

MINERAL COUNTY TECHNICAL CENTER
SCHOOL OF PRACTICAL NURSING
STUDENT POLICIES HANDBOOK 2015

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MINERAL COUNTY TECHNICAL CENTER: SCHOOL OF PRACTICAL NURSING

PROFESSIONALISM PLEDGE

Welcome to our nursing school! You have accomplished a lot to get to this point, but we are just getting started... we have a lot of work to accomplish over the next year together. This will be a challenging, life-changing year for you, with much stress and ups and downs along the way.

As a nursing student, you are entering a profession with high standards and, as such, will be held to high standards in our program. You are expected to maintain a professional level of integrity in all you do – this includes in your appearance, behavior, conversation, morals, and values. We want you to remember that you not only represent yourself, the nursing class, Mineral County Technical Center, and Mineral County as a whole, but ultimately the nursing profession.

Written 10/13
Reviewed 10/14

TERMINAL OBJECTIVES

Upon completion of the Practical Nursing Program, the graduate will:

1. Assess basic physical, emotional, spiritual, and cultural needs of the client.
2. Collect data from available resources, including client, family, health care records, health care team members, established protocols, and guidelines.
3. Utilize information technology in client care.
4. Document collected data accurately and concisely.
5. Utilize effective communication as a member of an interdisciplinary team in reporting and recording observations to appropriate health care professional.
6. Safeguard the client's and his family's rights to dignity and privacy.
7. Utilize knowledge of normal values and to identify/intervene to control deviations in health status.
8. Assist the client and significant others in the normal expected stages of growth and development from conception through advanced old age.
9. Provide safe and effective client care and comfort, according to accepted standards of nursing practice, including but not limited to client education, appropriateness of health care provider's orders, environment, acknowledgement and documentation of practice error, equipment, security alerts, and immunizations.
10. Provide evidence-based care to clients with acute, chronic, or life-threatening physical problems and/or mental illness, collaborating with health care team members to coordinate

delivery of nursing care.

11. Make clinical decisions using knowledge of norms and data from various sources, and, if necessary, in collaboration with clinical supervisor.
12. Facilitate the client's ability to cope, adapt, and/or problem solve situations related to illness or stressful events.
13. Administer medications, according to current standard of practice including safety checks and evaluation of client's response to medication.
14. Contribute to the development and/or update of the client plan of care utilizing established nursing diagnoses for clients with common, well-defined health problems.
15. Prioritize nursing care needs of client.
16. Recognize the client's potential and initiate preventive measures for complications related to treatments, procedures, or existing conditions.
17. Modify nursing approach based on evaluation of client's response.
18. Supervise and evaluate activities of assistive personnel.
19. Respond to the unsafe practice of a health care provider by following regulation/policy for reporting specific issues.
20. Instruct client, based on client's needs and nurse's level of knowledge, about health promoting and disease preventive practices, and early detection of health problems.
21. Comply with the scope of practice as outlined in the West Virginia State Board of Examiners for Licensed Practical Nurses Law and Rules.
22. Describe the role of the Licensed Practical Nurse in the health care delivery system.
23. Demonstrate responsibility for continuous personal and professional growth and education.
24. Recognize personal potential and consider career mobility options.
25. Demonstrate the ability to evaluate self for the purpose of improving work performance.
26. Demonstrate professional standards in dress, behavior, language, and attitude.
27. Subscribe to the essential components of the nurse's code of ethics.
28. Function as an advocate for the health care consumer.

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PHILOSOPHY

Man is a complex integrated whole with biological, psychosocial, and spiritual needs. Man's behavior is a result of his interactions with his environment and is representative of his needs. Man is a finite being with varying capacities to function in society. He is a unique individual who has defined systems of daily living that reflect his values, cultures, motives, and lifestyles. Additionally, each individual has the right to make decisions regarding his/her health care needs and to participate in meeting those needs. The profession of nursing makes a unique contribution in helping clients, families, and groups achieve an optimal level of health in a variety of settings.

“Health is a state of complete physical, mental and social well being and not merely the absence of disease or infirmity” (WHO, 1971). Health is described as a dynamic continuum, with wellness being the highest level of functioning relative to the individual's internal and external environment. Illness is an individual state in which one's ability to function is recognized as impaired.

Nursing is both an art and a science, founded on a professional body of knowledge that integrates concepts from liberal arts and biological, physical, psychological, and social sciences. It is a learned profession based on an understanding of the human condition across the life span and the relationship of an individual with others and within the environment. Nursing is a dynamic, continually evolving discipline that employs critical thinking to integrate increasingly complex knowledge, skills, technologies, and client care activities into evidence-based nursing practice. The goal of nursing for client care is preventing illness; promoting comfort; protecting, promoting, and restoring health; and promoting dignity in dying.

The Licensed Practical Nurse is an integral member of the interdisciplinary health care team. The practical nurse uses “specialized knowledge and skills which meet the health care needs of people in a variety of settings under the direction of qualified health professionals” (NFLPN, 2003). The practical nurse uses the nursing process to collect and organize relevant health care data, assists in the identification of health needs/problems throughout the client's life span, and contributes to the interdisciplinary team in a variety of settings. The entry-level practical nurse demonstrates the essential competencies needed to care for clients with commonly occurring health problems that have predictable outcomes. “Professional behaviors, within the scope of nursing practice for a practical nurse, are characterized by adherence to standards of care, accountability of one's own actions and behavior, and use of legal and ethical principles in nursing practice” (NAPNES, 2007).

Practical nurse education recognizes the need for trained and competent individuals. The program of instruction is designed to assist the student in acquiring the skills to administer evidence-based nursing care to individuals, families, and communities. Individualized patient care is emphasized to encourage the development of knowledge, attitudes, and skills essential to nursing.

Faculty view learning as a process of knowledge acquisition attained through exposure to multiple stimuli, occurring at any time and place and leading to changes in knowledge, behavior, and attitude. Learning is a continuous process that spans a lifetime. As one ages and matures, that person's ability to grasp ideas from his environment changes. Learning can occur as a result of a deliberate effort or unconsciously in a formal or informal setting. The ability, readiness, motivation, and responsibility to learn are seen as characteristics of the adult learner.

The outcome of education is a change in behavior. The process of education is the provision of experience within a positive learning atmosphere. The Mineral County School of Practical Nursing exists to educate students of any age, color, sex, race, creed, or marital status, who meet the admission criteria. The curriculum is constructed on basic principles and developed through guided clinical experiences. Such principles and experiences should proceed from known to unknown, simple to complex, and normal to abnormal. Graduates of this program are eligible to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN) and may apply for endorsement to practice in other states. The graduate realizes continuing education is essential to adapt to the changing patterns of health care.

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ADMISSION POLICY

The purpose of this admission policy is to provide a record of the requirements and procedures necessary for an applicant to be considered qualified for admission to the Mineral County School of Practical Nursing. The requirements will be in accordance with the admission requirements recommended by the West Virginia State Board of Examiners for Licensed Practical Nurses.

Educational Requirements:

1. Applicants must have a recognized (accredited/state-approved) high school diploma, or results of the Test Assessing Secondary Completion (TASC) showing satisfactory performance; and official grade transcript showing completion of a medical terminology class within five years with a grade of B or higher.
 - a. Science-oriented background is recommended.
 - b. Advanced math courses are recommended.
2. Applicant must obtain a satisfactory score, a minimum national program composite percentile score of 50, on the selected pre-admission examination.
3. Official transcripts from secondary and postsecondary schools attended must be on file in the school office. High school diploma and/or TASC results will be verified as needed.

Health Requirements:

1. Immunizations as recommended by the Mineral County Health Department Medical Director: PPD test, Tetanus and Diphtheria vaccine/Tdap, MMR, Varicella, Hepatitis B. Influenza vaccine upon admission is also required. The student will be required to have a second influenza vaccine in September/October while enrolled in the program.
2. Pre-entrance dental examination and repairs by family dentist.
3. Pre-entrance physical examination by a healthcare provider.

Professional References:

Three professional reference forms. Appropriate individuals to complete these reference forms include teachers and/or employers.

Admission Procedure:

1. Interested person applies to the school by phone or letter.
2. Application form and brochure are sent to applicant by mail/via internet.
3. Application must be completed and returned to the school.
4. Applicant registers for the pre-admission examination. The cost of this exam is \$50.00.

5. Applicant takes the pre-admission examination.
6. When the pre-admission test results are returned:
 - a. Applicant who did not make acceptable score is notified.
 - b. Applicant with satisfactory score is notified and an interview is scheduled.
7. Applicant makes an appointment for an interview.
8. Applicant requests three professional reference letters and official high school/TASC transcript to be mailed to the school.
9. Applicant completes criminal background search.
10. Applicant interviews with the Coordinator or member of faculty.
11. Selection committee evaluates the applicant's record.
12. Applicant is notified of the decision of the selection committee.
13. Applicant writes and submits a letter of intention to the Coordinator with payment of \$50.00 fee to hold seat in class. This payment is non-refundable and is payment toward your tuition.
14. Those recommended for admission will receive the following forms:
 - a. Physical Examination – requires the following diagnostic tests: Complete Blood Count, RPR, Urinalysis Drug Screen testing, immunity titers, and any other tests or x-rays that may be necessary to clear health status.
 - b. Immunization/Titers form – to be completed by his/her physician or health department and to be returned the date requested.
 - c. Dental record – to be completed by his/her dentist and returned the date requested.
15. Applicant submits completed:
 - a. Physical Examination Form, which states applicant is physically and emotionally able to participate in all classroom and clinical experiences;
 - b. Immunizations/Titers Form, which indicates that immunizations are up to date/titers are positive; and
 - c. Dental Form, which indicates that dental health is satisfactory or that repairs are scheduled.
16. Acceptance into the program is contingent upon documentation of health requirements, the results of the criminal background check, and successful completion of the prerequisite math class and medical terminology classes, with a minimum grade of 80%.

17. Applicant attends orientation meeting.

NOTE: When we have more applicants meeting the educational requirements than we can accept, those not offered a position are notified and will be considered for the next class.

Note: **THE WEST VIRGINIA STATE BOARD OF EXAMINERS FOR LICENSED PRACTICAL NURSES RESERVES THE RIGHT TO REFUSE TO ADMIT APPLICANTS TO THE LICENSURE EXAMINATION WHO HAVE BEEN CONVICTED OF A FELONY, ARE HABITUALLY INTEMPERATE, ADDICTED TO THE USE OF HABIT FORMING DRUGS, OR ARE MENTALLY INCOMPETENT. THE APPLICANT WILL BE REQUIRED TO CONTACT THE WEST VIRGINIA STATE BOARD OF EXAMINERS FOR LICENSED PRACTICAL NURSES TO DISCUSS THE POTENTIAL IMPACT OF A CRIMINAL CONVICTION ON THE APPLICATION AND LICENSURE PROCESS, *PRIOR TO APPLICATION.***

The school cannot refuse to educate anyone who meets the admission criteria, but applicants must understand that the state board could deny licensure or the opportunity to sit for the NCLEX examination.

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READMISSION POLICY

An individual who voluntarily withdraws from the program may request re-admission. The individual for re-admission will be considered by the same standards as any other applicant to that class, except he or she will not need to retake the Pre-Admission Test if he/she has taken the test within one year. *Students who have been dismissed from the program for disciplinary reasons and those who have withdrawn from the program a second time are not eligible for readmission.*

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READMISSION WITH ADVANCED STANDING POLICY

An individual who desires advanced standing will be considered if space permits and the following criteria are met:

1. Successfully completed the foundations courses during the previous year.
2. Tuition, fees, and all other financial responsibilities of previous enrollment year have been met.
3. Enrollment must be at the beginning of a quarter, and in the time span of the curriculum. A student must be enrolled a minimum of ninety (90) days before a diploma may be granted.

4. Written record of reason for withdrawal and the desire to be readmitted with advance standing is submitted or on file.
5. Transcript of previous enrollment shows:
 - a. Acceptable grades
 - b. Satisfactory clinical performance
 - c. Evidence of the required hours, subject knowledge, and skills prerequisite to the term of placement.
6. Completion of criminal background check as outlined in admission policy.
7. Interviews with the Coordinator.
8. Completion of competency examination of program courses previously completed to demonstrate knowledge and skill of course content with a minimum grade of “C” as defined in the grade policy. If a student is unable to demonstrate this level of competency, he/she will be required to repeat the course requirements by attending lectures and passing the examinations of the course with a minimum of 80%.
9. Applicant submits completed:
 - a. Physical Examination Form, which states applicant is physically and emotional able to participate in all classroom and clinical experiences;
 - b. Immunizations/Titers Form, which indicates that immunizations are up to date/titers are positive; and
 - c. Dental Form, which indicates that dental health is satisfactory or that repairs are scheduled.

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TRANSFER POLICY

An individual who is **actively** enrolled in a nursing program and desires to transfer to the Mineral County School of Practical Nursing will be considered if space permits and the following are met.

Criteria:

Applicant must have on file in the school office:

- A. Evidence of good health
- B. Official transcript of high school grades
- C. Evidence of completing the 12th grade or results of the TASC showing satisfactory performance
- D. Evidence of completion of a medical terminology class within five years with a grade of B or higher.

- E. Evidence of passing a pre-admission examination as part of program's pre-admission standard
- F. Official transcript from original nursing school showing:
 - 1. Acceptable grades
 - 2. Satisfactory clinical performance
 - 3. Evidence of the *required hours* in theory and clinical performance for each subject
 - 4. Copies of *written clinical evaluations* indicating satisfactory performance of clinical skills
 - 5. Evidence of *knowledge and skills prerequisite* to the term of placement
 - 6. Written recommendation from the director/coordinator of the nursing program.

Procedure:

- 1. Interested person applies to the school by phone or letter.
- 2. Application form will be mailed to the individual.
- 3. Applicant will submit to the school:
 - a. Completed application form
 - b. Official transcript of high school grades with evidence of completing the 12th grade or copy of passing results on the TASC; and official transcript showing completion of a medical terminology course within five years with a grade of B or higher.
 - c. Results of pre-admission examination from current nursing program
 - d. Official transcript from current nursing school
 - e. Health record from current school of nursing
 - f. Written recommendation from the director/coordinator of the nursing school.
- 4. Completion of criminal background check as outlined in admission policy.
- 5. Applicant interviews with the coordinator or faculty member.
- 6. Physical examination, if records indicate last physical was done more than 12 months earlier. Physical examination components are the same as for enrollment to program.
- 7. Completion of competency examination of program courses previously studied to demonstrate knowledge and skill of course content with a minimum grade of "C" as defined in the MCSPN grade policy.
- 8. Enrollment must be at the beginning of a quarter. A student must be enrolled a minimum of ninety (90) days before a diploma may be granted.
- 9. Applicant will be notified in writing of acceptance or rejection.

NOTE: Failure to meet criteria will constitute standards for rejection.

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TRANSFER OF CREDIT POLICY

Credit being submitted from a college or another nursing program for the purposes of meeting requirements of the foundational courses (Pharmacology, Nutrition, Anatomy & Physiology, and/or Fundamentals of Nursing/Skills) of the program must meet the following criteria:

1. The course must have been completed within 5 years of the date of enrollment in the Mineral County School of Practical Nursing (MCSPN).
2. The final course grade must be a B or better.
3. The applicant must submit a copy of the course syllabus to the MCSPN.
4. The applicant must have an official transcript mailed to MCSPN.
5. The applicant must submit a letter of intent to transfer the credit to the MCSPN Coordinator by November 1 of the year preceding enrollment.
6. The applicant must complete a competency examination of the course (see list above) to demonstrate knowledge and skill of course content, scoring a minimum grade of 80%.
7. The applicant understands that this transfer of credit does not affect the MCSPN tuition rate; the cost of the program will remain the same.

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Revised: 04/04

ATTENDANCE POLICY

Attendance impacts success. The nature and training of Practical Nursing makes regular attendance necessary. Thirteen hundred and thirty hours (1330) hours in the classroom/clinical sites are required for graduation and to be recommended to the State Board of Nursing for the NCLEX. Acceptable reasons for absences are:

- a. Personal illness of student or his/her child
- b. Death in immediate family
- c. Act of nature (for example, fire, flood, etc.)

Learning is disrupted whenever a person enters or leaves the classroom. Tardiness and leaving class prior to dismissal are discouraged and are counted in increments of 15 minutes. An attendance sheet is maintained that notes dates absent, reasons for absence, if school or assigned clinical site was notified of absence, hours missed, and cumulative hours attended in each subject.

For Students Admitted with Advance Standing

Those students readmitted to or transferring into the program will be allowed seven hours absence per month while enrolled in program not to exceed seventy hours.

Counseling for Attendance Problems:

1. A student will have a conference with the Coordinator at 35 hours absence.
2. A student will have a conference with the Director of the Mineral County Technical and Adult Education Center at 56 hours absence and will be placed on probation.
3. Absence over **seventy hours** constitutes **immediate dismissal** from program.

Make-Up Work:

It is the student's responsibility to contact the instructor concerning make up work, such as tests and reports, on the first day of return to school. There is no opportunity for the student to make up time missed.

Reporting absences:

1. Report the absence and reason for absence by:
 - a. When on clinical assignment, call your assigned clinical instructor and the floor to which you are assigned 30 minutes prior to the designated time to report.
 - b. When in classroom, call the School of Practical Nursing before 8:00 a.m.
2. DO NOT REPORT ON DUTY IF ILL.
3. Any absence ***with no call*** to the school (and clinical agency when in clinical) – termed a “no call/no show” – will result in accruing time missed and an ***immediate violation***.

Students must attend 80% of each clinical rotation as part of the requirements for satisfactory clinical performance. For the fundamentals and each of the specialty rotations, this equates to approximately eight out of nine days. For the med-surg rotation, this equates to approximately 32 out of 40 days. For the entire year, a student can miss no more than 70 hours total.

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TARDY/EARLY LEAVE POLICY

Learning is disrupted whenever a person enters or leaves the classroom. Tardiness and leaving the classroom/clinical area prior to dismissal are discouraged and the frequency of such will be recorded on the student's attendance and permanent records. Tardiness and leaving the classroom/clinical area prior to dismissal are discouraged and counted in increments of 15 minutes.

Tardiness is defined as being late in arriving to class/clinical in the morning, after breaks, or after lunch, at times designated by the school/clinical schedule and/or the instructor. Leaving early is defined as leaving class/clinical at any time before students have been dismissed for the day.

Upon late arrival to the school, the student will sign in and document the time of arrival to class on the clipboard in the classroom. If a student leaves prior to dismissal, he/she will sign out of class on the clipboard. An attendance sheet is maintained that notes dates absent, reasons for absence, if school or assigned clinical site was notified of absence, hours missed, and cumulative hours attended in each subject.

Health care employers consider a pattern of coming to work late or leaving work early a problem and discipline the employee. Our school's discipline process for tardy/early leave is as follows:

- Any tardiness or absence ***with no call/notification*** to the school (and clinical agency when in clinical) – termed a “no call/no show” – will result in accruing time missed and an ***immediate violation***.
- **Tardy WITH call/notification or Early leave WITH call/notification:** Time accrued, warning for first and second times, and violation for third time and every time thereafter
- **Tardy WITHOUT call/notification or Early leave WITHOUT call/notification:** Time accrued and immediate violation
- **EMERGENCY CLAUSE:** In the event of an unexpected illness or emergency involving the student or an immediate family member, the student's tardy/early leave may be excused at the discretion of faculty. The student will be expected to submit a note from the healthcare provider/documentation the following morning by 8 a.m. If the student submits this documentation properly, the absence may be considered excused at the discretion of the faculty. If the tardy/early leave is considered excused, the student will not receive a violation (hours absent will still accrue). If the student does not submit this note/documentation properly, a violation will be given accordingly.

It is the student's responsibility to contact the instructor concerning make up work as soon as possible. There is no opportunity for the student to make up time missed.

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GRADING POLICY

Academic Standards

Satisfactory clinical practice and theory grade must be maintained throughout the program. It is the responsibility of each student to consistently achieve the required grade of “C” in each subject and maintain a satisfactory status in the clinical practice. At the end of each subject a student theory grade will be evaluated. Anytime the instructor determines a student's academic or clinical performance is substandard, the instructor will meet and discuss options available for the student. If the student does not achieve a final grade of “C” (80% or above) in each subject and satisfactory performance in each clinical setting, she or he will be dismissed from the school.

Grading System

100-93 A

92-87 B

86-80 C

79-0 Not an acceptable grade

Decimal fractions will not be rounded off

Student grades are private and confidential and will only be released to the individual student in person; grades will not be given out to students over the telephone or by email.

The student only has the right to **access his/her own assignment/test results**. Grades are given out at the end of the school day or at a time designated by the instructor. Students are encouraged to take time to review each graded assignment/test to identify his/her academic strengths and weaknesses. All test materials, including answer sheets, are the property of MCSPN. Answer sheets must be returned to the teacher to be filed. Students may request to see their answer sheets any morning between 7:30 a.m. and 8:00 a.m. Assignment/test grades become **final ten calendar days after the assignment/test grade is returned to the student**.

A master copy of the test and an answer key will be available in the library for the students use. **The master copy of the test and the answer key are to REMAIN IN THE LIBRARY.** While reviewing the test, if a student believes an error in grading has occurred, the student has ten calendar days to submit a written request to the instructor to consider the item in question. The instructor will notify the student of the final decision within seven days. The request forms are available in the library.

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Policies Regarding Academic and Clinical Areas Split Into Grading Policy, Clinical Behavior Policy, and Classroom Policy

CLASSROOM BEHAVIOR POLICY

Class time is 8:00 AM to 3:00 PM (this includes time for scheduled breaks and for lunch).

It is important for each instructor and student to remember the reason for meeting in a classroom. We as humans are social beings, but we must focus on our purpose and maintain an environment that is conducive to learning. Maintaining an environment appropriate for learning requires effort from each of us. Students are expected to abide by the Student Code of Conduct for West Virginia Schools, as well as all program and Mineral County policies. The following are general guidelines:

1. **BE HONEST.** Honesty is the cornerstone of integrity. Consequently, any form of academic dishonesty is considered to be a serious violation of our academic policies. This includes theft, altering or misusing documents; breaching patient confidentiality; impersonating, misrepresenting, or knowingly providing verbal or written false information; cheating on

examinations; submitting another student's work as your own; and plagiarism.

2. **BE COURTEOUS.** Students will address each person by his or her name and treat them with respect. Students will not interrupt when another person is talking or has the floor. Students will not belittle, bully, or harass another individual, even in a joking manner. Students will not use foul, distasteful, or slang language. Students will not pass notes in class. Students will stay in their seats during class activities.
3. **BE PUNCTUAL.** Learning is disrupted every time the door to the classroom opens or closes and when a person enters or leaves. It takes approximately ten minutes to get a group "back on track" after a brief interruption. Students are expected to be in their seats and ready to begin class at 8:00 a.m. Students may report to the classroom prior to the start of class. The school is open at 6:30 a.m. A custodian can unlock the classroom door prior to the arrival of an instructor. Students are expected to be prompt when arriving, and going to and returning from lunch or break. See Tardy/Early Leave Policy.
4. **ACCOUNTABILITY and RESPONSIBILITY.** You are responsible for your learning. If you are having difficulty with some theory or skill, don't be afraid to ask for help. Take advantage of each and every learning opportunity. Be actively involved in class lecture and discussions. Do not hesitate to ask questions. Students will be required to utilize classroom theory and skills in the clinical agencies. You are accountable for your actions. Keep your desk and work area, including skills lab, clean at all times.
5. **BE PREPARED.** Students should use their course syllabus and read the chapter(s) in their textbook prior to the subject presentation in the classroom. Students should have pencils, pens, and paper ready to take notes during lecture, instructional tapes, and discussions. Make a list of questions.
6. **DRESS AND PROFESSIONALISM.** Students are required to follow program guidelines for uniform at all times (see Dress Policy). Remember, you not only represent yourself, but the instructors, nursing program, and the nursing profession, in your appearance, behavior, and conversation. When street clothes are permitted to be worn in the classroom, they must be in accordance with Mineral County Schools' policy and the nursing program's Dress policy. Students are required to wear their names tags, whether in uniform or street clothes, at all times.
7. **WRITTEN/ELECTRONIC CLASSROOM ASSIGNMENTS.** All written/electronic work assigned is due on the date specified by the instructor by 8 am. It must be neat and written legibly in black ink. The Homework Policy

applies. If submitted electronically, work must be submitted under the correct instructor's file and following the Assessment, Nursing Care Plan, and Medication Summaries Requirements.

8. ILLNESS. Students must use their discretion if sick. If you have a cold with excessive sneezing and/or fever, you should not be around other students or patients. If a student has been examined by a physician and given a medication that causes drowsiness, the student should not report to school. *Instructors have the right to send a student home if she feels the time the student spends in the classroom is nonproductive.* If a student must be tardy or absent, he is to call the school and inform the instructor. The instructor should be told the reason for the absence and when the student expects to be able to return to the classroom or clinical site.
9. PERSONAL BELONGINGS. Students are to store all personal items not required for class in their assigned locker. The school will not be responsible for any lost or stolen article.
10. LOCKERS. Students are not to have purse/wallet and items of value in the classroom. Use your lockers and keep your locker LOCKED. You are responsible for this space - maintain it as you would any other work area; keep it secure, as you are responsible for its contents. A combination lock is provided for use with each locker. The school will not be responsible for any lost or stolen article.
11. CHANGE IN ADDRESS. Students are to notify the school office and instructor immediately of any change of address or telephone number.
12. TELEPHONE USE AND MESSAGES. Telephone calls to students are discouraged. The instructors have limited time in the office to prepare for learning experiences. All telephone calls will be screened for urgency. Please instruct your family, if an emergency arises, a family member is to call the school and tell the secretary that it is an emergency. *Cellular telephones, including smart phones, and/or pagers are to be turned off COMPLETELY (no ring/sound/vibration) during the classroom day and stored with personal belongings IN YOUR LOCKER; these devices may be a source of distraction in the classroom setting.* If a student must make a local telephone call, a telephone is available in the office on the first floor. Students should carry a phone card available for use, if long distance calls will be necessary.
13. FOOD AND DRINKS. Students are not allowed to have food in the classroom. Drinks in closed/covered containers are permitted.
14. SMOKING. **Smoking is not permitted on school property** according to the policy of the Mineral County Board of Education. **Smoking is not permitted when in uniform.** Students are not permitted to sit in

cars/vehicles on school grounds and use tobacco products. Students are not permitted to leave school grounds during class and use tobacco products. **Students are not permitted to stand across the road (creek side) from the Technical and Adult Education Center and smoke.**

When a student chooses to deviate from the expected behavior of practical nursing students, they will be disciplined. In addition to the standards outlined above, all practical nursing students shall be required to adhere to Mineral County Schools Code of Conduct.

Written 10/00
Reviewed 11/02; 11/05; 08/07; 09/09; 09/10
Revised 08/01; 11/03; 11/04; 08/12; 10/13; 10/14

Policies Regarding Academic and Clinical Areas Split Into Grading Policy, Clinical Behavior Policy, and Classroom Policy

CLINICAL BEHAVIOR POLICY

Hours for clinical rotations are as follows (this includes 45 minutes for lunch break):

Fundamentals of Nursing & Geriatric Nursing 7:30 a.m. to 3:30 p.m.

Medical Surgical Nursing 7:30 a.m. to 3:00 p.m.

Obstetrics 6:30 a.m. to 2:00 p.m.

Pediatrics – times vary according to facility

Behavioral Health 8:00 a.m. to 3:30 p.m.

Clinical Preceptorship – times vary according to facility

Many of the area health care facilities provide each student the opportunity to play a positive and constructive role in patient care. It is important for each instructor and student to remember the purpose of clinical experience. The student has the freedom to choose a course of action and, therefore, must assume final responsibility for his learning and actions. Maintaining an environment appropriate for learning requires effort from each of us. Students are expected to abide by the Student Code of Conduct for West Virginia Schools, as well as all program and Mineral County policies. The following are general guidelines:

1. **BE HONEST.** Honesty is the cornerstone of integrity. Consequently, any form of **dishonesty** is considered to be a **serious violation** of our clinical policies. This includes theft, altering or misusing documents; breeching patient confidentiality; impersonating, misrepresenting, or knowingly providing verbal or written false information; submitting another student's work as your own; or plagiarism.
2. **BE COURTEOUS.** Each person is to be addressed by his or her proper title. Nurses are to be addressed as Miss, Mrs., or Ms., and physicians are to be addressed as doctor. This is an acceptable social format, as well as appropriate professional etiquette. Be considerate of staff in allowing them time, seating, and equipment to complete their clinical responsibilities. Students will not belittle, bully, or harass another individual, even in a joking manner.

3. **BE PUNCTUAL.** Students will report to assigned clinical area at the designated time for pre- and post-conference. Students may report ten to fifteen minutes prior to pre-conference to review their assigned patient's clinical information. Students should finish providing and documenting patient care about fifteen minutes prior to lunch and the scheduled post-conference and give complete report to the team leader. Students are expected to be prompt when arriving, and going to and returning from lunch or break. See Tardy/Early Leave Policy.
4. **ACCOUNTABILITY AND RESPONSIBILITY.** You are accountable for your actions. Never perform any task if you are unsure of the proper skill or technique. Don't be afraid to ask for help. If the instructor is helping another student, find team leader or staff person to assist you. Students are to take advantage of each and every learning opportunity. Do not hesitate to ask questions. Always think **PATIENT SAFETY** first. Students are responsible and accountable for their actions and the well being of the patients. Students are to report any incident that occurs as it takes place and report all emergencies immediately. Students are required to use the appropriate personal protective equipment when providing care and during any procedure.
5. **BE PREPARED.** Students will have their clinical syllabus, drug handbook, care plan sheets, and other reference materials they will need at the clinical agency. Students are to have black ink pens, note pad, penlight, bandage scissors, and hemostat in their uniform pockets. Students are to pick up their patient assignment from their clinical instructor the day prior to the clinical experience. Students are to be familiar with the assigned patient(s) medical diagnoses, nursing diagnoses, surgical and medical history, medications, treatments, diet, and other physician's orders. Students are responsible for reading assigned patient's chart, MAR, kardex, and other records available.
6. **DRESS AND PROFESSIONALISM.** Students are required to follow program guidelines for uniforms at all times (see Dress Policy). Remember, you not only represent yourself, but the instructors, nursing program, and the nursing profession, in your appearance, behavior, and conversation. When street clothes are permitted to be worn in the clinical setting, they must be in accordance with Mineral County Schools' policy and the nursing program's Dress policy. Students are required to wear their name tags, whether in uniform or street clothes, at all times.
7. **ESTABLISH RAPPORT.** The student is to introduce himself to the patient and staff. Be helpful to and cooperative with patients, staff members, instructors, and peers. Students need to communicate their assigned patient's condition and care to the staff nurse throughout the entire shift, as well as when reporting off each clinical day.

8. WRITTEN/ELECTRONIC CLINICAL ASSIGNMENTS. All written/electronic work assigned is due on the date specified by the instructor by 8 am. It must be neat and written legibly in black ink. The Homework Policy applies. If submitted electronically, work must be submitted under the correct instructor's file and following the Assessment, Nursing Care Plan, and Medication Summaries Requirements.
9. REPORTING ON AND OFF DUTY. Students must report to their clinical instructor when going on or off duty and when it is necessary for them to leave the assigned area. Students are to leave the clinical areas promptly at the end of post-conference.
10. ILLNESS. Students must use their discretion if sick. If you have a cold with excessive sneezing and/or fever, you should not be around patients. *The clinical instructor has the right to send a student home if she feels the student should not be in contact with patients; this is an important aspect of patient safety.* When a student is absent, the patient's care must be reassigned. Therefore, if a student must be tardy or absent he is to call the clinical agency 30 minutes prior to the assigned time and leave a message for the clinical instructor. The message should include the reason for the absence and when the student expects to be able to return to the classroom or clinical site.
11. PERSONAL BELONGINGS. Students are not to have purse/wallet and items of value on assigned floors. The items students must have with them in clinical are to be stored in the areas designated by the personnel at the clinical agency. The school or clinical agency will not be responsible for any lost or stolen article.
12. TELEPHONE USE AND MESSAGES. Telephone calls to students are discouraged. If an emergency arises and family must contact a student, the family is to call the floor of the clinical agency and state it is an emergency. *Cellular telephones, including smart phones, and/or pagers are to be turned off COMPLETELY (no ring/sound/vibration) and stored with personal belongings during clinicals; these devices may interfere with the operation of some equipment and can be a source of distraction from patient care.* Hospital phones are not for personal use.
13. FOOD AND DRINK. Students are not allowed to have food or drinks on the floor of a clinical agency, or in pre- or post-conference.
14. SMOKING. **Smoking is not permitted in uniform.** Students are not permitted to sit in cars/vehicles on agency grounds to use tobacco products. Students are not permitted to leave agency grounds to use tobacco products. When a student chooses to deviate from the expected behavior of practical nursing students, they will be disciplined. See the disciplinary process and dismissal policy.

15. ATTENDANCE. Students must attend 80% of each clinical rotation as part of the requirements for satisfactory clinical performance. For the fundamentals and each of the specialty rotations, this equates to approximately eight out of nine days. For the med-surg rotation, this equates to approximately 32 out of 40 days.

When a student chooses to deviate from the expected behavior of practical nursing students, they will be disciplined. In addition to the standards outlined above, all practical nursing students shall be required to adhere to Mineral County Schools Code of Conduct.

Written 10/00

Reviewed 11/02; 11/05; 08/07; 09/09; 09/10

Revised 08/01; 11/03; 11/04; 08/12; 10/13; 10/14

Policies Regarding Academic and Clinical Areas Split Into Grading Policy, Clinical Behavior Policy, and Classroom Policy

**CLASSROOM AND CLINICAL VIOLATION RECORD
FIRST THROUGH THIRD QUARTERS**

This is a record of the student's disregard for county and/or program policies.

Name _____ Social Security Number _____

1. Violation occurred _____ RE: _____
 2. Violation occurred _____ RE: _____
 3. Violation occurred _____ RE: _____
 4. Violation occurred _____ RE: _____
 5. Violation occurred _____ RE: _____
 6. Violation occurred _____ RE: _____
 7. Violation occurred _____ RE: _____
 8. Violation occurred _____ RE: _____
 9. Violation occurred _____ RE: _____
 10. **Dismissed from Program on** _____ RE: _____
OR Voluntarily Withdrew on _____ RE: _____
-

***DURING THE LAST QUARTER OF THE PROGRAM,
THE STUDENT IS HELD TO THE STANDARD OF A GRADUATE NURSE***

**CLASSROOM AND CLINICAL VIOLATION RECORD
FOURTH QUARTER**

This is a record of the student's disregard for county and/or program policies.

1. Violation occurred _____ RE: _____
2. Violation occurred _____ RE: _____
3. **Dismissed from Program on** _____ RE: _____
OR Voluntarily Withdrew on _____ RE: _____

Written: 11/03
Reviewed: 11/05; 08/07; 09/09; 09/10; 08/12; 10/14
Revised: 11/04; 10/13

DRESS POLICY

The importance of your appearance cannot be overemphasized. You must appear neat and clean at all times. The uniform must be approved by a faculty member. The student will be expected to maintain condition and fit of the uniform. **At no time, whether in uniform or street clothes, should a student's breasts, buttocks, or torso midriff be exposed, regardless of student's position.**

The complete uniform consists of:

- a. Appropriate, clean, wrinkle-free uniform
 - b. Clean, polished, white shoes
 - c. White hose or crew/high socks
 - d. Name badge on left upper chest
 - e. Watch
 - f. Pocket organizer with pen, note pad, penlight, scissors, and hemostat
 - g. Optional: Plain white shirt under scrub top; lab coat (provided)
1. COSMETICS. May be used, but only in moderation. **No perfumes, colognes, scented lotions, hairsprays, or hats.** Deodorant is a necessity.
 2. FINGERNAILS. Must be **clean**, short and smoothly filed so they **do not extend beyond the end of the fingers.** **Gel, acrylic, or any other nail overlays and nail polish are prohibited.**
 3. JEWELRY. The only jewelry allowed is a **plain** wedding band, wristwatch, and one pair of **small post earrings in earlobes only.** Hoop earrings are not permitted. Tongue, eyebrow, nose, facial, or other body posts/rings, and ear gauges are also prohibited.
 4. TATTOOS. Must be covered.
 5. HAIR. Must be of natural color. Do NOT report to school or clinical site with wet hair. Students are to report to school or clinical site with hair dry and off the collar. Styles, including ponytails, must be **off** the uniform collar and **confined with hair pins** neatly **out of your face (use of designer clips and objects that protrude from head are prohibited).** Male students are to be clean shaven and/or any moustache/beard is expected to be short and neatly trimmed. Chest hair must be covered with a plain white undershirt.
 6. CHEWING GUM. Is not permitted, whether in uniform or street clothes.
 7. SMOKING. **Smoking is not permitted on school property** according to the policy of the Mineral County Board of Education. **Smoking is not permitted when in uniform.**
 8. SHOES. Duty shoes must basically be all white and fully enclose feet. No colored or highly decorated athletic shoes or canvas footwear allowed. Shoes and laces are to be kept clean at all times.

Uniform policy is subject to change during the year, depending on standards of the clinical

agencies.

On days when students are permitted to wear street clothes in the classroom, Mineral County School dress code applies. **Shorts must be longer than mid-thigh.**

During the clinical rotation at the Thomas B. Finan Center, students wear street clothes in accordance with Behavioral Health Clinical guidelines; this will be discussed prior to the behavioral health clinical rotation. No jeans are permitted to be worn during this rotation.

Students are reminded that their name tag must be worn at all times, whether in uniform or street clothes.

A written violation will be given to any student reporting to school or clinical in violation of the dress policy. Faculty have the authority to send the student home for the day at their discretion.

Written	09/90
Reviewed	11/92; 08/01; 11/02; 08/07; 09/09; 09/10
Revised	10/06; 05/97; 04/98; 10/99; 10/00; 11/03; 11/04; 11/05; 08/12; 10/13; 10/14

TESTING POLICY

Testing is the major evaluation tool used to measure students' knowledge in this program. Students are expected to prepare thoroughly for all exams. Carefully reading and reviewing all handouts, notes, textbook pages/chapters, and supplemental materials is expected; all of these items should be used to prepare for every exam. Exam items may include short answer, multiple choice, select all that apply, true-false, matching, math calculations, and/or other types of questions; for every exam, the student is expected to prepare to answer any type of question. In the event the student feels he/she is struggling with his/her studying or course progress, it is expected that the student will come to the instructor immediately. Faculty will counsel students regarding grades/performance throughout each course. Ultimately, each student is responsible for his/her own learning.

If a student has any diagnosed special testing need, this need must be reported, in writing, to faculty on the first day of class in January or immediately upon diagnosis. No testing accommodations will be made without written documentation of the specific testing need. This documentation must be provided by a primary care provider, such as a physician, psychiatrist, or licensed psychologist.

Whenever an exam is being administered to students, the following conditions will be observed.

1. Desks will be cleared of all textbooks, notebooks, study cards, and all personal belongings. This will be done prior to the distribution of a test.
2. Students will place all books in their lockers, lounge, or library.
3. Student's purses/wallets are to be in a locked locker.
4. Students will not talk to each other while testing is ongoing. **The instructors consider a test ongoing whenever any student has a test at his/her desk.** If a student has a question, he/she may come to the

instructor's desk, one at a time. Content questions cannot be answered; students may ask questions for clarification or understanding of what is being asked by a question. If the instructor needs to move about the room, she will do so quietly and in a manner that avoids student distraction.

5. When a student finishes taking the exam, he/she is to turn in all test materials, and required work/math calculations, etc., leave the room, and **not return** until the last student has completed the test. No test, answer sheets, or scrap paper may be taken from the room by the student.
6. A student must request the teacher's permission to examine an answer key and/or copy of any given test.

The following behaviors are unacceptable during testing and the consequence is immediate dismissal from the program:

- a. **Looking at** your neighbor's test and/or **answer sheet**.
- b. Looking at notes, books, and/or other study aids during the testing,
- c. The **use of any help on the test**. This includes notes and writings on your person.
- d. Having **any items listed above (B-C) on desk or person**.
- e. **Talking** to another student during the test. Reminder, the test starts when the first examination is given to a student.

Any student who is absent on a day a test is given will be allowed to take a make-up test. The make-up test, a different examination from that given on the scheduled day, allows the student to demonstrate his/her understanding of information. Students will take the make-up examination on the day and time designated by the instructor. These tests will be monitored.

Re-tests, a second test taken to improve an individual's test average, are not given.

Reminder: Student grades are private and confidential and will only be released to the individual student in person; grades will not be given out to students over the telephone or by email. The student only has the right to **access his/her own assignment/test results**. Grades are given out at the end of the school day or at a time designated by the instructor. Students are encouraged to take time to review each graded assignment/test to identify his/her academic strengths and weaknesses.

Written 09/91
Reviewed 11/93; 11/95; 05/97; 04/98; 10/99; 11/02; 01/03; 11/04; 11/05; 08/07; 09/09; 09/10; 08/12
Revised 10/96; 10/00; 08/01; 10/13; 10/14

HOMEWORK POLICY

Projects or other written/electronic assignments are due on the date specified by the instructor at 8:00 a.m. If the student is absent on the designated day, he/she is expected to turn in the assignment at 8:00 a.m. the day he/she returns. *Students are required to turn in all assignments.* Submission of an incomplete assignment will result in an incomplete grade for the subject. Submission of an assignment after time due will result in a 5% a deduction in grade for each day the assignment is late, including the day it was due, weekends, and holidays; after four (4) days a grade of zero will

be given. For late clinical assignments/assignments that are graded as satisfactory/unsatisfactory, a violation will be given.

Also see the Grading Policy for grading scale, return of assignments, etc.

When a student has any questions, he/she is responsible for immediately checking the date with the instructor. Projects, written assignments, and all test materials, including the student's answer sheets are the property of the Mineral County Schools and are to remain in the student files in the practical nursing library.

Reminder: Student grades are private and confidential and will only be released to the individual student in person; grades will not be given out to students over the telephone or by email. The student only has the right to **access his/her own assignment/test results.** Grades are given out at the end of the school day or at a time designated by the instructor. Students are encouraged to take time to review each graded assignment/test to identify his/her academic strengths and weaknesses.

It is the student's personal responsibility to determine his/her needs and how to spend his/her time to avoid jeopardizing his/her status in the program in relationship to theory, study time, clinical practice, and personal & professional conduct.

Cheating, in any form, will not be tolerated. Plagiarism (submitting another's work as your own) is a form of cheating. You may not copy another's work, from any source. Do not copy and paste information from an internet site in any of your written work. Do not include words, images, or ideas verbatim from a book, journal, or other publication without properly referencing the source using American Psychological Association (APA) format. Any of these behaviors is in violation of our policy and would result in immediate dismissal; see the "Disciplinary Process And Dismissal Procedure/Policy."

Written	09/90
Reviewed	11/92; 11/94; 10/96; 04/98; 11/02; 08/07; 09/09; 08/12
Revised	05/97; 10/99; 10/00; 08/01; 11/03; 11/04; 02/05; 09/10; 10/13; 10/14

DISCIPLINARY PROCESS AND DISMISSAL PROCEDURE POLICY

When a student chooses to deviate from the expected behavior of practical nursing students as outlined in the program policies, including the classroom and clinical behavior policies or expected professional practice of a clinical agency, they will be notified and disciplined. The discipline will vary in accordance with the nature, severity, frequency of the infraction, and any previous incidents.

Dismissal

From the first day of class to the end of the third quarter of the program, when a student has violated program policies, classroom policies, or expected professional practice of a clinical agency ten times, the student will be immediately dismissed from the program.

During the fourth quarter of the program, when a student has violated program policies or expected professional practice of a clinical agency three times, the student will be immediately dismissed from the program. See Classroom and Clinical Violation Record.

Immediate Dismissal

This form of discipline is reserved for more severe (sometimes without regard for the number of program policy violations) or repeated infractions, and will be determined by the Principal of the Mineral County Technical and Adult Education Center and/or the Director of Technical and Adult Education according to the program and county policies, including but not limited to, Mineral County School of Practical Nursing Policies; the Student Code of Conduct; Racial, Sexual, Religious/Ethnic Harassment or Violence; Bullying, Harassment, or Intimidation, and Assault Policy; and the Severe Clause as appropriate for post-secondary students.

The faculty reserves the right to require dismissal of any student whose health, conduct, personality, or level of achievement makes it inadvisable to remain in school. Students dismissed are not eligible for readmission to the program. Reasons for immediate dismissal include, but are not limited to:

1. A failing theory grade, upon completion of a subject.
2. Unsatisfactory evaluation of classroom or clinical performance.
3. Insubordination. For example: failure to follow directions or using profane language in relationship with others.
4. Under the influence of unauthorized drugs. For example, reporting to class or clinical duty under the influence of alcohol, narcotics, tranquilizers, and/or “uppers.” Students taking prescribed drugs which impair judgment or reaction time shall not present themselves for an assignment or patient care. The faculty will request any student to submit to immediate drug screen testing when a student’s behavior suggests the influence of drugs.
5. Dishonesty. For example, theft, falsifying information, recording fictitious information on a patient’s chart, cheating on a test, submitting another student’s work as your own, plagiarism, signing another person’s name on school, agency, or affiliate forms or other legal documents, or lying.
6. Engaging in unsafe practice. For example, failing to frequently monitor assigned patients for safety and/or physical needs, patient neglect and/or abuse, failing to properly identify patient prior to administering medications, using unsterile supplies or equipment in dressing an operative incision, or failing to obtain supervision when performing a treatment for which he/she has not been qualified by the instructor,
7. Breach of confidentiality. For example: breaking confidentiality regulations as set forth by HIPAA and practices in each clinical area in appropriate communication of privileged information regarding patients, students, facility staff, or faculty. This also includes any violation of the social media policy.

8. A pattern of bullying, harassment, discrimination, and/or intimidation of peers, secondary students, instructors, patients, or staff of the Mineral County Technical Center and/or clinical agencies, the technical center or practical nursing program. This also includes written and/or typed communications that may occur via e-mail or on internet communication/journaling sites or social networks; see social media policy.
9. Failing to abide by the policies set forth by each affiliating agency.

In addition to those causes for discipline listed above, all practical nursing students shall be subject to and expected to abide by the Mineral County Schools Code of Conduct. Failure to do so shall result in the consequences described in that policy, including dismissal.

Written	09/90
Reviewed	11/94; 04/98; 10/99; 08/01; 11/05; 08/07; 09/09; 10/14
Revised	10/96; 05/97; 10/00; 11/02; 11/03; 11/04; 09/10; 08/12; 10/13

SOCIAL MEDIA POLICY

Introduction

The use of social media and other electronic communication is increasing with growing numbers of social media outlets, platforms and applications, including blogs, social networking sites, video sites, and online chat rooms and forums. Nursing students often use electronic media both personally and professionally. Instances of inappropriate use of electronic media by nurses have been reported to boards of nursing (BONs) and, in some cases, reported in nursing literature and the media. This document is intended to provide guidance to practical nursing students using electronic media in a manner that maintains patient privacy and confidentiality.

Social media can benefit health care in a variety of ways, including fostering professional connections, promoting timely communication with patients and family members, and educating and informing consumers and health care professionals.

Nursing students are increasingly using blogs, forums, and social networking sites to share clinical experiences, particularly events that have been challenging or emotionally charged. These outlets provide a venue for the nursing student to express his or her feelings, and reflect or seek support from friends, colleagues, peers or virtually anyone on the Internet. Journaling and reflective practice have been identified as effective tools in nursing practice. The Internet provides an alternative media for nursing students to engage in these helpful activities. Without a sense of caution, however, these understandable needs and potential benefits may result in the nursing student disclosing too much information and violating patient privacy and confidentiality.

Health care organizations that utilize electronic and social media typically have policies governing employee use of such media in the workplace. Components of such policies often address personal use of employer computers and equipment, and personal computing during work hours. The policies may address types of websites that may or may not be accessed from employer computers. Health care organizations also maintain careful control of websites maintained by or associated with the organization, limiting what may be posted to the site and by whom.

Confidentiality and Privacy

To understand the limits of appropriate use of social media, it is important to have an understanding of confidentiality and privacy in the health care context. Confidentiality and privacy are related,

but distinct, concepts. Any patient information learned by the nursing student during the course of treatment must be safeguarded by that nursing student. Such information may only be disclosed to other members of the health care team for health care purposes. Confidential information should be shared only with the patient's informed consent, when legally required or where failure to disclose the information could result in significant harm. Beyond these very limited exceptions the nursing student's obligation to safeguard such confidential information is universal.

Privacy relates to the patient's expectation and right to be treated with dignity and respect. Effective nurse-patient relationships are built on trust. The patient needs to be confident that their most personal information and their basic dignity will be protected by the nursing student. Patients will be hesitant to disclose personal information if they fear it will be disseminated beyond those who have a legitimate "need to know." Any breach of this trust, even inadvertent, damages the particular nurse-patient relationship and the general trustworthiness of the profession of nursing.

Federal law reinforces and further defines privacy through the Health Insurance Portability and Accountability Act (HIPAA). HIPAA regulations are intended to protect patient privacy by defining individually identifiable information and establishing how this information may be used, by whom, and under what circumstances. The definition of individually identifiable information includes any information that relates to the past, present or future physical or mental health of an individual, or provides enough information that leads someone to believe the information could be used to identify an individual.

Breaches of patient confidentiality or privacy can be intentional or inadvertent and can occur in a variety of ways. Nursing students may breach confidentiality or privacy with information he or she posts via social media. Examples may include comments on social networking sites in which a patient is described with sufficient detail to be identified, referring to patients in a degrading or demeaning manner, or posting video or photos of patients. Additional examples are included at the end of this document.

How to Avoid Problems

It is important to recognize that instances of inappropriate use of social media can and do occur; but with awareness and caution, nursing students can avoid inadvertently disclosing confidential or private information about patients.

The following guidelines are intended to minimize the risks of using social media. These are our expectations:

- First and foremost, nursing students must recognize that they have an ethical and legal obligation to maintain patient privacy and confidentiality at all times.
- Nursing students are strictly prohibited from transmitting, by way of any electronic media, any patient-related image. In addition, nursing students are restricted from transmitting any information that may be reasonably anticipated to violate patient rights to confidentiality or privacy, or otherwise degrade or embarrass the patient.
- Nursing students must not share, post, or otherwise disseminate any information, including images, about a patient or information gained in the nurse-patient relationship with anyone unless there is a patient-care related need to disclose the information or other legal obligation to do so.

- Nursing students must not identify patients by name or post or publish information that may lead to the identification of a patient. Limiting access to postings through privacy settings is not sufficient to ensure privacy.
- Do not take photos or videos of patients on personal devices, including cell phones. Follow employer policies for taking photographs or video of patients for treatment or other legitimate purposes using employer-provided devices.
- Maintain professional boundaries in the use of electronic media. Like in-person relationships, the nursing student has the obligation to establish, communicate, and enforce professional boundaries with patients in the online environment. Do not have an online social contact with patients, former patients, their family members, and/or instructors. Online contact with these individuals blurs the distinction between a professional and personal relationship. The fact that a patient or his/her family member may initiate contact with the nursing student does not permit the student to engage in a personal relationship with them.
- Consult school, program, and clinical agencies' policies, and/or an appropriate leader within the facility, for guidance regarding facility-related postings.
- Promptly report any identified breach of confidentiality or privacy.
- Be aware of and comply with clinical agencies' policies regarding the use of facility-owned computers, cameras, and other electronic devices, and the use of personal devices within the facility.
- Do not refer to patients in a disparaging manner, even if the patient is not identified. Do not make disparaging remarks, in any format, about peers, instructors, the nursing program, clinical agencies, or clinical staff members. Do not make, in any format, threatening, harassing, profane, obscene, sexually explicit, racially derogatory, homophobic, or other offensive comments.

Conclusion

Social and electronic media possess tremendous potential for strengthening personal relationships and providing valuable information to health care consumers. Nursing students need to be aware of the potential ramifications of disclosing patient-related information via social media. Nursing students must be mindful of school policies, clinical agencies' policies, relevant state and federal laws, and professional standards regarding patient privacy and confidentiality and its application to social and electronic media. By being careful and conscientious, nursing students may enjoy the personal and professional benefits of social and electronic media without violating patient privacy and confidentiality.

Consequences

VIOLATION OF THIS POLICY WILL RESULT IN IMMEDIATE DISMISSAL FROM THE PRACTICAL NURSING PROGRAM. SEE DISCIPLINARY PROCESS AND DISMISSAL PROCEDURE/POLICY.

Contents based on the "White Paper: A Nurse's Guide to the Use of Social Media" written by the National Council of State Boards of Nursing, August 2011.

Written 08/12
Reviewed 10/13; 10/14

GRIEVANCE POLICY

Should a student believe that the Mineral County School of Practical Nursing Student Policies have been violated, including a wrongful dismissal from the program, he/she shall have the right to file a Citizen's Appeal, pursuant to Mineral County Schools Policy, as follows:

Filing of Appeals – The citizen making the written appeal shall provide as much information as possible at the time the appeal is filed; however, additional supportive information may be presented at any level. Once an appeal has been filed, the claim itself may not be altered greatly in content or wording. If such changes are necessary, a new appeal should be filed.

Time Limits – Since it is important that an appeal be processed as rapidly as possible, the number of days indicated at each level shall be considered the maximum. A time limit may, however, be extended by mutual agreement.

Meetings, Private/Public – All meetings and hearings shall be conducted in private, except that hearings before the County Board or the State Superintendent of Schools or his/her designee may be open at the request of either party. If, during an open hearing, the hearing officer(s) at the County or State level feels that either party is discussing matters of a personal nature, the hearing may then be closed for the period of time that such personal matters are being discussed.

Representation – The person or persons filing the appeal may have the assistance of as many as three (3) representatives at conferences and meetings held at Levels I and II. Likewise, the administration at Levels I and II may be represented by no more than three (3) persons. At Levels III and IV, any number of representatives may be present. If either party is to be represented by legal counsel, sufficient advance notice must be given the other party.

Written Decisions – Except at the informal level, all decisions rendered shall be in writing, setting forth the decision and the reasons therefore. The decision shall be transmitted promptly to all parties.

Level I – In the event that the concern is not resolved informally, a formal, written appeal may be filed with the principal or school administrator by the citizen or by a group of citizens in behalf of themselves and all others so affected. The appeal shall be on the prescribed form and will be signed by all persons filing the appeal.

- A. Should the principal or other administrator be without authority to act on the appeal, it may be filed directly with the County Superintendent of Schools. If, however, the County Superintendent feels that the appeal can be resolved at Level I, it will immediately be referred to the proper administrator.
- B. A written decision by the Level I administrator shall be made within ten (10) days after receipt of the appeal. Should either party request a conference at this level, the Level I administrator will have five (5) additional days to provide the written decision. When the decision is not in favor of the citizen(s), a copy of the Level II appeal form shall be included with the decision.

Level II – Within fifteen (15) days after receiving the decision of the Level I administrator, the aggrieved citizen(s) may appeal the decision in writing on the prescribed form to the County Superintendent of Schools. The Superintendent or his/her designee shall, within ten (10) days, have a conference with the citizen(s) in an attempt to resolve the appeal. The Superintendent or his/her designee shall issue a written decision within ten (10) days following this conference. When the decision is not in favor of the citizen(s), a copy of the Level III appeal form shall be included with the decision.

Level III – Within fifteen (15) days of receiving the decision of the County Superintendent, the aggrieved citizen(s) may appeal the decision in writing on the prescribed form to the County Board. The appeal shall be transmitted to the County Superintendent who shall, within three (3) days, provide a copy to each member of the County Board. Copies of all prior decisions and all other written materials related to the grievance also will be provided Board members.

A hearing on the appeal shall be held by the County Board if requested by the aggrieved citizen(s) when filing the Level III appeal or if the Board, itself, determines that a hearing shall be held.

For an appeals hearing held before a County Board, the usual and customary procedures for administrative hearings will prevail, including proper notice of the hearing, the opportunity to be represented by counsel, the opportunity to present evidence and testimony, the opportunity to call witnesses and the opportunity to cross-examine adverse witnesses. A court reporter may be provided by either party.

When a hearing is held, the decision of the County Board will be by majority vote of those members participating in the hearing and shall rest solely upon the evidence properly presented at the hearing.

A decision shall be rendered by the County Board within twenty-five (25) days following receipt of the Level III appeal. The Board may affirm, modify or reverse the Level II decision and require such remedial action as it deems necessary. When the decision is not in favor of the citizen(s), a copy of the Level IV appeal form shall be included with the decision.

Level IV – If the aggrieved citizen(s) is not satisfied with the decision of the County Board, the decision may be appealed to the State Superintendent of Schools. The appeal shall be submitted within thirty (30) days of receiving the decision of the County Board. A copy of the Level IV appeal and any supporting documents shall, at the same time, be transmitted to the County Superintendent of Schools.

At the request of either party, a hearing shall be conducted by an impartial hearing officer appointed by the State Superintendent.

Both the citizen(s) and representations of the County Board shall be permitted to appear before the impartial review officer. The hearing shall be conducted in accordance with the usual and customary rules governing administrative hearings and shall be held at a place designated by the

impartial review officer. Upon agreement of the parties, the impartial review officer may visit the County to secure additional facts and information related to the appeal.

The decision of the impartial review officer shall be issued within thirty (30) days of receipt of the appeal and shall be final unless altered or set aside by a court of competent jurisdiction. The decision of the impartial review officer may be appealed to the appropriate court or review may be sought by original proceeding.

Level V – If the aggrieved citizen(s) is not satisfied with the decision of the State Superintendent of Schools, the decision may be appealed to the Council on Occupational Education (COE). COE’s contact information is as follows:

Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, Georgia 30350
(800) 917 – 2081 or (770) 396 – 3898
www.council.org

Written	09/90
Reviewed	11/92; 11/94; 10/96; 05/97; 04/98; 08/01; 11/02; 11/03; 11/04; 11/05; 08/07; 09/09; 09/10; 08/12; 10/13; 10/14
Revised	10/99; 10/00; 12/03; 04/14

SCHOOL CLOSINGS POLICY

In the event of inclement weather, the Mineral County School of Practical Nursing will observe the same closing or delay policy as the Mineral County school system. When Mineral County Schools are not in session, any delay or closing will be announced on the local radio stations. In the event of a two-hour delay, always report to the classroom; do not report to the clinical agency. Behavioral Health Clinical Rotation and Social Concepts of Nursing Preceptorship will be exceptions to this. ***IMPORTANT: If the Mineral County Schools delay is due to cold weather, LPN students will report to school/clinical at the usual classroom/clinical start time (no delay).***

Written 09/90
Reviewed 11/92; 11/94; 10/96; 10/99; 08/01; 11/02; 11/03; 11/04; 11/05; 08/07; 09/09; 09/10; 08/12; 10/13
Revised 05/97; 04/98; 10/00; 10/14

COUNSELING AND GUIDANCE POLICY

Faculty will request a conference with any student whose behavior, academic, or clinical performance is substandard, for discussion of the problem and means of improvement or options available. Faculty members are available at the student's request to discuss any concerns related to their academic status, clinical performance, or other school matters. However, faculty are not professional counselors or doctors; personal and/or complex problems will be referred to qualified persons outside of the school.

Written 09/90
Reviewed 11/92; 11/94; 05/97; 04/98; 11/03; 11/05; 08/07; 09/09; 09/10; 08/12; 10/13; 10/14
Revised 10/98; 10/99; 10/00; 08/01; 11/04

MINERAL COUNTY TECHNICAL CENTER: SCHOOL OF PRACTICAL NURSING
Counseling Record

Name of Student _____

Date of Conference _____

Description of Concern:

Student Comments:

Outcome/Plan of Action:

Student's Signature

Date

Instructor's Signature

Date

Written 10/90
Reviewed 10/92; 10/94; 10/98; 08/01; 11/02; 11/03; 11/04; 11/05; 08/07; 09/09; 09/10; 08/12; 10/13; 10/14
Revised 10/96; 10/00

STUDENT HEALTH POLICY

A student is responsible for her or his health care if they become ill during the school year. It is recommended that each student carry medical hospital insurance.

The school or hospital is not responsible for any illness contracted by the student while performing school/clinical assignments. If the student becomes ill during clinical hours, the student may be seen in the Emergency Room at the student's expense. A student should not approach physicians for personal medical advice during clinical hours.

It is the student's responsibility to provide written documentation of any change in their health status during the school year. A student who is absent from class or clinical because of back/muscle pain/injury or communicable disease must present written documentation from their physician that she or he is able to return to the classroom and clinical areas without risk to others and to safely care for patients. A student will provide written record of any medications prescribed by the physician to the coordinator of the program.

If the student becomes ill at home and is scheduled for class/clinical, he/she must:

1. Contact the clinical area 30 minutes prior to the designated time; or
2. Call the School of Practical Nursing by 8:00 a.m., if a classroom day; and
3. Inform instructor of the reason and expected length of absence/date of return to program.

Written 09/90
Reviewed 11/92; 11/94; 04/98; 10/99; 11/02; 11/05; 08/07; 09/09; 09/10; 08/12; 10/13; 10/14
Revised 05/97; 10/00; 08/01; 11/03; 11/04

FIRE DRILL POLICY

Fire drills are conducted periodically in school. The procedure is as follows:

1. When the bell sounds, students must stop work immediately.
2. Those sitting nearest the windows close windows, if opened.
3. Exit the classroom and proceed down the stairs in a double line. The last person out of the classroom turns off the lights and closes the door.
4. Exit the first floor of the school at the south end of the building.
5. Walk towards Denny's Restaurant, the far end of the Board of Education parking lot. Roll will be taken.
6. If you are in another area of the school, leave the school at the nearest exit and join the class in the designed area of the Board of Education parking lot.
7. Return to the classroom and resume classes upon notification.

When fire drills occur in clinical areas, follow the procedure of the affiliating agency as outlined in orientation to the facility.

Written 09/90
Reviewed 11/92; 11/94; 10/96; 05/97; 04/98; 10/99; 08/01; 11/02; 11/04; 11/05; 08/07; 09/09; 09/10; 08/12; 10/13; 10/14
Revised 10/00; 11/03

MINERAL COUNTY TECHNICAL CENTER: SCHOOL OF PRACTICAL NURSING

Student Records

RELEASE OF INFORMATION

A student's grades/record will NOT be discussed or given to any person or institution without the written permission of the student.

_____ (Name of Student) _____ (Date of Birth) _____ (Social Security Number)

I hereby authorize the instructors of the Mineral County School of Practical Nursing to forward information from my official transcript to institutions of higher learning, prospective employers, individuals, or organizations listed below.

Institution, Employer, Individual, Organization:

Name: _____

Address: _____

Student Signature

Date

Written 10/96
Reviewed 05/97; 04/98; 10/98; 12/98; 10/99; 10/00; 08/01; 11/02; 11/03; 11/04; 11/05; 08/07; 09/09; 09/10;
10/13
Revised 08/12; 10/14

BLOODBORNE PATHOGEN EXPOSURE CONTROL POLICY

Even with good adherence to all exposure prevention practices and standard precautions, exposure incidents can occur. As a result, procedures have been established for post-exposure evaluation and follow-up should exposure to bloodborne pathogens occur. Mineral County School Policy shall apply and be strictly followed. In the clinical setting, the facility's policies will also be followed.

Written 11/92
Reviewed 11/94; 10/96; 05/97; 04/98; 10/99; 11/02; 11/03; 11/04; 11/05; 08/07; 09/09; 09/10; 08/12; 10/13
Revised 10/00; 08/01; 10/14

DRUG TESTING POLICY

Criteria for Admission

The applicant understands and agrees that he/she shall submit to drug/alcohol screening as a part of the admission criteria for the Mineral County School of Practical Nursing. If drug/alcohol screening is performed on a urine sample rather than a blood sample, the individual shall provide the sample under observation. Appropriate chain of custody procedure shall be followed. The results of the drug screening must be reported directly to the Mineral County School of Practical Nursing by the laboratory performing the test. Receipt of positive results of a drug/alcohol screen for any substance for which the student has NO legal, valid prescription or for a non-prescription substance not declared prior to the screen shall be grounds for denial of admission to the practical nursing program.

Any individual who is on methadone/Suboxone maintenance must disclose this to the Coordinator of the program at the time of application. This individual will be instructed to contact the LPN Board office to discuss implications of participation in methadone/Suboxone maintenance on enrollment and progress through the LPN program, as well as implications with regards to disciplinary action by the Board at the time that the individual may request licensure by examination. Factors to be considered with regards to these individuals' acceptance into the program include the nature of the drug addiction which led to the methadone/Suboxone maintenance, acceptance of these individuals by clinical agencies for clinical experience, as well as the opinion of the individual's treating physician with regards to his/her ability to function in the capacity of a student practical nurse.

Drug Testing Following Admission

The student understands and agrees that he/she may be requested to submit to random drug/alcohol screening during the course of the academic year. Said screening may be requested at any time by the nursing faculty of the practical nursing program, and shall be performed in accordance with proper chain of custody procedures. If drug/alcohol screening is performed on a urine sample rather than a blood sample, the individual shall provide the sample under observation. The random drug/alcohol screening shall be performed at the expense of the Mineral County School of Practical Nursing.

In addition, the faculty or administration of the practical nursing program has the right to request the student to submit to testing if reasonable cause exists. The student shall agree to submit to drug and alcohol screen testing to determine whether alcohol, any controlled substances, or

substances which are mood altering in any way are present in his/her blood and/or urine. Said testing shall be performed as soon as possible following proper chain of custody procedures. Testing pursuant to probable cause shall be at the expense of the student. Failure to submit to such a reasonable request shall be prima facie evidence of the presence of the aforementioned substances, and shall be grounds for immediate dismissal from the practical nursing program.

Any student who is prescribed any narcotic medication or medication which may be mood altering in any way shall have his/her physician document the prescribing of the medication. The student shall provide this documentation to the coordinator of the practical nursing program. At no time shall the student engage in direct patient care in the clinical agency while he/she is under the influence of alcohol, a narcotic, or other mood altering medication, without a statement from his/her attending physician indicating the student's ability to perform nursing functions is not impaired and following evaluation by the coordinator or her designee to determine the student's functional ability.

Any student who utilizes a non-prescription substance which may contain alcohol, cause drowsiness, or in any way impair their ability to perform nursing functions safely shall inform the coordinator or her designee on any instructional day on which the substance is utilized, and prior to the student's submission to any drug/alcohol screen which may be requested in accordance with the above policies. At no time shall the student engage in direct patient care if the ability to perform nursing functions is impaired as determined by the coordinator or her designee following the use of a non-prescription substance.

Any student on methadone/Suboxone maintenance shall agree to monthly drug and alcohol screening at their expense. Any drug screening on these individuals, whether at the time of admission or after enrollment in the nursing program, shall specifically test for methadone/Suboxone and differentiate any positive results for opiates and other substances. Further, these individuals must have their treating physician submit a written statement to the program coordinator on a monthly basis verifying their compliance with treatment and ability to function safely as a practical nursing student. Any individual on methadone/Suboxone maintenance will submit results of any drug screening conducted by the individual's treating physician to the coordinator of the LPN program. Any evidence of non-compliance with treatment and/or a drug screen which is positive for any substance other than methadone/Suboxone for which the individual has no valid prescription and has not declared prior to the drug screen shall be grounds for immediate dismissal from the nursing program.

Receipt of results indicating the presence of any amount of any substance for which the student has no legal, valid prescription or for a non-prescription substance not declared prior to the drug/alcohol screening shall be grounds for immediate dismissal from the practical nursing program.

Procedure:

Note: If the student fails to submit to random or probable cause urine testing, their actions will be considered insubordination and reason for immediate dismissal from program.

1. The student will be notified of his/her selection.

2. The student will declare, in writing, all medicated substances that he/she has put in or on his/her body within the past month.
3. The student will be directed to the testing area.
4. The student will be given the collection kit for the drug screen and will submit the urine sample as directed.
5. Any test results positive for a substance or with an abnormal temperature, pH, urine creatinine, or specific gravity, will be retested by the lab and may be cause for the student to submit to a repeat drug screen test immediately.

Written 11/92
 Reviewed 11/94; 10/96; 05/97; 04/98; 10/99; 11/02; 11/03; 11/04; 11/05; 08/07; 09/09; 09/10; 10/14
 Revised 10/00; 08/01; 08/12; 10/13

GRADUATION REQUIREMENTS POLICY

In order to graduate, the student must meet the following criteria:

1. Satisfactory completion of 1330 hours of curriculum.
2. Satisfactory completion of all tests and assignments.
3. Payment of all tuition and fees.
4. Demonstration of a “C” grade in all theory courses and “S” (satisfactory) grade in clinical practice.
5. Completion of all achievement tests.
6. Return of all library and borrowed books, and any other borrowed property, to the school or affiliating agencies.
7. Completion of exit interview.

Reminder: A graduate with a criminal history must contact the Board of Nursing to discuss the potential impact of a criminal conviction on the board application and licensure process as a practical nurse.

Written 09/90
 Reviewed 11/92; 11/93; 11/95; 10/96; 05/97; 04/98; 10/99; 11/03; 11/04; 11/05; 08/07; 09/09; 09/10; 10/13
 Revised 10/00; 08/01; 11/02; 08/12; 10/14

PERSONAL LIABILITY INSURANCE POLICY

The Mineral County Technical Center, through the state of West Virginia, provides liability insurance for each student while enrolled in school. Students are also encouraged to carry an individual liability insurance policy.

Written 09/90
 Reviewed 11/92; 11/94; 10/96; 05/97; 04/98; 10/99; 10/00; 08/01; 11/02; 11/03; 11/04; 11/05; 08/07; 09/09; 09/10; 08/12; 10/13; 10/14

LIBRARY POLICY

The school maintains a library for students' use throughout the year. The library contains books, professional journals, and audiovisuals pertinent to nursing. The students may borrow all the materials, except for audiovisuals, for a period of five days. At the time any material is removed from the library, it must be signed out before use and signed back in when returned.

Note: The copier located in the library is for instructors' use only.

Written 09/90
Reviewed 10/96; 05/97; 10/99; 08/01; 11/02; 11/03; 11/04; 11/05; 08/07; 09/09; 09/10; 08/12; 10/13; 10/14
Revised 11/92; 04/98; 10/00

PROFESSIONAL REFERENCE POLICY

The faculty members are willing to give a professional reference for any student, if requested. This reference will be written, after receiving written permission from the student to release the information. No oral or telephone references will be considered. Please let your prospective employers know this. If it is necessary for a student's grades to be released and a progress report to be given to an agency, the student must submit a written request for this to be done.

Written 09/90
Reviewed 11/94; 10/96; 05/97; 10/99; 08/01; 11/02; 11/03; 11/04; 11/05; 08/07; 09/09; 09/10; 08/12; 10/14
Revised 11/92; 10/00; 10/13

TRANSPORTATION POLICY

Each student is responsible for his/her own transportation to school and clinical areas. Students will park in the designated areas at school and clinical sites with a parking permit displayed. The school is not responsible for any personal or property damage incurred in any case. Students' experiences and rotations cannot be planned around car pools or students' locale.

Written 09/90
Reviewed 11/92; 11/94; 10/96; 05/97; 04/98; 10/99; 10/00; 10/01; 11/02; 11/03; 11/04; 11/05; 08/07; 09/09; 09/10; 08/12; 10/14
Revised 10/13

TUITION POLICY

The cost of the program is \$6,111.00. This full amount is due the first day of class, unless other arrangements are made by the student with the financial secretary in advance. The student assumes financial responsibility for the full tuition, upon enrollment. A student enrolling in the LPN Program may choose one of the following options, when paying tuition and fees. Students are expected to pay their tuition promptly, as outlined by the selected option. Failure to make payments will result in a conference with the Director of the Mineral County Technical and Adult Education Center, withholding of grades, and possible dismissal from the program.

The school is accredited to participate in Pell Grants. The school does not participate in the Federal/Stafford student loan program.

Tuition payments:

1. The preferred method is the total tuition and fees are paid prior to the first day of class.
2. Tuition may be paid on a payment schedule as follows:
 January 2
 May 1
 September 1
 November 1
3. Students receiving Pell and/or other funds will be responsible for the same schedule as in option number 2. (Note: A student receiving Pell money must realize that this money is earned as the student continues in the program.)

Written 09/90
 Reviewed 05/97; 04/98; 10/99; 11/03; 11/04; 11/05; 08/07; 09/10; 10/13
 Revised 11/92; 11/94; 10/96; 10/00; 08/01; 11/02; 09/09; 08/12; 10/14

WITHDRAWAL POLICY

A student may withdraw from the program at any time. The student will have a conference with the coordinator of the program to discuss the reasons for leaving and to submit a letter of resignation. The student may be required to also meet with the Director of the Mineral County Technical and Adult Education Center.

When a student withdraws from the program, tuition will be refunded as scheduled in the refund policy. The student will be sent a copy of his/her permanent record, indicating grades, hours, and clinical performance for all courses completed.

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 Reviewed 11/92; 11/94; 10/96; 05/97; 04/98; 11/03; 11/04; 11/05; 08/07; 09/09; 09/10; 08/12; 10/13; 10/14
 Revised 10/99; 10/00; 08/01; 11/02

REFUND POLICY

Tuition and fees shall be refunded on a prorated basis. A refund is calculated when a student withdraws/is withdrawn/is dismissed from the program. The student's charges are adjusted based on hours completed. If a student withdraws before the first day of class, all fees will be returned to the student. The refund procedure is as follows:

<u>Hours Attended</u>	<u>Refund Rate</u>
Start – 60 Hours	90%
60 – 120 Hours	50%
Thereafter	No Refund

The following items are not refundable and are not calculated in the refund rate:

1. Administrative costs and curriculum development fees
2. Textbooks, laptop, and supplies (these become the “property” of the student on the first day of class)
3. Uniforms (these become the “property” of the student on the first day of class)

Note: The school has the right to obtain/retain the above property (textbooks, laptop, supplies, and uniforms) if the student's tuition and fees are not paid in full.

NOTE: Any money owed to Federal Pell Grant will be returned first, before any refund is given to any other agency or the student.

Written 09/90
Reviewed 11/92; 11/94; 05/97; 04/98; 10/99; 10/00; 11/03; 11/04; 11/05; 08/07; 09/09; 09/10; 08/12; 10/13
Revised 01/96; 08/01; 11/02; 10/14

TEACH-OUT AGREEMENT POLICY

In the event that the Mineral County School of Practical Nursing would close for unforeseen circumstances, the school would do everything possible to finish out the current class. In the event that this is not possible, the school has an agreement with the following school of nursing:

James-Rumsey Technical Institute
3274 Hedgesville Road
Martinsburg, West Virginia 25403

Written 10/12
Reviewed 10/13; 10/14

CONFIDENTIALITY POLICY

In the performance of your duties as a practical nursing student, you will have access to patient records and other protected health information (PHI). Patient information from any source and in any form, including paper records, oral communications, audio recordings, and electronic display (computerized), is strictly confidential. Access to confidential patient information is permitted on a need-to-know basis only.

It is the policy of our school that students shall respect and preserve the privacy and confidentiality of patient information, regardless of the agency to which the student is assigned. Examples of violation (breach) of this policy include, but are not limited to:

- discussing PHI outside the scope of practice, such as in the agency elevator or cafeteria;
- accessing information that is not within the scope of your patient assignment;
- misusing, disclosing without proper authorization, or altering patient or personnel information;
- disclosing to another person your sign-on code and/or password for accessing electronic or computerized records;
- using another person's sign-on code and/or password for accessing electronic or computerized records;
- leaving a secured application unattended while signed on;
- attempting to access a secured application without proper authorization.

Safeguarding confidentiality also applies to e-mail, internet communication, & social network sites (e.g. Facebook, Twitter, MySpace, & other internet journals). Not only must the student safeguard confidentiality of patients, but also school & clinical agencies, staff, classmates, & instructors.

Violation of this policy will result in immediate dismissal from the nursing program. Unauthorized release of confidential information may also result in personal, civil, and/or criminal liability and legal penalties in accordance with agency, state, and federal regulations, including penalties outlined in the Health Insurance Portability and Accountability Act (HIPAA).

Written 12/03

Reviewed 12/05; 08/07; 01/09; 09/09; 08/12; 10/13; 10/14
Revised 12/04; 12/06; 12/07; 09/10

INFECTIOUS DISEASE ACKNOWLEDGEMENT AND WAIVER POLICY

A student enrolled in a nursing program may be exposed to persons with contagious and/or infectious diseases or conditions, and must accept that this is a part of the education, training, and work in the healthcare field.

During the program, students are instructed on standard and other precautions and must take personal responsibility to use those precautions consistently and thoroughly. Students must abide by all medical precautions in place in each clinical facility and should ask for direction as needed from instructors, supervisors, and/or medical providers at any medical facility where they may be assigned for clinical experience.

The student is encouraged to consult with his/her spouse, significant other, parent/guardian and/or personal physician, as appropriate, regarding possible exposure to persons with contagious and/or infectious diseases or conditions. It is the student's responsibility to notify an instructor immediately if the student's participation in the nursing program poses any risk of harm to self or to others.

Written 09/90
Reviewed 11/92; 11/94; 10/96; 11/03; 11/04; 11/05; 09/09; 09/10; 08/12
Revised 01/96; 10/00; 08/01; 08/07; 11/02; 10/13; 10/14

ASSESSMENT, NURSING CARE PLAN, AND MEDICATION SUMMARIES POLICY

Assessment, care planning, & medication administration are critical roles of the practicing nurse. These skills involve much knowledge, accountability, responsibility, & attention to detail. Learning about these roles extends beyond the classroom & clinical settings; it involves spending quiet, quality time critically thinking about the patients' medical information, analyzing the findings, & documenting the conclusions.

To accomplish these essential educational outcomes, we expect you to:

- Learn about your assigned patient, including his/her medical history, assessment info, current orders, & medications;
- Document vital signs & a complete head-to-toe assessment, following the *Completing a Systems Assessment in SimChart* and *SimChart Systems Assessment* requirements;
- Document a nursing care plan, following the *Completing Nursing Care Plans in SimChart* requirements;
- For clinical, document medication summaries for each med you actually gave, following the *Completing Med Summaries in SimChart for Clinical* requirements;
- For the classroom, document medication summaries for each system as assigned by the instructor, following the *Completing Med Summaries in SimChart for the Classroom* requirements; and
- Save all the above info in the SimChart program in the correct file, & submit it to the appropriate instructor by the specified deadline.

Violations will be given if the above criteria are not followed thoroughly and/or if the work is not submitted on time to the appropriate instructor. Part of your clinical performance grade (S/U) is determined by this work.

See the following pages for the specific requirements for each type of assignment:

- Completing Medication Summaries in SimChart for Clinical
- Completing Medication Summaries in SimChart for the Classroom
- Completing Nursing Care Plans in SimChart
- Completing a Systems Assessment in SimChart & SimChart Systems Assessments

Written	12/03
Revised	04/06; 01/08; 03/10; 04/10; 03/11; 03/12; 03/14; 05/14; 07/14; 10/14
Reviewed	04/13

Completing Medication Summaries in SimChart *FOR CLINICAL*



You Will Need

- Patient med list
- Davis's Drug Guide resource on internet
- SimChart program on internet

Davis's Drug Guide Online

- Go to www.drugguide.com
- In the upper right corner, click log in, and sign in with the user name and password, "ashapiro"
- Search for the drug by generic name; a list will come up
- Click on the generic name listing for the drug; the monograph will then display on the screen
- If you don't see the entire monograph on the screen, click on "Display all Sections" on the right side of the screen
- Read the information about the drug

SimChart

- Open a new tab in your internet browser
- Go to evolve.elsevier.com and click on student site
- Sign in using your personal username and password
- Click on SimChart in your list of resources
- On the left menu bar, click on "My Clinicals", the clinical week's date(s), & "Click to access simulation." Pay close attention to the instructor & date... make sure you have the correct one for your assignment!
- Complete the "Clinical Setup" screen – you must enter something in all sections & choose an avatar. Do NOT type patient information here; just type your own personal data
- On the left side of the screen, click on "Patient Charting," then "Special Charts"
- At the top of this list, select "Miscellaneous Nursing Notes" – this is where you will always document your medication summaries

Type this information into SimChart

- Generic name (*must be spelled exactly*)
- Brand name (*specific one listed on MAR/med list; if none, discuss w/ instructor; must be spelled exactly*)
- Indication (*specific **one** for your patient*)
- Ordered dose, route, & frequency (*for your patient; from the MAR/med list*)
- Whether dose is WNL, high (↑), or low (↓)

Read, then copy & paste these sections into SimChart

- Contraindication/Precautions (*ONLY the "Contraindicated in" part of this section; NO OTHER PARTS*)
- Adverse Reactions/Side Effects (*ALL*)
- Assessment, including Lab Test Considerations, & Toxicity Overdose (*ALL*)
- Implementation (*ALL sections except the lists of Y-site compatibility and incompatibility drugs; don't forget to check below the lists of these Y-site drugs for other routes, such as transdermal or intranasal*)
- Patient/Family Teaching (*ALL*)

DON'T FORGET TO SAVE YOUR WORK!!!

Completing Med Summaries in SimChart FOR THE CLASSROOM



You Will Need

- Patient med list
- Davis's Drug Guide resource on internet
- SimChart program on internet

Davis's Drug Guide Online

- Go to www.drugguide.com
- In the upper right corner, click log in, and sign in with the user name and password, "ashapiro"
- Search for the drug by generic name; a list will come up
- Click on the generic name listing for the drug; the monograph will then display on the screen
- If you don't see the entire monograph on the screen, click on "Display all Sections" on the right side of the screen
- Read the information about the drug

SimChart

- Open a new tab in your internet browser
- Go to evolve.elsevier.com and click on student site
- Sign in using your personal username and password
- Click on SimChart in your list of resources
- On the left menu bar, click on "My Clinicals", the classroom assignment, & "Click to access simulation." Pay close attention to the system/assignment name... make sure you have the correct one for your assignment!
- Complete the "Clinical Setup" screen – you must enter something in all sections & choose an avatar. Do NOT type patient information here; just type your own personal data
- On the left side of the screen, click on "Patient Charting," then "Special Charts"
- At the top of this list, select "Miscellaneous Nursing Notes" – this is where you will always document your medication summaries

Type this information into SimChart

- Generic name (*must be spelled exactly*)
- Brand name(s) (*those listed on assignment sheet given to you by instructor; must be spelled exactly*)

Read, then copy & paste these sections into SimChart

- Indications (*ALL; you are learning about the medication and its many uses so you must list all*)
- Contraindication/Precautions (*ONLY the "Contraindicated in" part of this section; NO OTHER PARTS*)
- Adverse Reactions/Side Effects (*ALL*)
- Assessment, including Lab Test Considerations, & Toxicity Overdose (*ALL*)
- Implementation (*ALL sections except the lists of Y-site compatibility and incompatibility drugs; don't forget to check below the lists of these Y-site drugs for other routes, such as transdermal or intranasal*)
- Patient/Family Teaching (*ALL*)

DON'T FORGET TO SAVE YOUR WORK!!!

Completing Nursing Care Plans in SimChart



You Will Need

- Patient assessment data
- Nurse's Pocket Guide (care planning guide)
- SimChart program on internet

Opening SimChart

- Open your internet browser
- Go to evolve.elsevier.com and click on student site
- Sign in using your personal username and password
- Click on SimChart in your list of resources
- On the left menu bar, click on "My Clinicals", the clinical week's date(s), & "Click to access simulation." Pay close attention to the instructor & date... make sure you have the correct one for your assignment!
- Complete the "Clinical Setup" screen – you must enter something in all sections & choose an avatar. Do NOT type patient information here; just type your own personal data

Completing Your Care Plan: An Example – "Pain Related to Recent Surgery"

- On the left side of the screen, click on "Care Plan," then "Care Plan" below it
- Select Medical Diagnosis: Click on your patient's medical diagnosis
 - e.g. Appendicitis, acute
- Select Nursing Diagnosis: Click on the appropriate nursing diagnosis based on your assessment findings
 - e.g. Acute pain
- Select Type: Actual – you must base your care plan on an actual problem the patient is experiencing
 - e.g. Actual
- Related To: This is the etiology/cause of the problem; check the box that applies & add details for your particular patient if needed (e.g. if any item says "specify," add the specific info for the patient)
 - e.g. Physical agents (specify) Add: Recent surgery
- Evidenced By: Need 3 assessment findings (a mix of subjective & objective) ; if adding subjective data, check the "Subjective data" box & add your three assessment findings, one at a time
 - e.g. Subjective data Add: Grimacing, especially with movement; rates pain 7 on 0-10 scale; & c/o abdominal tenderness @ incision site
- Expected Outcome: Check the box for an appropriate outcome for your patient – make sure it is SMART (specific, measurable, achievable, relevant, & time bound); add in the time frame & how you will measure the outcome
 - e.g. Patient will decrease in pain-related behaviors Add: Patient will rate pain 3 or less on 0-10 scale within one hour of pain med
- Interventions: Select three appropriate interventions or type in your own from your nursing pocket guide; make sure you type in the rationale for each
 - e.g. Administering medications for pain relief as ordered R: to alleviate/control pain
Assessing the patient's pain level, using an age-appropriate scale R: to monitor pain med effectiveness
Demonstrating the use of nonpharmacologic approaches R: to encourage pt. involvement in own pain management

DON'T FORGET TO SAVE YOUR WORK!!!

Completing a Systems Assessment in SimChart



You Will Need

- Patient assessment data
- SimChart program on internet

Opening SimChart

- Open your internet browser
- Go to evolve.elsevier.com and click on student site
- Sign in using your personal username and password
- Click on SimChart in your list of resources
- On the left menu bar, click on “My Clinicals”, the assignment or the clinical week’s date(s), & “Click to access simulation.” Pay close attention to the instructor & date... make sure you have the correct one for your assignment!
- Complete the “Clinical Setup” screen – you must enter something in all sections & choose an avatar. Do NOT type patient information here; just type your own personal data

Completing the Assessment Data

- On the left side of the screen, choose “Vital Signs” and enter your vitals
- On the left side of the screen, choose “Patient Charting” and then “System Assessments”
- Use your “SimChart System Assessment” sheet as a guide to document the required patient assessment information

DON'T FORGET TO SAVE YOUR WORK!!!

SimChart Systems Assessment

Cardiovascular

Pulses: Apical _____ Regular / Irregular Murmurs: Y / N
Radial _____ Pedal _____
Edema: _____ Skin Temp: _____
Cap Refill: _____ Telemetry: _____ Rhythm: _____
Mucous Membranes: Color _____ Moisture _____
Cardiac Problems: _____

Respiratory

Lung Sounds: _____
Pattern: _____ Effort: _____
Oxygen: _____ lpm via _____ SPO2: _____ cont / intermit
IS: _____ Neb: _____ Suctioning: _____
Artificial Airway: _____ Chest Tube: _____
Cough: _____ Prod / Nonprod Color: _____ Consist: _____
Respiratory Problems: _____

Neurological

Level of Consciousness: _____ Person, Place, Time & Situation
Emotional State: _____ Grips: _____
CNS Problems: _____

Integumentary

Color: _____ Temp _____ Moisture _____
Turgor _____ Integrity _____
Hair: Distribution _____ Health _____
Characteristics _____
Nails: Configuration _____ Condition _____
Color _____ Base _____

Sensory

Vision Problems _____
Hearing Problems _____
Pupils: Equality _____ Size _____
Reaction _____ Accommodation _____

Musculoskeletal

ROM _____ Gait _____
Balance _____ Amputations _____
Post-Op Area _____ Homan's _____
Post-Op Assessment _____

Gastrointestinal

Mouth/Gums/Teeth _____
Swallowing problems _____
GI Problems _____
Abd _____ Bowel Sounds _____
Continent / Incontinent Last BM _____
Stool Characteristics _____
Ostomies _____

Genitourinary

Voiding _____ Catheter Y / N Dialysis Y / N
Urine Color _____ Characteristics _____
Odor _____ Continent / Incontinent
Ostomies _____
Genitalia Abnormalities/Problems _____

Pain

Pain Y / N Location _____ Intensity _____
Constant / Intermittent / Unable to Report
Quality _____ Nonverbal Cues _____
Interventions _____
Aggravating factors _____
Relieving factors _____

Psychosocial

Perception _____
Support _____
Coping _____
Anxiety _____

Safety

Orientation _____
Bracelet Check _____ Hospital Band
_____ Allergy Band
_____ Fall Risk Band

Fall Risk _____ Restraints _____

Isolation _____

Vital Signs

Time: _____ Temp: _____ Pulse: _____
Resp: _____ B/P: _____ SPO2: _____
Pain Level _____ Interventions _____

Time: _____ Temp: _____ Pulse: _____
Resp: _____ B/P: _____ SPO2: _____
Pain Level _____ Interventions _____

Accu Checks

0700 _____ Coverage _____

1100 _____ Coverage _____

Other:

MINERAL COUNTY TECHNICAL CENTER: SCHOOL OF PRACTICAL NURSING

STUDENT AGREEMENT AND POLICIES HANDBOOK SIGNATURE PAGE

The following agreement is made between the Mineral County Technical Center: School of Practical Nursing and each student of the school. By signing this page, the student agrees to the following:

I have read the *Mineral County Technical Center School of Practical Nursing Student Policies Handbook 2015* in its entirety. Any and all items I did not understand have been explained to me by a member of the faculty. I understand and will abide by the policies therein. I understand the consequences if I do not, which may include dismissal from the program.

Student's Signature

Date

Coordinator's Signature

Date

Written 09/90
Reviewed 11/92; 11/94; 10/96; 11/03; 11/04; 11/05; 08/07; 09/09; 08/12; 10/13
Revised 01/96; 10/00; 08/01; 11/02; 09/10; 10/14

All nursing policies approved and/or supported by the:

Mineral County Board of Education: 11/18/14 (4-0 Vote)

President: Craig A. Rotruck
Vice President: Lara L. Courier
Members: William B. Ludwick, II
William J. Wahl, Jr.
Kevin D. Watson (absent)

Advisory Committee, Mineral County School of Practical Nursing

West Virginia State Board of Examiners for Licensed Practical Nurses

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