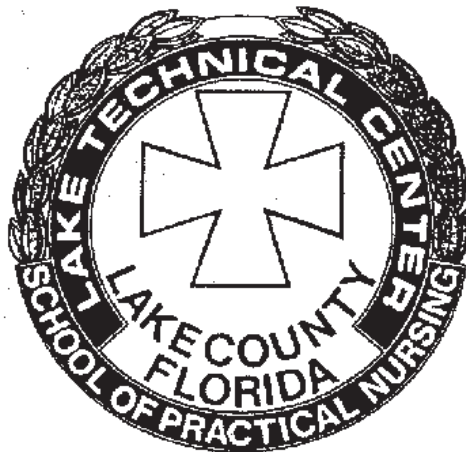




2011 - 2012

Master Plan of Instruction
Practical Nursing
Evening Division

Jean Becraft & Karen Tindall, Instructors
Elise Veremakis, Chairperson



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.

No person shall, on the basis of race, color, creed, religion, sex, age, handicap, marital status, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity under the direction of Lake Technical Charter Board. Lake Technical Center is an Equal Opportunity Institution.

charting new directions

2001 Kurt Street, Eustis, FL 32726 - (352) 589-2250

www.laketechnic.org

TABLE OF CONTENTS
 Health Science Education
 Practical Nursing Master Plan of Instruction

Introduction	1
Health Science Education Objectives and Philosophy Statement.....	1
Test of Adult Basic Education (TABE)	2
Admission Requirements	2
Essential Tasks	4
Criminal Background History	4
Background Screening - Drug Testing	5
Insurance	5
Tuition	5
Attendance Policy	5
Class Schedule	7
Safety	7
Grading Procedure	7
Requirements for Program Completion – Certification	8
Center Dress Policy	9
Financial Aid	10
Plan of Instructional Practices	10
Job Description	11
General Information	12
Competency Standards	16
Objectives	17
Substance Abuse Statement.....	18
Confidentiality Statement.....	19
Statement of Receipt	20

LAKE TECHNICAL CENTER Practical Nursing Program

INTRODUCTION

Welcome to the Lake Technical Center 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, nursing homes and hospitals, and become familiar with the requirements of the Practical Nursing program. 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 and demonstrate understanding by giving a high quality of patient care.

All instructors are registered nurses and certified teachers.

The Lake Technical Center encourages people with disabilities to enroll in appropriate career-technical programs. The Center has on staff a special populations coordinator who will assist in arranging appropriate special modifications or accommodations.

Lake Technical Center 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 OBJECTIVE

The objective of the Health Science Education Department is to prepare students for productive healthcare careers in a global economy.

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 team. We further believe that qualified students can learn to become beginning practitioners in the following situations:

1. Assessing the nursing needs of an individual in the subacute situation and meeting the patient's needs with skill under minimal supervision.
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 direct importance to the process of learning to nurse 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.

TEST OF ADULT BASIC EDUCATION (TABE)

The Florida Statutes requires that students complete an entry level basic skills assessment. The Test of Adult Basic Education (TABE) is used to determine levels of reading, math, and language skills. This test is given prior to entering the program and helps staff and student in determining the career fields in which each student can be successful.

According to Florida Department of Education rules, students who fail all or parts of the TABE may only retest using a different TABE version after at least 60 documented hours of remediation in the Vocational Preparatory Instruction (VPI) lab or 6 weeks, whichever is sooner. Students may not retake the same test version for six 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.

Students who do not meet the State mandated minimum TABE exit scores for their program are considered to be enrolled under "Ability to Benefit" status (see catalog) and must begin attending remediation classes offered by the VPI lab within two weeks of enrollment, regularly attend VPI classes outside of their program hours and make acceptable progress as determined by the VPI instructor. Students should meet TABE requirements by the time they have completed 50% of their program; failure to do so may result in withdrawal from the program until TABE exit scores are met. Students who do not meet TABE scores may not receive a certificate of completion as per Florida Department of Education rules.

In order to receive a program certificate, students must meet minimum TABE scores: Reading 11, Math 11, Language 11. Due to pharmacology requirements, a math score of 11.5 is strongly suggested. There is a \$20 fee for this test.

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 a Lake Technical Center application.
2. Be at least 18 years of age.
3. Have a standard high school diploma or it's equivalent (GED).
4. Take the TABE. Minimum TABE scores must be met to receive a certificate of completion.
5. Meet the definition of Good Moral Character and be able to perform Essential Physical and Emotional requirements.
6. Provide verification of application for financial aid or a signed waiver statement.
7. Meet the minimum levels on the nursing entrance exam. This test will be administered prior to the full time March class (scheduled days and evenings in October), prior to the full time July class (scheduled days and evenings in March), and prior to the part-time classes in the even-numbered years. Applicants will be notified of the results. Remediation is available through the VPI lab in daytime and evening classes.
8. Submit copies of any postsecondary certificates or transcripts of health related courses taken.
9. Complete an interview with the Health Science Education Committee.

10. 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.
11. Submit a completed residency form with documentation to Admissions.
12. Have a negative drug screen (to be conducted at the start of the program).
13. 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.

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 (SBN) 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 the Center 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. Pharmacology lab final is considered a clinical failure.

Readmission is contingent upon the following:

1. Applicants 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 within one year will be admitted on a space available basis.
 - a. Applicants must reenter the program as close to the original point of exit as possible as identified by PN faculty.
 - 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 and/or as a result of proficiency exams. The transfer student must complete at least 50% of the PN program at Lake Technical Center and satisfy all Department of Education requirements as to "theory" and "clinical". Transfer students may be accepted on a space available basis.

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 walk the equivalent of 5 miles per day
Ability to reach above shoulder level
Ability to interpret audible sounds of distress
Ability to project audible verbal communications at a distance of 4 feet
Ability to demonstrate high degree of manual dexterity
Ability to work with chemicals and detergents
Ability to tolerate exposure to dust and/or odors
Ability to grip
Ability to distinguish colors
Ability to lift a min of 25 lbs & max of 100 lbs
Ability to bend a knee
Ability to sit or stand for long periods of time
Ability to perform CPR

Mental and Emotional Requirements

Ability to cope with a high level of stress
Ability to make fast decisions under high pressure
Ability to cope with the anger/fear/hostility of others in a calm manner
Ability to manage altercations
Ability to concentrate
Ability to cope with confrontation
Ability to handle multiple priorities in a stressful situation
Ability to assist with problem resolution
Ability to work alone
Ability to demonstrate a high degree patience
Ability to adapt to shift work
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 new 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 until 15 years after the completion of the conviction and/or probation period.

BACKGROUND SCREENING - DRUG TESTING

The Agency for Health Care Administration 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 Center, 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 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. 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.

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 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 Center's Admission Office and at the "New Student Orientation".

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. 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 Florida, public technical centers are on a clock-hour rather than a credit hour system and are thus required by federal financial aid guidelines to have and adhere to an attendance policy. In addition, students should understand that in-state tuition only pays for approximately 25% of the cost of education, with the state taxpayers contributing the other 75%.

To help develop appropriate work ethics, Lake Tech 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 on or before the date of absence.

The expectation of the Lake Technical Center Board is that all students will be in attendance each day of the program. The student attendance code for each postsecondary program is consistent with industry standards as recommended by the program advisory committee and approved by the administration of the Lake Technical Center.

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. Instructors will keep attendance at clinical settings.

Students who are absent for six (6) consecutive class sessions will be withdrawn from membership in their program. Practical Nursing students must re-apply and re-register for the next PN program in order to return to school. A School Intervention Team will review all applications for reenrollment.

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

Attendance is very 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 at 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

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 will be provided, as a courtesy, to each student on the first classroom day of each month.

Any student whose absences exceed 5% of the cumulative number of hours for the grading periods 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. jeopardize enrollment in the class
2. 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 do 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. 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 LTC to allow make up time, 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 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. Chronic tardiness/early departures may result in being withdrawn from the program.

CLASS SCHEDULE

The Practical Nursing program is an eleven-month, 1350-hour program consisting of 671 classroom hours and 679 clinical hours. Students are in the classroom every day for the first six weeks of the full-time programs and three to four months of the part-time programs.

When clinicals begin, classroom days will be Thursday and Friday. 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 schedules will be posted well in advance.

SAFETY

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 school safety information.

GRADING PROCEDURE

Lake Technical Center 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 advisory committee and approved by the administration of Lake Technical Center.

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.
- Delay in meeting graded deadlines will result in loss of points on the grade. Scores for tests not taken at the scheduled time will be reduced by 5 points. Tests not taken on the regularly scheduled date will be reduced by 10 points. Make-up tests must be taken the day the student returns and may not be taken during classroom or clinical time. A test not taken the day the student returns will result in a 10-point reduction (after the initial 10-point reduction) for every day after the return. Written assignments that are not turned in on the date and time requested by the instructor will result in a 5-point per day reduction in the grade.
- To remain in the program a student must maintain an average of 77% or greater in each course/system and in each area of skills and work habits on grading period evaluations.
- In all units, except Pharmacology, unit exams and written/oral assignments will account for 70% of the grade; **and** final exams will count as 30% of the total grade.
- Pharmacology math test requires a grade of 85% and must be attained by the end of Pharmacology. **PLEASE NOTE:** If a student does not pass the Pharmacology math test with an 85%, **one** retake will be allowed and must be taken within two weeks of the end of Pharmacology. If unsuccessful the second time, the student will be withdrawn from the program.
- Clinical skills must be passed on the third attempt and must be accomplished prior to one week from the end of the course. If a third attempt is necessary, the student will be evaluated by two instructors.

KNOWLEDGE (33 1/3% of the grade)

The Knowledge grade is composed of written exams and assignments. 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.

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. A mid-term progress report will be given for clinical and work habits grades. 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 Center 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:

- Meet minimum TABE requirements prior to graduation
- Successfully complete all competencies specified in the program State of Florida curriculum framework
- Maintain at least a 77% average in each area of Knowledge, Skills and Work Habits
- Demonstrate proficiency in all program competencies listed 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 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, or symbolically and is manifested by abusive or destructive acts towards oneself or others.

- b. Dishonest behavior is defined as an untruthful, untrustworthy or unreliable action.
- 5. Cheating in any manner.
- 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.

DRESS POLICY

As stated in the Code of Student Conduct approved by the Lake Technical Center Charter School Board, students who attend the Lake Technical Center 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 Center.

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. Clean white nurse uniforms with blue LTC pinafore/tunic in the hospital. Uniforms should not be worn for shopping or visiting. All uniforms must be free from wrinkles.
- 2. Clean plain white socks for men; white hosiery for women with skirt/dress or white socks with slacks.
- 3. Clean, **all white**, polishable, closed heel and toe, oxford or loafer-type shoes for classroom and clinicals. Shoelaces, if applicable, must be clean and white.
- 4. A watch with a second hand, stethoscope, bandage scissors, pen light and an appropriate pen.
- 5. Lake Tech emblem attached on the chest 3 inches below the left shoulder seam of the blue pin stripe tunic or men's top.
- 6. A Lake Tech student picture I.D. whenever the student is in the classroom or in the clinical setting.
- 7. Scrubs (Navy blue top and white pants) or white uniforms (without pinafores) will be the only acceptable attire for classroom.

Special Notations:

- 1. No jewelry other than a watch, a wedding/engagement ring, or one pair of small pierced ear studs (not to exceed 6mm) type earrings, post style, may be worn. No other visible body piercings or tattoos are acceptable.
- 2. Nails should be unpolished or polished with a neutral color only. Nails should be no longer than end of fingertip. Artificial nails are not acceptable.
- 3. No perfume or cologne may be worn in the clinical areas.
- 4. Make-up should be conservative, including minimal eye make-up.
- 5. Plain white or navy blue cardigan-style sweaters or lab jackets may be worn over uniforms.
- 6. Male students: If T-shirt is worn under tunic, it must be white with no visible writing and/or design. The tunic must be zipped up at all times.
- 7. Hair must be worn above the collar and away from the face during clinical experience.
- 8. No sleeveless uniforms may be worn.
- 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 SIT meeting and possible program withdrawal.

REMEMBER – STUDENTS AT THIS CENTER 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.

PLAN OF INSTRUCTIONAL PRACTICES

Teaching Methods

Pre- and post-testing, lecture, demonstration and return, discussion, group interaction, audio-visual materials, 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

Textbooks, workbooks, projects, reports, simulations, hands-on computer experience, collaborative learning, video taped instructions, films, guest speakers, board examples, program job shadowing, cooperative on-the-job training, and other methods are used for instruction as appropriate.

Provisions for Individual Differences

Among the provisions made to allow for individual differences are pre-testing to determine entry level; workbooks and study guides for progress at individual rate; progress grading; individual project assignments; and referral for basic skill remediation.

Methods of Teaching Safety

A basic outline of safety standards and practices is covered along with continuous implementation of safety principles. Skills are demonstrated by the student in the lab environment and must meet competency standards prior to performance in the clinical setting.

Evaluation

Class performance, skills performance, pre- and post-testing, unit examinations, practical test evaluation (laboratory and clinical), required written and workbook assignments, clinical observation of performance objectives during clinical experiences, decision making, attendance, work habits, National League for Nursing tests, and achievement of entry-level competencies and other methods are used for evaluation.

Clinical Experience

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

Job Shadowing

Job shadowing experiences may be assigned as part of the Practical Nursing program. Volunteer experiences may be available to students as part of their program training. These experiences are designed to give the student actual hands-on experience doing a variety of related tasks. Length and type of experiences may vary. The program instructor determines appropriateness of the experience. Additional information regarding job-shadowing experiences may be obtained from the instructor.

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, Kardex, 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 \$51,000 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 (671 hours classroom, 679 hours clinical) 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 Center. 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 gives 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 full members of the health 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.

During the first seven weeks (three to four months part-time) of the program, the student attends classes at the school to learn the fundamentals of patient care, and basic anatomy and physiology. Upon successful completion of this portion of the program the student begins his/her rotation in the hospitals and nursing homes.

During the remainder of the program, students will generally be in the clinical area two/three days and classroom two days per week. Students are expected to spend 3-4 hours per day in preparation for the next class. This is an intensive program and working during the year is strongly discouraged.

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, Central Florida Health Alliance, Florida Hospital/Waterman, South Lake Hospital, Children First, Pediatric Health Choice and Ruleme Center, Leesburg Health and Rehabilitation Center, Waterman Village in Mt. Dora, Bayview Center in Eustis, and Westminster Care in Clermont.

These experiences include geriatric care, medical-surgical nursing, psychiatric 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

Comprehensive Nursing Care 2nd ed. Revised
Ramont R.P., D. M. Niedringhaus, and M. A. Towle
Pearson 2010. ISBN 978-013-2560269

LPN Notes

Meyers, Ehren. LPN Notes: Nurse's Clinical Pocket Guide. 2nd ed.,
Philadelphia: F.A. Davis Company, 2004. ISBN 0-8036-1132-3

Math for Meds

Curren, Anna M., RN, BN, MA and Laurie D. Munday, RN, BN, MN. Math for Meds. 10th ed.,
San Diego: W.I. Publications, Inc., 2005. ISBN 0-918082-09-9

Structure & Function TB

Thibodeau, Gary A., PhD and Kevin T. Patton, PhD. Structure & Function of the Body. 13th ed.,
St. Louis: Mosby, 2004. ISBN 0-323-02242-1

Structure & Function WB

Linda Swisher, Rn, EdD. Study guide to accompany Structure & Function of the Body. 13th ed.,
St. Louis: Mosby, 2004. ISBN 0-323-02217-0

Taber's Cyclopedic Medical Dictionary 21st ed.,
Philadelphia: F.A. Davis Company, 2005.

Success in Practical/Vocational Nursing 6th ed.,
Saunders: St. Louis, MO 2009. ISBN 978-1-4160-5659-1

General Rules for All PN Students

1. THERE IS TO BE NO FOOD IN THE CLASSROOM, CAPPED WATER BOTTLES ONLY. NO ADDITIVES.
2. A proper uniform must be worn to hospital areas. Proper attire must be worn to class.
3. No student should be lying on or in laboratory beds without the permission of the instructor. All beds used in practice are to be remade with the bedspreads replaced neatly.
4. All laboratory equipment should be returned to its proper place after use. Any broken equipment must be reported to the instructor for repairs.
5. The kitchen facilities are for use in instructional programs. When used for this purpose, the instructor and students are responsible for cleanup.
6. The office telephone is for emergencies only. Please do not use it for other calls.
7. **ALL CELL PHONES ARE TO BE TURNED OFF DURING CLASS. NO CELL PHONES ARE ALLOWED IN THE HOSPITAL OR CLINICAL SETTING.**
8. No student is allowed in the instructors' office without permission.
9. 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 disarm 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 – NO CELL PHONE ALLOWED IN CLASS

Students will:

1. Maintain a neat, clean, appropriate appearance
 - When in uniform, be dressed according to the dress code
 - When not in uniform, wear standard business attire for class or other occasions
 - Refrain from wearing shorts, midriff tops, etc.; these are not appropriate at any time
2. Demonstrate punctuality
 - Notify an instructor prior to expected time regarding tardiness or absences
 - Seek permission and follow procedure to leave early when necessary
 - Return from breaks and meal times at the specified time
3. Respect the rights of others
 - Be attentive and 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
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
 - 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/laboratory time
 - Do reading or assignments when no lecture or formal class is in progress
 - Practice procedures and be prepared for requested sign-off on procedures
7. Take responsibility for own learning
 - 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, and books
 - Make up work missed during absence in a timely manner without prompting
 - Complete reading assignments 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. There will be no unison responses to questions. The instructor will recognize students before asking a question.
 - Use time wisely
 - See the teacher privately to clarify any unclear material
9. Respect school and clinical facility property
 - Always leave the classroom, laboratory and conference areas neater than found
 - Do not eat, drink, or smoke except in designated areas
 - Do not deface property of others

- Be proud of your school and remember to be an ambassador to the public

Clinical Rules

Part-Time Work

Part-time 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.

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 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. Individual patient assignments are the responsibility of the clinical instructor and are based on the students' ability and classroom learning.

All nursing procedures will be satisfactorily demonstrated in the laboratory prior to attempting them in the clinical area. Performance of specific procedures will always be carried out under direct supervision of the instructor.

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. Arrangement of clinical assignments will be the responsibility of the instructor.

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. A student may not leave an assignment incomplete. If a student finds it necessary to leave the floor for any reason, permission must be obtained from the instructor who must also be notified upon his/her return.

Methods of Address

Students will address each other, the instructor, physician, office staff and patients with respect and consideration. Patients should be addressed in a friendly manner but never in terms of familiarity or endearment.

Smoking and Gum Chewing

Smoking is strongly discouraged as it reflects on the health care profession. Smoking in the clinical setting or its properties is not allowed. Gum chewing is not allowed during the classroom or clinical experience.

Capping and Pinning

Upon completion of the program, a capping/stripping 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. Students in the companion AM, PM, or P.T. class are expected to attend, host and participate in the ceremony and reception.

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

The instructor assists students with job placement; however, no one can be promised the job or hours desired. It is up to the individual student to actively pursue employment opportunities.

Lake Technical Center is a tax-supported school. In order to receive funding the school must show evidence of placement of graduates in their field. It is the student's professional responsibility to maintain contact with Lake Technical Center through the completion and return of follow-up surveys which are mailed one year after graduation.

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).

Occupational Completion Point- A

Basic Healthcare Support Worker SOC code 31-9099 Healthcare Support Worker all others

- 01.0 Demonstrate knowledge of the health care delivery system and health occupations.
- 02.0 Use oral and written communication skills in creating, expressing and interpreting information and ideas.
- 03.0 Describe the importance of professional ethics and legal responsibilities. (*Dom. Vio.-2 hrs., Medical Err. 2 hrs.*)
- 04.0 Demonstrate an understanding of and apply wellness and disease concepts.
- 05.0 Demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance.
- 06.0 Recognize and respond to emergency situations. (*CPR-6 hours, First Aid-4 hours*)
- 07.0 Recognize and practice infection control procedures.
- 08.0 Use information technology tools.
- 09.0 Explain the importance of employability skill and entrepreneurship skills
- 10.0 Demonstrate knowledge of blood borne diseases, including HIV/AIDS. (*AIDS-1 hr.*)
- 11.0 Demonstrate mathematics and science knowledge and skills.
- 12.0 Demonstrate language arts knowledge and skills.
- 13.0 Demonstrate personal money-management concepts, procedures, and strategies.
- 14.0 Solve problems using critical thinking skills, creativity and innovation.
- 15.0 Describe the roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment.
- 16.0 Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives.

Occupational Completion Point - B

Nursing Assistant (Articulated) SOC Code 31.1012 Nursing Aides and Orderlies

- 17.0 Use verbal and written communications specific to the nursing assistant.
- 18.0 Demonstrate legal and ethical responsibilities specific to the nursing assistant.
- 19.0 Perform physical comfort and safety functions specific to the nursing assistant.
- 20.0 Provide personal patient care.
- 21.0 Perform patient care procedures.
- 22.0 Apply principles of nutrition.
- 23.0 Provide care for geriatric patients.
- 24.0 Apply the principles of infection control specific to the nursing assistant.
- 25.0 Provide biological, psychological, and social support.
- 26.0 Perform supervised organizational functions, following the patient plan of care.
- 27.0 Assist with restorative (rehabilitative) activities.

Occupational Completion Point - C

Practical Nurse SOC Code 29-2061 Licensed Practical and Licensed Vocational Nurse

- 28.0 Demonstrate computer literacy as related to nursing functions.
- 29.0 Use appropriate verbal and written communications in the performance of nursing functions.
- 30.0 Demonstrate legal and ethical responsibilities specific to the nursing profession.

- 31.0 Describe human growth and development.
- 32.0 Apply the principles of infection control, utilizing nursing principles
- 33.0 Perform aseptic techniques.
- 34.0 Describe the anatomy and physiology of the human body.
- 35.0 Apply principles of nutrition.
- 36.0 Perform nursing procedures.
- 37.0 Administer medication.
- 38.0 Provide care for medical/surgical/oncology patients, utilizing nursing principles.
- 39.0 Provide care for pre-operative and post-operative patients, utilizing nursing principles.
- 40.0 Provide care for maternal/newborn patients, utilizing nursing principles.
- 41.0 Provide care for pediatric patients, utilizing nursing principles.
- 42.0 Provide bio-psycho-social support.
- 43.0 Develop transitional skills.
- 44.0 Demonstrate employability skills specific to practical nursing.

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).....	671
Clinical Hours.....	679
Total Program Hours	1350

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

SUBSTANCE ABUSE STATEMENT

I understand and agree that any student in possession of, using, or under the influence of alcoholic beverages, any illegal substances or drugs, or any prescription drugs that are not prescribed for that individual on the school grounds or at any assigned clinical facility, will be subject to immediate dismissal from the program or any other disciplinary action that is deemed appropriate by the school board. I also understand that any student, convicted of, pleading no contest (nolo contendere), or entering into any form of pre-trial program for the use, possession, manufacture, distribution or being under the influence of any of the above listed items or substances, regardless of where the alleged offense occurs, will be subject to immediate dismissal from the program.

As determined by Lake Technical Center Board policy, law enforcement agencies shall be notified.

Student Name (Print) _____

Student Signature: _____

Date _____

Program Instructor: _____

Date _____

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

CONFIDENTIALITY STATEMENT

As a student in the Practical Nursing (PN) program at Lake Technical Center, I realize that while working in any health care facility during the program as part of my assigned clinical experience, I am dealing with "confidential communications". I am also aware that what I learn about patients, their families, physicians, employees, and faculty/staff during the course of my work is to be discussed only in accordance with my professional responsibilities. As a student, I will access only that information relevant to my assigned patients. I understand that information about any other patient in the facility is not deemed as "need to know" unless otherwise directed by my instructor.

I shall not discuss what I have learned in the provision of my care in any other manner. I understand and assume my responsibility to protect the rights of patients, their families, physicians, and hospital/center employees by maintaining "confidential communication".

I realize that violation of the above agreement will be grounds for probation or dismissal as determined by program instructor, program chairperson, and administration.

STUDENT NAME (PRINT)

STUDENT SIGNATURE

DATE

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

STATEMENT OF RECEIPT AND UNDERSTANDING OF POLICIES

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

I have read, 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.

NAME _____

DATE _____