

**JEFFERSON COUNTY DUBOIS AREA  
VOCATIONAL TECHNICAL SCHOOL**

# **PRACTICAL NURSING PROGRAM**



## **Student Handbook**

**2024 Edition**

**JOC approved March 2024**

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The JCDAVTS Practical Nursing Program, established in 1968, is an approved program by:

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 P.O. Box 2649  
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In addition, accredited by:

Accreditation Commission for Education in Nursing, Inc.  
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### **NONDISCRIMINATION STATEMENT 2022**

Jeff Tech is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, or handicap in its activities, programs, or employment practices. For information regarding civil rights or grievance procedures, contact our Title IX Coordinator [Melissa Mowrey by email](#) or at (814) 653-8265, ext. 129. Additional information can be found on the [Title IX page](#). Jeff Tech is continuing to update this website to [ADA compliance](#).

### **ABOUT THE PROGRAM**

The Program is designed for post-secondary study and is the only program of its kind in Jefferson County. Included in the program are a total of 1500 hours of nursing theory and clinical education for each student; Learning opportunities are presented through a combination of traditional classroom setting, simulation and laboratory experiences, direct patient care opportunities, and structured online learning activities.

The Practical Nursing Suite is located in the Jefferson County-DuBois A.V.T.S. of Reynoldsville, Pennsylvania for the program delivery of classroom, simulation, and skill laboratory experiences. Clinical experiences are scheduled at local acute care and long-term care facilities that are approved by the Pa. State Board of Nursing. Clinical assignments at these facilities are assigned, as space is available. Students are also provided with learning opportunities to observe and participate at various community health care agencies.

The Practical Nursing Program has two options for completion; the full-time option takes 12 months to complete, the part-time option is completed in 22 months. The curriculum is divided into three 15 to 16-week levels for the full-time option and 31 to 32-week levels for the part-time option. Level I includes basic nursing, science courses, and clinical experience for the student to provide direct client care in a relatively stable or convalescent nursing setting. Level II presents advanced nursing skill studies, pediatrics, and obstetrics with correlating clinical experiences. Level III coursework includes studies in adult medical-surgical nursing, pharmacology, gerontology and leadership skills, also with corresponding clinical experiences in more complex situations.

Revised 12/21

### **REQUIREMENTS FOR COMPLETION**

Students must successfully fulfill program objectives, meet course requirements of 75% or higher, finished 1500 hours of education, and receive a certificate are eligible\* to submit an application to take the National Council Licensing Examination for Practical Nurses.

*\*Excerpts from the Pennsylvania Nurse Practice Act for Practical Nurses: (Act 110): "The State Board shall not issue a license or certificate to an applicant who has been convicted of a felonious act prohibited by the Controlled Substance, Drug, Device and Cosmetic Act, or convicted of a felony relating to a controlled substance in court of law of the United States or any other State, Territory, or Country unless: (1) at least ten years have elapsed since the date of conviction; (2) the applicant satisfactorily demonstrates significant progress in rehabilitation since the conviction and the licensure of the applicant should not be expected to create a substantial risk of harm to the health and safety of patients or the public; (3) the applicant otherwise satisfies the qualifications contained in or authorized by the act. (Convicted shall include a judgment, an admission of guilt or a plea of Nolo Contendere.)" Conviction of a misdemeanor/felony may also result in denial of licensure.*

### **MISSION AND VISION**

The mission of the Jefferson County-DuBois Area Vocational Technical School (JCDAVTS) is to ensure our students receive the opportunity for additional educational experiences, graduate with industry-recognized credentials, acquire training in emerging career trends, and attain and maintain placement in a high-wage, high-skill, and high-demand career.

The philosophy of the JCDAVTS Practical Nursing Program is congruent with this mission in the preparation of students for the NCLEX-PN examination and employment in the field of practical nursing. The JCDAVTS Practical Nursing Program's mission is to provide students with learning experiences that produce skills for employment that enable the student to enter the practical nursing field with competent entry-level performance.

The vision of the Practical Nursing Program is to strengthen the community through didactic and clinical education and experience to care for others. With lifelong learning skills, these students will be able to continue to expand their knowledge and possibly continue their education.

Added 12/22

We believe the individual is an integrated whole; with physiological, psychological, emotional and spiritual components, in a constant state of change because of dynamic interrelationship among many variables.

An individual is involved with intrapersonal, interpersonal, and community systems. We believe health is relative, depending on the physiological, psychological, emotional, socio-cultural and developmental state of the individual, and wellness is contingent on one's needs being met.

We believe nursing is based on the desire to care for those who cannot help themselves and provide for basic needs. We believe nursing means caring for the total human being by meeting the individual's physiological, psychological, emotional and spiritual needs. We believe nursing has evolved to meet the needs of individuals holistically, as well as being sensitive to needs of the individual's family or significant others. We believe nursing is a highly developed art that requires specialized judgment and skill based on knowledge and application of principles of nursing derived from biological, physical, and social sciences.

We believe practical nursing is an integral part of the multidisciplinary health care team performing selected nursing actions under the direction of a licensed professional nurse, physician, or dentist, which do not require the specialized skill, judgment and knowledge required in professional nursing. We believe the practical nurse student should be prepared to utilize the nursing process in order to deliver effective nursing care appropriate to the practical nurses' role as part of the multidisciplinary health care team. We believe that the opportunity to prepare for practical nursing should be available to individuals regardless of age, race, sex, religion, creed, state of health, or national origin.

We believe learning is developed through experience, practice, and insights. Critical thinking, reasoning, problem-solving/decision-making skills, and competency in new skills are all phases of the learning process. Guided by the Faculty, through selected planned experiences based on objectives that proceed from the simple to more complex, the learner should be self-motivated to use this active process of learning in order to gain the knowledge and skill required to perform practical nursing safely and competently. This process provides the opportunity for realistic practice with ongoing feedback, critique and evaluation. Emphasis is placed on student self-evaluation and recognition for the need to self-improve and continue education.

We believe nursing education is a dynamic process, which should provide learning experiences that will enable students to develop knowledge in biological and social sciences, problem-solving skills, and decision-making ability to promote the health of all individuals. We believe education is a life-long process and encourage each individual student to continue development of learned knowledge and skills after completion of the program, through planned educational programs and membership in professional organizations.

We believe the practical nursing program should be systematically reviewed and evaluated to meet the stated student learning outcomes.

Revised 8/84, 8/86, 11/93, 8/99, 7/01, 7/04, 7/11, 5/12

### **CONCEPTUAL FRAMEWORK**

The conceptual framework of the curriculum is based on the premise that everyone has dignity and worth with physical, ethnic, emotional, spiritual and socio-cultural needs. These needs change in priority as individuals pass through the life span and must be met to achieve and maintain an optimal level of well-being (health).

The practical nurse must assist the client in attaining their maximum level of health. The Faculty uses basic needs, basic skills to advanced skills, and the nursing process as interdependent concepts that provide direction and structure to the program of learning as a means to assist the student to focus on the health of their client. The practical nurse must recognize the client as an individual with a unique personality, personal problems, and needs. Through effective communication and mutual interaction with the client and their family, the practical nurse contributes to the prevention of illness as well as maintenance/restoration of the client's health.

The nursing process is an approach to problem solving used as a tool to organize and implement care to assist the client with meeting needs. The practical nurse must develop certain behaviors that are elements of the nursing process and include assessment, planning, implementing, and evaluation. These elements are necessary for the practical nurse to identify the efficacy of care to ensure high quality client care outcomes.

The PN curriculum is designed to progress from basic to complex care, evaluation, and health concept. The learning process is enhanced as the student attains more complex knowledge and successful nursing skill performance. Guided by Faculty through selected planned experiences, students should use self-motivating and active learning to gain knowledge and skills. Critical thinking is taught throughout the course as a method for problem solving in nursing situations.

The graduate practical nurse shall function within the framework of the nurse practice act of the state where employed. The practical nurse should recognize the importance of continuing education, and active participation as a health care team member to be knowledgeable about current issues and trends in nursing practice.

### **PROGRAM OUTCOMES**

In support of the philosophy and objectives of the Jefferson County-DuBois A.V.T.S., and vocational education in general, the Practical Nursing Program provides quality education and training that prepares individuals, including the unemployed and economically disadvantaged, for entry and gainful employment into the occupation of practical nursing. This provides the student opportunity for self-improvement, while at the same time offering the community well trained, educated nurses to help fulfill the need for qualified personnel in health care professions. To accomplish this purpose, the primary measurable outcomes of the program include student completion of the nursing program, graduate success on the NCLEX-PN licensure exam, and graduate nursing employment for those seeking work. The program gathers and monitors this information on a regular basis and publishes publicly on the school website at [www.jefftech.us](http://www.jefftech.us). Most recent publication as below:

## JEFF TECH PRACTICAL NURSING PROGRAM OUTCOMES

<b>FIRST TIME NCLEX PASS RATE - 80% per PA SBON requirements</b>		
<b>October 1, 2023 - September 30, 2024</b> <b>92.31%</b> <small>(as of 12/31/2023)</small>	<b>October 1, 2022 - September 30, 2023</b> <b>100%</b>	<b>October 1, 2021 - September 30, 2022</b> <b>85.71%</b>
<b>PROGRAM COMPLETION - 65% of new students (those not returning within the year) will complete within one year, part-time will complete in two years.</b>		
<b>80.8%</b> <b>Full-time - Class 69</b> <b>77.8%</b> <small>(14 out of 18)</small>	<b>38.9%</b> <b>Full-time - Class 68</b> <small>(7 out of 18)</small>	<b>61.1%</b> <b>Full-time - Class 67</b> <small>(11 out of 18)</small>
	<b>87.5%</b> <b>Part-time - Class 2023</b> <small>(7 out of 8)</small>	
<b>JOB PLACEMENT RATE - 80% of licensed graduates seeking employment are employed as an LPN within 6-12 months of graduation.</b>		
<b>100%</b> <b>Full-time - Class 69</b> <b>Part-time - Class 2023</b>	<b>100%</b> <b>Class 68</b>	<b>100%</b> <b>Class 67</b>

*Updated 2/2024*

Information regarding the role of the LPN can be found at [www.onetonline.org/link/summary/29-2061.00](http://www.onetonline.org/link/summary/29-2061.00).

Revised 4/82, 8/86, 7/92, 11/93, 8/99, 7/01, 5/13, 9/16, 8/18, 6/19, 6/20, 12/21, 12/22, 2/24

### STUDENT LEARNING OUTCOMES

END OF PROGRAM STUDENT LEARNING OUTCOMES - The graduating student will be able to:

Coordinated Care - collaborates with health care team members to facilitate effective client care.

Safety and Infection Control - contributes to the protection of clients and health care personnel from health and environmental hazards.

Health Promotion and Maintenance - provides nursing care for clients that incorporates the knowledge of expected stages of growth and development and prevention and/or early detection of health problems.

Psychosocial Integrity - provides care that assists with promotion and support of the emotional, mental and social well-being of clients.

Basic Care and Comfort - provides comfort to clients and assistance in the performance of activities of daily living.

Pharmacological Therapies - provides care related to the administration of medications and monitors clients who are receiving parenteral therapies.

Reduction of Risk Potential - reduces the potential for clients to develop complications or health problems related to treatments, procedures or existing conditions.

Physiological Adaptation - participates in providing care for clients with acute, chronic or life-threatening physical health conditions

Outcomes updated per ACEN recommendations 1/24  
Reviewed 7/98, 6/05, 6/06, 6/07, 6/08, 6/09, 6/10, 7/11, 5/12, 4/13, 7/15, 8/18, 6/19, 4/21

## ADMISSION REQUIREMENTS & PROCEDURES

Individuals who meet the following requirements will be considered for acceptance into the Practical Nursing Program:

1. Seventeen (17) years of age or older to apply, must be eighteen (18) years of age by graduation.
2. Graduate of an accredited high school or GED equivalent determined by official transcript. If the validity of the document is in question, the JCDAVTS Practical Nursing Program reserves the right to require additional documentation per 2023-2024 Title IV Financial Aid requirements.
3. Pennsylvania resident.
4. Score of "Basic" or above on the most recent version of the Pre-entrance Assessment Technologies Institute (ATI) TEAS Exam. Acceptance of test results from one version prior may be accepted in select circumstance. Candidates are notified of testing dates, may obtain preparatory materials, and will self-pay ATI online the cost of the test prior to taking the exam proctored at the school computer lab or through an ATI proctored version of the exam. The TEAS Exam results constitute 50% of the overall selection score. Individual consideration will be given to alternate entrance examinations only for candidates wishing to advance place/transfer after successful admission to another nursing program.
5. Evidence of mental and physical health determined by a pre-entrance health examination completed by a licensed healthcare provider (M.D., D.O, P.A., or C.R.N.P). Facility required vaccines or positive titers are needed before the start of clinical rotations. Vaccines are not the requirement of the nursing program. Refer to Nursing Program Performance Standards in the Handbook and on Program Health Form for additional information. Updated 1/23
6. Pre-entrance drug-screen urinalysis. Results must be negative for any illegal substances. Health-care provider written verification will be required for evidence of any controlled substances reported which may require PNAP referral and may disqualify the candidate. Candidates must be able to have a second clear screen.
7. Current HealthCare Provider CPR certification **with** hands-on training should be completed before the start of classes. Certification may be obtained after the start of class but before clinical rotations and arrangements may be discussed with Coordinator.
8. Due to the nature of the Jeff Tech Practical Nursing Curriculum, all students must be able to provide personal transportation and rotate through all assigned clinical agencies, acute care hospitals, or long-term care facilities as described in the description of the program.

9. Candidates are required to obtain and submit results of a current criminal history record check that includes a PA State Police Criminal Record Check, FBI Clearance with fingerprinting, & PA Child Abuse History Certification Report. Prohibitive offenses contained in Act 169 of 1996 and ensuing amendments will disqualify the candidate.
10. Final acceptance or rejection is based upon the preparation and fitness of the prospective student and will not discriminate based on race, color, national origin, gender, handicap, marital status, veteran status, or age in its activities, programs or employment practices in accordance with federal and state statutes and regulations.
11. Once accepted into the program an acceptance letter will be sent to each candidate.
12. Signing of the Enrollment Agreement and payment of the \$200 non-refundable enrollment fee reserves the candidate's seat.

***Acceptance of a position in the program signifies agreement to abide by the Policies and Procedures of the school and affiliating agencies.***

Revised 6/92, 11/93, 11/94, 5/95, 11/95, 7/98, 8/99, 7/01, 7/03, 7/04, 6/05, 6/06, 7/11, 4/13, 7/16, 6/19, 6/20, 12/21, 12/22

### **STUDENT HEALTH PROGRAM**

Students should strive to maintain good mental and physical health to participate effectively in this educational program. The primary objectives of the student health program are to promote and maintain good health practices, meet the individual's immediate and ongoing health care needs, and protect the health of those clients with whom students come in to contact.

#### I. Medical Requirements

Completion of admission process, physical examination conducted by a licensed healthcare provider (M.D., D.O, P.A., or C.R.N.P) who completes the school's physical examination form. Please see health form for specific criteria of the following requirements:

- 1) Standard PPD if prior 2 step PPD, 2 step PPD, or Chest x-ray if positive PPD
- 2) Laboratory tests:
  - i) Urinalysis drug screen – 7 to 10 panel
  - ii) Lab titers of immunities as needed
- 3) Verification of immunity via titer or proof of immunization:
  - i) Diphtheria, Tetanus, and Pertussis Booster within 10 years
  - ii) Hepatitis B Vaccine (three injections, first injection must be before clinical begins) or booster if > 15 years since vaccination.
  - iii) Varicella
  - iv) Rubella, Rubeola, and Mumps
- 4) Additional immunizations
  - i) Seasonal influenza (yearly)
  - ii) COVID-19 vaccine (recommended)

**Additional requirements, as determined by clinical agencies such as the Hepatitis B, influenza and Covid-19 vaccine declination, must be documented in student's record.**

**Clinical rotation hours and meeting objectives are required for program completion. If vaccine requirements are not met, students are not permitted in the clinical facilities.**

Revised 12/21, 1/23, 2/24

**Emergency Care:** Should a student be injured or become ill, it is their responsibility to report the incident to the instructor. The instructor will administer emergency first aid if necessary, make provisions for further care or allow the student to be excused if necessary. If an accidental injury, the instructor will complete an accident report and submit it to the proper nursing service personnel. Should illness or injury occur in a clinical facility, the student may report to their instructor first, and then to the hospital's emergency room for treatment. The instructor shall ensure any and all records/incident reports of the participating agency be filled out and returned to the proper authority as well as submit the school's report. Emergency contact for students are maintained in their student files.

**Health Records:** Cumulative student health records are maintained per State Board of Nursing Regulation 21.231 that currently requires maintenance for five years after attendance in a locked, fireproof file. Students developing a physical condition limiting or precluding activity may remain in the program with written approval of their physician, so long as they meet course objectives. Students who have a debilitating physical condition may request a leave of absence. Any student contracting a transmissible illness may not participate in clinical or classroom activities until they produce a written statement from their physician that their illness is no longer communicable.

Students are encouraged to have personal hospitalization and medical insurance to cover any medical needs that may arise. Students are advised that all costs for such insurance, pre-entrance physical, laboratory tests, emergency or routine medical care, diagnostic procedures, etc., are the responsibility of the student. Students are required to carry malpractice insurance while in the clinical area which is included in the total program cost.

Revised 12/88, 12/91, 6/92, 6/93, 11/94, 11/95, 6/97, 7/01, 6/05, 6/09, 7/16, 4/17

### **NURSING PROGRAM PERFORMANCE STANDARDS**

Nursing Program applicants should possess sufficient physical, motor, intellectual, emotional, social, and communication skills to safely provide patient care and operate equipment utilized in health care settings. These performance standards are on the student health record, and must be reviewed with the healthcare provider prior to admission and are as stated below:

ISSUE	STANDARD	STUDENT EXPECTATION
Independent Cognitive Problem Solving	Problem solving sufficient for clinical judgment.	Competent timely patient assessments; correct assessment interpretations; readily respond with appropriate interventions, treatment plans; ability to work alone and to make correct, independent decisions within scope of practice.

Interpersonal	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	Life and death situations; working with families stressed by the condition of a loved one; working with other health care providers in stressful situations.
Communication	Communication abilities sufficient for interaction with others in verbal, electronic, and written form.	Can follow verbal and/or written instructions; must communicate patient responses to therapy with others; documentation of therapeutic procedures performed on patient; consult with other health care providers in a professional manner.
Mobility	Physical abilities sufficient to move from room to room, walk in hallways, maneuver in small spaces; includes strength necessary to lift patients as needed.	Walking to and from departments to patient rooms; ambulating room to room to care for patients on a team; assisting in patient transport.
Motor skills	Gross and fine motor abilities sufficient to provide safe and effective nursing care.	Perform vital signs, CPR, transporting patients, physical assessment, and manipulating equipment.
Hearing	Auditory ability sufficient to monitor and assess health needs.	Auscultation of BP, breath sounds, heart sounds, bowel sounds, heating alarms in units, call bells, telephones; converse with patients, family and staff.
Visual	Visual ability sufficient for observation and assessment necessary in nursing care.	Reading patient charts/flow sheet/monitors; preparing and administering medications; assessing patient skin color; reading thermometers.

7/22

**Latex Advisory:** The use of latex/latex-based products may be present in some direct patient care, classroom, or training labs. Individuals with latex sensitivities/allergies should seek expert advice from their health care provider to make informed decisions regarding their exposure to latex in the health care setting. Students should also inform lab and clinical instructors of possible reactions.

Revised 7/98, 8/99, 7/01, 6/05, 7/11, 9/16

### **ADVANCED PLACEMENT PROCEDURE**

Advanced standing is available to qualified applicants with related educational experience. The ultimate decision for advanced standing placement will be made by the Coordinator and/or Faculty and is contingent upon student qualifications and availability of seats in the program. At no time shall admittance of advanced standing students raise the clinical student/teacher ratio above 15:1. Advanced standing students must meet the following requirements:

1. Meet all standard entrance requirements including a pre-admission entrance test equivalent to that used by the JCDAVTS Practical Nursing Program.

2. Submission of an official school transcript and course descriptions of theory and clinical courses completed that demonstrate satisfactory completion with a 75% or better and comparable content involved in the advance placement request.
3. Pass a clinical practice evaluation satisfactorily of the clinical objectives of Level I, as requested or II, as requested.
4. Pass ATIs proctored exams for the course they wish to test out of when other requirements are met (with at least Level 1 proficiency). This is required prior to acceptance to the program.
5. Written submission of request that contains the relevant courses to advance place and rationale why the candidate believes eligible.
6. Submission of commendation from an instructor or coordinator of previous nursing program if appropriate.

A qualified applicant is defined as an individual who has

1. Completed appropriate general education courses (i.e. Anatomy and Physiology)
2. Partially completed a professional nursing program
3. Partially completed a practical nursing program
4. Military corpsman experience

Advanced standing will be granted only if it is educationally sound for the applicant concerned. Prospective advanced standing students may obtain curriculum, course outlines, and related test materials from the school for study purposes prior to the completion of the ATIs or skill demonstration. All applicants will be required to attend a minimum of the third level in the program. Entrance into the program will be permitted at various levels.

#### **Additional Miscellaneous Information:**

Program costs will be calculated on a per diem basis for days of scheduled attendance within the program and other related costs. Payment will be expected per current financial aid determinations or by a payment plan option. Students are also responsible for all standard costs of the program such as pre-entrance physical examination requirements and graduation expenses. Students are advised to refer to the Student Financial Aid Handbook for additional information.

Grade Point Average will only be calculated for the courses completed in the Jefferson County-DuBois A.V.T.S. Practical Nursing Program. Transcript will reflect the courses challenged that were waived. Applicants are subject to all the regulations that govern the program.

Revised 6/92, 11/93, 6/96, 8/99, 6/07, 6/08, 6/09, 6/10, 7/16, 6/19

#### **Benefits to Jeff Tech Students**

Previous graduates of Jeff Tech programs will have the admission fee of \$200 waived and will be offered flexible testing and scheduling for admission activities. The Jeff Tech student must:

1. Complete all pre-admission activities and entrance testing required by current students.

2. Agree to follow all policies and procedures of the practical nursing program, which may differ from those of secondary programs at Jeff Tech.

Revised 7/19

### **ALIGNMENT AGREEMENT FOR JCDAVTS HEALTH ASSISTING**

JCDAVTS and Jeff Tech Practical Nursing facilitate an agreement of students who complete their secondary education in Health Assisting may apply to Practical Nursing. The student will receive credit in terms of completed hours for their education in Health Assisting in order to obtain a certificate in Practical Nursing.

- Enrollment fee will be waived for any secondary student accepted to the PN program
- ATI TEAS entrance exam will be provided by PN during their senior year in the secondary program. Remediation will be offered if necessary along with an option for a second test. A passing score will be required for acceptance into the nursing program.
- Verification of competence of skills completed in Basic Nursing. The student would not be required to complete skill day activities and will receive credit for the assigned hours. Skills would have to be verified by the Health Assisting teacher.
- The PN program will provide access to HA student to complete online assignment to improve study skills, organization and prepare for a postsecondary education.
- In conjunction with the high school, the entrance exam will be provided to the secondary student free of charge. The entrance exam can be taken twice if a satisfactory score was not obtained. PN will assist with remediation before the second test, if necessary.

This alignment will extend two years post-graduation for Health Assisting graduates only.

Due to State Board of Nursing regulations, credits earned in the secondary programs may not be applied to credits in the post-secondary Practical Nursing Program. Therefore, an alignment agreement is appropriate.

Added 12/22

### **FINANCIAL AID**

For all financial aid questions, refer to the current Financial Aid Handbook and the financial aid administrator. For additional information regarding **total** cost of attendance (living expenses, etc.) using the Net Price Calculator go to <http://www.jefftech.us/Page/362> to calculate your individual cost of attendance. Please note total costs include price of books. Students may purchase books independently after which school charges for books will be decreased accordingly. For accurate ordering purposes and verification of appropriate texts/editions, students should notify the Coordinator of intent to purchase books independently. The anticipated texts included in the course descriptions are listed below with ISBNs:

Success In Practical/Vocational Nursing: From Student to Leader, Carroll & Collier

(9780323810173); 10<sup>th</sup> ed., 2023

Fundamental Concepts & Skills for Nursing, Williams (9780323884211); 6<sup>th</sup> ed., 2022

The Human Body in Health & Illness, Herlihy (9780323711265); 7<sup>th</sup> ed. 2022

Basic Geriatric Nursing, Williams (9780323826853); 8th ed. 2023

Mosby's Manual of Diagnostic and Laboratory Tests, Pagana (9780323697033); 7th ed. 2022

Saunders Nursing Drug Handbook, Kizior & Hodgson (9780443116070); 2nd ed. 2023

Williams Basic Nutrition, Nix (9780323653763); 16<sup>th</sup> ed., 2022

Introduction to Pharmacology, Visovsky, Samroski & Hosler (9780323755351); 10<sup>th</sup> ed., 2022

Medical-Surgical Nursing Concepts & Practice, Stromberg (9780323810210); 5<sup>th</sup> ed., 2023

Introduction to Maternity & Pediatric Nursing, Leifer (9780323826808); 9th ed, 2023

Saunders Comprehensive Review for NCLEX-PN, Silvestri & Silvestri (9780323733052); 8th ed., 2022

Revised 5/12, 4/13, 7/16, 8/17, 8/18, 6/19, 6/20, 5/21, 12/22, 2/24

### **CLERY ACT SECURITY REPORT & STATISTICS**

The Jeff Tech Clery Act Security Reports, for the three most recent years, are available for public review in the Adult Education Coordinator's office during regular business hours.

Added 5/21

### **OBJECTIVES OF THE CURRICULUM**

**LEVEL I and II:** A correlation of classroom theory and selected learning experiences in long term care facility and acute care health setting is provided in Level I and II. At the end of Levels I and II, the student will be able to:

1. Describe the relationship of the steps of the nursing process to the provision of nursing care to the client.
2. Utilize critical thinking to deliver nursing care effectively to clients with simple nursing needs.
3. Perform basic nursing skill procedures safely and accurately.
4. Describe the Practical Nurses' legal role as a member of the Health Care Team.
5. Discuss the ethical responsibilities of practice for the Practical Nurse.
6. Utilize therapeutic communication skills to facilitate interpersonal relationships.
7. Apply Body Structure and Function knowledge to implementation of nursing care.
8. Document significant information relating to the client's condition with guidance.
9. Apply knowledge of principles of microbiology to the implementation of nursing care.
10. Utilize aseptic technique correctly.
11. Describe the relationship of optimal nutrition to health.
12. Perform pharmacological conversion problems accurately.
13. Utilize medical terminology correctly.

**LEVEL III:** A correlation of classroom theory and selected learning experiences in an acute care health setting, long-term care setting and community agencies, is provided in Level III. At the end of Level III, the student will be able to:

1. Utilize the nursing process while providing nursing care to the client.
2. Utilize critical thinking to deliver nursing care effectively to clients with moderately complex needs.
3. Perform advanced nursing skill procedures safely and competently.
4. Apply acquired knowledge of nursing concepts to clients of all ages.
5. Demonstrate ability to recognize specialized needs of clients relative to age.
6. Demonstrate knowledge of the ethical-legal responsibilities of practice.
7. Document accurately significant information relating to the client's condition.
8. Participate in nursing interventions through the health-illness continuum in a variety of settings.
9. Interact in a facilitative, purposeful manner with clients, families, and health care members.
10. Administer medications to the client safely and accurately with minimal guidance.
11. Utilize the nursing process while performing nutritional care.
12. Identify community resources available to assist with nursing interventions for clients.
13. Assume responsibility for personal and professional behavior and growth.

Revised 7/98, 5/12

**PROGRAM OF STUDIES WITH CLINICAL/THEORY HOURS**

<b>Level in Program</b>	<b>Course Title</b>	<b>Theory Hours</b>	<b>Clinical Hours</b>
Level I	<b>Body Structure and Function</b>	104	
	<b>Basic Nursing Skills</b>	139	
	<b>Nutrition, Diet Therapy &amp; Family (Continuum)</b>	48	
	<b>Clinical and Lab Experience</b>		240
	The courses are designed to help the students acquire the basic knowledge, beginning attitudes, understanding, and skills required to meet the basic needs of selected clients who have major and/or uncomplicated surgical or medically subacute and/or convalescent problems. Under the guidance and close supervision of the instructor, the student spends approximately 16 weeks in the clinical area starting the sixth week of the program. School vacation or holidays are scheduled according to rotation. Clinical experience starts with skills labs and simulation which may continue through the level.		
Level II	<b>Advanced Nursing Skills</b>	48	
	<b>Maternal and Child Health</b>	40	
	<b>Pediatrics</b>	64	

	<b>Applied Nursing – Clinical Experience with Labs</b>		288
	This time period provides learning experiences which will help the student develop a greater awareness of the physical, mental, emotional, and social impact of both acute and chronic illnesses upon the client and his/her family. The student continues experiences with clients in the Medical/Surgical areas, Obstetrics, and Pediatrics. The student spends approximately 13 weeks in the clinical area performing nursing care procedures, studying medical records and/or participating in conferences. The classroom consists of approximately 16 hours/week with lecture, group discussion, case study reports, conferences, and self-study periods.		
Level III	<b>Medical/Surgical Nursing*</b>	170	
	<b>Pharmacology</b>	66	
	<b>Applied Nursing – Clinical Experience with Labs</b>		293
	This time period provides learning experiences which will help the student develop a greater awareness of the physical, mental, emotional, and social impact of both acute and chronic illnesses on the client and his/her family. The student continues his/her experiences with clients in the Medical/Surgical areas. The student is also provided learning experience during out rotations to provider offices and clinics. The student spends approximately 16 hours a week in the clinical area performing nursing care procedures, studying charts, and/or participating in conferences. The classroom consists of approximately 16 hours/week with lecture, group discussion, care study reports, conferences, and self-study periods.		
	<b>Total Hours</b>	679	821
	<b>Total Program Hours</b>	<b>1500</b>	

Revised 5/91, 12/91, 6/92, 6/93, 5/95, 6/96, 8/99, 7/01, 7/03, 7/04, 6/09, 6/10, 8/16, 8/18, 12/21, 3/24

### **PROGRAM COURSE OVERVIEWS**

At the beginning of each course, specific requirements, including instructor, scheduling, etc., will be distributed to the students. All PN courses will maintain the same teaching strategies, evaluation methods and requirements.

**TEACHING STRATEGIES:** Lecture, class discussion, handouts, audio-visual aids, electronic resources/activities, study guides, reading assignments, group projects, demonstration, simulation laboratory practice, clinical experience, and examinations.

**EVALUATION METHODS:** Class participation, NCLEX style examinations, homework assignments, standardized testing, project activities, return demonstration, clinical performance, comprehensive course final and standardized testing. See page 32 for Evaluation Criteria for Courses.

**REQUIREMENTS:** Students are expected to prepare for class by completing assigned readings and homework as outlined on the class schedule. Active participation in class

discussions and projects is required.

Revised 12/21

**JCDAVTS PRACTICAL NURSING PROGRAM**  
**Body Structure and Function (Level I)**  
**Course Overview**

**Course Description:**

This course for the beginning practical nursing student is a study of the basic structure (Anatomy) and function (Physiology) of the human body. Pertinent, fundamental principles of chemistry, microbiology, and physics are also included in the study.

The course traces the organization of the body from the single cell to the coordinated, functioning body, and emphasizes the importance of the inter-action of all body systems in the maintenance of health and life.

This course is designed to provide a theoretical knowledge base upon which the student can assimilate information presented in subsequent courses of the program, and on the clinical departments in order to identify and meet the basic needs of the clients.

The Nursing Process is introduced to provide direction for developing assessment skills, recognizing deviations from normal, and delivering nursing care for specific conditions of illness and disease. The pathophysiology of common disease states is introduced.

**Course Objectives:**

1. Describe the organization of the body from cells to the whole organism.
2. Define the functions of each of the ten body systems.
3. Demonstrate comprehension of the inter-relationships of the various body systems to the integrated unit.
4. Discuss the relationship of the steps of the Nursing Process to the study of body structure and function.
5. Define microbiology.
6. Discuss the role of the practical nurse in prevention and control of disease.
7. Describe universal precautions.
8. List and give the characteristics of each of the four types of microorganisms.
9. List the major physical agents used in destruction of microorganisms.
10. Define nosocomial infection.
11. Define immunology.
12. Differentiate between active, passive, natural, and artificial immunity.
13. Discuss the importance of the practical nurse's knowledge of body structure and function as it relates to assisting the client in the maintenance of health.

14. Apply acquired body structure and function knowledge to implementation of nursing care in the clinical setting.

<b>Unit Outline:</b>	<b>Hours</b>
General Plan of the Human Body	8
Muscular System	7
Skeletal System	7
Digestive System/Nutrition & Metabolism	7
Integumentary System	7
Cardiovascular System	6
Lymphatic & Immune System	6
ANS & CNS System	12
Sensory System	7
Respiratory System	7
Urinary System/Fluid, Electrolyte & Acid-Base Balance	4
Endocrine System	7
Reproductive System	6
Blood & Blood Vessels and Function	7
Testing and review	6
<b>Total Hours</b>	<b>104</b>

**Required Texts:**

Herlihy, Barbara (2022). *The Human Body in Health and Illness* (7<sup>th</sup> ed.). St. Louis, MO: Elsevier  
*Fundamentals for Nursing*. (2019). 10<sup>th</sup> ed. ATI Nursing Education

Revised 5/91, 7/10, 8/11, 8/12, 8/15, 8/18, 6/19, 5/21, 12/21, 12/22

**JCDAVTS PRACTICAL NURSING PROGRAM**  
**Basic Nursing Skills (Level I)**  
**Course Overview**

**Course Description:**

This course is designed to provide the beginning-nursing student with a fundamental knowledge base for the principles of nursing and the development of skills necessary for delivering client centered nursing care to the adult with simple nursing needs.

The Nursing Process is introduced to provide the student with a structural base for development of client-centered nursing actions that will ultimately assist in the promotion and maintenance of health. The physical, emotional, socio-cultural, spiritual, and economic needs of the client are considered during assessment in order to plan and implement specific nursing actions for each client. Beginning experience in evaluation of therapeutic responses is provided for the student.

Basic nursing skills needed to prepare the student for direct client care are taught. These skills are simplistic in nature at the beginning of the course and gradually increase in complexity to coincide with increased experience of the student. These skills can be utilized in a variety of client care settings.

Related aspects of anatomy, physiology, pharmacology, medical terminology, microbiology, nutrition, communications, community health, emergency care, and legal responsibilities are integrated throughout the course.

This course provides an opportunity for students to apply classroom theory to selected learning experiences in an acute care setting for adult medical-surgical clients.

**Course Objectives:**

1. Demonstrate use of the nursing process in meeting health care needs of clients.
2. Use the nursing process to deliver nursing care to clients with simple nursing needs.
3. Describe methods of data collection appropriate to assessing health needs of the client.
4. Explain the scientific rationale for procedures performed.
5. Accurately perform basic nursing skill procedures reviewed in this course.
6. Demonstrate first aid skills necessary to assist an acutely ill or injured client.
7. Apply basic mathematic principles to the calculation of problems associated with medication dosages.
8. Describe principles of practical nursing responsibilities about medication administration.
9. Define abbreviations and symbols commonly used in medication administration.
10. Spell medical words correctly.
11. Define medical words correctly.
12. Recall medical words and their meanings.
13. Document pertinent data concerning client care on appropriate chart forms with minimal assistance.
14. Utilize therapeutic communication when interacting with clients, families, and team members.
15. Provide appropriate emotional support for the clients and their families.
16. Correlate knowledge acquired in concurrent courses with nursing skills concepts to assist the client in fulfillment of all aspects of needs.
17. Detect easily identifiable changes in the condition of the client.

	<b>Hours</b>
The Adult Learner	6
Evolution of Nursing	6
Patient Environments & Safety	4
Assisting with Hygiene & Basic Care	5

Infection Control & Asepsis	6
Musculoskeletal Function	6
Nursing Care of the Elderly	8
Vital Signs & Health Assessment	6
Assisting with Alteration in Bowel & Bladder Function	4
Assisting with Respiration & Oxygenation	4
Concepts of Nutrition	6
Therapeutic Communication	6
Nursing Process	6
Med Math	8
Legal & Ethical Aspects of Nursing	8
Documentation	4
Wound Care	4
Fluid & Electrolyte/Acid-Based Balance	6
The Dying Patient/Palliative Care	4
Pain, Comfort, Sleep	4
Diagnostic Tests & Specimen Collection	6
Care of the Surgical Patient	6
Cultural & Spiritual Care	8
Testing and review	8
<b>Total Hours</b>	<b>139</b>

### Required Texts:

Williams P. (2022). *Fundamental Concepts and Skills for Nursing*. (6<sup>th</sup> ed.). St. Louis, MO: Elsevier  
 Knecht, P. (2021). *Success in Practical/Vocational Nursing: From Student to Leader*. (9<sup>th</sup> ed.). St. Louis, MO: Elsevier  
 Williams, P.W. (2022). *Basic Geriatric Nursing*. (8<sup>th</sup>ed.). St. Louis, MO: Elsevier  
*Fundamentals for Nursing*. (2020). 10th ed. ATI Nursing Education  
*Nutrition for Nursing*. (2020). 7<sup>th</sup> ed. ATI Nursing Education

### Supplemental Reading:

Nightingale, Florence. (1969). *Notes on Nursing*. Dover Publications from unabridged replication of American edition published 1860 by D. Appleton & Company.

Revised 2/91, 8/92, 11/93, 8/94, 7/04, 7/08, 7/10, 8/12, 5/21, 12/21, 12/22

## JCDAVTS PRACTICAL NURSING PROGRAM Nutrition, Diet Therapy, and the Family (Level I Continuum) Course Overview

### Course Description:

This course provides a fundamental overview of nutrients and their functions in order to provide the student with a knowledge base for the principles of normal nutrition and the relationship of their application to the maintenance of health. This course relates the Nursing Process to client-centered nutritional education for the client as an essential part of that care. The role and responsibility of the Practical Nursing in nutritional education is defined.

Attention is given to the study of the relationship of nutrition and the community environment, including social, cultural, and economic aspects. Topics such as choosing foods that meet nutritional needs in various stages of life and meeting nutritional needs in various cultures and lifestyles are discussed to assist the student in utilizing the Nursing Process for the provision of nutritional care.

Relevant nutritional concerns of the public are included, such as therapeutic diets and their purposes to help the student connect the study of nutrients to dietary goals and thus be prepared to work with clients toward the enhancement of their nutritional status.

### Course Objectives:

1. Utilize the Nursing Process while performing Nutritional care.
2. Identify changes in nutritional needs during the various stages of the life cycle.
3. Discuss factors that influence a client's food habits.
4. Identify factors used to assess the nutritional status of clients.
5. Explain the rationale for uses of therapeutic diets.
6. Identify foods appropriate for specific therapeutic diets discussed.
7. Utilize nutritional concepts learned to instruct the client of the role nutrition has in the promotion, maintenance, and restoration of health.

UNIT OUTLINE:	Hours
Introduction to Nutrition Basics	4
Carbohydrates, Proteins, Lipids, & Digestion	4
Vitamins & Minerals/Fluid & Electrolytes	4
Nutrition Across the Lifespan	?
Nutritional Therapy for Disorders of the GI system	4
Nutritional Therapy for Disorders of the Renal system	4
Nutritional Therapy for Treating Diabetes Mellitus	4
Nutritional Therapy for Treating disorders of the Cardiovascular System	4
Nutritional Therapy for Treating Disorders of the Neurologic System, Nervous System, Cancer & AIDS	4
Stress, Surgery, Burns	4
Presentation/Banquet	4
<b>Total Hours</b>	<b>44</b>

### Required Texts:

Nix, Staci (2022). *Williams' Basic Nutrition & Diet Therapy (16 ed.)*. St. Louis, MO: Elsevier  
*Nutrition for Nursing*. (2020). 7<sup>th</sup> ed. ATI Nursing Education

Revised 2/91, 8/92, 11/93, 8/94, 7/04, 7/08, 7/10, 8/12, 5/21, 12/21, 12/22

**JCDAVTS PRACTICAL NURSING PROGRAM**  
**Advanced Nursing Skills (Level II)**  
**Course Overview**

**Course Description:**

Building on the fundamental theoretical framework established in Basic Nursing Skills, this course is designed for the student to develop competency in the use of nursing principles and advanced skills necessary for delivering client-centered nursing care to the adult with more complex needs.

The nursing process continues to be used to provide the student with a structural base for development of client-centered nursing actions that will ultimately assist in the promotion and maintenance of health. The theoretical principles of medication administration and intravenous therapy are taught to the practical nursing students prior to the performance of these advanced skills in the clinical environment.

This course provides an opportunity for the student to apply classroom theory to selected learning experiences in an acute care setting for adult medical-surgical clients as well as in the long-term care setting for the older adult client.

**Course Objectives:**

1. State PN Law, Rules, and Regulations related to medication and IV Therapy administration.
2. State purposes for administering medications.
3. Explain standards of care when caring for a patient receiving medication.
4. Describe factors to consider when choosing routes of administration of medications.
5. List the rights of medication administration.
6. Discuss the nurse's role and responsibilities in medication administration.
7. Demonstrate use of the following methods:
  - a. Oral, sublingual, buccal
  - b. Topical
  - c. Otic and ophthalmic
  - d. Rectal and vaginal
  - e. Parenteral routes-SQ, IM, IV, ID
  - f. Nasal
  - g. Feeding tubes
  - h. Transdermal patches, inhalations
8. Calculate the proper dosage of medications.
9. Describe the possible complications that can arise from the use of medications.
10. Apply these skills developed to nursing situations in a variety of settings.
11. Administer medications accurately and safely with guidance.

12. Define intravenous (IV) therapy and indications.
13. Consider age-related implications
14. Consider legal implications for IV therapy
15. Demonstrate knowledge of fluid and electrolyte balance
16. Discuss infection control and safety
17. Demonstrate IV knowledge by:
  - a. Using infusion equipment including controlled-volume devices
  - b. Discussing parenteral solutions and indications
  - c. Administration, maintenance, and monitoring of peripheral and central IV therapy
  - d. Identifying anatomy and physiology relevant to IV therapy
  - e. Discussing peripheral and central line access devices
  - f. Adding drugs to the primary bottle or bag
  - g. Piggyback infusion use
  - h. Utilizing an intermittent IV or heparin lock
  - i. Flow rate calculations
  - j. Discontinuing an IV infusion
  - k. Discussing IV complications and nursing interventions
  - l. Demonstrating appropriate documentation
  - m. Demonstrating patient education regarding IV therapy
18. Perform venipuncture and IV insertion with peripheral short catheters using good aseptic technique.
19. Identify guidelines for safe monitoring of IV therapy and IV medication administration.

**UNIT OUTLINE:****Hours**

ANS Intro/Medication Administration	8
Administering Oral, Topical, & Inhalant Medications	8
Administering Intradermal, SQ, & IM Injections with practice	8
Principals & Indications for Intravenous Therapy	8
Fluids, Electrolytes, Acid-Base Balance & IV Therapy	8
Testing and review	8
<b>Total Hours</b>	<b>48</b>

**Required Texts:**

- Williams, P. (2022). *Fundamental Concepts & Skills for Nursing*. (6<sup>th</sup> ed). St. Louis, MO: Saunders/Elsevier.
- Stromberg H. (2020). *Medical-Surgical Nursing: Concepts & Practice*. (5<sup>th</sup> ed). St. Louis, MO: Saunders/Elsevier.
- Kizior, R.J. & Hodgson, K.J. (2023). *Saunders Nursing Drug Handbook*. St. Louis, MO: Elsevier

Visovsky, C. G., Zambroski, C.H. & Hosler, S. M. (2022). *Introduction to Clinical Pharmacology*. (10<sup>th</sup> ed).  
St. Louis, MO: Elsevier

**Fundamentals of Nursing**. (2020). 10<sup>th</sup> ed. ATI Nursing Education.

**Pharmacology for Nursing**. (2020). 8<sup>th</sup> ed. ATI Nursing Education

Revised 12/06, 11/08, 11/10, 11/11, 11/12, 8/15, 8/18, 5/21, 12/21, 12/22

**JCAVTS PRACTICAL NURSING PROGRAM**  
**Maternal and Child Health (Level II)**  
**Course Overview**

**Course Description:**

This course is designed to prepare the student to assist the maternity client and her family to fulfill healthcare needs that occur during pregnancy, labor, birth, in the post-partum period, and in newborn infant care. Building on the framework of knowledge established in previous courses, and utilizing nursing skills acquired, the student continues to use the Nursing Process to provide the direction for identifying and determining the basic needs of Maternal-Newborn clients and their families in all phases of maternity nursing. Principles of normal physiological and psychological changes that occur during pregnancy, labor, birth, and the post-partum period, as well as principles of normal development of the fetus, the normal newborn, and related nursing care are included to provide an assessment base for students.

The study of Maslow's Hierarchy of Needs and issues relevant to contemporary Maternal-Newborn nursing which may influence the effectiveness of Health Teaching and Nursing Care are included to assist the student with the establishment of priorities of care. These issues include adolescent pregnancy, the one-parent family, infertility, family planning, unemployment, and other social, cultural, and economic trends.

This course is designed for the student to apply classroom theory to clinical practice in an acute Maternity Health Care setting for selected learning experiences and through observation at various community agencies. Related aspects of normal anatomy, pathophysiology, nursing skills, infant and maternal nutrition, pharmacology, therapeutic communications, and community nursing are integrated throughout the course.

**Course Objectives:**

1. Define Maternal-Newborn Nursing.
2. Describe the role of the Practical Nurse in Maternal-Newborn Nursing.
3. Utilize the nursing process to identify and determine the basic health care needs of the maternity client and her family.
4. Utilize the nursing process to identify and determine the basic health care needs for the newborn client.
5. Discuss the relationship of learning Maslow's Hierarchy of Needs to the delivery of nursing care to Maternal-Newborn clients and their families.
6. Describe the psychological changes that occur during pregnancy and post-partum.
7. Discuss the significance of prenatal care.

8. Utilize therapeutic communication techniques when interacting with maternity clients and their families.
9. Discuss community health care agencies available for Maternal-Newborn clients and their families that can assist with meeting identified needs upon discharge.

<b>Unit Outline:</b>	<b>Hours</b>
Introduction to Maternity, Reproductive/Fetal Development, Physiologic Changes of Pregnancy; Prenatal Care & Assessment of Fetal Health	8
Labor and Birth	8
Complications During Pregnancy and Labor/Delivery	8
Postpartum Assessment & Nursing Care, Postpartum Complications	8
Care of the Newborn	8
<b>Total Hours</b>	<b>40</b>

#### **Required Texts:**

Leifer, G, (2022). **Intro to Maternity and Pediatric Nursing**. (9th ed). St. Louis, MO: Elsevier  
 Silvestri, L.A., (2019). **Saunders comprehensive review for the NCLEX-PN examination**. St. Louis, MO: Elsevier

**PN Nursing Care of Children**. (2020). 11th ed. ATI Nursing Education

**PN Maternal Newborn Nursing**. ((2020). 11th ed. ATI Nursing Education

Revised 8/16, 8/20, 12/21, 12/22

### **JCDAVTS PRACTICAL NURSING PROGRAM Pediatrics (Level II) Course Overview**

#### **Course Description:**

This course is designed to aid the student in identifying the role of the Practical Nurse in the care of children. Building on the knowledge and skills acquired in previous courses, the nursing process continues to be used to identify and determine the basic needs of children from infancy through adolescence. Principles of growth and development and the study of Maslow's Hierarchy of Needs are included to assist the student in meeting these needs.

Special emphasis is given to the consideration of the pediatric client as a member of a family unit and of the community. The effects of and responses to illness and hospitalization for clients and their families, the importance of the inclusion of family members in the planning and implementation of care, the provision of emotional support, and the necessity of individualizing nursing care for the client are discussed in order to enhance the effectiveness of nursing care delivered.

Attention is also given to community agencies available to assist the nurse in meeting the needs of the pediatric client and their families.

This course is designed for the student to correlate classroom teaching with selected learning experiences in an acute care setting with pediatric clients, observation at assigned pediatric settings, and pediatric focused simulated learning experiences held at the JCDAVTS Practical Nursing Sim Lab.

Related aspects of pathophysiology, nursing skills, therapeutic nutrition, pharmacology, microbiology, and therapeutic communications are integrated throughout the course.

**Course Objectives:**

1. Identify the role of the practical nurse in the Pediatric Health Care Delivery System.
2. Utilize the nursing process to identify and determine the basic health care needs of the pediatric client.
3. Identify the special needs of the pediatric client relative to growth and development.
4. Describe the normal physical changes that occur in various stages of growth and development.
5. Describe psychosocial changes that occur in various stages of growth and development.
6. Describe responses to illness and hospitalization that can occur for pediatric clients and their families.
7. Discuss the relationship of Maslow's Hierarchy of Needs to the delivery of nursing care for the pediatric client.
8. Identify special nutritional needs of the pediatric client.
9. Discuss community health care agencies available for pediatric clients and their families that can assist with discharge planning and teaching.
10. Utilize therapeutic communication techniques when interacting with pediatric clients and their families.
11. Employ the strict safety regulations that are required in the pediatric environment when delivering nursing care.
12. Discuss immunizations given during childhood and the merits of this type of protection.

**Pediatric Clinical Objectives:** Using information provided in class discussion/lectures, demonstrations, simulation opportunities, and information given on the clinical department by the Practical Nursing Instructor, the student will be able to:

1. Utilize the nursing process to identify and determine the basic health care needs of the pediatric client.
2. List normal emotional and physical development in the various age groups.
3. Identify any abnormal development in a child.
4. List the special needs of the child relative to their growth and development, including family needs.
5. Discuss the relationship of Maslow's Hierarchy of Needs to the delivery of nursing care to the pediatric client.
6. Identify entertainment/play suitable for the various age groups of children.
7. Obtain assigned client's vital signs accurately.
8. Demonstrate how to obtain an infant's weight correctly.
9. State nursing measures to hydrate a child.

10. State nursing care of a child with a respiratory condition.

11. Demonstrate correct use of child protective restraints.

<b>Unit Outline:</b>	<b>Hours</b>
Introduction	6
Developmental Stages – Newborn, Infant, Toddler	6
Developmental Stages – Preschool, School Age, Adolescent	8
Respiratory Disorders	4
Cardiac Disorders	4
Gastrointestinal Disorders, Renal Disorders & Fluid Balance	4
Metabolic Disorders	3
Neurological Disorders	3
Musculoskeletal Disorders	4
Communicable Disease & Immunological System/Diseases	8
Hematological/Lymphatic & Pediatric Oncology/End of Life	8
Integumentary Disorders	4
<b>Total Hours</b>	<b>60</b>
Presentations	4
PEARS – Clinical hours	8

#### **Required Texts:**

Leifer, G, (2023). *Intro to Maternity and Pediatric Nursing*. (9<sup>th</sup> ed). St. Louis, MO: Elsevier

Silvestri, L.A., (2022). *Saunders comprehensive review for the NCLEX-PN examination*. (8<sup>th</sup> ed.) St. Louis, MO: Elsevier

*PN Nursing Care of Children*. (2023). 12<sup>th</sup> ed. ATI Nursing Education

Revised 5/91,1/92,11/93,12/92,11/93,3/95,11/95,3/96,12/97,4/98,7/02,1/04,2/07,12/08,1/10df,1/11bh, 6/19, 5/21, 12/21, 12/22, 4/23

### **JCDAVTS PRACTICAL NURSING PROGRAM Medical Surgical Nursing/Adult Conditions of Illness (Level III) Course Overview**

#### **Course Description:**

This course is a study of the physiological/psychological effects of disease and disorders upon the human body during various stages of the adult life cycle and the specific nursing care relative to each.

Building on the framework of knowledge previously established, the nursing process continues to be utilized as the conceptual basis for identifying and determining the basic needs of individuals with known or suspected physiological and/or psychological problems. Emphasis is applied to the Practical Nurse's role in assisting the client in the promotion, maintenance, or restoration of health. Related aspects of pathophysiology, pharmacology, therapeutic nutrition, psychosocial theories, microbiology, and community nursing are integrated throughout the courses.

This course is designed for the student to correlate classroom teaching with selected learning experiences in simulated client scenarios and acute medical/surgical settings for the critically ill client or the chronically ill older adult client whose conditions warrant acute nursing care.

**Course Objectives:**

1. Describe the relationship of the steps of the nursing process to providing nursing care to individuals with known or predicted physiological problems in an acute care medical-surgical setting.
2. Analyze the role of the practical nurse in the health care delivery system.
3. Utilize the nursing process effectively in clients with specific body systems disorders.
4. Describe the impact the concept of the wellness-illness continuum has on the health care delivery system.
5. Explain the relationship between the physiological and psychological manifestations of illness.
6. Identify the specific needs of the critically ill adult client in an acute care setting.
7. Provide for the specific needs of the older adult client in an acute care setting.
8. Identify the specific needs of the chronically ill adult client in an acute care setting.
9. Describe the specific body system related disorders with respect to pathophysiology.
10. Identify appropriate medical treatment for specific body system related disorders.
11. Demonstrate appropriate documentation skills when delivering nursing care to adults.
12. Describe the role of the practical nurse in community nursing.
13. Utilize the nursing process when performing nursing functions in the community.
14. Identify nursing interventions used to promote health in the community.
15. Utilize therapeutic communication when interacting with clients, families, and team members.
16. Provide appropriate emotional support for clients and their families.
17. Document information accurately relating to the client's emotional condition.
18. Demonstrate skills that are necessary to care for seriously ill clients in an acute care setting.

**UNIT OUTLINE:****Hours**

<b>UNIT OUTLINE:</b>	<b>Hours</b>
Introduction to Medical-Surgical Nursing	8
Mental Health Disorders	24
Disorders of the Gastrointestinal System	8
Disorders of the Respiratory System	6
Cardiovascular Disorders	6
Hematopoietic Disorders	6
Community Health Nursing and presentations	8
Reproductive Disorders & Sexuality	4
Disorders of the Endocrine System	8
Rehabilitation Nursing	4
Infection	6
Disorders of the Immune System & Lymphatic Systems	6
Preoperative/Postoperative Care	6

Disorders of the Nervous System	8
Oncological Disorders	6
Pain Management	4
Biopsychosocial of the Aged and Interventions	8
Changes of the Aged and Health Problems	8
Disorders of Fluids & Electrolytes	6
Musculoskeletal Disorders	6
Disorders of the Urinary System	6
Disorders of Vision & Hearing	4
Disorders of the Integumentary System & Burns	4
Career Awareness	6
Death & Dying	8
Emergency Care/Disaster Planning	6
Testing and review	8
<b>Total Hours</b>	<b>188</b>
NCLEX Review	16

#### Required Texts:

Stromberg, H.K (2022). *Medical- Surgical Nursing: Concepts and Practice*. (5<sup>th</sup> ed.). St. Louis, MO: Elsevier

Knecht, P. (2021). *Success in Practical/Vocational Nursing: From Student to Leader*. (9<sup>th</sup> ed.). St. Louis, MO: Elsevier

Leifer, G. (2022). *Introduction to Maternity & Pediatric Nursing*. (9<sup>th</sup> ed.). St. Louis, MO: Elsevier

Silvestri, L.A., (2019). *Saunders Comprehensive Review for the NCLEX-PN Examination*. St. Louis, MO: Elsevier

Williams, P.W. (2022). *Basic Geriatric Nursing*. (8<sup>th</sup>ed.). St. Louis, MO: Elsevier

**PN Adult Medical Surgical Nursing**. (2020). 11<sup>th</sup> ed. ATI Nursing Education

**PN Mental Health Nursing**. (2020). 11<sup>th</sup> ed. ATI Nursing Education.

Revised 8/92, 4/93, 11/93, 3/94, 5/96, 3/97, 4/03, 2/04, 4/07, 3/07, 3/09, 5/09, 2/11, 8/16, 6/19, 5/21, 12/21, 12/22

### JCDAVTS PRACTICAL NURSING PROGRAM

#### Pharmacology (Level III)

#### Course Overview

#### Course Description:

This course is designed to define for the student the role and responsibility of the Practical Nurse in the administration of medication.

The nursing process is utilized to provide experience in direct application of basic concepts acquired, and to provide direction for the student in the identification of principles of importance that need to be considered while assisting clients in meeting their basic needs and promoting health. Assessment of the client with regard to medications prescribed and their actions, the disease being treated, and the client's prior compliance to medication regimens provides guidance for the student in formulation of a plan of action containing important elements to be considered as part of the individual client's care. The

implementation phase assists the student in analyzing nursing actions related to medication therapy. The evaluation phase assists the student in identifying therapeutic responses and planning client education.

Included in the course is the study of the actions, side effects, and nursing considerations for selected medications and correlation of the indications for use to specific physiological conditions.

Related aspects of anatomy and physiology, nursing skills, therapeutic nutrition, psychosocial theories, microbiology, community nursing, and therapeutic communications are integrated throughout the course.

### Course Objectives:

1. Describe the relationship of the steps of the nursing process to the administration of medications.
2. Define practical nursing responsibilities associated with the administration of medications.
3. Utilize the nursing process to assess the needs of the client receiving medications.
4. Utilize the nursing process to evaluate the therapeutic responses of medication taken by clients.
5. Utilize the nursing process while performing medication therapy education for the client.
6. Identify factors to consider for the safe administration of medications.
7. Explain the actions of specific medications discussed.
8. Correlate the purpose of medications prescribed to specific disease processes.
9. Apply basic mathematical principles to the calculation of problems associated with medication dosages.
10. Perform dosage calculation problems accurately.
11. Utilized correct abbreviations and symbols commonly associated with medication administration.

Unit Outline:	Hours
Introduction to Pharmacology	6
Mental Health Drugs	4
Drugs Affecting the Digestive System; Vitamin/Mineral Review	4
Drugs Affecting the Respiratory System	4
Drugs Affecting the Musculoskeletal System	4
Drugs Affecting the Reproductive System	4
Drugs Affecting the Cardiovascular System and Hematologic System	6
Drugs Affecting the Endocrine System	4
Antimicrobial/Antiviral Agents	6
Drugs Affecting the Renal/Urinary System	4
Drugs Affecting ANS & CNS	4
Drugs for Immunizations	4
Drugs Affecting the Eyes & Ears	4

Testing and review	4
<b>Total Hours</b>	<b>62</b>

**Required Texts:**

Visovsky, C. G., Hosler, S.M., & Zambroski, C. H. (2022). *Introduction to Clinical Pharmacology*. 10<sup>th</sup> Ed  
St. Louis, MO: Elsevier

Kizior, R.J. & Hodgson, K.J. (2023). *Saunders Nursing Drug Handbook*. St. Louis, MO: Elsevier

*PN Pharmacology for Nursing* (2020). 8<sup>th</sup> Ed. ATI Technologies.

Revised 11/93, 6/94, 7/98, 11/98, 4/00, 2/02, 3/03, 3/04, 4/07, 3/09, 2/10, 12/10, 2/12, 8/15, 8/18, 6/19, 5/21, 12/21, 12/22

**EVALUATION CRITERIA FOR COURSES****Testing (Unit Exams):**

Tests are given at the conclusion of each topic completed. If completing a test at the school, students will remain in the on-site testing area until completed then may leave the area quietly to avoid disruption to other students. If testing remotely online, students are to follow established electronic testing policies as instructed. The tentative test schedule is included on each course overview and class calendar. Tests are graded on a point system to constitute 90% of the final grade. Tests are based on assigned readings, homework, class lecture, class demonstrations, and audiovisual resources. If a student is absent from class, it is the student's responsibility to obtain class notes from classmates. Tests primarily consist of NCLEX style questions and may include multiple choice, matching, fill in the blank, and select all that apply options. Occasionally, completion and true/false questions are present. At the discretion of the instructor, resources may be permitted during some selected exams. If a student is absent on a given test day, the student must make up the exam by the next scheduled class day in attendance or a 5% reduction in the test grade will occur per class day missed. Some exams will have time restrictions identified at the beginning of the exam.

Students must receive an average of 75% or more in each course to progress in the program

Each course will have a comprehensive final exam factored into the 90% test component of the final grade.

**Comprehensive Standardized testing** will be utilized (when available) and course points assigned per policy. Students must have a passing course grade to receive this additional credit.

**Homework/Quiz:**

Homework and quizzes are averaged together to account for 10% of the final grade. Homework is due by the start of class on the assigned day. No homework points will be awarded for missed homework unless otherwise arranged with the instructor. Quizzes are offered at the discretion of the instructor will be included as a homework grade.

Revised 8/18, 6/19

**Return demonstrations on selected skills** may be required in some courses. Return demonstrations are observed by instructors and are based on a pass/fail system using a performance checklist. Students will have access to the performance checklist, text instruction, class notes, and online virtual assignments prior to the return demonstration to become familiar with skill expectation. Professional appearance and

behavior are expected for return demonstrations. The students must be in the Jeff Tech PN school uniform for specified clinical activities unless otherwise directed.

Revised 12/21

**Performance checklists are graded pass/fail on the following criteria:**

**Satisfactory (S):** Indicates the student is prepared, organized, proceeds without hesitation, follows suggested steps in appropriate sequence, independently demonstrates safe practices, and shows manual dexterity when handling equipment.

**Unsatisfactory (U):** Indicates the student is unprepared, disorganized, lacks self-confidence, needs assistance or suggestions in order to proceed, omits necessary steps, would jeopardize the safety of a client without continued guidance or supervision, or is unsure about the use of necessary equipment.

**If a student must be absent on a scheduled skill day (return demonstrations), prior arrangements MUST be made with the Coordinator to complete this course requirement. Failure to do this may jeopardize ability to attend clinical activities and may result in course failure.**

**STANDARDIZED TESTING**

**Admission Testing**

Entry into the Jefferson County-DuBois Area Vo-Tech School Practical Nursing Program is contingent upon successful completion of the ATI TEAS exam. Based on ATI recommendations, a 40.7% average score (Basic) on the TEAS is sufficient to begin the entry process into the program.

**Testing During the Program**

Throughout the page, you will have access to practice exams that will prepare you for the proctored exams. Below is a chart of what to expect in each level.

<u>Level I</u>	<u>Level II</u>	<u>Level III</u>
*Fundamentals (BNS)	**Mental Health (Medical-Surgical Nursing)	*Pharmacology
**A&P	*Pediatrics	*Management (Medical-Surgical Nursing)
Critical Thinking: Entrance	*Maternity	*Medical-Surgical Nursing
		Comprehensive Predictor
		Critical Thinking: Exit

\*-Level points awarded

\*\*-Unit exam score

All students complete available Assessment Technologies Institute tests: Fundamentals, Pediatrics, Maternal-Child, Mental Health (counted as unit exam in Med-Surg), Nurse Management, Critical Thinking (no level points awarded for this exam), Pharmacology, Medical-Surgical Nursing, and a Comprehensive Predictor. Remedial coursework is available to students based on practice and proctored exam results. Students with **passing** course grades (greater than 75%) will have the following percentages added to the corresponding final course from their ATI score:

- Level 3 proficiency will receive 5 points added onto a final passing course grade

- Level 2 proficiency will receive 3 points added onto a final passing course grade
- Level 1 proficiency will receive 1 point added onto a final passing course grade
- Below Level 1 proficiency will not receive additional points. Student will be required to remediate prior to retaking the ATI test.

### **Comprehensive Predictor/Preparation for the NCLEX-PN**

The ATI PN Comprehensive Predictor is a cumulative exam that will offer students individualized information on the likelihood of passing the NCLEX-PN exam. Each exam topic is based on the NCLEX-PN test plan. The Comprehensive Predictor offers the probability of ability to pass NCLEX on the first try. This is not a guarantee because numerous factors can influence performance on the Predictor and NCLEX.

The exam can also guide remediation efforts based on exam content missed. Students should review the topics they had difficulty with, referencing the corresponding chapter in the review module, and reading over the content. Students will not know what questions were missed exactly, but can review the content of that topic area. Students should concentrate on topics identified as answered wrongly. Additional review content can be found in *Saunders Comprehensive Review for the NCLEX-PN Examination 8<sup>th</sup> ed. or other PN review texts* in the corresponding content there. After reviewing the content, students should complete the review questions at the end of each chapter.

Current recommendations for adequate NCLEX-PN exam preparation include completion of 60 NCLEX style questions each day, prior to the NCLEX-PN exam. Multiple resources are available in print and electronically.

Revised 7/01, 6/05, 3/07, 6/08, 6/10, 7/11, 5/12, 8/15, 7/16, 5/21

### **ACADEMIC AND CLINICAL PROGRESS**

The individual achievement of students will be represented by the following grading system: a letter grade and corresponding percentage value.

<b><u>Letter Grade</u></b>	<b><u>Percentage Range</u></b>
A	93-100
B	84-92
C	75-83
F	74.9 & below

Revised 6/19

Students are responsible for monitoring their own grade average through test review, returned assignments, and grade postings on online resources. Faculty will assist students upon request to determine grade averages to date. In addition to **Student academic performance will be formally evaluated prior to federal financial aid disbursements, at the conclusion of each course, at the sixth week of Level 1, at program clock hour 500, 1000, and at program conclusion.** If a student's classroom grade average falls below the minimum passing grade of 75% in any course during formal grading periods, the student will be counseled and placed on academic probation. (Please see Student Probation/Suspension Procedure.) Students are be able to monitor individual performance through test review activities and posting of test scores online available through the current course platform Canvas. Grading of unit exams and other course work will follow standard rules of rounding and students must

obtain a minimum grade of 75 percent in each course to progress in the program. Clinical and classroom grades in the program are separate courses. Any student with less than a 75% final course grade will be given the option to withdraw or to be terminated from the program. (Please see Academic Failure Return Policy.) Class and clinical absenteeism may jeopardize the students' ability to achieve the course objectives and may result in probation, failure, or dismissal from the program.

A student that does not meet the minimum grade requirement, if in good standing, will have the option to transfer the other cohort (ie. Part-time to full-time or full-time to part-time). Another option would be complete a course (ie. Nutrition) with the other cohort if this would not delay the student's progression.

Students will develop a portfolio of activities and accomplishments completed throughout their year at Jeff Tech including proof of activities such as entrance requirements, standardized testing results, and other activities. Components of this project will be graded and incorporated into the Medical Surgical Nursing course grade. The finished product is reviewed by Faculty and returned to the student for possible use during the hiring process and will serve as an overview of educational accomplishments to facilitate gainful employment.

### **CLINICAL PERFORMANCE EVALUATION RATIONALE**

The Clinical Performance Evaluations for Levels I, II, and III are based upon the level objectives. Clinical progress is monitored every two weeks. Students who demonstrate unsatisfactory patterns may be placed on clinical probation at any time during the school year. Instructors will notify the Coordinator in writing of any student failing to meet the clinical objectives or failing to progress in a manner that would allow meeting of the clinical objectives by the end of the level. An action plan will be written with the student to assist in remediation of deficiencies that will include measurable outcomes, applicable interventions, and a specified period for resolution to assist students in academic/clinical success. Students must show improvement in the next four weeks and be off clinical probation or possibly be terminated for unsatisfactory clinical performance. Clinical objectives must be met by the end of each clinical rotation before there will be progression to the next level

During Level I, students perform nursing interventions for adult patients with simple to moderately complex nursing needs in the long-term care facility, and later in an adult medical-surgical department in accordance with the body system and basic human needs framework. During Level II, students perform nursing interventions for adult, maternity, and pediatric patients with simple to moderately complex nursing needs in the maternity, pediatric, geriatric, and specialty departments per unit availability in accordance with the body system and basic human needs framework. During Level III, students perform nursing interventions for adult patients with moderately complex nursing needs on an adult medical-surgical department. Additionally, students have clinical opportunities in a long-term care facility overseeing groups of clients performing tasks such as supervised medication administration in accordance with the body systems and basic human needs framework.

### **STUDENT UNIFORM**

A student in uniform represents not only themselves but also the JCDAVTS Practical Nursing Program and the nursing profession in general. Therefore, students should demonstrate awareness and respect by wearing the uniform properly and conducting themselves in a professional manner when doing so.

Students are required to wear the student uniform in laboratory (skill/SIM days) and clinical settings. The student uniform consists of the program uniform top and coordinating color pants. Each student will wear sturdy completely black, grey or white shoes, (no clogs, high top tennis shoes or sling-back shoes), with same color shoestrings. The school issued ID badge, wristwatch, and necessary supplies (bandage scissors, stethoscope, and black pen) are also needed. The uniform must be complete at all times. It must be clean, unwrinkled, and well fitting. The uniform is not to be worn except in accordance with the learning experiences of the program. If a student is involved with business/personal stops, a coat must be worn to cover the uniform.

Revised 12/21

In the clinical setting student are subject to the clinical agency dress policies that often include:

1. Conservative makeup. Cologne/perfume/ scented lotions are **not permitted** in the clinical areas.
2. **For infection control purposes, fingernails must be of short, clean, and well-manicured without ANY artificial treatments including polish, gel, overlays, or acrylic during clinical experiences.**
3. Jewelry should be at a minimum. A plain wedding band or Medic/Alert Tags are permissible. One small stud type earring set is permissible. **No other jewelry is permitted in visibly pierced body parts.**
4. Wristwatches must have a second sweep hand, be cleanable and without rough edges.
5. A white or black lab coat may be worn with the uniform. Outer jackets must be removed when giving direct client care or if interference with assignment completion. Sweater, vests are not permitted with the uniform. The purchase of the lab coat is optional and will be at the expense of the student. White or black shirts are permitted under the uniform top.
6. **Chewing gum** is not permitted during the clinical experience.
7. **All visible tattoos should be covered when dressed in the school uniform as we will follow clinical institutional standards. If a tattoo is deemed offensive by Faculty it will be covered while at clinicals and in the classroom.**

**Any student reporting to a clinical setting in violation of the profession appearance dress code will be asked to correct the deficiency and may be asked to leave the facility resulting in an absence.**

Professional dress may be required for some clinical and program activities.

Revised 8/18, 6/19, 5/21

### **PERSONAL APPEARANCE**

Nursing students are expected to be neat and clean in appearance. Proper dress and grooming are essential parts of this preparation. A neatly dressed, well-groomed student reflects pride and self-esteem of each individual. Acceptable street clothes are permitted in the classroom providing modest coverage without suggestive or vulgar language or ads for alcohol/tobacco. General essentials of being well groomed include, but are not limited to, appropriate body and hair hygiene with hairstyles that do not interfere with learning. Faculty reserves the right to inform the student when his/her attire or hygiene is inappropriate.

### **STUDENT COUNSELING SERVICES**

It is felt that guidance in the form of a formal feedback process is a necessary aspect of an individual's development from student to professional. This process will facilitate the student's ability to deal with academic and possibly personal concerns to help solve problems and pick courses of action.

Through academic counseling, students will be informed of their progress and growth in the program, be encouraged to become self-directed and evaluate their performance effectively. It will lend opportunity to establish adult interpersonal relationships with Faculty and develop/maintain effective teacher-student rapport. Counseling will provide assistance and guidance in surmounting personal difficulties. This interaction will provide information for professional growth and development both within the program and after graduation. Clinical conferences will be held with students as necessary throughout the program and with each clinical evaluation. Students may request a conference with any Faculty or the Coordinator within the working day. The Faculty and Coordinator may require conferences with any student when deemed necessary.

All students may request referral for professional counseling through the Jefferson County-DuBois A.V.T.S. or to other appropriate counseling services depending upon individual need.

### **EDUCATIONAL POLICIES AND STANDARDS**

1. Students are expected to show consistent progress in their ability to utilize learning opportunities effectively to acquire and retain essential content for pertinent application in clinical practice.
2. Students are expected to attend all scheduled classes and planned learning experiences. If emergencies necessitate absence, the student must assume responsibility for making up missed assignments to meet objectives.
3. Students should expect to spend 2 hours per day on homework/assignments/studying.
4. **Homework is due by the start of class on assigned due dates.** There will be no credit given for homework not submitted unless prior arrangement made with the instructor.
5. Students having difficulties meeting requirements should first approach the appropriate instructor and if further guidance is necessary, meet with the Program Coordinator.
6. The Faculty reserves the right to initiate an educational action plan, probation or termination upon any student who does not show satisfactory personal and/or professional growth.
7. Academic Integrity is an integral part of nursing education serving as the foundation to nursing practice. In addition to the program adhering to the **JCAVTS Copyright Policy No. 814** (available upon request), students are expected to avoid any form of academic dishonesty. This may include, but is not limited to cheating, plagiarizing, falsifying information, copying exams, or claiming someone else's

work as their own. Appropriate citation is expected in written assignments. Violation may jeopardize the ability to proceed in the program.

Revised 6/82, 12/86, 12/88, 6/92, 7/01, 6/10, 5/12, 8/15, 8/18, 6/19, 6/20

### PROGRAM PROCEDURES

**SCHEDULE:** Students are expected to maintain excellent attendance habits from the beginning of the program to prepare for the professional expectations of nursing, meet program objectives, and fulfill financial aid obligations. All students have access to schedules that include date, times, contact information, and locations of assigned experiences via distributed forms, postings, and the program is learning management program.

1. Class hours are from 7:30 A.M. to 4:00 P.M.

Revised 12/21

2. Most clinical experiences begin at 6:30 A.M. Students are expected to be present and ready for report no later than 6:30 A.M. Students are informed of agency or scheduled variations in advance and are expected to be in attendance on assigned dates and times.

Revised 6/19

3. A half-hour lunch period is provided during clinical and classroom periods, unless otherwise specified.

**ATTENDANCE/ABSENCE:** Students should miss class or clinical days only in **emergencies**. All time is accounted for and absences may jeopardize ability to receive financial aid and successfully complete the program.

1. Student **must** notify the appropriate **clinical instructor prior to the beginning of clinical** in case of an absence or tardiness and leave a message for the PN secretary. Students are responsible for reporting themselves off or tardy.

Revised 5/21

2. On class days, the student is to notify the secretary of the Practical Nursing Program or leave a message **before** the beginning of class.

3. Students who fail to follow the correct call off procedure during any level of the program will be verbally counseled, placed on absenteeism probation, and if not remediated may be dismissed from the program.

**“No Calls”** may lead to probation and possible dismissal in conjunction with absenteeism.

4. Any student late (**tardy**) four times per level, and/or has four early dismissals in any one level, may be placed on attendance probation, which may result in termination from the program.

5. **Students will be required to makeup-missed time.** This may include pre-approved extra assignments, clinical experiences, and/or other healthcare related activities. Mandatory clinical experiences may be assigned periodically throughout the year on non-scheduled school days (weekends or breaks) based on instructor availability for students with excessive absenteeism. Students are responsible for obtaining any missed assignments.

- a. Students absent **for more than 20 hours** per level will be placed on an attendance probation. Student attendance will be monitored during this period to review progress.
  - b. After a probation has ended, probation may be implemented once again if absenteeism continues per the Coordinator's discretion.
  - c. If continued absenteeism in additional levels, the student **may be terminated**.
- Revised 5/21
6. Students may not be eligible for financial aid if they are absent greater than 10% of the clock hours of any payment period. See Financial Aid Handbook.
  8. The Faculty on a case-by-case basis shall review unusual extenuating circumstances and extended absenteeism. Providing the student is in satisfactory academic and clinical standing, rationale for extenuating circumstances may be presented to the Coordinator in writing for review. Any makeup time must be completed before a student is considered to have successfully completed the program. Any absence requiring a physician's care **must** have a written statement verifying provider care and the student's ability to return to class and/or clinical.
  9. To progress from one level to the next, the objectives of that level must be met. The Coordinator or designee will make a determination regarding objectives and methods of makeup if required. Acceptable methods of make-up will include, but will not be limited to, additional assignments, community volunteer hours, observational experiences, or with the next class or clinical group.
  10. Absence of three (3) or more consecutive days due to illness must be verified by a physician's written excuse before admission to the classroom or clinical area. A physician's written excuse may be requested for repeated absences or absences of less than three days at the discretion of the Coordinator.
  11. Funeral Time: Allotted days are not counted toward absenteeism probation but must be counted as hours missed for financial aid purposes per financial aid regulations.

**Three (3) successive days are permitted for a death in the immediate family.**

**One (1) day is allowed for attendance of the funeral of a near relative or close friend.**

Modifications may be considered at the discretion of the Coordinator.

12. Appointments during school hours: **Students should arrange any appointments at times other than school hours.** Personal schedules cannot interfere with program hours. Loss of class or clinical time causes hardship on Faculty and students. If such arrangements cannot be made outside scheduled program hours, please consult the Coordinator before appointment is confirmed. Students absent from scheduled activities for appointments must submit to Coordinator or Faculty written verification from the agency documentation of appointment time. All missed time is documented.

Revised 6/19

## STUDENT WARNING/PROBATION/SUSPENSION/TERMINATION POLICY

It is the belief of the JCDAVTS-PN Program that student learning outcomes and graduate entry-level competency are achieved by successful completion of course objectives and compliance with established behavioral expectations. Supporting goals, values, and ethical principles that form the basis of these expectations and guide the profession can be found in the *American Nurses Association Code of Ethics with Interpretative Statements (2011)*. Additional Standards of Nursing Conduct are outlined in *Section 21.148 of the Pennsylvania Code Title 49, Professional and Vocational Standards Chapter 21*. The JCDAVTS PN Program has an obligation to uphold these expectations and prepare students who are accountable to them. Students enrolled in the Program must therefore accept these responsibilities and are obliged to abide by them. If a student demonstrates below satisfactory achievement or an adverse behavior that jeopardizes patient safety, or that may place a patient in harm's way, it may be necessary to issue a verbal and/or written warning, probation, suspension, or even termination from the program. When any of these progressive disciplinary measures are deemed necessary, a conference will be scheduled with the involved parties.

### I. Warning

A warning may be issued for a first-time occurrence or a minor offense that may include but is not limited to lack of preparation, infringement of policy or procedures. This warning may be verbal or documented on a counseling log with both formats including a clear description of the event as well as an identified plan for remediation. A follow up conference may be scheduled to evaluate resolution.

### II. Probation

Probation is defined as a trial period, during which the student will be expected to correct conditions causing probation. A student may be placed on classroom/clinical/attendance probation. This occurs when there is evidence the student is not meeting the required objectives, is not displaying required behaviors, or if the actions place the patients at risk for injury, error, or harm.

Probation may continue for up to one month for full-time students and two months for part-time students. Students may not be placed on probation more than two (2) times during their program. The need for a third probation **will result in dismissal** from the program.

The Coordinator and Faculty of the Practical Nursing Program determine probation. A student continues to attend classes and clinical rotation while on probation.

Revised 12/21

#### **Students shall be placed on probation for, but not limited to:**

1. Disregard for rules and regulations of JCDAVTS, the Practical Nursing Program, and affiliating agencies.
2. Excessive absenteeism/tardiness as per student policy.
3. Failure to maintain minimum classroom grade of 75%.
4. Unsafe or unsatisfactory clinical performance.

5. Illegal, inappropriate, or unethical conduct including, but not limited to, cheating on examinations, wearing of inappropriate clothing, vulgar language, disrespect for other people and property.
6. Refusal to participate in assigned class projects and field trips.
7. Insubordination.
8. Failure to follow grooming policies and/or dress code.

Following probation, a conference will be scheduled with the student, Faculty, and Coordinator to review the student's progress. If the conditions that resulted in a student having a probationary period have not been remedied, probation may be extended or the student will be terminated from the program.

### **III. Suspension**

Suspension may be initiated for no more than 3 scheduled days when there has been significant school or affiliating agency policy violation. The time will be “unexcused” and must be made up. Final disposition will be determined pending a thorough evaluation.

### **IV. Termination**

Students may be terminated from the program for, but not limited to:

1. Physically and/or verbally abusive, or risk thereof, to faculty, staff or students.
2. Not remediating previously identified issues (failing grades, attendance, etc.)
3. Unsafe/Unsatisfactory clinical behaviors
4. Academic dishonesty
5. Breaching confidentiality/violations of HIPPA (including social media)
6. Transgression of professional boundaries
7. Violation of school or affiliating policies
8. Behavior unbecoming to the nursing profession
9. Significant violation could include evidence of being under the influence and/or possession of drugs, alcohol, Narcotic/illicit drugs (Fex. Barbiturates, Amphetamines, Narcotics, Hallucinogenic drugs, etc.). Students may be required to complete a urine toxicology test, at the student's expense, if impairment is suspected. Any student found in violation or under the influence in any degree in the educational environment will be terminated. The student may be suspended or terminated even if there is a physician's prescription for the substance.

If a student is arrested, charged, or convicted of a crime while enrolled in Jeff Tech Practical Nursing, the student is required to notify, in writing, the PN Coordinator immediately. At that point, the Administrative Director and Coordinator will review the offense and determine

disciplinary action. If the arrest, charges, or conviction is not reported and discovered by the Coordinator or any staff member of Practical Nursing, immediate dismissal may apply.

Revised 2/22

The Program Coordinator and Faculty will determine readmission as to whether or not the student is capable of providing competent nursing care within the legal and ethical sanctions of the nursing profession.

Revised 7/90, 5/91, 6/92, 5/95, 11/95, 8/99, 7/01, 7/03, 4/07, 4/17

### **GENERAL STUDENT POLICIES**

**Bullying:** Bullying is not tolerated at JCDAVTS school or nor within the Practical Nursing Program. Student compliance with affiliating agencies policies is also required. The Joint Operating Committee is committed to providing a safe, positive learning environment for its students. The Joint Operating Committee recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to violence that is more serious. Therefore, the Joint Operating Committee prohibits bullying by students. Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantial interference/interruption with a student's education or learning process.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

Bullying, as defined in this policy, includes cyberbullying.

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include counseling within the school, probation, referral to law enforcement officials, or dismissal from the Practical Nursing Program. Additionally, information on bullying maybe found at [stopbullying.gov](http://stopbullying.gov).

**Cars and Parking Policies:** Each student is responsible for his/her own transportation. Parking is available at the clinical facilities and the Jefferson County-DuBois A.V.T.S. Students are to park in the designated parking lot of each clinical agency. At the school, students are to park in the student parking area, outside of the practical nursing suite. Students not following appropriate parking procedures at school or clinical may lose parking privileges.

**Cell Phones/Telephone:** School telephones are available for emergency use. **Personal cell phone use is not permitted during clinical time and it is expected that devices remain in appropriate break areas at all times.** Device usage will be reserved for scheduled breaks. Student messages received by Faculty or staff will be relayed during class breaks or immediately if of an emergent nature. Personal use of cell phones during class time is not permitted and device usage should not disrupt personal learning or that of others. Students will be asked to secure personal devises in available lockers during class if inappropriate use occurs.

Revised 6/19

**Change of Address:** Students must maintain current address and telephone numbers with the school. Any changes must be reported to the secretary as soon as possible. If a student does not have a phone, the phone number of a nearby resident who could relay information to the student should be submitted.

**Communications:** It is the student's responsibility to check school website and other established electronic communication tools for all program related communication, including website, email, phone, and mailboxes. Communications necessary during clinical hours will be forwarded through the Faculty.

**Conduct:** Students are expected to behave in a safe, orderly, and ethical manner at all times. Inappropriate or illegal behavior is unacceptable and may be cause for dismissal from the program.

**Copyright:** The Jeff Tech Practical Nursing Program abides by the rules and regulations in the JCDAVTS Policy Manual for Copyright Material, Policy 814. A copy of this policy is available upon request.

**Crime Awareness:** Information regarding crime data and statistics at the Jefferson County-DuBois A.V.T.S. can be found at [www.ope.ed.gov/security/search.asp](http://www.ope.ed.gov/security/search.asp) per the Title IV Crime Awareness Security Act of 1990. Upon request, a paper copy is available.

**Drugs/Alcohol:** JCDAVTS does **NOT** permit drugs/alcohol on school grounds or at affiliating agencies nor are students permitted to be under the influence of any intoxicating substances. JCDAVTS Practical Nursing Program abides by the policies of JCDAVTS and each affiliating agency. Students may be required to complete a drug/alcohol testing, at the student's expense, if impairment is suspected due to documented behaviors or impaired performance. The program reserves the right to terminate students in violation, refer for prosecution by law, and/or refer for drug/alcohol rehabilitation. Students are reminded that loss of eligibility for licensure as a practical nurse may occur with felony convictions. Coordinator will provide information on drug/alcohol rehabilitation programs offered by local agencies.

**Emergency School Closings:** The Practical Nursing Program follows a schedule independent of the secondary high school program; however, at the present time, the Practical Nursing Program must follow closure/delay instructions as given to the high school. The Program Coordinator or other program representative will inform PN students of classroom/clinical delays or cancellations via established methods (website, LMS, text, etc.). The student is responsible to keep contact information current. Students are advised to use discretion and responsibility with travel.

**Hospital Visitation:** Visiting clients in the hospital must be limited to off-duty hours.

**Key Card:** Students are issued a key card for entry into Jeff Tech and identification at the clinical sites. Students are responsible for their own entry to the building and should bring cards daily as an identification source and key card entry. Subsequent keycards will cost \$10.00 per card. Students should bring key card to all school activities. Students will need key card for entry to Jeff Tech building and use as an identification badge for clinical settings. If a key card has to be replaced, a charge for replacement will be added to the students account.

Revised 5/21

**Lockers:** School lockers are available for students to use. It is the student's responsibility to keep their lockers clean. It is recommended that large sums of money or valuables not be kept in the lockers. The

school accepts no responsibility for any personal losses and reserves the right to open and inspect them at any time.

**Lunch and Breaks:** Students on the clinical unit will follow the policy established by that agency. Food and drink may be consumed in designated areas only. **A half hour lunch will be given during classroom days and clinical experiences.** Students may bring their own lunch, purchase from high school cafeteria per current procedures, or leave the building to purchase on own. A student lounge is in the practical nursing department for breaks and lunch. Periodic breaks will be provided at the discretion of the Faculty.

**Safety/Emergency Response/Evacuation:** The Jeff Tech Practical Nursing Program abides by the rules and regulations in the JCDAVTS Crisis Response Handbook and Policy 805 (Emergency Preparedness) available upon request. Fire drills are conducted through established policies of the Jefferson County-DuBois A.V.T.S. Practical Nursing students and Faculty will follow the direction of administration of JCDAVTS as per the announcements. When instructed, students will leave the building quickly, quietly, and in an orderly manner by closest door to the practical nursing suite. Evacuation paths are posted on the student's bulletin board. The students and Faculty will meet at the designated area so everyone can be accounted for by attendance. Unless preannounced, students will not take books, purses, etc., unless in their immediate possession.

**School Property:** Audio visual aids, school equipment, and property shall not be abused. Any student willfully destroying school property will be responsible for replacement or repair costs and may be dismissed from the program.

**Smoking: Smoking/smokeless tobacco products/vaping is NOT permitted at the Jefferson County-DuBois A.V.T.S. campus. The smoking policy of each of the affiliating agencies will also be enforced. If a student is found smoking on property or not in a designated area; a warning will be issued first, second offense can lead to dismissal from the program.**

Revised 8/18, 12/22

**Social Media:** Due to the professional nature of practical nurses as healthcare team members, the public expects high standards of behavior.

Students should:

- 1) Refrain from behavior/conversations that would not be acceptable in classroom or clinical settings.
- 2) Follow HIPAA guidelines at all times.
- 3) Avoid posting any program related photos or material without written consent of JCDAVTS Practical Nursing Coordinator/Faculty permission.

Students are:

- 1) Legally responsible for anything posted in social media forums.
- 2) **NOT** permitted to use any Jeff Tech logo, mascot, or image on a social media account or profile, site, or blog without express written consent from Jeff Tech. This includes student ID badge and/or while in scrubs with Practical Nursing logo.

Revised 12/21

**Weapons:** Students are prohibited from carrying or wearing any type of knives or firearms on school property or the affiliating agency premises.

### **STUDENT REPRESENTATIVES**

Two students will represent the student body at Faculty and advisory committee meetings. One representative will be elected by ballot by the entire student body during Level 1 of the program. The Faculty will choose one representative. Faculty can remove a student from class representative position for behavior or conduct issues.

Revised 2/24

### **DISCIPLINARY PROBLEMS**

In the rare case of a student disrupting class, functioning dangerously, or behaving in a way that is unbecoming to the nursing profession, the student will be dismissed from the class or clinical area and the matter will be reported promptly to the Coordinator. The Faculty will meet and decide further action.

### **ILLNESS/INJURY**

If a student becomes ill or injured during clinical experiences, he/she is to notify the clinical instructor immediately. The instructor will notify the proper clinical authorities, and will follow policies to ensure necessary treatment is available. If a student becomes ill or injured in an accident to or from school activities, including scheduled classes, clinical assignments, and school programs, the school will not be responsible. The student is responsible for seeking necessary medical intervention from his/her own physician.

### **LIBRARY/COMPUTER LAB**

The Practical Nursing library maintains reference books and periodicals that may be required/used for particular courses. Observe the posted library policies regarding reserved resources. The library is open when nursing Faculty/staff are available in the suite. Students may not graduate until any borrowed resources are returned. A student will be billed the full cost to replace unreturned resources. In cooperation with the administrative staff of selected clinical settings, students of the Practical Nursing Program may use onsite resources at clinical libraries. Students will be required to complete electronic online activities and assignments. Access to a computer and internet is required.

Revised 12/86, 6/92, 6/93, 11/93, 11/94, 5/95, 11/95, 6/96, 7/01, 6/08, 6/09, 6/10, 5/12, 8/15, 8/16, 4/17, 6/20

### **STUDENT WITHDRAWAL**

Any student wishing to withdraw from the program must have a personal interview with the Coordinator. The last day that the student attends class will be the basis for return of any financial aid funds (per Program Refund Policy found in Student Financial Aid Handbook). The student must submit a written withdrawal statement. Any student who resigns from the Practical Nursing Program and wishes to re-enter, may reapply for admission through submission of a written request to do so and completion of necessary admission requirements. An appropriate point for readmission will be determined through evaluation of successful completion of coursework and clinical objectives.

Revised 7/90, 5/91, 6/92, 5/95, 11/95, 8/99, 7/01, 7/03, 4/07, 4/17

## PROGRAM RETURN POLICIES

Students may withdraw for academic, personal, or medical reasons. If an absence of seven or more days is required per a health care provider, withdrawal is recommended. In case of foreseeable absence, elective surgery or pregnancy, the student may continue in the program with provider permission and ability to fulfill the academic and physical requirements of the program. A student not meeting program objectives may be terminated or counseled to withdraw with opportunity to return based on individual circumstances.

Revised 6/19

**ACADEMIC/CLINICAL FAILURE:** Students failing an academic course may return to school to repeat the failed course and clinical level at which the failure occurred. Students desiring readmission after failing, clinical dismissal, or termination may be readmitted on a case-by-case basis.

**READMITTANCE:** Students will be re-admitted to the program with the following stipulations:

1. The student will repeat the level in progress when the leave or failure took place. While students must attend all courses after their return, it is not required that courses for which a final passing grade has been recorded be taken for credit. Should a student choose to retake a course for credit, those grades will become the permanent record. All clinical courses must be completed in their entirety; however, credit can be awarded for past performance at the discretion of the school, with permission of the Coordinator. Students may start at any time during the program, which is prior to the point in the course in which the failure or leave originally occurred.
2. Students may return under this provision only once unless unforeseen circumstances arise upon review by the Coordinator.
3. Readmitted students will be responsible for charges in effect for the class they are entering. Students must pay for books, uniforms, and any other needs should they be different from the year in which the student originally attended. Costs for malpractice insurance are included in program charges. Immunizations, updated drug screen, current ppd, CPR certification and criminal history clearances must be current.

Revised 12/21

4. Students are effectively withdrawn from the program for financial aid purposes as they will be unable to complete the program within the financial aid regulation frames. Student loans incurred while in the program will go into repayment during the leave of absence. Students will not be enrolled for any class until all prior debt is paid or a payment plan has been established with the Coordinator.
5. Students must notify the school in writing of their intent to return a minimum of two months (60 days) before the start of the class in which they wish to participate. This letter should address if the issues that contributed to the failure or leave of absence have been resolved and what activities have been completed that will facilitate success upon return to school.
6. Any return under this policy is dependent upon availability of seats in the class that the student wishes to attend. Students are reminded that all seats in the program are filled on a "first come, first serve" basis. The school is under no obligation to honor this agreement if admittance of a

student under this policy causes the clinical student/teacher ratio to exceed 15:1 per PA State Board of Nursing Regulation 21.191(2).

Revised 6/92, 6/96, 6/97, 7/01, 7/04, 6/09, 6/10, 7/11, 5/13

### **ACADEMIC FAILURE RETURN PROCEDURE**

Students failing an academic course may return to school to repeat the failed course and clinical level at which the failure occurred. Students desiring readmission after failing clinical or otherwise dismissed or terminated may be readmitted on a case-by-case basis.

Readmitted students will be responsible for charges in effect during the returning class year. Students must pay for books, uniforms, and any other needs should they be different from the year in which the student originally attended. Costs for malpractice insurance is included in student charges. Immunizations, CPR certification and criminal history clearances must be current. Students will not be enrolled for any class until all prior debt is paid or a payment plan has been established with the Coordinator.

While students must attend all courses after their return, it is not required that courses for which a final grade has been recorded. Should a student choose to take such a course for credit, those grades will become the permanent record. All clinical courses must be completed in their entirety; however, credit can be awarded for past performance at the discretion of the school, with permission of the Coordinator. Students may start at any time during the program that is prior to the point in the course in which the failure originally occurred.

Students may return under this provision once. Students must notify the school in writing of their intent to return a minimum of two months before the start of the class in which they wish to participate. Students are reminded that all seats in the program are filled on a "first come, first served" basis. Any return under this procedure is dependent upon availability of seats in the class that the student wishes to attend. Students will not be considered enrolled in any class until all existing accounts are paid in full.

The school is under no obligation to honor this agreement if admittance of a student under this policy causes the clinical student/teacher ratio to exceed 15:1.

### **SEXUAL HARASSMENT POLICY**

1. It is the policy of the Jefferson County-DuBois A.V.T.S. to provide equal educational opportunity and to maintain a learning and working environment free from sexual harassment.
2. It shall be a violation of this policy for a student or employee of the Jefferson County-DuBois A.V.T.S. to harass a student through conduct or communications of a sexual nature as defined below.
3. Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any employee of the school to a student or when made by any student to another student.
4. Sexual harassment, as defined above, may include, but is not limited to the following:
  - a) Verbal and written harassment as abuse

- b) Pressure for sexual activity
  - c) Repeated remarks to a person, with sexual or demeaning implications
  - d) Unwelcome touching
  - e) Suggesting or demanding sexual involvement, accompanied by explicit or implied threat concerning one's grades, job, etc.
5. The Jefferson County-DuBois A.V.T.S. will act positively to investigate alleged sexual harassment claims and to provide remedy when an allegation is determined to be valid.
- a) Any person who alleges sexual harassment by an employee or student must report in writing directly to the Director or designee, building principal, guidance counselor, or individual in position of authority.
  - b) Reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades or work assignments.
  - c) The accused will be informed and given the opportunity to respond to the accusation(s).
  - d) The right to confidentiality, both of the complainant and the accused, will be respected consistent with Jefferson County-DuBois A.V.T.S.'s legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when misconduct has occurred.
  - e) An employee who admits to, or is proven to have engaged in sexual harassment, will be subject to counseling and/or disciplinary action, up to and including discharge, as the circumstances warrant.
6. A student who admits to, or is proven to have engaged in sexual harassment, will be subject to counseling and/or disciplinary action, up to and including suspension or expulsion, consistent with the student discipline code.
- a) Given the nature of the sexual harassment accusations, Jefferson County-DuBois A.V.T.S. recognizes that false accusations of sexual harassment can have serious effects on innocent individuals. Therefore, false accusations will result in disciplinary action consistent with those of substantiated sexual harassment conduct.

**Complete details of this policy are available from the Jefferson County-DuBois A.V.T.S. Administrative Office.**

Revised 8/99, Reviewed 7/98, 7/01, 7/03, 7/04, 6/05, 6/06, 4/07, 6/08, 6/09, 6/10, 5/12, 7/15, 8/18

### **GRIEVANCE PROCESS PROCEDURE**

A student enrolled in the Jefferson County-DuBois A.V.T.S. Practical Nursing Program is entitled to initiate grievance proceedings if he/she has a complaint regarding the meaning, interpretation, or application of the rules and regulations printed in the Jefferson County-DuBois A.V.T.S. Practical Nursing Program Student Policy Handbook or concerns about Federal Laws such as, but not limited to, Section 504 of the Rehabilitation Act, Title VI, and Title IX.

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems, which may from time to time arise, and to keep the proceedings as informal and confidential as

may be appropriate at any step of the procedure. In the informal stage, the student involved will first meet with the Faculty member involved and will verbally describe the issue and the reasons for disagreement over action taken.

If this meeting does not resolve the problem, the student may choose to initiate grievance proceedings.

Final Stage:

**STEP 1** To initiate grievance proceedings, the student must submit a written statement to the Coordinator of the Practical Nursing Program describing the grievance, the reasons why the student has initiated the grievance proceedings, and a proposed remedy. This written statement must be submitted within five (5) school days of the occurrence of the issue being questioned (school day is defined as a day when classroom and/or clinical teaching was scheduled to take place according to the Practical Nursing School Calendar).

**STEP 2** Within five (5) school days after receipt of the grievance, a grievance committee, composed of the Coordinator, Faculty not directly involved in the grievance, student representatives to the Faculty Organization, and the Administrative Director of the Jefferson County-DuBois A.V.T.S. will implement the Practical Nursing Program's formal grievance process.

The Committee will first notify the Faculty member of the student's written charges and will request written information related to all charges from both parties. This written information will be provided within five (5) school days of implementation of the grievance process. All information submitted to the committee will be kept confidential. Committee members will have five (5) school days to review the charges and submitted material. A hearing before the whole committee will then be held.

At the hearing, both the student and Faculty member will be present. Both parties will provide verbal evidence related to the grievance charge. Committee members may question the student and Faculty member to clarify any confusing points in either the written or the verbal evidence.

After the evidence has been presented, the committee will meet, without the student or Faculty member present, to consider its decision.

The decision will be made on the evidence provided and will be rendered by the committee within five (5) school days of the hearing. The decision, including rationale, will be communicated in writing to the student and the Faculty member.

**STEP 3** If the student is dissatisfied with the decision of the Committee, the student may submit a written appeal to the Jefferson Co. DuBois A.V.T.S. Operating Committee within five (5) school days of the grievance committee's decision. The Jefferson County-DuBois A.V.T.S. Operating Committee members shall hear the appeal at their next regularly scheduled meeting, and within fifteen (15) days of the meeting render a decision, which shall be final.

It shall be the firm policy of the Jefferson County-DuBois A.V.T.S. Practical Nursing Program to assure every student enrolled will be able to use this grievance procedure without fear of reprisal or without

prejudice in any manner to his/her status. The Pennsylvania Department of Education will investigate student complaints against institutions of higher education and Private Licensed Schools. Information about this process may be found at [File A Complaint \(pa.gov\)](#).

Revised 12/86, 8/89, 5/95, 6/96, 7/01, 8/17

### **NURSE AIDE CERTIFICATION ELIGIBILITY PROCEDURES**

***Nurse Aide Certification Eligibility is under the control of the PA Department of Education. Jeff Tech has no control of changes instituted by this entity. Beginning January 2019, practical nursing students were no longer permitted to apply for the nurse aid certification exam without taking a PA Department of Education approved nurse aid course. Interested candidates should seek an approved nurse aid course if interested in this option. The Practical Nursing Coordinator will assist with such referrals.***

Revised: 5/95, 6/10, 4/13, 6/19

### **PROGRAM ACCESS FOR THE HANDICAPPED**

A handicap would not negate accessibility to the Practical Nursing Program if the student can meet the expected competencies and performance standards of a practical nurse as previous outlined.

### **REGULATIONS TO PREVENT DISEASE TRANSMISSIONS**

1. Use transmission-based precautions when indicated and standard precautions for all patients as recommended by the Center for Disease Control and clinical facility policy.
2. Use gloves when in contact with blood, body fluids, or mucous membranes, for handling items or surfaces, which are or may become soiled with blood or body fluids, and for performing vascular access procedures.
3. Wear masks and protective eyewear or face shields during procedures likely to generate splashing of blood or other body fluids to protect exposure of mucous membranes of the mouth, nose, or eyes.
4. Wear gowns during procedures likely to generate splashes of blood or other body fluids.
5. Students are to follow institutional policies regarding needle safety and occupational exposure precautions to maintain sharps safety and prevent needle-stick injuries. This includes but is not limited to: no recapping dirty needles, using needle-less systems when available, & placing used sharps in a puncture resistant disposal container.
6. Students with temperatures, open lesions or weeping dermatitis are not permitted to deliver direct patient care or handle equipment. Additional restrictions may be initiated for public safety.
7. Students **must** follow current handwashing procedures with soap and water or waterless hand sanitizer (prior to the beginning and end of each shift, if contaminated by body fluids, before and after breaks, before and after ALL patient care).

8. Students **must** follow all isolation/PPE (personal protective equipment) precautions instituted by each facility.

Failure to adhere to these regulations may result in immediate dismissal.

The affiliating agency policies will be followed for testing those potentially exposed to blood borne pathogens, such as HIV, Hepatitis B, Hepatitis C, and body fluids. Students and Faculty must report immediately any exposure to blood and body fluids. Immediate treatment may be recommended to prevent seroconversion. The affiliating agency will assess the clinical status of the source patient and test for evidence of disease as soon as possible after the exposure. Students are responsible to complete recommended testing and follow up care for post exposure prophylaxis.

Revised 4/17, 6/20

### HIPAA

The Practical Nursing Program complies with the regulations of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). All students must sign a confidentiality agreement prior to the clinical experience. No clinical paperwork removed from the clinical site shall contain any patient identifiable information. Disclosure of confidential patient information in any format (verbal, written, or electronic) is grounds for disciplinary action that may include termination from the program. **Communication via social media formats must also adhere to HIPAA regulations and should reflect professional communication standards.**

### STUDENT RECORDS

Under the Family Educational Rights and Privacy Act of 1974, the student may request to inspect and review their education records.

1. Student files are maintained according to Pa. Code 21.231 for Program Records and Compliance and current Financial Aid Regulations. These regulatory guidelines determine length of record maintenance and type of file system such as locked, fireproof files.
  - a. The students' final transcript shall be retained ad infinitum.
  - b. A permanent record will be kept on all students admitted. The record shall include both clinical and theoretical experience and achievement to be retained for six (6) years after enrollment.
  - c. Health records are kept for six (6) years following attendance in the program. The Practical Nursing Program complies with the regulations of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
2. Unless otherwise authorized by student, no student issues are disclosed with others except for financial aid issues with the parents of dependent students.
3. Student records become the property of the Practical Nursing Program. No copies of clinical evaluation or anecdotal will be given to students or others making a request in the student's name for such. Students receive an unofficial copy of their Final Transcript at the conclusion of the

Revised 12/22, 3/24

program. Certified transcripts, embossed with the school seal, date and signature of the Coordinator, will be sent to colleges, etc. upon completion of a Transcript Release Request Form or formal letter requesting release. No transcript or other school record will be released regarding any prior student until all debts owed to the school are satisfied.

4. Graded papers, not related to clinicals, will only be kept on site for six (6) months following graduation.

Revised 5/21

### **REVIEW OF RECORDS**

Representatives from the Pennsylvania State Board of Nursing, the Pennsylvania Department of Education, Program Accreditors, and Financial Aid Auditors periodically to fulfill survey requirements of these agencies may review student records.

### **GRADUATION/PINNING CEREMONY**

Each student who successfully completes all course requirements and meets all financial and other program obligations, is awarded the certificate and pin of the Jefferson County-DuBois A.V.T.S. Practical Nursing Program and is eligible to take the NCLEX-PN exam. All obligations must be met before Nursing Education Verification is sent to the State Board of Nursing. Dress code for the graduation/pinning ceremony is white uniform attire.

Revised 4/17

### **NCLEX-PN EXAMINATION RESULTS**

The Pennsylvania State Board of Nursing will notify the Jefferson County-DuBois A.V.T.S. Practical Nursing Program of the NCLEX-PN results of its graduates. The State Board notifies students of results in the manner they request on their board application.

### **LPN TO RN ARTICULATION**

Articulation is a process in which nursing programs cooperate to facilitate education with minimum repetition. Articulation arrangements assure educational mobility for a graduate of a nursing program. Graduates of the ACEN accredited Jefferson County-DuBois A.V.T.S. Practical Nursing Program who meet specific criteria may apply for Advanced Standing in various registered nursing programs. Please call the RN school for specific criteria for advanced standing admission.

Revised 6/96, 7/01, 7/04, 4/05, 4/06, 4/07, 5/12

### **STUDENT EMPLOYMENT**

The Practical Nursing program understands there may be a need to continue employment. If employment is necessary, the student is advised that employment should not conflict with program activities including regularly scheduled class or clinical experiences. Students who leave early or arrive late due to employment requirements will have an unexcused absence for the missed time. Students choosing continued employment should assure it does not negatively affect their health, academic achievement, or progress. If a conflict arises, the Coordinator may recommend the student reduce work hours, terminate employment, or withdraw from the program.

Students working in health care settings may not wear the school uniform or name badge at work. They may not perform functions normally assigned to a professional or practical nurse nor may they act in a charge nurse capacity. This is illegal in Pennsylvania and could be cause for termination from the program, personal lawsuits, and civil or criminal prosecution.

Revised 12/86, 6/92, 11/93, 6/96, 7/01, 4/17, 1/22

### **PROGRAM EVALUATION**

The Practical Nursing Program recognizes the importance of ongoing evaluation of its course of study, its graduates, and the program generally. To accomplish this, students may evaluate each level once completed and to evaluate the program within one year after graduation.

Revised 12/22

With written permission of the graduate, employers may be sent an employee evaluation form to be completed by their immediate supervisor and returned. This provides the program an opportunity to assess the employers' perception of our graduate's degree of preparation.

Six months to one year after completion of the program, graduates will receive instructions to complete a program survey. The program evaluation will address the students' perception of their ability to meet program and student learning outcomes.

This information is analyzed and submitted to the Faculty Organization for action. Changes are instituted to meet the needs of the students and employers and to provide a database for revision or modification of any aspect of the course deemed necessary. Ongoing course evaluation may be provided from a current class to the Faculty Organization through the class representative.

### **CODE OF CONDUCT**

The Jeff Tech Joint Operating Procedure declares it to be the policy of this school to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the school without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability. For information regarding civil rights or grievance procedures, contact our Title IX Coordinator at 814-653-8265 ext. 129 or [mkmowrey@jefftech.edu](mailto:mkmowrey@jefftech.edu). Additional information can be found on the [Title IX page](#) of the school's website ([www.jefftech.info](http://www.jefftech.info))

The Jeff Tech Joint Operating Committee also declares it to be the policy of this school to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to throughout Jeff Tech's policy as Title IX sexual harassment. Inquiries regarding the application of Title IX to the school may be referred to the school's Title IX Coordinator, or to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

The school is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination by providing all students course offerings, counseling, assistance, services, employment and extracurricular activities without any form of discrimination, including Title IX sexual harassment. Discrimination is inconsistent with the rights of students and the educational and

programmatic goals of the school and is prohibited at or, in the course of, school-sponsored programs or activities, including transportation to or from the school or school-sponsored activities.

Violations of this policy, including acts of retaliation as described in this policy, or knowingly providing false information, may result in disciplinary consequences under applicable Joint Operating Committee policy and procedures.

### PEST MANAGEMENT

Jeff Tech uses an Integrated Pest management (IPM) approach for managing insects, rodents, and weeds. Our goal is to protect individuals from pesticide exposure by using an IPM approach to pest management.

Our IPM approach focuses on making the school and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through cleaning and maintenance. We routinely monitor the school and grounds to detect any pests that are present. The pest monitoring team consists of our building maintenance, office and teaching staff, and includes our students. Pest sightings are reported to our IPM coordinator who evaluates the “pest problem” and determines the appropriate pest management techniques to address the problem. The techniques can include increased sanitation, modifying storage practices, sealing entry points, physically removing the pest, etc.

From time to time, it may be necessary to use pesticides registered by the Environmental Protection Agency to manage a pest problem. A pesticide will only be used when necessary, and will not be routinely applied. When a pesticide is necessary, the school will try to use the least toxic product that is effective. Applications will be made only when unauthorized persons do not have access to the area(s) being treated. Notices will be posted in these areas 72 hours prior to application and for two days following the application.

Students and staff may request prior notification of specific pesticide applications made at the school. To receive notification, you must be placed on the school’s notification registry. If you would like to be placed on this registry, please notify Jeff Tech in writing. Please include your e-mail address if you would like to be notified electronically.

If a pesticide application must be made to control an emergency pest problem, notice will be provided to those who have requested such notification. Exemptions to this notification include disinfectants and antimicrobial products; self-containerized baits placed in areas not accessible to students, and gel type baits placed in cracks, crevices, or voids.

The school prepares a new notification registry annually. Any questions should be directed to the Jeff Tech Maintenance Director.

**\*\*\* The Practical Nursing Program Student Handbook will be reviewed and approved by JCDAVTS Joint Operation Committee yearly and revised as need as their suggestions or as policies change. \*\*\***