

SCHUYLKILL TECHNOLOGY CENTERS – NORTH CAMPUS
PRACTICAL NURSING PROGRAM
101 TECHNOLOGY DRIVE
FRACKVILLE, PA 17931

STUDENT HANDBOOK
2019 – 2020

Sponsored by
Schuylkill Technology Centers
Schuylkill Intermediate Unit #29
and
Approved by
Pennsylvania State Board of Nursing
Accredited by
Pennsylvania State Board of Vocational Education,
Bureau of Career and Technical Education

The Schuylkill Intermediate Unit #29 will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, union membership, or any other legally protected category. This policy is in accordance with state law, including the Pennsylvania Human Relations Act, and with federal law, including Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1975, and the Americans with Disabilities Act of 1990. The Schuylkill Intermediate Unit’s commitment to non-discriminatory practices extends to prospective students and employees, current students and employees, parents of students, community members, and representatives of outside agencies.

Schuylkill Intermediate Unit employees, community members, and agency representatives who have a complaint of harassment or discrimination or who seek information about accommodations for individuals with disabilities should contact Dr. Gregory Koons, Executive Director and Equal Rights and Opportunities Director, Schuylkill Intermediate Unit #29, PO Box 130, 17 Maple Avenue, Mar Lin, PA 17951, telephone number 570.544.9131, or fax number 570.544.6412.

For more information about our graduation rates, the median debt of students who completed the program and other important information, please visit our website at www.stcenters.org (Adult Programs – Practical Nursing Program)

SCHUYLKILL TECHNOLOGY CENTERS

ADMINISTRATION

Dr. Gregory Koons, I.U. #29 Executive Director
 Shannon Brennan, Assistant Executive Director/Director of CTE
 Chris Groody, Assistant Director of CTE
 Kimberly O'Neill, BSN, RN, CSN, Practical Nursing Coordinator

FACULTY

Nicole Melnick, BSN, RN – Full Time
 Catherine Kenenitz, MSN, RN – Full Time
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 Shavon Stiely, RN – Part Time/As Needed

ANCILLARY RESOURCES

Melissa Frie, Financial Aid Coordinator
 Lisa Bickelman, Practical Nursing Secretary

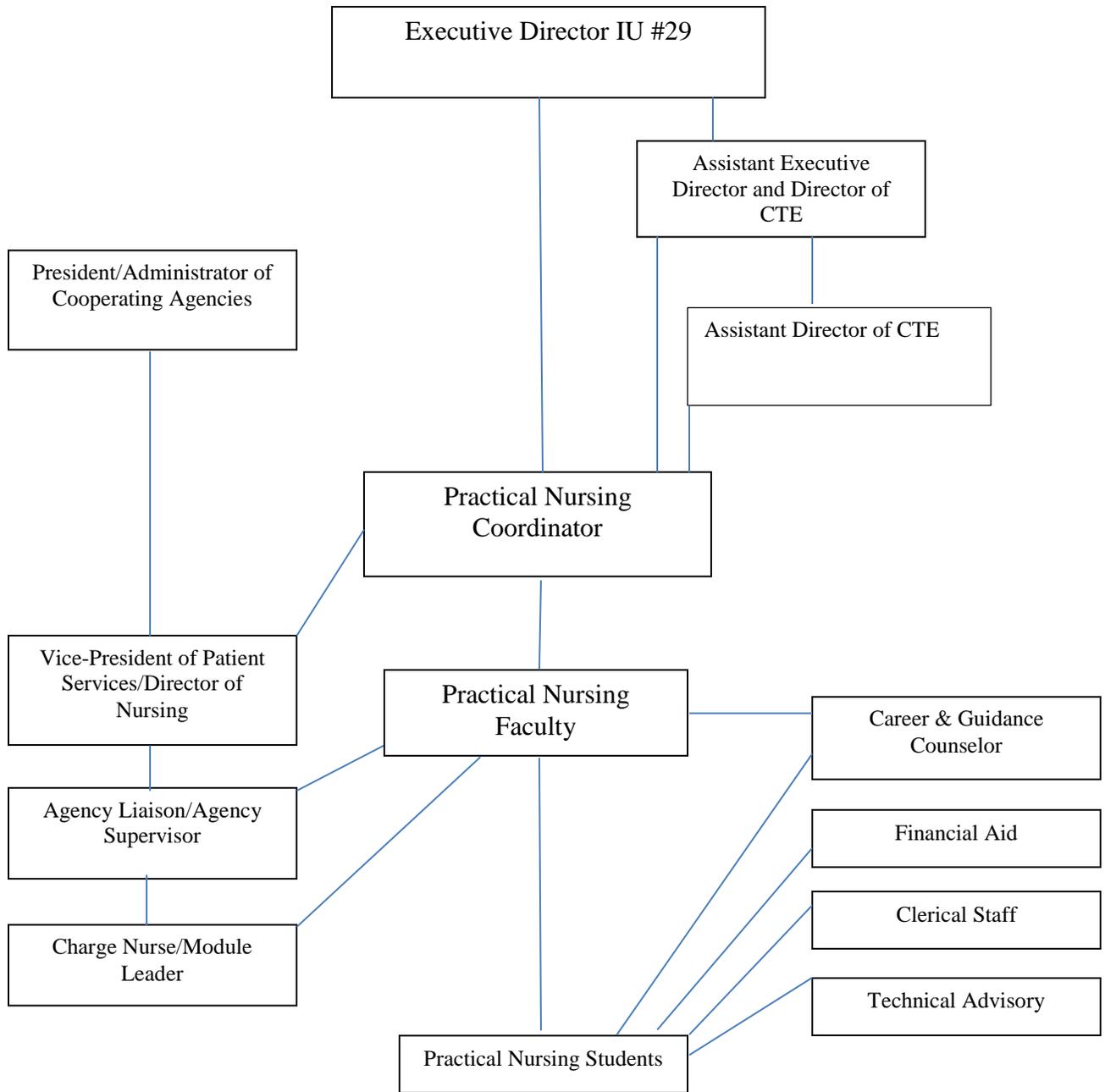
COOPERATING AGENCIES

Broad Mountain Nursing & Rehabilitation Center, Frackville, PA
 Shenandoah Manor Nursing Home, Shenandoah, PA
 Ridgeview Nursing and Rehabilitation Center, Shenandoah, PA
 Child Development Incorporated, Minersville, PA
 Rosewood Rehabilitation and Nursing Center, Schuylkill Haven, PA
 Lehigh Valley Health Network Schuylkill-East Norwegian Street, Pottsville, PA
 Lehigh Valley Health Network Schuylkill -South Jackson Street, Pottsville, PA
 Hometown Nursing & Rehabilitation Center, Hometown, PA
 PSA Healthcare, Schuylkill Haven, PA
 Mount Carmel Senior Living Community, Mount Carmel, PA
 Geisinger Shamokin Area Community Hospital, Coal Township, PA

In-House Contracts

Schuylkill IU 29 Early Intervention Preschool, Mar Lin, PA
 Schuylkill IU 29 Maple Avenue School Nurse, Mar Lin, PA
 Schuylkill Learning Academy Maple Avenue, Mar Lin, PA
 Schuylkill Technology Center School Nurse, Frackville, PA

STC PRACTICAL NURSING ORGANIZATIONAL CHART



Revised: 2/28/17, 9/20/18

THE PRACTICAL NURSE'S PLEDGE

Before God and those assembled here, I solemnly
pledge:

To adhere to the code of ethics of the nursing
profession.

To cooperate faithfully with the other members of the
nursing team and to carry out faithfully and to the best
of my ability, the instructions of the physician or the
nurse who may be assigned to supervise my work.

I will not do anything evil or malicious and I will not
knowingly give any harmful drug or assist in
malpractice.

I will not reveal any confidential information that may
come to my knowledge in the course of my work.

And I pledge myself to do all in my power to raise the
standards and the prestige of practical nursing.

May my life be devoted to service, and to the high
ideals of the nursing profession.

Date Unknown

SCHUYLKILL TECHNOLOGY CENTERS
PRACTICAL NURSING PROGRAM STUDENT HANDBOOK

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SCHUYLKILL TECHNOLOGY CENTERS
PRACTICAL NURSING PROGRAM

WELCOME

Practical Nursing provides a human service which enables individuals to satisfy those requirements essential to sustain life and to promote health and well-being. This service is based on the belief that every individual, regardless of circumstance, is of value and merits consideration, respect, and assistance. Nurses must master specific skills, acquire knowledge from academic disciplines, and develop effective communication skills in order to minister to clients. The outcome of nursing care depends not only on this mastery, but also upon a relationship of trust between the client and the nurse, decisions made with and for the client require performance of the individual nurse to always meet the highest personal and professional standards of practice.

We wish to welcome you to Schuylkill Technology Centers' Practical Nursing Program. The program was initiated in 1966 with the first class enrolled January 9, 1967. Many of the program's graduates have advanced their education and have become Licensed Registered Nurses.

Upon satisfactory completion of this program, the graduate receives the school's certificate and is eligible to take the National Council Licensure Exam (NCLEX) to qualify as a Licensed Practical Nurse.

NOTE: The State Board of Nursing shall not issue a license or certificate to an applicant who has been convicted of felonious acts prohibited by "The Controlled Substance, Drug, Device, and Cosmetic Act" of April 14, 1972, 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 (See Section 5 of the Practical Nursing Law).

We recognize the ever changing nature of the healthcare profession and strive to develop a thirst for lifelong learning. It is to this end that we feel you will experience the greatest satisfaction as you pursue your career goal.

This handbook has been prepared as a guide to the program, curriculum, policies, rules, and regulations. It is strongly recommended you retain this handbook for reference during your enrollment. The STC Practical Nursing Handbook does not constitute a contract between the school and the student. Faculty reserve the right to change or amend the handbook at any time. Students will be informed of any changes that occur while enrolled in the program.

The Administration and Faculty are eager to assist you in any way to make a smooth transition into the Nursing profession.

SCHUYLKILL TECHNOLOGY CENTERS
PRACTICAL NURSING

PHILOSOPHY

We, the faculty of the Practical Nursing Program, accept and believe in the Mission Statement of the SCHUYLKILL TECHNOLOGY CENTERS.

We further believe that the INDIVIDUAL is a unique, holistic entity, composed of physiological, psychological, sociocultural, and spiritual variables. These variables are influenced by both the internal and external environments, which constantly affect the development of the individual.

We believe that individuals are composites of the societies in which they function. These SOCIETIES are organized boundary systems comprised of specific roles, values, beliefs, and rules. These social systems include but are not limited to familial, educational, political, religious, work systems. It is important to learn and respect the religious and cultural beliefs of all people.

We believe that NURSING is a creative effort of one individual helping another, based upon scientific, esthetic, ethical, as well as personal knowledge. Nursing deals with human responses to health and illness.

We believe that PRACTICAL NURSING is an entity of nursing that involves participation in the assessment, planning, implementation, and evaluation of nursing care in all settings where nursing takes place. This participation is under the supervision of the Registered Nurse, the Physician, and/or Dentist.

We believe that LEARNING is an active process whereby the learner is their own agent of knowledge and skill acquisition. The learner needs to become self-directed in their learning and use critical thinking skills. Instructors are FACILITATORS and are responsible to create a learning environment.

We believe that EDUCATION is a goal-directed process through which behavior is changed. This process involves both the teacher and learner.

We believe that PRACTICAL NURSING EDUCATION is a process integrating both nursing theory and related clinical experiences. Upon completion of this process the learner is prepared to become a productive, immediately employable member of a global society.

We believe that this EDUCATION PROCESS continues throughout the individual's lifetime.

SCHUYLKILL TECHNOLOGY CENTERS
PRACTICAL NURSING PROGRAM

PROGRAM OBJECTIVES

Upon completion of this program the graduate practical nurse will:

- Assist in assessing the basic physical, emotional, spiritual, and socio-cultural needs of the health care client.
- Collaborate with health care team members to coordinate the delivery of nursing care.
- Contribute to development of Nursing Care plans for health care consumers with defined health problems.
- Integrate critical thinking in meeting the needs of health care recipients and their families.
- Deliver nursing care based on principles from the psychosocial and biophysical sciences.
- Utilize effective communication while working with health care consumers, families, and significant others.
- Evaluate the effectiveness of nursing interventions while maintaining accountability for your nursing actions as well as care delegated to unlicensed health care personnel.
- Complies with the scope of practice as outlined in the nurse practice act of the state in which licensed.

SCHUYLKILL TECHNOLOGY CENTERS
PRACTICAL NURSING PROGRAM

MISSION STATEMENT OF STC

The mission of the Schuylkill Technology Centers Postsecondary Programs is to enable the adult student to acquire the attitudes, knowledge, skills, and values necessary to become a lifelong learner and a productive citizen of a global economy by developing an educational pathway for excellence driven by a partnership with education, business, industry, government, family, and the community.

MISSION STATEMENT OF THE STC PRACTICAL NURSING PROGRAM

The mission of the Schuylkill Technology Centers Practical Nursing Program is to empower the Practical Nursing student with the knowledge, skills, diversity, attitude, and values required to promote healthy lifestyles and to deliver high quality patient – centered care to all persons along the healthcare continuum. The administration, faculty, and staff recognize and value the role of the Practical Nurse with in the health care community. The program faculty will encourage the Practical Nursing student to continuously pursue the acquisition of knowledge throughout their nursing careers.

SCHUYLKILL TECHNOLOGY CENTERS
PRACTICAL NURSING PROGRAM

CONCEPTUAL FRAMEWORK

The conceptual framework for the SCHUYLKILL TECHNOLOGY CENTERS- Practical Nursing Program is grounded in nursing theory specifically in the work of Sister Callista Roy's – Roy Adaptation Model which believes that the individual is a unique holistic entity who constantly interacts with the environment, and that the Practical Nurse, as an integral part of the health care team, utilizes acquired skills and knowledge to assist the individual in adapting to the environment.

Our conceptual framework is built upon two main components, which are:

1. The Practical Nurse functions as a member of the health care team.
2. The Practical Nurse, as a member of the health care team, assists the individual in adapting to the environment through the use of the Nursing Process.

The curriculum objectives of the program are developed by utilizing the following Sub-components of the Conceptual Framework:

1. Biopsychosocial Concepts
2. Pathophysiology
3. Nursing Interventions
4. Communication
5. Nutrition
6. Drug Therapy
7. Role of the Practical Nurse
8. Legal/Ethical Aspects
9. Personal/Vocational Potential

The curriculum content is designed to progress from normal to abnormal and basic to complex in order to prepare the graduate to function as a productive, immediately employable member of society.

SCHUYLKILL TECHNOLOGY CENTERS
PRACTICAL NURSING PROGRAM

STUDENT HEALTH

- I. During the Program
 - A. Influenza immunization is required to be received during flu season. Students unable to receive the influenza vaccine will be required to submit evidence of such from their health care provider and will be required to follow the policies of the clinical facilities.
 - B. Students must maintain health insurance while enrolled in the program, this is a requirement to attend clinical at Lehigh Valley Health Network – Schuylkill and Geisinger Shamokin Area Community Hospital.

- II. School Injury
 - A. Injuries, regardless of how minor they appear should be reported to the instructor. Emergency first aid is provided in the school. More serious injuries will be dealt with at the discretion of the school director. Medical costs incurred are the student's responsibility. An incident report must be filled out.

- III. Clinical Injury
 - A. A hospital or physician of the student's choice will provide emergency treatment for accidents and/or injuries occurring while in the clinical area. Costs incurred are the student's responsibility. An incident report must be filled out.

- IV. Student Responsibility
 - A. Students are responsible for costs incurred for the pre-entrance physical, immunizations, medical screening, necessary medical care, and normal checkups throughout the school year.

SCHUYLKILL TECHNOLOGY CENTERS
PRACTICAL NURSING PROGRAM

TECHNICAL STANDARDS

A technical standard is a non- academic admissions criteria that must be met by the student to enable the student to participate in and successfully complete the practical nursing program. All potential applicants must be able to show sufficient abilities in five categories: observation and communication, physical abilities, cognitive, and intellectual capabilities, ability to make sound decisions and behavioral, social and professional abilities. The following skills are required.

Observation and Communication

Students must have adequate sensory capabilities in order to properly assess and observe the patient as well as communicate with the patient, family, and medical staff. These include but are not limited to:

- Vision (with correction if necessary) – Students must be able to read medication labels, physician’s orders, and syringes.
- Hearing – Students must be able to correctly hear blood pressures, lung sounds, and cardiac sounds.
- Speech – Students must be able to show evidence of effective written and verbal communication using the English language and be able to communicate effectively in the health care setting in order to take care of the patient’s needs.
- Sense of touch – Students must be able to feel pulses and make assessments.

Physical Abilities

Students must have the strength, mobility, flexibility, and coordination to adequately perform patient care activities. These would include, but are not limited to the ability to:

- Push, pull, or lift various weights utilizing proper body mechanics.
- Stand, walk, or sit for long periods of time.
- Pick up objects with hands.
- Manipulate objects with fingers.

Cognitive and Intellectual Capabilities

Students must have the ability to read and understand the written word as well as to think critically.

- Students must be able to collect and analyze data.
- Students must be flexible and be able to adapt to changing situations.
- Students must be able to logically reason and prioritize when planning care for the patient.

- Students must demonstrate interpersonal skills and have the ability to get along with classmates, faculty, and staff.

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- Students must demonstrate interpersonal skills and have the ability to get along with classmates, faculty, and staff.

Ability to Make Sound Decisions

Nurses often have to make quick decisions regarding a patient's care that will have an outcome on the patient's health and life.

- Students must be able to exercise good judgement and decision making skills.

Social and Professional Abilities

Along with physical health students must possess the emotional and behavioral attributes necessary to have an effective relationship with their peers, faculty, patients, and other health care providers.

- Students must accept accountability and responsibility for one's actions.
- Students must comply with the policies of the nursing program.
- Students must comply with the ethical and legal standards of nursing practice.
- Students must be able to work well with others.

SCHUYLKILL TECHNOLOGY CENTERS
PRACTICAL NURSING PROGRAM

REQUEST FOR ACCOMMODATIONS

The Schuylkill Technology Centers is committed to providing reasonable accommodations for students with documented disabilities. Documented disabilities may include, but are not limited to, a learning disability; attention deficit disorder; a visual, hearing, or physical mobility impairment. A reasonable accommodation is one that is consistent with the academic standards of the Schuylkill Technology Centers Practical Nursing program and does not require substantial course or program alteration. The Schuylkill Technology Center is committed to working with students directly and individually throughout the accommodations process. Final authority to determine the most appropriate and effective accommodation rests with the Schuylkill Technology Centers and is based on the nature of the course or program and the individual student's disability-related need.

Students may request accommodations to the technical standards of the Schuylkill Technology Centers Practical Nursing program based on current (i.e. within 1 to 5 years depending on the nature of the disability) relevant documentation of a disability that meets the qualifying disabilities under the Pennsylvania Human Relations Act

<http://www.phrc.pa.gov/Resources/Law-and-Legal/Pages/The-Pennsylvania-Human-Relations-Act.aspx#.V2q0bfkrLIU>

Because the laws guiding eligibility for accommodations in grades K – 12 and post-secondary education differ, documentation that includes recommendations corresponding to collegiate – level demands is highly recommended to ensure the proper type of accommodation is implemented to help the student transition into post-secondary education.

Such accommodations will be provided in accordance with Schuylkill Intermediate Unit #29, Practical Nursing Program Policies and state and federal laws.

The Schuylkill Technology Center Practical Nursing program does not discriminate against individuals with disabilities and will make every effort to make reasonable accommodations for the applicant or student with a disability. If you have a disability and do not require special accommodations you are not required to disclose your disability.

After a request for accommodations is made by a student, the Coordinator of Post-Secondary Education at the Schuylkill Technology Center will determine what accommodations may be appropriate and necessary. The Coordinator of Post-Secondary Education will communicate with the faculty members to determine whether the suggested accommodations are appropriate in the context of their course design and evaluation. The student should meet with the course instructor during the first week of class to discuss the accommodations request. If a student is dissatisfied with an instructor's decision or the implementation of accommodations, it is the student's responsibility to notify first the Practical Nursing Coordinator who can intervene to attempt to address a student's concerns.

If you have a disability and require accommodations, you are required to submit documentation of the disability including recommendations for the accommodations. This should be done as soon as possible after admission to the program and before enrollment. It is the student's responsibility to identify his/her disability to the Practical Nursing Program Coordinator if an accommodation is requested. A licensed physician or licensed psychologist/psychiatrist must complete the documentation. It should verify the disability and suggest appropriate accommodations appropriate for collegiate-level learning. It is the student's responsibility to obtain the documentation and to pay the provider's fees.

All students, including those with disabilities are responsible to meet the requirements of the Practical Nursing Program.

Documentation should be typed on letterhead stationery and include the following:

- Diagnosis of the disability that explains the impairment or limitation created by the disability and the type of accommodation being requested.
- Explanation of the applicant's limitation for which the applicant is requesting accommodations to successfully participate in an academic/clinical environment of the practical nursing program.
- The accommodation that you are requesting along with an explanation why the accommodation is necessary for the student to participate in the program.
- The name, title, professional credentials, and signature of the health care provider that is treating the student.

The Schuylkill Technology Center cannot guarantee that the same accommodations can or will be provided when a student takes the NCLEX-PN examination.

SCHUYLKILL TECHNOLOGY CENTERS
PRACTICAL NURSING PROGRAM

ENROLLMENT DURING PREGNANCY POLICY

The administration and staff of the Practical Nursing program realize the fact that pregnancy is a normal life process and therefore does not discriminate on the basis of sex – including pregnancy, parenting and all related conditions, such as abortion – within the Practical Nursing program. The Schuylkill Technology Centers Practical Nursing program believes that students who might be, are, or have been pregnant must have the same access to education opportunities that other students have.

In the event a student experiences pregnancy, pregnancy related conditions, or an abortion the student is responsible for the following:

- Notify the Practical Nursing Coordinator as soon as possible.
- Provide a written statement from the physician which confirms the pregnancy and outlines any physical limitations.
- Following the birth the student should provide a medical certification for school/clinical participation as required for any other condition that resulted in hospitalization or required attention for a physician.
- Sign a form which absolves the STC and the affiliating agencies from any responsibilities for problems and/or complications relative to the pregnancy.
- Remain in communication with the PN faculty during the leave in order to provide updates on a return to school date and make up work assignments.

Absences

Absences due to pregnancy or any related conditions are considered excused. However, since the Practical Nursing program mandates that students complete a minimum of 1500 hours in order to take the NCLEX-PN, any time missed due to pregnancy or related condition will have to be made up at no additional charge to the student. Depending on the length of absence and the area of instruction (clinical rotations, courses with lab requirement) it may be academically necessary to take a leave of absence. If the student is in good academic standing (passing theory courses with an average of at least 80% and satisfactory performance at clinical to date) the student may opt to return with the next consecutive class.

When the student returns with the next consecutive class, the student will be reinstated to the status that was held before the leave. Prior to re-enrollment in the next consecutive class the student may have to participate in a remediation program developed by the PN faculty as a refresher course.

Make Up Work

While the student is absent due to pregnancy related conditions, the PN faculty will provide the student with appropriate assignments and information to make up all of the academic work required to be completed. The student will be required to take all examinations missed within a time frame agreed upon between the student and PN faculty. Late points will not be deducted for missed examinations; however, all other examination policies will apply. Again, depending on the nature of the academic instruction, e.g. clinical rotations, this may not be feasible and other forms of accommodations may need to be made. Alternatives to making up missed work, such as retaking a term, taking part in an online course, or returning at the same academic level with the next consecutive class may be recommended especially after longer periods of leave. The PN faculty will work with the student to agree upon the best academic options for the student while maintaining alignment with the Pennsylvania State Board of Nursing requirements.

SCHUYLKILL TECHNOLOGY CENTERS
PRACTICAL NURSING PROGRAM

PROGRAM OF LEARNING

Total Hours – 1545

Theory – 10 hours = 1 credit (720 hours = 72 credits)

Clinical – 20 hours = 1 credit (825 hours = 41.25 credits)

CIP Code – 51.3901

| Course Name | Classroom | | Lab/Clinical | | Total Hours | |
|---|-----------|--------|--------------|--------|-------------|--------|
| | Clock | Credit | Clock | Credit | Clock | Credit |
| Term I | | | | | | |
| Personal & Vocational I | 12 | 1.2 | | | 12 | 1.2 |
| Anatomy & Physiology | 97 | 9.7 | | | 97 | 9.7 |
| Nursing I | 86 | 8.6 | 24 | 1.2 | 110 | 9.8 |
| Geriatrics | 32 | 3.2 | | | 32 | 3.2 |
| Nursing II | 18 | 1.8 | 18 | 0.9 | 36 | 2.7 |
| Clinical I | | | 119 | 5.95 | 119 | 5.95 |
| Term II | | | | | | |
| Medical/Surgical | 92 | 9.2 | | | 92 | 9.2 |
| Pharmacology | 55 | 5.5 | 6 | 0.3 | 61 | 5.8 |
| Clinical II | | | 221 | 11.05 | 221 | 11.05 |
| Term III | | | | | | |
| Medical/Surgical | 114 | 11.4 | | | 114 | 11.4 |
| Pharmacology | 59 | 5.9 | 6 | 0.3 | 65 | 6.2 |
| Clinical III | | | 212.5 | 10.625 | 212.5 | 10.625 |
| Term IV | | | | | | |
| FCHC | 60 | 6.0 | | | 60 | 6.0 |
| Personal & Vocational II (NCLEX Review; WOW) | 28 | 2.8 | | | 28 | 2.8 |
| Nursing IV (Immunology/Cancer; Community; Leadership) | 43 | 4.3 | | | 43 | 4.3 |
| Mental Health | 24 | 2.4 | | | 24 | 2.4 |
| Clinical IV | | | 218.5 | 10.925 | 218.5 | 10.925 |
| TOTAL | 720 | 72 | 825 | 41.25 | 1545 | 113.25 |

Note: Total credits for Combined Term Courses

| Course | Term I | Term II | Term III | Term IV | Total Hours Theory & Lab | Total Credits |
|-----------------------|--------|--------------------|--------------------|---------|-----------------------------|---------------|
| Medical/Surgical | | 92 | 114 | | 206 | 20.6 |
| Personal & Vocational | 12 | | | 28 | 40 | 4 |
| Pharmacology | | 55 Theory 6 Lab | 59 Theory 6 Lab | | 126 | 12 |

THEORY

Anatomy & Physiology

A study of the basic anatomic and physiological principles related to each body system. This course includes examining changes in structure and function as they relate to disease process.

Family Centered Health Care

This course deals with the normal physical, psychological, and social patterns of development. Included are theory and related clinical experience in the care of mothers and newborn infants; physiology and mechanics of reproduction, pregnancy, antepartum, parturition, and post-partum. Psycho-social aspects of patient care and the concept of the family unit is emphasized. Applied Diet Therapy and Drug Therapy are included.

Geriatrics

A study of the concepts, theories, and characteristics of aging. The students are introduced to the programs available to help the elderly maintain quality of life. Death and dying are presented with an emphasis on the role of the care provider as he/she relates to the client and significant others.

Mental Health Nursing

An introduction of basic mental health nursing as it relates to the total health of the patients. Theories of crisis intervention, mental defense mechanisms, and basic communication techniques are presented. The student is introduced to the more common mental health disorders and their treatment modalities, including medications.

Nursing I

A study of theory and clinical practice of basic bedside nursing care. Course emphasizes the principles underlying procedures; development of skills in patient observation, effective communication, and utilization of principles of teaching to help achieve patient, family, and community health. The role of the Practical Nurse as a member of the health team and the importance of personal good health in relation to self and caring for patients is stressed. Normal Nutrition is incorporated as it relates to basic needs of the adult patient. Basic communication techniques are presented. Related clinical experience is scheduled to correlate theory and practice. Note: Includes 24 hours of Lab/Clinical hours.

Nursing II

A study of theory and clinical practice of advanced nursing care. This course emphasizes the principles underlying procedures, development of skills in therapeutic measures, and preparation of the patient for diagnostic tests. Includes 18 hours of Lab/Clinical hours.

Nursing III

A study of specific diseases and disorders affecting the various body systems of adults and children that includes symptoms, diagnostic studies, treatment regimens (including diet therapy and related pharmacology), and nursing care as it relates to that specific disorder. The nursing process is emphasized as the foundation upon which all nursing care is based.

Nursing IV

A study of basic leadership skills as a Licensed Practical Nurse are discussed. Observations of roles of Treatment Nurse, Clinical Manager, and/or Charge Nurse are scheduled for the students. Various cultural aspects will be studied, as well as community services available to the public. Immunological disorders, cancer, and HIV are discussed, including the pathology, etiology, and treatment options. Note: Includes 18 hours of NCLEX Review (ATI Capstone Experience)

Personal and Vocational Relations

A presentation of the program of studies, rules, and regulations with a review of the Student Handbook provides the new student with insight into his/her role and responsibilities. Student is oriented to the health delivery system and preliminary preparation for Nursing Assistant certification. A brief history of nursing is also presented as part of this course.

Preparation for the world of work including job interview skills, resume writing, and professional accountability are discussed. The process of applying for licensure and the NCLEX are included in this unit. Current health care trends and basic leadership skills are taught in the classroom. Students are also scheduled for leadership clinical rotation to practice the application of these skills.

Pharmacology

Safe and effective drug administration is an important component in providing high quality patient care for all nurses in all settings. To perform this vital role, the practical nurse must understand the fundamental principles of drug action; develop skills to administer specific drugs in the treatment, prevention, and diagnosis of disease; develop the ability to implement appropriate nursing actions to maximize the desired outcomes of therapy; and possess the observational skills to determine patient response. Note: Includes 12 hours of Lab/Clinical hours.

Virtual ATI

Following the completion of ATI Capstone the student practical nurse will have the opportunity to engage in Virtual- ATI, a 12 week, personalized innovative, online partnership to help prepare them for NCLEX-PN success. The student will be assigned a personal nurse educator who will work one-on-one with them to guide them through a comprehensive content review. The student will receive a “Green Light” when the Virtual-ATI nurse educator deems they are ready to pass the NCLEX-PN. This is an independent, optional experience afforded to the student practical nurse following graduation. Students are highly encouraged to actively participate in this experience; however, it is not mandatory and opting out of the experience does not prevent the student from taking their NCLEX-PN if they have successfully completed the program.

Clinical Practicum

Clinical Practicum progresses from basic to complex nursing care. Each clinical practicum is planned to augment the theory component presented in a given term. Each clinical practicum is a unique entry in and of itself. Progression through these practicums requires the student to perform at a progressively more independent level.

Clinical I – Basic Geriatrics

Students are introduced to nursing care in a geriatric setting. This rotation provides an opportunity to practice communication skills, basic hygienic care procedures, socialization, and team work skills. The student will practice nursing care measures, as indicated, under close supervision. These include, but not limited to, vital signs, hygiene, transfers, and medical aspects.

Clinical II – Long Term Care – Intermediate

Students are assigned to a long term care facility where they will function under supervision of program faculty to give safe and efficient nursing care. The nursing process will be utilized as a basis for that care. Students begin to perform procedures using both medical and surgical aseptic techniques. Students will be introduced to administering medication in the long term care setting.

Clinical III – Medical-Surgical Nursing

Students are assigned to an acute care facility where they will function under supervision of program faculty to give safe and efficient nursing care to the stable acutely ill client. Students will have the opportunity to prepare clients for specialized diagnostic and therapeutic procedures.

This rotation is also planned to acquaint the students with various specialty units, outpatient clinics, rehabilitative services, and the emergency department. Observational experiences, as well as the care of patients with specialized nursing problems (e.g. oncology, respiratory, coronary) will be assigned during this rotation. The nursing process will be applied in each setting.

Clinical III – Advanced Long Term Care

This clinical rotation is designed to expose the student to the multiple roles and responsibilities of the practical nurse in a geriatric setting such as charge nurse, treatment nurse, and medication nurse.

Clinical IV – Advanced Medical – Surgical Nursing

This rotation is planned to provide an opportunity for the student to utilize the nursing process while caring for patients with complex nursing problems. Under supervision, the student is expected to consider legal and ethical boundaries while functioning as a member of the health care team.

Clinical IV – Family Centered Health Care

This rotation is planned to focus on the family unit as an interdependent entity. Exposure in different settings provides the student with insight into development and related family interaction at various stages of the life cycle. Clinical experiences are scheduled at an acute care facility, child care centers, and schools.

Clinical IV – Leadership/Community

Leadership skills learned in the classroom are applied in the clinical setting. Students will also be given another medication pass along with an observation with Home Health Agency.

SCHUYLKILL TECHNOLOGY CENTERS
PRACTICAL NURSING PROGRAM

STUDENT ORGANIZATION

Student Organization

- Each class will elect a representative and an alternate during the first 20 days of Term I enrollment.
- Elections will be held within each class during the first week of each subsequent term, i.e. Term II, Term III, and Term IV.
- A class advisor shall be appointed from the faculty on a progressive rotating basis. This advisor shall act as a liaison between the class and administration.
- The representative and/or alternate will represent members of the student body at selected meetings with the faculty and administration.
- Faculty will invite one student per class to serve on the Curriculum Committee.

Purposes and Objective of this Organization are to:

1. Establish group interrelationships.
2. Encourage group directed projects through the stages of selection, promotion, and completion.
3. Participate in review and/or development of policies, which affect students.
(Representatives will be invited to attend select faculty meetings.)
4. Develop cooperative functioning skills with classmates as a forerunner to good co-worker and employer/employee relationships.
5. Provide a prelude to participation in professional organizations after graduation and licensure; i.e.: Alumni Association, NAPNES
6. Provide an atmosphere for leadership skill development.

SCHUYLKILL TECHNOLOGY CENTERS
PRACTICAL NURSING PROGRAM

RULES AND REGULATIONS

Students represent the Schuylkill Technology Centers Practical Nursing Program to patients, visitors, friends, physicians, business representatives, and the community. For this reason, it is essential that a professional image be maintained at all times. It is also important that infection control and safety procedures be maintained through proper dress and appearance.

Dress and Uniforms

Practical nursing students will follow all policies of the Schuylkill Technology Centers. And in addition, these students will comply with the following rules and regulations of the Practical Nursing program as well as the policies of the cooperating agencies where the students attend clinical.

The Practical Nursing Coordinator and/or Coordinator of Post-Secondary will make any necessary decision on any question regarding student dress. The Practical Nursing Faculty has the authority to make any necessary decision regarding uniform or dress code violations where at the clinical site. Any violation of the dress or uniform code will result in the student being sent home for the clinical day. Student identification badge will be worn at all times for proper ID.

Student Practical Nursing Uniforms will be worn on clinical assignment days and at other times when specified. A uniform warm up jacket with the Practical Nursing Program patch may be worn with the uniform. Warm up jackets must be buttoned when leaving the specialty nursing units in order to protect student uniforms. A solid white or grey colored long sleeve t-shirt or turtle neck can be worn under uniforms. Pants are to be hemmed so they are not touching the floor.

Class Uniforms

Students must wear a STC Nursing t-shirt or scrub shirt that is solid or printed with scrub pants to class. Student must wear supportive nursing shoes or athletic sneakers with their scrubs. Students are not permitted to wear open toed shoes, flip flops, moccasins, boots, or bedroom slippers to class. Supportive shoes are required for safety issues when working in the lab.

Official STC Practical Nursing Clinical Uniform

Students must purchase a clinical uniform through the school uniform supplier and must have the official STC Practical Nursing emblem patch on the left arm of each uniform top. Student must wear warm up jacket with school patch and name tag for identification. Only qualified nursing students may wear the approved STC-PN student uniform. Wearing of the student uniform by unauthorized individuals could be a danger to health care clients. Students are discouraged from wearing their clinical uniform while doing personal errands or while visiting other places when traveling to and from the clinical site.

Full uniform includes:

- Clean, pressed designated uniform
- Watch with second hand
- Stethoscope
- Identification (student name pin)
- Appropriate clean, white, or black leather
- Worksheet
- Black pen

Nurse's shoes must be neat, clean, and well-kept at all times. Plain white, pantyhose must be worn with dress uniforms. An instructor may refuse to allow a student to report to a clinical unit unless professional appearance is satisfactory. Time lost will be added to accumulated absenteeism. Shoes are an important part of a nurse's uniform and should provide good firm support. They should also protect the feet from contamination from spills and injury by accidentally dropped needles or other instruments.

Shoes must be:

- White or black (minimal pastel color accents will be accepted)
- Leather or simulated material (no canvas) with non-skid soles
- Shoes/nursing sneaker type (Nurse Mates) or any sneakers that meet all above criteria will be acceptable
- Clog or boots are not permitted

Identification Photo Badge

Picture ID's must be returned to the PN Office by your last day. You will not receive your graduation packet until your picture ID is returned. Students who misplace or lose their identification badge will have to pay \$10.00 for a replacement badge.

Hair

Hair, beards, and moustaches that interfere with the ability to maintain standard precautions or sterile technique when appropriate in the work environment is prohibited. Extreme hair styles and color are prohibited. Extreme hair colors include, but are not limited to pink, green, blue, or purple. Hair must be clean, well-groomed and off the uniform collar at all times. Hair may be confirmed with white-clear, brown, or uniform wine colored accessories that are neat, moderate size and safe as well as functional. Hair must be away from face.

Fingernails

Fingernails must be clean, short, and without nail polish in the clinical area. "Artificial nails" are not permitted. This is necessary for patient safety, assessment of pulse rate, and medical asepsis.

Jewelry

All jewelry or ornaments are forbidden when in uniform except wristwatch, wedding band, and medical identifications. Earrings may be gold, silver, or white pierced studs. They must be small and never hoops (which present a safety hazard). Only 2 studs per earlobe may be worn on multi-pierced ears. No open gauges allowed in ear lobe. If a student has a gauge in the ear upon admission it must remain the same size during the duration of the program. Gauges may NOT increase in size when enrolled in the PN program. Other visible body pierced jewelry (i.e. nose, eyebrow, lip, tongue) is PROHIBITED. Jewelry which is suggestive, lewd, or satanic is prohibited.

Tattoos

Tattoos of an offensive or prominent nature must be covered. Students should make an attempt to cover all tattoos if possible when in clinical uniform.

Toiletries

All students must maintain high standards of personal hygiene. Strong perfumes, colognes, after-shaves, or similar products that adversely affect peers, patients, or visitors are prohibited.

SCHUYLKILL TECHNOLOGY CENTERS
PRACTICAL NURSING PROGRAM

PROGRAM POLICIES

STC Student Entry Access Code

All doors to the STC building will be locked. In order to enter the building students will need to be “buzzed” in. Each class will be assigned an access code to enter the rear entrance of the building. This code is not to be given to anyone else.

Student Facilities

The practical Nursing Program consists of two classrooms, a Nursing Simulation Learning Resource Center, a Student Study Area, and Computer Lab/Library. Students have access to the Pennsylvania Power Library resources online. The Wilkes Lab, which is the school’s computer lab, is also available to students.

Gait Belts

Students should use gait belt provided in Pocket Nurse Totes at all long term care clinical facilities.

Back Belts

Students are not required to wear back supports. If a student opts to wear a back support, it must be secured and properly laundered.

Alcohol

Do not consume alcoholic beverages within 8 hours prior to class/clinical or while in uniform. Any student suspected to be under the influence of drugs or alcohol and considered unsafe will be removed from the clinical area or classroom at the discretion of the instructor. It will be the student’s responsibility to secure a ride home.

Tours

Dress according to agency policy. When uniforms are not to be worn, the PN student must dress appropriately. No jeans, shorts, sweat pants, scrubs, tank tops, halters, midriffs, low cut tops, short skirts, or body piercing jewelry, except earrings as per policy. If dressed inappropriately, the student will be sent home and marked absent for the entire day.

Housekeeping

Housekeeping within STC is a cooperative effort of the faculty and students. Chairs should be aligned before students disband. Desks must be free from trash (at STC and in the clinical classrooms at all times). The refrigerator in the Student's Study Area is the responsibility of the students to keep it clean. Classes will alternate months to be responsible for keeping the refrigerator clean and free of expired food. All food and beverages must be initialed and dated, any food or beverage that is not initialed and dated will be immediately thrown away.

Nursing Simulation Learning Resource Lab

The nursing lab is available to the student to provide extra opportunity to practice clinical skills at their convenience. Students are not permitted to remove the simulation mannequins from the beds. Students are not permitted to turn on or manipulate the simulation mannequin equipment.

Video/Audio Taping During Clinical

In accordance with HIPAA and other Federal and State patient confidentiality laws students are forbidden from using any recording devices while in the clinical area, including any observational experiences they are involved in. Students may not utilize any photographic, video, audio, or other recording devices, including cell phones, during their hours of clinical instruction. There are absolutely no exceptions to this rule. Students are also forbidden from posting any information pertaining to clinical or lab experiences on any social networking site or any other type of internet or media site. Failure to comply with this policy will lead to disciplinary action, which may include immediate dismissal from the program.

Tobacco Use Policy (Effective November 15, 2007)

The Board recognizes that tobacco use by postsecondary students presents a health and safety hazard that can have serious consequences for both users/nonusers and the safety/environment of the school. For purpose of this policy, tobacco use shall be defined as use and/or possession of lighted or unlighted cigarettes, cigars, pipes, other lighted smoking products; and smokeless tobacco in any form.

The Schuylkill Intermediate Unit Board prohibits tobacco use by all students (secondary and post-secondary), employees, and community members in a school building and on any property, buses, vans, and vehicles that are owned, leased, or controlled by the Schuylkill Intermediate Unit. The IU may initiate prosecution of a post-secondary student who possesses or uses tobacco in violation of this policy and will be subject to the following:

- ✓ 1st Offense: Conference with the Practical Nursing Program Coordinator or other appropriate representative. Verbal warning issued and recorded.
- ✓ 2nd Offense: Administrative conference with the Practical Nursing Program Coordinator, the Building Administrator, and if needed the Director of Postsecondary Programs. A written warning will be issued to the student with a copy placed in the student's file.
- ✓ Further Violation-Student will be dismissed.

All STC Practical Nursing Program students must follow the smoking policy of the clinical site.

Meals

Meals may be purchased at the clinical facility's lunchrooms or cafeterias if available, or students may bring their lunch. All students carrying lunch will eat their lunch in the designated/cafeteria area. Students are allowed to leave the building during lunch period only at the STC site. (NOTE: Any late returns from lunch will be documented and time deducted). Students are not permitted to leave the clinical facility for break or lunch.

Telephone

School and hospital telephones are official business phones and are not to be used for personal calls. Students must obtain permission to leave their assigned clinical area to use the telephone when necessary.

If it is necessary for a student to be reached while at STC, the PN number is (570)874-1034, extension 4881. When the student is in the clinical area the student may check their personal cell phone for missed calls or messages only on assigned breaks or lunch. Students are not permitted to have their personal cell phones turned on during clinical hours on the unit as per facility policy. Students are not permitted to make or answer personal phone calls or text messages while on the clinical unit.

Cell Phones

Cell phones are to be turned off during class and are to be used at break and lunch ONLY unless the instructor is using the cell phone for a classroom learning activity. Cell phones are not to be used in the hallway. This is an STC policy. They may be used in the lab area, student study area, or cafeteria (if it is not in use by the high school programs). Instructors have the right to ask you to leave the classroom if you are observed using your cell phone. **TEXTING DURING CLASS IS NOT PERMITTED.** The amount of time you are out of the classroom will be added to your absentee time. Cell phones or any devices that can be used to record conversations or take any pictures anywhere while at the clinical facility is strictly prohibited. This includes the outside grounds areas. Recording of instructor lectures are not permitted unless the student is given permission from the individual instructor. Failure to adhere to the rules and regulations of this policy may result in warning, probation, and/or termination from the program. This demonstration of irresponsibility towards rules and regulations can also affect your clinical grade.

HIPAA – Health Information Portability and Accountability Act

Federal legislation mandates that all patient information be confidential. This applies to all clinical facilities and agencies with which the Schuylkill Technology Centers has affiliations. When students are in the clinical areas they are not to take any identifying information about the patient from the chart, such as the patient's name, birthdate, or medical record number. Patient information should be given only to those persons who are directly involved with the patient care. Failure to comply with this will result in disciplinary action for the student, which could include dismissal from the program.

Patient Visiting in the Hospital

The SPN shall function in the assigned hospital units only. NO visiting in other units or offices of the hospital without permission.

All visits to family members who might be hospitalized must be approved by the Nursing Instructor and may only be done after scheduled school hours.

Emergency situations shall be handled individually.

Do not bring money, wallet, purse, etc. to the clinical classrooms. STC, Nursing Instructors, and the clinical agency are not responsible for personal items. Bring only lunch money required for that day.

STC Student Emails

Each student will be issued an STC email account at the start of class. It is the student's responsibility to check this email at least every 24 hours and also prior to clinical mornings in the event of a late start or cancellation. Necessary and important information is often relayed via STC email.

SCHUYLKILL TECHNOLOGY CENTERS
PRACTICAL NURSING PROGRAM

EMPLOYMENT POLICY

Some students enrolled in the Practical Nursing Program may require employment in order to meet financial obligations or to supplement the family income. If employment is necessary, current Federal and State Laws would apply in addition:

Students employed in Health Care Delivery will NOT:

- Wear the uniform of the school or any part thereof.
- Perform functions normally assigned to an LPN or SPN.

Student employment shall be on a voluntary and personal basis and the student will be required to:

- Plan for adequate rest within a 24 hour period.
- Maintain satisfactory performance during the course of the program.

It is the expectation that the student practical nurse's first priority is to the academic program. Therefore, missing clinical or class time due to work schedules is considered an unexcused absence.

**Make up time due to class cancellation or student absentee may be made up on scheduled off days for break or holiday. Students are required to attend mandatory make up days.

SCHUYLKILL TECHNOLOGY CENTERS
PRACTICAL NURSING PROGRAM

HONOR PHILOSOPHY

Academic integrity is the pursuit of scholarly activity free from fraud and deception and is an education objective of this institution. Students have the responsibility to create an atmosphere of trust and support through academic integrity. It is within this atmosphere that students are empowered to make decisions, develop regard for the system through which they learn, and achieve a sense of personal and professional integrity. Students have the responsibility to adhere to this Honor Code.

Violation of the Honor Code includes but is not limited to:

- Cheating
- Plagiarism
- Fabrication of information
- Facilitating acts of academic dishonesty by others
- Unauthorized possession of examination and/or contents
- Submission of another person's work
- Submission of work previously used without authorization by the instructor
- Tampering with academic works of other students
- Falsifying documentation

A student charged with an Honor Code violation will be given written notice of the charge by the instructor. The procedures for warning, probation, suspension, and termination will then be initiated as outlined in the student handbook.

SCHYULKILL TECHNOLOGY CENTERS
PRACTICAL NURSING PROGRAM

ACADEMIC REQUIREMENTS

Students in this program are expected to show consistent progress in their ability to utilize learning opportunities effectively, acquire and retain essential content, and make appropriate application in clinical practice.

Courses of study included in the Practical Nursing Program of Learning include:

| | |
|-----------------------------------|--------------------------------|
| 1. Anatomy and Physiology | 7. Nursing IV |
| 2. Mental Health Nursing | 8. Pharmacology |
| 3. Geriatrics | 9. Family Centered Health Care |
| 4. Nursing I | 10. Personal and Vocational |
| 5. Nursing II | 11. Clinical Practicum |
| 6. Nursing III (Medical-Surgical) | 12. Cancer and Immunology |

Each course of study is comprised of various modules (refer to the Program of Learning for clarification).

Students are required to complete all terms with a satisfactory minimum grade average of 80% in each theory course of study offered during that term and must obtain a satisfactory grade in the clinical course of study for all four terms. Grades are not rounded off. Example: a 79.9% is not an 80%.

Students will be allowed to retest two failed exams each term. Only students who have an average of less than 80% in a subject area are permitted to retest exams. In Term II the student must obtain an 80% on the Dosage & Solution and Medication Administration exams. Students may retake these two exams as many times as necessary in order to pass. Students who do not pass these examinations by the end of Term II will not be permitted to administer medications at the clinical site. Students who do not satisfactorily administer medications at the clinical site by the end of Term III will not achieve a passing score on this critical skill and therefore will not pass the clinical rotation and will be terminated from the program. The Retests are not counted as part of the two retests per term.

Each clinical experience is an entity unto itself with unique experiences that enable the student to apply skills in specific clinical settings. Because of the uniqueness of the four (4) clinical terms, each one must be satisfactory. Clinical is a satisfactory/unsatisfactory grade. Since what is learned in theory is applied in clinical practice, unsatisfactory clinical practice warrants the repeating of the associated theory as well as the clinical component of the involved term.

In order to graduate, a student must satisfactorily complete all theory courses of study identified in the Program of Learning with a minimum grade of 80% and must obtain a satisfactory grade in the clinical course of study.

Ongoing evaluations keep students informed of their progress and enrollment status. Written progress reports are completed at each mid-term and end of terms.

Academic Probation

A student is placed on academic probation at mid-term if the grade in any theory course of study is less than 80%. Students on academic probation will be required to meet with the instructors and academic advisor to review a remediation plan. Students on academic probation are expected to complete the remediation plan working closely with the course instructor. If, at the end of the term a student fails to achieve a satisfactory (80%) grade in all academic courses of study, or obtain a satisfactory clinical practicum offered in that term, the student will be terminated from the program. An option to repeat the failed term may be offered to the student. If a student fails the same term a second time, he/she will not be re-admitted to the Practical Nursing Program.

SCHUYLKILL TECHNOLOGY CENTERS
PRACTICAL NURSING PROGRAM

GRADING

Passing Grade – 80% - Theory Performance

- Grading Scale: 94 – 100 = A
87 – 93 = B
80 – 86 = C
79 – Below = D – Failure
- Numerical grades are used for theory achievement, as well as reports, and care plans.
- Final grade for academic achievement is determined by the individual course and may include one or all of the following:
 - Written Exams
 - Class Presentations
 - Class Projects

Exam Policy

Exams are usually given first thing in the morning. Cell phones are to be given to the instructor prior to all exams and reviews and will be given back to the student after all students are finished with the exam/review. Students are not allowed to use cell phones during the exam and review. If a student is observed using a cell phone during the exam or the review the instructor will take the exam and the student will be given a “0”. Once an exam has started students, will not be allowed to leave the room while taking the exam unless the instructor gives permission based upon the individual circumstances. If a student must leave during the exam, the exam and answer sheet will be collected and any questions unanswered will be marked wrong at the discretion of the instructor.

When you are finished with the exam, you are to hand in the exam and answer sheet to the instructor and you may leave the room. Cell phones are to remain in the testing room. Once you leave you are not permitted to reenter the testing room until all students are finished with the exam. No exams or answer sheets should be left on your desk or taken out of the room with you.

During the exam and exam review your desk is to be cleared from books, pens/pencils, paper, water bottles, etc.

During the exam and exam review all hats and hooded sweatshirts will be removed.

Instructors reserve the right to alternate seating arrangements prior to the exam.

The instructor reserves the right to give the student a different exam if they are absent or late the morning of an exam. The student will be responsible for obtaining any missed lecture material.

Any late tests will be taken at the end of the day with the instructor sitting one on one with the student. Any retests will only be permitted to be taken when the PN Coordinator or an instructor is available to sit with the student one on one. There will be no exceptions made.

Clinical papers will be graded satisfactory or unsatisfactory. Clinical Performance Achievement is determined by:

- Performance evaluations and checklists.
- Conference participation.
- Attitude and Professionalism – includes, but is not limited to, the evaluation of cooperation, ability, and willingness to follow orders, safety habits, dependability, personal hygiene, and organization of tasks, and preparedness for assignments.

Students are responsible for personally recording and monitoring their progress. Students are expected to approach the appropriate PN staff person for clarification of their progress and to seek assistance whenever necessary. Written progress reports are distributed each mid and end of term.

SCHUYLKILL TECHNOLOGY CENTERS
PRACTICAL NURSING PROGRAM

TUITION AND REFUND POLICY

The following are current costs (subject to change) related to the Practical Nursing Office.

| *Fees | Entrance | Term I 406 Hours | 374Term II 374 Hours | Term III 391.5Hours | Term IV 373.5 Hours | Total 1545 Hours |
|---|-----------------|-----------------------------|---------------------------------|--------------------------------|--------------------------------|-----------------------------|
| Tuition (hours by term) | | \$3654.00 | \$3366.00 | \$3523.50 | \$3361.50 | \$13905.00 |
| Lab/Test/Computer Fees | | \$395.00 | \$371.00 | \$371.00 | \$371.00 | \$1508.00 |
| Enrollment Deposit | \$275.00 | | | | | \$275.00 |
| Application/Test Fee | \$100.00 | | | | | \$100.00 |
| Background Checks (Estimated) | \$100.00 | | | | | \$100.00 |
| Uniforms (Estimated) | | \$200.00 | | | | \$200.00 |
| Medical Screening (Estimated) | | \$250.00 | | | | \$250.00 |
| Required Textbooks (Estimated) | | \$400.00 | \$250.00 | | | \$650.00 |
| TOTAL | \$475.00 | \$4899.00 | \$3987.00 | \$3894.50 | \$3732.50 | \$16988.00 |
| Estimated Additional Term IV Costs | | | | | | |
| Graduation Costs | | | | | | |
| Graduate Nursing Pin | | | | | | \$35.00 |
| Cap | | | | | | \$10.00 |
| Graduate Uniform | | | | | | \$60.00 |
| PA Temporary Practice Permit | | | | | | \$35.00 |
| PA State Board of Nursing Licensure Fee | | | | | | \$35.00 |
| NCLEX Testing Fee | | | | | | \$200.00 |
| Total Graduation Fees | | | | | | \$375.00 |
| TOTAL ESTIMATED COST | | | | | | \$17363.00 |

Please Note: Term I is the most costly term. Approximate cost is \$4899.00.

Tuition: Students are responsible for payment for their tuition amounts (less any approval Pell, GSI, or Scholarship Awards) within ten (10) days prior to the start of each term. The Practical Nursing program is comprised of four terms. Refer to your student handbook for term dates. Students are also responsible for the following: application/lab/test/computer fees, clearances, uniforms, textbooks, immunizations, drug screening, and graduation expenses. In the event that a student fails to pay in full the term tuition payment (less any approved Pell, GSL, or Scholarship Awards), the student will not be permitted to attend classes.

Tuition Refund will be based on each term payment. If a student enrolled in a program withdraws or is terminated by the school, the following refund policy is applicable after the first full class day:

| <u>Refund Due</u> | <u>Practical Nursing Program</u> |
|-------------------|----------------------------------|
| 75% | Day 2 to 10 |
| 50% | Day 11 to 15 |
| 25% | Day 16 to 30 |
| No Refund | After Day 30 |

Students receiving Pell or Loan money will be subject to additional refund policies set forth by each respective agency. The major factor in determining Title IV Funding is class attendance. Any money returned to these agencies will be charged to the student when applicable.

STC students receive a complete FA Policy Handbook upon acceptance.

*All costs are approximate and subject to change. Tuition and fee schedule is subject to change July 1 of each calendar year

SCHUYLKILL TECHNOLOGY CENTERS
PRACTICAL NURSING PROGRAM

ATTENDANCE

School Calendar

Each student received a copy of the school calendar indicating holidays and vacations. Attendance is required. Administration and faculty firmly believe that attendance is imperative to proper learning. If the PN schedule is different than the school calendar, the PN schedule is followed.

Excused and Unexcused Absence

Attendance in the Practical Nursing program is measured in clock hours. Students must meet the minimum clock hours set forth by the Practical Nursing program and the State Board of Nursing in order to be eligible to sit for the National Council Licensure Examination – Practical Nursing (NCLEX-PN) following graduation. Therefore, attendance is mandatory for all classroom and clinical learning experiences. The following attendance guidelines are strictly adhered to:

- Arrive on time for all clinical and classroom scheduled hours. Students who anticipate being absent must email the clinical instructor and program coordinator at least 1 hour prior to the scheduled start time. First offense for students who arrive late to clinical without emailing will be a written warning. Second offense for students who arrive late to clinical without emailing will be sent home and deducted 8.5 hours of absentee time.
- Students who fail to notify the clinical instructor and program coordinator of the absence will be a “No Call/No Show”.
 - First Offense - a verbal warning will be issued. The “No Call/No Show will be documented in the student’s clinical evaluation as a clinical unsatisfactory.
 - Second Offense – a written letter will be issued by the PN Coordinator stating that the student is on Clinical Probation. The “No Call/No Show will be documented in the student’s clinical evaluation as a clinical unsatisfactory.
 - Third Offense – suspension will be issued by the PN Coordinator.

Students are allotted 24 hours of excused absentee time. Any time missed in excess of the 24 hours will need to be made up (see Excessive Absenteeism Policy). Make up hours will be offered at the end of the program and a fee of \$25.00/hour will be charged to the student. Students who have to complete make up hours will do so with the next incoming class’s clinical rotation. Maximum number of paid make-up hours will not exceed 21 hours.

Excessive Absenteeism

Attendance will affect a students’ enrollment status as follows:

- At 14 hours absence – a warning letter will be issued.
- At 24 hours absence – the student is placed on probation.
- At 45 hours absence – the student is terminated.

*Documentation of extenuating circumstances such as hospitalization, pregnancy, or mandatory court dates will be considered by the Practical Nursing Coordinator. If the absence is considered excused due to extenuating circumstances the student will still need to meet the objectives at the end of the program. The date, time, and facility or assignment will be at the discretion of the Practical Nursing Coordinator. Make-up days may be held on alternative class/clinical days as well as on holidays breaks or breaks between terms depending on instructor availability. Students who fail to make up the time on the scheduled days will receive an incomplete/failing grade for the term and will not be permitted to progress on within the program.

Personal Illness

Misuse of sick leave shall be considered a serious infraction subject to disciplinary action. Whenever a student becomes ill during the school/clinical day, she/he may be excused by the immediate supervisor for up to two (2) additional consecutive days without a physician's certification of the condition. A student is not required to submit a certificate from the physician for an absence, which does not exceed two (2) complete days. In the event of an illness, an absence of three (3) or more consecutive scheduled days requires a physician's certification in order to return to class or clinical assignment with level of activity specified. Any hospital admission, emergency room visit, chronic illness, motor vehicle accident, or change in health status, also require a doctor's excuse for absence. Any student who seeks the care of a licensed health care provider must obtain a doctor's note clearing the student to return to class and/or clinical.

Death in the Family – Student must provide proof of the funeral as per Memorial Card and/or Memorial Service Program.

- In the event of a death within the student's immediate family (mother, father, husband, wife, child, sister, brother, grandchild, grandmother, grandfather, or parent-in-law), the student may be granted a Bereavement Leave at the discretion of the PN Coordinator of not more than three (3) consecutive days. This leave will not affect the student's enrollment status (i.e. not counted in attendance for warning, probation, or termination) but will be required to be made up before the student is able to progress on to the next term or complete the program.
- In the event of death of other relatives, one (1) excused absence day may be granted at the discretion of the PN Coordinator. Depending on circumstances, the student may be granted a Bereavement Leave no more than three (3) consecutive days at the discretion of the PN Coordinator. This leave will not affect the student's enrollment status (i.e. not counted in attendance for warning, probation, or termination) but students will be required to meet the objectives before the student is able to progress on to the next term or complete the program.

Court Subpoena/Jury Duty

If a student is absent due to a court subpoena or jury duty these hours will not affect the student's enrollment status (i.e. not counted in attendance for warning, probation, or termination) but will be considered when calculating total attendance hours and will be required to be made up before the student is able to progress on to the next term or complete the program.

Absence on Theory Day

When a student misses a class day it is his/her responsibility to make sure they meet the objectives of the day. Students need to refer to their module to see what objectives and learning content were covered during their absence. Students should also meet with the instructor. Missed labs can be made up by the student during the hours that the lab is open. Refer to "grading" in your student handbook for information on missed exams.

Punctuality

Attendance and punctuality are stressed as qualities of a professional person. Students are expected to be on time for clinical and class and to remain for the entire day. All late arrival or leaving early time will be calculated in 15 minute increments.

Clinical Days

Clinical begins at 6:45 am. Arrival after 6:45 am will be considered as being tardy and will also be recorded in 15 minute increments up until 8:00 am. Arrival after 8:00 am will be counted as a whole day absent. If a student arrives after 8:00 am he/she will be sent home and marked as a whole day absent. In the event that it is necessary to meet program objectives evening clinical may be scheduled.

If a student leaves early, after 8:00 am, time will also be recorded in 15 minute increments. Leaving early before 8:00 am student will be marked absent for the entire day.

Clinical Notification of Absence or Delay

A student not reporting to clinical on time must notify the clinical instructor by emailing the instructor one hour prior to clinical to report the delay or absence. **DO NOT CALL THE SCHOOL OR THE FACILITY.** If a delay was reported, and now an absence is required, the student must notify the clinical instructor again. If unable to reach the instructor or if the instructor does not return your email notification, call the nursing office and leave a message.

- First Offense - a verbal warning will be issued. The "No Call/No Show will be documented in the student's clinical evaluation as a clinical unsatisfactory.
- Second Offense – a written letter will be issued by the PN Coordinator stating that the student is on Clinical Probation. The "No Call/No Show will be documented in the student's clinical evaluation as a clinical unsatisfactory.
- Third Offense – suspension will be issued by the PN Coordinator.

These offenses are cumulative and will continue throughout the program.

If a student is aware the evening prior to clinical they will be absent, the student may email the instructor by their school email. However, it is the students' responsibility to notify the correct instructor. Once the instructor receives this email the instructor will send a reply back to the student to verify they received it. If the student does not receive this verification email from the instructor it indicates the instructor did NOT receive the email and it is then the student's responsibility to notify the instructor by calling the nursing office. Failure to do this will cause the student to be marked as not reporting off an absence or late arrival.

When emailing an instructor that you will be late or absent you are also required to "cc" it to the PN Coordinator and the nursing office at bickl@stcenters.org

Admission Deferment

Students who begin the application process by completing the TEAS examination, completing the STC PN application, and paying the non-refundable application and enrollment fee may have the option of deferring enrollment for a time period of no more than one (1) year or the start of the next consecutive class start date from the date.

Students who defer past one (1) year or the start of the next consecutive start date will have to start the entire admission process over from the beginning. This includes TEAS testing/fee, application fee, and enrollment fee.

Emergency School Closing

In case of snow emergency or any other disaster, announcements will be made on the local radio/TV stations by 7:00 am (T-102/WNEP). When STC is closed, the Practical Nursing Program is closed. Students need to use good judgment and follow safety procedures in bad weather. Information may also be obtained from student's STC email or school's web site – www.iu29.org, click on link – current Schuylkill County school delays and cancellations.

Time lost because of school closure will be made up in order for all students to comply with the State Board of Nursing and program regulations for class/clinical hours required. If there is a delay or early dismissal, students who are absent will be docked the full amount of scheduled hours for that day. Lost class/clinical time can be made up by either of the following:

- An alternative assignment such as a case study.
- An on-line assignment
- Adding hours to already scheduled class/clinical time.

Make up days may be scheduled on holidays or "vacation" days if necessary. Hours lost to delays will be made up at the discretion of the Program Coordinator.

If an assignment is used to make up class/clinical hours, failure to hand in the assignment by the assigned deadline will result in deduction of those hours.

Leave of Absence

A Leave of Absence may be granted to a student following the successful completion of a term. The student must submit a written request for a leave of absence to the Program Coordinator. A student requesting a leave of absence for medical reasons will be required to submit a physician's certificate stating that they are able to return to school. The certificate should include restrictions deemed necessary by the physician. Due to the Federal Guidelines and Financial Aid Policies, a student leaving during the scheduled term will be determined as being withdrawn.

Within two weeks of any conferences in which student enrollment status is changed, a letter will be sent to the student regarding the change. When the enrollment status of a student changes the Financial Aid Office will be notified.

SCHUYLKILL TECHNOLOGY CENTERS
PRACTICAL NURSING PROGRAM

READMISSION POLICY

Students who were on an approved leave of absence or who were unsuccessful in completing a term may request readmission into the nursing program. Students must repeat a failed term from the beginning (including all courses) before progressing onto the next consecutive term. Students may only repeat any of the four terms one time. If a student fails any term for the second time the student will be permanently withdrawn from the program and may not be considered for readmission.

Students who have been terminated and desire to repeat a failed term or students desiring readmission to the program following a leave of absence or withdrawal must:

1. Submit a letter requesting reentry (the request will be reviewed by the faculty and admission committee)
2. If accepted, the student must make an appointment with the Financial Aid Officer. All financial obligations from prior admission must be satisfied before returning to the new term.
3. All necessary medical forms and any other specified items will need to be repeated before the readmission occurs. The student will then be scheduled to enter on the next date the identified term begins and must pay current tuition changes as prorated for the term/terms to be completed.
4. The period of time between termination or a leave of absence from the program and readmission may not exceed one (1) calendar year. Exceptions may be made for Active Military Duty. Requests to return to school must be made to the Program Coordinator. Each situation will be evaluated individually and the faculty will decide if a student may return if the LOA is longer than one year due to Active Military Duty.

SCHUYLKILL TECHNOLOGY CENTERS
PRACTICAL NURSING PROGRAM

COUNSELING AND GUIDANCE POLICY

Objectives:

1. To provide an opportunity for personal interaction between student and a mentor (instructor or coordinator).
2. To provide an opportunity for analysis of student progress in the program.
3. Assist the student to become self-directed and able to express his or her needs as well as his or her progress analysis.
4. Create an environment of mutual respect and good teacher/student relationship to promote optimal learning outcome.

Students have a responsibility to monitor their own progress in all aspects of the program. Students identifying the need for guidance or counseling should seek assistance from the PN Coordinator/Instructor.

Procedures:

1. A conference may be scheduled at the end of term periods with PN Coordinator and/or designated instructor(s) on an “as needed” basis. Written progress reports, clinical evaluation, and student self-evaluations are reviewed with the student at this time. In addition, (mid-term), written progress reports, and clinical performance reports of satisfactory or unsatisfactory will be issued.
2. Faculty will be available for additional counseling sessions on an “as needed” basis. Student, instructors, or PN Coordinator may initiate these.
3. Documentation of the counseling session will be entered in the “Student Counseling Summary” form. Both the student and faculty member will sign the entry form.
4. The instructors maintain anecdotal records of each student’s performance in the clinical area. These are used to determine progress and to serve as a guide in counseling students. These records may be reviewed with the student during counseling sessions.
5. Students will evaluate their clinical performance on the Daily Clinical Progress Note. Instructors will use the same Daily Clinical Progress Note to provide students feedback after each clinical day. The Daily Clinical Progress Notes will be used to provide students a summative clinical evaluation at the end of each term.

SCHUYLKILL TECHNOLOGY CENTERS
PRACTICAL NURSING PROGRAM

CIVILITY POLICY

The Schuylkill Technology Centers (STC) Practical Nursing program believes that all individuals should be treated with respect and civility, regardless of race, religion, ethnicity, disability, gender, sexual orientation, age, or opinion/viewpoint. Teaching and learning is the central focus of the LPN program. The program is committed to maintaining a positive learning and working environment.

It is the philosophy of the faculty that Practical Nursing education is based on well-defined behavioral objectives and graduate competencies with the course and term objectives contributing to the total program objectives. Learning occurs when a student has the ability and motivation to learn and faculty members believe in what they teach, enjoy teaching, and are able to stimulate students to learn. Behaviors that infringe upon the rights of individuals to learn and work in a safe and civil environment will be addressed in the Warning, Probation, Suspension, and Termination Policy in the Student Handbook. The faculty acknowledges that it is necessary to create guidelines for conduct that protect the rights of the individual and the program as an educational institution. The following applies to all individuals involved with the program including students, faculty, and staff.

All individuals have the right:

- To work, learn, and study safely and without harassment.
- To freely express opinion, provided such opinions do not infringe upon the rights of another individual.
- To be treated at all times with courtesy and respect, regardless of race, gender, creed, ideology, sexual orientation, ethnic, or cultural background.

Definitions:

- Harassment
Harassment is any behavior that results in creating an offensive, intimidating or hostile learning or work environment. This includes such things as making harassing comments, belittling, taunting, or challenging others, criticizing or blaming others, threats of physical harm, body language intended to discomfort others, cyber-bullying or inappropriate use of electronic media including text messaging, emails, and comments on social networks, using profanity or making racial or ethnic slurs, stalking and physical harm.
- Academic Incivility
Academic incivility is any type of speech or behavior that disrupts the academic environment. Disruptive behaviors in the academic environment include disruptive

conversations, using cell phones or pagers in class or clinical, sleeping, arriving late or leaving early, dominating discussions, challenging faculty during class, verbally discrediting faculty/clinical agencies/employees of clinical agencies, cheating, plagiarizing, and any other form of academic dishonesty.

- Behaviors Constituting Unacceptable Conduct

The following list outlines practices and conducts which are unacceptable for students, faculty and staff.

1. Physical abuse or threats of abuse toward any individual.
2. Harassment and offensive expressions of prejudice or ignorance.
3. Obstruction or interference with program activities or any conduct that interferes with learning or disrupts the academic environment.
4. Theft or damage to program property or the property of any individual.
5. Academic dishonesty.
6. Possession, use or distribution of alcohol, narcotics, or dangerous drugs on the STC campus or at any of the clinical sites.
7. Possession of weapons, explosives or chemicals used to inflict harm on human beings or cause property damage.
8. Any other unacceptable behavior as defined in the Practical Nursing Student Handbook.

Unacceptable behavior will be addressed through counseling. Students may be placed on probation, suspension, or termination as per the Practical Nursing Student Handbook.

SCHUYLKILL TECHNOLOGY CENTERS
PRACTICAL NURSING PROGRAM

CIVILITY POLICY DISCLAIMER

Students will demonstrate civility and respect in both words and actions toward faculty, peers, staff, patients, and families. Students will verbalize positive statements about the profession of nursing and the nursing program in the classroom, clinical, and community settings.

While it is understood that disagreement will occur in the educational setting, open communication, academic integrity, mutual respect for differing points of view, freedom from unnecessary disruption and a climate of civility are values that must be upheld by all individuals associated with the nursing program.

I have read and understand the Schuylkill Technology Centers Practical Nursing Program Civility Policy. I realize that failure to comply with this policy will result in disciplinary action in accordance with the policies of the Schuylkill Technology Centers Practical Nursing Program.

Student's Name: _____ Date:

Student's Signature: _____

SCHUYLKILL TECHNOLOGY CENTERS
PRACTICAL NURSING PROGRAM

ACADEMIC WARNING, PROBATION, SUSPENSION, AND TERMINATION POLICY

It is the philosophy of the STC Practical Nursing program that nursing education is based on well-defined behavioral objectives, course academic objectives, and overall term objectives contributing to the total program objectives. Students will receive written program and course objectives and will be expected to meet all of the objectives satisfactorily with the guidance of the Practical Nursing Coordinator and/or faculty. When a student demonstrates below satisfactory achievement or other adverse behavior it may be necessary to issue a warning, place the student on probation, suspend the student from theory or the clinical setting, or terminate the student from the program. A conference would be scheduled with the involved parties if any of these actions are necessary.

Students are required to record and track their own academic progress. Students are expected to seek remedial assistance from their classroom or clinical instructor when their progress is less than satisfactory at any time. Students should also schedule a meeting with their academic advisor to discuss and develop a plan of success.

Progress Warning - A written warning and verbal conference will be held to make the students aware of the risk of academic failure due to borderline or low achievement levels and/or at risk behaviors which may lead to probation and/or termination.

Examples include, but are not limited to:

- Failure to achieve a satisfactory grade average of 80% in any course.
- Demonstration of poor patient, co-worker, fellow student or student/teacher relationship.
- Demonstration of irresponsibility toward rules and regulations, e.g., frequent absence/tardiness.
- Demonstration of poor clinical performance as evaluated by the clinical faculty.

Probation – A period of enrollment during which a student is assisted through individual counseling and remediation to correct deficiencies leading to probation. During this time the student must meet with the PN faculty, PN Coordinator, and PN Advisor to discuss a remediation plan of success. It is the expectation that the student will actively complete the remediation plan and seek assistance as needed in order to remain in satisfactory standing within the Practical Nursing program. Students who fail to complete the remediation plan are at risk for suspension or termination from the progress.

Examples include, but are not limited to:

- Failing Academic Grades – Students must maintain an average of 80% for each course of study offered during the term in order to remain in the term and move on to the next consecutive term. Academic Probation will be imposed at mid-term of each course of study or anytime thereafter when a student's grade goes below 80%. Students must

complete each term with a minimum 80% satisfactory achievement in all theory courses of study, as well as satisfactory clinical experience grade in order to be promoted to the next term.

Suspension – A period of time when the student will be separated from the program. This period shall be determined by the PN Coordinator and PN faculty but not exceed three (3) scheduled consecutive days at one time. Time lost is identified as “unexcused absence” and will be required to be made up. A cost of \$25.00 per hour will be charged to the student in order to make up these hours. This action is taken when student behavior warrants immediate reprimand.

Criteria for suspension include, but are not limited to the following:

- Consistent disregard for STC regulations – smoking, parking, etc.
- Consistent disregard for rules and regulations of affiliating institutions.
- Unethical/unprofessional conduct on school or affiliating agency.
- Unprepared/unsafe in the clinical setting.

Termination – The cessation of the students from the PN academic program. Criteria for termination is recommended but not limited to:

- Conditions contributing to the failure to meet the terms outlined in the clinical contract or academic probation letter.
- Need for academic suspension, after student has already had a course of academic suspension.
- Academic failure.
- Administration of medication without the verification of the instructor.
- Behaviors that cause physical or emotional harm to other individuals.
- Evidence of possession, sale, and/or use of harmful drugs.
- Inappropriate attitude demonstrated by:
 - Defiant, hostile, or uncooperative behavior during counseling sessions
 - Failure or refusal to seek professional help when necessary
- Accumulated absenteeism in excess of 45 hours.
- Disregard for the rules and regulations of the affiliating agencies and the Practical Nursing program.
 - The affiliating agencies reserve the right to recommend to the I.U. #29 the withdrawal from the agency of any student in the Practical Nursing program for reasons of unsatisfactory performance, violation of rules, or other misconduct. If a clinical agency restricts a student’s attendance the will not be able to meet the program objectives.
- Convicted of a felony while a student (refer to PN Law P.L. 1295)
- Theft
- Repeated violation of the Honor Code.
- Repeated violation of the Civility Policy.

The PN Coordinator makes recommendation for termination to the Director of Post-Secondary programs. A conference is scheduled for the involved parties followed by appropriate documentation. All applicants for readmission to the program after a student has been terminated will be reviewed by the PN Coordinator, PN faculty, and Director of Post-Secondary programs and will be individually evaluated for re-admission. The PN Coordinator and PN faculty reserve the right to refuse re-admission to the PN program.

SCHUYLKILL TECHNOLOGY CENTERS
PRACTICAL NURSING PROGRAM

CLINICAL WARNING, CLINICAL CONTRACT, AND TERMINATION POLICY

It is the philosophy of the faculty that Practical Nursing education is based on well-defined behavioral objectives contributing to the total program objectives. Students will receive written program and clinical objectives and will be expected to meet all objectives with the guidance of the Practical Nursing Coordinator and/or PN faculty. When a student demonstrates behavior below satisfactory achievement or other adverse behavior it may be necessary to issue a clinical warning, develop a written clinical contract, or terminate the student from the program.

Students are required to track and record their own progress. Students are expected to seek remedial assistance when their progress is less than satisfactory at any time.

The determination of assigning a clinical Needs Improvement (NI) or Unsatisfactory (U) is at the discretion of the clinical instructor based upon the infraction performed by the student. If an instructor provides the student with a NI evaluation, the clinical instructor should verbally review the evaluation with the student and provide written feedback with suggestions for improvement on the Daily Clinical Progress Note. The meeting with the student to review the NI must be documented on a separate anecdotal sheet and signed by both the clinical instructor and the student.

In the event that the student receives an Unsatisfactory on any given day for any of the term clinical objective the clinical faculty reserves the right to initiate the following steps of the Clinical Warning, Contract, and Termination Policy:

- Step 1: 1st Clinical Unsatisfactory – Verbal/Written Warning
 - A verbal conference with the clinical instructor and the student will be held within 24 hours of receiving the Unsatisfactory to discuss the deficiency. The conference will be documented on the student's daily clinical evaluation form. The clinical instructor will also document the student meeting on a PN Counseling Summary form and both the student and instructor will sign.
 - The clinical instructor will also develop a Plan of Action for the student to follow in order to correct the areas of deficiency. The Plan of Action should include specific interventions to help the student achieve success.

- Step 2: 2nd Clinical Unsatisfactory – Clinical Contract
 - The second clinical Unsatisfactory may occur in any of the clinical objectives, not necessarily the same one that the first Unsatisfactory occurred in. In the event that a Clinical Contract has been initiated the clinical faculty reserves the right to recommend initiation of the STC PN Probation or Suspension Policy (see STC Academic Warning, Probation, Suspension, and Termination Policy).
 - A clinical contract will be developed by the clinical instructor outlining for the student the specific areas of concern regarding the clinical objectives as well as an interventional plan for success.

- A meeting with the PN Coordinator, Clinical Instructor, and student will be arranged as soon as possible to review the contract.
- Step 3: 3rd Clinical Unsatisfactory – Clinical Failure
 - The third clinical Unsatisfactory may occur in any of the clinical objectives not necessarily the ones specifically mentioned on the clinical contract. Or, the student fails to meet the clinical objectives of the clinical contract.
 - The entire faculty and PN Coordinator will have a meeting to review the student's clinical daily evaluations, the clinical contract, and anecdotal notes. It will be at the discretion of the nursing faculty to either recommend for immediate clinical failure or the development of a clinical remediation plan to assist the student in successfully completing the clinical term. The remediation plan will be reviewed with the student and scheduled meetings between the clinical faculty and student will be held to evaluate the student's clinical progress towards success.
 - Ultimately the faculty team will make the final recommendation to the Director of Post-Secondary programs for student termination from the Practical Nursing program of the majority of the faculty agrees that the termination is warranted.

*Clinical failure may be recommended without a prior clinical verbal/written warning or clinical contract under certain conditions such as:

- Unsafe practice
- Negligence
- Endangering the physical and/or mental well-being of a client
- False documentation
- Unethical conduct
- Administration of a medication without instructor verification
- Unprofessional behavior
- Placed on suspension for a second time, students may only be placed on suspension or probation one time
- Failure to meet the conditions of clinical probation
- Evidence of possession or use of harmful drugs. Examples: Alcohol, Barbiturates, Amphetamines, Narcotics, Hallucinogenic drugs, etc.
- Theft
- Disregard for the rules and regulations of the affiliating agencies and the Practical Nursing Program
 - The affiliating agencies reserve the right to recommend to the I.U. #29 the withdrawal from the agency of any student in the Practical Nursing program for reasons of unsatisfactory performance, violation of rules, or other misconduct. If a student is removed from a clinical agency the student may not be able to successfully complete the clinical objectives for the term which may result in termination from the program. Clinical agencies are utilized to meet specific clinical learning objectives; therefore, if a student is removed from a specific agency the student may not be able to complete the term objectives which would lead to clinical failure. Specific clinical learning objectives are provided by the

cooperating clinical agencies as per the Intermediate Unit #29 Schuylkill County Area Vocational-Technical School Agreement of Cooperation and therefore clinical sites utilized to meet specific clinical learning objectives are not always interchangeable.

In the event that the student nurse disagrees with the clinical instructor's clinical evaluation the student should follow the steps of the Grievance Procedure outlined in the student handbook.

SCHUYLKILL TECHNOLOGY CENTERS
PRACTICAL NURSING PROGRAM

GRIEVANCE PROCEDURE

Purpose:

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to a claim from an aggrieved party and to provide the aggrieved with their due process.

Step I:

Any student initiating an alleged grievance shall present this grievance to the appropriate Practical Nursing Instructor(s). This grievance should be submitted in writing and shall be filed within one (1) week after the occurrence of the alleged violation, reprimand, misinterpretation, or misapplication of program policies and/or procedures.

The instructor(s) shall meet with the student within one (1) week of the written statement of the grievance to discuss the situation, attempt to clarify, or rectify the situation. In addition, one other representative may be chosen by the aggrieved student.

Documentation of this meeting shall be signed by the instructor(s) and the student. A copy of this document is placed in the student file and a copy given to the student.

Step II:

If the student is not satisfied that the alleged grievance has been satisfactorily resolved, the student may present the alleged grievance in writing within one (1) week of receipt of the documentation at the conclusion of Step I to the Practical Nursing Coordinator.

The Practical Nursing Coordinator shall research the situation and schedule a meeting within one (1) week of the receipt of the complaint. This meeting will include the Practical Nursing Coordinator, appropriate instructor(s), aggrieved student, and a representative of the student's choice.

Written and signed documentation of this meeting and action taken will be placed in the student file and a copy given to the student. This response shall be completed within one (1) week.

Step III:

If the above action fails to resolve the situation to the satisfaction of the aggrieved student; the grievance may be referred in writing to the Director of Post-Secondary Education within one (1) week of receipt of documentation at the completion of Step II.

Research of the situation and/or meeting may be scheduled between the aggrieved student and the Director of Post-Secondary Education within one (1) week.

A written signed document including the discussion, actions, and/or decision will be presented within one (1) week.

Step IV:

If action/remediation recommended at the conclusion of the Step III fails to resolve the grievance to the satisfaction of the aggrieved student, the student may submit in writing the alleged grievance to the Executive Director within one (1) week of receipt of the documentation from Step III

Review of situation and/or a scheduled meeting between the aggrieved party and the Executive Director will provide the final action on the grievance. This final disposition of the case will be presented in a signed document to the aggrieved student and a copy placed in the student's file.

This entire procedure should be completed in a timely manner, i.e. not to exceed sixty (60) days from occurrence to final disposition by the Executive Director.

SCHUYLKILL TECHNOLOGY CENTERS
PRACTICAL NURSING PROGRAM

GRIEVANCE FORM

Grievance Initiated by: _____

Class Number: _____

Date Filed: _____

Instructor(s) Involved: _____

Date and Nature of Alleged Grievance: _____

Action Desired: _____

Student Signature: _____ Date: _____

Date Reviewed with Instructor(s): _____

Disposition by Instructor: _____

Instructor Signature: _____ Date: _____

Position of Grievant: _____

Signature: _____ Date: _____

Step II: (If grievance is not resolved.)

Date Received by PN Coordinator: _____

Disposition of PN Coordinator: _____

Signature: _____ Date: _____

Position of Grievant: _____

Signature: _____ Date: _____

Step III: (If grievance is not resolved.)

Date Received by Director of Post-Secondary Education or Designee: _____

Disposition by Director of Post-Secondary Education or Designee: _____

Signature: _____ Date: _____

Position of Grievant: _____

Signature: _____ Date: _____

Step IV: (If grievance is not resolved.)

Date Received by Executive Director or Designee: _____

Disposition and Final Action by Executive Director or Designee: _____

Signature: _____ Date: _____

Position of Grievant:

Signature: _____ Date: _____

SCHUYLKILL TECHNOLOGY CENTERS
PRACTICAL NURSING PROGRAM

COMPUTER LAB/LIBRARY

1. PN Student Computer Lab/Library

Hours are as follows:

Monday to Thursday 8:00 AM – 5:00 PM

Friday 8:00 AM – 3:00 PM

Please check with the Practical Nursing Office for summer hours.

Closed Holidays and Weekends

2. Books and magazines located in the Computer Lab are for student use. Students may borrow books/magazines from the Computer Lab/Library by signing them out in the Practical Nursing Office. Any borrowed books/magazines must be signed back in upon the return to the library.

3. Student Computer Lab Policies:

In addition to the STC Internet Use Policy for PN Students, the following policies also apply:

- PN Students are to have their computer username/passwords available for class.
- Academic work by students takes precedence over all other uses of the computers. The primary function of these resources is for work-related academics.
- Files are to be saved to the user's own media and not to the hard drive. It is the user's responsibility to provide his/her own media. Files saved on the hard drive may be deleted without notice.
- Lab software that is copyrighted may not be copied. Students may not install any software program or utility on the lab computers.
- Only software that is properly licensed will be loaded on the lab computers.
- Students may not remove any icons or programs from the lab computers, nor may they alter any programs.
- STC IT Department assumes no responsibility for lost or corrupted data on any PC.
- Students should limit their time on the computers to two hours unless there are no other users waiting.
- No food or drinks are allowed in the computer lab.
- If a technical problem occurs with either the hardware or software, contact the Practical Nursing Office, rather than trying to fix it.
- The lab will be open during posted hours only. Security concerns must be honored, so users are asked not to stay beyond the posted time.
- Recognizing that we are a school, accessing, downloading, or storing sexually explicit or other morally questionable material is prohibited.

4. Online Power Library

Practical Nursing students have access to the Pennsylvania Power Library, an online database of library catalogs, accessible from single website on the Internet. Services

provided by the Power Library include electronic database, digital collections, and a 24/7 live chat services.

The Practical Nursing Program encourages students to use evidenced-based practice strategies when providing care or developing care plans. During the academic year, students will learn how to research topics in professional journals and properly format citations.

Power Library is available at the following Websites:

<http://www.powerlibrary.net/Interface/POWER.asp?ID=PL2775>

<http://www.powerlibrary.net/Interface/POWER.asp?ID=PL2775&START=List>

SCHUYLKILL TECHNOLOGY CENTERS
PRACTICAL NURSING PROGRAM

GRADUATION INFORMATION

Each student who successfully is promoted to the final term and continues to make satisfactory progress to mid-term will receive a notification as to when they may directly purchase his/her graduate pin. All financial obligations and all program requirements must be met before the student's name will be submitted to the State Board of Nursing.

Graduation fees included in the tuition are:

- Certificate of program completion.
- One (1) complimentary graduation announcement
- Official transcript

The student is responsible for the cost of:

- White uniform – if dress- white hose and slip – cost depends on choice
- White shoes – cost depends on choice
- White cap – current price
- Schuylkill Technology Centers Graduate Pin – current price

- Graduation will be held for the full and part time division. The pinning ceremony with the STC's graduate pin will occur at graduation. The PN Coordinator/PN faculty will provide graduation instructions.

*NOTE: Nursing caps are to be worn for the graduation ceremony along with white uniform and white shoes of your choice. If a white dress is being worn you must wear white hosiery. Hair does not have to be pulled up but please remember to look professional. Order your cap early so it will be in for graduation.

LICENSING INFORMATION

The student is responsible for costs related to licensure:

- Temporary practice permit - \$35.00 (Optional)
- Licensure fee - \$35.00
- NCLEX testing fee - \$200.00

*All costs are subject to change.

SCHUYLKILL TECHNOLOGY CENTERS
PRACTICAL NURSING PROGRAM

STUDENT RECORDS

The Schuylkill Technology Centers – Practical Nursing program shall collect and maintain education records on students to provide information to authorized personnel and to provide a basis for evaluation and program improvement. Accurate and comprehensive records on each student are kept in a locked file cabinet and shall include:

1. Application materials
2. Transcripts
3. GED scores
4. TEAS scores
5. Attendance records
6. Grades
7. Personal and professional progress
8. Medical and health records
9. Conference guidance session notations
10. Copy of current CPR certification
11. Copy of criminal history check, child abuse check, and FBI fingerprinting
12. Signed Student handbook, internet policy, photo release, and previous employment disclosure agreements.

These records are confidential. Complete records are retained for five (5) years after the student leaves or completes the program. Minimal vital statistic records will be kept indefinitely. Permanent records are retained in file cabinets in the school office.

The Practical Nursing program will be responsible for protecting the privacy rights of the students in the collection, maintenance, release, and destruction of all education records. Toward that end, this policy incorporates provisions from the Regulation of the State Board of Education on Records, the Rules and Regulations of the State Board of Nurse Examiners, and the Schuylkill Intermediate Unit #29 Policy on Student Records.

The school shall release without prior written consent information from the education records of students herein to:

1. Officials of Pennsylvania State Board of Nursing for purpose of compiling licensure requirement data.
2. Those professionals directly providing instruction to the student or responsible for provision of support services, guidance counseling, health, etc.
3. State and local officials or authorities to whom information is specifically required to be reported or disclosed as U.S. Comptroller General or specified representative, HEW, PDE.
4. Appropriate authorities in a health or safety emergency.

The school or any school personnel shall not release in any form to any persons other

than those listed any information contained in the school records except with prior written consent from the student/graduate. Prior written consent shall be signed and dated by the student/graduate and the purpose of the disclosure identified as a condition of disclosure. According to the Family Educational Rights and Privacy Act (FERPA) of 1974, students have the right to review their records. If a student wishes to review their records they must submit a written request to the Program Coordinator.

Any actions taken to disclose information or records in compliance with judicial order, or orders of administrative agencies where those agencies have the power of subpoena shall be directed to the attention of the student/graduate.

This policy is in line with the Rules and Regulations of the Schuylkill Intermediate Unit #29 on Collection, Maintenance, and Dissemination of Student Records.

Students have the right to request amendment of their own educational records that they believe are inaccurate. A student must write to the coordinator, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the coordinator decides not to amend the record, the coordinator will notify the student of the decision and advise the student of his/her right to file a formal grievance regarding the request for amendment.

Students have the right to file a complaint with the US Department of Education concerning alleged failures by the Schuylkill Technology Centers Practical Nursing Program to comply with the requirements of FERPA. The name and address of that government office is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC20202-4605

SCHUYLKILL TECHNOLOGY CENTERS
PRACTICAL NURSING PROGRAM

STUDENT RECORDS – RELEASE FORM

In accordance with the State Board of Education on Pupil Records, and the Family Educational Rights and Privacy Act, I hereby grant permission to the officials of the Schuylkill Technology Centers – Practical Nursing Program to release the following record/information from my file:

1. _____
2. _____

The above listed record/information should be sent to:

The purpose for the release of this record/information is to:

There is no charge for the first official transcript issued to graduates with their certificate at graduation. Graduates will receive an unofficial transcript (no school seal affixed) for their personal records. Each additional transcript must be requested in writing and will require a fee of \$10.00 for processing. Money order should be made payable to: Schuylkill Technology Centers and returned to: STC PN Program, 101 Technology Drive, Frackville, PA 17931 Attn: PN Transcript

Name (Please include name while attending program and any name change)

Current Address State Zip Code

Phone Number (____) _____ Year of Graduation _____ Class Number _____

Fee Enclosed \$ _____

Signature

Date

Please Note: Textbooks are to be purchased by the student and may be purchased on-line. Thank you.
Book prices are subject to change.

SCHUYLKILL TECHNOLOGY CENTER
PRACTICAL NURSING PROGRAM
BOOK LIST – 2019 - 2020~ Class 3D Part Time

| TERM I - REQUIRED | | |
|---|---------------|--------------|
| | ISBN# | *Cost |
| 1. Medical Surgical Nursing, deWit, Stromberg, & Dallred (2017) 3 rd ed. Elsevier | 9780323243780 | 74.21 |
| 2. Human Body in Health and Illness, Herlihy, (2017) 6 th ed. Elsevier | 9780323498449 | 56.96 |
| 3. deWit's Fundamental Concepts & Skills for Nursing, Williams (2018) 5 th ed. Elsevier | 9780323396219 | 67.46 |
| 4. Nursing Diagnosis Handbook, Ackley, Ladwig, & Flynn Makic (2017) 11 th ed. Elsevier | 9780323322249 | 51.71 |
| 5. Virtual Clinical Excursions 3.0 Fundamental Concepts & Skills for Nursing, DeWit & Williams (2018) 5 th ed. Elsevier * Must be a new edition for the computer code to work properly | 9780323429627 | 56.21 |
| 6. Virtual Clinical Excursions 3.0 for Medical Surgical Nursing, deWit, Stromberg, & Dallred (2017) 3 rd ed. Elsevier * Must be a new edition for the computer code to work properly | 9780323431491 | 56.21 |
| 7. Mosby Drug Guide for Nursing (2016) Skidmore-Roth 12 th ed. Elsevier | 9780323448079 | 32.96 |
| TERM I - OPTIONAL | | |
| 1. Study Guide to Medical Surgical Nursing, deWit, Stromberg, & Dallred (2017) 3 rd ed. Elsevier | 9782323243834 | 28.46 |
| 2. Study Guide for the Human Body in Health and Illness, Herlihy, (2017) 6 th ed. Elsevier | 9780323498364 | 29.96 |
| 3. Student Learning Guide for deWitt's Fundamental Concepts & Skills for Nursing, Willams (2018) 5 th Elsevier | 9780323483261 | 28.46 |
| 4. Taber's Cyclopedia Medical Dictionary, (2013) 22 nd ed. F. A. Davis | 9780803629783 | 39.95 |
| 5. Mosby PDQ for LPN 4 th ed. Elsevier | 9780323400220 | 20.96 |
| TERM II – REQUIRED | | |
| 1. Intro to Maternity & Pediatric Nursing, Leifer (2015), 7 th ed. Elsevier | 9781455770151 | 70.46 |
| 2. Henke's Med-Math: Dosage Calculations, Preparation, & Administration, Bucholz, (2016) 8 th ed. Wolters-Kluwer | 9781496302847 | 37.56 |
| 3. Introduction to Clinical Pharmacology – 9 th ed. Visovsky, Zambroski, Hosler (2019), Elsevier | 9780323529112 | 59.96 |
| 4. Lippincott Review for NCLEX - PN 10 th ed. | 9781469845340 | 51.99 |
| TERM II – OPTIONAL | | |
| 1. Student Study Guide to Accompany Maternity & Pediatric Nursing, Leifer (2015) 7 th ed. Elsevier | 9781455772568 | 33.71 |
| 2. Mosby Diagnostic & Lab Test Reference Pagana, Pagana, & Pagana (2017) 13 th ed. Elsevier | 9780323399579 | 43.46 |
| 3. Study Guide to Accompany Introduction to Clinical Pharmacology – 9 th ed. Visovsky, Zambroski, Hosler (2019), Elsevier | 9780323529129 | 27.71 |

SCHUYLKILL TECHNOLOGY CENTERS
PRACTICAL NURSING PROGRAM

CIS POLICY ACKNOWLEDGMENT AND CONSENT FORM

Acceptable Use of the Communications and Information Systems (CIS) Policy #815

- Students will be sent the policy via the STC email. Students will be taken to the Wilkes Computer Lab during their mandatory orientation day and given time to read the policy. The students will be required to sign the CIS Acknowledgment and Consent Form after reading the policy. The form will be placed in the student's file

Schuylkill Intermediate Unit
17 Maple Ave
Mar Lin, PA 17951

Acceptable Use of the Communications and Information Systems (CIS) Policy

CIS Acknowledgment and Consent Form

Students

I have received, read, and understand the Acceptable Use of Communications and Information Systems (CIS) Policy #815, and will comply with it. Someone from the Intermediate Unit has also reviewed the Policy with me and my parents and my parents have reviewed it with me. In addition, I have been given the opportunity to obtain information from the Intermediate Unit and my parent(s)/guardian(s) about anything I do not understand, and I have received the information I requested. If I have further questions I will ask the principal/guardians. If I need a copy of the Policy I understand that I can access it on the Intermediate Unit's website. Additionally, I understand that if I violate this Policy, other Intermediate Unit policies, regulations, rules, and procedures I am subject to the Intermediate Unit's discipline, and could be subject to Internet Service Providers rules, as well as local, state, and federal rules and procedures.

Name of Student

Signature of Student

Date of Signature

SCHUYLKILL TECHNOLOGY CENTERS
PRACTICAL NURSING PROGRAM

STUDENT HANDBOOK DISCLAIMER

It is our policy to have students fully informed of their responsibilities, rights, and privileges during the tenure of enrollment in the Practical Nursing program at STC. This Student Handbook clarifies the Program of Study and all applied policies and guidelines. The following form is to be completed with the student retaining one copy and the other placed in the student file.

I, _____, have read and do understand the contents of the Practical Nursing Student Handbook issued to me.

As a student, I agree to abide by all policies herein defined. I have had an opportunity to review and question the contents of this handbook.

Name of Student (Print)

Signature of Student

Date of Signature

SCHUYLKILL TECHNOLOGY CENTERS
PRACTICAL NURSING PROGRAM

PHOTO RELEASE FORM

As part of our documentation of Vocational Services, we would like to have a pictorial record of the individuals participating in the various activities of the program. We are planning to take pictures for press release and to present them at in-service training meetings and professional conferences – to acquaint business, industry, and other relevant personnel with our services.

We would greatly appreciate your cooperation and we are asking that you please sign this RELEASE FORM.

Student Signature _____ Date _____

Address _____

SCHUYLKILL TECHNOLOGY CENTERS
PRACTICAL NURSING PROGRAM

DISCLOSURE

Background Checks – Previous Employment for Student Clinical Placement

The Schuylkill Technology Center's Practical Nursing program utilizes a variety of different clinical sites throughout the academic program in order to provide the student practical nurse with a variety of learning experience and opportunities. The following facilities are utilized as cooperating agencies as part of the clinical educational process.

| | |
|---|--|
| <ul style="list-style-type: none"> • Lehigh Valley Health Network – Schuylkill 420 South Jackson Street Pottsville, PA 17901 • Schuylkill Technology Center- North Campus 101 Technology Drive Frackville, PA 17935 • Schuylkill IU #29 – Early Intervention Program 101 Technology Drive Frackville, PA 17931 • Mount Carmel Senior Living Community 2616 Locust Gap Highway Mount Carmel, PA 17851 • Broad Mountain Nursing & Rehabilitation Center 500 West Laurel Street Frackville, PA 17931 • Rosewood Rehabilitation & Nursing Center 401 University Drive Schuylkill Haven, PA 17972 • Hometown Nursing and Rehabilitation Center 149 Lafayette Avenue Tamaqua, PA 18252 | <ul style="list-style-type: none"> • Lehigh Valley Health Network- Schuylkill 700 East Norwegian Street Pottsville, PA 17901 • Schuylkill Technology Center- South Campus 15 Maple Avenue Marlin, PA 17951 • Schuylkill Intermediate Unit PO Box 130 Maple Avenue Marlin, PA 17901 • Schuylkill IU #29 – Schuylkill Learning Academy 17 Maple Avenue Marlin, PA 17901 • Ridgeview Healthcare & Rehabilitation Center 200 Pennsylvania Avenue Shenandoah, PA 17976 • Shenandoah Senior Living Community 101 East Washington Street Shenandoah, PA 17976 • Child Development, INC. – Pottsville Center 701 Mount Hope Avenue Pottsville, PA 17901 • PSA Healthcare |
|---|--|

| | |
|--|---|
| <ul style="list-style-type: none">• Geisinger-Shamokin Area Community Hospital 4200 Hospital Road, Coal Township, PA 17866 | 400 W. Columbia Avenue – Suite100 Schuylkill Haven, PA 17972 |
|--|---|

SCHUYLKILL TECHNOLOGY CENTERS
PRACTICAL NURSING PROGRAM

DISCLOSURE

Background Checks – Previous Employment for Student Clinical Placement

Clinical agencies have the right to establish criteria that would exclude a student from placement at their facility. A criminal record containing a felony, a felony related to a controlled substance, or a felony related to health care fraud and patient abuse may keep a potential student from participating in clinical at the cooperating agencies. **Furthermore, a clinical agency has the right to refuse a student practical nurse to participate in a clinical experience at the cooperating agency if the student was a previously terminated employee.**

It is the responsibility of the student applicant to disclose any prior employment termination with any of the cooperating agencies during the application process to the STC PN program and prior to the first day of orientation. If a new cooperating agency is added to the list while enrolled in the Practical Nursing program, it remains the student's responsibility to immediately notify the Practical Nursing Coordinator of previous employment termination from that cooperating agency.

The STC PN program will evaluate such student situations, in collaboration with the cooperating agency, to possibly find alternatives for the student to complete the objectives of the course. All students are expected to meet course objectives as defined by the course module. In the event another clinical alternative is not available to meet the specific term clinical objectives, the student may not be able to progress and complete the Practical Nursing program.

Additionally, the Office of the Inspector General, U.S. Department of Health and Human Services, has the authority to exclude individuals and entities from federally funded health care programs pursuant to sections 1128 and 1156 of the Social Security Act and mandates a list of all currently excluded individual and entities called the List of Excluded Individuals and Entities (LEI). Any facility who hires an individual or entity on the LEIE may be subject to civil or monetary penalties. **Therefore, any potential or current student who is on the list will not be permitted acceptance into the program or completion of the program.**

July, 2016

SCHUYLKILL TECHNOLOGY CENTERS
PRACTICAL NURSING PROGRAM

DISCLOSURE

Background Checks – Previous Employment for Student Clinical Placement

I acknowledge that having a previous criminal record containing a felony may prohibit my participation in clinical and may create a barrier to program completion. I agree to a private meeting to disclose any previous felony convictions as well as any previous employment termination from any of the listed cooperating clinical agencies prior to the start of the Practical Nursing program for which I am applying. I understand that failure to disclose prior to the start of the program or while enrolled, as new cooperating agencies are added to the list, may result in immediate termination from the Practical Nursing program.

Printed Name Date

Signature Date

July 2016