

MTC PRACTICAL NURSING PROGRAM
2022-2023 STUDENT HANDBOOK

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MASSANUTTEN TECHNICAL CENTER STATEMENT OF PHILOSOPHY

The overall mission of the Massanutten Technical Center is to provide both youth and adults, in the most effective and efficient manner possible, the highest caliber of vocational/technical education and training.

To that end, Center personnel subscribe to the philosophy that vocational/technical education is an "integral part and a significant component" of the total educational process. All programs are open to any person without regard to race, sex, or creed.

Within that framework, the Center strives to provide opportunities for students to develop their maximum potential as contributing members of a free, democratic society. The aim of the Center is to complement all community resources in order to develop useful, competent, well-adjusted citizens who are capable of accepting civic responsibility, practicing good human relations, achieving economic independence, and improving the quality of community life.

To accomplish these aims, the Center provides a variety of vocational/technical education programs which will prepare individuals for a career and enable such individuals to adapt to a constantly changing world of work. While challenging these individuals to use their skills and creative abilities to their fullest potential, the Center strives to help them develop a positive self-concept, intellectual curiosity, self-discipline, critical thinking skills, an understanding of the importance of job safety, sound employer-employee relations, and a positive work ethic.

As learning never ends, the Center strives to have a comprehensive program of continuing education and training for adults who need or desire career preparation, retraining or upgrading, as well as those for whom a lack of basic skills constitutes an impediment to employment or advancement. Such programs not only contribute to economic development but serve to combat the problems associated with the nation's high rate of illiteracy and unemployment.

Students who successfully complete the Center's secondary education requirements are both encouraged and prepared to continue their education based on their interests, goals, and abilities, in a setting appropriate to their career direction.

As the quality of learning experienced by the student is only as good as that of the instructional program and the personnel through which such learning is accomplished, the Center provides a comprehensive and individually adaptable curriculum, quality instruction and continuous program evaluation. The quality of instruction is determined by the learning which occurs and can be assessed by measuring changes in the behaviors of each individual student and by completion of "course specific" competencies. The aim of the Center is to maximize positive behavioral change and the mastering of competencies in each student, through the use of appropriately validated instructional practices and exemplary role modeling.

The success of the Center's program is dependent upon the existence of a positive, cooperative, and mutually reinforcing relationship between school and community, parents and teachers, faculty and administration, and employers and employees, and programs offered by diverse components of the "feeder" schools. The Center is obligated and committed to the promotion, formation, and maintenance of such relationships between and among all individuals and groups involved.

In the context of the foregoing Statement of philosophy, it is the Center's goal and responsibility to stimulate the desire for knowledge, provide instruction sensitive to individual differences, organize varied learning activities, and maintain an environment suitable to learning.

MASSANUTTEN TECHNICAL CENTER STATEMENT OF OBJECTIVES

Consistent with the goals of vocational education in Virginia, the philosophy and objectives of the supporting school divisions, and the training needs of area employers and employees, Massanutten Technical Center subscribes to the following objectives to successfully accomplish its mission and purposes as set forth in the preceding statement of philosophy:

1. To provide a sequential and comprehensive training program comprising basic manipulative skills, technical knowledge, and other related instruction.
2. To expand the occupational and educational potential through specialized technical training.
3. To provide suitable training and equal educational opportunity without regard to race, sex, age, national origin, or any type of disadvantaging or handicapping condition.
4. To provide an opportunity to obtain knowledge and to develop both salable and functional skills that will enhance their opportunities for initial and continuing employment.
5. To prepare employment that is both needed and useful.
6. To promote cooperative interaction between school and community.
7. To be constantly aware of and responsive to, through the various Trade Advisory committees, the needs of both present and prospective business and industrial employers.
8. To provide an opportunity to experience success.
9. To provide incentives to achieve which will merit recognition by the school, the employer, and the community.
10. To provide a school atmosphere designed to foster the development of self-discipline, positive attitudes, positive self-image, sound moral and ethical behavior, and an awareness of their role in a democratic society.
11. To develop and promote a better understanding of the free-enterprise system, the world of work, and the need for sound employer/employee relations.
12. To develop a pride in workmanship reflected in job performance and appreciation.
13. To provide counseling in all phases of school life.
14. To provide information on available occupational opportunities and to assist students in developing their career goals.
15. To continuously monitor the progress of students currently enrolled and to periodically monitor the progress and performance of all graduates.
16. To encourage students to seek continuing training and/or education to keep current in their chosen profession.
17. To provide opportunities for students to learn leadership, integrity, and responsibility through participation in a variety of vocational student organizations.
18. To establish the importance of mastering clearly defined standards of quality as well as course specific competencies.
19. To provide for individual differences through the use of variety of teaching methods, styles, materials, learning situations, and curriculum design.
20. To select content and methods of instruction carefully to enable students to think critically, to express themselves and to read with greater understanding.
21. To continuously upgrade the quality and effectiveness of training programs in all trade, technical and industrial areas.
22. To provide physical facilities designed and equipped to create the best and safest possible learning environment.
23. To provide and promote opportunities for all staff to improve and refine their professional skills.



The Massanutten Technical Center Practical Nursing Program is located in the Massanutten Technical Center on Pleasant Valley Road in Harrisonburg. The Center is sponsored jointly by the School Boards of Harrisonburg and Rockingham County. The program is approved by the Virginia State Board of Nursing (non-accredited) and the Virginia State Department of Education. The program is eighteen months in length, providing direct care clinical experiences at a variety of health care facilities and area agencies.

PRACTICAL NURSING PROGRAM MISSION, PHILOSOPHY AND DEFINITIONS RELATED TO NURSING PRACTICE

MISSION

It is the mission of the MTC PN program to offer a program of study which provides students with nursing theory clinical competency, professionalism, and essential nursing behaviors in order to prepare the student for successful entry level positions as LPNs in a variety of healthcare settings.

PHILOSOPHY

The practical nursing faculty agrees with the philosophy of MTC and in addition, believes in “the protection, promotion, and optimization of health and abilities, prevention of illness and injury, alleviation of suffering through the diagnosis and treatment of human response and advocacy in the care of the individual, family, communities, and populations” (ANA, “What is Nursing,” 2013).

****Addendum: Faculty will provide input into the program philosophy and mission during monthly scheduled faculty meetings.***

LEARNING:

Is a dynamic, life-long process. Change in behavior involving cognitive, affective, and psychomotor skills is evidence that learning has occurred. Since students differ in their learning needs, a multifaceted, multi-sensory approach is helpful to the learning process.

THE FACULTY:

Assumes the responsibility for assisting the students in developing their potential by providing planned participation in meaningful learning experiences. In recognition of the changing needs of society, the faculty recognizes the need for an ongoing evaluation plan that will result in a flexible program to meet the needs of the student as well as community needs.

PROFESSIONAL BEHAVIOR:

Within the scope of nursing practice for a practical/vocational nurse, are characterized by adherence to standards of care, accountability for one’s own actions and behaviors, and use of legal and ethical principles in nursing practice. Professionalism includes a commitment to nursing and a concern for others demonstrated by an attitude of caring. Professionalism also involves participation in life-long self-development activities to enhance and maintain current knowledge and skills for continuing competency in the practice of nursing for the LP/VN, as well as individual, group, community, and societal endeavors to improve health care.

COMMUNICATION:

Is defined as the process by which information is exchanged between individuals verbally, non-verbally and/or in writing or through information technology. Communication abilities are integral and essential to the nursing process. Those who are included in the nursing process are the licensed practical/vocational nurse and other members of the nursing and healthcare team, client, and significant support person(s). Effective communication demonstrates caring, compassion, and cultural awareness, and is directed toward promoting positive outcomes and establishing a trusting relationship.

ASSESSMENT:

Assessment is the collection and processing of relevant data for the purposes of appraising the client’s health status. Assessment provides a holistic view of the client, which includes physical, developmental, emotional, psychosocial, cultural, spiritual, and functional status. Assessment involves the collection of information from multiple sources to provide the foundation for nursing care. Initial assessment provides the baseline for future comparisons in order to individualize client care. Ongoing assessment is required to meet the client’s changing needs.

PLANNING:

Planning encompasses the collection of health status information, the use of multiple methods to access information, and the analysis and integration of knowledge and information to formulate nursing care plans and care actions. The nursing care plan provides direction for individualized care, and assures the delivery of accurate, dosage care through a definitive pathway that promotes the clients and support persons' progress toward positive outcomes.

CARING INTERVENTIONS:

Are those nursing behaviors and actions that assist clients and significant others in meeting their needs and the identified outcomes of the plan of care. These interventions are based on knowledge of the natural sciences, behavioral sciences, and past nursing experiences. Caring is the "being with" and "doing for" that assists clients to achieve the desired outcomes. Caring behaviors are nurturing, protective, compassionate, and person-centered. Caring creates an environment of hope and trust where client choices related to cultural, religious, and spiritual values, beliefs, and lifestyles are respected.

MANAGING:

Managing care is the effective use of human, physical, financial, and technological resources to achieve the client identified outcomes while supporting organizational outcomes. The LP/VN manages care through the processes of planning, organizing, and directing.

PRACTICAL NURSING PROGRAM OBJECTIVES

Upon completion of the program the graduate will successfully pass NCLEX-PN within 90 days of graduation. The graduate will further be able to demonstrate the following competencies at an entry level:

PROFESSIONAL BEHAVIORS

OBJECTIVE: Demonstrate professional behaviors of accountability and professionalism according to the legal and ethical standards for a competent licensed practical/vocational nurse.

Upon completion of the MTC nursing program, the graduate will display the following program outcome:

1. Comply with the ethical, legal, and regulatory frameworks of nursing and the scope of practice as outlined in the LP/VN nurse practice act of the specific state in which licensed.
2. Utilize educational opportunities for lifelong learning and maintenance of competence.
3. Identify personal capabilities and consider career mobility options.
4. Identify own LP/VN strengths and limitations for the purpose of improving nursing performance.
5. Demonstrate accountability for nursing care provided by self and/or directed to others.
6. Function as an advocate for the health care consumer, maintaining confidentiality as required.
7. Identify the impact of economic, political, social, cultural, spiritual, and demographic forces on the role of the licensed practical/vocational nurse in the delivery of health care.
8. Serve as a positive role model within healthcare settings and the community.
9. Participate as a member of a practical/vocational nursing organization.

COMMUNICATIONS

OBJECTIVE: Effectively communicate with clients, significant support person(s), and members of the interdisciplinary health care team incorporating interpersonal and therapeutic communication skills.

Upon completion of the MTC nursing program, the graduate will display the following program outcome:

1. Utilize effective communication skills when interacting with clients, significant others, and members of the interdisciplinary health care team.
2. Communicate relevant, accurate and complete information.
3. Report to appropriate health care personnel and document assessments, interventions, and progress or impediments toward achieving client outcomes.
4. Maintain organizational and client confidentiality.
5. Utilize information technology to support and communicate the planning and provision of client care.
6. Utilize appropriate channels of communication.

ASSESSMENT

OBJECTIVE: Collect holistic assessment data from multiple sources, communicate the data to appropriate health care providers, and evaluate client responses to interventions.

Upon completion of the MTC nursing program, the graduate will display the following program outcome:

1. Assess data related to basic physical, developmental, spiritual, cultural, functional, and psychosocial needs of the client.
2. Collect data within established protocols and guidelines from various sources including client interviews, observations/measurements, health care team members, family, significant other(s), and review of health records.
3. Assess data related to the client's health status, identify impediments to client progress and evaluate response to interventions.
4. Document data collection, assessment, and communicate findings to appropriate member(s) of the healthcare team.

PLANNING

OBJECTIVE: Collaborate with the registered nurse or other members of the health care team to organize and incorporate assessment data to plan/revise client care and actions based on established nursing diagnosis, nursing protocols, and assessment and evaluation data.

Upon completion of the MTC nursing program, the graduate will display the following program outcome:

1. Utilize knowledge of normal values to identify deviation in health status to plan care.
2. Contribute to formulation of a nursing care plan for clients with non-complex conditions and in a stable state, in consultation with the registered nurse and as appropriate in collaboration with the client or support person(s) as well as members of the interdisciplinary health care team using established nursing diagnoses and nursing protocols.
3. Prioritize nursing care needs of clients.
4. Assist in the review and revision of nursing care plans with the registered nurse to meet the changing needs of clients.
5. Modify client care as indicated by the evaluation of stated outcomes.
6. Provide information to client about aspects of the care plan within the LP/VN scope of practice.
7. Refer client as appropriate to other members of the health care team about care outside the scope of practice of the LP/VN.

CARING INTERVENTIONS

OBJECTIVE: Demonstrate a caring and empathic approach to the safe, therapeutic, and individualized care of each client.

Upon completion of the MTC nursing program, the graduate will display the following program outcome:

1. Provide and promote the client's dignity.
2. Identify and honor the emotional, cultural, religious, and spiritual influences on the client's health.
3. Demonstrate caring behaviors toward the client and significant support person(s).
4. Provide competent, safe, therapeutic, and individualized nursing care in a variety of settings.
5. Provide a safe physical and psychosocial environment for the client and significant other(s).
6. Implement the prescribed care regimen within the legal, ethical, and regulatory framework of practical/vocational nursing practice.
7. Assist the client and significant support person(s) to cope with and adapt to stressful events and changes in health status.
8. Assist the client and significant other(s) to achieve optimum comfort and functioning.
9. Instruct client regarding individualized health needs in keeping with the licensed practical/vocational nurse's knowledge, competence, and scope of practice.
10. Recognize client's right to access information and refer requests to appropriate person(s).
11. Act in an advocacy role to protect client rights.

MANAGING

OBJECTIVE: Implement client care, at the direction of a registered nurse, licensed physician, or dentist through performance of nursing interventions or directing aspects of care, as appropriate, to unlicensed assistive personnel (UAP).

Upon completion of the MTC nursing program, the graduate will display the following program outcome:

1. Assist in the coordination and implementation of an individualized plan of care for clients and significant support person(s).
2. Direct aspects of client care to qualified UAP's commensurate with abilities and level of preparation and consistent with the state's legal and regulatory framework for the scope of practice for the LP/VN.
3. Supervise and evaluate the activities of UAP's and other personnel as appropriate within the state's legal and regulatory framework for the LP/VN.
4. Maintain accountability for outcomes of care directed to qualify UAP's.
5. Organize nursing activities in a meaningful and cost-effective manner when providing nursing care for individuals or groups.
6. Assist the client and significant support person(s) to access available resources and services.
7. Demonstrate competence with current technologies.
8. Function within the defined scope of practice for the LP/VN in the health care delivery system at the direction of a registered nurse, licensed physician, or dentist.

As approved and adopted by NAPNES Board of Directors, May 6, 2007.

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ADMISSION CRITERIA

Applicants are admitted without discrimination, regarding age, religion, creed, ethnic origin, marital status, race, sex, or handicap, which does not interfere with attainment of program objectives.

1. Applicants must be entering the Senior year of High School, be a high school graduate, or have a GED certificate or equivalent. The applicant's high school must be accredited or recognized by the Board of Education in the state where they received their diploma, or a GED will be required.
2. Applicants must show good general health by having a current physical examination. Students are expected to have certain physical abilities to perform their duties (i.e.: lifting, turning, transporting, auditory and visual abilities, etc.) Applicants with questions or concerns regarding physical requirements should contact the Program Director
3. High school transcripts and standardized test scores must be submitted. High school students must have a minimum GPA of 3.0. A background in Biology, Algebra, and Chemistry is strongly recommended. Experience in a health-related field is beneficial.
4. All applicants are required to attend an information session and complete the TEAS entrance test.
5. Interviews may be requested.
6. A background check will be conducted on students admitted to the program (paid by applicant, included in admission fees). If an applicant has been convicted of a crime, please speak to the program director, Stephanie Carpenter, prior to registering for an information session and TEAS test.

PROCEDURE FOR APPLICATION AND ADMISSION

1. The TEAS entrance test evaluating aptitudes in Science, English, Math and Reading must be taken. TEAS entrance test is provided by ATI Testing. Pre-registration, testing fee, and photo ID will be required to test through ATI Testing. Applicants will be sent an application and (3) reference sheets to be completed prior to attending the information session. References should be past employers, teachers, guidance counselors, co-workers, etc., but non-family/friends. It is the applicant's responsibility to ensure that MTC has received all materials by the deadline for the admission year.
2. Return your completed Practical Nursing Program application to: Practical Nursing Admissions ATTN: Missy Cline, Massanutten Technical Center, 325 Pleasant Valley Road, Harrisonburg, VA 22801.
3. Contact your High School to request a transcript of your grades, including standardized test scores. High School students must also include current grades. Those who have pursued further education should contact the institutions attended to submit transcripts. All transcripts should be sent to the above address. Any fees charged for processing transcripts are the responsibility of the applicant.
4. Information regarding the application process, curriculum, and admission requirements is presented prior to administration of the TEAS test. **All steps of the application process must be completed to be considered for admission. The Practical Nursing Admissions Committee reviews records in June for the upcoming academic year. All applicants are notified of admission by mail. Please do not contact the school, as MTC will not release personal information over the phone.**
5. Once accepted, a reservation form and deposit are required by the deadline to reserve a space in the program. Failure to submit deposit by due date will result in forfeiture of the available space and it will be offered to an applicant on the waiting list (as appropriate). Spaces are granted in order of deposits received.
6. Full payment or tuition plan of tuition and fees is expected upon registration. If the student chooses to enter into a payment plan, payment dates and amounts will be listed on the signed contract. Student is responsible for making complete payment by due date listed on contract in order to remain a current student.
7. Special education students or students with disabilities can be admitted into the program when special accommodations are made. Contact the Program Director, Stephanie Carpenter, if you need to make arrangements for testing or admittance.

TRANSFER POLICY

No classes will be accepted as transfer credit for the program.

STANDARDS OF RETENTION

Students will be retained in the Practical Nursing Program only when the following standards are met:

1. Student is meeting standards of integrity, honesty, and professionalism.
2. Student is maintaining a satisfactory level of achievement in Practical Nursing courses.
3. Student is maintaining a standard of health as required by facilities and the Practical Nursing Program. If a student is not able to carry out class and/or clinical duties due to health reasons, please see program director/instructors to discuss options available (see additional attendance policies on page 18).
4. MTC PN Program has a zero-tolerance drug use policy. Any use of illicit drugs, chemicals, marijuana, or alcohol which affects the student's nursing performance will mean suspension from the program. Students' status in the program will be evaluated by faculty once proof of rehabilitation is presented. **See Impaired Student Nurse Policy.**
5. If at any time a student is jeopardizing the client's physical and emotional safety, they will be immediately removed from the clinical setting, conference will be required, and disciplinary action discussed.
6. Student is maintaining desirable standards of nursing performance.
7. Students will be retained in the program only if they attain an **80% final average** in each course. **(Exception: Dosage Calculations must be 86%).**
8. High School students in Practical Nursing I may receive credit toward High School graduation if they achieve at least a 70% cumulative average but can only be promoted to the second year if an average of 80% is attained in each course. (Exception: Dosage Calculations average must be 86%).
9. PN I adult students must achieve an average of 80% in each course, except for Dosage Calculations the average **must be 86%.**
10. Students need to pass each course to move on to the next course – each grade for a course is weighted and averaged for a unit grade.



MTC GRADING SCALE

A	90 - 100	D	60 - 69
B	80 - 89	F	Below 60
C	70 - 79	I	Incomplete

MTC PRACTICAL NURSING PROGRAM METHOD OF EVALUATION BY COURSE

Professionalism	15%	<u>Dosage Calculation PNII</u>	
Written Work	15%	Written Work	25%
Assessments	50%	Assessments	50%
<u>Final Exam</u>	<u>20%</u>	<u>Final Exam</u>	<u>25%</u>
Total	100%	Total	100%

STANDARDS OF PROMOTION

Promotion from Practical Nursing I to Practical Nursing II will be recommended only when the student has maintained an 80% average in each course, with the exception of Dosage Calculations in which an 86% must be attained. In addition, the right is reserved to request the withdrawal of any student who fails to meet other standards of retention (e.g.: satisfactory clinical experience, attendance).

During Practical Nursing I and II the student must maintain a current BLS Healthcare Provider with AED Certification and a current yearly PPD/Risk Assessment (see "Health Requirements" on page 20 for more detail).

During Practical Nursing II, the student must maintain an average of 80% for each course. If an 80% is not attained in a course, the student cannot continue in the program. In addition, the student must attain an 86% on the Dose Calculations/ Medication Administration Review module in order to remain in the Practical Nursing II Program.

STANDARDS OF GRADUATION

Approval for graduation will be based on the following:

1. Student has maintained a satisfactory level of achievement in theory and clinical performance of no less than 80% in each course (Dosage Calculations – 86%).
2. Student has been consistent in attendance in accordance with program policies.
3. Student has paid all tuition and fees in full.
4. Student has demonstrated personal and professional growth.
5. Student has maintained desirable standards of conduct.
6. Student has demonstrated appropriate interpersonal relationships with clients, peers, faculty, and other members of the health care team.
7. Student is maintaining satisfactory progress during preceptorship and upon final evaluation by preceptor.
8. Student has demonstrated safe and competent care during clinical experiences.



PROCEDURE FOR WITHDRAWAL

Failure to fulfill the following obligations may adversely affect the student's opportunity to re-apply to the program and/or obtain references:

1. The student is required to meet with the Health Occupations director, prior to a withdrawal being granted. Meeting with the Director of MTC, Asst. Director and/or guidance director is strongly recommended.
2. All textbooks, library resources, etc. borrowed from the school must be returned.
3. All outstanding debts must be paid in full, including fees and fundraiser debts.
4. Return MTC parking permit and all MTC and facility badges.
5. **No refunds will be made.**
6. PN I students who withdraw or fail must re-apply to the PN I program the following year.
7. PN II students who withdraw must re-apply to the PN I program the following year.
8. PN II students must sign the dismissal paperwork to be eligible to take the written comprehensive test for reentry to PN II.
9. PN II students who take a leave of absence will be required to meet the following:

Students who have completed Practical Nursing I with a "B" average in each course will be allowed to take a leave of absence for one year if they have a life circumstance that prohibits them from entering Practical Nursing II the following year. The student must conference with Stephanie Carpenter, Health Occupations Director, stating the reason he/she will not be able to continue in PN II. A meeting will be held with the nursing faculty and a determination will be made as to whether this student will be allowed to take a leave of absence.

If a leave of absence is granted, the student must return the following school year. No more than 1 year of leave may occur for a student to return to the program.

During the month of May prior to the student returning, he/she must take a written final comprehensive test that will cover all material from the first year of nursing. The student (PN II) must pass this exam with an 80% grade. In addition, if a student fails a module during PN II resulting in dismissal from the program, the student will be eligible to return to PN II as space allows and upon successful completion of the written comprehensive test (80%). Furthermore, during the second year of the program, the student must maintain a "80%" average in every course and an "86%" in dosage calculation in order to remain in the practical nursing program.



Massanutten Technical Center Practical Nursing

Impaired Student Nurse Policy

Date Adopted: June 9, 2023

POLICY

The purpose of this policy is to offer assistance to those who are in need, while sending a clear message that all students enrolled in the Massanutten Technical Center (MTC) Practical Nursing Program are strictly prohibited from possessing or being under the influence of alcohol or any drugs while engaged in any activities representing the MTC Practical Nursing Program, including classroom, laboratory, or clinical endeavors.

STATEMENT OF PURPOSE AND INTENTION

1. Students enrolled in the Practical Nursing Program participate in classroom lectures, labs, and clinical rotations at various health care facilities including hospitals, long-term care facilities, clinics, schools, and community agencies.
2. Drug and alcohol use may adversely affect the educational process and the quality of care provided by students in the clinical setting. Drug and alcohol use may also pose serious safety and health risks to the student, patients, and others.
3. The MTC Practical Nursing Program requires all nursing students to be free from the influence of alcohol and illegal drugs during class, lab, and clinical activities.
4. This policy is enacted in accordance with a position statement on the subject of substance abuse in nursing education published by the American Association of Colleges of Nursing.

DEFINITIONS

1. "Alcohol" means beer, wine, and all forms of distilled liquor containing ethyl alcohol.
2. "Clinical activities" refers to those duties or activities required of the nursing program students whether on the campus of MTC or at an outside host facility, which would involve direct patient care or interaction with a patient or research subject for the purpose of nursing care, treatment, or testing, and/or as part of the clinical program.
3. "Clinical program" refers to the assignment of the nursing program students to health care facilities for the purpose of gaining practical experience and/or engaging in patient care to fulfill course and certificate requirements.
4. "Drug" means any substance that has known mind or function-altering effects on the human subject (i.e., psychoactive substances), including but not limited to, substances controlled by state or federal law.
5. "Drug paraphernalia" means all equipment, products, and materials of any kind which are used for injecting, ingesting, inhaling, or otherwise introducing a drug into the human body. This includes, but not limited to, all equipment, products, and materials prohibited or controlled by state and federal laws.
6. "Host facility" means any place other than the MTC campus where a student is involved in laboratory or clinical activities to fulfill course or certificate requirements, including but not limited to healthcare facilities, hospitals, physician offices, long-term care facilities, clinics, schools, and community agencies.
7. "Supervisor" is the person assigned to oversee a student while involved in the performance of clinical activities. This person may be an instructor in the nursing program or an employee of the facility at which the clinical program takes place.

DRUG AND ALCOHOL POSSESSION AND USE

1. Prohibitions: Except as provided in paragraph B below
2. No student engaged in clinical activities shall use, consume, transport, promote, or sell alcohol, drugs, or drug paraphernalia while on the site of a laboratory or clinical program or while engaging in laboratory or clinical activities.
3. No student may report to the premises of a clinical program, remain on duty, or engage in clinical activities while under the influence of or impaired by alcohol or drugs. **THIS IS A ZERO TOLERANCE POLICY!**
4. All students of MTC are prohibited from being under the influence of alcohol and drugs while taking part in on-campus activities and violations of this nature may be subject to sanctions under the MTC Practical Nursing Program rules and regulations.

EXCEPTIONS: The following circumstance may constitute exceptions to this policy:

1. Prescribed and over-the-counter drugs. The use or possession of prescribed or over the counter drugs and/or drug paraphernalia is not prohibited by this policy, if legally obtained, used for the purpose for which it was prescribed or manufactured, and if taken at the prescribed or authorized dosage; provided that use and/or drug paraphernalia does not interfere with the safe and efficient performance of the student's clinical activities.
2. Students who participate in clinical programs at outside facilities are subject to the rules and regulations of the host facility. This may include drug and/or alcohol testing. Testing for illegal drugs or alcohol may be required by the host

facility prior to beginning a clinical experience, on a random basis, following an accident, or upon observation of conduct which may be indicative of drug or alcohol use. The MTC Practical Nursing Program has no control over the manner in which testing is carried out by a host facility. If a test indicates the presence of drugs, illegal drugs, or alcohol, and if the test results are provided to the nursing program, this information will be used in the manner described.

PROCEDURES

1. Failure to cooperate with the following procedures may result in termination of the student's clinical program which will carry with it serious consequences for the student's ability to complete his or her course of study in the nursing program.
2. To assure compliance with this policy and as a condition of continuing to participate in clinical activities and/or clinical experiences, students are required to cooperate with the procedures outlined here including drug and alcohol testing. Such tests may be administered upon finding reasonable suspicion that a student has used drugs or alcohol while participating in clinical activities. Reasonable suspicions shall be determined by the instructor or supervisor based on various factors, including but not limited to signs and symptoms commonly associated with intoxication such as impaired mental ability, inability to maintain balance, odor of alcohol, boisterous or slurred speech, drowsiness, dilated pupils, staggering, awkward movements, or erratic behavior. In making a determination of reasonable suspicion, the instructor or supervisor may take into account observations of laypersons, staff, or faculty of the nursing program and/or health care professionals.
3. When finding of reasonable suspicion is made, the following steps will be implemented by the nursing program:
 - a. The faculty member shall instruct the student to leave the clinical area and will address the student in private to discuss the behavior observed. The instructor or supervisor will specifically inquire about whether the student has used drugs or alcohol and if so, the details of the use. The instructor or supervisor shall consult with MTC Health Occupations Director to make a determination as to whether to refer the student for drug and alcohol testing.
 - b. If the instructor and/or Health Occupations Director decide to send the student for testing, the student shall be notified that he or she will be tested for the presence of drugs and/or alcohol. A student who refuses to undergo testing shall be presumed to have violated the policy. Transportation to the location for testing and to the student's home afterward will be arranged by the nursing program. The student will be accompanied by a nursing program representative at all times throughout the testing process.
 - c. Tests shall be accomplished by urine sample or other reliable method. The testing process will be carried out according to the protocol of the testing site.
 - d. Testing results will be interpreted by the testing site, which shall verify documentation of appropriate chain of custody and shall make the determination of whether a test is positive for the presence of drugs and/or alcohol. A negative result will not necessitate further testing unless deemed otherwise by the testing facility. In the case of a positive test, the student shall be contacted by the Health Occupations Director who shall determine if there is a legitimate explanation for the positive result.
 - e. The nursing program will make reasonable efforts to maintain confidentiality in the administrative handling of matters relating to student drug and alcohol testing.
 - f. The instructor will prepare a written report documenting the observed student behaviors and submit the report to the Health Occupations Director.
 - g. A student who has been sent for drug and/or alcohol test will be suspended from participating in clinical activity until the results are returned to the Health Occupations Director. If the results are negative and no further testing is needed, the student will be permitted to return to clinical activities. If the results are positive or the student refuses the testing, the following step will be followed:
 - i. **A student who has a positive drug test without written proof that the student has been prescribed the drug if it is a legal prescription drug or refuses to submit to a drug test will be dismissed from the nursing program.**

PRACTICAL NURSING DISCIPLINARY/PROBATION/DISMISSAL PROCESS

Discipline Policies:

All students in the Practical Nursing Program shall comply with each of the following:

- All requirements and standards of the Code of Virginia Board of Education and the Virginia Board of Nursing are applicable to students enrolled in the Practical Nursing Program.
- Rockingham County School Board Policies, Regulations, and Code of Behavior
- Massanutten Technical Center School of Practical Nursing Program Regulations.
- Policies and procedures of cooperating agencies as appropriate.

All violations warrant the same disciplinary process:

- When a student warrants discipline, the faculty shall have a conference with the student to discuss their concerns and allow the student to verbalize their version of the circumstance or event.
- After conferencing, a decision will be made by the faculty regarding disciplinary action based on the type of offense, evidence, and student statements.
- Once the faculty determines the disciplinary action to be implemented, a detailed discipline form containing a description of the event, type of disciplinary action taken, student's version of the event, and a plan of correction will be generated. The faculty, student, and director will sign the form. If applicable, a parent's signature will be required.
- If the student fails to meet the criteria as stated in the plan of correction, the faculty, student, and director will meet to determine whether the student will remain on probation, be suspended, or dismissed from the program.
- The student will be notified of conference scheduled to discuss action to be taken.
- If a student is suspended, all assessments, written work, and/or final exams that occur during the suspension will be given a zero, a loss of time on their attendance record, and probation in effect for the remainder of the school year.

While dismissal may be the ultimate end of progressive discipline, a student may be dismissed without going through the progressive discipline process. In some instances, dismissal may be the first and only action taken with the student in order to protect health care workers, clients, other students, faculty, and the public.

DISCIPLINE PROCESS:

1. Written Warning/Conference

A written conference is indicated when a student is at risk for not acting in accordance with Practical Nursing policies. The purpose of the conference is to inform the student of their risk for more serious disciplinary action.

Process

Student is given a detailed discipline form describing the event leading to a written warning. This form must be considered an indication that without immediate behavior modification, the student may not succeed in the program. A plan for correction is formulated by the student in collaboration with the faculty. The form is signed by the faculty member, student, director, and parent (if applicable). The student and director are given a copy. The document is filed in the Student's academic file.

2. Probation

Probationary status is an indication that the student's continued enrollment in the Practical Nursing Program is in jeopardy, and they are at immediate risk for dismissal. It also indicates the student has not benefited from the efforts of the faculty and Health Occupations Director to maximize their learning and to facilitate their professional development. The purpose of the probationary period is to identify problems, realize the seriousness of the infraction, and assist the student to correct the problem.

Process

The student is given a detailed discipline form describing the event leading to probation. A plan for correction is formulated by the student in collaboration with the faculty. The term for probation is listed on the form with a date for re-evaluation. Upon re-evaluation, the student will be considered off probation if plan for correction has been met. If the plan for correction has not been met, a determination of continued probation or dismissal will be ascertained. The student will be notified of action.

3. Suspension

Suspension is serious and results in the student having to take a leave from classroom and clinical. Suspension hours will be deducted from the attendance record. In addition, all assessments, written work, and/or final exams that occur during the period of suspension will be given a zero. Suspension may result from unprofessional or unsafe conduct in the

classroom/clinical setting, plagiarism/cheating, and disruption of the learning process in the classroom or clinical setting. The purpose of suspension is to allow the student to reflect on the seriousness of the infraction and affirm their commitment to program requirements, policies, and procedures.

Process:

The student is given a detailed discipline form describing the event leading to suspension. A plan for correction is formulated by the student in collaboration with the faculty. The term for suspension is listed on the form with a date for re-entry into classroom and/or clinical settings. At the conclusion of the suspension period, the student will remain on probation for the remainder of the year. Re-entry is not a guarantee.

4. Dismissal

Dismissal is reserved for those student situations which have been determined, from all points of view and proper documentation, that neither the student nor the school can benefit by either continued enrollment, probationary, or suspension status. The process of dismissal is serious and not taken lightly, therefore DISMISSAL IS PERMANENT.

- a. Dismissal for cause is based on factual information such as documents, verified eyewitness reports and other sources determined to be credible by the school. Massanutten Technical Center, and Practical Nursing Policies shall serve as a framework in the decision-making process when unprofessional, unsafe, or unethical conduct is being considered.
- b. Dismissal may not follow progressive disciplinary processes. The school has the right to take action immediately and is obligated to do so as deemed appropriate based on student conduct.
- c. The student is required to return all MTC and affiliated agency badges and/or parking passes immediately following dismissal.
- d. A student who has been dismissed should not wear the MTC emblem or represent themselves as an MTC Practical Nursing student.

Process:

A conference with the student, Health Occupations Director, and/or an MTC Administrator or PN faculty member will be conducted. During the conference the student will be informed of the reasons for dismissal.

- The student is given opportunity to explain his/her version of the circumstances or event. The student's response may be either in writing or verbal.
- The student is considered an adult; therefore, family members, friends nor attorneys are part of the process and shall not be permitted to attend the conference.
- A discipline form will be presented to the student for review and signature. Signature does not necessarily indicate agreement, but that the situation is comprehended, rationale for dismissal was given and understood, and opportunity was given to explain conduct and ask questions for clarification.
- The discipline form will be signed by the Administrator, student, and Health Occupations Director.
- The student is given a copy and a copy will be filed in the student's permanent record.

*As it is impossible to list each and every reason for initiation of the disciplinary process, the following list of conduct warranting warning, probation, suspension, or dismissal is in effect. There may be other actions and offenses that are not listed, which may result in the disciplinary action:

- a. Cheating includes: plagiarism; receiving or giving assistance on an individual assignment (i.e. collaborating on worksheet questions, collaborating on ATI practice tests); copying questions or answers from assessments or final exams that were intended to be for review; distributing assessment or final exam information to other students; using image capturing devices to obtain assessment or final exam information; copying answers during an assessment or final exam; submitting work that is not your own; and using another person's intellectual property as your own.
- b. Fails to meet clinical/preceptorship objectives.
- c. Insensitive to client's needs.
- d. Unable to develop communication skills and form therapeutic relationships with clients, families, and faculty, other students, even with guidance.
- e. Exhibits negligent behavior causing potential harm to clients, classmates, or faculty.
- f. Does not take initiative or takes initiative inappropriately, thus endangering clients' safety and wellbeing.
- g. Violates professional ethics through behaviors such as:
 - Violates client confidentiality or privacy.

- Does not comply with agency policies (i.e., RCPS and MTC policy, clinical and observation agency policy).
- Uses social media to make negative statements regarding MTC, affiliated agencies and their personnel, and/or fellow students, faculty.
- Documenting clinical actions that were not performed.
- Fails to recognize implications of unprofessional behavior or exhibits unprofessional behavior.
- Unable or unwilling to acknowledge errors or areas of weakness, even when identified by faculty.
- Forgery-signing a name other than their own, forging a name other than their own to a document.
- Harassment and/or abuse in any form for example: bullying, and/or using social media as a platform for negativity or unprofessionalism towards the program, fellow students, faculty, participating agencies, or their staff.
- Insubordination to any faculty or staff member of MTC or affiliating agencies.
- Theft: temporary or permanent removal of MTC or affiliated agencies property without official permission.
- Taking of another student's or employee's (MTC or affiliating institutions) property.
- Conducting unsafe clinical practice.
- Use of abusive, offensive and/or foul language on MTC or affiliated institution's property.
- Vandalism: malicious destruction of property of school or others.
- Verbal, written, or technological false information including handing in work not their own.
- Disruption of students' learning either in the classroom and or clinical setting.
- Non-compliance with cell phone policy. Refer to cell phone policy.
- Drug/alcohol use. Refer to Impaired Student Nurse Policy

5. Appeals

A student has the right to appeal any disciplinary action. The procedure for appeal is as follows:

- The student must schedule an appointment for conference with the Assistant Director of Continuing Education. After the conference a determination letter will be sent to the student.
- If the student is not satisfied with the Assistant Director of Continuing Education's determination, he/she may schedule an appointment for conference with the MTC Director. After the conference a determination letter will be sent to the student. The MTC Director's determination is **FINAL**.



**Massanutten Technical Center
Practical Nursing Program – Discipline Form**

Student Name _____

Instructor Name _____ **Module:** _____

Event Date: _____ **Time:** _____ **Description of Event:** _____

Student's version of circumstance or event: _____

Disciplinary Action:

- | | |
|-------------------------------------|-------------|
| <input type="checkbox"/> Conference | Date: _____ |
| <input type="checkbox"/> Probation | Term: _____ |
| <input type="checkbox"/> Suspension | Term: _____ |
| <input type="checkbox"/> Dismissal | Date: _____ |

Plan for Correction: _____

Date of re-evaluation (if applicable): _____

Student Signature _____ Date _____

Instructor Signature _____ Date _____

Health Occupations Director _____ Date _____

Assistant Director (if applicable) _____ Date _____

Parent Signature (if applicable) _____ Date _____

PROFESSIONALISM POLICY:

- 1. Student Practical Nurses are expected to conduct themselves in a professional manner at all times within the classroom learning environment and clinical settings. Students not meeting this expectation will be placed on the “MTC Practical Nursing Personal Professional Behaviors Improvement Plan.” See below.

MTC Practical Nursing
Personal Professional Behaviors Improvement Plan

Practical Nursing Student _____ Date _____

Faculty Advisor _____

Faculty Support _____

Expected professional behaviors include but are not limited to the following:

- 1. Utilizes therapeutic communication
- 2. Displays self-respect and maintains personal dignity
- 3. Demonstrates respect of others regardless of their race, gender, creed or religious beliefs
- 4. Is accountable for personal decisions and actions
- 5. Is a positive role model for other students
- 6. Exhibits a caring and empathetic attitude
- 7. Seeks a high standard of performance from self and others
- 8. Maintains personal integrity
- 9. Recognizes the significance of teamwork and strives to be an asset to the team
- 10. Complies with nursing program, clinical setting and agency policies, rules, and regulations
- Other:

Professional behavior(s) that are not being exhibited are designated by a check mark.

Personal Professional Improvement Plan

The overall goal is for the student to exhibit professional behavior within the given time frame. The plan for improvement is designed to help the student practical nurse be more successful in his or her career pursuits.

*Professional behavior currently not being exhibited _____

By the next assessment date _____, the student will exhibit the following behaviors:

Goals will be determined on an individual basis.

POLICY RELATING TO ASSIGNMENTS, ASSESSMENTS, EXAMS

1. Students are required to complete **ALL** class and clinical activities including assessments (tests), exams, written assignments, group assignments, and clinical assignments as determined by instructor.
2. If a **PN** student is **absent**, it is the **student's responsibility** to obtain all missed class content and complete all missed assignments/assessments/exams as determined by instructor. **For an extended absence of more than one class period, the student is expected to initiate a conference with the instructor** to determine a **Coursework Plan of Action** to complete missed assignments/assessments/exams.
3. A **Coursework Plan of Action** for missed assignments/assessments/exams due to **absence** will take into consideration the following:
 - a. The number of hours the student was absent
 - b. The number of assignments/assessments/exams to be completed
4. Assignments/assessments/exams not completed as outlined in the **Coursework Plan of Action** due to **absence** will result in a grade of zero for each.
5. **PN** students who are **tardy** can incur a grade penalty as determined by instructor for late assignments/assessments/exams.
6. **PN** students are expected to submit **ALL** assignments by the due date and time and be present for **ALL** assessments and exams. A grade penalty **WILL** be incurred for late assignments and missed assessments/exams. A **Coursework Plan of Action** can be used for extenuating circumstances.
7. Students who miss a test, quiz, or exam due to tardiness, early dismissal, or absence must take the test, quiz, or exam on the first day the student returns to class. The highest grade the student can receive for the missed test, quiz, or exam is an **80%**. If test, quiz, or exam is not taken the first day the student returns to class, a zero will be recorded.
8. Students who are consistently late with assignments/assessments/exams due to tardiness, early dismissal, or absence OR if a consistent pattern is noted will be subject to a Professional Behaviors Improvement Plan.
9. **Students can verbally or electronically (email or schoology) request a meeting with faculty and program director to discuss curriculum concerns.**

Exceptions to this policy will be evaluated by the nursing faculty on an individual basis.

ATTENDANCE POLICY

Practical nursing students are expected to be dependable and reliable. Students are strongly encouraged to consistently attend classes to succeed in the program. Records of attendance are maintained for final transcripts and will be reported to potential employers seeking references and the Board of Nursing upon program completion.

PNI and PN II students can be dismissed from the program for excessive absences. PN students will be dismissed from the program if:

- **3 clinical days are missed and/or**
- **More than 31 class hours are missed (PN II students)**
- **More than 21 class hours are missed (PN I students)**

Students are expected to attend class regularly and maintain 95% attendance in each Practical Nursing course, or they will be placed on probation. If a student fails to maintain 95% attendance in each Practical Nursing course, the Professionalism grade for the course(s) will be affected.

- **PN 1:** Professionalism makes up 15% of the overall course grade for each Practical Nursing course.
 - For each class day, the student receives 100 points for professionalism.
 - For professionalism infractions, point deductions will be determined by the instructor.
 - For each absence, tardy, or early dismissal, points will be deducted from the student's **daily** professionalism grade as follows:
 - Tardy or Early Dismissal: 50 points
 - Absence: 100 points
- **PN 2:** Professionalism makes up 15% of the overall course grade for each Practical Nursing course.
 - For each course, the student begins with 100 points and deductions are made as follows:
 - 10 points off each occurrence (tardy, early dismissal, absence, professionalism infraction)
 - Deductions will be calculated at the end of the course resulting in the professionalism final course grade.

- The Professionalism grade is broken into 5 components:
 - Student meets standards of professional dress
 - Student displays professional attitude
 - Student demonstrates a professional work ethic
 - Student completes assignments in a timely and professional manner
 - Student maintains acceptable attendance

****CERTAIN EXTENUATING CIRCUMSTANCES AFFECTING ATTENDANCE WILL BE EVALUATED BY THE NURSING FACULTY ON AN INDIVIDUAL BASIS!****

If the student does not call/email to report an absence on a clinical day or observation day, the Disciplinary process will be initiated.

On class days, students will be considered tardy after 8:30 a.m. for morning PN I students and 12:00 p.m. for afternoon PN I. On class days, PN2 students will be considered tardy after 9 am. PN2 students returning to class late after lunch will also count as a tardy. Time will be deducted in 30-minute increments, for example, if the student is assigned to morning class and arrives between 8:31-9:00 it will count as 30 minutes. After 9:00, it will count as 1 hour missed. MTC tardy/absentee form must be completed for late arrivals, early dismissals, or absences and must be turned into the instructor. Failure to do so may result in time being inaccurately recorded. For instance, a late arrival may be recorded as an absence for the day if an MTC tardy/absentee form is not completed.

On clinical days, if the student arrives after the designated clinical start time, it will count as a tardy. If the student accumulates 3 tardies, it will count as a clinical absence. Any tardy in excess of 30 minutes will count as an absence and the student should notify the instructor and stay home. If the student does not notify the instructor of their absence, the disciplinary process will be initiated.

**Massanutten Technical Center Practical Nursing
Covid Absence Policy**

Date Adopted: July 20, 2023

POLICY

The purpose of this policy is to outline the student absences that are related to Covid.

STATEMENT OF PURPOSE AND INTENTION

5. Students enrolled in the Practical Nursing Program participate in classroom lectures, labs, and clinical rotations at various health care facilities including hospitals, long-term care facilities, clinics, schools, and community agencies.
6. Students are expected to attend class/clinical regularly and maintain 95% attendance in each Practical Nursing course or they will be placed on probation. If a student fails to maintain 95% attendance in each Practical Nursing course, the Professionalism grade for the course (s) will be affected.

PROCEDURE

1. If a student is going to be absent or tardy, he or she must report the absence or tardy to the instructor as soon as possible via email or Schoology. If this is not done, the disciplinary process will be initiated.
2. Any absences related to family member illnesses will count towards the total hours missed (lecture) and/or clinical days.
3. For suspected Covid illness, the student must be tested by a health care organization (No home test results will be accepted). If the test is positive, the absence will not count towards the total hours missed (lecture) and/or clinical days. If the test is negative, the following will apply:
 - a. The initial day missed (so testing can be completed) will not count towards total hours missed (lecture) and/or clinical days.
 - b. All days missed after the initial day (testing day) will count towards the total hours missed (lecture) and/or clinical days.

PN UNPREPAREDNESS POLICY

In the event a student is sent home from class for not being prepared or misconduct the following policy will apply:

- **If a student is dismissed from either the morning or afternoon class for not being prepared or misconduct and there is a scheduled assessment or exam for either the morning or the afternoon class, the hours will be deducted from his or her attendance record, and the student must make arrangements with the instructor to take the assessment or exam the following class day during office hours.**
- **In this situation, there will be a grade penalty of 20 points.**
- **If the student does not makeup the assessment or exam as above, a zero will be recorded for the missed assessment or exam.**

COST OF PROGRAM

1. No tuition is charged for High School Seniors entering Practical Nursing I who reside in Harrisonburg or Rockingham County. All students are required to pay material and supply fees separate from tuition, with the exception of high school students who may rent textbooks for Practical Nursing I but must be purchased for Practical Nursing II.
2. Tuition is as follows:

PN I- adult (in county)	\$4981.00	PN II- (in county)	\$5825.00
PN I- adult (out of county)	\$5181.00	PN II- (out of county)	\$6125.00
PN I- high school senior	Free + Fees (\$1433.00)		
3. Items required which students must purchase on their own
 - a. Watch with sweeping second hand
 - b. Stethoscope and BP cuff
 - c. Bandage scissors
 - d. Penlight
 - e. Black leather nurse's shoes (for clinical) **NO MESH!!!**
 - f. Black socks (for clinical)
 - g. Gait Belt (non-cloth material)
 - h. Safety goggles or face shield
 - i. Ear buds for simulation
4. Near the end of the program additional expenditures by the student will include:
 - a. Graduation uniform, white socks, white shoes
 - b. Application Fee for License Examination & NCLEX

REFUND POLICY

If a student is dismissed from the program due to attendance, academic performance, or disciplinary action, **no refunds will be given**. If a student takes a leave of absence, refunds will be considered on an individual basis.

FINANCIAL ASSISTANCE

1. Students are encouraged to independently seek community resources for financial assistance since financial aid is NOT available through Massanutten Technical Center for students entering the Practical Nursing program. Educational loans and grants are not available for students entering secondary programs.
2. Below is a list of scholarships available to students who are promoted to the second year of the program. Some require a separate application. Information will be made available in PN I.
 - a. Wayland Women's Club – awarded to an outstanding female student who displays qualities of leadership, professionalism, academic excellence, and personal integrity. This scholarship may not be divided between students.
 - b. The Virginia Board of Nursing Mary Marshall Nursing Scholarship for LPN (separate application).

Students are encouraged to seek out scholarship opportunities. Criteria for scholarship selection often include academic achievement, consistent attendance, community service activities, and participation in co-curricular activities. They are not based solely on financial need.

HEALTH REQUIREMENTS

1. Students are required to provide proof of physical examinations within six months of starting program.
2. The following health requirements are mandatory and are at student's expense. These requirements **MUST BE COMPLETED**, and documentation submitted by the specified deadlines. Detailed information regarding Health Requirements is provided upon acceptance. These requirements are:
 - a. Physical examination and vaccination record is due by August 9, 2023, before starting **PN I. If not submitted by this date, the student may not return to the program.**
 - b. PN I students must have a 2-step PPD (*Tuberculosis*) Skin Test initially. As long as PN I PPD completed, PN II students may complete a PPD Screening Form. (If the PPD is positive, a physician's statement is required stating that *the student is asymptomatic and believed to be free of tuberculosis in a communicable form* OR a chest x-ray is required.)
 - c. Immunization record proving two doses of MMR (*Measles, Mumps, Rubella*) or titer.
 - d. Immunization record proving Tdap/Td within last 10 years.
 - e. Immunization record proving 3 doses of Hepatitis B or titer.
 - f. Proof of Varicella immunity by disease, vaccine, or titer
 - g. Proof of Covid Vaccination-3 doses
 - h. Influenza vaccine recommended yearly. PN II must have influenza vaccine by a date to be determined as required by facility contracts.**
 - i. Medical Health Insurance card/School Insurance card. This is not required but strongly recommended. School insurance is available through MTC if needed. Medicaid coverage is acceptable.
 - j. Any additional requirements designated by clinical facility
 - k. Urine drug screen to be completed for PN I and PN II**
3. **Students are responsible to see their family physician promptly for medical care. Students are prohibited from seeking medical advice from the physician or nurses during their contacts in the hospital setting. Rather, the student is expected to make an appointment to see the physician in the office setting.**
4. In the event of illness, injury, or accident, either at school or during clinical experience, the student must personally and immediately notify the instructor. This includes exposure to contaminated blood or body fluids. If medical care is required, the student is responsible for all incurred expenses, including additional preventative, therapeutic, or rehabilitative treatment that becomes necessary in the future.
5. In regard to the COVID vaccine, clinical facilities are recommending that students be vaccinated. In the event that clinical facilities require the COVID vaccine, students may be limited in clinical opportunities. Students who choose not to get vaccinated, risk not being able to successfully progress through the nursing program as they may be unable to meet clinical facility or hour requirements. A minimum of 400 hours of clinical is required for successful completion of the nursing program and required to apply for the NCLEX exam to obtain licensure
6. In the event a student experiences a prolonged health concern or issue affecting their ability to perform clinical and/or classroom activities, a note from the student's primary care provider will be required, as well as a meeting with the director to discuss options available.

STUDENT SERVICES & ACTIVITIES

Guidance Services

Counseling services are available for high school students through the Guidance Director at the Center. High school students are encouraged to use this service. The Practical Nursing Instructors are available to assist in any way that they can. At times, students will find it beneficial to talk with someone not involved in the direct instructional program. An appointment with the Guidance Director may be made through the teachers or the student may contact the Guidance Director directly.

Grievance Procedure

Refer to Student Complaints and Grievances Procedure detailed in Rockingham County Public School Parent-Student Handbook. This excludes events that have resulted in disciplinary action according to the MTC Practical Nursing Program Discipline Process.

Living Accommodations

No living accommodations are available through MTC.

Transportation

High School students are strongly encouraged to obtain their own transportation to school to avoid missing a significant portion of class instruction. Buses are available to take high school students to their home school after morning classes. Non high school students are expected to provide their own transportation. Public transportation to MTC is available. A parking pass must be purchased from MTC front office to park onsite. **Parking for students is in the lower MTC lot in front of the main building.**

Student Organizations

High School students may be eligible for membership in the National Vocational-Technical Honor Society (NVTHS). Students are considered for NVTHS when they maintain a 92.5% average and have no more than two absences for the school year and meet the criteria established by NVTHS. It is the student's responsibility to seek membership opportunities outside of MTC.

Library and Computer Lab

Library and computing resources are available for use by all Practical Nursing students. Students are expected to have basic computing skills in order to participate in class and clinical related activities. MTC's Continuing Education Department offers a variety of computing classes to help a student increase their proficiency level. If a student does not have access to a computer, they may use the classroom computers between the hours of 0830-1515.

Student Evaluation of Program

Suggestions from students are periodically obtained. Opportunities for formal evaluations are given at intervals throughout the program, at the end of the program, and post-graduation.

Arrangements for State Boards

Applications for the State Board Examination are to be filed with the Virginia Board of Nursing no earlier than 14 days prior to the graduation. The online application contains questions regarding legal, ethical, and medical matters. Graduates are not guaranteed the approval of their application upon completion of this program. Students applying to other state boards of nursing must make their own arrangements. Any student who has been convicted of a misdemeanor, felony or other crime may not be eligible to sit for the NCLEX exam. This is determined by The Virginia Board of Nursing and NOT the MTC Practical Nursing Program.

GUIDELINES FOR CLINICAL ATTIRE

- **Uniform**
 - MTC professional scrub uniform is REQUIRED! You will have the opportunity to be fitted for your uniform. A representative from the uniform company will be here in Winter 2024. At this time ALL students must come to MTC for a uniform try on. The uniform representative will also have additional items for sale such as equipment, shoes, hose, socks, etc. These items are not included in the uniform fee you paid at the beginning of the school year but can be purchased on that date. Keep in mind, when being fitted for scrubs, they must be loose fitting. Scrubs that are tight fitting must NOT be worn. Scrub tops must be long enough to cover your back when squatting and bending.
 - The professional polo uniform consists of school ordered scrub pants, red MTC polo shirt, and closed toed shoes. Sneakers and sandals should NOT be worn. All attire should be neat and clean and free of wrinkles. Pants must be loose fitting and appropriate in length. Scrub pants that drag on the floor are considered inappropriate due to infection control purposes.
- **Mandatory Professional Scrub & Polo Uniform Accessories:** name badge, penlight, black ink pen, watch with a sweeping second hand, bandage scissors, stethoscope, BP cuff, goggles, ear buds, gait belt, black leather shoes with scrub or polo uniform (no colored markings), and black socks (must cover the malleolus – no skin should be visible). Clogs without heel straps, sandals, and canvas/cloth shoes are not permitted. NO THONGS If a student wears inappropriate undergarments, THE STUDENT WILL BE SENT HOME! No colored undershirts permitted with MTC uniform, black colored only.
- No piercings other than one on the lobe of each ear with conservative stud earrings. Students with tragus, auricle, facial, oral, and/or skin piercings MUST BE REMOVED PRIOR TO CLINICAL. Ear gauges MUST BE REMOVED PRIOR TO CLINICAL AND CLEAR HOLE RETAINERS PUT IN PLACE.
- Hair must be pulled back away from the face and in a NEAT BUN. Ponytails are not permitted as they can flop forward. If hair cannot be placed in a neat bun due to length, it must be neatly brushed. ALL bangs must be secured away from the face with no loose pieces. Hair color must appear natural in color (blonde, brown, autumn, black, grey). While many trending colors are available, due to the nature of our professionalism, no blues, greens, pinks, reds, etc. are allowed. Men must be clean-shaven.
- **Tattoos must be professionally concealed! Purchase tattoo makeup or bandages that completely cover artwork. Long sleeve black shirts or turtlenecks may be worn to conceal arm and/or neck tattoos. Due to infection control, tattoos from the elbows down to the fingers do not need to be concealed unless the tattoo(s) are deemed offensive or depict violence.**
- Due to safety and infection control, no rings are permitted except one plain, smooth wedding band.
- Bracelets and necklaces are NOT permitted unless if student has a medical alert bracelet/necklace.
- Due to infection control, nails must be kept very short to prevent collection of pathogens and debris. NO ARTIFICIAL NAILS! Nails must not be visible past the tip of the finger (palmar side) and only clear polish is allowed. Nail biting is an infection control concern and is highly discouraged.
- Excessive make-up is not permitted. A student refusing to remove excessive make-up will be sent home and placed on probation for unprofessional behavior.
- Perfume, aftershave, scented lotions, and scented gels are not permitted in the clinical setting. Gum chewing is also prohibited. Students may have mints on an as needed basis.
- **PERSONAL HYGIENE IS ESSENTIAL! Due to close contact with peers/clients, please allow proper time in preparing yourself for interactions. THIS INCLUDES METICULOUS ORAL CARE AND WEARING OF DEODORANT FOR BODY ODOR.** If body odor or halitosis is noted, students may be sent home.
- Classroom attire MUST follow the Rockingham County Public Schools Dress Code for Students
- *Students not meeting any of the above guidelines will be asked to immediately fix the infraction in order to continue the clinical.*

- **If unable to immediately correct the infraction and continue with the clinical day, the student will need to meet with the program director for the disciplinary process.**
- **3 conferences with the program director regarding clinical dress code/professional dress violations will count as 1 clinical absence.**
- **Remember greater than 2 clinical absences will result in dismissal from the PN Program.**

MISCELLANEOUS

1. All Practical Nursing students are expected to abide by guidelines and policies detailed in the Rockingham County, Massanutten Technical Center and Practical Nursing Student Handbooks. This includes adherence to the RCPS dress code, which is available on the RCPS and MTC websites.
2. Students are not to visit clients in the hospital during clinical hours.
3. Students are not permitted to receive personal phone calls. In case of emergency, contact the department secretary on class days or the appropriate instructor on clinical days.
4. **Cell phone use policy will be determined by classroom instructor.** Cell phones are to be put away and on silent/off during classroom instruction unless otherwise stated by the instructor. Cell phones may be checked during breaks and lunch. Students will be warned about the misuse of cell phones/ texting and if the problem is not resolved, disciplinary action can occur. School phones may be used only in the event of an emergency with permission from faculty or staff. Please tell family and friends to call you at MTC only if it is a true emergency. If someone needs to reach you while you are in a clinical rotation or observation, please let them know to call MTC only, and staff will contact your instructor.
5. Smoking/Vaping is NOT permitted at MTC or at any clinical facility and is prohibited during clinical or observation experiences.
6. Appointments are to be made on the student's own time.
7. The Rockingham County School calendar is closely followed. Students do not attend classes or clinical when the county schools are not in session. Students are responsible for watching local announcements on television/internet/radio for weather related announcements.
- 8.

PN I and PN II Morning Class

1-hour delay – report to MTC at 9:30a.m.

2-hour delay – do not report to MTC

PN I Afternoon Class

1-hour delay – report to MTC as scheduled

2-hour delay – report to MTC as scheduled

If Rockingham County schools are closed for the day due to inclement weather, students are not to attend class or clinical, but may have assignments placed on Schoology.

9. The curriculum in the Practical Nursing program covers some material that may be considered sensitive or controversial. These topics (reproduction, birth control, rape, homosexuality, etc.) must be addressed for students to gain essential knowledge and be able to effectively interact with a variety of clients in the health care field.
10. Clinical experiences are conducted in a variety of settings such as hospitals, churches, daycares, food pantries, homeless shelters, jails, and other religiously affiliated agencies. The Board of Nursing requires that students have experiences that develop cultural competence with vulnerable populations. These experiences are mandatory.
9. Parents of High School students are strongly encouraged to maintain contact with the instructors regarding the student's progress. Conferences may be scheduled anytime during the year. ***Progress of adult students will not be discussed with parents or others without the student's written consent.***
10. All students in the MTC Health Occupations Programs attend educational classes on topics of infection control and "Standard Precautions." Students are required to follow "Standard Precautions" in the care of ALL clients. Student assignments may include clients with an HIV-related condition. **Refusal to care for any client is considered a breach of ethics in the health care profession.**

Massanutten Technical Center Practical Nursing Curriculum Plan

<u><i>Practical Nursing I</i></u>	<u><i>Theory Hours</i></u>	<u><i>Clinical Hours</i></u>
Professionalism	30	
Anatomy and Physiology	150	
Nutrition	35	
Nursing Skills and Procedures	81	
Dosage Calculations and Medication Administration	42	
Core Concepts of Nursing:		
<i>Safety and Infection Control</i>	37	
<i>Pharmacology</i>	24	
<i>Growth and Development</i>	29	
Total	428	
PN I Clinical		Clinical: end of the 2 nd semester 48
<u><i>Practical Nursing II</i></u>	<u><i>Theory Hours</i></u>	<u><i>Clinical Hours</i></u>
Practical Nursing II Fundamentals	70	Pharmacology & Med Administration 10
Mental Health Nursing Care/Geriatrics		
<i>Mental Health</i>	35	32
<i>Geriatric</i>	30	14
Family Health		
<i>Pediatrics Across the Lifespan</i>	80	26
<i>Maternal/Child Health</i>	70	34
Medical Surgical Nursing Care Across the Lifespan	260	88
Community Health Nursing/Leadership		
<i>Community Health</i>	35	7
<i>Leadership</i>	35	
Preceptorship		180-200
Total	615	439-459



DESCRIPTION OF THE PROGRAM

PRACTICAL NURSING I

PN I students attend class at MTC from 8:30 AM to 11:00 AM Mondays, Wednesdays, and Fridays. Students will attend class at MTC from 8:30 AM to 11 AM or 12 PM to 2:30 PM on Tuesdays and Thursdays.

Students who are seniors in High School earn three high school credits for this period and are applicable toward graduation. To earn these credits a student must maintain a 70% for each course. An 80% must still be met in all content areas except dosage calculations, which requires an 86%, to progress to PN II.

During the Introduction to PN II clinical experience, students are required to furnish their own transportation.

The first year of the program is an essential foundation to prepare students for the acute care setting. Developing good study habits, regular attendance, and a professional attitude are important keys to the student's success.

COURSE DESCRIPTIONS - PRACTICAL NURSING I

Professionalism

Introduces the student to the program and to the role of the professional LPN in the healthcare system. Nursing history and trends, ethical and legal aspects of nursing with special emphasis on the nursing law in Virginia are studied. The nursing process, basic human needs and basic concepts of communication and interpersonal relationships including cultural differences are emphasized.

Anatomy and Physiology

Designed to introduce the student to the basic anatomy and physiology of a healthy human body. The course is an important foundation for understanding pathophysiology. The course sequence begins with the organization of the body and proceeds through a review of basic anatomy and physiology in each body system.

Nutrition

Course assists the student in learning the basic principles of good nutrition/health and the transcultural/social aspects of good nutrition. It includes a study of nutrients, their source, functions, and diet therapy. Specific diets as they relate to certain health conditions will also be overviewed.

Nursing Skills & Procedures

Taught concurrently with the Infection Control and Safety, Anatomy and Physiology, Nutrition, and Dosage Calculations and Medication Administration courses. The skill or procedure pertinent to infection control, safety, the body system, nutrition, or to medication administration is demonstrated with client rights, and principles of safety and infection emphasized. Students are given the opportunity to practice the skill or procedure prior to demonstration of mastery.

Dosage Calculations and Medication Administration

Prepares the student to properly administer patient medications. Students will learn to read and calculate drug orders, prepare medication to be given to the patient by various routes, and to reconstitute medication for the proper dosage.

Core Concepts of Nursing

Introduces the student to concepts of structure and function related to body systems including health-illness issues, developmental concepts and nurse-client interactions. General concepts of pharmacology, personal and environmental health, growth, and development, and safety and infection control in client care are emphasized.

Pharmacology-Taught concurrently with the Anatomy and Physiology Course. An introduction to medication administration is made during the Dosage Calculation and Medication Administration Course. The basic concepts of pharmacology are then emphasized in relationship to body systems (i.e. integumentary, respiratory, urinary, musculoskeletal, etc.) during the Anatomy and Physiology Course. Examples of drugs relevant to the body system under study are viewed in terms of their actions, possible adverse effects, and nursing considerations including client education.

Infection Control & Safety-Centers on an introduction to microbiology and the human immune system; the chain of infection; and medical and surgical asepsis in the control of infections. (Learning objectives also include basic concepts of pharmacology pertinent to infection control. Pharmacological concepts related to antibiotics and anti-infectives are presented.) Emphasis during this section of Core Concepts also includes measures to protect the client's right to safe care; safety practices in the healthcare environment; emergency preparedness; and discussion of first aid measures.

Growth & Development- looks at physical and psychological development throughout the life cycle. The family is viewed as the central focus of nursing and characteristics of the family are studied. Each stage of growth and development is explored as well as the concepts of death and dying. Also included is a review of basic human needs, an exploration of personal health and wellness, community health concepts, and transcultural health care.

PRACTICAL NURSING II

Practical Nursing II is a 180-day period. Direct care clinical experience is offered at a variety of health care facilities. Class and clinical schedules will be announced during Introduction to Practical Nursing II. PN2 students will attend class from 9 AM to 2:15 PM at MTC on non-clinical days. An 80% must still be met in all content areas except dosage calculations, which requires an 86%, to remain in the program.

COURSE DESCRIPTIONS - PRACTICAL NURSING II

Practical Nursing II Fundamentals

Course begins with a detailed review of expectations, policies, procedures, rules, and regulations that pertain to the Practical Nursing Program. A survey of previously learned skills regarding basic and advanced drug administration and drug dosing calculations is provided. Practical Nursing students are introduced to the Nursing Process, which will help them to identify, plan, and document the nursing care needs of patients. It also assists the student in understanding the blended skills necessary to promote patient well-being. Students will gain knowledge related to critical thinking skills that will integrate with the nursing process in order to enhance clinical judgment and positive patient outcomes. Fundamental concepts of nursing care associated with pharmacology, medication administration, assessment, basic laboratory value recognition, infection control, safety, and basic nursing skill development are included in order to prepare the student for clinical experience.

Medical/Surgical Nursing Care Across the Lifespan

Designed to provide students with basic knowledge of etiology, symptoms, prescribed treatment, and experience in the nursing care of clients with cardiovascular, hematological, respiratory, gastrointestinal, genitourinary, integumentary, musculoskeletal, endocrine problems. Clinical experiences incorporating client care and theory are selected, whenever possible, to correlate with classroom instruction.

Musculoskeletal/Integumentary-course details the structure and function of the Musculoskeletal and Integumentary systems. It is designed to provide a review of normal structure, function, disorders, and assessment of the two systems. Pharmacology, lab values, and diagnostic procedures link common disorders associated with the two systems and correlate practical nursing care via critical thinking skills and the nursing process

Neurosensory- designed to provide a review of the normal structure, function, and disorders of the nervous and sensory system. Assessment skills, pathophysiology, etiology, terminology, rehabilitation, and nursing management of the client with a nervous system disorder will be identified. Diagnostic procedures, pertinent lab values, medications, and treatments will be reviewed. Client comfort and pain management will also be addressed in this module

Gastrointestinal/Genitourinary-details the structure and function of the Gastrointestinal and Genitourinary systems. It is designed to provide a review of normal structure, function, and assessments of the two systems. Pharmacology, lab values, and diagnostic procedures will help link the common disorders associated with the two systems to correlate the practical nursing care that is needed with critical thinking skills along with the nursing process to help meet the needs of the client

Cardiovascular-designed to provide a review of the normal structure and function of the cardiovascular system. Assessment skills, pathophysiology, etiology, terminology, diagnosis of the cardiovascular patient will be identified. Diagnostic procedures, pertinent lab values, radiology tests, and medications, rhythm identification are also included in this curriculum. Nursing care of the cardiovascular patient will be utilized by using the nursing process. An opportunity, as available, to observe cardiac surgery is utilized to aid student knowledge and understanding.

Endocrine-designed to provide a review of the normal structure and function of the endocrine system. Assessment skills, pathophysiology, etiology, terminology, and nursing management of the endocrine system will be identified. Diagnostic procedures, pertinent lab values, medications will be reviewed.

Respiratory-designed to provide a review of the normal structure and function of the respiratory system. Assessment skills, pathophysiology, terminology, etiology, diagnosis of the respiratory patient will be identified. Diagnostic procedures, pertinent lab values, radiology tests, and medications are also included in this curriculum. Nursing care of the respiratory patient will be utilized by using the nursing process.

Hematologic, Lymphatic, Immunologic-details the structure and function of the hematologic, lymphatic, and immunologic systems. Knowledge of these three systems provides the student with a basic understanding of blood components, fluid transport, immunity, and hemostasis. Common disorders associated with these three systems are correlated with practical nursing care via critical thinking skills and the nursing process. An overview of Cancer is provided as it relates to an uncontrolled state of rapid cellular division and tissue proliferation through hematologic and lymphatic structures.

Family Health.

Designed to provide the student with knowledge, understanding and skills related to the needs of the family during all phases of childbearing. Planned clinical experiences are correlated with theory. Abnormal conditions of reproduction, pregnancy, and disorders of the newborn are included. Sexually transmitted diseases, HIV/AIDS and infertility are discussed.

Maternal Child Health-details the normal structure and function of male and female reproductive systems. Common pathophysiologic conditions associated with these systems are also discussed including sexually transmitted infections and reproductive pharmacology. Knowledge and understanding are gained relating to the needs of women during pregnancy, childbirth, and postpartum periods. Utilization of the nursing process for maternal and neonatal care is emphasized while exploring the principles of the family life cycle. Abnormal conditions of pregnancy and disorders of the newborn are also included. Planned clinical experiences are correlated with this course to provide the student with practical application of theoretical concepts

Pediatrics-designed to assist the student in gaining knowledge and nursing skills needed to care for well and sick children. It begins with historical highlights, related items, programs, and laws affecting childcare. Important aspects of normal growth and development are taught. Health maintenance and prevention measures appropriate to each developmental stage are discussed. Care of the well child, based on physical and psychological needs at each developmental stage is taught as well as the child's reaction to illness, caregivers, and the environment of care (hospital, doctor's office, clinic, school, home). Common abnormal conditions of infancy, adolescence, and childhood (from four-week-old infant through adolescence) are discussed by body systems. Care of the dying child is included.

Mental Health Nursing Care/Geriatrics

Designed to provide the nursing student with the introductory skills needed to recognize and care for the emotional needs of their clients. This course is correlated with the clinical experience at Western State Hospital (See Clinical Guidelines for Assignment). The basic concepts of mental health nursing, skills to promote healthy nurse-client therapeutic relationships, and application of the nursing process are included in this curriculum. The holistic approach to client care is emphasized and uses a problem-solving approach in meeting the physical, emotional, spiritual, and socio-cultural needs of clients. Psychotropic medication, specific mental disorders and their cause, clinical features, treatment, ethical and legal issues, and psychosocial issues in general client care are all components of this course. The course content enables students to gain self-awareness that will help them to better understand the patient behavior. Theory taught in this course is incorporated in all other areas of the practical nursing curriculum. The student can expect to employ knowledge of mental health nursing principles in a variety of settings.

Community Health

Designed to provide the practical nursing student with an introduction and overview of professional experiences to prepare them for population-focused clinical practice in community-public health nursing by meeting selected health needs of the community and society. Topics in nursing care to include: public health, and mental and behavioral needs will be utilized to provide culturally competent nursing care to populations and or individuals, families and groups within the community. Primary prevention strategies for populations at risk are emphasized to promote and protect health and prevent diseases across the life span. An interdisciplinary, collaborative approach is taken in community assessment, decision making, planning, implementation, and evaluation throughout community health nursing practice, therefore; the student will have an increase knowledge base on how to educate their patients to prevent disease and injury, improve health, and enhance quality of life.

Leadership

Designed to provide the practical nursing student with an introduction and overview of nursing care in a variety of settings to include extended and rehabilitative care, home and hospice care, and ambulatory nursing. The course will give insight on the transition from practical nursing student to graduate nurse to novice nurse. This module will include introduction on career opportunities and job seeking skills as well as the development of a professional portfolio. Knowledge gained through this course will assist the graduate nurse in the development of leadership roles and the graduate nurse's ethical responsibility and obligation to the client and to the nursing profession

Clinical Applications

Provides the student with opportunities to apply concepts learned in order to care for clients in the long term and acute-care setting. Application of psychomotor and cognitive skills such as assessment, critical thinking, therapeutic communication, professionalism, and holistic care are utilized.

