**

The Fayette County Career & Technical Institute Practical Nursing Program is required to participate in verification procedures as governed by the Higher Education Act of 1965, as amended and subpart E of 34 CFR part 668 “Verification of Student Aid Applicant Information Regulations”.

**The following are required verification items:**

1. Household size
2. Number enrolled in Post-Secondary Education
3. Adjusted gross income
5. Untaxed Income and Benefits
   a. Social Security Benefits
   b. Child Support
   c. Untaxed payments to IRA/Keogh Plans
   a. Foreign Income Exclusion
   b. Earned Income Credit
   c. Income on tax free bonds
   d. Other untaxed income from the U.S. tax return
   h. SNAP Benefits

**Students selected for the verification process will be required to submit the following:**

a. IRS Tax Transcripts
b. Social Security or other benefit summaries
c. Verification Worksheet
d. Enrollment worksheet for additional family member attending a Post-secondary Institution.

**The verification procedure must be completed and accurate before any Title IV funds will be disbursed. The following forms are used to complete verification:**

1. Verification Worksheet (Dependent)
2. Verification Worksheet (Independent)
3. Income Worksheet
4. Estimated income for Special circumstance Case*
Borrower Rights

THE BORROWER HAS A RIGHT TO:

1. Written information on loan obligations, including loan consolidation and refinancing and information on borrower rights and responsibilities:
2. A copy of the promissory note and return of the note when the loan is paid in full:
3. Before repayment, information on interest rates, fees the balance owed on loans and a loan repayment schedule: via Exit Counseling
4. Notification, if the borrower is in the grace period or in repayment, no later than 45 days after a lender assigns, sells or transfers his or her Direct or Federal PLUS loan to another lender, if the result is a change in the Party (New Holder or service of the loan) to whom payments must be sent. The borrower must be provided the following information:
   - The identity of the purchasing lender and the name and address of the new lender or servicer
   - Notice of the loan assignment and the telephone number of both the purchasing and selling lenders and services;
5. Federal interest benefits, if qualified;
6. A grace period, if applicable and an explanation of what that means;
7. Repayment of the loan without penalty;
8. Deferment, if the borrower qualifies; and
9. Request forbearance (but the lender may not grant it.)

Equal Opportunity Employer

Borrower Responsibility

The Borrower is required to:

1. Repay the loan according to the repayment schedule and notify the lender of anything that affects ability to repay, or eligibility for deferment or cancellation;
2. Notify the lender if he or she graduates, withdraws from school, drops below half-time status, transfers to another school, or changes name, address, or Social Security Name;
3. Notify the lender if he or she fails to enroll for the period covered by the loan;
4. Notify the school of a change of address and
5. Complete on-line entrance and exit counseling sessions @ www.studentloans.gov
Fayette County Career & Technical Institute
Licensed Practical Nursing Program
Student Lending Code of Conduct

Fayette County Career & Technical Institute’s Practical Nursing Program is committed to providing students and their families with the best information and processing alternatives available regarding student borrowing. In support of this and in an effort to rule out any perceived or actual conflict of interest between Fayette County Career & Technical Institute Practical Nursing Program officers, employees or agents and education loan lenders, Fayette County Career & Technical Institute Practical Nursing Program has adopted the following:

- The Fayette County Career & Technical Institute Practical Nursing Program does not participate in any revenue-sharing arrangements with any lender.

- The Fayette County Career & Technical Institute Practical Nursing Program does not permit any officer, employee or agent of the school who is employed in the financial aid office or is otherwise involved in the administration of education loans to accept any gifts of greater than a nominal value from any lender, guarantor or servicer.

- The Fayette County Career & Technical Institute Practical Nursing Program does not permit any officer, employee or agent of the school who is employed in the financial aid office or is otherwise involved in the administration of education loans to accept any fee, payment or other financial benefit (including a stock purchase option) from a lender or affiliate of a lender as compensation for any type of consulting arrangement or contract to provide services to a lender or on behalf of a lender relating to education loans.

- The Fayette County Career & Technical Institute Practical Nursing Program does not permit any officer, employee or agent of the school who is employed in the financial aid office or is otherwise involved in the administration of education loans to accept any thing of value from a lender, guarantor, or group of lenders and/or guarantors in exchange for service on an advisory board, commission or other group established by such a lender, guarantor group of lenders and/or guarantors. The Fayette County Career & Technical Institute Practical Nursing Program does allow for the reasonable reimbursement of expenses associated with participation in such boards, commissions or groups by lenders, guarantors, or groups of lenders and/or guarantors.

- The Fayette County Career & Technical Institute Practical Nursing Program does not assign a lender to any first-time borrower through financial aid packaging or any other means.

Title IV Disbursement Time Frames

The Fayette County Career & Technical Institute School Practical Nursing Program will schedule four (4) disbursements that coincide with the Program’s two separate academic years.

**Academic Year I:** (900 hours)
- At the beginning of the Program: 30 days for first time borrowers
- Following completion of the 450th hour: Midpoint of Academic Year I enrollment

**Academic Year II:** (654 hours)
- At the beginning of Academic Year II
- Following completion of the 1227th hour: Midpoint of Academic Year II enrollment
Pell Grant Disbursement Procedures

The Fayette County Career & Technical Institute utilizes the following procedures when dealing with PELL Grant Awards:

1. Once a student’s eligibility is determined and verification procedures are complete, the Schools’ Financial Management System will process all PELL disbursements in accordance with Title IV Regulations.

2. The Director will transfer the PELL funds from the PELL Grant Account into the Fayette County Career & Technical Institute’s General Fund. The Director will prepare a Funds Transfer Notification Form and supporting Student documentation to be forwarded to the Business Office immediately upon the transfer of funds. A copy of the Funds Transfer Notification and supporting documentation is also retained in the Director’s Office.

3. Individual recipients of PELL Grant Awards meet with the Director and complete the PELL Grant Funds Disbursement Form. Signature of the Director and recipient are required. The form is to be dated when the recipient signs the form. Copies are retained in the recipient’s financial aid file.

4. The School Financial Management System will credit the student’s account when funds are received. The Practical Nursing Secretary will post refunds and issue refund checks. Recipients will receive a copy of updated account cards showing the PELL disbursement. Copies are retained in the recipient’s financial aid file.

5. Refunds of PELL awards, if any, will be issued via check by the Fayette County Career & Technical Institute’s Business Office. The refund check is made payable to the individual recipient and issued by the Fayette County Career & Technical Institute’s Business Office within five days.

6. Refund checks will be delivered by an individual from the Business Office to the Practical Nursing Department for distribution within five days, to the award recipients. A copy of this document will be placed in the recipient’s financial aid file. The Fayette County Career & Technical Institute’s Business Office retains a copy of the refund check and supporting documentation.

7. Students may elect to apply refund to future tuition and academic costs/fees. A written notice is required. The student has the right to rescind in writing if they choose.

Federal Direct Loan Disbursement Procedures

1. The Disbursement Roster is generated by the Financial Management System. The recipient’s Satisfactory Progress is re-assessed, and completion of the individual Loan Disbursement Form is initiated by the Director.

2. Loan recipients are counseled by the Program Director concerning current Loan Disbursement, account balances, and options for the loan proceeds.

3. Loan recipients choose their desired option for the loan proceeds, sign and date the Loan Disbursement Form.

4. Loan proceeds are transferred to the Direct Federal Loan Account. Thereafter funds are transferred to the Fayette County Career & Technical Institute’s General Fund within three (3) business days.

5. Refund checks are prepared by an individual from the Business Office and delivered to the Practical Nursing Department for distribution to the recipients. A copy of the refund check
will be placed in the Student’s financial aid file, which is maintained in the Director’s Office. The Business Office also retains a copy of the refund check.

6. Loan proceeds are applied to individual Student accounts, refunded to the Student, applied to future costs, or cancelled by the Student within five (5) business days.

7. Students receive a copy of their Financial Statement maintained in FMI reflecting the application of loan proceeds to their account.

**Responsibilities of Adult Learners**

1. Be aware of the rules and policies of your school and the Practical Nursing Program and abide by them.

2. Follow channels of communication both at school and in the clinical area when problems do develop. The rule of thumb is, go to the source.

3. Be prepared in advance for classes and clinical experiences. You expect teachers to be prepared, and they expect the same of you. When you are unprepared for classes, you waste the time of the instructor and your peers. When you are unprepared for clinical experiences, you are violating an important safety factor in patient care.

4. Prepare your own assignments. But utilize your peers and the experiences and knowledge they have and learn from each other.

5. Seek out learning experiences at school and in the clinical area. Set your goals higher than the minimum.

6. Assume responsibility for your own thoughts, communication, and behavior. Do not give in to pressure from your peers.

7. Be present and on time for classes and clinical experiences. Follow school program policies for reporting absences. Getting into this habit will prepare you to be a favored employee.

8. Enter into discussion when asked to do so in class.

9. Treat those with whom you come into daily contact with respect, always mindful of their rights as an individual.

10. Seek out your instructor when you are having difficulties in class or in the clinical area. Many times instructors can tell when students are having problems, but more important are the times they cannot tell, and only you know a problem exists. Do not be afraid to approach your instructors; they are there to help you.

**Program Leave of Absence Re-Entry**

A Student who re-enters within 180 days is treated as if he or she did not cease attendance for purposes of determining the student’s aid awards for the period.

A Student who re-enters a program that measures progress in clock hours within 180 days of his or her withdrawal is immediately eligible to receive all Title IV funds that were returned when the Student ceased attendance. Upon the Student’s return, the school must restore the types and amount of aid that the student was eligible for before the student ceased attendance, and schedule the appropriate disbursements.
Actions to be taken by the school include:

Re-disbursing aid that had been disbursed and then returned under the return of Title IV provisions.

Disbursing aid the Student was otherwise eligible for that had not yet been disbursed at the time the student withdrew.

Canceling any overpayments assessed the Student as a result of the prior withdrawal.

Costs upon re-entry would be the costs associated with the original period before the student withdrew, that is, a re-entry within 180 days must reflect the original educational costs in the payment period from which the student withdrew.

Note: For a Student who completed more than 60% of his or her training before ceasing attendance, the school would not have returned any Title IV aid. If that Student were to re-enter within 180 days, because the Student received 100% of his or her aid for the period, the Student would not be eligible to receive additional Title IV aid until he or she completed the hours in that payment period.

Re-entry after 180 days:

If a Student re-enters the same program at the same institution more than 180 days after withdrawal, the Student starts a new payment period when he or she re-enters. In calculating awards for a student who re-enters to the same program after 180 days, the institution treats the remainder of the Program as if they are the student’s entire Program. The number of payment periods and the length of each payment period are determined by applying the rules in the appropriate part of the definition of a payment period or academic year.

Financial Obligation

Payment for tuition and program fees must be paid in full on or before the semester tuition due date published in the academic calendar. Financial aid that is pending to be received on the student’s behalf will be applied to the student’s tuition account balance. Any financial aid that is expected but not pending by the tuition due date, may not be applied to the student’s tuition account balance.

A student may enter a tuition payment arrangement with the Fayette County Career and Technical Institute within the first two weeks of enrollment. The payment arrangement will include, but not limited to, the weekly/monthly payment amount, interest rate and number of payments to repay the outstanding obligation. All monies owed to the Fayette County Career and Technical Institute for academic year one (1 – 900 hours) must be paid in full prior to the student beginning the academic year two (901 – 1554 hours).

Students with any financial obligation owed to the Fayette County Career and Technical Institute may cause an account hold and prevent participation in graduation; receiving diploma; receiving transcripts; and prevent registration for the NCLEX-PN Exam.

Once the Fayette County Career and Technical Institute has exhausted efforts and is not able to establish a tuition payment arrangement with a student, the unpaid balance of tuition and related program fees may be referred to a private collection agency and report activity to the various national credit bureau systems.

Once a debt has been turned over to a private collection agency, payment must be made directly to the appropriate collection agency. The student will be responsible for payment of the original debt owed to the Fayette County Career and Technical Institute and pay all collection and attorney fees associated with the collection of such debt.
SECTION V

General Policies
# Fayet County Career & Technical Institute Practical Nursing Program

## Final School Year 2017–2018

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### Days Off for School Year:

- **Labor Day**
- **Summer Break**
- **Veterans Day**
- **Thanksgiving Break**
- **Martin Luther King**
- **Christmas Break**
- **Presidents Day**
- **Spring Break**
- **Memorial Day**
- **New Class Begins**
- **Student Workstudy Day**
- **Graduation**
Student Recruitment/Advertisement
The Practical Nursing Program bi-annual recruitment will consist of:

- No less than four newspaper advertisements per year.
- Distribution of Program Brochures to the four local high schools and their respective guidance counselors.
- Distribution of Program Brochures to the Guidance Department of the Fayette County Career & Technical Institute.
- Participation in the annual Open House Event and Career Fairs sponsored by the Fayette County Career & Technical Institute.
- A minimum of one speaking engagement per year promoted by area agencies promoting the Practical Nursing Program.

The Practical Nursing Program participates in other forms of recruitment/advertisement, but are not limited to, newspaper, radio and television stations. You can also visit our Program on the web at www.fayettecti.org.

Prospective students are asked on their admissions form how they learned of the Program and Graduate students are asked on the graduate survey if they would recommend the Program to others. These statistics offer information to improve Program recruitment in the future.

OPT Out Policy

Students attending the Fayette County Career & Technical Institute’s Licensed Practical Nursing Program, are given the option of Opting Out.

This gives the student the opportunity to purchase required books independently. A book list is kept up-to-date and given to students during orientation. The student will be required to have the necessary books purchased two weeks prior to the start of each level.

The student also has the option to have the PN Program purchase ALL necessary books needed for Program completion.

Student Lunch

A 30 minute scheduled lunch period is given to students during Theory days.
A 30 minute study period/Faculty consultation period is provided.
(two 15 minute breaks)

Nursing students may purchase lunch in Food Service II when it is scheduled for operation.

Lunches from home may be stored in the program lounge and must be eaten in the Practical Nursing Department. Bagged lunches and canned beverages are not to be carried into the Food Service Dining Area.
Student Dress Code/Personal Appearance

We urge our students to pay particular attention to their personal grooming. Appropriate dress and good grooming are essential for all who desire to be professionals.

Students are expected to report to class in school issued uniforms. It is expected that clothing will be clean, well maintained.

Clinical Attire to maintain a professional appearance, students must dress in a manner and custom which establishes in the minds of patients, visitors and the public a confidence and respect for the hospital and its staff.

Female Nursing Student Uniform Includes:
- Fayette County CTI designated school uniform
- Regulation uniform undershirt (to provide coverage for tattoos)
- White closed toe and closed heel nursing shoes, no canvas material permitted on shoes
- White socks that cover ankles
- White warm-up jacket
- Wrist watch with a second hand
- Bandage scissors
- Name pin specified by the school (worn on the left side of uniform top)

Male Nursing Student Uniform Includes:
- Fayette County CTI designated school uniform
- Regulation uniform undershirt (to provide coverage for tattoos)
- White closed toe and closed heel nursing shoes, no canvas material permitted on shoes
- White socks that cover ankles
- White warm-up jacket
- Wrist watch with a second hand
- Bandage scissors
- Name pin specified by the school (worn on the left side of uniform top)

Hair/Nails
- Must be neat and clean at all times.
- Hair must not touch or dangle in the face or on the collar when in uniform.
- NO long ponytails.
- Male nursing students who have mustaches, beards and/or sideburns must keep them neatly trimmed and clean.
- Fingernails are to be short, well-groomed and pastel polish in the clinical setting is permissible, no chipping to be present
- NO acrylic or gel nails are permitted
- Conservative hairclips or headbands are permitted

Jewelry
- A plain wedding band may be worn, NO other rings are permitted
- Small post earrings may be worn and hoop earrings no bigger than a dime are permitted. Dangling earrings are NOT permitted.
• No other jewelry is permitted at any time while in uniform
• ALL piercings are to be removed

Cosmetics
• Make-up may be worn in moderation while in uniform.
• Light fragrances are acceptable.
• Good grooming includes daily bathing with use of deodorants and frequent mouth care.

Community Experience Attire
Casual attire is permitted: Jeans, Capri’s and shirts, closed toe and closed heel shoes
Exceptions Include: NO halter tops, bare midriff or sheer blouses
• NO Jeans with holes
• NO T-shirts or apparel containing graphics or phrases which may offend other students or groups
• NO shorts or short skirts

General Considerations
• Students are responsible for the laundering of their uniforms
• Students are responsible for needed repairs or replacement of damaged uniforms
• Students are responsible for maintaining a clean, pressed uniform and a neat appearance
• Students are responsible for wearing the complete uniform during scheduled clinical experience
• Uniforms are NOT to be worn in public places, i.e., shopping malls, grocery stores etc.
• Shoes must be clean, as well as, laces and neat in appearance

The Instructor may send any student home whose personal appearance and grooming is unbecoming to nursing. The Student dismissed for appearance will be marked absent for the day. Future failure to comply with dress code policies can be cause for dismissal from the LPN Program.
Fire and Safety Regulations

Fayette County Career & Technical Institute’s fire drills are held in accordance with State Law. The drills are under the direction of the school administration. All persons in the building during a fire alarm must participate in the evacuation.

EXIT routes are posted in the Practical Nursing Corridor. Study this checklist as guide in fire drills or for an actual occurrence of fire.

1. Know the exit to use.
2. See that windows are closed, lights out, and door closed upon leaving.
3. Know where the alarm is, how to ring it if necessary.
4. Keep a safe distance from the building.
5. Stay with your class so roll can be taken.
6. Know the location of the fire extinguishers and how to use them.
7. Keep Calm. Good judgment is important in any emergency.
8. Absolutely NO firearms are to be on School property or on Clinical Site locations; including in your personal vehicle even if with a concealment permit. NOT ALLOWED!
9. Under no circumstances are you permitted to re-enter the building until a signal is given.

FRICK HOSPITAL, UNIONTOWN HOSPITAL, MONONGALIA HOSPITAL, HIGHLANDS HOSPITAL, MT. MACRINA MANOR, CHERRY TREE NURSING CENTER, LAFAYETTE MANOR AND GOLDEN LIVING CENTER - Students will be oriented to the fire and safety Regulations of each hospital at the beginning of the clinical experience.

School Property

Audio-visual aids, school equipment and property are not to be abused.
Any student willfully destroying school property will be responsible for replacement or repair costs incurred.
Program disciplinary policy will be instituted in the event of destruction of School policy.
INCLEMENT WEATHER POLICY  

(Students & Faculty follow:)

The Fayette County Career & Technical Institute’s Practical Nursing Program seeks to prepare its student for the business world by creating an environment which is as close to an actual workplace as possible.

(Fayette County CTI) formerly (Fayette County AVTS)

Emergency Closing: If the Fayette County Career & Technical Institute cancels classes for inclement weather or other reasons, Practical Nursing classes are also cancelled.

Practical Nursing will NOT be announced separately!

Delays: If the Fayette County Career & Technical Institute is delayed due to weather conditions or other reasons, Practical Nursing classes are delayed.

1 hour delay: 8:45 a.m. start
2 hour delay: 9:45 a.m. start

Students will then only have a ½ hour lunch and the ½ hour study time will be omitted.

If a delay falls on a scheduled clinical day, Students are to follow a 1 hour delay and still report to the designated clinical site. (7:45 a.m. start)

During inclement weather, students should exercise their own judgment and attempt to attend clinical and theory days only if they believe that conditions will allow them to travel safely to and from clinical and theory experiences.

Make-up clinical time assignments will be required for absence and will be assigned by instructor.

If the Practical Nursing Program is closed due to Fayette County Career & Technical Institute closure, Students will have on-line assignments or other paper assignments. Assignments will generally be due the week following the date of closure or designated by the Instructor. If the assignment is not submitted on time, the student will be counted as absent for the day and hours will be deducted from present level.

Make-up for inclement weather on Theory days may include online and/or paper assignments. School make-up days scheduled will be determined by the Fayette County CTI Administration.

Make-up for inclement weather on Clinical days may include online, paper assignments or Clinical make-up days at an assigned facility.
Library Regulations

The Practical Nursing Library is open to students during school hours. It functions as an adjunct to the student textbooks.

Books are organized on the shelves by sections according to subject content. The section and content are as follows:

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<td>Section 3: Dictionary’s, Drug Books Labs, Terminology, Reference</td>
<td>Section 4: Medical &amp; Surgical Nursing, Nursing Care Plans</td>
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<td>Section 5: Nutrition, Diet Therapy</td>
<td>Section 6: Maternity, Pediatric Nursing</td>
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<td>Section 7: Pharmacology</td>
<td>Section 8: Professional Vocational Relations (Nursing Law, Ethics, etc.), Mental Health</td>
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<td>Section 9: NCLEX-PN Review</td>
<td>Nursing History</td>
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1. Any book or magazine can be borrowed from the Library for a period of seven days.

2. Any book or magazine not returned on the due date will be fined .25 cents per day for each day that it is late. Failure to pay Library fines will prevent a student from being eligible to graduate.

3. Books must be checked out by the Secretary of the Practical Nursing Program. Each student is responsible for checking out their own book by signing the inside card.

4. When checking out a book, a due date will be stamped on the inside cover to show the date that the book is due.

5. When reading a book or magazine in the Library, please be sure to return it to its proper section after use. All books are labeled on the spine of the book for easy identification by Section.

6. Any book or magazine that cannot be traced to an individual that has been lost or stolen will be paid collectively by the student body in order to replace it.

7. Fayette County CTI LPN Program follows ACEN Standards of student resources. All reference material will have a copyright year within five years of publication.
PARKING - Fayette County Career & Technical Institute

Practical Nursing Students will park only at the north end of the building. (On the left and to the rear as you face the school.) This is designated the main LPN parking lot.

The following guidelines are to be followed by all individuals driving on school grounds:

1. All cars are to be parked at a 90-degree angle facing into all parking spaces.
2. Students will park only within the designated parking area. Cars parked along the driveway may be towed at the owners’ expense.
3. Vehicles must be locked at all times.
4. Speed limit on the school grounds is not to exceed 15 m.p.h.
5. All one-way traffic regulations must be observed.

Transportation/Housing

Students are responsible for their own transportation and housing. Consideration will be given when possible in scheduling students who share transportation. Those students who are interested in carpooling are encouraged to coordinate their efforts early in the school year. The Program Director will provide any information sheet for those interested in carpooling.

Emergency Calls

Only emergency calls for students will be received by the Practical Nursing Department. Students are encouraged to alert family members and others to this policy.

**Hospitals** - No cell phones are to be used on nursing units or in the classroom. Emergency calls received for a student will be routed through the instructor and the message delivered to the student immediately.

Please advise families that you can only be reached through your instructor while scheduled for clinical. This process may take 15-30 minutes.

Tobacco Usage

**Fayette County Career & Technical Institute:** Smoking is permitted only within the Practical Nursing Students automobile. All smoking, possession or use of any tobacco product, smokeless or otherwise is specifically prohibited in all school buildings and on any school property.

**Frick Hospital:** Students are permitted to smoke only in designated areas.

**Uniontown Hospital:** Students are permitted to smoke in designated areas outside of the hospital.

**Mt. Macrina:** Students are permitted to smoke in designated areas outside.

**Monongalia Hospital:** Students are permitted to smoke in designated areas outside of the hospital.

If a student is observed smoking on School property or in any undesignated area of the Hospital facilities, utilized the established disciplinary policy of the Program will be instituted.
Change of Address

Students must maintain current address and telephone numbers with the school. Any change will be reported to the Director or Secretary of the Practical Nursing Program, as soon as possible.

Pregnancy

The Faculty of the Practical Nursing Program recognizes that most nurses are able to perform nursing functions in a satisfactory manner throughout most of their pregnancy. Students who wish to continue school during pregnancy may do so with regard to the following regulations:

1. An authorized release from the student’s Physician stating the student’s expected date of delivery and her ability to continue school and function adequately in the clinical area should be received by the Director during the second trimester of pregnancy.

2. A pregnant student must continue to perform her assignments in a manner satisfactory to her instructor and her attendance must follow the attendance policy in order to continue in the program.

3. When the school uniform no longer fits properly, the student must wear a white maternity uniform. The purchase of the maternity uniform is at the student’s expense.

Visitors

Students may not invite visitors or family members into their classes or to lunch at Fayette County Career & Technical Institute or the clinical facilities.

All visitors must enter through Front Entrance of building and receive a visitor’s pass. PN Director will notify student if deemed necessary.
The Fayette County Career and Technical Institute’s Practical Nursing Program maintains a strong commitment to health, well-being, and safety of the students and the security of its premises. Consistent with this commitment, the Fayette County CTI has established this policy governing the unlawful use, consumption, possession, selling, distribution, dispensing, and manufacture of alcoholic beverages and illegal drugs. All students, faculty, and staff attend an annual drug and alcohol abuse, recognition, and prevention program.

**Prohibited Conduct**

With regard to alcoholic beverages as well as illegal drugs or narcotics, students of the Fayette County CTI LPN Program are prohibited from the following:

- Being under the influence of alcohol, illegal drugs or narcotics during classroom, laboratory or clinical experience (including any related activities) or while on the Fayette County CTI premises, or any other location at which laboratory or clinical learning experience (including any related social activities) may occur.
- Using, consuming, possessing, selling, distributing, dispensing, illegal drugs or narcotics while in a classroom, laboratory or clinical learning experience (including any related activities) or while on the Education Center premises, or any other location at which laboratory or clinical learning experience (including any related social activities) may occur.
- Storing any alcoholic beverages, illegal drugs or narcotics in a locker, automobile, or other repository on the premises or any other location at which laboratory or clinical learning experiences (including any related social activities) may occur.

In addition, students while on the Fayette County Career and Technical Institute’s premises or at any other location at which classroom, laboratory, or clinical learning experience (including any related social activities) may occur are expected to conduct themselves in compliance with this policy as well as conduct themselves in a manner in which they do no cause harm to themselves or others and that they neither break laws nor contribute to the negligence of others. The Fayette County Career and Technical Institute reserves the right to dismiss students in such circumstances.

**Penalties**

A student found to be in violation of any provision of this policy will be subject to disciplinary action under the Code of Conduct which may range from required counseling and disciplinary warnings, to suspension or termination.

In addition, a student may be subject to criminal prosecution under applicable federal, state, and local laws. Further, any alcoholic beverages found on the Fayette County CTI premises will be confiscated and destroyed, and any illegal drugs found on the Fayette County CTI premises will be turned over to appropriate law enforcement authorities.

If the Fayette County CTI reasonable suspects that a student is involved with alcohol or illegal drugs or narcotics in violation of this policy, the student may be required to submit to drugs and/or testing. A student’s failure to submit to requested testing is a violation of this policy and will be grounds for disciplinary action up to and including suspension or termination. However, such test need not be administered when the Fayette County CTI has independent proof that this policy has been violated.

If the Fayette County CTI reasonable suspects that a student is involved with alcohol or illegal drugs or narcotics in violation of this policy, the student may be required to submit to a search of his or her clothing, belongings, and/or possessions, including his or her vehicle, if it is parked on the Fayette County CTI premises. A student’s refusal to submit to a search under these circumstances may also subject the student to disciplinary action.
[For the purposes of this policy, the term “illegal drugs” includes the following: any chemical substance, the manufacture, use, possession, sale, distribution, or acquisition by misrepresentation of which is prohibited by federal or state law; any legally-dispensable controlled substance, or prescription (medications available only as prescribed by a licensed physician) obtained through fraud, deceit, misrepresentation, subterfuge, forgery or alteration of a prescription, or used by any individual other than the person for whom it was prescribed; any over-the-counter medication capable of impairing one’s alertness and/or physical or mental reflexes that is taken for purposes of abuse or misuse; inhalants such as chemical thinners, aerosol lacquers, and certain types of glues that can impair mental faculties and produce medical problems.]

Drug/Alcohol Treatment Information

If information or assistance regarding drug and/or alcohol abuse is needed, please contact faculty advisor or a local telephone book.

The following is a partial list of providers which offer services for treatment of substance abuse.

Substance Abuse Hotline:

Information and referral line that directs callers to treatment centers in their local Community:
1-800-662-HELP

Information Resource:

The National Clearinghouse for Alcohol and Drug Information 1-301-468-2600

Support Groups:

1. Alanan – for family and friends affected by another’s addiction.
2. Alcohol Abuse 24 Hour Hotline 1-800-444-9999 or 1-800-930-9329
3. Alcoholics Anonymous (AA)
4. Narcotics Anonymous (NA)
5. Free Quit line for Smokers 1-877-724-1090

U.S. Government Offices

Alcohol and Drug Abuse Information 800-729-6686
Alcohol and Drug Treatment Referrals 800-662-4357
Fayette County CTI Practical Nursing
Drug and Alcohol Policy/Reasonable Suspicion Policy

The Fayette County Career & Technical Institute’s Practical Nursing Program prohibits the manufacture, use, consumption, possession and/or distribution of drugs and alcohol during enrollment in the Practical Nursing Program. With this understanding, the Fayette County Career & Technical Institute’s 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 and/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 misuses, abused or used in a manner or for a purpose other than prescribed. The term drug(s) shall include, but not limited to alcohol, 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 accepted students shall be subject to drug testing according to Clinical Agency requirements. 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 Fayette County Career and Technical Institute’s Practical Nursing Program will require any student to submit to drug and alcohol testing upon reasonable (exhibiting or symptoms of drug use) 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. Clinical sites may require drug testing and failure to comply will subject student to the discipline of the School of Nursing.

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 enrolled student who refuses to submit to testing shall be subject to dismissal.
   d. Any enrolled student testing positive for drugs or alcohol shall be subject to dismissal.
   e. Students with a history of or current drug dependency or substance abuse problems, while enrolled in the Fayette County Career & Technical Institute’s Practical Nursing Program, are encouraged to seek help in dealing with the condition. Acceptance into the nursing program is contingent upon voluntary enrollment with the Pennsylvania Nurse Peer Assistance Program (NPAP). Students who voluntarily seek assistance, within an approved licensed treatment facility, will not jeopardize their enrollment. However, clinical performance problems and other violations of school policy will continue to be noted and may subject the student to the disciplinary process.
   f. Any person attempting to or knowingly and willfully alter or substitute a sample provided by that person or another person for testing shall be immediately dismissed from the Practical Nursing Program.
   g. Any student testing positive while in a substance abuse program, will be immediately dismissed.
5. Access to the Disclosures of Test Results and/or Counseling Progress Reports:
   a. The results of any test performed under this policy shall be treated confidentially and shall only be disclosed to the appropriate Practical Nursing Program personnel.

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

7. Any students receiving Financial Aid will lose the Financial Aid when convicted of a drug related offense.
FAYETTE COUNTY CAREER & TECHNICAL INSTITUTE
REASONABLE SUSPICION CONDUCT

Name: ___________________              Date Observed: ______________________

Address where Incident occurred:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Reasonable suspicion determined for:
- ☐ Alcohol
- ☐ Controlled Substances
- ☐ Both

Appearance:
- ☐ Normal
- ☐ Sleepy
- ☐ Tremors
- ☐ Cleanliness
- ☐ Clothing

Description:____________________________________________________________________________________

Student Behavior:
- ☐ Isolation/secrecy
- ☐ Temper
- ☐ Grades falling
- ☐ Irritable
- ☐ Erratic
- ☐ Mood swings
- ☐ Lethargic
- ☐ Inappropriate comments
- ☐ Resistance to others

Description: _____________________________________________________________________________

Speech: ______________________________________________________________________________________

Description: __________________________________________________________________________________

Bodily Odors: _______________________

Indication of withdrawal effects of controlled substances:
- ☐ Yes
- ☐ No

Explain: ______________________________________________________________________________________

Other observations for reasonable suspicion: ___________________________________________________________

_______________________________________________________________________________________________

Witnessed by:
_______________________________________________________________________________________________

Signature                                           Title                                          Date & Time
_______________________________________________________________________________________________

Signature                                           Title                                          Date & Time

A Urine Drug Screen MUST be obtained within 6 hours following a reasonable suspicion determination.
Fayette County CTI will bear the cost of this test.
Emergency Preparedness Information

Information on emergency preparedness is available by calling FEMA at: (800) 480-2520 or on the internet at:

www.fema.gov
www.redcross.org
www.dhs.gov
www.homelandsecurity.state.pa.us
www.ready.gov

Learn More – If you are interested in learning more about how to prepare for emergencies, contact your local or State Office of Emergency Management or local American Red Cross chapter, or write to

FEMA
PO Box 2012
Jessup, MD 20794-2012

and ask for any of the following publications:

Emergency Preparedness Checklist
(L-154) Item #8-0872
ARC 4471

Your Family Disaster Supplies Kit
(L-189) Item #8-0941
ARC 4466

Are You Ready? Your Guide to Disaster Preparedness
(H-34) Item #8-0908
Emergency Preparedness Publications
(L-164) Item #8-0822
Unlawful Harassment – Students

PURPOSE

It is the policy of the Fayette County CTI to maintain a pleasant, safe, and non-hostile learning environment for students, which fosters the educational process.

AUTHORITY

(Sec. 703. of the Title VII of Civil Rights Act of 1964; Sec. 5(a) PHRC Act; Title IX of the 1972 Education Amendment)

To ensure such an environment, the Joint Operating Committee strictly prohibits verbal, physical or graphic conduct by any student or non-student, which harasses, disrupts, or interferes with another’s academic performance or which creates an intimidating, offensive or hostile learning environment. All students have a responsibility to conduct themselves in a manner consistent with this policy, thereby avoiding conduct that constitutes unlawful harassment.

The Joint Operating Committee will not tolerate any type of unlawful harassment of students by other students, employees, or non-employees (vendors, contractors, volunteers, etc.). Additionally conduct that interferes with the learning environment or makes such environments hostile, intimidating or offensive will not be tolerated.

Retaliation taken against students, who bring unlawful harassment charges or individuals who assist in investigating such charges or who provide witness statements in connection with such charge, is strictly prohibited.

Students shall be made aware of this policy by distribution from the office of the Executive Director under the direction of the Board Secretary of the Joint Operating Committee of the Career Center.

DEFINITIONS


The term harassment includes, but is not limited to, repeated, unwelcome and offensive slurs, jokes, or other verbal, graphic or physical conduct relating to an individual’s race, color, religion, ancestry, gender, sexual orientation, national origin, age or handicap/disability that create an intimidating, hostile or offensive educational environment.

Ethnic harassment includes the repeated, unwelcome and offensive use of any derogatory work, phrase or action characterizing a given racial or ethnic group that creates an intimidating, hostile, or offensive educational environment.

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student’s academic status.

Unlawful harassment includes, but is not limited to, slurs, jokes, or other verbal, graphic or physical conduct related to an individual’s race, color, religion, ancestry, sex, national origin or disability.
COMPLAINT PROCEDURES

Any student who feels he/she has been unlawfully harassed shall have the right to file a complaint of such harassment with the Joint Operating Committee. On an annual basis, students will be informed of specific individuals to whom complaints of unlawful harassment should be reported, however, complaints may always be reported to a classroom teacher, and/or the Executive Director.

The Executive Director shall designate an appropriate number of individuals throughout the Fayette County CTI to receive unlawful harassment complaints from students. The individuals designated, as well as staff, have the responsibility of reporting complaints to the Executive Director and/or his designee. It shall be the responsibility of the Executive Director and/or his/her designee to promptly and thoroughly investigate any and all unlawful harassment complaints received or referred by other staff and to make recommendations based upon that investigation. The Executive Director shall be made aware of all complaints of unlawful harassment.

Complaints involving student-to-student unlawful harassment, which are lodged at the classroom level may be resolved informally. If an informal resolution is satisfactory to the complainant and/or complainant’s parents, no further investigation or action by the Fayette County CTI is required. Unlawful harassment complaints filed by students against Fayette County Career and Technical Institute’s employees shall be investigated promptly, thoroughly and confidentially under the direction of the Executive Director.

INVESTIGATION

All complaints not satisfactorily resolved at the classroom level, which are referred to the Executive Director and his/her designees shall be investigated immediately. The investigation shall include but not be limited to the following:

1. Interview of complainant
2. Interview of accused
3. Interview of any other persons with personal knowledge of the allegations of the complaint.

Sexual and other forms of unlawful harassment complaints filed by students against non-district employees (vendors, contractors, volunteers, etc.), shall be referred to the Executive Director for disposition.

In all cases investigated by the Executive Director and/or his/her designee, the results of the investigation shall be reported in writing and a copy given to the staff members to whom the complaint was initially made. Such reports shall include a conclusion and summary of the facts upon which such conclusion is based, and a recommendation as to remediation, if applicable.

Neither the charging party nor the person accused will receive a copy of the final administrative report, however, the findings will be reviewed at the request of either Party.

All sexual and other forms of unlawful harassment complaints shall be promptly, thoroughly and confidentially investigated and corrective action will be taken as deemed appropriate.

CONFIDENTIALITY

Any students or employee involved in such an investigation shall be required to maintain strict confidentiality. The privacy of persons involved in the complaint will be kept as confidential as possible, consistent with the center’s legal obligations and the necessity to investigate allegations and to take disciplinary actions where the unlawful harassment has occurred. Officials from Districts sending students to the Fayette County Career and Technical Institute may be notified of complaints and the resolution thereof when the Executive Director deems such action necessary.
Disposition of Complaint/Consequences of Violation

Any student who is found to have engaged in conduct constituting unlawful harassment may be subject to disciplinary action up to and including expulsion. In addition, any student found to have violated this policy may be required to participate in educational activities and/or counseling service
**FAYETTE COUNTY CAREER AND TECHNICAL INSTITUTE**

**UNLAWFUL HARASSMENT COMPLAINT FORM**

### COMPLAINANT INFORMATION

<table>
<thead>
<tr>
<th>Name of Complainant:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Phone:</td>
</tr>
<tr>
<td>Position/Educational Program:</td>
<td></td>
</tr>
</tbody>
</table>

### ALLEGED HARASSER INFORMATION

(Use additional paper if necessary)

<table>
<thead>
<tr>
<th>Name of Alleged Harasser:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Position/Educational Program:</td>
<td></td>
</tr>
<tr>
<td>Date(s) and Place(s) of Each Incident:</td>
<td></td>
</tr>
<tr>
<td>Specific Description of Alleged Harasser:</td>
<td></td>
</tr>
<tr>
<td>Evidence of Alleged Harassment (letters, photos)</td>
<td></td>
</tr>
</tbody>
</table>

### WITNESS INFORMATION

(Use additional paper if necessary)

<table>
<thead>
<tr>
<th>Name of Witness</th>
<th>Where to Contact</th>
<th>Phone Number</th>
</tr>
</thead>
</table>

### ADDITIONAL INFORMATION

(Use additional paper if necessary)

Include any knowledge you have that the alleged harasser may be harassing others

---

I agree that all the information on this form is accurate and true to the best of my knowledge. I also understand that this information will be kept confidential to the greatest extent possible given the Fayette County Career and Technical Institute’s legal obligation to investigate complaints of unlawful harassment.

______________________________  _______________________
Complainant’s Signature          Date

Signature of Individual to Whom Complaint was initially submitted:  Date:

Signature of Individual Who received the Complaint:  Date:
**School or Clinical Injury**

Injuries, regardless of how minor they appear, must be reported to the class instructor who will take the necessary steps to help the student receive proper care. There is no school nurse available. In an emergency, medical help will be called. The school student accident form will be completed and submitted to the Executive Director.

Emergency treatment will be provided by the hospital for accidents and/or injuries occurring while in the clinical area. If a needle stick injury occurs, report it to the Clinical Instructor and follow the policy of the Facility. Costs incurred are the student's responsibility. Students are liable for all hospital charges and professional fees. The school student accident form, and the clinical facility incident report, if required, will be completed.
# Fayette County Career & Technical Institute
## Student Accident Report Form

**Report ALL accidents that occur to student regardless of place or time**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sex: M</td>
<td>F</td>
</tr>
<tr>
<td>Phone:</td>
<td>Date/Time of Accident:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Place Accident Occurred:</th>
<th>Nature of Injury:</th>
<th>Area of Injury:</th>
</tr>
</thead>
</table>

**Detailed description of Accident:**

<table>
<thead>
<tr>
<th>How did the accident happen?</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Where was the Student?</th>
</tr>
</thead>
</table>

**List specifically unsafe acts and unsafe conditions existing. Specify any tool, machine or equipment involved in accident:**

<table>
<thead>
<tr>
<th>Witness Names:</th>
</tr>
</thead>
</table>

**Teacher in charge when accident occurred:**

<table>
<thead>
<tr>
<th>Present at scene of accident: Yes</th>
<th>No</th>
</tr>
</thead>
</table>

**Immediate Action Taken:**

<table>
<thead>
<tr>
<th>First aid treatment administered by:</th>
</tr>
</thead>
</table>

**If referred to Hospital or Doctor, List name:**

<table>
<thead>
<tr>
<th>Parent or other notified: Yes</th>
<th>No</th>
<th>Date/Time:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name of Person Notified:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Signature:</th>
<th>Signature of Director:</th>
</tr>
</thead>
</table>
Jeanne Clery Act Compliance /Annual Security Report
Fayette County Career & Technical Institute
JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT

- **History**: Jeanne Clery was a 19-year-old student at Lehigh University, Pennsylvania, in 1986 when she was assaulted and murdered in her dorm room. Following her death her parents lobbied Pennsylvania lawmakers for legislation requiring colleges and universities to publish their crime statistics. The first such bill was signed into law in 1988 mandating that all state colleges and universities annually publish the latest three years' campus crime statistics. Successive federal bills expanded the program nationwide and in 1998 the Student Right-To-Know and Campus Security Act was formally renamed in memory of Jeanne Clery.

- **Compliance**: The Fayette County Career & Technical Institute willingly complies with all aspects of the Clery Act and annually publishes and makes available all the various crime statistics, statements on campus/school policy and related information on crime, methods of reporting and assistance available to all students, faculty and staff of the school.

- **Availability of Information**: The annual Clery Report can be found in the school security office and main office. Additionally, in compliance with the Clery Act, available in the security office is a campus/school crime log for the current school year.

**Reportable Crimes**
The Clery Act requires colleges and universities to report on seven basic categories of crime. These are the same seven categories in the Federal Uniform Crime Report as compiled by the Federal Bureau of Investigation. These categories are as follows:
- Criminal Homicide-Murder, negligent and non-negligent manslaughter
- Sex Offenses-forcible and non-forcible
- Robbery
- Aggravated Assault
- Burglary
- Arson
- Motor Vehicle Theft

Additionally, the Clery Act requires colleges and universities to report on arrests and/or disciplinary referrals for the following: Liquor law violations, drug law violations and illegal weapons possession.

The Clery Act also requires an accounting of Hate Crimes reported as happening on campus or on public property abutting campus.

In addition to compiling its own figures, the Fayette County Career & Technical Institute request crime figures from the Pennsylvania State Police and other law enforcement agencies that have jurisdiction within and encompassing the school. This information is incorporated into the Clery Act statistics.
**Emergency Response and Evacuation**

The Emergency Operations Plan is reviewed on an annual basis and all faculty and staff are instructed in procedures. These procedures can be found in the Fayette County Career & Technical Institute’s Emergency operations plan.

**Annual Fire Report**

The Annual Fire Report will be submitted along with the Annual Security Report. A fire log will be maintained in the security office and be available for inspection. This log will be maintained; however, there is no on-campus housing. The fire log will contain the time, date, nature and location of the fire incident.

**Reporting Crimes and Other Emergencies**

All students, employees and guests should promptly report criminal incidents, accidents or other emergencies to the 911 center and report incidents to any school official, officer or directly to the Pennsylvania State Police at (724) 439-7111.

**Timely Notice Warning**

To help prevent crime or allowing a criminal incident to escalate, the Director’s Office in conjunction with the School Resource Officer, the State Police or other law enforcement can issue a warning by personal service to staff, public address system or flyers.

**Daily Crime Log**

The Daily Crime log maintained by the School Resource Officer will reflect any serious incident occurring at the school. The incident will be logged within 48 hours after being reported.

**Security of and Access to the Facility**

Access to the school is a privilege extended to students, faculty, staff and authorized guests. All visitors are granted access to the building by use of intercom. The guest must announce his purpose or business and identity and be granted access to the building through an electronically locked door. The office staff is able to screen all visitors. The visitors then must register at the main office.

**Campus Law Enforcement Policy**

Security personnel at the Fayette County Career & Technical Institute have the authority to detain offenders until the local police arrive. The Fayette County Career & Technical Institute security maintains a working relationship with local, county and state police. Incidents will be documented and copies of the reports will be kept on file in the Security Department. Incident reports are the property of the school and are not given to students. Incidents at the school should be reported to the Fayette County Career & Technical Institute’s administration. Reports completed at the school will be kept on file in the main office of the Fayette County Career & Technical Institute.

The Pennsylvania State Police are the primary law enforcement agency handling all crimes occurring in the school. A memorandum of understanding between the Pennsylvania State Police and the Fayette County Career & Technical Institute is in effect and available for inspection in the security office.
**Security Awareness and Crime Prevention**

The school offers no formal crime prevention programs.

**Drug and Alcohol Policy**

The use, evidence of use, under the influence of, or possession of narcotics, illegal drugs, drug paraphernalia, look-a-like drugs, intoxicants, controlled substances, any alcoholic beverage, or any substance which is conveyed or implied as a drug or intoxicant while on school property, transportation or during school related activities is strictly forbidden.

**Health Risks**

The use of drugs and alcohol can have a substantial and detrimental effect on health. These effects are often permanent and can lead to severe physical and psychological impairment, disability and premature death. Fayette County Career & Technical Institute encourages students to lead drug-free lives. The following agencies provide information on substance abuse:

- Alcoholics Anonymous; 1-800-371-1475 (24-hour answering service)
- Center for Substance Abuse Treatment and Refer Hotline: 1-800-662-HELP
- Focus on Recovery for Alcohol & Substance Abuse, 24 hour action help line: 1-800-888-9363

**Legal Sanctions**

Use of illicit drugs by any person is illegal under both the state and federal statutes. Uses of alcohol by persons under 21 years of age are illegal under state law. Penalties for conviction under state and federal law include incarceration and fines varying between $100 and $100,000 depending on the offense. Property used in connection with illegal drugs may be confiscated. All Federal and State student loans and grants may be declined those convicted for a violation of a criminal drug statute.

**Disciplinary Sanctions of Drug and Alcohol Policy**

Using procedures in the student handbook, students violating the prohibition of these substances face disciplinary sanctions up to and including dismissal.

**Important:** If a student voluntarily contacts school authorities regardless of a substance problem, and desires assistance, no punitive actions will commence.

**Sex Offender Registration Policy**

The federal Campus Crimes Prevention Act (section 1601 of Public Law 106-386) requires institution of higher education to issue a statement advising the school community how to access information concerning registered sex offenders in Pennsylvania.

**Sex Offense Policy**

**Sexual Offense Policy and Procedures:**

The Fayette County Career & Technical Institute is committed to providing and maintaining a healthy learning and working environment for all students, staff and faculty members. It is important that all students are aware of and protect their rights in the Campus community.
The Fayette County Career & Technical Institute through the Campus Awareness Security Act of 1990, will uniformly and consistently report all criminal sexual offenses occurring on school property and reported to Fayette County Career & Technical Institute to the proper local police department.

The Fayette County Career & Technical Institute will not tolerate assault and/or intimidating behavior of any kind against any person or group of individuals based on race, gender, sexual orientation, age, national origin, religion, marital status, or disability. The following definitions apply to this.

A sex offense is defined by the FBI Uniform Crime Reporting System as either:

- Forcible Sex Offenses: Any sexual act directed against another person, forcibly and/or against that person's will, or not forcibly or against that person's will where the victim is incapable of giving consent. Includes forcible rape, forcible sodomy, sexual assault with an object, forcible fondling.
- Non-forcible Sex Offenses: Unlawful, non-forcible sexual intercourse. Include incest and statutory rape.
- Sexual assault is any unwanted physical contact of sexual nature, whether by an acquaintance or by a stranger, that occur without indication of consent of both individuals, or that occurs under threat or coercion. Sexual assault can occur either forcibly and/or against a person's will, or when a person is incapable of giving consent if under 18 years of age; if intoxicated by drugs and/or alcohol; if developmentally disabled; or if temporarily or permanently mentally or physically unable to do so. Sexual assault includes, but is not limited to, rape, forcible sodomy, forcible oral copulation, sexual assault with an object, sexual battery, forcible fondling (e.g., unwanted touching or kissing for purposes of sexual gratification), or threat of sexual assault.

If you are a person who experienced or thinks they have experienced a sexual offense, the Fayette County Career & Technical Institute is committed to offering a secure and supportive environment in which to consider all the options that are available to you including (but not limited to), medical attention and evaluation, obtaining information, support and counseling, and/or reporting. It should be noted that some of these options offer confidentiality while other services are required by law to report the sexual offense. A person, who has experienced a sexual offense, whether rape or another unwanted contact, is urged follow the procedure below.

**Procedures to Follow if Sexual Assault Occurs:**

The victim should get to safety and call the Fayette County Career & Technical Institute Security and/or the local Police Department. Personnel can also assist in notifying the proper authorities.

- Evidence should not be destroyed. The victim should refrain from taking a shower, washing hands, or changing clothing. The location where the assault occurred should not be disturbed.
- The victim should get immediate medical assistance.
- The victim is encouraged to seek support, information, and counseling.
Rape: Rape is considered a crime of violence and aggression, not a sexual act. Victims are generally chosen because they appear vulnerable or defenseless. You can help minimize your risk if you practice the following:

- Never walk alone and be aware of your surroundings. Stay alert and show confidence.
- Avoid poorly lit doorways or alleys.
- Keep all doors locked while alone in a house or automobile.
- Do not allow strangers into your home or room.

Physical /Sexual /Verbal Assault
Physical, sexual or verbal assault is strictly prohibited. In general, incidents construed as horse-play or rough-housing will be considered lower level offenses.

Incidents involving sexual assault are serious offenses and disciplinary sanctions, including dismissal, as well as criminal charges of violators may be applicable.

During disciplinary hearings or actions, the accused and the accuser are entitled to the same opportunity to have others present at the proceeding.

Both the accused and the accuser will be notified of the outcome of a disciplinary proceeding.

Definitions of Clery Act Crimes

Types of Offenses

Criminal Homicide:
- Murder & Non-Negligent Manslaughter - willful killing of one human being by another.
- Negligent Manslaughter - killing of another person through gross negligence.

Sex Offenses:

Forcible Sex Offenses - any sexual act directed against another person, forcibly and/or against that person’s will, or not forcibly or against that person's will where the victim is incapable of giving consent.
- Rape - the carnal knowledge of a person.
- Sodomy - oral or anal sexual intercourse with another person.
- Sexual Assault with an object - the use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person.
- Fondling - the touching of the private body parts of another person for the purpose of sexual gratification.

Non-Forcible Sex Offenses - are unlawful, non-forcible sexual intercourse.
- Incest - sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape - sexual intercourse with a person who is under the statutory age of consent.

Robbery - the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- Firearm
- Knife or cutting instrument
- Other dangerous weapon
- Strong arm
Aggravated Assault - An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury.

- Firearm
- Knife or cutting instrument
- Dangerous weapons
- Hands, fists, feet, etc

Burglary - The unlawful entry into of a structure to commit a felony or a theft.

- Forcible Entry
- Unlawful Entry - No Force
- Attempted Forcible Entry

Motor Vehicle Theft - The theft or attempted theft of a motor vehicle.

- Autos
- Trucks and Buses
- Other vehicles

Arson - Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft or personal property of another.

- Structural
- Mobile
- Other

Hate Crimes

Include any of the above crimes that manifest evidence that the victim was intentionally selected because of the perpetrator-bias.

- Race
- Gender
- Religion
- Sexual Orientation
- Ethnicity/ national Origin
- Disability
- Larceny-theft
- Simple assault
- Intimidation
- Destruction, damage, or vandalism of property

Arrests and Referrals Disciplinary Action

- Illegal weapons possession
- Violations of drug laws
- Violations of liquor laws

Fire and Evacuation Drills

The Fayette County Career & Technical Institute holds fire and evacuation drills regularly and in accordance with the Pennsylvania State Law. The drills are under the direction of the school administration. All persons in the building during a drill must participate in the evacuation. Exit routes are posted in the corridors. Fire and Safety Regulations can be found in the student manual.
**Other Law Enforcement Agencies**

The Fayette County Career & Technical Institute operates as a vocational/technical high school as well as a higher learning facility. High school students from four school districts attend this school. Some school districts employ their own police departments and these departments may exercise authority over their students at our facility. Any incident investigated by a school district police department is included in the crime log and reporting.

**Preparation and Disclosure**

It shall be the responsibility of the school resource officer to maintain the crime log and to prepare and disclose the annual Clery report.

**Weapons Policy**

Simply put, no prohibited offensive weapons such as those described in the Crimes Code of Pennsylvania are permitted in the school or upon school grounds.

**Exception: Sworn Law Enforcement Officers on Official Duty.**

Anyone witnessing or suspecting a violation or this policy should notify a school official or school resource officer immediately.

**Protection from Abuse/Restraining Orders**

All individuals who have obtained a PFA or Restraining Order and feel it is appropriate should provide the School Resource Officer with a copy of the document which will be maintained in confidence at the Security Office. These copies are destroyed when the time limit expires or the individual requests the document be returned.
Domestic Abuse and Violence Policy

Domestic abuse and violence (or intimate partner violence) is ongoing, purposeful behavior that is aimed at dominating one's partner. Social norms and unequal distribution of resources, such as income, education and/or employment, lead some individuals to feel entitled to control their partner.

Domestic Violence can be committed by any of the following individuals:

1. A current or former spouse or intimate partner of the victim
2. A person with whom the victim shares a child in common; or
3. A person who is cohabitating, or has cohabitated, with the victim as an intimate partner, spouse or roommate

According to statistics domestic abuse involves repeated, ongoing, intentional control tactics used by one partner against another. Those tactics may be physical, sexual, economic, psychological, legal, institutional, or all of the above and often include:

- Unreasonable and non-negotiable demands.
- Stalking – surveillance and unwanted contact.
- Cruelty.
- Isolating the partner from friends, family members, co-workers and others.
- Restricting daily activities.
- Humiliating the partner in public or in private.
- Coercion – a combination of demands, threats of negative consequences for noncompliance, and surveillance.
- Threats of intimidation.
- Constant criticism.
- Excuses, rationalizations and blame.
- Stifling the partner’s independence.
- Sexual abuse and violence.
- Economic control and exploitation.
- Physical Violence.
- Extreme jealousy, possessiveness and ridiculous accusations of infidelity.
- Punishing the partner and/or children for infractions, both real and imaginary, of the abuser’s rules.
- Ignoring a partner’s needs, opinions and feelings.

In order to investigate reported incidents of domestic or intimate partner violence and protect the Fayette County Career and Technical Institute community, victims of, and witnesses to, such crimes should immediately report incidents to the Director, ext. 103 or the Chief of Security, ext. 125. Any member of the staff or community can also make a report. C.T.I. staff will assist in providing counseling and support to victims of bias-related crimes through the Guidance Counselor.
appropriate, designated outside support agencies. In cases requiring an immediate threat or serious injury, victims or witnesses should call 911. Individuals convicted of domestic violence face serious criminal penalties and are also subject to C.T.I. sanctions, up to and including termination of employment or dismissal from the school.
Rules and Regulations

_______ I acknowledge that I have received and reviewed a copy of the Fayette County Career and Technical Institute Practical Nursing and Adult Student Handbook. I understand and agree to follow the policies contained in this handbook.

_______ I have had an opportunity to review and discuss its contents and I agree, as a student enrolled at the Fayette County CTI, to adhere to the policies and guidelines set forth. The policies and procedures are subject to change during my course of study and it is my responsibility to keep updated of these changes. I agree to comply with the rules and regulations in this handbook and the clinical sites and failure to do so will jeopardize my position in the program or cause me to be dismissed from the program.

Consent to Use Picture/Voice

_______ I do hereby give my written consent to the Fayette County Career and Technical Institute to use my picture, name and/or voice for slide, website, or video tape purposes, including the use of said pictures on television, magazines and newspapers, wherever, whenever, and in whatever manner they shall desire, consistent with good taste, which will not be derogatory, degrading or detrimental to me in any way. I understand that I will not receive any compensation, neither now nor in the future, for the above.

Internet/Multi-Media Policy

_______ I have read, understand and agree to abide by the Multi-Media Policy for the Fayette County Career and Technical Institute’s Technology System which is included with every Computer, Tablet and Network Account Application. I further understand that violation of these rules and regulations will constitute a breach of school rules and may constitute a criminal violation. Should I commit any violation, my access privileges may be revoked. School disciplinary action may be taken and or appropriate legal actions. Furthermore, I understand that my use of the Fayette County Career and Technical Institute’s Technology System may be monitored by school administration or their designee(s) who operate the system.

Indemnification Statement

_______ As a student of the Fayette County Career and Technical Institute’s Practical Nursing Program, I consent to all activities authorized by the school.

I, the undersigned, likewise shall indemnify, protect and save harmless the Fayette County Career and Technical Institute and/or outside agencies where said activities are being scheduled, including but not limited to the Uniontown Hospital, Highlands Hospital, Mon General Hospital, Frick Hospital, LaFayette Manor, Mt. Macrina Manor, Cherry Tree Nursing Center, Golden Living and all specialty locations.

This indemnification and save harmless agreement shall apply to any and all personal injuries, loss, death and/or other damages that I may experience while participating in activities required by the Practical Nursing Program.

_______________________________
Print Name

___________________________
Date

___________________________
Student Name