

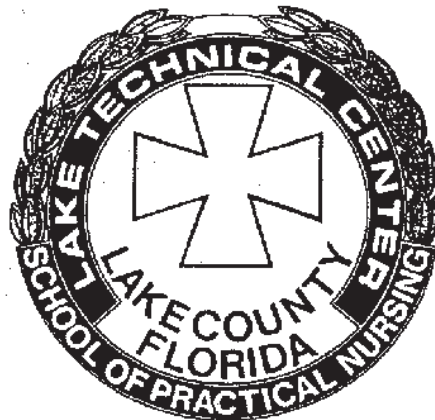


Lake Technical College

**2016 - 2017**  
**Master Plan of Instruction**  
**Practical Nursing**

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The mission of Lake Technical College is to be an integral component of the economic growth and development in our community by offering a variety of high quality career-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.

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# **LAKE TECHNICAL COLLEGE**

## **Practical Nursing Program**

### **INTRODUCTION**

**Welcome** to the 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 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 careers in the Health Science career cluster and further education. In addition, it provides technical skill proficiency, competency-based learning, higher-order reasoning, problem-solving skills, work attitudes, employability 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 may apply to take the Certified Nursing Assistant 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 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 and ethical aspects of practice; and current issues in nursing.

We will do everything in our power to make this educational experience both enjoyable and challenging. 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; and 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 with years of clinical experience. Please feel free to call on us for help at any time.

### **HEALTH SCIENCE EDUCATION MISSION**

The mission of the Health Science Education Department 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.

### **PRACTICAL NURSING PHILOSOPHY STATEMENT**

We believe that nursing is both a science and an 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 registered 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 and throughout the LPN's career 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 2-step Tuberculin test and/or chest x-ray (within one year's time), recent Tetanus inoculation and booster required once per 10 years, 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 level-two criminal background report (owned by LTC) without any felonies prior to the start of the program.

When the 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 and interview.

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 and accepted standardized tests such as Postsecondary Education Readiness Test (PERT) or ACT 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 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 appropriately leveled TABE, PERT or other accepted standardized test scores from other testing centers must do so by having an official score report sent directly to the Admissions Office prior to enrollment in the program. Scores brought by hand will be accepted only if document provided by the outside testing center is in a sealed

envelope. Standardized tests scores are valid for two years.

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 which incorporate some advanced math skills in the Practical Nursing program, a math score of 11.5 is highly recommended.

### **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. Lake Technical College offers the opportunity for students to take the TEAS at its 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, (NCLEX-PN), 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 take 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. 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."

### **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

#### **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 tolerate exposure to dust and odors
- Ability to grip (hand movement) to complete skills within the scope of LPN and DOE standards
- 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 concentrate without assistance and adaptation.
- Ability to cope with confrontation
- 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

**NOTE:** The safety and well-being of our students is a primary concern. Students are responsible for self-reporting any medical conditions, illnesses, or injuries which may affect performance of the required essential tasks to the program instructor(s) in a timely manner. The reporting of these conditions is for your safety as well as the safety of those we care for and interact with. A determination can then be made regarding the possible need for medical clearance from a physician, to determine if the student's level of participation in the program requires modification.

In the event that a student is deemed to have a medical condition, illness, or injury which may prevent, or hinder the student from performing the required essential tasks, medical evaluation and clearance from a licensed physician, a nurse practitioner, or a physician's assistant will be required to continue participation in the Practical Nursing program. See instructor(s) or Health Science Education Department Chair for documentation requirements.

### **GOOD MORAL CHARACTER**

According to Florida Statutes, nurses must be screened through the Florida Department of Law Enforcement (FDLE) PRIOR to employment and must meet the standards of good moral character. A history of the following offenses DISQUALIFIES a nurse from employment:

Murder	Incest
Manslaughter	Arson
Kidnapping	Prostitution
Obscene literature	Assault to a minor
Sexual battery	Vehicular homicide
Lewd and lascivious behavior	Lewd and indecent exposure
Child abuse/aggravated child abuse	Aggravated Assault
Abuse/neglect of disabled adult or elderly	Exploitation of disabled adult or elderly
False Imprisonment	Sexual performance by a child
Negligent treatment of children	Killing of unborn child by injury to mother
Fraudulent sale of controlled substance	Theft, robbery and related crimes if the offense is a felony
Prohibited acts of a person in familiar or custodial authority on a child	Relating to drug abuse prevention and control, if offense was a felony or if other person involved was a minor

### **CRIMINAL BACKGROUND HISTORY**

Due to contracts with many of the clinical sites that are used for student patient care and the Florida Statutes, Lake Technical College does not accept any person with a felony conviction 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, except as outlined below.**

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 of Health 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 pled 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).

4. There is a measure provided in statute which outlines an exception to this rule. Please speak with the Department Chair for details.

**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 patients and/or 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 may be counseled regarding 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 effort 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 the drug testing is to identify students who may be chemically impaired and unable to perform expected duties causing concern for the health and safety of the student and/or those under his/her care. 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. 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, request accommodations if needed, and develop a plan with their postsecondary 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.

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

### **TUITION**

Tuition is charged for adult students at a rate established by the State legislature. Current fee information is available in the Admissions Office. Tuition is waived for eligible high school dual-enrolled students. 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 not being able to attend class and/or clinical if applicable.

## 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 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 take into account that emergencies 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 requirement in order not to jeopardize your good standing in the class. The student attendance policy for each postsecondary program is consistent with industry standards.

Failure of notification will result in:

1. A verbal warning 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 Student Intervention Team (SIT) meeting, academic probation, and possible dismissal from the program for the third no-call

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. Withdrawn students must re-apply and re-register for the next PN program, when space is available.

Only regularly scheduled class hours will be reported for attendance. Make-up time will not be accepted except as approved by the Director of Lake Technical College.

Attendance is extremely important in the Practical Nursing program. **A student who finds it necessary to be absent MUST notify the instructor directly 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.

### Excessive Absences

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

It is the responsibility of each student to be aware of their absences (minute by minute). A copy of individual attendance records may be requested from the instructor who will have up to two (2) **class** days to fulfill this request.

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 may be 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 being placed on probation:

1. Placed on Behavior Contract – With scheduled follow up meeting to determine progress
2. May be required to attend remediation sessions on Friday mornings
3. Jeopardize enrollment in the class
4. 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.



Because this is a licensure program, the student must successfully complete a minimum of 1282 of the 1350 hours in the program. If the student does not complete the minimum of 1282 hours, the student will be required to re-enroll and pay tuition for those hours needed to meet minimum requirements. Do note that space must be available. A student may also apply for a waiver which, **if granted by the Director of Lake Technical College**, may allow make up time. The instructor must have both the space and availability for the student to complete all missed hours to meet program requirements. Practical Nursing program completer's name will be submitted to the State Board of Nursing only **AFTER** all requirements of the program are satisfied.

### **Tardiness**

As in the workplace, students are expected to clock in and be in their seats promptly in the morning, after break, and after lunch. Students are expected to notify the instructor directly before the start of class of any anticipated tardies. Any student who is tardy and/or leaves early for 20% or more of the number of classes 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 classes. Because the 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 Campus during School Hours**

For safety reasons, students will notify their instructor when leaving campus early. Students may leave campus for lunch provided this is done within the allotted time.

For evening classes, it is recommended that students bring their lunch/dinner, as even the closest fast-food establishment will not allow for enough time to adequately consume lunch/dinner in the allotted time.

Students who need to leave 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 a licensed physician or physician's assistant. 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 student is not able to perform the expected tasks due to his/her injury or illness.**

## **CLASS SCHEDULE**

The Practical Nursing program is a rigorous 1350-hour program of education consisting of 675 classroom hours and 675 clinical hours. Students' start date in the program may vary, depending on the experience he/she had prior to applying to the program. Each student will be informed of his/her specific start date prior to the beginning of the program. Clinical days will be determined based on the section in which the student is enrolled. NOTE: Class/clinical will be Monday – Thursday, but clinical and classroom days are subject to change. Friday mornings are set aside for remediation and extra skills practice in the lab when desired or required due to clinical or academic need.

Hours of clinical instruction will vary but provide around eight 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. Students are expected to plan accordingly, to include ensuring he/she has reliable transportation to and from all clinical sites.

## **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, group interaction, web-based learning platforms, skills lab testing, required reading and written assignments, oral reports, role playing, question and answer, unit examinations, skill practice, anatomical models and charts, self-directed learning activity packages, clinical experience and field trips are among the teaching methods utilized.

### **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 strives to ensure 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. LTC campus computer labs are available to those without this access. Please let your instructor know if you need to use the campus computer labs, and scheduling information will be provided to you.

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. 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 all programs need to be cognizant of the fact that most professions rely on great moral character. It is recommended that when using social media, assume that your posts will be seen/read by everyone with access to the Internet.

### **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. Each student will demonstrate skills 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 who is not deemed safe in the classroom, laboratory, or clinical setting by any program instructor will be removed from that environment and remediated on the identified practice(s). Repeated observance of unsafe practice(s) could lead 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.

### **Clinical Experience/Practicum**

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

### **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. The Nursing Advisory Committee is comprised of industry professionals with current industry knowledge, and approved by the administration of Lake Technical College.

#### **Grading Scale for the Practical Nursing Program**

94-100	Outstanding Progress
85-93	Average Progress
77-84	Passing
< 77	Failing

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% or more 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 who 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% or more 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 questions 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 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) A student who earned a 100% prior to exclusion of any question(s) cannot carry-over or "bank" points for other exam, or assignment. 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.
4. To remain in the program:
  - A student must maintain a 77% average for each course/system/unit 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 for 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 instructor(s). A second attempt is allowed, and it will be scheduled by the instructor in a timely manner. A student who 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.
5. 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. Based on documentation of extenuating circumstances, the department chair may waive this penalty.
  - 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 he/she returns 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 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 the 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 he/she missed a previous test.
  - A missed test does not qualify a student to attend remediation.
6. Projects (Written/Oral Presentations/Case Studies etc.)
- If a project is not submitted by the deadline date and time, 5 points will be deducted from the grade for every day late, including weekends and holidays.
  - 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.
7. Remediation (Pathways to Success)
- Students who are required to attend remediation sessions on Fridays will be expected to participate.
  - Students who fail to participate in remediation sessions will not be allowed to retest a failed exam.
  - If a student does not successfully maintain a 77% average as stated above AND does not participate in remediation sessions, his or her lack of participation will be taken into consideration when applying to recycle.

### **KNOWLEDGE (33 1/3% of the grade)**

The Knowledge grade is based on written exams and assignments. A student must maintain a passing average for each course/system/unit didactically and in Core, CNA, PN1, PN2, and PN3. 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 throughout 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, contributes 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 learning 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 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.

### **SKILLS (33 1/3% of the grade)**

The Skills grade is based on performance in the lab and clinical settings. A CLINICAL PERFORMANCE EVALUATION is completed and reviewed with each student throughout each grading period. A minimum SKILLS grade of 77% per grading period is required to remain in and successfully complete the PN program.

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 advisor and an administrator by way of a SIT meeting in order to identify an appropriate completion point or to assist the student in selecting a more appropriate training 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 academic and/or clinical progress falls below the expected standard, 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.

### **Remediation (Pathway to Success)**

Your instructors are committed to your success in this program. To that end, opportunities for extra practice of skills, assistance with academics and remediation are available. Every Friday an instructor will be available from 9:30 am to 11:30 am in either the lab or the classroom based on need. Students wanting extra help will be expected to arrive at 9:30 am ready to learn. In addition, students who fail a test, written or practical, are required to attend remediation until the test or skill failed has been satisfactorily mastered. Students must make arrangements with family and work to be available, no exceptions. Students in a failing situation who do not attend remediations run the risk of failing out of the program. Further explanation will be provided during the program orientation.

## **REQUIREMENTS FOR PROGRAM COMPLETION - CERTIFICATION**

Students must meet the following program requirements for certification:

- Achieve required TABE 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 and stated in 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, disrespectful, 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.
  - c. Disrespectful behavior.
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.

### 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. 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. 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.

### Transfer Students

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 program 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.

## STUDENT DRESS CODE

As stated in the Code of Student Conduct approved by the Lake Technical College Board of Directors, students who attend 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 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-Amour 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.  
**CLASSROOM:** Clean black crew neck Under-Amour 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.
2. Clean plain black socks crew length for men; black hosiery for women with skirt or black crew length socks with scrub pants.
  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 watch with a second hand, LPN notes, stethoscope, bandage scissors, pen light and a pen with black ink.
  5. Lake Technical College Nursing Patch attached on the LEFT SLEEVE - centered below the left shoulder seam of the scrub top. The patch is to be attached in manner that it will not fall off uniform (sewn or glued – no safety pins!)
  6. A Lake Technical College student picture I.D. whenever the student is in the classroom or in the clinical setting.

**For patient and staff safety, the following rules must be followed:**

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

**REMEMBER – STUDENTS AT LAKE TECHNICAL 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. Applicants complete an information form, Free Application for Federal Student Aid, and furnish documentation needed to verify eligibility. More information on the application process may be obtained in the Financial Aid Office.

The Financial Aid Office will assist students, where 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).

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 and ethical aspects of medications, abbreviations used, metric 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)**

LTC's Practical Nursing program is a 1350 hour 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 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.

**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 facilities within Lake and surrounding counties with whom Lake Technical College has formal contractual agreements.

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, pin, and assessment testing materials.

### **Textbooks—all prices and editions subject to change without notice**

#### **General Rules for All PN Students**

1. To protect equipment and furnishings in the classroom and laboratory areas, only water, in closed, covered containers, is permitted. No other food or drinks are allowed, unless specific permission is granted by the instructor. However, under no circumstance may food or drinks be in the laboratory areas.
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. **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.
5. No student is allowed in the instructors' office without permission.
6. 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 called by the president will be held once a month 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 from 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 students in the PN program, 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 any 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 clinicals will be posted prior to the beginning of the clinical experience. 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 instructors, physicians, 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: “Good morning Ms. Smith” or “Hello Ms. Smith” are acceptable. However, the following are all inappropriate greetings: “hey,” “what's up,” “sweetie,” and “honey.”

#### **Smoking and Gum Chewing**

Lake Tech is a tobacco free institution. The use of tobacco products of any kind, including e-cigarettes, 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 class, clinical or lab experiences. 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. 4) Students will not be assigned to a site (physician's office) where he/she or a family member are patients. Failure to disclose information to instructors regarding these four 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 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.

#### **Lake Technical College Nursing Pin**

The Lake Technical College Nursing Pin is your “rite-of-passage” into the noble profession of nursing. The pin not only signifies your successful completion of all program requirements, but directly ties you to thousands of Lake Technical College Practical Nursing graduates who began their journey in this very program, many of whom are still practicing today. Wear it proudly!

**NOTE:** The Lake Technical College nursing pins are custom made for each student. Each individual pin has the

student’s initials engraved on the back. For this reason, the pins must be ordered well in advance of the completion of the program. The pin is part of your program fees. In the unfortunate event that a student is not able to complete the program, the student will not receive the pin nor will he/she receive a refund after the pins are ordered. While we look forward to having EVERY student successfully complete the program, there may be unplanned, or unexpected events that may occur, and we feel it important to inform you about this matter.

**Licensure**

Students will make application to the State Board of Nursing to take 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.

During the application process 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.

**Senate Bill 1036 (2014)**

In 2014, the Florida Legislature passed Senate Bill 1036, which in part states: *“Clinical training” means direct nursing care experiences with patients or clients, or clinical simulation of such experiences, which offer the student the opportunity to integrate, apply, and refine specific skills and abilities based on theoretical concepts and scientific principles.*” Simulation will be used as part of the clinical hours during the program.

In addition, the Bill specifically identifies a new process for NCLEX-PN testing: *“If an applicant who graduates from an approved program does not take the licensure examination within 6 months after graduation, he or she must enroll in and successfully complete a board-approved licensure examination preparatory course. The applicant is responsible for all costs associated with the course and may not use state or federal financial aid for such costs.”*

**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 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**

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:

OCP	Course Number	Course Title	Course Length	SOC Code
A	HSC0003	Basic Healthcare Worker	90 hours	31-9099
B	HCP0121	Nurse Aide and Orderly (Articulated)	75 hours	31-1014
C	PRN0091	Practical Nurse 1	285 hours	29-2061
	PRN0092	Practical Nurse 2	450 hours	
	PRN0096	Practical Nurse 3	450 hours	

**LAKE TECHNICAL COLLEGE  
Health Science Education  
Practical Nursing Program**

**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 participation in the program.

\_\_\_\_\_  
STUDENT NAME (*print*)

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE