MISSION: Lake Technical Center’s mission is to meet the educational needs of the community by offering a variety of high quality career-technical training opportunities. Lake Technical College prohibits discrimination in admission to, or access to, or employment in its programs and activities on the basis of race, color, national origin, sex or sexual orientation, marital status, age, religion, disability, genetic information, gender identity or expression, or any other characteristic prohibited by law. The district provides equal access to district facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act.

charting new directions
2001 Kurt Street, Eustis, FL 32726 - 352.589.2250
www.laketech.org
# TABLE OF CONTENTS

**Health Science Education**

**Practical Nursing Master Plan of Instruction**

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>2</td>
</tr>
<tr>
<td>Health Science Education Mission Statement</td>
<td>2</td>
</tr>
<tr>
<td>Health Science Education Philosophy Statement</td>
<td>3</td>
</tr>
<tr>
<td>Admission Requirements</td>
<td>3</td>
</tr>
<tr>
<td>Test of Adult Basic Education (TABE)</td>
<td>4</td>
</tr>
<tr>
<td>Test of Essential Academic Skills (TEAS)</td>
<td>4</td>
</tr>
<tr>
<td>Essential Tasks</td>
<td>5</td>
</tr>
<tr>
<td>Criminal Background History</td>
<td>6</td>
</tr>
<tr>
<td>Background Screening - Drug Testing</td>
<td>6</td>
</tr>
<tr>
<td>Insurance</td>
<td>6</td>
</tr>
<tr>
<td>Accommodations</td>
<td>6</td>
</tr>
<tr>
<td>Tuition</td>
<td>7</td>
</tr>
<tr>
<td>Attendance Policy</td>
<td>7</td>
</tr>
<tr>
<td>Class Schedule</td>
<td>9</td>
</tr>
<tr>
<td>Campus Safety</td>
<td>9</td>
</tr>
<tr>
<td>Plan of Instructional Practices</td>
<td>9</td>
</tr>
<tr>
<td>Grading Procedure</td>
<td>11</td>
</tr>
<tr>
<td>Requirements for Program Completion – Certification</td>
<td>13</td>
</tr>
<tr>
<td>Student Dress Code</td>
<td>14</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>15</td>
</tr>
<tr>
<td>Job Description</td>
<td>15</td>
</tr>
<tr>
<td>General Information</td>
<td>16</td>
</tr>
<tr>
<td>Competency Standards</td>
<td>19</td>
</tr>
<tr>
<td>Objectives</td>
<td>19</td>
</tr>
<tr>
<td>Statement of Receipt</td>
<td>21</td>
</tr>
</tbody>
</table>
INTRODUCTION

Welcome to the Lake Technical Center, Inc. (d/b/a Lake Technical College) Health Science Education Department’s Practical Nursing (PN) program. Your future holds a rewarding and challenging health career!

This master plan has been prepared to help students orient to the school, sites for clinical training, and understand the requirements of the Practical Nursing program.

This program offers a sequence of courses that provides coherent and rigorous content. This content is aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Health Science career cluster. In addition, it provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of Health Science.

This program is designed to prepare students for employment as licensed practical nurses. The program is approved by the Florida State Board of Nursing (BON) so the graduate may apply to take the examination to practice as a Licensed Practical Nurse. The program is also approved by the BON as a Nursing Assistant program. Students will apply to take the C.N.A. exam at the end of the nursing assistant portion of the program.

The content includes, but is not limited to, theoretical instruction and clinical experience in medical, surgical, obstetric, pediatric, mental health, and geriatric nursing; theoretical instruction and clinical experience in acute care, long term care and community settings; theoretical instruction and clinical application of vocational role and function; personal, family and community health concepts; nutrition; human growth and development over the life span; body structure and function; interpersonal relationship skills, mental health concepts; pharmacology and administration of medications; legal aspects of practice; and current issues in nursing.

We will do everything in our power to make this educational experience both pleasant and profitable. We believe that faculty and students have reciprocal rights and duties toward each other in the education process. We will strive to instruct, motivate, demonstrate, guide, and encourage students and facilitate learning; however, we believe students must desire and seek knowledge, display professional behavior, demonstrate initiative by participating in their own learning, demonstrate understanding, and always strive to give the best care possible.

All instructors are registered nurses and certified teachers.

Lake Technical College encourages people with documented disabilities to enroll in appropriate career-technical programs. The College has on staff a Students with Disabilities Coordinator who will assist in arranging appropriate special modifications or accommodations.

Lake Technical College has both federal and institutional financial aid available for eligible students. Agency support services, which may include childcare, tuition, textbooks and supplies for students who qualify, may also be awarded. Each individual’s needs are unique. To determine what assistance you may be qualified to receive, please contact the Financial Aid Office. Even if you think you don’t need assistance, apply and apply early. Emergencies arise! Be prepared! [Note: financial aid applications must be made in full at least one month prior to enrollment to allow sufficient time for processing.]

Please feel free to call on us for help at any time.

HEALTH SCIENCE EDUCATION MISSION

The mission of the Health Science Education Department at Lake Technical College is to prepare students to meet the health care needs of a growing and diverse population, while serving as productive members of our local, state, national, and international communities.
HEALTH SCIENCE EDUCATION PHILOSOPHY STATEMENT

We believe that nursing is an assisting science and art that includes the promotion and maintenance of optimum health standards, as well as the care and rehabilitation of the sick, and the teaching of appropriate health care. It is our belief that the practical nurse is an essential and distinct part of the health care team. We further believe that qualified students can learn to become beginning practitioners in the following situations:

1. Meeting the patient's needs with skill under minimal supervision in subacute settings.
2. Assisting the professional nurse or physician under direct supervision when the needs of the patient require more complex judgments, skills, and techniques.

We believe the curriculum must have a unified and organized pattern. The educational experiences should be meaningful and build from simple to complex and should provide opportunities to apply new learning directly to real life situations or nursing practice. All facts and concepts drawn from physical, biological, and social sciences should be selected because of their direct importance to the process of learning to care for patients.

We believe that continuous evaluation of a student’s progress is necessary in measuring the effectiveness of instruction and in achieving the stated objectives of the program.

We believe that Practical Nursing education is a continuous process that must continue after completion of the program to keep the practitioner accountable for and alert to, current trends and practices in the health field and to develop leadership potential.

ADMISSIONS REQUIREMENTS

The Practical Nursing program admission policy requires that applicants must be at least 18 years of age and must be academically, physically, and emotionally capable of meeting the demands of the program chosen. Applicants make initial application through the Admissions Office.

The Practical Nursing program has the following minimum admission requirements. Students must:

1. Complete an LTC online application.
2. Be at least 18 years of age.
3. Have a standard high school diploma or its equivalent (GED).
4. Meet the definition of Good Moral Character and be able to perform Essential Physical and Emotional requirements.
5. Provide verification of application for financial aid or a signed waiver statement.
6. Meet the minimum levels on the nursing entrance exam – Test of Essential Academic Skills (TEAS)
7. Submit copies of any postsecondary certificates or transcripts.
8. Complete an interview with the Health Science Education Committee.
9. Submit proof of a physical exam prior to the start of the program. The physical must document negative Tuberculin test and/or chest x-ray (within one year's time), recent Tetanus inoculation, current MMR immunizations and Hepatitis B vaccination.
10. Submit a completed residency form with documentation to Admissions.
11. Have a negative drug screen (to be conducted at the start of the program).
12. Have a criminal background report without any felonies (to be conducted by LTC) prior to the start of the program.

When the aforementioned requirements have been met and documented, the applicant's packet is considered complete. Consideration for selection will be based on the applicant's test scores, academic achievement, work experience, and health-related professional experience. A formal, scheduled interview of the candidates will also influence selection.

Acceptance and continuance in the program is conditional based upon results of a physical exam, background check without any felonies, regardless of adjudication, and random drug screens.
TEST OF ADULT BASIC EDUCATION (TABE)

All applicants for Career and Technical Education programs 450 hours or more, with the exception of Florida Law Enforcement Academy, take a state mandated TABE prior to enrollment. Applicants who have earned a standard State of Florida high school diploma, 2007 or later, or possess a documented A.A., A.S., A.A.S., B.A., or B.S. degree are exempt from this requirement. Documented successful completion of college-level remedial coursework may be used to meet TABE requirements.

According to the Florida Department of Education (FLDOE) rules, students who fail part, or all of the TABE may only retest using a different TABE version after 60 documented hours of remediation in the Applied Academics for Adult Education (AAAE) lab for three months if not already attending AAAE. Students may not retake the same test version for six (6) months. We, therefore, strongly recommend that students test early, especially for licensure programs, in order to allow time for remediation and retesting, should the need arise.

It is highly recommended that students meet state mandated TABE requirements by the time they have completed 50% of their program. Students who do not meet state mandated TABE scores may not receive a certificate of completion as per Florida Department of Education rules.

Applicants transferring TABE or PERT scores from other testing centers must do so by having an official score report sent directly to the Admissions Office prior to enrollment. Scores brought in by hand will not be accepted.

TABE scores are good for two years and must be valid at the time of enrollment. TABE scores that expire during continuous enrollment remain valid until the end of such enrollment. Under continuous enrollment, students must be enrolled at least 50% of each semester per school year. Continuous enrollment applies to attendance in a single program.

In order to receive a program certificate, students must meet the following minimum TABE scores: Reading 11, Math 11, and Language 11. Due to the pharmacology requirements in the Practical Nursing program, which incorporate some advanced math skills, a math score of 11.5 should be strived for.

TEST OF ESSENTIAL ACADEMIC SKILLS (TEAS)

Lake Technical College requires that students entering the Practical Nursing program take the Test of Essential Academic Skills (TEAS). This test assists in determining the student’s readiness for the rigorous challenges of the nursing curriculum. The TEAS is a standard requirement for entry into many health care programs. Lake Technical College offers the opportunity for students to take the TEAS at our Eustis campus Testing Center. Contact the Admissions Department for more information on this testing schedule. NOTE: If an applicant has taken the TEAS at Lake Technical College, or elsewhere, Lake Technical College will accept the results for two (2) years after the testing date. Students are encouraged to retake the exam, if they feel better results can be achieved.

Florida State Board of Nursing

In order to sit for the licensure exam, the student must:

1. Be in good mental and physical health.
2. Have a standard high school diploma or the equivalent.
3. Have comprehension of the English language, written and oral, sufficient to challenge the State Board Exam written in English.
4. Have a valid United States social security number.
5. By law, applicants must notify the State Board of Nursing (BON) of any previous arrest record in which he/she was convicted and found guilty, regardless of adjudication before being allowed to sit for the State Board exams. Prior to application for examination, convicted felons must obtain a “restoration of their civil rights” in order to be eligible to sit for the examination (NCLEX-PN). If an applicant has been convicted of any offense other than a minor traffic violation, the applicant shall submit arrest and court records stating the nature of the offense and final disposition of the case so that a determination can be made by the Board whether the offense relates to the practice of nursing or to the ability to practice nursing. The SBN reserves the right to take disciplinary action before granting permission to sit for the licensure exam in accordance with Chapter 464.008 and 464.018 of the “Nurse Practice Act.”

Re-Admission
At the direction of the practical nursing faculty and administration, students who withdraw from the practical nursing program, in good standing, may be considered for re-admission at a later date. A student shall not re-enter the program no sooner than six (6) months after exit. Students will be allowed to repeat only one time. Students exited for clinical failure will not be considered for readmission. All skills performed in the nursing laboratory are clinical skills, thus failing any of these skills would be considered a clinical failure, which would exit the student from the program. NOTE: ALL re-entry requests will also depend on space availability within the program the student is requesting to return to.

Readmission is contingent upon the following:

1. Applicants that are considered for readmission, one year or longer after withdrawal will be required to start at the beginning of the practical nursing program.
2. Students re-applying after six months may be admitted on a space available basis.
   a. Applicants must reenter the program at the beginning of PN1, PN2 or PN3 dependent upon the time of course exit.
   b. Upon reentry, the student will be responsible for the balance of requirements concurrent with the program schedule.

Transfers

"Transfer" identifies a student entering the Practical Nursing program from another partially completed practical nursing or registered nursing program within a six-month (6) time frame of having exited a previous program. Transcripts are evaluated on an individual basis.

The individual must satisfy all admission criteria required by the school and the PN program. From the previous nursing school, an official transcript of grades and a letter of recommendation from the director and one instructor are required. Credit for courses taken at public institutions will be awarded based upon the state common course-numbering guidelines (see catalog for details). Courses from private or out-of-state institutions will be evaluated based upon curricula and transferred grades (77% minimum) by the chairperson and guidance counselor.

Applicants from Other Health Care Disciplines

Previous experience and education will be evaluated on an individual basis and credit will be given for courses deemed appropriate based on curriculum content.

**ESSENTIAL TASKS**

Health related occupations are demanding, both physically and emotionally. Before entering a program in the health field, it is important to review the following tasks which have been established. Their performance is essential for success in the program.

**Physical Requirements**
- Ability to perform repetitive tasks
- Ability to perform effective, high quality CPR
- Ability to walk the equivalent of 5 miles per day
- Ability to walk up several flights of stairs
- Ability to reach above shoulder level
- Ability to interpret audible sounds of distress
- Ability to understand English (writing/verbally).
- Ability to communicate in English (writing/verbally).
- Ability to project comprehensible, audible verbal communications to a distance of at least 4 feet.
- Ability to demonstrate high degree of manual dexterity
- Ability to sit or stand for long periods of time
- Ability to work with chemicals and detergents
- Ability to tolerate exposure to dust and odors
- Ability to grip to complete skills within the scope of LPN and DOE standards

**Mental and Emotional Requirements**
- Ability to manage a high level of stress utilizing healthy coping mechanisms
- Ability to make fast decisions under high pressure
- Ability to cope with the anger/fear/hostility of others in a calm manner
- Ability to demonstrate critical thinking skills
- Ability to work in a team or group
- Ability to cope in culturally diverse settings and with associated behaviors
- Ability to adapt to shift work
- Ability to demonstrate a high degree of patience
- Ability to work alone
- Ability to concentrate without assistance and adaptation.
- Ability to cope with confrontation
Ability to comply with proper body mechanics during performance of skills and patient care; to include, but not be limited to bending, pulling, pushing, twisting, kneeling, etc.

Ability to lift a minimum of 25 lbs. using proper body mechanics

Ability to handle multiple priorities in a stressful situation

Ability to assist with problem resolution

Ability to work in areas that are close and crowded

**CRIMINAL BACKGROUND HISTORY**

Due to our contracts with many of the clinical sites that are used for student patient care and the Florida Statutes, we are unable to accept any person with a felony conviction (for any reason) into the Practical Nursing Program. **This includes ALL convictions, guilty pleas and/or nolo contendere pleas to any felony violation, regardless of adjudication or years since the time of conviction.**

In addition, the Florida Legislature passed the following law, effective July 1, 2009.

**IMPORTANT NOTICE:** Pursuant to Section 456.0635, Florida Statutes, you are being notified that effective July 1, 2009, health care boards or the department shall refuse to issue a license, certificate or registration and shall refuse to admit a candidate for examination if the applicant has been:

1. Convicted or plead guilty or nolo contendere to a felony violation regardless of adjudication of: Engaging or attempting to engage in the possession, sale, or distribution of controlled substances as set forth in chapter 893, for any other than legitimate purposes authorized by this part.

2. Terminated for cause from Florida Medicaid Program (unless the applicant has been in good standing for the most recent five years).

3. Terminated for cause by any other State Medicaid Program or the Medicare Program (unless the termination was at least 20 years prior to the date of the application and the applicant has been in good standing with the program for the most recent five years).

Any felony drug related conviction will prevent a person from obtaining a license for a period of 15 years after the completion of the conviction and/or probation period.

**BACKGROUND SCREENING - DRUG TESTING**

The Agency for Health Care Administration (ACHA) requires all employees and other individuals (students) whose responsibilities may require them to provide personal care or services to residents or have access to their living area or personal property to undergo a background screening. A student whose background screening reveals prior arrest incidents will be counseled regarding a retention program and potential employment opportunities.

The healthcare profession recognizes that substance abuse among its members is a serious problem that may compromise the ability of the abuser and jeopardize the safety of patients entrusted to their care. The College, in its efforts to maintain high standards of education and clinical practice and to comply with requirements mandated by cooperating clinical facilities, has implemented a drug-testing program. The purpose of drug testing is to identify students who may be chemically impaired and refer them to available treatment resources. If at any time during a pre-clinical screening, random screening or reasonable cause screening, a student refuses to be tested, the student will be withdrawn from the program immediately. If at any time the student’s drug test is positive, and has not been medically approved, the student will be withdrawn from the program.

**NOTE:** Students are responsible for payment of all fees related to drug screening.

**INSURANCE**

As a clinical requirement, students must show proof of accident insurance. Any student who does not have proof of private health care insurance coverage may purchase the school accident insurance to fulfill this requirement. This insurance must be maintained without lapse until completion of the program, there is no exception for programs that begin off cycle to the schools insurance program. This insurance is provided at a very reasonable cost and provides coverage during school hours. Information regarding purchase of school accident insurance may be obtained from the College’s Admission Office and at the “New Student Orientation”.

**ACCOMMODATIONS**

Federal and state legislation requires the provision of accommodations for students with disabilities as identified on the secondary student’s IEP or 504 plan or postsecondary student’s accommodations plan to meet individual needs to
ensure equal access. Postsecondary students with disabilities must self-identify, present documentation, requires accommodations if needed, and develop a plan with their postsecondary service provider.

Students desiring accommodations or updates to their accommodations are encouraged to self-identify as early in the program as possible. In order to receive disability accommodations, students must self-disclose the disability to the Students with Disabilities Coordinator and provide documentation that clearly shows evidence of a disability and applicable accommodations. The Students with Disabilities Coordinator will schedule a meeting with the student and instructor to discuss the documented disability and applicable accommodations. For lock step programs, such as Practical Nursing, the Curriculum Frameworks standards must be successfully completed in the time allotted per system/unit or individual course completion.

Accommodations received in postsecondary education may differ from those received in secondary education. Accommodations can influence the way the student is instructed. Students with disabilities may need accommodations in such areas as instructional methods and materials, assignments, and assessments, time demands, and schedules, learning environment, assistive technology and special communication systems. Documentation of the accommodations requested and provided should be maintained in a confidential file.

**TUITION**

Tuition is charged for adult students at a reasonable rate that may vary slightly from year to year. Current fee information is available from the Admissions Office. Tuition is due prior to the first day of each semester based on the Lake Technical College payment calendar. Failure to pay all fees due at the time class begins will result in the student not being able to attend class and/or clinicals.

**ATTENDANCE POLICY**

**Absences**
In an effort to develop appropriate work ethics, students are expected to attend all class sessions. As is expected in the workplace, when it is necessary to be absent due to illness or emergency situations, all students are to notify the instructor no later than one hour before the beginning of class or clinical on the date of absence. Failure to comply with this notification process will result in a documented counseling session with the instructor(s) and/or the Health Science Education Department Chair. None of us plan to have an unscheduled absence, and we do take into account that emergencies do happen. However, our employers (instructors) and our patients are counting on us. With this in mind, it is imperative that you develop a plan to ensure compliance with this notification mandate in order not to jeopardize your good standing in the class. The student attendance policy for each postsecondary program is consistent with industry standards.

Excessive absences may result in an unsatisfactory knowledge, skills, and/or work habits grade and can result in termination from the program.

Campus attendance is kept via a computerized system. It is the responsibility of the student to log in and out in order to receive credit for class time. This allows the school to keep accurate attendance records for the actual number of hours and minutes attended. This mechanism will not be amended/over-ridden more than one time by the instructor for the duration of the program. Instructors will keep attendance at clinical settings.

Students who are absent for six (6) consecutive class and/or clinical sessions will be withdrawn from the Practical Nursing program. Practical Nursing students must re-apply and re-register for the next PN program in order to be considered to return.

Only regularly scheduled class hours will be reported for attendance. Make-up time will not be accepted except as set forth below.

Attendance is extremely important in the Practical Nursing program. A student who finds it necessary to be absent MUST notify the instructor at least one hour prior to the start of class/clinical that day. Students must notify the instructor as soon as possible if they have to leave early.

Failure of notification will result in:
1. A verbal reprimand and written counseling for the first no-call, no-show
2. A written reprimand and meeting with the HSE Chairperson for the second no-call, no-show
3. A School Intervention Team meeting (SIT) and academic probation for the third no-call, no-show and possible dismissal from the program
**Excessive Absences**

It is the responsibility of each student to keep a record of their absences (minute by minute). A copy of individual attendance records may be requested from the instructor. The instructor will have up to two (2) **class** days to fulfill this request. Upon providing the copy, the students will also be reminded of their responsibility to keep up with their time.

Any student whose absences exceed 5% of the cumulative number of hours for the **grading periods** (Defined as Practical Nursing 1 [PN1], Practical Nursing 2 [PN2] and Practical Nursing 3, [PN3]) will be placed on **probation**. The purpose of probation is to formally notify and appropriately document an existing condition that is jeopardizing the ability of a student to successfully complete the Practical Nursing program. **PLEASE NOTE: If at any time absences exceed 68 hours, the student WILL be withdrawn from the program.**

Consequences of probation:

1. Placed on Behavior Contract – With scheduled follow up meeting to determine progress
2. Jeopardize enrollment in the class
3. Become ineligible for the Practical Nursing Assist Loan (PAL)

Probationary status will terminate when the terms of the contract have been satisfied or when the number of hours absent does not exceed the cumulative 5% of the hours to that point in the program.

Students on probation for excessive absences may continue in the program only as long as they are making satisfactory progress in the theory and clinical areas, and that the excessive absences are due to extenuating circumstances such as hospitalization, emergency surgery, or extreme personal hardship. Excessive absences will impact the work habits grade and/or may result in withdrawal from the program. Any specific requirements attached to the probationary status will be discussed at that time and will become part of the written contract. Students have the right to appeal by following the school Grievance Policy.

**Any student whose absences exceed a maximum of 68 hours total, counted minute by minute, WILL be withdrawn from the program.**

Because this is a licensure program, the student must successfully complete 1282 of the 1350 hours in the program. Practical Nursing program completers’ names will not be submitted to the State Board of Nursing until all requirements of the program are satisfied. If the student does not complete the minimum of 1282 hours, the student will be required to re-enroll, if granted a waiver from the Director of Lake Technical College to allow make up time, by re-enrolling in the next PN program to complete the required number of hours and pay tuition for those hours. Re-enrollment positions will be on a space available basis.

**Tardiness**

Students are expected to be clocked in and in their seats promptly at the beginning of class, after break, and after lunch/dinner. Students must notify the instructor of any expected tardiness and of an expected arrival time. Any student who is tardy and/or leaves early for 20% or more of the number of days scheduled for any given grading period will be placed on academic probation. Probationary status will terminate when the number of tardies/early departures no longer exceeds 20% of the completed scheduled attendance days. Because our program is preparing students for a professional work setting, it is important that the student understand that **chronic tardiness/early departures may result in being withdrawn from the program.**

**Leaving early**

All students must notify their instructor when leaving campus early. This is for the safety of students. Students may leave campus for lunch provided this is done within the allotted time.

Students that need to leave class or clinical for emergencies, or other approved reasons, may not return until the next scheduled day. If class or clinical was left as a result of an illness or injury the student may not return to class/clinical until they are cleared – **in writing** – to return to class/clinical **with no restrictions** by their physician. The instructor will use their discretion as to whether or not an illness will require physician clearance. **ALL** injuries will require clearance in writing from a physician. Lake Technical College does not want students to attend class or clinical when injured or ill. Doing so may be a detriment to the ill or injured student, patients, fellow classmates, instructors, and other staff. **The instructor(s) reserve the right to dismiss a student early from class or clinical if they feel the students is not able to perform the expected tasks due to their injury or illness.** Because Lake Technical Colleges’ programs are based on minute-by-minute clock hours, the student must be mindful of total time missed from the program at all times.
CLASS SCHEDULE

The Practical Nursing program is a rigorous eleven-month, 1350-hour program consisting of 675 classroom hours and 675 clinical hours. Your start date in the program may vary, depending on the experience you already had prior to applying to the program. You will be informed of your specific start date prior to the beginning of the program. Clinical days will be on Monday, Tuesday, and Wednesday with classroom days on Thursday and Friday. NOTE: Class/clinical will be Monday – Friday, but clinical and classroom days are subject to change.

Hours of clinical instruction will vary but provide seven to twelve hours of instruction per day and may begin as early as 6:30 a.m. or end as late as 11:00 p.m. All clinical schedules will be posted well in advance.

CAMPUS SAFETY

Lake Technical College makes every effort to provide a safe environment for all students, visitors, faculty and staff. Basic safety standards, which will include fire drills, weather drills, equipment usage, and traffic regulations, will be covered in the program orientation. These basic safety standards will be reinforced throughout the program enrollment. See the current school catalog for additional campus safety information.

PLAN OF INSTRUCTIONAL PRACTICES

Teaching Methods
At Lake Technical College, we strive to meet the needs of all learners. Pre- and post-testing, lecture, demonstration and return, discussion, group interaction, audio-visual materials, web-based learning platforms, “bring your own device” (BYOD), and social media restricted to education (Edmodo), YouTube videos, and Exam View on-line testing, skills lab testing, required reading and written assignments, oral reports, role playing, question and answer, unit examinations, skill practice, anatomical models and charts, individualized instruction, self-directed learning activity packages, clinical experience and field trips are among the teaching methods utilized.

Teaching and instructional Aids include textbooks, workbooks, projects, reports, simulations, hands-on computer experience, YouTube, audio visual material, collaborative learning, videotaped instructions, films, guest speakers, board examples, program job shadowing, cooperative on-the-job training, and other methods are used for instruction as appropriate.

Online Access
Technology is an integral part of our daily lives. From smart phones, to electronic tablets, these devices are becoming items that many cannot function without. In addition, the internet is changing the way education is delivered. Lake Technical College is ensuring that our students are able to compete in this technology driven world. With this in mind, it is recommended that students have an online presence and access to the internet. We understand that not everyone may have access to a computer, but we want to make our campus computer labs available to those without this access. Please let your instructor know if you have a need to use our campus computer labs and scheduling information will be provided to you.

The Practical Nursing program uses a great deal of technology, as you read in the “Teaching Methods” section. Much of this technology can be accessed through smart phones or tablets. While these items are not required, they are highly recommended and their use will be encouraged during certain times of the program. With the mandate of electronic medical records (EMR) for all health care providers going into effect, having basic knowledge of computers and a good comfort level with technology is a must!

It is also important that students have an email address that they check on a regular basis. A lot of information may come to you through your email, so it is important that you check it regularly. If you do not have an email address, there are numerous services that provide FREE email addresses. Please make sure your instructor(s) have a current, working email address for you. See your instructor for more information.

Social Media
The advent of social media has created a world-wide communication medium for persons of all ages. While extremely popular, these websites have also created their own set of “not-so-popular” problems such as cyber-stalking, identity theft, cyber-bullying, cyber-cheating (posting of exam, or other course material), and a host of other nebulous challenges that users may face. Another reality associated with social media is its far-reaching consequences for those who share posts that may be seen by others as inappropriate.
Potential employers, current employers, civic, or educational organizations you may be associated with, and many others are looking at social media sites for information that may tell them things about you. One published report stated that 45% of companies are now relying on social media as one significant factor in their hiring process (Huffington Post, May, 2014). You should also be cautioned on how private your social media content really is – despite the settings on your account. All social media sites are potentially vulnerable. A simple search of how to view pages that are set as “private” for a popular social media website yielded numerous responses for ways to view the content. Everything from blogs to online videos offer to explain how to accomplish this task.

Students in the Practical Nursing program need to be cognizant of the fact that the nursing profession is one that relies on great moral character. You are entrusted to care for others. It is recommended that when using social media, assume that your posts will be seen/read by everyone with access to the internet.

Please know that social media posts from Practical Nursing students are subject to review and if deemed inappropriate, could lead to disciplinary action, and possible dismissal from the program.

Program Safety
The Practical Nursing Program provides real-world experiences that prepare students to become licensed nurses. Instructors will discuss and enforce safety practices for the classroom, laboratory and clinical settings. Continuous implementation of safety principles will occur throughout the length of the program. Skills are demonstrated by the student in the lab environment and must meet competency standards, to include proficient safety practices associated with all skills, prior to performance in the clinical setting. A student that is not deemed safe in the classroom, laboratory, or clinical setting by any program instructor will be removed from that environment and is subject to dismissal from the program.

Evaluation
Class performance, skills performance, pre- and post-testing, unit examinations, practical test evaluation (laboratory and clinical), required written and workbook assignments, on-line postings, on-line exit tickets, Exam View testing or Exam View assessments, clinical observation of performance objectives during clinical experiences, decision making, attendance, work habits, Assessment Technologies Institute (ATI) tests, and achievement of entry-level competencies and other methods are used for evaluation.

Work Based Activities
Work-based learning activities play an integral part of the curriculum of Lake Technical College’s programs. These activities are planned with two objectives in mind. First, the activity provides students with the opportunity to develop and apply a “real world” experience using the knowledge and skills attained in the program. Second, the activity provides the instructor with objective input from potential employers or customers of program graduates. Each work-based activity has a written instructional plan outlining objectives, experiences, competencies and evaluation required during the activity. Work-based activities are program specific and may include:

- Unpaid in-school shop/lab activities to provide customer service opportunities under the direct supervision of the program instructor(s).
- Unpaid observational experiences under the supervision of a qualified employer representative who is working directly with the program instructor(s).
- Unpaid job shadowing experiences that may include in-school or off-campus employer-based experiences under the supervision of a qualified employer representative who is working closely with the program instructor(s).
- Unpaid practicum (internship/externship/clinical) experiences in most health care programs. Students are required to participate in administering direct patient care under the guidance of an instructor or preceptor.

Clinical Experience
Students will receive clinical experience under the direct supervision of their instructor and/or preceptor.

Community Awareness
Students are required to complete 20 hours of service to the community pertaining to health maintenance, promotion, or awareness. The responsibility falls to the student to seek out opportunities, complete all hours, and provide documentation prior to beginning practicum. Examples of community service hours may include but are not limited to first-aid tent at community festivals, health fairs, etc... There are also numerous nationally recognized health-related organizations that frequently sponsor events and seek volunteers.

Experience Opportunities
Opportunities to participate in clinical experiences alongside professional nurses may be assigned as part of the Practical Nursing program. Volunteer experiences may be available to students as part of their program training. These opportunities are designed to give the student actual hands-on experience performing a variety of nursing-related tasks.
Length and type of experiences may vary. The program instructor determines appropriateness of the experience. Additional information regarding experience opportunities may be obtained from the instructor(s).

**GRADING PROCEDURE**

Lake Technical College is a postsecondary institution designed to provide trained individuals to industry. The grading scale for the Practical Nursing program reflects industry standards, as recommended by the Nursing Advisory Committee, comprised of industry professionals with current industry knowledge, and approved by the administration of Lake Technical College.

**Grading Scale for the Practical Nursing Program**

<table>
<thead>
<tr>
<th>Score</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>94-100</td>
<td>Outstanding Progress</td>
</tr>
<tr>
<td>85-93</td>
<td>Average Progress</td>
</tr>
<tr>
<td>77-84</td>
<td>Passing</td>
</tr>
<tr>
<td>&lt; 77</td>
<td>Failing</td>
</tr>
</tbody>
</table>

Program grades are based on the three criteria: Knowledge, Skills and Work Habits. Each area counts as one-third of the final grade for the grading period. Classroom, laboratory, and clinical performance will be included in grades.

According to testing design best practices, the following rules apply for tests given on content/subject material.

1. Extra credit questions are not permissible.
2. Grades cannot exceed 100%.
3. Exam questions:
   - If 35% of the students answer a question incorrectly, the question and the responses will be assessed.
   - If after review it is determined that question(s) needs to be excluded, then all student grades will be recalculated.
   - Students that answered excluded question(s) correctly will not be penalized for providing correct answer(s).

   **Example:** There is a 50 question exam. Two questions were missed by 35% of the class or greater. After a thorough review by instructor(s) of the content covered with students, and the students’ preparatory responsibilities, the instructor(s) made the determination to exclude the question for those students whose exam showed an incorrect response. The point value of the question(s) will be **awarded to all** students’ exams. It should be noted that this procedure is not intended to reward students with incorrect responses, but merely to allow for a re-evaluation of the content by the instructor(s) and students by way of remediation, to ensure that curriculum is learned and retained.

**NOTE:**

1) An assessment of any question(s) that fall(s) into this category does **NOT** constitute automatic exclusion of the question(s) from the exam. This determination is to be made at the instructor(s) discretion.
2) No exam shall exceed a score of 100%.
3) A student that earned a 100% prior to exclusion of any question(s) cannot carry-over or “bank” points for other exam, or assignment. Points are **NOT** transferable.
4) Points awarded to student(s) will **only apply** to exam associated with exclusion(s) – they cannot be carried-over, or “banked” for another exam or assignment. Points are **NOT** transferable.

- To remain in the program:
  - A student must maintain a 77% working average for each course/unit/system didactically and in each trimester regarding skills and work habits.
  - All course/unit/system exams and written/oral assignments will account for 70% of the PN1, PN2, or PN3 didactic grade. The final trimester exam will account of 30% of the PN1, PN2, or PN3 didactic grade.
  - Though projects, case studies, presentations, and oral reports are averaged as test grades, a student may not use this grade to average into a course/unit/system to maintain the requisite 77% working average.
  - The Medication Math Examination requires a minimum passing grade of 85%. If the student does not pass the Medication Math Examination, remediation is scheduled by the student with the instructor(s) and a second attempt is allowed, and will be scheduled by the instructor in a timely manner. A student that is unsuccessful on the second attempt will be withdrawn from the program.
  - All Clinical Skills and Safe Medication Administration Check Off must be passed by the third attempt. If a third attempt is necessary, the student will be evaluated by two instructors. A Clinical Skills failure, to include the Safe Medication Administration Check Off failure, is considered a clinical failure.

4. Missed Tests
   - If a test is not taken at the time the test **begins**, 5 points are deducted. If a test is not taken on the same day of the scheduled test, 10 points are deducted.
• Appointments for missed tests must be scheduled with the instructor(s) on the first day back to class/clinical.
• The student must contact the instructor on the day they return to school to make an appointment. The missed test must be taken as soon as the instructor can schedule an appointment in the Testing Center. Failure to contact the instructor on the day of the student’s return will result in zero grade.
• Missed tests must be taken within 5 Lake Tech College’s scheduled school days (classroom and clinical). Failure to show to take the missed test will result in a zero grade. Any exceptions must be approved by Department Chair.
• Missed tests cannot be taken during scheduled class/clinical time.
• Tests scheduled on the day of the student’s return must be taken at the time scheduled. A student cannot delay taking the scheduled test because they missed a previous test.

5. Projects (Written/Oral Presentations/Case Studies etc.)
• If a project is not submitted by the deadline date and time, 5 points for every day late will be deducted from the grade.
• Extra credit projects are not permissible.
• Every project must have a corresponding Rubric used for evaluation of the completed work.
• All course/unit/system exams and written/oral assignments will account for 70% of the PN1, PN2, or PN3 didactic grade. The final trimester exam will account of 30% of the PN1, PN2, or PN3 didactic grade.

KNOWLEDGE (33 1/3% of the grade)
The Knowledge grade is composed of written exams and assignments. A student must maintain a 77% working average for each course/system/unit didactically and in each trimester. A minimum overall KNOWLEDGE average of 77% per unit is required to remain in and successfully complete the PN program.

WORK HABITS (33 1/3% of the grade)
The Work Habits grade is based on personal appearance, attitude, attendance and punctuality. This grade is based on established criteria and reviewed with each student mid-semester and at the end of each grading period. A minimum WORK HABITS grade of 77% per grading period is required to remain in and successfully complete the PN program.

Effective work habits are the cornerstone to successful employment. Students are expected to demonstrate productive work habits during all phases of enrollment. Instructors will work with students who need assistance in this area to improve the overall possibility for successful employment.

Attendance: Attends class for all scheduled hours assigned, arrives/leaves on time, contribute to class discussion and is actively involved in all activities.

Character: Displays academic integrity (inclusive of not committing plagiarism), trustworthiness, dependability, reliability, self-discipline, and self-responsibility.

Teamwork: Respects the rights of others; is a team worker; is cooperative; ensures confidentiality in all classroom, clinical and other matters; demonstrates professional behavior in interactions with peers, preceptors, and instructors.

Appearance: Displays appropriate dress, grooming, hygiene, and wears full regulation uniform of the day.

Attitude: Displays a willingness to cooperate and accept constructive criticism; sets realistic expectations; approaches assignments with interest and initiative.

Productivity: Follows safety practices; conserves materials and supplies; maintains equipment; stays on task and utilizes time constructively; demonstrates proactive leaning through involvement in activities and contributions to class discussions.

Organization: Manifests skill in prioritizing and management of time and stress; demonstrates flexibility in handling change; completes assignments on time; uses work time appropriately.

Communication: Contacts instructor to report concerns; notifies instructor of tardy/absence one hour before start of class; seeks clarification and understanding through appropriate, pertinent questions.

Leadership: Displays leadership skills; appropriately handles conflict and concerns; demonstrates problem-solving capability; maintains appropriate relationships with supervisors/instructors and peers; follows the chain of command.

Respect: Deals appropriately with cultural/racial diversity; does not engage in harassment of any kind to include but not limited to verbal, nonverbal, and written; addresses instructors and peers in appropriate tone and with appropriate language to include but not limited to electronic (email, text, etc.) communications.

Students reporting to clinical areas consistently tardy or dressed inappropriately may be dismissed for the day and receive “Unsatisfactory” on the clinical evaluation tool. Repeated violations will result in a Student Intervention Team (SIT) meeting and possible dismissal from the program.
SKILLS (33 1/3% of the grade)
The Skills grade results from performance in the lab and clinical settings. A CLINICAL PERFORMANCE EVALUATION is completed and reviewed with each student mid-semester and at the end of each grading period. A minimum SKILLS grade of 77% per grading period is required to remain in and successfully complete the PN program.

Students will receive a written assessment of grades at the end of each grading period. If at any time during the grading period a student’s grade is below a 77% average, the student will be counseled as to the steps required to bring the grade to a satisfactory level before the end of the grading period.

If a student does not show satisfactory academic progress, the student will be referred to counseling and, if necessary, to the Assistant Director for Curriculum to review the appropriateness of program placement.

Program Progress
Students are required to complete the program of training within the hours allotted by the State of Florida for completion. Progress must be at a rate that will allow completion of the program within the number of hours stated in the Curriculum Framework (http://www.fldoe.org/workforce/dwdframe/).

Failure to progress at this rate may impact financial aid and will require the student to meet with the program instructor, Health Science Education chairperson, a College counselor and an administrator in order to identify an appropriate completion point or to assist the student in selecting a more appropriate training program.

REQUIREMENTS FOR PROGRAM COMPLETION - CERTIFICATION

Students must meet the following program requirements for certification:

• TABE (Exit Scores or Allowable Exemption)
• Successfully complete all competencies specified in the program State of Florida curriculum framework for the year in which the student began program, unless the student is rejoining a program at a later date, where the current class year DOE standards must be met.
• Maintain at least a 77% average in each area of Knowledge, Skills and Work Habits
• Demonstrate proficiency in all program competencies listed in the DOE standards as well as the Master Plan of Instruction
• Attend at least 1282 of the 1350 program hours.

Reasons for Withdrawal
1. Unsatisfactory academic, lab or clinical work.
2. Lack of aptitude for nursing as demonstrated by unsafe performance and poor professional judgment in the clinical area such as, but not limited to, endangering a patient's safety by:
   a. Violating standard safety practices in the care of patients.
   b. Delaying care that is within the student's realm of ability and/or knowledge.
   c. Performing skills or procedures beyond the realm of the student's ability and/or knowledge.
3. Being found in any restricted or unauthorized area.
4. Unethical conduct such as fraud, drug abuse, alcohol abuse, breach of confidentiality (HIPPA violation); inappropriate nurse/patient interaction or interpersonal relation; or aggressive or dishonest behavior to any school or hospital staff member, physician, patient, or other student, defined as follows:
   a. Aggressive behavior is defined as a forceful, self-assertive action or attitude that is expressed physically, verbally, non-verbally, or symbolically and is manifested by physical, verbal, or emotionally abusive or destructive acts towards oneself or others. No bullying will be tolerated.
   b. Dishonest behavior is defined as an untruthful, untrustworthy, or unreliable action.
5. Cheating in any manner.
   a. Sharing, posting, photographing, or copying test material/graded content, in any way, will not be tolerated.
   b. Plagiarism will not be tolerated.
6. Withdrawal from a hospital or participating agency as the result of due process proceedings based upon a written request from the agency that the student be withdrawn.
7. Violations of the attendance policy.
8. Failure to satisfy identified probationary requirements within the stated time.
9. Failure to comply with requirements as stated in the Master Plan of Instruction.
STUDENT DRESS CODE

As stated in the Code of Student Conduct approved by the Lake Technical College Board of Directors, students who attend the Lake Technical College shall dress in a manner appropriate for the job in which they are receiving training, including any special protective gear and professional uniforms. The postsecondary program student dress code is consistent with industry standards as recommended by the program advisory committee and approved by the administration of the Lake Technical College.

Practical Nursing Dress Guidelines

Appropriate dress for the program shall consist of what is generally acceptable dress in health care facilities in the Lake County area. The uniform is to be worn with pride and dignity, and good grooming must be carefully observed. Appropriate dress will constitute a portion of each student’s work habits grade. Specifically, this means all Practical Nursing students will wear:

1. **CLINICAL**: Clean black crew neck under-amarour type shirt under a clean red scrub top in approved style. Clean black scrub pants in approved style for men; clean black scrub skirt in approved style or clean black scrub pants in approved style for women. Uniforms should not be worn for shopping or visiting. All uniforms must be clean and free from wrinkles.

2. **CLASSROOM**: Clean black crew neck under-amarour type shirt under a clean red scrub top in approved style. Clean red scrub pants in approved style for men; clean red scrub skirt in approved style or clean red scrub pants in approved style for women. Uniforms should not be worn for shopping or visiting. All uniforms must be clean and free from wrinkles.

3. Clean, all black, non-cloth, closed heel and toe shoes, in oxford or athletic style for classroom and clinical. Shoelaces, if applicable, must be clean and black.

4. A black or metallic watch with a second hand, LPN notes, stethoscope, bandage scissors, pen light and a pen with black ink.

5. Lake Tech Nursing Patch attached on the LEFT SLEEVE - centered below the left shoulder seam of the scrub top.

6. A Lake Tech student picture I.D. whenever the student is in the classroom or in the clinical setting.

Special Notations:

1. No jewelry other than a watch, a plain wedding band (no stones), or one pair of 6mm or less ball type, post style may be worn. No other visible body piercings are acceptable.

2. No visible tattoos are acceptable. Any visible tattoos MUST be totally covered prior to entering classroom or clinical area when in uniform.

3. Nails should be unpolished or polished with clear coat only. Nails should be no longer than end of fingertip. Artificial nails (to include but not limited to gel finish, silk tips, Gelish finish, shellac) are not permitted.

4. No perfume or cologne may be worn in the clinical areas.

5. Make-up should be conservative, including minimal eye make-up.

6. Only black or red scrub jackets with Lake Tech Nursing Patch attached on the LEFT SLEEVE - centered below the left shoulder seam may be worn over uniforms.

7. Hair must be worn above the collar and away from the face at all times when in uniform.

8. Eyelashes must be natural in length and appearance.

9. Good personal hygiene must be observed.

Students reporting to clinical areas consistently tardy or dressed inappropriately may be dismissed for the day and receive "Unsatisfactory" on the clinical evaluation tool. Repeated violations will result in a Student Intervention Team (SIT) meeting and possible dismissal from the program.

**REMEMBER – STUDENTS AT LAKE TECHNOICAL COLLEGE ARE PREPARING FOR EMPLOYMENT IN A POSITION WHERE PUBLIC RELATIONS MUST BE A MAJOR FACTOR IN ONE’S SUCCESS. INDIVIDUAL DESIRES CANNOT ALWAYS TAKE PRECEDENCE.**
FINANCIAL AID

Policies and guidelines for the administration of all financial aid are established according to federal and state law by a financial aid committee and published in the Financial Aid Policies and Procedures Manual. Applicants must complete an application and furnish documentation needed to verify eligibility.

The Financial Aid Office will assist students, when possible, with access to financial support offered by federal agencies (U.S. Department of Education – Pell Grants, Department of Veterans’ Affairs), other state and local agencies and local organizations (scholarships).

Financial Aid personnel are available daily to assist students with financial aid needs and requests. The Financial Aid Coordinator is also the liaison for all local agencies. This provides students a person on campus who can assist them with their agency support.

Emergency assistance may be available through the Health Science Education Department. Please speak with instructor(s) for more information.

JOB DESCRIPTION

The Licensed Practical Nurse (LPN) is a person with sufficient educational background who, under the supervision of a professional nurse or physician, administers routine services in caring for selected subacute, convalescent, and chronic patients and assists in the care of the acutely ill.

Qualifications
1. Education
   a. Graduate of an accredited high school or its equivalent
   b. Graduate of an approved school of nursing
   c. Current registration with the Florida State Board of Nursing

2. Personal
   a. Maintenance of optimum physical and emotional well being
   b. Competence in the area of practice in which the nurse functions
   c. Evidence of knowledge and ability to use recognized channels of communication

Function of the LPN
1. Patient Care
   a. Observes, records, and reports symptoms and conditions to proper personnel.
   b. Administers selected medications under the supervision of the RN. Must have knowledge of the legal aspects of medications, abbreviations used, metric and apothecaries’ system, household equivalents, standard dosages, reactions normal and abnormal, and route of administration.
   c. Checks chart, Medication Cart, Electronic Medical Record, and Medication Administration Records for accuracy.
   d. Notes administration and reaction of medication on patient's chart.
   e. Sets up selected treatment trays and administers treatments not allocated to other personnel.
   f. Assists physicians with making rounds.
   g. Assists and/or administers selected specialized treatments with complicated or specialized equipment.
   h. Assists with and/or cares for the acutely ill patients (bathes, feeds, etc.).
   i. Safeguards integrity of the individual and family.
   j. Applies knowledge of nursing skills and exercises judgment in their application.
   k. Participates in patient education and rehabilitation.
   l. Understands the provisions of the State Nurse Practice Act in order to recognize the legal aspects of nursing as it pertains to the individual.

2. Unit Management
   a. Utilizes approved channels and methods of communication.
   b. Teaches and directs aides and technicians in selected duties.
   c. Exercises sound judgment in adapting nursing procedures to individual patient needs.
   d. Participates in inservice programs including on-the-job learning and unit conferences.

3. Supervision
   a. Works under the direct supervision of the registered nurse or physician.
   b. Assists in the supervision of aides and technicians.
Job Opportunities
The licensed practical nurse may find employment in a varied number of areas such as hospitals, clinics, nursing homes, home health agencies, public health, physicians' offices, school infirmaries, penal institutions, camps, airlines, passenger ships, industry, private duty, the Peace Corps, and the armed services. Salary estimates: $34,000 to $40,000 per year or more depending on area of employment.

PRACTICAL NURSING GENERAL INFORMATION

Program Length and Hours (1350 hours, 11 months)
The Practical Nursing program is an 11-month, full-time and 18-month, part-time program (675 hours classroom, 675 hours clinical/simulated lab) designed to prepare an individual for employment as a Licensed Practical Nurse. The LPN is generally involved in performing tasks that contribute to the patient's health or recovery, safety, and comfort.

The Practical Nursing program functions under Lake Technical College. The program is designed to prepare students for employment as practical nurses who administer direct nursing care to patients under the direction and supervision of a licensed physician or registered nurse.

The Florida State Board of Nursing and the Department of Education provides direction to the program. As this program is accredited by both of these agencies, our graduates are eligible to take the State Board of Nursing examination (NCLEX-PN) to become Licensed Practical Nurses and thus become practicing members of the health care team.

The State Board of Nursing reserves the right to deny licensure to any individual who does not meet the qualifications prescribed by the Nurse Practice Act, F.S. 464.

Students convicted of any offense other than a minor traffic violation are required to submit a copy of their arrest and court records to the State Board of Nursing and may be required to appear before the Board prior to being granted permission to sit for the licensure examination.

Personal Qualities/Health Care
The following qualities are desirable for students studying to become a licensed practical nurse: good health; good citizenship; a desire to help people and to have new experiences; a willingness to accept responsibility; alertness to the needs of others; the ability to get along with peers and the public; adaptability; honesty; dependability; promptness; and kindness.

The student is responsible for his/her health and any health problems. The student must receive any medication or other care from a personal physician and may not consult with a doctor while on duty. The student is to report to the instructor if emergency personal care is needed while on duty. The school reserves the right to require a physician's statement if there is reason to believe that the student or his/her patient's health may be jeopardized in a clinical situation. Any student too ill to perform patient care, when reporting to the clinical area, will be sent home. Being sent back to the school or to an observational experience is not an option.

Clinical Experience
Clinical experiences will be at sites to include, but are not limited to, the following facilities: Avante at Leesburg and Mount Dora, LifeStream Behavioral Center, Leesburg Regional Medical Center/Central Florida Health Alliance and any associated campus, Florida Hospital/Waterman, South Lake Hospital, Promise Hospital, North Campus Rehab and Nursing Center, Cornerstone Hospice, and Waterman Village in Mt. Dora and other participating affiliates.

These experiences include geriatric care, medical-surgical nursing, mental health care, long term acute care, maternal and newborn care, and pediatrics. Other observations may be made at various clinics and doctor offices within the central Florida area.

Supply Fee
Includes: CPR, First Aid, lab kits and assessment testing materials.

Textbooks—all prices and editions subject to change without notice

General Rules for All PN Students
1. THERE IS TO BE NO FOOD IN THE CLASSROOM, OR SEALED/COVERED CONTAINERS FOR DRINKS. NO ALCOHOLIC BEVERAGES ARE ALLOWED ON CAMPUS. A proper uniform must be worn every day.
2. No student should be lying on or in laboratory beds unless they are actively being used as part of a classroom/curriculum activity and under direct instructor supervision. All beds used in practice are to be remade with the bedspreads replaced neatly. The nursing lab(s) are clinical areas and are to always be treated as such.
3. All laboratory equipment should be returned to its proper place after use. Any broken equipment must be reported to the instructor for repairs.

4. The office telephone is for emergencies only. It is not to be used for personal calls.

5. **ALL CELL PHONES ARE TO BE TURNED OFF DURING CLASS. DEVICES WILL BE ACCESSED ONLY UNDER DIRECT INSTRUCTION OF THE INSTRUCTOR. CELL PHONES ARE ALLOWED IN THE HOSPITAL OR CLINICAL SETTING ONLY IN ACCORDANCE WITH FACILITY POLICY, THE DEVICE MUST BE ON VIBRATE AND MAY NOT BE USED IN A PUBLIC PLACE.** Any student failing to follow these mandates will be subject to counseling, and possible dismissal from the program.

6. No student is allowed in the instructors’ office without permission.

7. Conflicts – at any time that conflict arises, for any reason, during class time or clinicals the student is to avoid a serious confrontation at all costs. Right or wrong, students should avoid being part of a bad scenario that would have an impact on the program. Students should report to the instructor or department chairperson immediately and allow one of these individuals to defuse the situation.

**Class Officers**

Election for class officers will be held in the third month of the program. This will provide students with the opportunity to learn parliamentary procedure, develop leadership skills, and allow students to assume responsibility for class matters. The duties and responsibilities of each office will be posted prior to selection of a slate of officers. Class meetings will be held once a month and as called by the president and will be approximately 30 minutes in length.

**Classroom Rules**

Students will:

1. Maintain a neat, clean, appropriate appearance
   - Uniform dress code will be adhered to everyday.
   - All “special notations” under the “student dress code” will be adhered to everyday.
   - Refrain from wearing shorts, midriff tops, etc.; these are not appropriate at any time when in the building

2. Demonstrate punctuality
   - Notify an instructor 1 hour prior to scheduled arrival time regarding absences and as soon as possible regarding tardiness.
   - Seek permission and follow procedure to leave early in the case of emergencies, schedule all appointments during off time.
   - Return from breaks and meal times at the specified time.

3. Respect the rights of others
   - Respect culturally diverse beliefs
   - Be polite
   - Do not talk to neighbors thus preventing others from learning
   - Respect the property of others
   - Be patient and considerate of others
   - Pay attention
   - Think before speaking to avoid misunderstanding
   - Do not talk while others are talking
   - No bullying (grounds for dismissal from program)

4. Demonstrate good interpersonal relationships with peers and instructors
   - Exhibit a congenial and cooperative attitude with others
   - Show respect for instructors and peers
   - Accept others for themselves

5. Contribute to a learning atmosphere
   - Come to class prepared
   - Come with electronic device to assist learning
   - Wait for recognition before speaking
   - Do not interrupt class
   - Assist classmates if able and time is appropriate
   - Contribute new or pertinent material on topic when appropriate

6. Make good use of classroom/lab time
   - Use time wisely.
Complete reading or assignments if no lecture or formal class is in progress.
Remain focused and professional when practicing procedures to maximize learning.
Come prepared to correctly demonstrate skills for check-offs

7. Take responsibility for own learning
   - Be proactive in contacting instructors with concerns about progress and to attain help form instructors when needed.
   - Submit assignments on the specified date. In the event of an absence, submit assignment the first day of the return to class.
   - Come to class prepared by bringing pen, pencil, paper, books, and electronic device
   - Make up work missed during absence in a timely manner without prompting
   - Complete reading assignments prior to lecture and participate in class discussions
   - Be responsible for all assigned books and equipment

8. Attempt to do the best possible
   - Try to achieve full potential
   - Make an effort to answer questions when called upon.
   - Active participation is encouraged, and contributes to work habits grade.

9. Respect school and clinical facility property
   - Always leave the classroom, lab and conference areas neater than found
   - Do not deface property of others
   - Be proud of your school and remember to be an ambassador to the public at all times.

Clinical Rules

Working During the Program
For the full time programs work is discouraged and should, if possible, be confined to weekends. A student may not work at the hospital in which he/she is receiving clinical experience in a capacity which will conflict with his/her role as a student. Students may practice nursing only within the units of an approved program in which the student is enrolled and only under the supervision of a program instructor. An overnight shift may not be worked prior to and clinical or practicum experience.

Professionalism and Confidentiality
Nurses practice under a code of ethics which safeguards the patient’s right to privacy by judiciously protecting information of a confidential nature. As part of the assigned clinical experience, students will be privy to information about patients, their families, physicians and employees, which is to be held in strictest of confidence and discussed ONLY in accordance with professional responsibilities.

Violation of the “confidential communication” will be grounds for probation and/or recommendation for dismissal in accordance with program policy.

Hospital Assignment
A schedule of hospital rotations will be posted prior to the beginning of the clinical experience via Edmodo. Individual patient assignments are determined with the guidance of the charge nurse and are the responsibility of the clinical instructor. These assignments are based on the students’ ability and classroom learning.

All nursing procedures will be satisfactorily demonstrated in the lab prior to attempting them in the clinical area. Performance of specific procedures will always be carried out under direct supervision of the instructor or preceptor nurse, subject to the instructor’s discretion. It is mandatory that you contact the instructor before completing any skills.

A student MAY NOT leave the hospital building or assigned facility for ANY reason without permission of the instructor. Because instructors share the responsibility of the assumed patients it is imperative that the instructor be able to locate the assigned student within the facility at all times. Students must communicate with the instructors (via text or call), as well as, the preceptor nurse (in person) when they are taking breaks/lunch or leaving the assigned area for any reason. The text or call must be made outside the view of staff, visitors, and patients. The student is to wait for a direct response from the instructor prior to taking break/lunch or leaving the assigned area for any reason.

Reporting On and Off Duty
Each student is expected to arrive promptly and dressed appropriately to perform nursing duties. Each student is expected to arrive prior to the assigned time and to receive report from the nurse in charge. Practice the adage: “If I’m early, I’m on time, but if I’m on time, I am actually late.” A student may not leave an assignment incomplete.
Methods of Address
Students will address each other, the instructor, physician, all staff members and patients with respect and consideration. Patients should be addressed in a respectful, friendly manner but never in terms of familiarity or endearment. For example: “hey;” “what’s up;” “sweetie;” and “honey” are all inappropriate.

Smoking and Gum Chewing
Lake Tech is a tobacco free institution. The use of tobacco products (including e-cigarettes) of any kind is not permitted at any Lake Tech location. Smoking is strongly discouraged as it reflects on the health care profession. Smoking during clinical hours, in the clinical setting or on clinical properties will not be tolerated. Also, the smell of cigarette smoke on a uniform can be offensive. Students whose uniforms smell of cigarette smoke will be sent home from the clinical area. Gum chewing is not allowed in clinical or lab experiences. The privilege of gum chewing in class that becomes distracting will be revoked. NOTE: There is to be no gum chewing in any computer lab.

Practicum
Students in the Practical Nursing program are required to participate in a minimum of 120 hours of practicum experience. Arrangements for practicum experiences are to be made by the instructor(s). Important points to note: 1) Students will not be assigned to a practicum site where they may be currently employed, or have been employed within the previous year from the start date of the practicum experience. 2) Students will also not be assigned to a practicum site where any immediate family members, or other relatives are employed. 3) Students will not be assigned a practicum site where they were terminated from employment for any reason. Failure to disclose information to instructors regarding these three points will result in removal from practicum experience, disciplinary action and possible dismissal from the program. Instructors reserve the right to change a student’s practicum site at any time during the experience.

Capping and Pinning
Upon completion of the program, a capping/striping and pinning ceremony will be held. This is a traditional ceremony in which those students who have met the program requirements receive their nursing cap or equivalent and school pin. Family, friends and students in other programs are all welcome to attend this ceremony.

Licensure
Students will make application to the State Board of Nursing to challenge the National Council Licensure Examination for Practical Nurses (NCLEX-PN). This exam is presented in a computerized adaptive testing (CAT) format. A passing score on this exam as well as fulfilling State Board of Nursing requirements allows for licensure as a practical nurse.

Follow-Up
Lake Technical College is proud of its graduates and celebrates the next step graduates take whether it is employment, military or further education. Prior to completing, students may visit the Career Success Center for assistance with employability skills such as resume writing. In addition, instructors may provide students with employment leads. However, it is up to the individual student to actively pursue employment opportunities. We like to hear how our graduates are doing and want to celebrate your successes so be sure to communicate with your instructor any employment, military, or further education you enter.

COMPETENCY STANDARDS
NUMERICAL GRADE REQUIREMENTS, HOURS OF ATTENDANCE, AND DEMONSTRATED PROFICIENCY IN THE FOLLOWING COMPETENCY STANDARDS ARE HEREBY CERTIFIED IN THE 1350-HOUR PROGRAM IN THE SCHOOL OF HEALTH SCIENCE EDUCATION (PRACTICAL NURSING PROGRAM).

Florida Department of Education Curriculum Frameworks for Practical Nursing (Postsecondary)
The full content may be obtained on http://www.fldoe.org/workforce/dwdframe/1415/heal/rtf/H170605.rtf

OBJECTIVES

The student will:
1. Become aware of the rights and obligations to self, to vocation, and to society.
2. Demonstrate a clear understanding of his/her place on the health team, know his/her responsibilities and limitations, and interpret to others his/her role in functioning under minimal supervision in uncomplicated situations and as assistants to the professional nurse, physician, and other health professionals in situations of greater complexity.
3. Demonstrate effective relationships between himself/herself, the patients, and other members of the health team.
4. Demonstrate an understanding of health needs of the patient by preparing care plans.
5. Exemplify good personal habits and hygiene.
6. Demonstrate skills and knowledge needed to give safe, intelligent, patient-centered nursing care in carrying out selected procedures and techniques to meet the needs of the patient.
7. Use problem-solving techniques in meeting personal and patient needs.
8. Demonstrate those traits necessary for successful working relationships in practical nursing with emphasis on good working habits, skills, knowledge, and citizenship that will ultimately lead to self-direction within his/her role.
9. Recognize the health needs of well persons and ways of maintaining optimum health.
10. Realize that learning is an individual responsibility that must be continued beyond the completion of the program to meet the demands of ever changing health needs.

Total Hours (Class and lab) .............................................................................................................. 675
Clinical Hours ....................................................................................................................................... 675
Total Program Hours ............................................................................................................................ 1350

Curriculum Framework, Florida Department of Education

Program Structure
This program is a planned sequence of instruction consisting of three occupational completion points.

The following table illustrates the PSAV program structure:

<table>
<thead>
<tr>
<th>OCP</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Length</th>
<th>SOC Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>HSC0003</td>
<td>Basic Healthcare Worker</td>
<td>90 hours</td>
<td>31-9099</td>
</tr>
<tr>
<td>B</td>
<td>HCP0121</td>
<td>Nurse Aide and Orderly (Articulated)</td>
<td>75 hours</td>
<td>31-1014</td>
</tr>
<tr>
<td></td>
<td>PRN0091</td>
<td>Practical Nurse 1</td>
<td>285 hours</td>
<td>29-2061</td>
</tr>
<tr>
<td></td>
<td>PRN0092</td>
<td>Practical Nurse 2</td>
<td>450 hours</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PRN0096</td>
<td>Practical Nurse 3</td>
<td>450 hours</td>
<td></td>
</tr>
</tbody>
</table>
STATEMENT OF RECEIPT AND UNDERSTANDING OF POLICIES

I have read a copy of the Practical Nursing Program Master Plan of Instruction.

I have asked for clarification if needed, understand, and agree to comply with all policies contained therein.

I understand that failure to comply with these policies results in the termination of my program.

STUDENT NAME (print)

STUDENT SIGNATURE ___________________________________________ DATE __________________________