

Wyoming County Career and Technical Center



Student Policies

Contents

Mission Statement	6
Vision Statement	6
Core Beliefs	6
Non-Discrimination Notice	6
History	7
WCCTC Organizational Chart/ Practical Nursing Program	8
Student Terminal Objectives	9
Welcome to WCCTC	10
Educational Philosophy for Wyoming County School	10
Practical Nursing Program	11
Philosophy	11
Practical Nursing Program	12
Personnel Information	12
Admission Policy	14
Health Requirements	15
Refund Policy	15
Readmission Policy	15
Policy on Advanced Standing	16
Transfer Policy	16
Financial Assistance	16
Scholarship:	17
Textbooks:	17
Laptops	17
Library	17
Grades and Academic Policies	18
Practical Nursing Orientation Agenda	19
Practical Nursing Program	20
Tuition and Fees	20
Payment Schedule	21
Professional Boundaries	22
BOUNDARIES AND THE CONTINUUM OF PROFESSIONAL NURSING BEHAVIOR	24

RED FLAG BEHAVIORS.....	26
NCSBN PROFESSIONAL BOUNDARIES RESOURCES.....	27
Methods of Instruction	28
Methods of Evaluations	28
Clinical Partners	28
Failure/Dismissal	29
Grounds for immediate Dismissal of a Student.....	29
Outside Employment	30
Grievance Procedure	30
Personal Appearance	31
Personal Conduct in Hospital.....	33
Students with Disabilities	33
(Accommodations).....	33
Uniforms	34
Social Media	35
Personal Habits	35
Absence	36
Drug Policy.....	37
Meals	38
Transportation	38
Pregnancy.....	39
Cell Phones	39
Illness or Injury of Students	39
Class Days and Hours.....	40
Holidays and Vacation Days.....	40
School Closure Policy.....	40
Fire and Safety Precautions	40
Appearance of Building	41
Counseling	41
Graduate Follow-up Survey	41
State Board Application and Fees.....	41
LPN Convention	42

Graduation	42
Nurses Prayer and Pledge	43
WCCTC Practical Nursing	44
Letter of Agreement	44
W. Va. Code R. § 10-1-9.....	51
Requesting Examination Accommodations	52
Drug Screening	60

The Practical Nursing handbook is a working document and is subject to change. Visit <https://wcvtc.wyom.k12.wv.us> for update version.

Staff and Administration
Wyoming County Career and Technical Center
Practical Nursing Program

Stacey Lusk	Principal
Luke Stevens	Assistant Principal
Ruth Shrewsbury, R.N.,B.S.N.	Coordinator /Instructor
Brandi Folden, R.N.,B.S.N.	Instructor
Reta Morgan	Secretary/Student Service Advisor
L. Mitchell Church	School Counselor

Wyoming County Board of Education Members

Allan R. Stiltner	President
Michael R. Prichard	Vice President
Nora Robin Hall	Member
Dr. Douglas E. Lester	Member
Douglas R. Kennedy	Member

Superintendent of Wyoming County Schools

John Henry

Assistant Superintendent of Wyoming County Schools

Kara Halsey-Mitchell/Keith Stewart

Wyoming County Career and Technical Center

Mission Statement

Upon the completion of a defined program of study, all students will have the necessary academic and technical skills to be competitive in the 21st century workforce and /or higher education.

Vision Statement

It is our belief that all students can master skills in their technical program. The result will be students who are focused and better prepared for the 21st century workforce or post-secondary.

Core Beliefs

1. Through a combined effort of students, teachers, administrators, and stakeholders, our students will reach their academic potential and be able to compete in the 21st century.
2. A commitment to continuous improvement is imperative if our school is to enable students to become confident, self-directed, and lifelong learners.
3. That students will maximize their potential when given the right tools and motivation.

Non-Discrimination Notice

Compliance Statement

It is the policy of the Wyoming County Career and Technical Center to provide equal opportunities to all prospective and current students, the faculty and staff on the basis of individual qualifications and merits, and other members of the school populations; without regard to race, color, religion, sex, marital status, disability, veteran status, sexual orientation, national origin, or age. This policy is in compliance with the requirements of

Title VI and VII or the Civil rights Act of 1964, Title IX of the Educational Amendments of 1972, the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, Section 504, and all other applicable federal, state, and local statutes, ordinances, and regulations. Information on the implementation of the policy may be obtained by contacting the Wyoming County Board of Education.

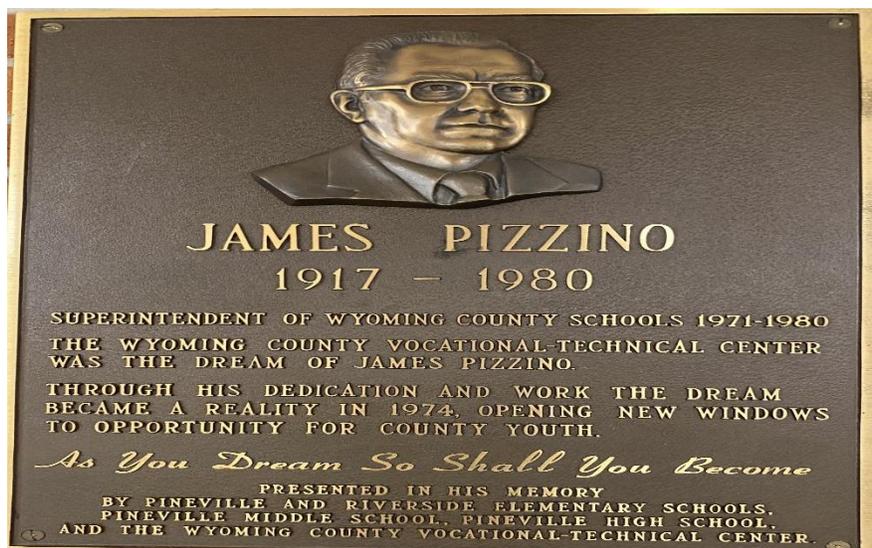
Non-Discrimination Statement

The Wyoming County Career and Technical Center does not discriminate on the basis of race, sex, age, disability, veteran status, religion, sexual orientation, color, or national origin in the administration of any of our educational programs, activities, or with respect to admission or employment.

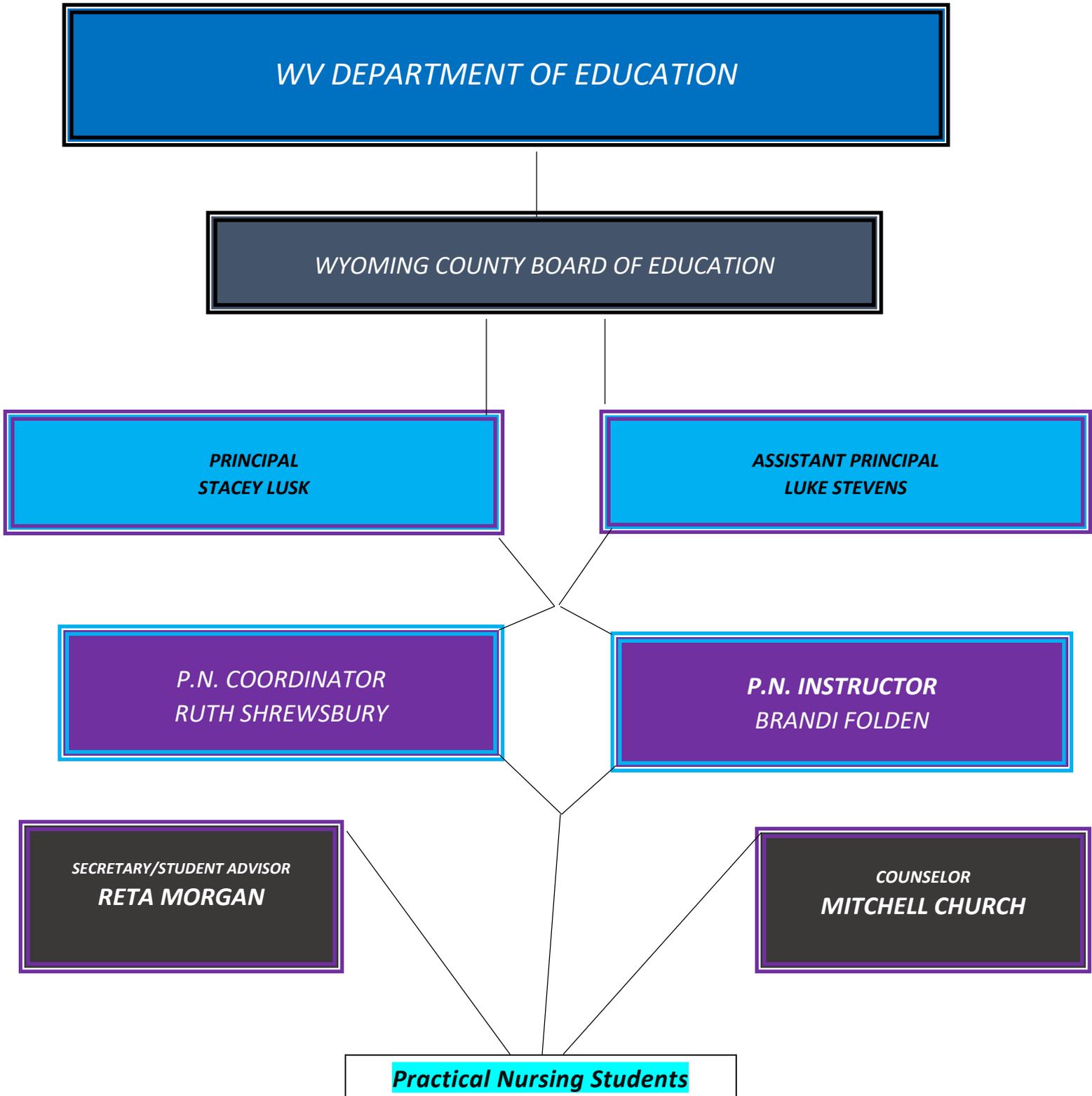
History

Superintendent James Pizzino of Wyoming County Schools from 1971-1980 had a dream to open what was then called the Wyoming County Vocational-Technical center. Through his dedication and work the dream became a reality in 1974. A plaque was presented in this memory which still remains on the walls of the Wyoming County Career and Technical Center.

As You Dream So shall You Become



WCCTC Organizational Chart/ Practical Nursing Program



Student Terminal Objectives

Upon Completion of the Wyoming County Career and Technical Center School of Practical Nursing, the graduate practical nurse will meet the following objectives while providing care under the direction of the registered nurse, physician or licensed dentist.

The graduate practical nurse will be able to:

Identify and utilize the nursing process in basic nursing by:

A. Data Collection

- Collect, report and record objective and subjective data in accurate manner.
- Observe the condition of a client and recognize the change in condition.
- Report and record signs and symptoms of deviation from normal to relevant health care member.
- Collaborate with all members of health care team to facilitate effective client care.
- Planning:
- Consult and assists other members of health care team in development of plan of care for clients.
- Identify priorities of clients
- Involve client and health care team in selection of nursing interventions.
- Setting realistic and measureable goals for client.

B. Implementation:

- Implements established plan of care to clients whose conditions are stabilized or predictable, under direction of registered nurse.
- Provide nursing care according to the priority of needs and established practices.
- Provide care and an environment conducive to achieving set goals of care.
- Assist client to maintain optima level of functioning.
- Practices safe and appropriate techniques when administering client care.
- Document nursing interventions, responses to care and other relevant information accurately.
- Communicate and report nursing interventions and responses to care to appropriate members of health care team.

C. Evaluation

- Monitor responses to nursing intervention.
- Collaborates and participates In determining level of achievement of goals and success of interventions.

- Document and communicate results to appropriate members of health care team.
 - Assists and participates in modification of care if deemed appropriate.
- D. Practice nursing within the legal boundaries and scope of practice for the entry-level practical nurse as set forth by the State Board of Nursing.
- E. Accept responsibility and accountability for own actions by:
- Functioning as an active member of the health care team.
 - Accepting responsibility for actions, competencies and behavior for self.
 - Serving as patient advocate.
 - Participating in continuing competency activities and continuing education to maintain current knowledge and skill level.
- F. Become licensed to practice in the nursing profession and meet all requirements for yearly renewal of License.
- G. Obtain employment in the nursing field.

Welcome to WCCTC

The staff and faculty of the Wyoming County Career and Technical Center would like to welcome you to our school.

By deciding to become a Licensed Practical Nurse you have chosen a difficult but rewarding profession. You will become an integral part of the health care team whose goal is to care for those who are ill, promote healthy behaviors, care for those in the dying process and assist family members and communities.

This handbook includes the rules and regulations for the Practical Nursing School. Please read the following pages carefully. Enrollment in this school indicates a willingness to abide by and be aware of the policies for this school.

Additional legal information and requirements for licensure can be obtained by visiting www.lpnboards.states.wv.us

Educational Philosophy for Wyoming County School

The Wyoming County School System seeks to provide an educational program based upon the needs and characteristics of the learners.

We strive to maintain a curriculum flexible enough to provide for such differences and structured enough to insure that basic levels of competencies are achieved by all

students. Emphasis is placed on the mastery of the basic functional skills of computation, reading and written and oral communications. Wyoming County seeks to provide full and productive years of educational experiences in an atmosphere conducive to learning.

It is the intent of the Wyoming County School System to present learning experiences which will enable each student to develop those skills which will contribute to his or her becoming a successful citizen

Wyoming County Career and Technical Center

Practical Nursing Program

Philosophy

We believe that nursing is an art and a science and that the nature of nursing is dynamic and ever changing.

We believe that nursing is concerned with the holistic care of the individual and of the uniqueness of man and his environment. The goal of nursing is to promote health and assist the individual in reaching an optimal level of functioning.

We believe that practical nurse has a well-defined role, under the direction of the registered nurse, licensed physician and licensed dentist.

We believe that the student will achieve clinical competency from the educational process required to meet "Client Needs." These needs include providing for a safe, effective care environment, health promotion and maintenance, psychosocial integrity and physiological integrity.

We believe that clinical experience should provide the student with a multidisciplinary approach to health care and expose them to a variety of health care settings. With exposure, the student should be safe and effective in their performance of care and demonstrate effective utilization of specialized knowledge and skill.

We believe that each student should conduct their practice in a professional manner and adhere to the standards of practice set forth by the State Board of Examiners for the Licensed Practical Nurse.

We believe that as health care continues to change it is the responsibility of the student and instructor to maintain and enhance knowledge, skills and abilities required for safe and effective job performance that is congruent with the state laws regulations.

Wyoming County Career and Technical Center

**Practical Nursing Program
Personnel Information**

Stacey Lusk-M. Ed.	Principal	<u>Stacey.lusk@k12.wv.us</u>
Luke Stevens-M. Ed.	Assistant Principal	<u>lmstevens@k12.wv.us</u>
Ruth Shrewsbury-RN, BSN	P.N. Coordinator	<u>ruth.shrewsbury@k12.wv.us</u>
Brandi Folden-RN, BSN	P.N. Instructor	<u>brandi.folden@k12.wv.us</u>
Reta Morgan-Associates	Secretary/Student Services Advisor	<u>reta.morgan@k12.wv.us</u>
L. Mitchell Church-B. Ed	Counselor	<u>larry.church@k12.wv.us</u>

Wyoming County Career and Technical Center

Phone 304-732-8050

Extensions

Stacy Lusk 7101

Luke Stevens 7102

Ruth Shrewsbury 7132

Brandi Folden 7113

Reta Morgan 7104

Mitchell Church 7112

Fax 304-732-8332

Monday-Friday 7:30 a.m.-2:30 p.m.

Master Plan Practical Nursing Program

Principles of Fundamentals	Class Hours 129	Clinical Hours 124	July October
Social Science (PVR)	Class Hours 130	Clinical Hours 20	July May
Body Structure (Anatomy)	Class Hours 64	Integrated	January March
Nutrition and Diet Therapy	Class Hours 42	Integrated	July September
Pharmacology	Class Hours 72	Clinical Hours 35	August June
Obstetrical Nursing	Class Hours 28	Clinical Hours 36	November
Pediatric Nursing	Class Hours 28	Clinical Hours 36	November
Psychiatric Nursing	Class Hours 38	Clinical Hours 65	April
Geriatrics	Class Hours 45	Clinical Hours 69	August
Medical Surgical	Class Hours 145	Clinical Hours 336	January June
Total Hours	721	721	1442

Admission Policy

Students are admitted without discrimination in regard to creed, ethnic origin, marital status, race, sex or age.

Educational requirements- Enrollment is limited to adult students age 18 or older who have a high school diploma or GED equivalent.

At the time of scheduled interview, each applicant will be asked to complete the following:

1. Release of information
2. Copy of high school transcript, GED scores
3. Application forms-Application forms are available in the office of the Wyoming County Career and Technical Center. HCR 72, Box 200, Pineville WV 24874.
4. Copy of TEAS Test Results- Recommend 55% or higher overall
5. Drug screen
6. Background check
7. Immunization Records
8. Personal References – required three personal references

All applicants must take the pre-entrance TEAS exam between the months of October and May Scoring a recommended 55%

This exam may be repeated by the applicant 3 times during a twelve month period. All applicants meeting the required scores will be considered candidates for the program. The candidates who meet these requirements are then presented to the Advisory Board of the Wyoming County Career and Technical Center School of Practical Nursing.

Cost of the test- \$85.00 which is payable when you register. Cost of the test is subject to change and is nonrefundable.

You may purchase a TEAS Study guide in the office \$35.00

Health Requirements

1. Complete physical examination
2. CBC and Serology
3. Urinalysis
4. Proof of the required immunizations: Tetanus-Diphtheria-Polio-MMR-Hepatitis B
5. Chest X-ray or non-reactive PPD Test
6. Dental Exam
7. Drug Screen

Refund Policy

On the first day of class, students are expected to pay a \$2,000.00 non-refundable fee for the purchase of their (kits). After that, tuition and fees are broken down into a ten (9) month payment plan. Payments of \$611.10 are expected to be received on or by the 15^h of each month.

If a student is dismissed from the program, refunds will be issued to the students or their financing entities (example: Workforce of WV or Department of Rehabilitation) within 45 days of their last date of attendance based on a prorated calculation of amount paid and attendance.

If a student withdraws and provides notification of their withdrawal, they will be reimbursed on a prorated calculation as mentioned above regarding amount paid and attended.

Readmission Policy

The policy for readmission requires that in order to obtain credit for subjects previously completed, they must apply for re-entry within a one year period. The student must have also followed the school policy regarding absenteeism. If the above criteria has been met, the applicant must then follow the entire admission process, i.e., the application procedure, physical examination, interview. Upon satisfactory completion of these requirements, the student will receive credit for the previously taken classes passed with an 80% and be required to demonstrate lab techniques applicable. The student may then return at point of exit of the previous year, if space permits. Current tuition and Costs apply.

Policy on Advanced Standing

In certain exception cases, provisions for advanced standing in the program may be granted. The Program Coordinator and faculty in consultation with the State Board of Examiners for Licensed Practical Nurses will develop proficiency criteria to determine the appropriate placement level.

Advance standing would be considered for students under category C-Readmission and those students transferring from other Schools of Nursing. In the cases of transfer from a different PN Program, the Coordinator shall contact that particular school for verification of pre-entrance test scores, course completion, grades, curriculum schedule and absenteeism. The Coordinator shall collaborate with the State Board of Examiners for LPN'S before a decision is made.

All of the pre-admission and admission requirements must be met. The tuition will be based on the present daily rate of the tuition, the number of class days the student is enrolled and any other additional hours required for evaluation.

Transfer Policy

Transfer students will only be considered if opening exists. If more than one year has elapsed since a student withdrew from another program, he or she will not be considered as a transfer student. The student must have left the previous School of Nursing in good standing. If they did not leave in good standing, they will not be admitted to our program.

Acceptance of transfer students and evaluation of credits, with a plan of completion, shall be at the discretion of the coordinator of the program and must meet the requirements of the State Board of Licensed Practical Nurses. Section 9:13 in the Manual of Recommendations' and Requirements.

Financial Assistance

The Wyoming County Career and Technical Center accepts financial assistance from the following:

State of WV Division of Rehabilitation 304-294-5653
Workforce Development 304-929-2033
United Mine Workers of America 304-256-2600

Scholarship:

The Credit Bureau of the Virginias Foundation, Inc. 304-324-0777

The Denisa Thomas Scholarship

Textbooks:

Some textbooks will be given to the students at the beginning of each coarse segment. All textbooks must be turn in to the Practical Nursing Program at the end of the school year. Failure to return textbook can result in withholding diploma until all books are returned.

Laptops

The Wyoming County Practical Nursing program provides students with advanced laptops for the use of the Nursing Program. Students will sign a loan agreement and will return the loan laptop at the end of the program.

If the laptops are not returned the student's transcript will be held and an invoices of \$2,000.00 will be issued to the student. Transcripts will not be released until Invoice is paid or laptop is returned.

Library

Our practical nursing student have access to library books, videos, resume templates, and computer. All students will sign-in and out when using the Library, see your instructor for times available.

Grades and Academic Policies

Each student must maintain passing scores in all areas of classroom and clinical instruction. Students must maintain a final "C" grade (80%) at the end of each unit of study, or will be required to withdraw from the program. In addition, the student must maintain an 80% or C in Basic Pharmacology, Basic Mathematics, and the Basic Nutrition Units. Since Pharmacology, Math and Nutrition are integrated throughout the entire year a solid foundation in these areas must be maintained. Therefore, the student must have an 80% in these basic areas.

The grading system will be as followed:

94 – 100 = A

87 – 93 = B

80 – 86 = C

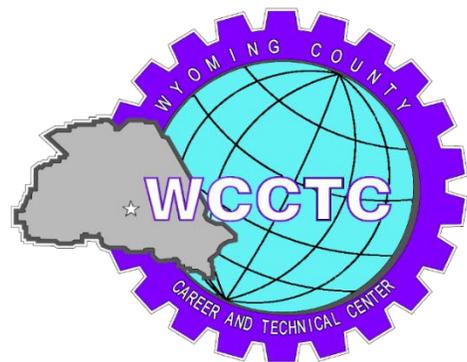
Below 80=F

Evaluation of performance will be conducted throughout the program on the basis of:

1. Skill performance of competencies
2. Written examinations, scheduled and non-scheduled
3. Self-evaluation
4. Instructor evaluation at the end of each clinical experience with an instructor
5. Evaluation by students of each instructor on both clinical ability and classroom/lecture ability. The clinical evaluations will be done at the time students' rotation from one instructor to another. Classroom/lecture ability evaluations will be done following each unit in which the instructor has been responsible for the majority of the lecture material.

Practical Nursing Orientation Agenda

9:00 am	Welcome
9:10 am	Expectations Students/Staff
9:30 am	Financial Assistance
10:00 am	10 minute break
10:10 am	Discussion Practical Nursing Handbook Signature of all required forms
12:00 pm	Discussion all policies and procedures
1:00 pm	Dismissal



Stacey Lusk
Principal
Luke Stevens
Assistant

Dawn Clay
Secretary
Reta Morgan
Secretary

Wyoming County Career and Technical Center

**Practical Nursing Program
Tuition and Fees**

Tuition		\$3,000.00
ATI Prep/Curriculum		\$3,000.00
Nursing Tools		\$1,000.00

State Board	<i>Subject to Change</i>	\$300.00
Graduation	<i>Subject to Change</i>	\$200.00

Total		\$7,500.00
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This will not be paid to the Wyoming County Career and Technical Center
Additional Cost when accepted into the program
Student's responsibility
Approximately

Uniforms		\$300.00
Scrub Suit (x2)	\$125.00	
Emblem	\$ 25.00	
Shoes (White Leather, NO CROCS)	\$50.00-\$100.00	
Stethoscope	\$30.00-\$60.00	
Watch	\$20.00	
Criminal Background Check (x2)		\$100.00
Fingerprints (x2)		\$100.00
Physical Exam including urine drug screen		\$200.00
Basic Dental Exam		\$ 40.00
Hepatitis B Vaccine		\$200.00

Payment Schedule

Every student will be required to pay \$2,000.00 the first day of class this will be for your Curriculum and is non-refundable

It is your responsibility to contact your financial support company for reimbursement.

The WCCTC Practical Nursing Program is a 50 week program. First day of Class is the Monday following the fourth of July and continues until the third Friday in June.

Tuition and all Fees will be paid on a monthly schedule

You will be required to go by our payment schedule. Payments will be due by the 15th of Each month.

August	\$611.12
September	\$611.11
October	\$611.11
November	\$611.11
December	\$611.11
January	\$611.11
February	\$611.11
March	\$611.11
April	\$611.11

If you are more than fifteen (15) days late or non-payment for that month, it will be grounds of dismissal from the Wyoming County Career and Technical Center Practical Nursing Program.

Professional Boundaries

National Council of State Board of Nursing (NCSBN) booklet

https://www.ncsbn.org/public-files/ProfessionalBoundaries_Complete.pdf

A Nurse's Guide to **Professional Boundaries**



**A nurse must
Understand and apply
The following concepts
Of professional
Boundaries.**

A therapeutic relationship is one that allows nurses to apply their professional knowledge, skills, abilities and experiences towards meeting the health needs of the patient. This relationship is dynamic, goal-oriented and patient- and family-centered because it is designed to meet the needs of the patient and family. Regardless of the context or length of interaction, the therapeutic nurse–patient relationship protects the patient’s dignity, autonomy and privacy and allows for the development of trust and respect.

Professional boundaries are the spaces between the nurse’s power and the patient’s vulnerability. The power of the nurse comes from the nurse’s professional position and access to sensitive personal information. The difference in personal information the nurse knows about the patient versus personal information the patient knows about the nurse creates an imbalance in the nurse–patient relationship. Nurses should make every effort to respect the power imbalance and ensure a patient-centered relationship.

Boundary crossings are brief excursions across professional lines of behavior that may be inadvertent, thoughtless or even purposeful, while attempting to meet a special therapeutic need of the patient. Boundary crossings can result in a return to established boundaries, but should be evaluated by the nurse for potential adverse patient consequences and implications. Repeated boundary crossings should be avoided.

Boundary violations can result when there is confusion between the needs of the nurse and those of the patient. Such violations are characterized by excessive personal disclosure by the nurse, secrecy or even a reversal of roles. Boundary violations can cause distress for the patient, which may not be recognized or felt by the patient until harmful consequences occur.

A nurse’s use of social media is another way that nurses can unintentionally blur the lines between their professional and personal lives. Making a comment via social media, even if done on a nurse’s own time and in their own home, regarding an incident or person in the scope of their employment, may be a breach of patient confidentiality or privacy, as well as a boundary violation.

Professional sexual misconduct is an extreme form of boundary violation and includes any behavior that is seductive, sexually demeaning, harassing or reasonably interpreted as sexual by the patient. Professional sexual misconduct is an extremely serious, and criminal, violation.

A CONTINUUM OF PROFESSIONAL BEHAVIOR



Every nurse–patient relationship can be plotted on the continuum of professional behavior illustrated above.

Every nurse–patient relationship can be conceptualized on the continuum of professional behavior. Nurses can use this graphic as a frame of reference to evaluate their behavior and consider if they are acting within the confines of the therapeutic relationship or if they are underinvolved or overinvolved in their patients’ care. Overinvolvement includes boundary crossings, boundary violations and professional sexual misconduct. Under involvement includes patient abandonment, disinterest and neglect, and can be detrimental to the patient and the nurse. There are no definite lines separating the therapeutic relationship from under involvement or over involvement; instead, it is a gradual transition.

This continuum provides a frame of reference to assist nurses in evaluating their own and their colleagues' professional–patient interactions. For a given situation, the facts should be reviewed to determine whether or not the nurse was aware that a boundary crossing occurred and for what reason. The nurse should be asked: What was the intent of the boundary crossing? Was it for a therapeutic purpose? Was it in the patient's best interest? Did it optimize or detract from the nursing care? Did the nurse consult with a supervisor or colleague? Was the incident appropriately documented? involvement includes patient abandonment, disinterest and neglect, and can be detrimental to the patient and the nurse. There are no definite lines separating the therapeutic relationship from under involvement or over involvement; instead, it is a gradual transition.

BOUNDARIES AND THE CONTINUUM OF PROFESSIONAL NURSING BEHAVIOR

- The nurse's responsibility is to delineate and maintain boundaries.
- The nurse should work within the therapeutic relationship.
- The nurse should examine any boundary crossing, be aware of its potential implications and avoid repeated crossings.
- Variables such as the care setting, community influences, patient needs and the nature of therapy affect the delineation of boundaries.
- Actions that overstep established boundaries to meet the needs of the nurse are boundary violations.
- The nurse should avoid situations where he or she has a personal, professional or business relationship with the patient.
- Post-termination relationships are complex because the patient may need additional services. It may be difficult to determine when the nurse–patient relationship is completely terminated.
- Be careful about personal relationships with patients who might continue to need nursing services (such as those with mental health issues or oncology patients).





What if a nurse wants to date or even marry a former patient? Is that considered sexual misconduct?

The key word here is former. The following are important factors to consider when making this determination:

- What is the length of time between the nurse–patient relationship and dating?
- What kind of therapy did the patient receive? Assisting a patient with a short-term problem, such as a broken limb, is different than providing long-term care for a chronic condition.
- What is the nature of the knowledge the nurse has had access to and how will that affect the future relationship?
- Will the patient need therapy in the future?

Is there risk to the patient?

What if a nurse lives in a small community? Does this mean that he or she cannot provide care for neighbors or friends?

The difference between a caring relationship and an overinvolved relationship is sometimes difficult to discern. A nursing professional living and working in a small, rural or remote community will, out of necessity, have business and social relationships with patients. In these instances, it is extremely important for nurses to openly acknowledge their dual relationship with patients and to emphasize when they are performing in a professional capacity.

The nurse must ensure the patient's care needs are primary. When this is not possible, nurses should remove themselves from the situation or request assistance from a supervisor or colleague.

Do boundary violations always precede sexual misconduct?

Boundary violations are extremely complex. Most are ambiguous and difficult to evaluate. Boundary violations may or may not lead to sexual misconduct. In some cases, extreme sexual misconduct, such as assault or rape, may be habitual behavior, while at other times it is a crime of opportunity. Regardless of the motive, extreme sexual misconduct is not only a boundary violation, it is criminal behavior.

Does patient consent make a sexual relationship acceptable?

If the patient consents, and even if the patient initiates the sexual conduct, a sexual relationship is still considered sexual misconduct for a health care professional. It is an abuse of the nurse–patient relationship that puts the nurse’s needs first. It is always the responsibility of a health care professional to establish appropriate boundaries with current and former patients.

RED FLAG BEHAVIORS

Some behavioral indicators can alert nurses to potential boundary issues for which there may be reasonable explanations. However, nurses who display one or more of the following behaviors should examine their patient relationships for possible boundary crossings or violations.

-
-
- **Signs of inappropriate behavior can be subtle at first, but early warning signs that should raise a “red flag” can include:**
 - Discussing intimate or personal issues with a patient
 - Engaging in behaviors that could reasonably be interpreted as flirting
 - Keeping secrets with a patient or for a patient
 - Believing that you are the only one who truly understands or can help the patient
 - Spending more time than is necessary with a particular patient
 - Speaking poorly about colleagues or your employment setting with the patient and/or family
 - Showing favoritism
 - Meeting a patient in settings besides those used to provide direct patient care or when you are not at work
- Patients can also demonstrate signs of overinvolvement by asking questions about a particular nurse, or seeking personal information. If this occurs, the nurse should request assistance from a trusted colleague or a supervisor.

What should a nurse do if confronted with possible boundary violations or sexual misconduct?

The nurse needs to be prepared to deal with violations by any member of the health care team. Patient safety must be the first priority. If a health care provider’s behavior is ambiguous, or if the nurse is unsure of how to interpret a situation, the nurse should consult with a trusted supervisor or colleague. Incidents should be thoroughly documented in a timely manner. Nurses should be familiar with reporting requirements and the grounds for discipline in their respective jurisdictions; they are expected to comply with these legal and ethical mandates for reporting.

What are some of the nursing practice implications of professional boundaries?

Nurses need to practice in a manner consistent with professional standards. Nurses should be knowledgeable regarding professional boundaries and work to establish and maintain those boundaries. Nurses should examine any boundary-crossing behavior and seek assistance and counsel from their colleagues and supervisors when crossings occur. Nurses also need to be cognizant of the boundary violations that occur when using social media to discuss patients, their family or their treatment. These issues are discussed in depth in NCSBN’s brochure *A Nurse’s Guide to the Use of Social Media*. Other resources about social media guidelines can be found at [ncsbn.org/boundaries](https://www.ncsbn.org/boundaries).

NCSBN PROFESSIONAL BOUNDARIES RESOURCES

NCSBN offers a variety of resources pertaining to professional boundaries:

- The “Professional Boundaries in Nursing” video, at ncsbn.org/464.htm, helps explain the continuum of professional behavior and the consequences of boundary crossings, boundary violations and professional sexual misconduct. Internal and external factors that contribute to professional boundary issues, including social media, are explored.
- The “Professional Boundaries in Nursing” online course was developed as a companion to the video. The cost of the course is \$30. Upon successful completion of the course, 3.0 contact hours are available. The course is approved by the Alabama Board of Nursing. Register at learningext.com.

Other resources can be found at ncsbn.org/boundaries.



THE NURSE’S CHALLENGE

- Be
- Be cognizant of feelings and
- Be observant of the behavior of other professionals
- Always act in the best interest of the

To find the board of nursing in your state/territory, visit ncsbn.org/contactboard

To order additional copies of this brochure

Methods of Instruction

Classroom

Games
Lectures
Power points
Quizzes
Test
Computer base Test
Learning Objectives
Audio-Visual Aides
Smartboards

Clinical

Student Mentoring
Performance Evaluations
Observational Experience
Lab Practice
Lab Demonstrations
Lab Test
Clinical Paperwork
Clinical Checkoff Sheets
Self-Appraisal

Methods of Evaluations

Test- Computer based and Written
Benchmark Testing- ATI
Lab Simulated Quizzes
Clinical Skills Check Sheets
Clinical Evaluations
Progress Reports
Student Participation

Students will evaluate instructors at the end of each course

Clinical Partners

Appalachian Regional Hospital
Family Healthcare Associates- All Locations
Jackie Withrow Hospital
Kid Care Pediatrics
Raleigh General Hospital
Stonerise
Wyoming Nursing
Princeton Community Hospital
Hospice of Southern WV

Failure/Dismissal

Verbal Warning- May be given at any time regarding classroom and/or clinical performance or attendance. A report of verbal warning indicating the behavior exhibited shall be signed by the instructor and student and placed in the student's file. This places the student on probation for ten (10) school days. At the end of this period, a written warning will be given unless the student has shown the necessary improvement.

Written Warning – This letter will be delivered to the student by the coordinator, or a member of the faculty.

Students placed on probation will be informed of all requirements for removal from this status, the time in which all requirements must be met, and dismissal from the program may be the result if not completed.

Any student that receives two probations will be immediately dismissed from the P.N. program.

If a student is placed on probation, their status will be reviewed by the Principal/Director of the Wyoming County Career and Technical Center.

Grounds for immediate Dismissal of a Student

Grounds for immediate dismissal include the following:

1. The use of any illegal drug.
2. The use of illegal mood altering drugs
3. The use of alcohol prior to or during class/clinical hours
4. Receipt of positive drug screen
5. Theft
6. Patient abuse verbal or physical
7. Falsifying information
8. Cheating

9. Plagiarism
10. Fraud
11. Profanity and or sarcasm in classroom or Clinical areas.

12. Absence of 8 total days, 5 clinical days. More than one day of each specialty assignment (Obstetric, Pediatrics, Geriatrics, Mental Health).
13. Refusal to undergo requested drug screening
14. Insubordination
15. Breach of confidentiality
16. Jeopardizing the health and or welfare of a patient, student, instructor or clinical agency staff.
17. Misuse of social media.
18. Harassment, (Verbal, Contact, Written) in School or in any school related context.
19. Vandalism
20. Bullying
21. Unethical or immoral conduct
22. Assault and or battery
23. Disruptive classroom and or clinical conduct
24. Smoking, Vaping, Smokeless Tobacco policy page 24
25. Possession of firearm or deadly weapon on school or clinical property

Outside Employment

Outside employment is discouraged due to the rigorous requirements of the program.

Grievance Procedure

Definition: A grievance is simply a complaint, or a basis for complaint.

1. All practical nursing students have the right to file a grievance.
2. Grievances do not have to be written. A student may file a grievance by:
3. Telling the coordinator that he or she has a complaint or by sending a letter to:

Wyoming County Career and Technical Center
Coordinator/ Practical Nursing Program

All grievance shall be filed within fifteen (15) days of the date the aggrieved party became aware of, or should have become aware of the cause of such grievance.

All complaints and grievances will be processed in the following manner:

Step 1: The aggrieved party shall attempt to resolve the dispute with the Coordinator of the Practical Nursing Program. If not settled within five (5) calendar days from the date the party first became aware of the cause for such grievance, the matter shall proceed to:

Step 2: The grievance shall be reduced to writing (not necessarily by the aggrieved party) and referred to the Director of the Wyoming County Career and Technical Center. If not settled within five (5) additional calendar days, the matter shall be sent to the Superintendent of Wyoming County Schools and the Wyoming County Board of Education to be solved.

If any student would like to bring their concerns to Commission on Occupational Education they may do so by writing or call:

Council on Occupational Education
7840 Roswell Road, Building 300 Suite 325
Atlanta, GA 30350
www.council.org 1-800-917-2081

Personal Appearance

The Wyoming County Career and Technical Practical Nursing Program students are all adults and are expected to behave and dress as such. Your classroom attire should always reflect neat, clean, well-groomed and professionalism student.

Code

po5511

Status

Active

Legal

West Virginia Board of Education Policy 4373

Adopted

October 29, 2018

Last Revised

December 2, 2019

5511 - DRESS AND GROOMING

The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program and process of the schools. The Board authorizes the Superintendent to establish a reasonable dress code in order to promote a safe and healthy school setting and to enhance the educational movement. The dress code shall be incorporated into the Student Code of Conduct or Discipline Code.

Accordingly, the Superintendent shall establish such dress and grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

- A. present a hazard to the health, safety or welfare of the student himself/herself or to others in the school;
- B. materially interfere with school work, create disorder, or disrupt the educational process;
- C. distracts or is indecent to the extent that it interferes with the teaching and learning process;
- D. displays or promotes drug, alcohol or tobacco-related product that is prohibited in school buildings, on school grounds, in school-leased or owned vehicles and at all school-affiliated functions;
- E. cause excessive wear or damage to school property;
- F. prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

Such guidelines shall establish the dress requirements for members of the athletic teams, bands, and other school groups when representing Wyoming County School District at a public event.

The Superintendent shall develop administrative guidelines to implement this policy which:

- A. designate the principal as the arbiter of student dress and grooming in his/her building;
- B. invite the participation of staff, parents, and students;
- C. instruct staff members to demonstrate by example and precept wholesome attitudes toward neatness, cleanliness, propriety, modesty, and good sense in attire and appearance;
- D. ensure that all rules implementing this policy impose only minimum and necessary restrictions on the exercise of the student's taste and individuality.

Students who violate the foregoing rules will not be admitted to class and may be suspended from school.

Personal Conduct in Hospital

1. Students will not visit patients of the Hospital/Clinic while on or off duty in uniform.
2. No Smoking
3. Students are not to receive or make personal phone calls while on duty. Only in case of emergency.
4. Students are to observe all rules expected of employees of the clinical area which is assigned.
5. Students will not discuss with staff of assigned Hospital/Clinic of any personal medical advice for family, or friends.
6. Do not leave assigned area until your Supervisor is notified and approves.
7. Inform your instructor when you have completed your assignment. You are not to "Hang out" in the nurse's station.
8. Be on time.

Students with Disabilities (Accommodations)

Wyoming County Career and Technical Center can only accommodate for special needs within the requirements of the Practical Nursing Program. Student has to be able to do all required skills and training expected for the Nursing profession. An example of an accommodation may include longer time for testing.

Uniforms

Students will be required to wear the complete uniform as specified by the coordinator and faculty in the clinical area. The uniform may either be dress or pantsuit for females with the dress being no shorter than the bottom of the knee. Also, to be worn are white nurses' shoes and white hose. For male students, the uniform will consist of the specified scrub top worn with regulation white pants, white shoes and white socks.

The name tag must be worn on the uniform at all times. No jewelry, except a wedding ring or watch, is to be worn.

Remember:

- a. Wear the uniform in accordance with the above stated policies.
- b. Have your uniform clean, ironed, and properly buttoned and the proper length.
- c. Wear proper shoes that are in good repair.
- d. Have a watch with a second hand, a pen, bandage scissors and other articles that you need constantly in the performance of your duties.
- e. Wear your uniform with pride and dignity. Be proud of it and set an example to others by being immaculately groomed and dressed.
- f. Don't wear jewelry other than wedding ring or watch. Leave all diamonds and other decorative rings at home, for you risk scratching the patient with the diamond or losing it in slippery bath water while bathing the patient.
- g. Do not wear earrings. The only exception is the smallest post type pierced earrings. Absolutely no type of dangling earring will be permitted.
- h. No perfumes or cologne while on duty.
- i. Nails are to be trimmed to avoid injuring patients.
- j. Artificial nails are not allowed.
- k. Visible body piercing jewelry may not be worn. Examples; nose, cheek, eyebrow, tongue, etc.

Social Media

The use of Facebook, Twitter, Instagram, Snap Chat or any type of social media that could identify students, faculty, administration, clinical facilities, patients or patients family members, the Wyoming County Career and Technical Center, or the Wyoming County Career and Technical Center School of Practical Nursing is strictly prohibited and is grounds for immediate dismissal from the program.

Personal Habits

Smoking, Vaping, Smokeless Tobacco

Smoking- West Virginia State Board of Education affirms smoking is not permitted within county or state operated school building. Therefore, smoking is not permitted anywhere on school grounds. (See Wyoming County School Zero Tolerance Policy.)

Refer to “Grounds for Immediate Dismissal”

The student is expected to adhere to the smoking policy of the particular facility in which he/she working.

All Students and Employees will be expected to adhere to existing state law regulating tobacco use. (16-9a-4)

§16-9A-4. Use of tobacco, tobacco products, alternative nicotine products or vapor products in certain areas of certain public schools prohibited; penalty.

Every person who shall smoke a cigarette or cigarettes, pipe, cigar or other implement, of any type or nature, designed, used or employed for smoking any tobacco or tobacco product; or who shall use any tobacco product or tobacco-derived product in any building or part thereof used for instructional purposes, in any school of this state, as defined in section one, article one, chapter eighteen of this code, or on any lot or grounds actually used for instructional purposes of any such school of this state while such school is used or occupied for school purposes, shall be guilty of a misdemeanor, and, upon conviction thereof, shall be punished for each offense by a fine of not less than one nor more than five dollars: Provided, That this prohibition shall not be construed to prevent the use of any tobacco or tobacco product or tobacco-derived product, in any faculty lounge or staff lounge or faculty office or other area of said public school not used for instructional purposes: Provided, however, That students do not have access thereto: Provided further, That nothing herein contained shall be construed to prevent any county board of

education from promulgating rules and regulations that further restrict the use of tobacco products or tobacco-derived products, in any form, from any other part or section of any public school building under its jurisdiction.

The concept of “professionalism” will be explored with you by the faculty, especially in the first month of Orientation to the field of Vocational Practical Nursing. At the basis of professionalism is behavior as ladies and gentlemen, characterized by quiet, calmness of manner, a well-modulated voice, and consideration of others. You will be taught to conduct yourself in a manner that inspires the confidence of your patients. As you will see, that is a matter of utmost importance.

Absence

The nature of the training in this course of study makes regular attendance a requirement. In case of illness or emergency, when a student cannot attend class or report to the clinical area, the coordinator or instructor must be notified prior to the time of the scheduled class or clinical assignment.

Students must clock in every morning by 7:30 a.m. Three (3) tardy will be counted as one (1) day missed. Students leaving early is consider early outs. Three (3) early outs will also be counted as one (1) day missed.

Students who miss more than 8 (eight) total days will be dismissed. If a student misses more than 5 (five) clinical days, he/she will be dismissed. If a student misses more that 1 (one) day of each specialty assignment (Obstetric, Pediatrics, Geriatrics, Mental Health), he/she will be dismissed from the program.

The only exception being death in the student’s immediate family (mother, father, child, grandparent, sibling or spouse). In that event, a (two) 2 day extension will be granted.

In case of illness or emergency, when a student cannot be in attendance, either in class or in the clinical area, the school must be notified personally by the student no later than 30 minutes within the scheduled time of attendance for that day. Students are not allowed to rely on other students to relay the message nor does lack of a telephone excuse a student from this requirement.

It is the student's responsibility to inquire about assignment and tests which were missed during an absence. Any tests which were missed must be made up the class day following the absence. Absenteeism must be regarded as detrimental to the student's successful completion of the program.

- If a student is absent five days, the student's course of study will be reviewed by the coordinator, faculty and advisory committee and definitive action will be taken.
- If a student is absent two or more consecutive days for personal illness, the student shall present a doctor's excuse on his/her first day back to school.
- Any student who is absent more than one clinical day in the specialty areas (Obstetrics, Pediatrics, Psychiatric, and Geriatrics) will be dismissed from the program.
- Each student will be expected to sign an agreement form indicating an understanding of the requirements of class scheduling and clinical rotation.
- If for any reason a student is required to leave the classroom before the assigned time, the student must sign out in the main office.

Drug Policy

The student understands and agrees that he/she is requested to submit to a drug screen before entering the program. The student also understands and agrees that he/she may be requested to submit to random drug/alcohol screening during the course of the academic year. Said screening may be requested at any time by the nursing faculty of the Wyoming County Career and Technical Practical Nursing Program and shall be performed in accordance with proper chain of custody procedures. The random drug/alcohol screening shall be performed at the expense of the Wyoming County Career and Technical Center Practical Nursing Program.

Upon request of the nursing faculty of the Practical Nursing Program, if reasonable cause exist, the student shall agree to submit to testing to determine whether any controlled substances, drugs used illegally, or substances which may be mood altering in any way are present in his/her blood and/or urine. Said testing shall be performed as soon as possible following proper chain of custody procedures. Testing pursuant to probable cause shall be at the expense of the student. Failure to submit to such a reasonable request shall be prima facie evidence of the presence of the aforementioned substances,

and shall be grounds for immediate dismissal from the Practical Nursing Program.

Any student who is prescribed any narcotic medication or medication which may be mood altering in any way shall cause his/her physician to document the prescribing of said medication. The student shall furnish said documentation to the Coordinator of the Practical Nursing Program the next instructional day following the prescribing thereof. At no time shall the student engage in direct patient care in the clinical agency while he/she is under the influence of a narcotic, illegal drug, drugs used illegally, or otherwise mood altering medications.

Meals

When at the Career and Technical Center, the food service area will occasionally be open for lunch. If the student leaves the school grounds on the lunch break, the instructor and coordinator shall be notified.

When on clinical assignment in the hospital, those food service areas are available to employees and/or visitors will be accessible to students.

When on assignment in the community health and social agencies, etc. The student may bring his/her own lunch, or eat in whatever public facilities available to them, within the lunch period scheduled.

Transportation

Each student is responsible for his or her own transportation to the school clinical areas. Student parking at the Career and Technical Center and in all areas of clinical assignment shall be the student's responsibility. The Wyoming County Career and Technical Center will issue parking permits to each student for each vehicle driven to the Center. The fee is \$20.00 per permit. The price is subject to change. The Career and Technical Center will not be responsible for any personal or property damage incurred in any case.

Pregnancy

If a student becomes pregnant, she may remain in the nursing program only with the written permission of her physician. The faculty feels because of possible health risks in clinical rotations, it is recommended that students who become pregnant should consider a leave of absence from the school. However, if the student should choose to remain in the school, she will be required to sign a waiver releasing the school and its cooperating agencies from any liability should her activities be detrimental to her or to the child.

The student must present to the coordinator, a statement for the physician each month stating she is physically capable of clinical performance. If the student remains in the school for the duration of the pregnancy, she must abide by the physician's orders in regard to her return to the clinical area following the birth of the child.

The student must also adhere to the attendance policies of the school.

Cell Phones

The Wyoming County Career and Technical Center School of Practical Nursing has a no cell phone policy permitted in the classroom.

Anyone breaking this will be reprimanded and is subject to being sent home and loss of class hours.

In accordance with the affiliated clinical facilities, no cell phone are permitted in the clinical areas. The only exception being if the students are in a specialty rotation such as ER, Endo, Outpatient, Cardiac Cath, etc. These students will be allowed to bring cell phones in the event that an Instructor is needed. Students will be given their assignments the day prior to the rotation. If a student breaks the cell phone policy, a clinical unsatisfactory will be given and the student is subject to being sent home.

Illness or Injury of Students

Students shall be responsible for their own medical care if they become ill during the school year. It is recommended that each student carry medical/ hospital insurance. Students are required to have up-to-date immunizations before entering the program.

The school is not responsible for any illnesses or injury contracted by the student while performing school or clinical assignments. If a student becomes ill when in a clinical area, he/she may be seen by a staff physician in the emergency room. The student is personally responsible for any fees charged for this service.

Class Days and Hours

Days are Monday through Friday

Hours: The scheduled time for classroom and clinical experiences will not exceed 32 hours per week. Due to travel time in some clinical areas and the availability of clinical experiences, starting time will vary. Faculty will arrive before students to make final preparations.

Holidays and Vacation Days

Students will receive a calendar in which reflects the days students will not attend class. Nursing Students will go by the Wyoming County School calendar for these days. Which includes Thanksgiving Break, Christmas break, Spring Break. Your instructors will advise you on other days.

School Closure Policy

The nursing program will follow Wyoming County Schools inclement weather policy. Any delay for Wyoming county schools students will not attend clinical and will report to school.

Fire and Safety Precautions

Students will be given copies of fire and safety regulations at the Career and Technical Center and at each of the clinical facilities.

Appearance of Building

Each student will be provided with a locker. The student will be expected to keep his or her desk and locker clean and neat and do his or her share in maintaining a good physical appearance in the school area.

Counseling

A student may request counseling for school or clinical problems or school related problems. Faculty members are not qualified to act as counselors for personal problems, however, will refer students for counseling upon request.

Graduate Follow-up Survey

We ask that student's complete a graduate follow-up survey. This is available in written form and it will also be sent to you through email or text. *WE are requesting your valuable input about our Practical Nursing program. This survey will assist us to improve on Program.*

State Board Application and Fees

The National Council Licensure Examination will be administered by computer and will be offered on a continuing basis at specified testing location. Applications with instructions are provided upon request to the West Virginia State Board of Examiners for Licensed Practical Nursing. Address: 101 Dee Drive. , Charleston, WV 25331-1688. Phone number (304- 588-3572).

At the completion of the academic year, a transcript of grades covering the entire twelve-month period, passport size photo, and an application for the State Board Exam must be mailed to the board temporary permit is desired to cover practice between graduation and results of licensing exam and additional \$10.00 is required. Total amount to the West Virginia Board for application and temporary permit is \$85.00

Application to the National Test Service when you apply online is \$200.00 requests are accepted by application is \$200.00. (These costs are subject to change)

The grand total with temporary permit is \$285.00 (Subject to change)

LPN Convention

In June, each member of the class is expected to participate in the State LPN Convention at the designated location, if the Practical Nursing Program at WCCTC participates.

Graduation

At the completion of the PN Program a graduation ceremony will be held. All graduates are required to attend the graduation ceremony.

1. Maintained at least an 80% (percent) average in all theory.
2. All fees are paid.
3. Satisfactorily completed all required clinical objects.
4. Completed and submitted all requirements to take NCLEX-PN exam.

Nurses Prayer and Pledge.

Please memorize...you will need to recite at graduation.

The Nightingale Pledge

- I solemnly pledge myself before God and in the presence of this assembly, to pass my life in purity and to practice my profession faithfully.
- I will abstain from whatever is deleterious and mischievous, and will not take or knowingly administer any harmful drug.
- I will do all in my power to maintain and elevate the standard of my profession, and will hold in confidence all personal matters committed to my keeping and all family affairs coming to my knowledge in the practice of my calling. With loyalty will I endeavor to aid the physician, in his work, and devote myself to the welfare of those committed to my care.

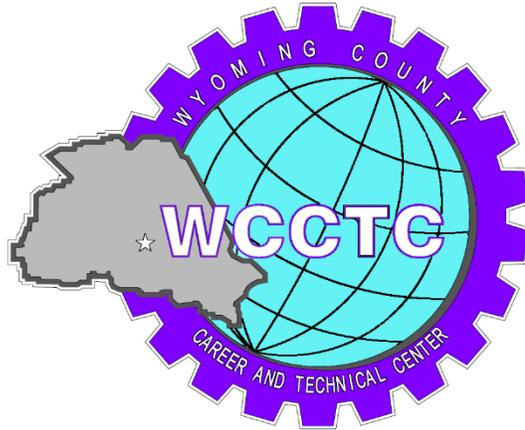
A Nurses Prayer

*Let me dedicate my life today
To the care of those
Who come my way*

*Let me touch each one
With healing hand
And the gentle art
For which I stand*

*And then tonight
When day is done
O let me rest in peace
If I helped just one...*

WCCTC Practical Nursing
Letter of Agreement



I have read, understand and agree to all policies and procedures in the Wyoming County Career and Technical Center Practical Nursing Program Handbook.

Applicant Signature

Date

Wyoming County Career and Technical Center

Grievance Form
Practical Nursing Program

Name: _____ Date: _____

Assignment at time of
grievance: _____

_____ Date: _____

Complete the description of the grievance that occurred:

What is the claim you feel has been violated:

Grievant Signature: _____ Date: _____

Response: _____

_____ Date: _____

Practical nursing Coordinator: _____ Date: _____

Principal _____ Date: _____

Wyoming County Career and Technical Center

Practical Nursing Program

Release of Responsibility for Pregnancy

I, _____ release the Wyoming County Career and Technical Center, Practical Nursing Program, Instructors, Board of Education and all clinical facilities in which I may be working, from any responsibility for any injury or ill effects that may occur during the school year to myself or to my unborn child. I acknowledge responsibility for myself and I have discussed the potential consequence and/or complications with my physician. I will submit written permissions from my health care provider following each visit.

Date: _____

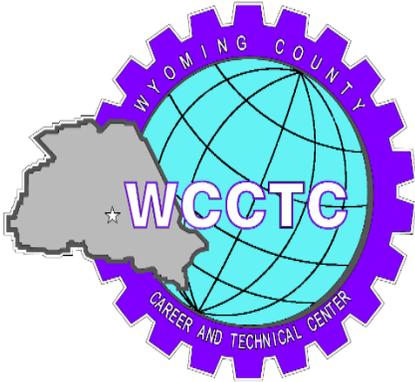
Student: _____

Instructor: _____

Principal: _____

Revised 11/20,1/21

1201 Bearhole Road
Pineville, WV 24874
Phone (304) 732-8050
Fax (304) 732-8332
<http://boe.wyom.k12.wv.us>



Wyoming County Career and Technical Center
Practical Nursing Program
Graduate Follow-up Survey

I _____, agree to complete the Wyoming
County Career and Technical Center Practical Nursing Program Graduate
Follow-up Survey. I understand the importance of this survey.

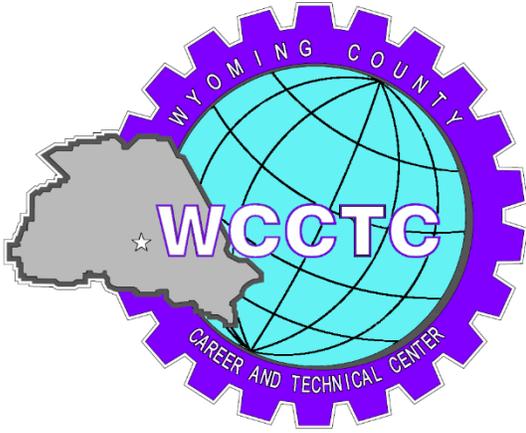
Date: _____

Signature: _____

Instructor Signature: _____

Wyoming County Career and Technical Center

HCR 72, Box
1201 Bearhole Road
Pineville, WV 24874
Phone (304) 732-8050
Fax (304) 732-8332



Transcript Request Form

Name at time of Graduation: _____

Year of Graduation: _____

Last four of S.S # _____

Date of Birth _____

Phone number _____

Please send an official copy of my transcript to the following facility:

Name _____

Address _____

Signature _____ Date: _____

Must have a copy of Driver's License

Office Use:
Date Received: _____
Date Issued: _____



Authorization to Release Information

I, _____, hereby authorize the Wyoming County Career and Technical Center Practical Nursing Department to release information to:

The following document/information to be released is described/listed below:

I understand that my authorization shall remain in effect from the date of my signature

Until _____ and the information will be handled confidentially and in compliance with all federal laws related to release of record information.

I understand that I may see the information that is to be sent, and that I can revoke the authorization at any time by written, dated consent.

Signature: _____ Date: _____

Witness: _____ Date: _____



Wyoming County Career and Technical Center

Practical Nursing Program

Unsatisfactory Performance Warning Form

Student _____ Date _____

Reason for Verbal Warning _____ Date _____

Grades (Clinical/Class) _____ Unprofessional (Clinical/Class) _____

Excessive Absences _____ Insubordination _____

Unsafe Clinical Practice _____ Other _____

Remarks: _____

Date of Follow-up _____

Student _____ Date _____

Instructor _____ Date _____

Coordinator _____ Date _____

(Reviewed)

Principal/Director _____ Date _____

Quoted in Part

12.1. The Board may take disciplinary action in accordance with Chapter 29A of the W. Va. Code, upon satisfactory proof that an applicant for endorsement or examination, or a licensee:**12.1.a.** is guilty of fraud or deceit in procuring or attempting to procure a license to practice practical nursing which includes:**12.1.a.1.** falsely representing facts on an application for licensure by examination or licensure by endorsement or on an application for renewal or reinstatement of a license; or**12.1.a.2.** having another person appear in his or her place or impersonating an applicant for examination, endorsement or renewal or reinstatement of a license;**12.1.b.** has been convicted of a felony;**12.1.c.** is habitually intemperate or is addicted to the use of habit-forming drugs;**12.1.d.** is mentally incompetent;**12.1.e.** is guilty of professional misconduct, which includes but is not limited to:**12.1.e.1.** impersonated another licensed practitioner, or permitted another person to use his or her license for the purpose of nursing for compensation;**12.1.e.2.** provided false or incorrect information to an employer regarding the status of a license;**12.1.e.3.** practiced practical nursing in the State of West Virginia without a current West Virginia license, a valid temporary permit, or a letter of intent to endorse, except as provided in W. Va. Code § 30-7A-9;

I have read and understand W. Va. Code R. § 10-1-9 part of the LPN Board of Examiners Code.

Signature

Date

Wyoming County Career and Technical Center
Practical Nursing Program
Requesting Examination Accommodations

Requesting Examination Accommodation(s)

Name _____
Last Name First Name Middle Name

Address: _____
Street

City State Zip Code

Email Address Daytime Phone Number

Date of Birth: _____

What is the nature of your disability? _____

What accommodation(s) are requesting? _____

*Submit Accommodation request along with supporting documentation from an appropriately
credentialed professional.

Practical Nursing Program

Attendance Policy –page 26 Practical Nursing Handbook

This is a no exception Policy.

Students must clock in every morning by 7:30 a.m. Three (3) tardy will be counted as one (1) day missed. Students leaving early is consider early outs. Three (3) early outs will also be counted as one (1) day missed.

Students who miss more than 8 (eight) total days will be dismissed. If a student misses more than 5 (five) clinical days, he/she will be dismissed. If a student misses more that 1 (one) day of each specialty assignment (Obstetric, Pediatrics, Geriatrics, Mental Health), he/she will be dismissed from the program.

The only exception being death in the student's immediate family (mother, father, child, grandparent, sibling or spouse). In that event, a (two) 2 day extension will be granted.

In case of illness or emergency, when a student cannot be in attendance, either in class or in the clinical area, the school must be notified personally by the student no later than 30 minutes within the scheduled time of attendance for that day. Students are not allowed to rely on other students to relay the message nor does lack of a telephone excuse a student from this requirement.

It is the student's responsibility to inquire about assignment and tests which were missed during an absence. Any tests which were missed must be made up the class day following the absence. Absenteeism must be regarded as detrimental to the student's successful completion of the program.

- If a student is absent five days, the student's course of study will be reviewed by the coordinator, faculty and advisory committee and definitive action will be taken.
- If a student is absent two or more consecutive days for personal illness, the student shall present a doctor's excuse on his/her first day back to school.
- Any student who is absent more than one clinical day in the specialty areas (Obstetrics, Pediatrics, Psychiatric, and Geriatrics) will be dismissed from the Program.

Student Signature _____ Date _____

Wyoming County Career and Technical Center



Nursing Application

APPLICATION FOR PRACTICAL NURSING Program

(RETURN PAGES WITH THE REQUIRED ATTACHMENT LISTED)

Full Name: _____

Mailing Address: _____ City: _____

County: _____ State: _____ Zip: _____

Telephone Numbers: Home: _____ Cell: _____

E-mail Address: _____

Are you a U. S. Citizen? _____

Have you ever been convicted of a felony? _____

***Failure to fully complete this application, provide truthful information, and/or send required documentation will result in immediate ineligibility.**

I certify that all the information provided in connection with this application is truthful and correct to the best of my knowledge. I understand that any false information will result in immediate ineligibility from the Wyoming County Career and Technical Center School of Practical Nursing Program. By Signing below I verify that I have read and understand this application.

Applicant Signature

Date

You must attach the following documents.

Copy of ATI TEAS Test results.

Copy of ACT or SAT score.

Copy of High School transcript.

If applicable: Copy of College transcripts.

Copy of any Health Related Field Certifications. (Phlebotomist, CNA, Med term, CPR, First Aide)

The Selection for our Practical Nursing Program is a competitive process and will be based

Upon the following:

TEAS Exam Recommend 55 %

High School Transcripts

Interview

Background Check

Drug Test

Field Related Certifications

Submit application with the required attachment to:

Wyoming County Career and Technical Center

HCR 72 Box 200

Pineville, WV 24874

Attention: Practical Nursing Program

Policies and Requirements
(Keep for your records)

It is your responsibility to ensure that your application packet has been received by the Wyoming County Career and Technical Center.

If you are not accepted into the Wyoming County Career and Technical Center Practical Nursing Program you will need to reapply the following school year to be reconsidered. We do not hold applications from one year to the next.

If you are accepted into to the Wyoming County Career and Technical Center Practical Nursing Program. You will be required to travel to different locations, all expenses will be your responsibility.

If accepted into the Wyoming County Career and Technical Center Practical Nursing Program you will be required to do Criminal background check and a drug screening at your expense.

If you are or have ever received treatment for a drug dependency, **you must** submit a copy of your treatment and or discharge summary with a signature and phone number of the facility name on it.

Clinical agencies can require a background check and drug screen, and have the right to prohibit access to clinical being done in their facility.

If you have more than 8 days absent 5 being clinical days from the Wyoming County Career and Technical Center Practical Nursing Program it may result in not graduating.

It is your responsibility to contact and fill out all necessary papers to receive any financial help out side of our facility.

Refund Policy

On the first day of class, students are expected to pay a \$2,000.00 for your curriculum this non-refundable. After that, tuition and fees are broken down into a ten (9) month payment plan. Payments of \$611.11 are expected to be received on or by the 15^h of each month.

If a student is dismissed from the program, refunds will be issued to the students or their financing entities (example: Workforce of WV or Department of Rehabilitation) within 45

days of their last date of attendance based on a prorated calculation of amount paid and attendance.

If a student withdraws and provides notification of their withdrawal, they will be reimbursed on a prorated calculation as mentioned above regarding amount paid and attended.

Every student will be required to pay \$2,000.00 on the first day of class this is for your curriculum and is non-refundable

It is your responsibility to contact your financial support company for reimbursement.

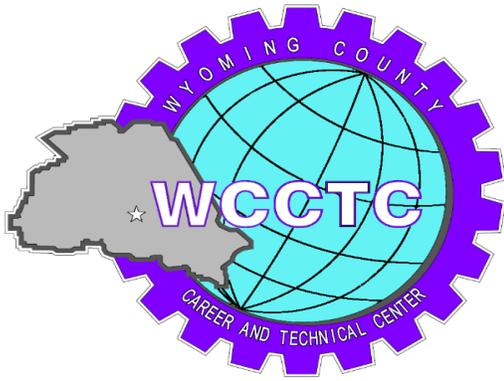
The WCCTC Practical Nursing Program is a 50 week program. First day of Class is the Monday following the fourth of July and continues until the third Friday in June.

Tuition and all Fees will be paid on a monthly schedule

You will be required to go by our payment schedule. Payments will be due by the 15th of Each month.

August	\$611.12
September	\$611.11
October	\$611.11
November	\$611.11
December	\$611.11
January	\$611.11
February	\$611.11
March	\$611.11
April	\$611.11

If you are more than fifteen (15) days late or non-payment for that month, it will be grounds of dismissal from the Wyoming County Career and Technical Center Practical Nursing Program.



Wyoming County Career and Technical Center

HCR 72, Box 200
1201 Bearhole Road
Pineville, WV 24874
Phone (304) 732-8050
Fax (304) 732-8332
<http://boe.wyom.k12.wv.us>

Stacey Lusk

Principal

Luke Stevens

Assistant Principal

Dawn Clay

Secretary

Reta Morgan

Secretary

You **must** register by phone for fingerprint/background check.

IdentoGO
AAA Club Alliance
1004 N Eisenhower Dr
Beckley, WV 25801-3116
1-855-766-7746

Code: 228QQN

You **MUST** take this paper to your appointment

Mail results to:

Wyoming County Career and Technical Center
HCR 72 Box 200
1201 Bearhole Road
Bear Hole Road Pineville, WV 24874

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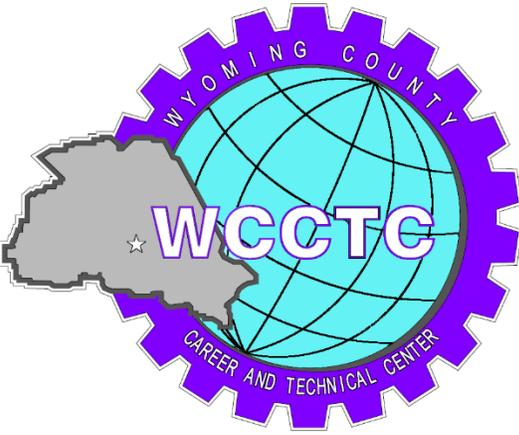
Assistant Principal

Dawn Clay

Secretary

Reta Morgan

Secretary



Triangle Safety
P.O. Box 1050
Pineville, WV 24874

By appointment only
Cost: \$60.00

Drug Screening

Contact: Brent Prichard
Office: 304-732-6500
Cell: 304-575-3610