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UNITED TECHNICAL CENTER
SCHOOL OF PRACTICAL NURSING

STUDENT HANDBOOK

United Technical Center
251 Marietta Street
Clarksburg, WV 26301-6313
Phone: (304) 326-7580
Fax: (304) 622-6138

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WELCOME

The faculty members of United Technical Center School of Practical Nursing welcome students to the United Technical Center School of Practical Nursing. We believe that Nursing is a rewarding profession, and the purpose of this program of study is to help students realize their goal of becoming a nurse. We take pride in the competency of our graduates, and have an enviable record of job placement and NCLEX-PN-CAT (licensure) results.

We congratulate you on your decision to become a Licensed Practical Nurse. The practical nursing program is a rigorous program of study. The faculty teaches the knowledge, judgement, and clinical skills necessary for successful practical nursing practice. It is the student's responsibility to learn and apply knowledge and to provide excellent nursing care to patients in a variety of settings.

The Handbook introduces students to the philosophy, objectives, and policies of the UTC School of Practical Nursing. Please read it carefully and keep it as a reference throughout the school year. Enrollment in the school indicates knowledge of and willingness to abide by the policies in this handbook including professional conduct and accountability for actions. The School of Practical Nursing is also in compliance with the policies of United Technical Center and Harrison County Board of Education. Policies are subject to change, and if necessary, students will be notified both verbally and in writing.

GENERAL INFORMATION

United Technical Center is a multi-county career-technical center serving Harrison, Taylor, and Doddridge Counties of West Virginia. The Administrative Council, composed of three superintendents, three Board of Education members, State Department of Career/Technical Education representative, and Director of United Technical Center, operates as the governing body of the Center.

The Practical Nursing Program is supported by the West Virginia Department of Education, Division of Career and Technical Education. The program operates on a tuition basis and is accredited by the West Virginia State Board of Examiners for Licensed Practical Nursing and nationally by the Commission of the Council on Occupational Education (COE). Supervised clinical rotations are provided at hospitals, nursing homes, doctor's offices, corrections, and community agencies.

Administrative Staff and Support Staff

Matthew Call, Director, 304-326-7585 (mcall@k12.wv.us)
Raymond Fraizer, Assistant Director, 304-326-7588 (rafrazie@k12.wv.us)
Robin Haught, Financial Secretary, 304-326-7588 (robinhaught@k12.wv.us)
Connie Kovach, Nursing Secretary, 304-326-7583 (clkovach@k12.wv.us)
Kathy Fury, COE Acceditation Liaison, 304-326-7590 (kfury@k12.wv.us)

Practical Nursing Faculty

304-326-7591
Kelli Rhoades, BSN, RN, Coordinator, Fairmont State University (kdrhoade@k12.wv.us)
Mary Hull, BSN, RN, Instructor, Western Governors University (mary.e.hull@k12.wv.us)

Administrative Council

United Technical Center is governed by an Administrative Council that is comprised of the Superintendent and a Board of Education member from Doddridge, Harrison, and Taylor Counties. It also includes a representative of the WVDE Department of Technical Education and Governor's Economic Initiatives.

SECTION I: GUIDING PRINCIPLES AND CURRICULUM

United Technical Center Philosophy

The philosophy of United Technical Center reflects a cooperative effort between the schools, business/industry, and the community in order to prepare the secondary and post-secondary student with the necessary skills to meet the demands of an ever-changing job market.

Career Technical Education is an integral part of a comprehensive educational system. It is designed to enhance the academic program and serve as a stepping stone for students who seek further education and/or employment. The staff of this technical education facility will strive to meet the needs of the students by offering reading, writing, and mathematics as applied to specific programs. The curriculum is also designed to assist persons who want or need updating retraining, or self-improvement skills.

Learning is a dynamic process for each student. At United Technical Center, the intention is to enable students to achieve their individual goals by encouraging good work habits and developing critical thinking and problem-solving skills, as well as the traditional work ethic. Instruction is monitored and paced to meet the individual abilities of each student. Curriculum is designed to allow for a work-based component.

An atmosphere conducive to learning is maintained by the display of a professional attitude by all staff members at all times. Qualified professionals continue to develop their expertise in order to offer students the most current information available in the most efficient instructional manner.

United Technical Center will continually improve equipment and instruction in order to meet the needs of the technological job market. In addition, the school will strive to preserve a safe and orderly environment to maximize learning.

The foundation of United Technical Center's philosophy is a commitment that embraces excellence and a dedication to serving the diverse educational needs of our students and the community.

Mission Statement

The United Technical Center will provide rigorous and relevant career and technical education that allows students to succeed and achieve to their highest potential in the workforce of the 21st Century.

Five Year Broad Goals

1. United Technical Center will create a high performance learning environment for all students that combines relevant technical skills with rigorous academic skills and subsequently increase the test scores in all courses and programs to meet or exceed the required measures of proficiency and acquire 21st Century skills.

2. United Technical Center teachers, staff, and students will demonstrate 21st Century information, media, and technology skills.

Core Beliefs That Drive School Improvement

We believe…

1. In a 21st Century learning environment that motivates and prepares students for lifelong learning.

2. We must strengthen community support, expand public awareness and enhance the lines of communication between the community and the faculty of UTC.

3. Qualified and concerned staff must be employed and provided with opportunities for professional development.

4. In providing a safe environment, 21st Century equipment, tools, technology, and instruction to maximize learning and in optimizing the use of all available resources.

5. That by conducting on-going evaluations of programs, policies and procedures, and by successfully meeting state standards on mandatory testing, we will ensure United Technical Center's commitment to excellence.

6. Students, staff, parents and community must actively share in the responsibility for learning.

United Technical Center School of Practical Nursing Philosophy

The faculty believes the philosophy of United Technical Center School of Practical Nursing is consistent with the overall philosophy of United Technical Center. We believe in the inherent value of the person. We view the person as unique and composed of various interdependent systems, which are internal and external in nature. The internal systems are spiritual, psychological, and physiological, whereas the external systems are environment, career-socioeconomic status, family or significant others, and society. An interdependent relationship exists among the external and internal systems within a holistic framework. Thus, when there is a change in one; all others are affected.

A person is not an isolated entity but a social being influenced by heredity, culture, and life experiences. The primary system is the family which is a subsystem of the community. These social contacts support, protect, and nurture the individual and provide the opportunity to explore, grow, and develop to one's greatest potential.

Nursing is the art and science of caring. The nurse's role is to assist the person with health needs. These needs include the promotion of wellness, administration of care during illness or injury, rehabilitation from disability, and support of end of life with dignity. Practical nursing is an essential part of nursing and contributes significantly to the health care of persons. The practical nurse utilizes the nursing process to render safe and effective physical and emotional care under the supervision of qualified nursing or medical personnel.

Learning is a dynamic and continuous process. Learning experiences are structured to proceed from simple to complex. The teacher-learning process is a vehicle for the acquisition of knowledge. The student practical nurse must assume the active role of learner within the structured environment that recognizes individual differences, encourages critical thinking, and facilitates self-understanding.

Practical nursing education is an active process that incorporates cognitive as well as psychomotor skills in a variety of settings under qualified supervision. Nursing education's primary goal is the development of a practical nurse with a strong theoretical base as well as competent clinical skills and sound clinical judgement.

Faculty strive to keep abreast of changing health care trends, treatments, and care in order to serve as effective role models, remain current, and provide students with pertinent up-to-date information. Graduate practical nurses are valued members of the health care team. Individuals are encouraged to continue learning after graduation as they strive for continued excellence in their profession and in order to meet licensure renewal requirements.

United Technical Center School of Practical Nursing Program Objectives

The Student:

1. Utilizes the nursing process in rendering safe and effective nursing care.

    A. Participates in the assessment of a client through data collection and analysis.

        1. Contributes to the development of a data base through goal-directed interviews, accurate observation, and examination.

        2. Participates in formulating and prioritizing the nursing diagnosis.

    B. Participates in planning nursing care to assist the client to reach an optimum level of functioning.

        1. Collaborates with the health care team in the development of realistic and measurable short and long term goals.

C. Participates in implementing holistic nursing care under the supervision of qualified medical and nursing personnel.

1. Renders safe and individualized care in various settings according to the priority of needs.

2. Promotes a safe and therapeutic environment.

3. Applies sound theoretical knowledge and principles when performing procedures.

4. Contributes to teaching both the client and family information related to recovery and well-being.

5. Documents accurately observations, nursing interventions, and the client's response to those interventions.

6. Communicates pertinent information about the client's condition to the appropriate health team member.

7. Delegates selected components of nursing care to qualified staff in stable situations and is accountable for that which is delegated.

D. Participates in the evaluation of goal achievement.

1. Assists with on-going evaluation of the client's response to nursing interventions and treatment.

2. Contributes to necessary modification of the plan of care.

II. Utilizes Maslow's Hierarchy of Needs as a basis for the application of the nursing process in caring for the individual client.

III. Respects the rights of the individual client with different values, cultures, nationalities, beliefs, and life-styles.

IV. Utilizes therapeutic communication skills with clients, families, and other health team members.

V. Demonstrates legal and ethical accountability and professional conduct in practice with clients and their families.

VI. Identifies the role of the practical nurse in various clinical settings.

VII. Seeks educational opportunities to improve clinical skills and nursing knowledge.

VIII. Demonstrates good health habits in a professional setting.

IX. Participates constructively in the student evaluation process to insure progressive and optimal academic and clinical performance.

United Technical Center School of Practical Nursing Conceptual Framework

The conceptual framework of the curriculum for United Technical Center School of Practical Nursing is based upon systems theory. Systems theory offers a method of viewing the individual and nature as interacting wholes with integrated sets of parts and relationships between the parts. A System is defined as a set of components or units interacting with each other. An individual is an open system exchanging information, energy, and emotions across boundaries within the perceived environment.

The system is arranged hierarchically with a subsystem and a suprasystem. The subsytems are physiological, spiritual, and psychological, whereas, the suprasystems are external to the person and include the family or significant others, environment, career- socioeconomic and society. Each system has a real or imagined boundary that separates it in some ways from its environment. Boundaries may be difficult to distinguish, yet are necessary to maintain balance and direction of the system.

Boundaries function to control system input, throughput, and output. A person is influenced by input, which is a condition or series of events occurring outside the system but impacting the person. Throughput is the analysis and reorganization of input. Output is the end product of throughput and is outwardly manifested by the person. Although outside the system, output and throughput are related to the system.

The input for nursing practice within the curriculum is identified as the assessment of needs, goals, and problems of the patient and family with respect to their state of health and well-being. This information is incorporated in the development of the plan of care for the patient and family. Throughput is the process by which information useful to nursing practice is synthesized by the student. This information includes concepts, theories, and psychomotor skills selected from appropriate disciplines necessary to the practice of practical nursing. Information is divided into components such as physiological, psychological, and spiritual. Output results in a new or different holistic nursing behavior which comprises the services, roles, functions, and skills of nursing practice. These behaviors are classified as the promotion of wellness, administration of care during illness, rehabilitation from disability, and support of death with dignity.

The tools reflected in the curriculum essential to nursing education include the nursing process, communication skills, prioritization of needs, teaching-learning process, basic leadership skills, caring, and clinical skills.

The nursing process is a common thread throughout the curriculum. It is taught as a basis for planning nursing care and as a guide for decision-making in nursing practice. The components are of a participatory nature and include the assessment and prioritization of the client’s needs, formulation of a nursing diagnosis, goal-setting, implementation, and evaluation.

Communication is the interaction between persons and involves verbal and nonverbal techniques. Identification and practice of therapeutic and non-therapeutic methods are utilized with patients, families, peers, physicians, and other health team members.

Prioritization of needs is developed utilizing Maslow's Hierarchy of Needs. This is taught in correlation with the nursing process and the organization and prioritization of information included in nursing assessment.

The teaching-learning process involves the teacher, learner, practical nurse education, continuing education, and the State Board of Examiners for Licensed Practical Nurses.

The Teacher accepts the challenge of educating all enrolled students with the understanding that each individual has diverse aptitude, unique potential for achievement, different personal interests, and varying levels of commitment.

The Learner maximizes the educational opportunity and accepts responsibility for the development of self-fulfillment and professional goals through practical nursing education.

Practical Nurse Education is designed to progress from simple to complex skills and knowledge. Planned learning experiences prepare the student to function safely and master competency in basic and advanced nursing skills. Instruction is uniquely related to the present and future needs of the job market.

Continuing Education is valued by the teachers in keeping abreast of current nursing knowledge as well as medical/technological advancements. Graduates are advised to seek advanced learning opportunities in order to ensure competency and currency upon program completion.

The State Board of Examiner's for L.P.N. is the essential accrediting agency. The curriculum is correlated with the recommendations and approval of the Board. Graduates qualify for the licensure examination following completion of program requirements.

Leadership skills are taught as a basis for collaboration with peers, subordinates, and superiors. Content includes conflict resolution, assertiveness training, delegation, problem solving, change process, and decision-making within the scope of practical nursing.

Caring is an essential component of the curriculum. Caring involves respecting the rights of the individual, demonstrating compassion, maintaining ethical conduct, and exhibiting professionalism. The faculty demonstrates caring as role models in the classroom and clinical setting while maintaining legal and professional accountability.

Clinical skills are the psychomotor skills necessary to perform nursing procedures as well as the application of acquired knowledge. These are demonstrated in the classroom as well as clinical settings and performed under direct supervision.

Curriculum Information

The curriculum is organized into separate foundational and nursing theory courses, with provision for reinforcement of information when necessary. Support courses are provided in the beginning of the school year to serve as a foundation for future nursing courses. Information in nursing courses is presented from simple to complex building on support course work.

Clinical experiences will be related to theoretical information to the extent possible and be arranged also from simple to complex tasks and assignments. Learning experiences include implementation of client care and performance of procedures based upon the nursing process and caring construct.

*Medical Terminology **must be completed within the previous five years to admission of the program.** It is offered by UTC in the evening and online. **If a student does not have Medical Terminology completed by the first day of class, the student will not be admitted to the program.**

The following courses are included during the school year in the following sequence progressing from simple to complex concepts:

Math for Medications (may be taken prior to school year)
Computer Applications
Anatomy and Physiology
Fundamentals of Nursing I and II
Geriatric Nursing
Social Science I and II
Pharmacology
Maternal/Newborn Nursing
Pediatric Nursing
Psychiatric/Mental Health Nursing
Leadership and Management
Nutrition and Diet Therapy
Medical Surgical Nursing I and II

*Computers and Math for Medications may also be completed prior to admission to the program. Any student who has completed Anatomy and Physiology or Nutrition in a college or university, may take an exam for possible exemption from these courses provided the student has $\geq$ B in the course on an official transcript. The student must score an 80 on the exam in order to be exempt from the course.

It is recommended for those currently enrolled in high school, that the following classes be taken; Anatomy, Physiology, Chemistry, Biology, Math I, Math 2, Math 3, and Math 4.

Admission Policy

United Technical Center accepts twenty students and three alternates per each cohort. Once the enrollment process starts, students will be accepted until the cohort is filled. Application must be made by Marcy 1st for the class that begins in July of the same year. Extension may be allowed if upcoming cohort is not full. An expense list is provided to all candidates during the interview process and on the day of orientation. The application and tuition are available on the website. The process and requirements for selecting practical nursing students at United Technical Center School of Practical Nursing are as follows:

1. Educational Requirement

    a. Applicants must have a high school diploma or General Education Development equivalent with an official transcript on file in the Practical Nursing office and be at least 17 years old.

    b. Medical Terminology must be completed within the previous five years to admission of the program. It is offered by UTC in the evening. If a student does not have Medical Terminology completed by the first day of class, the student will not be admitted to the program.

2. Pre-admission Test(s)

    a. Complete ATI TEAS pre-admission testing following payment of fee with a composite score of proficient or higher. Students will be selected for interview based on test scores.

3. Application Form and Transcript(s)

    a. Applicants must complete an application for admission and submit to the Practical Nursing Program prior to the interview. Official transcripts from secondary and post-secondary schools and colleges must also be mailed directly to the program prior to the interview.

4. Personal References

    a. Three letters of references from a former employer or teacher (relatives not acceptable) must be submitted or mailed directly to the Practical Nursing Program prior to the interview. References are verified on all applicants.

5. Personal Interview

    a. Applicants who have met the aforementioned requirements will be personally interviewed by two or more of the following: the Director, Assistant Director, Nurse Coordinator of Practical Nursing, or Practical

Nursing Instructor. The staff determines if the candidate has completed the Free Application for Federal Student Aid (FAFSA). Financial aid questions are referred to the Financial Aid Secretary.

6. Selection Process

   a. Based on all prior requirements, selection will be made.

      United Technical Center does not discriminate on the basis of race, color, national origin, sex, religion, disability, age, or any other basis prohibited by laws in its programs, activities, or employment practices. For inquiries, contact: Matthew Call, Title IX Director, United Technical Center, 251 Marietta Street, Clarksburg, WV 26301, 304-326-7580.

7. Background Checks

   a. Criminal background checks are mandatory according to the WV State Board of Examiners for LPNs. **Applicants are aware that information about background checks is forwarded to health agencies prior to clinical rotations. Health agencies have the option to refuse to accept an applicant for a rotation based on positive findings. Applicants should contact the Board directly by telephone regarding positive findings and their effects on testing or licensure.**

8. Health Requirements

   1. The selected applicants must complete the following by an assigned date:

      a. History and physical examination by a physician, nurse practitioner, or physician's assistant are required. The medical form will be provided. Dental examination recommended. Any prescription or over the counter medications being taken by the applicant must be listed on the history and physical form.

      b. Laboratory studies include purified protein derivative (PPD) using a 2-step method or Quantiferon; if positive, a chest x-ray must be done; complete blood count (CBC) and urinalysis recommended; pap test (females) recommended if indicated. Vaccinations include Tdap, hepatitis B, varicella, MMR, Covid, and influenza, and documentation must be provided. Titers must be drawn once vaccinations are completed, within the appropriate time lines. If an applicant does not have an approved Covid vaccine:

1. United Technical Center must have a religious and/or medical exemption on file approved by United Technical Center Administrative Council.

2. Student must comply with all of the regulations and procedures of the clinical site concerning not having approved Covid vaccine; and student will be responsible for all expenses incurred.

c. Applicant understands and agrees to submit to drug/alcohol screening as a part of the admission criteria with **direct reporting** of results to the School of Practical Nursing by the laboratory. Testing is done throughout the year. Receipt of positive results shall be grounds for denial of admission to the nursing program provided that the applicant **does not** have a legally, valid prescription for the identified substance.

9. Persons convicted of a crime (misdemeanor or felony) or **any arrest** must see the Coordinator immediately as they may not be eligible for the State Board and therefore, may be withdrawn from the program. All information is confidential.

ENROLLMENT OF STUDENTS WITH LAW VIOLATIONS:** ***The West Virginia Board of Examiners for Licensed Practical Nurses reserves the right to refuse to admit applicants to the licensure examination who have been convicted of a crime, are habitually intemperate, addicted to the use of habit forming drugs, or are mentally incompetent.

10. One class is admitted annually. Selected students submit a $100.00 seat fee/administrative fee to reserve their places in the class. Students obtain AHA CPR Health Care Provider (BLS) and a background check prior to first day of class.

11. Orientation is mandatory for all students. During orientation, students meet the faculty; complete various forms (parking, confidentiality, insurance verification, handbook agreement, FERPA, etc.); review policies and standards in the Student Handbook with the coordinator; discuss textbooks, CPR, and medical and vaccination requirements, and student uniforms.

SECTION II: PROGRAM POLICIES AND PROCEDURES

Expenses

All costs associated with the Program are the responsibility of each individual student. Tuition for the United Technical Center School of Practical Nursing is $4,500.00. **Tuition is divided into two payments. One half of tuition is due the first full week in school. The second half is due the first week in January. Failure to pay tuition in accordance with the schedule will result in dismissal from the program. Tuition will be taken out of the first check for all students receiving federal financial aid such as Pell Grant.** Ample notice for payment of fees will be given. Costs are subject to change.

In addition, an estimated $3,500.00 is needed for books, ATI, uniforms, graduation expenses, NCLEX-preparation course, licensure fees, supplies, CPR, background checks, drug testing, and incidentals. Student uniforms are selected for you and information will be provided during orientation. School uniform patches are ordered by the Program to be worn on the left sleeve.

Financial aid is available, and a financial aid officer is available for further information. Transfer, re-admitted, and advance standing students will pay tuition based upon the number of hours attended until full time status is achieved in the program. Aside from Pell Grants, other sources of funding include:

WIOA (Workforce Investment and Opportunity Act) funds are available to a limited number of students who are determined to be eligible by Job Service Employment Security Office. These funds provide tuition and expenses for qualified students enrolled in eligible programs.

Other funding sources are available, and students should check with the following agencies to see if they are eligible for funding under their guidelines:

Vocational Rehabilitation
United Mine Workers (UMWA)
Trade Adjustment Act (TAA)
WV Center for Nursing Scholarship
Horatio Alger Scholarship

Refund Policy

Only tuition will be refunded based upon the formula provided should a student not complete the program. The seat-holding fee and books, uniforms, supplies, or equipment issued to, purchased by, and received by the student are not returnable items.

United Technical Center retains the following amount of the tuition per payment period:

0 hour	to	50 hours	10%
51 hours	to	100 hours	50%
Over 100 hours		100% of payment period	

Refund of Title IV Funds (Pell Grant):

As of October 7, 2000, Title IV Funds received are subject to the Federal Return of Funds Formula, which determines what percent of the Pell Grant a student has earned based upon the percent of the payment period the student attends. **The formula requires that Pell Grant funds be returned to the Pell Grant Program whenever a student attends less than 270 hours of a 450 hour payment period.**

The Financial Aid Office is required by federal statue to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. The federal Title IV financial aid programs must be recalculated in these situations.

If a student leaves the institution prior to completing 60% of a payment period or term, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on percentage of earned aid using the following Federal Return of Title funds formula.

Percentage of payment period or term completed – the number of days completed up to the withdrawal date divided by the total days in the payment period or term. Any break of five days or more is not counted as part of the days in the term. This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula: Aid to be returned = 100% of the aid that could be disbursed minus the percentage of earned aid multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution.

If a student earned more aid than was disbursed, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal.

Students who withdraw from school prior to completion of the 270 hours in any payment period will owe the Pell Grant funds back to the Department of Education. In all probability, the student will owe the school money after repaying the Title IV funds back to the Department of Education. If the school is due any money after the Pell Grant funds are returned, the student will have to make arrangements to repay the school the balance owed for tuition.

The institution must return the amount of Title IV funds for which it is responsible no later than 30 days after the date of the determination of the date of the student's withdrawal.

Students who owe Pell Grant funds back to the Department of Education are ineligible to receive Federal Title IV funds from any school until the liability has been satisfied.

If the student owes a liability to the Department of Education and is due a refund from the school, the refund will be paid to the Department of Education FIRST, to satisfy the student's Pell Grant liability.

Employment

Due to the extensive amount of time required by the Program, it is strongly recommended that students not undertake outside employment during the school year. The purpose is to give priority to the educational demands of the program.

However, it is understood that there are circumstances that require employment. In such cases, **the student must submit in writing employment hours to the Coordinator and update as needed.** Students will not be excused from class or clinicals due to an employment schedule. Students should not work a shift immediately preceding a scheduled classroom or clinical experience, such as night shift. A minimum of 6 off-duty hours is required.

Student Records

A cumulative record is maintained for each student. The file includes student application, transcripts, grades, and other pertinent information. The information is confidential and will not be released until written permission is granted from the student. Any student who changes his/her name, address, telephone number, or email address shall promptly provide written notification to the Coordinator and Secretary of the Program.

Student records are confidential and measures are in place to protect the privacy of the individual student's information. The nurse coordinator, practical nursing faculty, financial secretary/accountant, and secretary/accountant are privy to student records due to their positions and responsibilities. The measures actively taken to avoid breaches of confidentiality include limiting access to only authorized personnel (above named individuals), and maintaining records in a locked fire-proof filing cabinet. Student grades are stored electronically through an account each students creates in Schoology. The student creates a user name and password, and access is limited to the student, the nurse coordinator, practical nursing faculty, and secretary/accountant. As grades are entered, only the nurse coordinator, faculty, secretary/accountant, and students have access to student grades on Schoology. In addition, a paper copy of grades is printed at the end of each course and is filed in a locked, fire-proof cabinet along with the transcripts and other personal student information.

Telephones

Students may **not** use the office telephones for personal business. **Cell phones, smart watches, and pagers must be turned completely off and placed in the designated place assigned by the faculty.** This is a UTC policy. **Clinical facilities require that students leave the cellular phone in their vehicles. This rule applies in <u>any</u> clinical setting including externships and community service activities.**

Students should make sure that baby sitters, employers, and schools have phone numbers for United Technical Center and the scheduled clinical area in case of emergency. Persons must understand that students should be contacted only for events of a serious or emergency nature. Students may not use the telephones at the nurse's station for personal use.

Xeroxing Materials

Faculty may elect to send materials via email, and when sent, students are responsible for printing materials at home and bringing them to school. If elected, faculty may provide one (1) copy of handouts (objectives, vocabulary, assignment) for class or clinical instruction. **Instructors will not repeat Xeroxing for previously handed out materials.**

Most reproduction of notes, care plans, and assignments is not permitted. When absent, the student should obtain notes from a peer.

Classroom Maintenance

It is the responsibility of each student to maintain order and cleanliness of the classroom and their personal desk and space. **There will be no eating in the classroom during class time.** Personal articles (coats, umbrellas, lunch box) and any medication including over the counter (OTC) may not be left or stored in the classroom overnight. The school is not responsible for lost items. Students will be scheduled on an as needed basis by the faculty for specific duties, particularly during flu season (clean desks) or for luncheons (dishes). This extends to the laboratory practice area. Supplies and equipment that were utilized in skills or demonstrations must be stored immediately after use in an organized manner.

Counseling and Guidance

Practical nursing faculty members are available as needed, but appointments must be scheduled in advance. The faculty are not professional counselors, therefore, problems will be referred to a mental health professional external to the school. Every effort is made to secure assistance for the student when needed, provided the staff is made aware of the problem.

Sexual Harassment

It is the policy of United Technical Center School of Practical Nursing to maintain a work environment free of inappropriate and/or disrespectful conduct and communication of a

sexual nature. Students are subject to dismissal for any act of sexual harassment they commit. It is illegal to harass another person by:

1. Making unwelcome sexual advances, favors, verbal, or physical contact.

2. Using a student's submission or rejection of such conduct as a basis for any education decision.

3. Creating an intimidating, hostile, or offensive working or educational environment by such conduct.

Conduct that arises from a social/personal relationship not intended to be discriminatory may not be viewed as harassment. Persons who feel victimized should report it immediately to the Coordinator. The Coordinator will confidentially investigate the matter complete with documentation. Students who are dissatisfied with the decision reached at this level may proceed to the next level, Director, or may file a complaint through the Grievance Procedure.

Library

The hospital libraries may be used by students for books and periodicals, but usually materials may not be checked out. Internet resources are also available on the individual agency units as well as the local libraries. There is a public library on West Pike Street in Clarksburg and on Johnson Avenue in Bridgeport that also have Internet resources.

United Technical Center School of Practical Nursing has texts and periodicals available for student use based upon the following rules:

1. Reference books may be checked out by an instructor and must be returned in one week. Overdue books are subject to a fine of $0.25 cents per book per day. **Any book not returned on time will be charged to the student who signed out the text at full replacement value.** Book fees must be paid in full within one week of due date.

2. Periodicals are available to be read during school hours but may not be removed from the department. Periodicals are to be returned to the designated areas.

3. Each student is encouraged to purchase a one-year subscription to the nursing journal, *Nursing 2026 or similar journal.*

Accidents/Incidents

If the student is involved in an accident or incident in the classroom or clinical agency, the clinical instructor and coordinator must be notified immediately. In turn, the supervisor and safety director of the agency must be contacted, and an incident report must be completed both

for the agency and the school. Hospital and school policy will be followed with regard to the incident, and a copy will be placed in the student's file. The student is responsible for needed medical care.

Professional Liability Insurance

United Technical Center, through the West Virginia State Board of Education, provides professional liability insurance for each student while enrolled in school.

Professional Activities

A student may elect to join a student professional organization. Participating students are eligible to participate in local, state, or national competition events or attend the conference activities as time permits.

Students may attend Health Occupations Division Educational Conference, Unity Day, the Career Technical Education legislative breakfast, and one State Board of Examiner's LPN meeting during the school year depending on availability. Information will be provided to students about events as needed and available.

Inclement Weather

In the event of inclement weather (snow, tornado, flood), the Program will observe the same closing and delay policy as the Harrison County Schools. **When there is a two or three hour delay, students must report to the classroom, unless otherwise directed.** Snow day makeup hours and winter curriculum will be assigned. Snow day assignments are due the next scheduled classroom day. Students who fail to complete snow day work in its entirety will receive a 0 for the grade in each course. Make up hours are in accordance with Harrison County Schools. Snow day work is assigned for the purposes of continued progression in course work, but is not a substitute for hours missed. In some cases, it may be necessary to extend the school day up to one hour to make up the hours.

Holidays and Vacation

Students are granted one day for all legal holidays. Approximately two (2) one-week vacations are scheduled, in accordance with the Harrison County Board of Education calendar. Information is posted on the master calendar. The school reserves the right to adjust the calendar or change the schedule.

Pregnancy

A pregnant student may remain in the nursing program with **written approval** for continuance from the physician following each office visit throughout the pregnancy. The

student assumes all responsibility for any risks involved in continuing in the program. Should the student choose to remain in school, a waiver must be signed releasing the school and its affiliating agencies from any liability should activities be detrimental to her or the child.

If a student delivers during the school year, the program must be completed in accordance with absentee requirements. If performance is satisfactory, the student may elect to withdraw and be readmitted the next year (see readmission policy). Following delivery, a physician's written release is required to continue the program. The student is also responsible for any risk involved in early return to the program.

Transportation and Parking

The student is responsible for transportation to school and the clinical area. **Student experiences and rotations will not be planned around car pools or friendships.** Students must park in the area allocated for practical nursing students at the lower left lot of United Technical Center and enter through the front door. **Students must comply with the clinical agency's parking policy and park only in the designated areas, as directed.** UTC parking placard must be visible hanging below the middle front mirror in the front of the vehicle. There is no charge for parking at the hospital or the school, but this is subject to change.

Tobacco Use

There is a No-Smoking Regulation in the school building and at the clinical agencies. Students may smoke in the designated outside area at UTC. Smoke breaks must meet the 10 minute limit as specified in the classroom and clinical schedule. In the classroom, students must leave and enter the building as a unit when going outside to smoke during breaks at UTC. Abuse of breaks will result in lost privileges. Students shall not smoke in uniform on the street or in the parking lots. Oral forms of tobacco also apply.

Emergency Drills

Disaster and emergency drills are conducted periodically in school. Drills will be discussed during the first week of school. Be familiar with the protocol for each drill as well as the location of fire extinguishers in your area. A sign is posted in the classroom for your use.

1, Code Orange: Evacuation
2. Severe Weather Emergency (Safe Area, Drop, Cover, and Hold, or Shelter in Place)
3 Code Red: Lockdown
4. Code Blue: Medical Emergency
5. Code Yellow: Precautionary Lockdown
6. Active Shooter
7. Code Green: All Clear
8. Fire Drill

Student Government

Each year the students can organize and elect class officers including President, Vice-President, Secretary, Treasurer, and Historian.

An assigned faculty member will act as temporary chairman for the first meeting. A slate of officers will be prepared, a vote will be conducted, and the class officers will be announced. Attendance at class meetings is mandatory, which are usually held monthly. A faculty member must be present at every class meeting. Roberts' Rules of Order or parliamentary procedure is used to conduct any business. By-laws must be reviewed annually, may be amended, and approved during the first meeting.

Grievance Procedure

The purpose of the grievance procedure is to provide a way for students to reach solutions to problems that may occur in school life. It is the intent of this procedure to maintain good morale, and provide a simple, straight-forward method of problem solving. The procedure may be applied between students or student and instructor without fear of reprisal. **All complaints must be put in writing.**

Step 1: Any student or group of students who feel they have a valid grievance may request a meeting within one week with their clinical or classroom instructor to discuss the problem. The desire is that a satisfactory solution may be reached at this level.

Step II: If the grievance is not resolved in Step 1, either the student(s) and/or the instructor may request a conference with the Coordinator in writing within one week. The Coordinator must reach a decision within 5 working days of receipt of the request/conference.

Step III: If the problem is not resolved by Step II, the matter may be presented within one week to the Director of United Technical Center. The Director must reach a decision within 5 working days.

Step IV: If the issue is not resolved through Step III, the issue may be brought to the Administrative Council of United Technical Center. The problem must be written and presented within one week to be considered for the agenda by the Council. The Council generally meets once per month at UTC.

Step V: If the issue is not resolved through Step IV, the matter may be brought to the WV State Grievance Board. The problem must be written and presented within one week to be considered by the Board.

Step VI: If the issue is not resolved through Step V, the matter may be brought to the Council of Occupational Education. The problem must be in written form, and

COE, must be contacted within one week after the decision is reached by the WV State Grievance Board. The contact information for COE is:

Council of Occupational Education
7840 Roswell Road
Building 300.Suite 325, Atlanta, GA 30350
Telephone (Toll-Free) 800-917-2081; Fax: 770-396-3790
The website is http://www.council.org/

Requirements for Graduation

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

1. Satisfactory completion of a minimum of 1350 hours of the curriculum.
2. Satisfactory completion of all assignments (classroom and clinical) including assigned make-up work.
3. Payment of all fees or dues as required or transcripts will be held until fees are paid.
4. Obtain an "80" grade in all theory courses, "Satisfactory" in all clinical courses, and required number of quality points as they apply to a course.
5. Completion of a minimum of 8 hours community service work.
6. Completion of all standardized tests as scheduled, including completion of remediation for any score less than the predetermined acceptable standard.
7. Return all library and loaned books and pay overdue book fees.

Graduation includes pinning and awarding of certificates. Students who attend graduation must participate in the graduation rehearsal and abide by the clinical dress code in order to participate in the ceremony. Failure to abide by the dress code results in inability to participate in the ceremony.

Articulation

Articulation refers to college credit granted to persons who have successfully completed the practical nursing program. More information is available upon request regarding area colleges, proposed schedules, and hours granted for previous course work.

Affirmative Action/ Discrimination Policy/Title IX

United Technical Center does not discriminate on the basis of race, color, national origin, sex, religion, disability, age, or any other basis prohibited by law in its programs, activities, or employment practices. For inquiries contact: Matthew Call, Title IX Director, 251 Marietta Street, Clarksburg, WV 26301, 304-326-7580

The United Technical Center School of Practical Nursing's goal is to remain free of any form of discrimination, intimidation, or harassment. Students and faculty shall not discriminate against or harass anyone because of race, color, religion, creed, ancestry, sex, marital status, age, national origin, handicap, or any other factor for which discrimination is prohibited by law. 251 Marietta Street, Clarksburg, WV 26301, 304-326-7580

Infraction Rule

The Infraction Rule applies to any breach in conduct and any policy or procedure contained within the Student Handbook, Clinical Syllabus, or curriculum. The Infraction Rule defines the consequences of problematic behavior. These are:

1. Verbal reprimand for any breach in conduct and any policy or procedure contained within the Student Handbook, Clinical Syllabus, or curriculum.

2. Written reprimand for any violation which will be placed in the student's permanent file.

3. Conference with Coordinator, Instructor, and school administrator. (See grounds for dismissal).

Use of Media

Social media is defined as any web-based or mobile technology used as a form of communication or interactive dialogue. Students are not permitted to create or manage a social media site, page, network, etc, that claims to be affiliated with United Technical Center School of Practical Nursing and United Technical Center.

Further, no health information of any kind or any clinical situation can be shared through social networking by students such as patient identifiers, diagnoses, treatment, or medical advice. Students will be held accountable for their comments, posts, pictures, etc.

The posting/use of unauthorized (written permission is required) pictures, logos, videos, or Practical Nursing Program materials is strictly prohibited. Social networking, texting, email, or other electronic devices are not allowed during class or clinicals.

Students who use online social networking and identify oneself as associated with the Program must explicitly note any views or opinions are their own and not that of the Program. Keep in mind, any social networking that includes harassment of others will result in termination of the Program.

The use of computers and the Internet within the school strictly prohibits accessing social networking sites (Facebook, Instagram, etc.),

Faculty must maintain professional boundaries with students. Therefore, do not attempt to make personal contact with instructors through social media until after completion of the program.

An orientation will be provided to students prior to the use of any media including the use of ATI testing materials. The Computer Use/Acceptable Use Policy (WV Department of Education) will be discussed and a form acknowledging the appropriate use of computers will be completed by students. Students will be provided a user name and an initial password for use on the schools computers. Similarly, user identification and initial passwords will be provided for select clinical agencies. A separate orientation for computers used in the clinical area will be provided by faculty.

Students must know how to send and receive e-mail, download documents, save a file, and search the Internet for information. Please familiarize yourself with these methods or ask for assistance if needed.

A monthly planner is suggested for school and should be used to store user identification and passwords for use of computers at UTC, UHC, ATI, etc. Check Schoology daily as faculty may elect to send classroom/clinical materials via Schoology for students to print their own copies. **Email with faculty is not to be used for reminders about homework assignments and scheduled tests.**

SECTION III: DIDACTIC POLICIES AND PROCEDURES

Schedule

The class schedule varies depending on the number of courses being taught. Class begins at 8:00 a.m. and ends at 3:00 p.m. There may be times when class is extended for one hour until 4:00 p.m. (for instance, excessive snow day absences) Notification of the extension of hours will be provided if this becomes necessary. Please arrive ten minutes before 8:00 a.m. in order to be prepared to begin on time. Lunch is scheduled for 30 minutes, and students are encouraged to eat in the Commons Area of UTC. Scheduling of breaks is at the discretion of the faculty for approximately 10 minutes. Students are expected to return from **breaks and lunch promptly** and conduct themselves professionally during these times. Abuse of break time will result in revocation of breaks at the discretion of the faculty. A sample schedule is provided below.

Sample Class Schedule (schedule is subject to change)

8:00 a.m. – 9:40 a.m.	1st Class Period
9:40 a.m. – 9:50 a.m.	Morning Break
9:50 a.m. – 11:30 a.m.	2nd Class Period
11:30 a.m. – 12:10 p.m.	Lunch
12:00 p.m. – 1:30 p.m.	3rd Class Period
1:30 p.m. – 1:40 p.m.	Afternoon Break
1:40 p.m. – 3:00 p.m.	4th Class Period

Faculty Responsibilities in the Classroom

Faculty are not available prior to 8:00 a.m. or during lunch for questions. Any questions about curriculum or assignments will be addressed during class. Other matters can be discussed during the morning or afternoon breaks. For more serious issues, it is best to request an appointment in writing.

Kelli Rhoades,BSN,RN
kdrhoade@k12.wv.us
304-326-7591

Mary Hull,BSN,RN
mary.e.hull@k12.wv.us

Faculty shall:

1, Provide each student with one copy of the unit objectives and assignments or email information to the student, prior to a new unit of study. If the student receives an email copy, it is the student's responsibility to print the materials.

2. Plan and present each lesson with clarity and organization in a timely manner.

3. Maintain the classroom in an orderly manner to meet defined objectives. This includes question and answer sessions, when assignments and tests are returned.

4. Direct students to additional information sources to enrich or enhance the learning process.

5. Construct, administer, and evaluate written examinations to determine achievement of defined objectives.

6. Document the student's progress, and provide evidence of grades to students. If the student's progress is unsatisfactory, complete a written improvement plan and discuss with the student privately.

7. Return graded tests and assignments **within a week** to the student.

8. All assignments, tests, care plan, final exams, and standardized testing will be posted on the classroom calendar. Any change in the dates will be at the instructor's discretion.

Student Responsibilities in the Classroom

Testing: All materials such as erasers, paper, drinks, mobile phones, calculators, and books must be cleared from the desk and placed in the back of the classroom. Students may have an additional pen or pencil, but no additional paper is needed. There will be no talking once the tests have been distributed. **Cell phones and smart watches are not permitted on your person**

or desk during class and/or test. All students are asked to sit quietly at their desk until all students have completed the test.

1. Most test are administered via computer on the Schoology website. When this is not used, scantron sheets are used for multiple choice and SATA (select all that apply) questions, and the scantron sheet is scored **instead of** the paper test for these items. Students should compare answers on the scantron sheet with the actual test questions. Once the test has been turned in to the instructor and graded, the test will be scored as is based on the scan.

2. Students are expected to complete their tests in **one hour.** Final exams are allotted **90 minutes.** Additional time of 15 minutes may be granted to complete testing at the discretion of the faculty. Quizzes and short exams will be completed in less than one hour.

Students Shall:

1. **Be punctual:** Students are expected to be seated and ready to begin class at 8 a.m. and to be prompt when going to and from lunch or breaks. (Review the tardy policy). All written assignments must be submitted in entirety at 8:00 a.m. **No assignment will be accepted after this deadline for a grade.**

2. **Be prepared:** Students are expected to be prepared for class by reading the text beforehand and having syllabus, objectives, and writing assignments available. Students must remain in seat during lecture without unnecessary walking about the classroom. Behavior such as talking out of turn, sleeping, cell phone use, or any disruptive behavior will not be tolerated.

3. **Be responsible:** Students are responsible for their own learning by using initiative, participating in discussions, asking questions when unsure, and requesting clarification of information as needed. Students must keep desks, practice laboratory, and kitchen area clean daily. **No food** is permitted in the classroom, nor can food or medication be stored in the classroom. **Drinks only** are permitted on the desk **except during testing. Drinks must be discarded at the end of the day. Students are not permitted to write care plans, drug cards, or study for the next test during the lecture period.**

4. **Be courteous:** Demonstrate courteous classroom behavior to faculty and peers. Address each person by name, with respect. Students will not interrupt when another person is talking, nor belittle anyone. **Students will not use foul profanity, distasteful, or slang language directed to another student or faculty.**

5. **Be accountable:** Work individually at all times unless, otherwise directed. If group work is assigned, students must remain in their assigned group. Maintain a minimum of 80% in all courses (preferably higher). Students may be asked to

print some class materials at home. If materials are lost, it is the student's responsibility to replace them by requesting a copy from a peer or from faculty ($.25 per page). Copy requests must be put in writing, and faculty has 24 hours to return copies to the student.

6. **Be professional:** The student must exhibit professional behavior, attitude, communication, and dress. **The parking placard must be displayed in the front window, and students must park in the student lot and enter through the front door. Students will remain in the classroom until break time, lunch, or dismissal or if verbal permission is granted from the instructor**. Students will not pack up their material at the end of the day until the instructor deems class is over.

7. **Be safe:** Do not block the aisles with book bags or personal items (fire code regulations). Take all personal items home at the end of the day. Do not leave electrical cords in the aisles.

8. **Follow dress code:** The student is expected to have clean hygiene and be well groomed at all times. Clothing that exposes backs or abdomen is inappropriate attire for school. Shorts and skirts must be kept knee length. Halter type tops and spaghetti strap tops are not permitted. Shoes must be worn in the classroom. **No hats or head coverings are allowed. (This includes sunglasses on the head).** Clothing suggestive of violence, alcohol, or drugs are not permitted. **Photo ID tags provided by the school must be worn daily. Lost tags may be remade by the school for $5.00. ID tags must be returned to the school at the end of the school year.**

Community Service

Each enrolled student is required to complete eight hours of community service. The hours must be **completed by June 1st** of the calendar year. Community service hours must be performed outside of the regularly scheduled school day. Documentation of attendance is necessary including a signature from an authorized person. Forms will be distributed by the faculty.

Students should ask the agency if a uniform is required during service. Students must wear their uniform and name tag unless otherwise requested by the organization. If not, students must wear business casual, lab jacket, and name tag. Bear in mind the professional behavior and code applies to these experiences.

Students must obtain approval from the faculty before attending. Suggestions include American Heart Association, Special Olympics, Clarksburg Mission, or Lion's Club. Activities should be directly related to the health care of humans unless prior approval by instructor.

Attendance/Absence

The Program is an intense twelve month program of study that requires regular attendance. As mandated by the WV State Board of Examiners Licensed Practical Nursing Laws and Rules, 1300 clock hours must be completed. **There is no opportunity to make-up any hours. One day of class is equal to 6 clock hours. One day of clinical is equal to 6 - 7 clock hours.**

Student absences will be recorded by the faculty. Each absence/tardy/leaving early is recorded on the student's individual calendar and stored in the computer. Absences must not exceed 7 total days.

When absent or tardy in the classroom, the student must call the school and report off. Contact either **304-326-7591 or email at kdrhoade@k12.wv.us to report absence and reason for absence.** The absence is documented (date, hours, or minutes). Students will review individual calendars at the end of each quarter or when requested. Students must sign the attendance record after the review. All students are encouraged to keep track of their absences, but in the event of a discrepancy, the faculty attendance record will be counted as true.

When the student is absent from a clinical rotation or externship, the student must contact their clinical instructor. **Students may not report off through other students**. Clinical assignments are made prior to student's arrival at 5:45- 6 am, **please report off before 5:30am**. The absence will be documented (date, hours or minutes).

Tardiness is defined as being **one minute late for class or clinical.** Leaving early is defined as leaving class or clinicals for less than one hour.

Two incidents of tardiness or leaving early less than one hour equals ½ day absent.

Sixty minutes or more is counted as ½ day absent.

If a student does not call off from the classroom or clinical agency, the incident is documented as a no call/no show. The patient assignment for the absent student will be reassigned to another student in the group. **Three incidences of failure to report will be referred to the director and recorded on the final transcript of grades.**

When a student has missed five days, a written notice and improvement plan form is completed and given to the student for a signature. **Students whose absences exceed 7 days will be dismissed from the Program.** An exit conference with the Coordinator, faculty member, and financial secretary/accountant will include an interview. Financial arrangements must be made at the exit interview with United Technical Center.

Illness or Injury

Students are responsible for their own health care during the school year.

Reasonable absences include serious personal or immediate family (spouse, children, parents, grandparents, siblings) illness or death, unavoidable court appearances, military obligations, or act of God (fire, flood). Bear in mind, absences for these reasons are still accrued in the total days of absence. Consideration for bereavement is given for immediate family including spouse, child, parent, sibling, or grandparents. Evidence of death in the family must be submitted.

A student who is ill is advised to stay at home to prevent the spread of disease.

The school or clinical agency is not responsible for the cost of health care for any illness. If students become ill during clinical hours, students may be seen in the Emergency Room at their own expense, but may not approach physicians for medical advice.

In the clinical area, the instructor may elect to send an ill student home (fever, infection) to protect the safety of the patient or other persons. Students are required to take the influenza vaccine, when it becomes available. This is a health care agency requirement based upon the Centers for Disease Control and Prevention (CDC) guidelines.

Makeup Work when Absent

Upon return to class after an absence, the student is responsible for obtaining missed classroom or clinical information upon return. **Faculty will provide objectives, vocabulary, worksheets, or tests. However, notes must be obtained from a peer.**

Any missed test(s) or quiz(zes) must be taken immediately when the student arrives at school. **Previously assigned work (homework, care plans, or workbooks) must be submitted by 8:00 a.m.** Verification of absence through medical or legal documentation is mandatory if the student is absent for more than one consecutive day.

Theory Grades

The curriculum is arranged in individual courses. Students receive credit for a course only after having completed all of the assigned work satisfactorily within the allotted time frame. The student must maintain a “C” average or 80% in each course in order to continue in the program. Students who do not receive an “80” in a course will be dismissed from the program. No course may be repeated during the currently enrolled school year.

All assignments must be handed in before 8:00 a.m. on the day it is due. This includes ATI assignments, which correspond to individual units of each nursing course. **Any assignment that is submitted after 8:00 a.m. on the day it is due is considered late. There will be no points awarded for late work.**

If the assignment is incomplete or not done at all, the instructor will notify the student to complete the work despite the zero grade. The assignment must still be completed in its entirety and submitted as assigned to meet course requirements. In addition, students may be sent home to complete incomplete ATI assignments. The time out of class will count against the student's attendance.

Each student is responsible for their own work. Notes and course work from previous graduates are not permitted in the classroom. Students may not work on care plans, drug cards, or assignments, study for tests, read books, play computer games, or use cell phones during lectures.

Standardized testing instructions are given in accordance with published guidelines. Practice tests are taken in class and at home, but computers are available after 3:00 p.m., if needed. Students will take Practice Test B in class without rationales by the assigned deadline. Students will then complete a Focused Review. After the instructor releases the rationales, the students will repeat the same test and achieve a 95%. Near the completion of a course, student will take a Proctored Test with an established standard. If a student does not meet the benchmark, remediation must be done as follows:

- Print a summary of the Practice Test B and Proctored Test results.
- Respond to each error identified using the focused review, ATI text, and course text.
- Cite each response with the author, text, year, and page number.
- Complete Practice Test A (90%) without rationales by the deadline.
- Complete Practice Test A (95%) with rationales by the deadline.
- Complete a Proctored Test (retake) using the same benchmark.
- If the benchmark is not met on the retake test, the student will complete (remediation) a test from a NCLEX-PN-CAT text. Student will write an explanation of correct response and provide two references.

Standardized tests are timed, and usually one hour is allotted for each test. All Proctored Tests' results are recorded on the transcript.

Notices for tests, care plans, and assignments will be posted by the instructor. A personal planner is required of students to record due dates. Schedules for assignments are not negotiable, although faculty may change dates, if necessary. A Master Calendar is posted on a bulletin board in the classroom, which is a suggested schedule of didactic courses and clinical experiences. Holidays are included on the Master Calendar.

Grades for all courses are posted on Schoology, and students have 24 hour access. Faculty are available to discuss academic performance by appointment. Students exhibiting scholastic deficiency (85 or <) will be counseled and an improvement plan will be written with

the student's input. The improvement plan gives students suggestions for improvement and a designated period of time to achieve the goal of improved scholastic performance. If the student does not meet the improvement plan's goals and less than an 80 is obtained in a course, dismissal may result.

To assist in success, students will be required to complete remediation for any failed unit test. This remediation will be due on the date of the final exam for each course.

Theory Grade Scale

A -	93-100
B -	85-92
C -	80-84
Failure -	Below 80

Course Grade Sample:

Unit Tests	(60%)
Final Exam	(30%)
Assignments	(10%)

Medical Terminology and Math for Meds is points based. See Course Syllabus

IV. CLINICAL POLICIES AND PROCEDURES

Instructor Responsibilities in the Clinical Area

Instructor Shall:

1. Assess the student's level of preparation for the clinical experience. Select clinical learning experiences according to the student's ability and needs.

2. Unprepared students shall be evaluated by the instructor for further action.

3. Provide supervision, instruction, and feedback to individual students ensuring each receives equitable attention.

4. Provide the opportunity for pre and post conferences during the clinical day to reinforce learning and share experiences.

5. Evaluate and document student performance and clinical assignments based on written criteria. The student shall have a written evaluation following the end of each clinical rotation.

6. Meet with clinical personnel to share information and explore mutual concerns.

7. Emulate professional behavior, dress, communication, skill, and knowledge in order to provide a role model of exemplary professionalism.

8. Provide students with information about the clinical schedule. Please note the clinical externship experience or specialty assignment is in the evening.

Student Responsibilities in the Clinical Area

Students Shall:

1. **Be courteous:** Each person is to be addressed by the proper title. This is acceptable professional etiquette. **This includes a positive attitude, moderate tone of voice, calm approach, and mannerisms.** If necessary, students may request an individual conference **in writing** for any personal concerns.

2. **Be punctual:** Each student will report to the assigned clinical area 5-10 minutes prior to preplanning or preconference as scheduled. Students are expected to be prompt when going to and returning from lunch. Patient care, documentation, and reporting off to the team leader should be completed a minimum of 15 minutes before lunch is scheduled. **No student shall leave the unit for any reason without verbal permission of the instructor**.

3. **Be accountable:** Never perform any task if you are unsure of the proper skill or technique. Do not be afraid to ask for help. Take advantage of every learning opportunity. Follow through on all specific directions of the instructor. Participate in self-evaluation to assess individual progress. Perform safely and ethically within a legal framework.

4. **Be responsible:** Always think of patient safety first. Report any change in the patient's condition, clinical incident, or emergencies immediately to faculty and team leader. Always wear appropriate protective apparel (gown, mask, gloves). Keep personal belongings to a minimum, because there is no storage space or lockers for students. Review the clinical evaluation provided by the instructor and make necessary corrections based upon suggestions.

5. **Be prepared:** Bring the clinical syllabus, drug handbook, and fundamentals and medical-surgical books, as it applies to the rotation. Students must have **black ink pen, paper, bandage scissors, pen light, watch, name tag, and stethoscope daily.** Utilize preplanning time to familiarize self with the diagnosis, medications, diet, treatments, and electronic record.

6. **Be professional:** Appearance is considered a component of professional conduct. Students not adhering to the following dress code will be sent home and considered absent.

a. The uniform must be **clean and ironed**. White socks or hosiery under slacks or pants are required. The school emblem must be worn on the left sleeve of the top. White or black impermeable shoes are worn (canvas shoes are not acceptable). No open-toe or sling-back shoes are permitted. The lab jacket is optional. A white turtleneck/long sleeved shirt may be worn with the uniform (colder weather), but no other color or pattern is acceptable. A short lab jacket, name tag, and uniform must be worn to community functions such as a health screening or flu clinic.

b. Hair must be clean, conservatively styled, and shall not come below the top of the collar in the back. Long hair must be secured with inconspicuous hair pins. **No long pony tails are allowed**. No hair decorations are permitted. This hair style must be maintained to and from school. If a male student wears a beard or sideburns, it must be clean and kept short.

c. **No jewelry,** other than a wedding band, if applicable, and watch with a second hand, is to be worn with the uniform. Small, gold, silver, or stone post earrings may be worn **in the ears. Earrings on any other visible parts of the body including but not limited to the nose, eyebrow, or tongue must be clear. Gauged earrings must be clear or flesh colored.**

d. Nails must be **short** and trimmed to avoid injuring clients. Nail polish, **acrylic, or artificial nails are not permitted during clinical rotations and externships.** Cosmetics may be used in moderation only, and no perfume may be worn.

e. Reasonable self-expression through tattoos will be permitted per clinical facility policies and instructor discretion (not limited to but including, profanity, racist symbols, nudity, violent imagery)**. Noncompliance will result in the student being sent home as well as being counted absent for the day. This includes community service and externships.**

f. **Students must exhibit courteous professional behavior in the clinical areas at all times. There will be no socializing in the hallways, sitting in the break rooms, or computer rooms during the clinical day. Students must spend time with patients at the bedside.**

7. **Establish rapport:** Introduce yourself to the patient. Be helpful and cooperative with staff, peers, patients, and faculty. Communicate promptly the patient's condition and care to the instructor and staff nurse throughout the day. Do not wait to report a change in the patient's condition.

8. **Written assignments: Handwritten documentation is to be submitted to the instructor as assigned. The computer areas are specifically for computer documentation only; they are not social areas. When computer documentation is completed, exit the area to allow another person to use the equipment. Students may document on computers in the hallways (WOW's) also. Computer**

documentation must be completed by 11:30 a.m. to allow faculty time to proof read information, and allow student's time to complete editing.

Students may NOT sit at the nursing station desk, which is allocated for staff.

***If a student in noncompliant with any of the clinical policies, including dress code policy or exhibits unprofessional behavior in the clinical setting, the faculty may send students home.**

Absences in the Clinical Area

A total of seven (7) absences are allowed for the entire school year. No clinical specialty area may be missed. This includes Pediatrics, Psychiatric Nursing, Maternal Child Nursing, Leadership, Nursing Home, and Externships. This also includes clinical experiences in the evening (Alcoholics Anonymous, Alanon, Childbirth Classes, etc.). **An absence from the clinical area is recorded as a zero for the clinical grade. An absence in a specialty area results in a deduction in clinical hours on the student's final transcript of grades. This does not apply to students attending an assigned clinical experience.**

During clinicals, students must report off to the instructor prior to leaving the floor for any reason. Instructors will assign lunch, and students must report off to the team leader before going to lunch. Students may bring their lunch or purchase meals at the facility.

No Lifting

In an effort to ensure the safety of students and patients, no non-weight bearing or partial-weight bearing patient shall be lifted, moved, or transferred without the use of a mechanical aid and adequate assistance. Students are expected to use proper body mechanics at all times as they have been instructed.

If the patient is partial weight bearing, a gait belt and two person assist will be utilized. For patients who are non-weight bearing, a mechanical lifting device and a minimum of four persons must be present. No patient shall be lifted by the arms or under the axilla. **The student understands failure to comply with this policy may result in injury to self or the patient.**

Sample Clinical Schedule

6:30 – 6:45 a.m.	Arrive
6:45 – 7:30 a.m.	Preplanning
7:30 – 8:30 a.m.	Morning report and pre-conference
8:30 – 10:30 a.m.	ADLs, treatment, procedures, and medicines
10:30 – 12:00 p.m.	Finish procedures, chart, medicines, and report off
12:00 – 12:45 p.m.	Lunch
12:45 – 14:15 p.m.	Post-Conference

Clinical/Course Grades

Clinical assignments impact classroom course grades. Clinical assignments, drug cards, or worksheets must be submitted in entirety or a deduction in the clinical grade will be assigned.

After the completion of a nursing clinical course rotation an evaluation is written, and discussed with the student. A final grade less than satisfactory or less than two indicates failure and will result in the student's dismissal from school. The clinical courses are Fundamentals, Pediatrics, Psychiatric Nursing, Maternity Nursing, Pharmacology, Geriatrics, Medical Surgical Nursing, and Leadership.

Students exhibiting clinical deficiencies will be counseled and given a written warning (counseling form). This will include an improvement plan, which gives the student a designated period of time in which to improve clinical performance to an acceptable level. If the student does not meet the improvement plan's goals, dismissal may result.

Clinical grades range from **"0 – 1 – 2 – 3".** See criteria below for assignment of the clinical grade. Students may not miss any specialty clinical rotation including Psychiatric Nursing, Pediatrics, Geriatrics, Externships, or Maternity Nursing as there is no opportunity to make-up hours. Failure to complete assignments for clinical rotations will result in a deduction of "2 levels" of the clinical grade. For example, if a 2 was given, the grade would decrease to a 0.

Clinical Grade Samples

3 - Excellent/Exceeds
2 - Good/Satisfactory
1 - Needs Improvement
0 - Unsatisfactory

Clinical/Performance Evaluation Criteria

A Client Care

3 Completes client care correctly using holistic approach without any prompting.

2 Completes client care correctly using holistic approach with 1-2 prompts.

1 Incomplete client care, not done, not reported, lacks holistic approach, or more than 2 prompts.

B. Documentation

3 Computer and written documentation thorough and completed without any prompting prior to lunch.

2 Computer and written documentation completed with 1-2 prompts prior to lunch.

1 Computer and written documentation incomplete, not done, not submitted before lunch, or more than 2 prompts

C. Procedures and Safety

3 Demonstrates exceptional competency or safety in technique, theoretical preparation, or judgment in completing procedures without any prompting.

2 Demonstrates satisfactory competency or safety in technique, theoretical preparation, or judgment in completing procedures with 1-2 prompts.

1 Demonstrates substandard competency or safety in technique, theoretical preparation, or judgment in completing procedures, or more than 2 prompts.

D. Communication

3 Uses appropriate and professional communication with peers, faculty, patients, and staff without any prompting.

2 Uses appropriate and professional communication with peers, faculty, patients, and staff with 1-2 prompts.

1 Does not use appropriate and professional communication with peers, faculty, patients, and staff, or more than 2 prompts.

E. Organizational Skills and Efficiency

3 Utilizes organizational and time management skills to complete care and assignments, for arrival and departure, without any prompting.

2 Utilizes organizational and time management skills to complete care and assignments, for arrival and departure with 1-2 prompts.

1 Does not utilize organizational and time management skills to complete care and assignments, for arrival and departure, or more than 2 prompts.

F. Professional Behavior

3 Exhibits exemplary professional dress, demeanor, attitude, behavior, and speech at all times without any prompting.

2 Exhibits professional dress, demeanor, attitude, behavior, and speech at all times with 1 prompt.

1 Exhibits unprofessional dress, demeanor, attitude, behavior, and speech at times, more than 1 prompt.

V. PROGRAM POLICY

Dismissal

A. Verbal Warning – may be given at any time regarding unsatisfactory classroom and/or clinical performance, appearance, attitude, or conduct. A verbal warning will be documented in the student's file. After one verbal warning is given, a written warning is completed.

B. **Written Warning –** A letter of warning is delivered to the student by the Coordinator, indicating the violation. An improvement plan is written and a re-evaluation date is set, in which time satisfactory improvement must occur. If improvement is not demonstrated, student will be referred to the Director at which time the student may be dismissed from the program.

C. Out of School Suspension – A student may be placed on out of school suspension at the discretion of the faculty for academic or clinical deficiency or professional misconduct following a verbal and written warning. A suspended day(s) will be given and counted as an absence for each day.

D. **Immediate Dismissal –** Students are subject to immediate dismissal without prior warning for the following offenses including, but not limited to:

1. **A failing theory grade** (< 80%) upon completion of a subject.

2. **A failing clinical grade** (< 2) after completion of a clinical course rotation.

3. **Insubordination –** disobedience, malicious gossip, refusing to follow the direction of the instructor, profanity, belligerence in relationships with faculty, fellow students, hospital personnel or clients, violence in any form, verbal abuse, argumentative, or inappropriate displays of anger (slamming, throwing items, hitting objects, or yelling).

4. **Under the influence of unauthorized drugs** or failure to notify the faculty of the need to take medically prescribed mood/behavioral altering drugs including possession or under the influence of alcohol, narcotics, marijuana, tranquilizers, stimulants, or controlled substances on school or agency property. **Refusal to undergo drug testing for requested alcohol or using an adulterant during drug testing shall constitute immediate dismissal.** Students taking prescribed drugs which impair judgement or reaction time shall not present themselves for client care.

5. **Dishonesty** cheating, falsifying written or verbal information, lying to an instructor, team leader, or charge nurse, Xeroxing a chart or graded assignments, theft, plagiarism, inappropriate use of smart phone/watch, or falsifying any application or information.

6. **Personal violence and unauthorized possession of weapons –** including an angry outburst, slamming doors, pocket knives, blunt objects, or guns.

7. **Engaging in unsafe practices –** including physical, biological, or emotional factors, such as failure to recognize errors is aseptic technique, failure to seek help when needed, performing actions without supervision, inappropriate use of equipment, lack of proper protection of the client, making the client fearful, giving incorrect information, or unstable emotional behavior.

8. **Breach of confidentiality** or other unethical conduct – breaking confidentiality regulations as determined in each clinical area or improper exploitation of a client. This includes lunches, breaks, or in smoking areas, and divulging information to another.

9. **Nonpayment of tuition and fees** as previously discussed.

10. **Unprofessional behavior and dress –** breach of dress code, discourtesy to peers, faculty, or staff, use of profanity, silly or immature behavior.

11. **Failing to abide by the policies** set by each affiliating agency including Harrison County schools.

12. **Absences in excess of seven (7) days** as outlined by the attendance policy.

13. **Declarations of Incompetency** by authorities or through medical evidence.

14. **Failure to disclose information** which may prevent the student from taking the State Board Examination such as arrests, convictions, or addiction.

*Students shall not remain after dismissal or return to the clinical facility.

Withdrawal

A student may voluntarily withdraw from the program at any time and should:

1. Arrange a conference with the Coordinator of the Program.
2. Submit a written resignation stating the reason(s) for leaving school.
3. Return library books and any other school property at the time of withdrawal.
4. Complete business arrangements including tuition payment. (See refund policy).
5. Receive a Certificate of Completion for Nursing Assistant subject to State Board of Health requirements.
6. Receive an EKG Technician or Phlebotomist Certificate if curriculum and practice has been completed.

Readmission

An individual who leaves the program and wishes to return must request readmission in writing to the coordinator. Students must have adhered to all school policies including absenteeism and paid fees prior to exit. Students exited due to misconduct are not eligible for readmission.

1. An application form must be completed and an in-person interview with faculty and director must be completed. Have a proficient TEAS score within the two years prior to start of class.
2. Students must pass a physical examination, laboratory studies, vaccinations, and blood titers. Adult/infant CPR and first aid must be current through the projected date of graduation.
3. For any class (less than 80%) or clinical failure (less than 2), the student may reenter the program at the decision of the faculty and director, provided that the following admission requirements are met:
    a. Any class with an incomplete or score of “C” or less must be taken again.

b. All students must pass fundamental and advanced skills' challenge tests in the laboratory in order to be exempt from skills practice, clinical simulation, or clinical rotations for any previously completed clinical course. Skills checklists will be used to evaluate performance.

c. If more than 24 months has passed since the student has exited, challenge exams are required for previous theory courses to provide evidence of knowledge retention. If the student does not pass the challenge test with an 80%, the course must be repeated.

d. For any course previously completed with a grade of 84 or less, the course be repeated. If there is evidence of lack of knowledge, the faculty may determine that the student needs to repeat specific units in a course or an entire course.

e. A designated entrance date will be provided to the student based upon the previous exit date and absences, which must be made up.

f. In the event that program changes have been made since the previous admission including updated or additional courses, the student must complete the course requirements.

g. A designated entrance date will be provided to the student based upon the previous exit date and absences, which must be made up.

h. Admission to the program is contingent upon the student/instructor ratio.

4. Tuition fees will be prorated until the student begins full time attendance. All other fees apply as indicated on the expense sheet. Attendance includes instruction, review of skills, or any condition in the classroom.

5. Students dismissed or who withdraw a second time will not be eligible for readmission.

Transfer or Advanced Standing

A transfer or advance standing student is a qualified applicant who previously attended a school of practical nursing or professional nursing school. Transfers from other programs within United Technical Center are not eligible for admission. Any student exited from a program due to misconduct is not eligible for admission. The individual may transfer if the following criteria are met:

A. An application form for admission must be completed.

B. Has been enrolled in a nursing class with the past year (12 months).

C. Submits an official transcript(s) of previous didactic and clinical courses from the nursing program attended.

D. Submits three letters of reference including two faculty members and one director or dean of the previous nursing program.

E. Submits an official copy of the TEAS test results not older than two years with a minimum of a proficient composite score.

F. Submits an official high school transcript with evidence of graduation or general equivalency diploma (GED).

G. Satisfactory clinical performance as indicated in reference letters.

H. Students must pass a physical examination, laboratory studies, vaccinations, and blood titers. Adult/infant CPR and first aid must be current through the projected date of graduation.

I. Transfer of the student into the program is contingent on the appropriate faculty to student ratio as specified in the West Virginia State Board of Examiners Laws and Rules and contractual agreements.

J. Individual must demonstrate knowledge of practical nursing skills and theory by passing the following.

1. Direct transfer of credit, based upon official transcript of grades for Medical Terminology and Computers if the grade is an 85% or better.

3 Successful passage (85%) of a challenge examination in Fundamentals of Nursing I and II, Anatomy and Physiology, or Nutrition, provided the transcript of grades shows evidence of completion of courses with an 85% or better. Any class with an incomplete or score less than 85% must be taken again.

K. Must complete all standardized tests (ATI) meeting the required benchmarks. If the benchmark is not met, remediation and retesting is required.

L. Must have a minimum of six months in the program at United Technical Center and begin at a designated time according to needed course work.

M. Tuition fees will be prorated until the student begins full time attendance. All other fees apply as indicated on the expense sheet. Attendance includes instruction, review of skills, or any condition in the classroom.

N. The student must abide by all policies contained within the Student Handbook including attendance and grading policies.

O. Applicants must meet all admission criteria required of any applicant to the program and are subject to the approval of the West Virginia Board of Examiners for Licensed Practical Nursing.

P. In the event of changes in curricula, the student must complete all course work.

Q. Students dismissed or withdrawn a second time will not be eligible for readmission.

Drug Testing as Criteria for Admission

The applicant understands and agrees that he/she shall submit to drug/alcohol screening as a part of the admission criteria for the United Technical Center School of Practical Nursing. The student will submit to the type of drug testing being performed (urine, blood, or saliva analysis) at the time the drug screening is requested. Appropriate chain of custody procedures shall be followed. The results of the drug screening must be reported directly to United Technical Center School of Practical Nursing by the laboratory performing the test. Receipt of positive results of a drug/alcohol screen for any substance for which the student has NO legal, valid prescription or for a non-prescription substance not declared prior to the screen shall be grounds for denial of admission to the practical nursing program.

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

Any student on Methadone or Suboxone maintenance shall agree to random drug/alcohol screening at their expense which may be on a more frequent basis than other individuals enrolled in the program. Any drug screening of these individuals, whether at the time of admission or after enrollment in the nursing program, shall specifically test for Methadone or Suboxone and differentiate any positive results for Opiates and other substances. Further, these individuals must cause their treating physician to submit a written statement to the Program Coordinator on a monthly basis verifying their compliance with treatment and ability to function safely as a practical nursing student. Any individual on Methadone or Suboxone maintenance will cause results of any drug screening conducted by the individual's treating physician to be copied to the Coordinator of the LPN program. Any evidendence of non-compliance with treatment and/or any drug screening which is positive for any substance other than Methadone or Suboxone for which

the individual has no valid prescription and has not declared prior to the drug screen shall be grounds for immediate dismissal from the nursing program.

Drug Testing of Students Following Admission

The student understands and agrees that he/she may be requested to submit to drug/alcohol screening during the course of the academic year. Screening may be requested at any time by the nursing faculty of the practical nursing program, and shall be performed in accordance with proper chain of custody procedures. The student will participate in the type of drug screening procedure that is requested and the student shall provide the sample under observation. Appropriate chain of custody procedures will be followed. Drug/alcohol screening shall be performed at the expense of the United Technical School of Practical Nursing.

Upon request of the nursing faculty or administration of the practical nursing program, if reasonable cause exists, the student shall agree to submit to testing to determine whether alcohol, controlled substances or substances which are mood altering in any way are present in his/her blood and/or urine. Testing shall be performed as soon as possible. The sample will be collected under observation. Appropriate chain of custody procedures shall be followed. Drug/alcohol screening pursuant to probable cause shall be at the expense of the student. Failure to submit to such a reasonable request shall be prima facie evidence of the presence of the aforementioned substances, and shall be grounds for immediate dismissal from the practical nursing program

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

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

RECEIPT OF RESULTS INDICATING THE PRESENCE OF ANY AMOUNT OF ANY SUBSTANCE FOR WHICH THE STUDENT HAS NO LEGAL, VALID PRESCRIPTION OR FOR A NON-PRESCRIPTION SUBSTANCE NOT DECLARED PRIOR TO THE DRUG/ALCOHOL SCREENING SHALL BE GROUNDS FOR IMMEDIATE DISMISSAL FROM THE PRACTICAL NURSING PROGRAM.

ACADEMIC INTEGRITY

Plagiarism is defined as submitting work as one's own, but created by another. This includes copying and pasting information from an Internet site or including words, images, ideas verbatim from a book, journal, or other publication without proper citation. When citing work, utilize quotations and reference according to the American Psychological Association style guidelines.

There is a zero tolerance for plagiarism, and dismissal will result if there is any evidence of it. If a student has questions regarding citations, please consult the instructor or visit the APA website.

Cheating in any form is dishonorable and will not be tolerated. Cheating is grounds for immediate dismissal from the Program. Cheating includes a broad range of deceptions such as securing or giving assistance during testing, improper use of books or notes, smart phones/technology, copying another's work, lying verbally or in writing, giving information about a test prior to a test, and falsification of class or clinical records.

SCHOOL COLORS: AQUA AND WHITE

PRACTICAL NURSE'S PLEDGE

Before God and those assembled here, I solemnly pledge:

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

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

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

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

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

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

APPENDIX A

UNITED TECHNICAL CENTER SCHOOL OF PRACTICAL NURSING

DESCRIPTION OF COURSES

FIRST QUARTER:

COMPUTERS IN NURSING: 15 hours

The purpose of this course is to introduce basic computer skills and the use of technology as a student. Microsoft Word, Power Point, Excel, and the Internet are discussed.

MEDICAL TERMINOLOGY: 70 hours (Program Prerequisite)

The student will learn suffixes, prefixes, and root words as related to other courses offered in the program. A variety of learning tools are incorporated including ADAM, videos, puzzles, worksheets, quizzes, and clinical application.

MATH FOR MEDS: 10 hours

Math for Meds is offered as a stand-alone course in the evening at UTC with the specific purpose of providing remediation in math for those persons who express a deficiency or whose test scores identify a specific weakness. There is an emphasis on practice, repeat, and review prior to quizzes or the final exam.

Math for Meds is also taught in the regular school year in a self-administered format. This class is indicated for those students with a strong math background and above average entrance test scores. The instructor will proctor quizzes and the final exam and answers questions as they arise.

The overall purpose of this course is to enable the student to perform a variety of arithmetic operations and computation of problems in relationship to medication administration.

FUNDAMENTALS OF NURSING I: 49 theory hours and correlating clinical hours

This course is designed to enable the student to perform the most basic fundamental nursing skills expected of the practical nurse. Relevant theoretical knowledge of basic fundamental nursing care concepts are presented and demonstrated to assist the student in the application of the nursing care in the clinical area. Return demonstrations and practice labs are scheduled.

FUNDAMENTALS OF NURSING II: 45 theory hours and correlating clinical hours
First and second quarter

This course is designed to enable the student to perform advanced nursing skills expected of the practical nurse. Relevant theoretical knowledge of advanced nursing care concepts and procedures are presented and demonstrated to assist the student in the application of the nursing care and nursing process in the clinical area. Return demonstrations and practice labs are scheduled. Medical abbreviations and symbols are also taught as part of documentation.

SOCIAL SCIENCE I: 14 theory hours

The purpose of social science is to enable the traditional learner to progress from lay person to practical nursing student successfully. The student is introduced to basic understanding of the client and nursing care.

ANATOMY AND PHYSIOLOGY: **60 Theory hours**

This course is designed to provide the student with the basic knowledge of the structure and function of the body beginning with cells and progressing to tissues, organs, and systems. The interrelationship among body systems, proper terminology, and age related changes are also discussed.

GERIATRICS : 35 theory hours and correlating clinical hours

This course is designed to help the student develop a basic understanding of the needs of the geriatric person. Physiological changes and psychosocial tasks of the elderly are discussed. It is designed to acquaint the student with current principles and practices of nursing care for older adults in various settings. The role and scope of practice for practical nurses in the nursing home are included. Clinical experience is provided in nursing homes.

SECOND QUARTER:

MEDICAL - SURGICAL NURSING: 140 theory hours and correlating clinical hours (across 2nd, 3rd, and 4th quarter)

This course is designed to familiarize the student with common medical-surgical diseases and disorders. Surgical asepsis, microbiology, immunology, pre, peri, and postoperative care are initially discussed. For each body system, incidence, etiology, signs and symptoms, diagnostic procedures, treatments (including medications, surgery, and nutrition), and nursing care and advanced skills are taught incorporating nursing process and caring in a holistic framework. Concepts related to health promotion, disease prevention, risk reduction, and rehabilitation are taught. Nursing care plans are formulated and clinical conferences correspond to classroom instruction.

OBSTETRICAL NURSING: 30 theory hours and corelating clinical hours

This course is designed to introduce the student to the process of pregnancy, labor and delivery, purpureum, and the care of the normal newborn. There is an emphasis on identifying and meeting the needs of the family. A clinical case study is written by the student.

PHARMACOLOGY: 48 theory hours and correlating clinical hours

The purpose of this course is to learn drug preparation and administration using a variety of routes. Students are introduced to drug classifications, uses, and nursing interventions which are later expanded upon in MSN. Regulations, standards, and legal implications are also included. Math for Meds is a self-instructional format including competency of basic math concepts, conversions between three systems of weights and measurements, and practical application of dosage calculations. Medications are administered under supervision in the clinical area and includes patient monitoring.

THIRD QUARTER:

MEDICAL - SURGICAL NURSING: Continued

PSYCHIATRIC NURSING: 46 Theory hours and correlating Clinical hours
Second and third quarter

The purpose of this course is to assist the student with development of the practical nurse's role and responsibilities in promoting mental health and caring for client's with mental illness. Common mental illnesses including etiology, incidence, diagnostic tests, signs and symptoms, treatment, and nursing care are taught incorporating the nursing process, caring, and holistic approach. The development of the nurse-client relationship and effective communication techniques are stressed. Clinical experience includes outpatient and inpatient settings.

SOCIAL SCIENCE II: 47 theory hours

The purpose of this course is to acquaint the student with health promotion and the development of an interpersonal relationship with clients. Communication skills, role of the practical nurse, educational preparation of nurses are discussed. A historical review of nursing, health care policy, politics, and current health care issues are also described

PEDIATRICS: 28 theory hours and correlating clinical hours

This course is designed to introduce the student to normal growth and development of children from birth through adolescence. The nurse's role and responsibilities in health promotion, disease prevention, treatment, and nursing care during common childhood diseases are discussed. Clinical rotations provide acute care and well child care.
Second and third quarter

NUTRITION: 40 theory hours

This course is designed to introduce the student to the fundamental concepts of nutrition and how these concepts relate to the promotion and maintenance of optimal health. Diet therapy and clinical nutrition is introduced.

FOURTH QUARTER:

MEDICAL - SURGICAL NURSING: Continued

LEADERSHIP IN PRACTICAL NURSING: 25 theory hours and correlating Clinical hours

The purpose of this course is to prepare the student for a job and career in nursing. Application, resume, and interview techniques are taught as well as career opportunities and practical nursing roles and responsibilities. Furthermore, information about licensure and State Board examination, legal and ethical responsibilities, and leadership skills are also included.

2026 – 2027 ACADEMIC CALENDAR

May 21th, 2026 or June 4th 2026	Mandatory Orientation
July 1st, 2026	First day of class 8:00
July 3th, 2026	No School - Independence Day
September 7th, 2026	No School - Labor Day
November 11th, 2026	No School - Veterans Day
November 23rd – 27th, 2026	No School – Thanksgiving Break
December 21st , 2026 – January 4th, 2027	Winter Break TBD
January 18th, 2026	No School – Martin Luther King, Jr. Day
March 29 – April 5th , 2027	Spring Break – TBD
May 31st, 2027	No School – Memorial Day
June 16th, 2027	Tentative last day of class
June 16th or 17th, 2027	Tentative Graduation dates

* Calendar is subject to change

PRACTICAL NURSING STUDENT COST
2026-2027 SY
1350 Hours

Tuition	$ 2,250.00
Curriculum, etc.	$ 435.00
OTHER FEES	$ 1. 420.00
Total Payment #1	**$ 4, 105.00**

Tuition	$ 2,250.00
Total Payment #2	**$ 2,250.00**

Testing (State board/EOY Required/Background Check/books)
Student Pay Out of Pocket ESTIMATED COST $ 1,645.00

TOTAL COSTS FOR 2026-2027 SY

Tuition	**$ 4,500.00**
Curriculum, etc.	**$ 435.00**
Testing (State board/EOY Required/Background Check/books)	
Student Pay Out of Pocket ESTIMATED COST	**$ 1,645.00**
OTHER FEES	**$ 1,420.00**
Total Costs	**$ 8,000.00**

* Additional Cost incurred by students: Physical, Vaccines, Footwear and Lab Coat (optional)

* Estimated cost are based on current supply pricing

UNITED TECHNICAL CENTER SCHOOL OF PRACTICAL NURSING

STUDENT AGREEMENT

The following agreement is made between the United Technical Center School of Practical Nursing and enrolled students of said school. I have read the student handbook, have had an explanation of all items, understand and agree to abide by the policies therein as well as:

1. Participate actively and professionally in assigned clinical rotations.

2. Maintain an 80% in each course.

3. Participate in student activities, if the majority of the class votes to do so, including dues.

4. Adhere to the attendance policy, and schedule appointments after class.

5. Assume the responsibility, if absent, to contact the instructor and make up any tests or assignments missed as well as submit already scheduled assignments.

6. Assume responsibility for my transportation to and from assigned areas free of special considerations such as work hours or school days off in order to meet this responsibility.

7. Notify the school office or clinical instructor if I am ill or unable to attend class, for any reason. I will notify these persons each day in the event of an extended illness or absence.

8. Maintain my health to protect myself and others of the health team.

9. Exhibit appropriate conduct (clothing, respect, etc.) for fellow classmates and faculty.

10. Avoid defacement or damage to school or personal property.

11. Avoid these specific factors that constitute immediate dismissal from the Program.

12. Submit a letter of resignation and complete an exit interview if necessary to withdraw.

13. Submit to any random drug/alcohol screen when requested to do so by the faculty.

14. Adhere to all policies set forth in this Handbook.

Please sign below, include the date, and submit this page to the faculty.

_____ _____

STUDENT SIGNATURE **DATE**

UNITED TECHNICAL CENTER SCHOOL OF PRACTICAL NURSING

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9. Exhibit appropriate conduct (clothing, respect, etc.) for fellow classmates and faculty.

10. Avoid defacement or damage to school or personal property.

11. Avoid these specific factors that constitute immediate dismissal from the Program.

12. Submit a letter of resignation and complete an exit interview if necessary to withdraw.

13. Submit to any random drug/alcohol screen when requested to do so by the faculty.

14. Adhere to all policies set forth in this Handbook.

Please sign below, include the date, and submit this page to the faculty.

STUDENT SIGNATURE **DATE**