



Lake Technical College

Program Requirements and Expectations And Master Plan of Instruction

Practical Nursing

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2025-2026



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

Lake Technical College does not discriminate on the basis of race, religion, color, national origin, gender, genetic information, age, pregnancy, disability, or marital status in its educational programs, services or activities, or in its hiring or employment practices. The district also provides access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act, or any other youth group listed in Title 36 of the United States Code as a patriotic society.

LAKE TECHNICAL COLLEGE

Program Requirements and Expectations

ADMISSION REQUIREMENTS

Applicants must be at least 16 years of age and should be academically, physically, and emotionally capable of meeting the demands of the chosen program. Applicants make initial application through the Admissions Office. A minimum skills evaluation is part of the admission process.

The Career and Technical Education programs have the following minimum admissions requirements:

1. Complete an LTC online application.
2. Take the basic skills examination, if required.
3. Meet with a career advisor.
4. Fulfill additional entry requirements as needed for individual programs.

A high school diploma or GED is not required to enroll in most programs. However, it is **recommended that all students complete either a high school diploma or a GED prior to program completion.**

TESTING REQUIREMENTS

All applicants for Career and Technical Education (CTE) programs 450 hours or more, with the exception of Florida Law Enforcement Academy and Paramedic applicants, take a state mandated basic skills evaluation prior to enrollment. Basic skills evaluation scores must be valid at the time of enrollment. Testers must be 16 years of age or older.

If a student has met or exceeded standard scores on one area of one test, they may use another test to meet the additional skill area requirements. It is acceptable to combine test scores from more than one test. (Rule 6A-10.315, F.A.C.)

Assessment instruments meeting this requirement include:

Per 2020, FS [1008.30](#) – Common placement testing for public postsecondary education and [Rule 6a-10.040](#) (eff. 2/16/21)

No expiration date:

- Tests of Adult Basic Education (TABE), Forms 11 and 12, 2017;
- Comprehensive Adult Student Assessment System (CASAS), GOALS 900 Series, 2019;
- 2014 GED® Tests: Reasoning through Language Arts and Mathematical Reasoning where a minimum score as required in [Rule 6A-6.0201, F.A.C](#) (eff. 3/23/16), has been attained on each test.

Good for 2 years from the date of testing:

- A common placement test where a minimum score has been achieved pursuant to [Rule 6A-10.0315, F.A.C.](#)(eff. 9/24/19);
- PERT, SAT, The College Board, ACT, Next Generation, ACCPLACER, The College Board

Per 2020, FS [1004.91](#), FS [1008.30](#), and the [2021 CTE Basic Skills Assessment Technical Assistance Paper](#) – Requirements for career education program basic skills – Programs 450 hours or more

- An adult student with a disability may be exempted. (per [Rule 6a-10.040](#)(eff. 2/16/21), FS [1004.02\(6\)](#)(eff. 2020) – must follow LTC policy and process);
- A student who possesses a college degree at the associate in applied science level or higher;
- Any student who entered 9th grade in a Florida public school in the 2003-2004 school year, or any year thereafter, and earned a Florida standard high school diploma. (*Graduated 2007+*)
- A student who is serving as an active duty member of any branch of the United States Armed Services;
- A student who passes a state or national industry certification or licensure examination that is identified in State Board of Education rules and aligned to the career education program in which the student is enrolled;
- An adult student who is enrolled in an apprenticeship program that is registered with the Department of Education in accordance with chapter 446;

- A student who demonstrates readiness for public postsecondary education pursuant to s. [1008.30](#) (see *testing chart below*) and applicable rules adopted by the State Board of Education. If a student has met or exceeded standard scores in one area of one test, another test may be used to meet the additional skill area requirements. It is acceptable to combine test scores from more than one test;
- A student who was previously tested and referred to developmental education at a Florida College System (FCS) institution college may be reported as meeting basic skills requirements once they successfully complete the required developmental education and will not need to be retested.
- Students enrolled in school district or FCS institution law enforcement training academies are not subject to basic skills exit requirements in s. 1004.91 F.S. or Rule 6A-10.040 F.A.C. The Florida Department of Law Enforcement (FDLE) has designated the Florida Basic Abilities Test (FBAT) for use with these students; please refer to [s. 943.17\(6\), F.S.](#), for more information.

Applicants transferring appropriately leveled TABE, CASAS GOALS, GED® test sections, or other common placement tests 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 the document provided by the outside testing center is in a sealed envelope.

Remediation of Basic Skills

Students who do not meet the basic skills exit scores set by the Florida Department of Education for their program are strongly encouraged to begin attending remediation classes prior to or at the time of enrollment in a Career and Technical Education program and make acceptable progress as determined by the ASB faculty member. Lake Technical College follows vendor guidelines for all retesting. Students with an approved early testing waiver may be permitted to test early. It is highly recommended students meet state mandated basic skills requirements by the time they have completed 50% of their program. Students who do not meet state mandated basic skills exit scores may not receive a certificate of completion as per Florida Department of Education rules.

Some basic skills test scores are good for two years and must be valid at the time of enrollment. Basic skills test 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. Continuous enrollment applies to attendance in a single program.

DISABILITY 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 before or as soon as possible to the special populations staff and provide documentation that clearly shows evidence of a disability and applicable accommodations. The special populations staff will schedule a meeting with the student and faculty to discuss the documented disability and applicable accommodations.

Accommodations received in postsecondary education may differ from those received in secondary education and are reasonable as they relate to the industry or field. 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. Note: attendance does not qualify as an accommodation. Documentation of the accommodation requested and provided is maintained in a confidential file.

Students in need of academic accommodations for a disability may consult with the special populations staff to arrange appropriate accommodations. Students are required to give reasonable notice (typically 5 working days) prior to requesting an accommodation.

TUITION

Tuition is charged to 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, career dual enrolled students. Tuition is due prior to the first day of each payment period based on the Lake Technical College payment calendar. Failure to pay fees at the time class begins may result in not being able to attend class and/or clinical.

INSURANCE

Personal injury/school accident insurance is required for all Career and Technical Education students. This insurance is provided through Lake Technical College at the rate of \$1.50 a month. The accident insurance fee will be charged to students per payment period.

Health programs with clinical experiences require liability insurance in conjunction with requirements by the healthcare facilities. The liability insurance fee is charged to students at the time of enrollment.

ATTENDANCE POLICY

Guidelines for All Students

In an effort to develop professional skills, regular attendance is required of all students. Students are expected to be in their class promptly in the morning, after break, and after lunch. If it is necessary to be absent due to illness or emergencies, all students are to notify the faculty member as soon as possible prior to the start of class, as is expected in the workplace. Some programs have more rigid requirements for attendance. LTC recognizes that students may face extenuating circumstances that could negatively impact their attendance. In such cases, LTC employs a Student Retention Specialist who works with students and faculty to track attendance, to collaborate in developing strategies to improve attendance, and to develop a plan.

CDE students are responsible for maintaining attendance in good standing at LTC. Should a student need to miss class due to mandatory high school activities or tests, the student should give notice to their instructor and meet with the Student Retention Specialist to document the absence. Approved absences may be set to not count against the student's overall attendance average.

Enrollment Period – period of time a student begins his/her education and training in a CTE program (i.e., August 15th, January 3rd) through the date of withdrawal or completion.

Payment Period – a set block of time in which a student pays for program hours (i.e., 300 hours, 450 hours)

Students who are approved to make up missed time must complete the required hours through attendance during designated times outside the regular program schedule. Failure to complete scheduled make-up time may result in withdrawal from the program and/or loss of financial aid. Make-up hours may not exceed 5% of the scheduled hours in the payment period. There is a \$25.00 make-up time fee per payment period.

Regularly scheduled class hours will be reported for attendance. Practice exercises completed at home will not count toward hours in a program. Students will be enrolled in additional hours if needed. Current tuition and fees will apply.

Excessive absences - A student who is absent for six (6) consecutive class sessions will be withdrawn from his/her program. A student must petition and be approved in order to return. Students exhibiting a pattern of consecutive absences of less than six days will be subject to dismissal as determined by a School Intervention Team. A School Intervention Team will review all petitions for re-enrollment. No additional fees will be charged if the student returns during that current payment period, provided fees have not been refunded; however, time missed may be added at the end of the program and will incur additional fees.

The excessive absences policy also applies to the adult education student. If the student requests to be re-enrolled during the same enrollment period, he or she will be assessed a \$10.00 re-enrollment fee. This may be waived depending upon mitigating circumstances.

Students with excessive absences will face the possibility of the loss of financial aid, lower professional skills grades and the ability to continue in the program.

**Note: licensure program attendance policies may be more rigid due to licensure requirements and supersede this policy.*

Leaving Campus During School Hours

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

CHECK IN/OUT FACTS AND RULES

1. Students are to check out /in when going to lunch or leaving campus, but not for scheduled breaks or restroom breaks. However, students who leave for extended periods of time without permission will be checked out by their instructor.
2. Checking in early does not add time to hours present.
3. Checking out after the scheduled time of class does not add time to hours present.
4. Students should check out/in for their lunch breaks. Taking less than a 30-minute lunch break does not add time to student hours present. Lunch break starts at the time a student logs out for lunch. Students are expected to return and log back in within 30 minutes of the logout time. Students will be marked absent for each minute past the 30 minutes allowed.
5. If a student accidentally checks out, he/she should check back in immediately. If done within a minute, there is no reduction in student hours present.
6. It is NOT acceptable to check in or out for other students. Check in/out student IDs are to be kept confidential as stated in the Acceptable Use Policies. Violation will result in dismissal from the program.
7. A student must notify his/her instructor if it is suspected that someone is tampering with another student's check in/out ID.
8. Instructors are permitted to perform attendance overrides to correct attendance errors; however, these corrections must be made within two weeks of the original attendance date. Any changes needed beyond this two-week window must be submitted to the appropriate administrator for review and approval. Each instructor is allowed to complete one attendance override per student per academic year in cases of student oversight (e.g., forgetting to log out at the end of the day). Any additional overrides for the same student must be approved by an administrator.
9. There is NO limit to the number of instructor overrides if NOT due to the student's negligence. Instructors must record a reason for the override.
10. If a student's check in/out ID does not work, he/she should see the instructor.

PLAN OF INSTRUCTIONAL PRACTICES

Teaching Methods

Lecture, demonstration, discussion, group interaction, verbal and written quizzes, skill practice, individualized instruction, computerized tutorials, interactive learning, web-based learning, textbooks, workbooks, projects, journals, reports, simulations, hands-on computer experience, collaborative learning, video-taped instructions, guest speakers, field trips, customer service projects, program job shadowing, cooperative on-the-job training, interactive learning, and web-based learning are among the teaching methods utilized.

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, individualized instruction, individual project assignments, and referral for basic skills remediation.

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.

It is also important that students have an email address that they check for 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 faculty have a current, working email address for you. See your faculty for more information.

Social Media

The advent of social media has created a world-wide communication medium for people 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 an individual. Students should also be cautioned on how private their social media content really is – despite the settings on an 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 all posts will be seen/read by everyone with access to the internet.

Evaluation

Class performance, quizzes, tests, attendance, portfolio assessments, completion of project assignments, decision-making, professional skills, achievement of entry-level competencies, and other methods are used for evaluation. See “Grading Procedures”.

Work Based Activities

Work-based learning activities play an integral part of the curriculum of LTC’s career-technical training 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 faculty with objective input from potential employers or customers of program graduates. Each work-based activity has a written instructional plan outlining objectives, experiences, competencies and evaluation required during the activity.

Work-based activities are program specific and may include:

- Unpaid in-school shop/lab activities to provide customer service opportunities under the direct supervision of the program faculty.
- Unpaid job shadowing experiences that may include in-school or off-campus employer-based experiences under the supervision of a qualified employer representative who is working closely with the program faculty.
- Paid or unpaid cooperative training experiences conducted at the employer’s work location under the supervision of a qualified employer representative and under the direction of the program faculty.

Cooperative Education

Cooperative training is available for students and coordinated by the faculty. Cooperative training is for students who have shown competence in program training that indicates readiness for placement in an on-the-job program. High school students participating in the cooperative job placement program must be in at least grade 12. Students must be enrolled in their last course of their program in order to participate in Co-op. In addition, basic skills exit levels must be met and the student can have no outstanding debt with the school. Students must be approved for Co-op prior to beginning, including clearance through financial aid.

Students may be returned to the program for additional training if they do not function satisfactorily on the job or when the cooperative agreement is terminated at the request of the student, parent, employer, or program faculty.

Veterans will be accepted into the program in accordance with the Department of Veterans Affairs approved program.

Additional information regarding co-op opportunities may be obtained from the program faculty.

Job Shadowing

Job shadowing experiences, or volunteer experiences, are 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 will vary. The program faculty determines appropriateness of the experience. Additional information regarding job-shadowing experiences may be obtained from the program faculty.

Career Dual Enrollment Students

All students enrolled in Lake Technical College are expected to function as adults. High school students will be held to the same behavioral and performance standards as adult students.

GRADING PROCEDURE

The grading scale for LTC is as follows:

90 – 100	A (4 quality points)
80 – 89	B (3 quality points)
70 – 79	C (2 quality points)
60 – 69	D (1 quality point)
< 59	F (0 quality points)
I	Incomplete
NG	Not Graded

Note: passing thresholds may vary by program based on industry standards. Separate program requirements are listed in the Master Plan of Instruction.

Lake Technical College is a postsecondary institution designed to provide trained individuals to industry. The grading scale for this program reflects industry standards. The approved postsecondary program grading requirements must be met if the student is to receive a certificate. In determining grades, most programs evaluate students equally in the areas of skills (33 1/3%), knowledge (33 1/3%), and professional skills (33 1/3%). This structure should be included in the Master Plan of Instruction. A few programs do not use this structure due to State licensure, board and/or curricular requirements.

Program Progress

Students are expected to complete the program of training within the hours allotted by the State of Florida for completion. The student's rate of progress will be closely monitored by the faculty and the Student Retention Specialist to ensure program completion in a timely manner. Most tests, projects, and similar assignments must be completed in class under the direction of the instructor.

Requirements for a Certificate

All competencies specified in the State of Florida Curriculum Framework for the program must be successfully completed with at least a passing grade in the areas of skills, knowledge, and professional skills. Students must also meet minimum basic skills requirements prior to graduation.

Professional Skills

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

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

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

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

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

Leadership: Displays leadership skills; appropriately handles conflict and concerns; demonstrates problem-solving capability; maintains appropriate relationships with supervisors/faculty 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 faculty and peers in appropriate tone and with appropriate language to include but not limited to electronic (email, text, etc.) communications.

STUDENT DRESS CODE

Students who attend Lake Tech shall dress in a manner appropriate for the job in which they are receiving training, including any special protective gear and professional uniforms. All clothing, makeup, and jewelry must be clean, neat, modest, in good repair, appropriately sized, and be neither distracting nor offensive. Students are expected to display their valid student ID, or have on their person when unable to display due to safety in the program, at all times. Shorts are not permitted in CTE program areas.

The Executive Director or designee has the final authority for determining whether or not a student's apparel conforms to the dress code. If it is determined that it does not, students will be required to change into clothing which will conform to this code or leave campus. Students may return to campus when they have changed into appropriate clothing.

Students will wear the designated program uniform each day to class and while on a Job Shadow experience, Co-op or clinical assignment. Shirts may be worn with pants or skirts. Shorts are not permitted. On designated days, some programs will require students to dress in business attire suitable for a job interview. This is defined to be clothing that would be acceptable for most job candidates to wear to a standard job interview.

NOTE - Remember that you are preparing for employment in a position in which public relations may be a factor in your success. Individual desires cannot always take precedence.

GENERAL SCHOOL INFORMATION

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.

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, faculty 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 faculty any employment, military, or further education you enter. Students are required to participate in an Exit Interview prior to their last day in their program.

Food and Drink

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 faculty. However, under no circumstance may food or drinks be in the computer lab areas.

Lunch

Food services are provided on the main campus in the Lake Tech Café and are available during breaks and lunch. Adult students may leave the LTC campus during the scheduled 30-minute lunch break as long as they return to the program on time.

Parking Regulations

Students may park only in the south parking lot in spaces not designated as staff or customer service parking. For safety, loitering in or around vehicles once the vehicle is parked is not allowed, and a 5 mph speed limit is enforced. In consideration of the neighbors and classes in session, loud music in vehicles on campus is prohibited.

Smoking

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. This includes the parking lots.

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).

TEXTBOOKS

For the most recent book list for any program visit Lake Technical College's bookstore located in the Business Office.

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 specific 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 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; end of life and palliative care; 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 faculty 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

Nursing is both a science and an art, encompassing the promotion and maintenance of optimum health standards and the care and rehabilitation of the sick. It involves the teaching of appropriate health care practices, ensuring that patients and communities are well-informed about their health. Within this broad field, practical nurses play a distinct and essential role as part of the health care team. They contribute significantly to patient care and helping to maintain and improve health outcomes. 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.

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.

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 Florida State Statutes.

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.

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

Physical Requirements

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

Mental and Emotional Requirements

- Ability to manage a high level of stress utilizing healthy coping mechanisms
- Ability to make fast decisions under high pressure
- Ability to cope with the anger/fear/hostility of others in a calm manner
- Ability to demonstrate critical thinking skills
- Ability to work in a team or group
- Ability to cope in culturally diverse settings and with associated behaviors
- Ability to adapt to shift work
- Ability to demonstrate a high degree of patience
- Ability to work alone
- Ability to concentrate without assistance and adaptation.
- Ability to cope with confrontation
- Ability to 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, including pregnancy, illnesses, or injuries which may affect performance of the required essential tasks to the program faculty in a timely manner. The reporting of these conditions is for your safety as well as for 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 faculty or the Healthcare Programs Coordinator for documentation requirements.

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
- Manslaughter
- Kidnapping
- Obscene literature
- Sexual battery
- Lewd and lascivious behavior
- Child abuse/aggravated child abuse
- Abuse/neglect of disabled adult or elderly
- False Imprisonment
- Negligent treatment of children
- Fraudulent sale of controlled substance
- Prohibited acts of a person in familiar or custodial authority on a child
- Incest
- Arson
- Prostitution
- Assault to a minor
- Vehicular homicide
- Lewd and indecent exposure
- Aggravated Assault
- Exploitation of disabled adult or elderly
- Sexual performance by a child
- Killing of unborn child by injury to mother
- Theft, robbery and related crimes if the offense is a felony
- Relating to drug abuse prevention and control, if offense was a felony or if another 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 outlines applicable laws related to licensure. It is prudent for all students to review this information as well as critical licensure information. The Florida Board of Nursing outlines information on the website.

IMPORTANT NOTICE: Pursuant to *Florida Statutes*, you **may not, based upon background, be eligible for licensure.** This information is outlined in the Florida Statutes accessible online.

BACKGROUND SCREENING & DRUG TESTING

The Agency for Health Care Administration (ACHA) requires all employees 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 level 2 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 drug testing. The purpose of the 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 a student refuses to be tested, due to reasonable cause, 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. If at any time the student's drug test is negative dilute, the student will immediately repeat the drug test. NOTE: Students are responsible for payment of all fees related to drug screening.

A criminal background check will need to be completed prior to clinical rotations. A conviction, regardless of adjudication, a plea of guilty to, or a plea of nolo contendere to an offense constitutes a conviction for the program. At that time the student would be counseled regarding other potential employment opportunities and/or training.

NOTE: Students will be required to complete a second background check near the conclusion of the program. This check is mandated as part of the state licensure process and will be conducted through a state-contracted testing agency, at a cost to the student. Results will be submitted directly to the Board of Nursing.

If at any time during the program you are arrested, you must notify the Health Science Education (HSE) Healthcare Programs Coordinator within 72 hours of arrest. A conviction of; a plea of guilty to; or a plea of nolo contendere to an offense would require a meeting with the Healthcare Programs Coordinator to discuss continuing in the program. Failure to disclose this information in a timely manner may also lead to dismissal from the program.

CLASS SCHEDULE

The Practical Nursing program is a rigorous 1350-hour program of education consisting of 675 classroom hours and 675 clinical hours. Remediation, additional skills practice, and make-up exams are arranged with faculty. Hours of clinical instruction may begin as early as 6:30 am. Based upon the availability of clinical sites to accommodate students, clinical rotations may also include weekends. Clinical schedules will be given soon after the faculty have arranged it with clinical sites. Students are expected to plan accordingly, to ensure he/she has reliable transportation to and from all clinical sites.

PROGRAM SPECIFIC ATTENDANCE INFORMATION

Absences

The student attendance policy for each postsecondary program is consistent with industry standards. In an effort to develop appropriate professional skills, students are expected to attend all class/clinical sessions. As expected in the workplace, when it is necessary to be absent due to illness or emergency situations, **the student MUST notify the faculty directly at least ONE HOUR PRIOR to the start of class/clinical on the date of absence**, unless extenuating circumstance occurs. Failure to comply with notification will result in a zero in the clinical and/or professional skills grade for the day missed. If the student is more than 30 minutes late arriving on-site to a clinical day, they will be marked absent for the whole day and will not be allowed to stay at the clinical site, unless they have obtained prior authorization from the Healthcare Programs Coordinator.

Failure of attendance/tardy notification will result in:

1. First Occurrence- A written counseling with the instructor.
2. Second Occurrence- Any of the following may occur:
 - A Pre-SIT meeting between the student, instructor and Healthcare Programs Coordinator.
 - Skills/Clinical Probation
 - Professional Skills Probation
3. Third Occurrence- Possible dismissal from the program and will result in an automatic SIT meeting to include the Student Intervention Team.

Campus attendance is kept via a computerized system. It is the responsibility of the student to log in, out and review their attendance log 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. Faculty are not expected to manually enter student attendance.

- Only one override is permitted for failure to log in or out.
- If student does not have badge to clock in and out, student will sign the "Failure to Clock" form that instructor maintains and points will be taken off of the professional skills grade.

Logging in or out for another student or having another student log in or out is unacceptable behavior and may result in dismissal. All scheduled class and clinical hours will be reported for attendance.

Excessive Absences

Excessive absences may result in an unsatisfactory knowledge, skills, and/or professional skills grade and can result in

termination from the program.

A student who is absent for six (6) consecutive class sessions will be withdrawn from his/her program. A student must petition and be approved in order to return. Students exhibiting a pattern of consecutive absences of less than six days will be subject to dismissal as determined by a School Intervention Team. A School Intervention Team will review all petitions for re-enrollment. No additional fees will be charged if the student returns during that current payment period, provided fees have not been refunded. Withdrawn students must re-apply and re-register for the next PN program, if and when space is available.

It is the responsibility of each student to be aware of their absences (LTC is a clock hour institution, therefore attendance is tracked minute by minute). Students may monitor their attendance using the student web portal located in the LTC website.

A total of 67.5 hours (5% of the program hours) is the **maximum** hours that students may miss throughout the entire program. At the point a student misses this amount of time, they will be withdrawn from the program. This time is not to be considered vacation or PTO time, but rather used for emergencies that may arise during the program. LTC employs a Student Retention Specialist who works with students and faculty to track attendance, assists in developing strategies to improve attendance, and coordinates make-up time per the LTC make-up policy. Students **may** be eligible and approved to apply some excused absences for hours missed by way of a make-up time, a \$25 fee will be applied.

Absence Interventions:

- Absenteeism of 15 hours requires meeting and written counseling with Instructor; Healthcare Programs Coordinator is made aware.
- Absenteeism of 30 hours requires meeting and written counseling with Instructor and Healthcare Programs Coordinator.
- Absenteeism of 45 hours requires meeting with Retention Specialist and Healthcare Programs Coordinator. May be placed on attendance contract for the remainder of the program.
- Absenteeism of 52.5 hours requires Student Intervention Team (SIT) meeting to find an intervention that will lead to success. May be placed on attendance contract for the remainder of the program.

Lake Technical College does not want students to attend class or clinical when injured, ill or altered mental state. Doing so may be a detriment to the student, patients, fellow classmates, faculty, and other staff. **The faculty reserves 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, physical/mental state or behaviors.** If any absences during the course of the program are 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 independent practitioner (MD, PA or ARNP). **ALL injuries** will require clearance in writing from a physician. The Healthcare Programs Coordinator may use their discretion as to whether or not an **illness** will require physician clearance.

Late/Absent and Leaving Early

In the medical workplace, the word tardy has been replaced with late/absent. If the nurse is not present, they are considered late/absent from their job and preparation for a replacement to assume patient care will begin by managers. As in the workplace, here at Lake Technical College, students are **expected to clock in and be in their seats or at clinical promptly at the start of class, after break, and after lunch.** Students are expected to notify the instructor by text or call **at least ONE HOUR PRIOR to the start of class** of any anticipated late/absence.

The program is preparing students for a professional work setting; therefore, it is important that the student understands that continuation of **chronic late/absence/early departures may result in lowering of the professional skills grade, clinical grade and will result in a formal Student Intervention meeting, and/or being withdrawn from the program.**

Late/Absent

If a student is late to class or clinical setting and **has notified the instructor** prior to the start of class or clinical time as per policy, they will be allowed to stay, and it will be reflected in the student's clinical skills grade. Time absent will be deducted from class/clinical hours. If appropriate notification is not given, it will result in a no call, no show and be graded accordingly. See below for clarification:

Tardy Interventions:

- 2 late occurrences – requires meeting and written counseling with Instructor
 - 5 points off professional grade per course and/or 5 points taken off for clinical professional grade per course.

- 4 late occurrences – requires meeting and written counseling with Instructor AND Healthcare Programs Coordinator.
 - 10 points off professional grade per course and/or 10 points taken off for clinical professional grade per course. May be placed on attendance contract for the remainder of the program.
- 5 or greater occurrences – requires Student Intervention Team (SIT) meeting to address and find intervention for success.
 - 15 points off professional grade per course and/or 10 points taken off for clinical professional grade per course. May be placed on attendance contract for the remainder of the program.

Leaving Early

Students must notify the faculty as soon as possible if they have to leave early. Students who need to leave clinical for emergencies, or other approved reasons, may not return until the next scheduled day unless approved by the Healthcare Programs Coordinator or designee.

PROBATION

Consequences of being placed on probation include:

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

Probationary status will terminate when terms of the probation have been met or at program completion.

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 professional skills 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 1282.5 (95%) of the 1350 hours in the program in order to have their name submitted to the Florida Board of Nursing. If the student does not complete the minimum of 1282.5 hours, the student will be required to submit for re-enrollment and pay tuition for those hours needed to meet minimum requirements. Do note, that space must be available. If a student needs to consider this option, applying for a waiver will be necessary. If granted by the Executive Director of Lake Technical College, it will be only then the student can re-enroll.

Practical Nursing program completer's name will be submitted to the State Board of Nursing only **AFTER** all requirements of the program are satisfied and their Exit Interview is completed.

Clinical Experience/Practicum

Clinical and practicum experiences are not only an important part of the learning process but they are required for program completion. Students will receive clinical experience under the direct supervision of their faculty and/or preceptor. Instructors will evaluate clinical competency for eligibility of observational experience.

If community partners contact instructor and/or college for unprofessional behavior and/or lack of compliance, there will be an immediate SIT meeting which may result in establishing a student contract or immediate dismissal from program.

Students may not work more than three 12 hour shifts in a row to complete practicum hours- unless otherwise approved by the Healthcare Programs Coordinator. Practicum shifts may not occur on the same unit as employed.

Clinical Rotations and Skill Performance

Students must demonstrate the performance of all advanced skills in the simulated setting prior to utilizing these skills in the clinical practice setting. Advanced skills are skills that are specific to the PN role and not associated with activities of daily living.

Once deemed competent to perform a practical nursing skill in both the simulated and practice setting the student may perform the skill **under the direct supervision** of the precepting nurse or instructor.

NOTE: Any student performing advanced skills or administering medication(s) independently without preceptor or instructor is **subject to immediate dismissal**. Students that abandon a patient will also be **subject to immediate dismissal**. Should either of these activities occur, the student will be sent home and may not return to the clinical area or to the classroom pending a SIT (Student Intervention Team) meeting.

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. This assignment is per instructor's discretion.

PROGRAM SPECIFIC 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 Practical Nursing Occupational Advisory Committee. This committee is comprised of industry professionals with current industry knowledge and approved by the administration of Lake Technical College.

Program grades are based on three criteria: Knowledge, Skills, and Professional Skills (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 the grades. A student must maintain a 77% average for each unit within the PN course and in each overall PN course (PN Foundations 1, PN Foundations 2, Medical Surgical Nursing 1, Medical Surgical Nursing 2, Comprehensive Nursing and Transitional Skills) within each area of knowledge, skills and professional skills to remain in the program. **At the end of any PN course, students with academic, professional or clinical grades below 77% will be dismissed from the program. If a student does not meet the 77% minimum in any category, the final course grade recorded in the Student Information System will reflect the category in which the student was not successful.**

KNOWLEDGE (33.33% of the grade)

The Knowledge grade is based on written exams, assignments and projects:

- All unit exams account for 60% of the PN Foundations 1, PN Foundations 2, Medical Surgical Nursing 1, Medical Surgical Nursing 2, and Comprehensive Nursing and Transitional Skills course knowledge grade.
- The HESI exam (as applicable) and/or the final exam will account for 30% of the PN Foundations 1, PN Foundations 2, Medical Surgical Nursing 1, Medical Surgical Nursing 2, Comprehensive Nursing and Transitional Skills course knowledge grade.

Grading Scale for the Practical Nursing Program:

90 – 100 = A
80 – 89 = B
70 – 79 = C
60 – 69 = D
< 59 = F

HESI Grading

1000 and greater	100
950-999	95
900-949	90
850-899	85
800-849	80
750-799	79
700-749	77
650-699	70
600-649	65
550-599	60
500-549	55
450-499	50
Below 450	40

*Note: As recommended by HESI, HESI Test score of at least 850 is correlated with high probability of NCLEX success.

- Homework assignments, quizzes, presentations and projects account for the remaining 10% of the knowledge grade.
 1. If the homework, presentations or project is not submitted by the deadline date and time, 20 points will be deducted from the grade.
 2. Extra credit projects are not permissible.
 3. Projects, case studies, presentations, and oral reports, if assigned, are homework assignments unless otherwise specifically designated by the course syllabus.
 4. Homework assignments are graded and account for 10% of the knowledge grade.
- The Medication Math Examination, during PN Foundations 2, requires a minimum passing grade of 90%. If the student does not pass the Medication Math Examination, remediation is required with Student Success counselor before 2nd attempt. If failure occurs on 2nd attempt a scheduled meeting with the Healthcare Programs Coordinator to determine deficits in math computation will occur. The Healthcare Programs Coordinator will identify specific areas of known deficiency and give remediation. Specific test questions will be given to a student based on their individual assessment. If a student fails an individualized exam, a SIT Meeting will occur, which could result in dismissal.

EXAMS

Testing Procedures:

- No drinks or food in the computer lab.
- No cell phones or smart watches on person during testing in computer lab or classroom (this could lead to dismissal).
- Paper will be given to each student for scratch paper. This scratch paper must be turned in at the completion of the exam. No books or papers may be near the student during testing.
- No jackets are allowed during testing times. This is consistent with NCLEX testing policies.
- Upon completion of the test, students will remain in their seats in the computer lab or classroom, unless special permission is given by the instructor. Students may log in to Evolve or Canvas to complete assignments or study.

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

1. Extra credit questions are not permissible.
2. Grades cannot exceed 100%.
3. Exam Questions:
 - Questions that are not answered correctly by the majority of the class will be reviewed by the instructor. This does NOT constitute automatic exclusion of the question(s) from the exam. This determination is made at the instructor's discretion.
 - If after reviewing 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) and will be given the intended points for the excluded question.
 - A student who earned a 100% prior to exclusion of any question(s) cannot carry-over or "bank" points for another exam, or assignment. Points awarded to student(s) will only apply to exams associated with exclusion(s).
 - The instructor will review the top questions missed by class within one week.
4. Missed Tests:
 - If a test is not taken on the same day as the scheduled test, 10 points are deducted. Based on documentation of extenuating circumstances, after review, the Healthcare Programs Coordinator may waive this penalty.
 - Missed tests must be taken within 5 scheduled school days (classroom and clinical). Failure to take the missed test will result in a zero grade. Any exceptions must be approved by the Healthcare Programs Coordinator.
 - Missed tests are not generally scheduled during class/clinical time. It may require time from the student outside scheduled class time, i.e. Fridays in the computer lab.
 - A maximum of 2 missed tests may be completed without prior approval from the Healthcare Programs Coordinator.

5. Remediation and Retesting (Pathways to Success):

- With a score of 77% or higher, students are not permitted to retest to earn a better score.
- If a student scores 76% or lower, the student is highly encouraged to immediately confer with the Student Success Counselor to analyze the test materials, study tools available, and the student's study habits.
- Score 71%-76%-student will have the understanding this is a below criteria grade and the student may request remediation with the instructor.
- A score of 70% or lower requires a mandatory instructor meeting to discuss deficits; a retake could be applied if it is within the 2 allowed retake limit.
- Remediation and retesting must be completed within approximately one week of the exam. Students may not retake after the next exam in the course has been given. If this occurs, the instructor should review the reason the student did not complete the exam within the expected time frame with the Healthcare Programs Coordinator and Director of Operations for any possible re-evaluation of retesting.

6. Process for Retesting:

- If successful, the student earns a 77% score instead of the failing grade. If the student scores below a 77%, the higher of the two grades will be earned.
- A maximum of 2 tests are allowed to be retaken per course within PN Foundations 1, PN Foundations 2, Medical Surgical Nursing 1 and Medical Surgical Nursing 2. The exception to this is that only 1 retest is allowed for Comprehensive Nursing and Transitional Skills. Final exams are not allowed to be repeated, except for the HESI Exit in Comprehensive. At the end of any PN course, students with academic, professional or clinical grades below 77% will be dismissed from the program.
- HESI scores for Final Exit HESI during Comprehensive course:
 - The HESI tests given at the end of Foundations 2, Med Surg 2 and Comprehensive will count as 30% of the cumulative academic grade;

Remediation (Pathway to Success)

Your faculty are committed to your success in this program. To that end, opportunities for extra practice of skills, assistance with academics, and remediation are available. Remediation sessions with the instructor are initiated by the student and scheduled by the instructor. Students schedule an appointment with the student success counselor. Students who want extra help are expected to arrive on time and ready to learn at the time of the appointment with the instructor or success counselor. One missed appointment is allowed. More than one will result in a meeting with the Healthcare Programs Coordinator.

PROFESSIONAL SKILLS (Work Habits) (33.33% of the grade)

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

The Professional Skills grade is based on the 10 categories listed below. On a daily basis in the classroom, each category will be evaluated based on established criteria and the student will earn up to 10 points in each category. A minimum Professional Skills grade of 77% per each PN course (PN Foundations 1, PN Foundations 2, Medical Surgical Nursing 1, Medical Surgical Nursing 2, Comprehensive Nursing and Transitional Skills) is required to remain in and successfully complete the PN program. Professional skills will also be evaluated as part of the clinical skills grade (see next section). These grades will be updated weekly. Please see course specific rubric for grading.

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 classrooms, clinical and other matters; demonstrates professional behavior in interactions with peers, preceptors, and faculty.

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 skills in prioritizing and management of time and stress; demonstrates flexibility in handling change; completes assignments on time; uses work time appropriately.

Communication: Contacts faculty to report concerns; notifies faculty of tardy/absence one hour before start of class; seeks clarification and understanding through appropriate, pertinent questions. Students are to follow the chain of command per healthcare industry standards when communicating. The chain of command is as follows: Instructor, Healthcare Programs Coordinator, Dean of Student Services, Director of Operations, Executive Director.

Leadership: Displays leadership skills; appropriately handles conflict and concerns; demonstrates problem-solving capability; maintains appropriate relationships with supervisors/faculty 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 faculty and peers in appropriate tone and with appropriate language to include but not limited to electronic (email, text, etc.) communications.

SKILLS (Clinical) (33.34% of the grade)

The Skills grade is based on performance in the lab and clinical settings, with evaluation. Skills rubric will be given at the beginning of each course with the expectation of nursing and employment skills that are required to be completed with competency by the end of the course. Instructors meet with students halfway through each course to notify students of their competency of standing. If the instructor observes and evaluates skills are not competent to continue in Clinical rotation, a Student Intervention Team meeting will occur with behavior contract or possible dismissal from program. Please see course specific rubric for grading.

A minimum Skills grade of 77% for each PN course (PN Foundations 1, PN Foundations 2, Medical Surgical Nursing 1, Medical Surgical Nursing 2, Comprehensive Nursing and Transitional Skills) is required to remain in and successfully complete the PN program.

- All Clinical Skills and the 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 faculty members, including the Healthcare Programs Coordinator. A Clinical Skills failure, including failure of the Safe Medication Administration Check Off, is considered a clinical failure.
- Medication Errors may result in dismissal from the program. In the event the student is permitted to remain in the program, the following are required:
 - The student will receive immediate counseling and will be exited from the clinical site.
 - The student must pass a repeats Lab based skill check off before returning to the clinical setting.
 - The instructor will directly monitor the student for completion of the first medication passing the clinical setting after occurrence.

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 (<https://www.fldoe.org/academics/career-adult-edu/career-tech-edu/curriculum-frameworks/>).

Failure to progress at this rate may impact financial aid and will require the student to meet with the program faculty, 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.

Final cumulative grade for course can be found in Canvas gradebook. (The academic testing, homework and project grade may have to be calculated to obtain the correct 33.33%) Any student having minimal passing scores in clinical or academic will have a one-on-one conference with instructor outlining a path for success in the next course. Once the instructor posts the grades the student can find written final grades for course using the student web portal. If at any time during the grading period a student's academic and/or clinical progress falls below the expected standard or the student does not show satisfactory academic progress, the student will be counseled as to the steps required to bring the grade to a

satisfactory level before the end of the PN course. The student will be referred to counseling and, if necessary, to a Student Intervention Team (SIT) meeting to review the appropriateness of program placement.

REQUIREMENTS FOR PROGRAM COMPLETION - CERTIFICATION

Students must meet the following program requirements for certification:

- Achieve required Basic Skills 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 Professional Skills.
- Demonstrate proficiency in all program competencies listed in the DOE standards and stated in the Master Plan of Instruction.
- Attending at least 1282.5 of the 1350 program hours.

Reasons for Withdrawal

- Unsatisfactory academic, simulation/skills lab or clinical work.
- 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:
 - Violating standard safety practices in the care of patients.
 - Delaying care that is within the student's realm of ability and/or knowledge.
 - Performing skills or procedures beyond the realm of the student's ability and/or knowledge.
 - Any student performing advanced skills or administering medication(s) independently is **subject to immediate dismissal**. Should this occur, the student will be sent home and may not return to the clinical area or to the classroom pending a SIT (Student Intervention Team) meeting. **Dismissal may occur at the time of the meeting.**
 - Failure to perform patient identification using two identifiers **PRIOR** to administering any medication.
 - NOTE: Standard procedure is to ask the patient for their name and date of birth, check their patient identification bracelet, and compare the medical record. When speaking to the patient you say, "Tell me your name and DOB", not "Are you Susie Smith born 9-9-1999?"
- Being found in any restricted or unauthorized area.
- Refusal of a random drug screening.
- Patient abandonment during clinical rotations.
- 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.
- Clinical partner communicates with instructor and/or college that they are not allowed to return to clinical site.
- 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.
- Dishonest behavior is defined as an untruthful, untrustworthy, or unreliable action.
- Cheating in any manner:
 - Sharing, posting, photographing, or copying test material/graded content, in any way, will not be tolerated.
 - Plagiarism will not be tolerated.
 - Cell phone or smart watch on person while test is being given in testing lab or classroom.
- 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.
- Violations of the attendance policy.
- Failure to satisfy identified probationary requirements within the stated time.
- 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 exiting for clinical failure or behavior will be considered for readmission upon submission of an appeal. Students will be allowed to repeat only one time unless authorized by the administration. **NOTE: ALL re-entry requests will also depend on space availability within the program the student is requesting to return to, and the program's curriculum must be the identical state provided curriculum prescribed.**

Re-admission is contingent upon the following:

- Students who re-apply may be admitted on a space available basis.
 - Upon completion of the Student Re-Admission Request Form.
 - Applicants must reenter the program at the beginning of Practical Nursing Foundation 1, Practical Nursing Foundation 2, Medical Surgical Nursing 1, Medical Surgical Nursing 2 and Comprehensive Nursing or Transitional Skills dependent upon the time of course exit.
 - Upon re-entry, the student will be responsible for the reminder of requirements concurrent with the program schedule. If applicable, updated versions of text, workbook, and online access are required.
 - The curriculum framework for the year of re-entry must align with the framework for the year of exit.

Students who are readmitted to the program may be required to repeat background check and/or drug screening depending on requirements of clinical contracts. Student will be financially responsible for the costs of repeating these which will be billed to their student account. Healthcare Programs Coordinator will notify students if repeating these requirements is necessary within 1 week of resuming classes.

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 faculty member 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.

PROGRAM SPECIFIC STUDENT DRESS CODE**Practical Nursing Uniform Guidelines**

Appropriate dress for the program shall consist of what is generally acceptable dress in health care facilities in the Lake County area. This is evaluated annually by healthcare industry leaders at the HSE advisory council. 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 professional skills grade. The Program Coordinator will make a final decision regarding any appearance-related concerns. Specifically, this means all students will wear the following in the **clinical and classroom setting**:

1. **Scrubs** – Clean approved scrub top in the designated program color (with LTC logo) and approved scrub black pants. Uniforms should not be worn for any activities not directly associated with the program. All uniforms must be free from wrinkles. Uniform pants must be above the level of the floor and no longer than the heel of the shoe. Undergarments should be a neutral color so as not to be seen through clothing.
2. **Jacket or Undershirt** – Only approved black scrub jackets with LTC Monogram may be worn over uniforms; no other jackets or hoodies are permitted. Students may wear a solid black style t-shirt or long sleeve shirt under their uniform if desired for warmth.
3. **Shoes** – **all black including soles and logo**, (no cloth/canvas), closed heel/toe and hard-soles in oxford or athletic style for classroom and clinical. Solid black socks must be worn, covering the ankles when wearing jogger styled pants. Shoelaces, if applicable, must be clean and black. High heels, clogs, crocs, platforms, cowboy boots, or high-top work boots are unacceptable.
4. **Badge** – Lake Technical College Student ID badge must be worn, above the waist, at all times when on campus, and in uniform, including clinical sites.
5. **Jewelry** – In order to reduce the risk of infection, jewelry must be limited to a watch, wedding or engagement rings worn on ring finger, one watch with secondhand capability, a plain wedding band/set. Special rings for the right hand on the ring finger will be allowed in the classroom and practicum; however, only one ring per hand (exception: wedding ring and engagement ring may be worn together.) Earrings - 6mm or less, ball type or post style only (no hoops). One nasal piercing (stud only) is permitted but cannot exceed 1.5 mm. No other visible body piercings (including tongue piercings) are permitted. Piercings (other than noted above) must be removed or replaced with a clear or flesh toned small post. Plugs must also be replaced with skin tone spacers. Necklaces are not permitted in the clinical setting unless prior approval is given by the Healthcare Programs Coordinator.

6. **Make-up/Eyelashes** – Will be conservatively applied if worn. Eyelashes are to be natural in color and, as with nails, artificial eyelashes or enhancers are prohibited.
7. **Hair** – Will be:
 - A natural hair color only.
 - Neatly combed, brushed, or styled.
 - Out of the eyes and restrained with clips or bands that blend with hair color or Black. No large flowers or large bows. All hair adornments must be professional.
 - Hair must be worn above the collar and away from the face at all times when in uniform. The only exception is with special permission from the instructor.
 - No Sculpting of hair.
 - Scrub caps or approved hair wraps that are black may be worn. Headbands and scarfs are not allowed. For safety concerns, cultural headdress may not interfere with the placement or removal of PPE equipment.
8. **Facial Hair** – Beards and moustaches must be neatly groomed and not interfere with the placement or removal of PPE equipment.
9. **Fingernails** – No nail polish allowed. Nail polish should be completely removed with no residue visible. Nails should be no longer than at the end of the fingertip. Artificial nails (to include, but not limited to, gel finish, silk tips, shellac) are not permitted.
10. **Scents** – No offensive odors (i.e., body, breath, shampoo, perfume, etc.) are acceptable. **Please remember that strong perfume, hair spray, coffee, cologne, or cigarette smoke may be offensive to patients and co-workers.** These odors **could trigger an acute respiratory episode in patients with respiratory ailments.**
11. **Body Art** – Visible tattoos, Henna, etc. may not be offensive and may require covering based on facility guidelines. Forearm sleeves in black **may be** worn by students to cover tattoos, but both arms must be covered if this is the case. The only exception to coverings is the hands since this area is the greatest source for the spread of infection. Any body art on the hands cannot be offensive in nature. The Healthcare Programs Coordinator has the final decision as to what is considered offensive.
12. **Equipment** – A watch with the availability of a second hand, stethoscope, pen light, and a pen with black ink only, small notebook, ID badge worn above waist at all times.

Students not meeting dress code guidelines will be sent home to modify their attire to obtain compliance, then permitted to return to their designated class or clinical. Students incur a loss of classroom or clinical hours while absent. Student's Professional Skills or Clinical grade will address noncompliance and be lowered in accordance with the grading rubric.

All aspects of personal hygiene, including the individual, uniform and undergarments, represent one's professional image. Cleanliness and appropriate use of personal hygiene products are important components of professionalism and are expected of all students.

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 provide directions to the program. As this program is approved by both 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.

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 faculty 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 school or to an observational experience is not an option.

Background Check

An FDLE level two background check complete with fingerprinting is required prior to entering the clinical phase of the program.

Clinical Experience

Clinical experiences will be at facilities within Sumter, Lake and surrounding counties with whom Lake Technical College has formal contractual agreements.

These experiences may 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's offices within the Central Florida area. Students may not work overnight prior to clinical. Overnight is considered from 8 pm to 6 am.

General Rules for All PN Students

- To protect equipment and furnishings in the classroom and laboratory areas, only drinks that include a lid are permitted. No other food or drinks are allowed, unless specific permission is granted by the faculty. However, under no circumstance may food or drinks be in the laboratory/computer testing areas.
- 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 faculty 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.
- All laboratory equipment should be returned to its proper place after use. Any broken equipment must be reported to the faculty for repairs. Students are expected to participate in all levels of cleanup of the classroom and lab. These areas are to be left ready for the next class.
- **ALL CELL PHONES ARE TO BE TURNED OFF or placed on vibrating DURING CLASS/CLINICAL and placed in your pocket or bag. DEVICES WILL BE ACCESSED ONLY UNDER DIRECT INSTRUCTION OF THE instructor for knowledge enhancement. Emergency use will require notification of faculty prior to leaving room or clinical site. CELL PHONES are to be placed on the instructor's desk in Computer lab prior to tests. Testing with chrome books – Cell phones are to be placed away in a bag or purse. Violation of this requirement will be subject to counseling and could result in dismissal from the program.**
- No student is allowed in the instructor or Healthcare Programs Coordinator office without permission or by appointment.
- Conflicts – at any time that conflict arises, for any reason, during class time or clinical time, the student should remain professional and avoid a serious confrontation at all costs. Right or wrong, students should avoid being part of a bad scenario that would have a negative impact on their success and/or the program. Students should report to the faculty or Healthcare Programs Coordinator immediately and allow one of these individuals to defuse the situation.
- Students are to follow the chain of command per healthcare industry standards when communicating. The chain of command is as follows: Instructor, Healthcare Programs Coordinator, Dean of Student Services, Director of Operations, Executive Director.

Classroom Rules

Students will:

1. Maintain a neat, clean, and appropriate appearance.
 - Uniform dress code will be adhered to every day unless given permission to partake in special college events.
2. Demonstrate punctuality.
 - Notify a faculty member 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 case of emergencies, schedule all appointments during off time.
 - Return from breaks and mealtimes at the specified time.
3. Respect the rights of others.
 - Respect culturally diverse beliefs.
 - Be attentive and polite.
 - Do not be a class distraction by talking 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.
 - Bullying is not permitted.
 4. Demonstrate good interpersonal relationships with peers and faculty.
 - Exhibit/attempt to cooperate, have a congenial attitude with others.
 - Show respect for instructors and peers.
 - Accept others for themselves.
 5. Following chain of command as demonstrated in industry.
 6. Contribute to a learning atmosphere.
 - Wait for recognition before speaking.
 - Do not interrupt class.
 - Assist peers if able and time is appropriate.
 - Contribute new or pertinent material on the topic when appropriate.
 7. 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.
 - Absolutely no sleeping in class or having head on desk in classroom or on bed in Lab.
 8. Take responsibility for own learning.
 - Come with an electronic device to assist learning.
 - Be proactive in contacting faculty with concerns about progress and to attain help from faculty 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, and books.
 - Make up work missed during absence in a timely manner without prompting.
 - Completes reading assignments and is able to participate in class discussions.
 - Be responsible for all assigned books and equipment.
 9. Attempt to do the best possible.
 - Try to achieve full potential.
 - Make an effort to answer questions when called upon.
 - Use time wisely.
 - See the teacher privately to clarify any unclear material.
 10. Respect school and clinical facility property.
 - Always leaves classroom, laboratory, and conference area neater than found.
 - Do not eat or drink 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

Working during the Program

For students in the PN program, work is discouraged and should, if possible, be confined to the weekend for the full-time programs and during the week for the part-time program. 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. Practicum shifts may not occur on the same unit as employed. Students may practice nursing only within the units of an approved program in which the student is enrolled and only under the supervision of program faculty. **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.

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 faculty or preceptor nurse, subject to the faculty's discretion. It is mandatory that you contact the faculty before completing any skills.

A student **MAY NOT** leave the hospital building or assigned facility for **ANY** reason without permission of the faculty. Because faculty share the responsibility of the assigned patients it is imperative that the faculty be able to locate the assigned student within the facility at all times. Students must communicate with the faculty (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 faculty prior to taking break/lunch or leaving the assigned area for any reason.

All clinical assignments will come directly from the faculty. Students are not permitted to seek out or take on new assignments without prior approval from the faculty.

Students are expected to follow the LTC PN chain of command while at all clinical sites.

Methods of Address

Students will address each other, the faculty, 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 included but not limited to: "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. This includes the parking lots. 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, lab experiences or computer lab.

Counseling Protocol

To support student success and uphold professional standards, a progressive counseling process is in place to address concerns related to behavior, performance, or conduct. This multi-step protocol is designed to provide clear communication, opportunities for reflection and improvement, and appropriate support at each stage. The following outlines the sequence of interventions that will be followed when addressing issues:

1. First intervention: verbal communication between Student and Faculty
2. Second intervention: written counseling form completed by Faculty and discussed with Student
3. Third intervention: formal meeting with Faculty and Healthcare Programs Coordinator (Pre-SIT)
4. Fourth intervention: formal Student Intervention Team (SIT) Team meeting

Practicum

Students in the Practical Nursing program are required to participate in a practicum experience. 1) Arrangements for practicum experiences are to be made by the faculty. The exception is a hospital setting and student must be assigned to a different unit than employed. 2) Students will also not be assigned to a practicum site where any immediate family members, or other relatives are employed, unless it's a large acute care facility or permission is given by Healthcare Programs Coordinator. 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 faculty regarding these four points will result in removal from practicum experience, disciplinary action and possible dismissal from the program. *Faculty reserve the right to change a student's practicum site at any time during the experience.*

Protocol For Implementing New Requirements and Expectations

The Healthcare Programs Coordinator will review any newly implemented requirements and expectations added to the Master Plan of Instruction with students verbally and will also provide a copy for their records, which they will sign to acknowledge receipt.

Capping and Pinning Ceremony

At the completion of the program a graduation will be held. Those students that have met the program requirements and will have their names sent to the Board of Nursing will receive the school nursing pin. Family, friends and students are welcome to attend this ceremony.

Dress Code for Capping and Pinning Ceremony

Graduation Dress code agreement will be signed and acknowledged by the student. Those wishing to forego signing will forfeit their spot at the ceremony.

Lake Technical College Nursing Pin

The Lake Technical College Nursing Pin is your "rite-of-passage" into the 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!

Capping and Pinning Ceremony Dues – students in practical nursing programs may be asked to pay a nominal due to cover ceremony materials. Paid dues are collected at the beginning of Med Sur 2 and are non-refundable. Dues will reside in the class account.

- **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.

Licensure

Students will complete an 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.

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

- Education
 - Graduate of an accredited high school or its equivalent
 - Graduate of an approved school of nursing
 - Current registration with the Florida State Board of Nursing

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

Function of the LPN

- Patient Care
 - Observes, records, and reports symptoms and conditions to proper personnel.
 - 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.
 - Checks chart, Medication Cart, Electronic Medical Record, and Medication Administration Records for accuracy.
 - Notes administration and reaction of medication on patient's chart.
 - Sets up selected treatment trays and administers treatments not allocated to other personnel.
 - Assists physicians with making rounds.
 - Assists and/or administers selected specialized treatments with complicated or specialized equipment.
 - Assists with and/or cares for the acutely ill patients (baths, feeds, etc.).
 - Safeguards integrity of the individual and family.
 - Applies knowledge of nursing skills and exercises judgment in their application.
 - Participates in patient education and rehabilitation.
 - Understands the provisions of the State Nurse Practice Act in order to recognize the legal aspects of nursing as it pertains to the individual.
- Unit Management
 - Utilizes approved channels and methods of communication.
 - Teaches and directs aides and technicians in selected duties.
 - Exercises sound judgment in adapting nursing procedures to individual patient needs.
 - Participates in in-service programs including on-the-job learning and unit conferences.
- Supervision
 - Works under the direct supervision of the registered nurse or physician.
 - 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.

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 [The Florida Department of Education website](https://fldoe.org/curriculum-frameworks/practical-nursing/).

Healthcare Programs Coordinator

Jessica Valente DNP, APRN, FNP-BC, ext. 1843 or valentej@lake.k12.fl.us

**Florida Department of Education
Curriculum Framework**

Program Title: Practical Nursing
Program Type: Career Preparatory
Career Cluster: Health Science

Career Certificate Program		
Program Number	H170607	
CIP Number	0351390101	
Grade Level	30, 31	
Program Length	1350 hours	
Teacher Certification	Refer to the Program Structure section.	
CTSO	HOSA	
SOC Codes (all applicable)	Please see the CIP to SOC Crosswalk located at the link below.	
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml	
Basic Skills Level	Computation (Mathematics): 11	Communications (Reading and Language Arts): 11

Purpose

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

This program is designed to prepare students for employment as Licensed Practical Nurses. The program must be approved by the Florida State Board of Nursing in order for graduates to apply to take the examination to practice as a Licensed Practical Nurse.

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

Additional Information relevant to this Career and Technical Education (CTE) program is provided at the end of this document.

Program Structure

This program is a planned sequence of instruction consisting of 2 occupational completion points.

This program is comprised of courses that have been assigned course numbers in the SCNS (Statewide Course Numbering System) in accordance with Section (s.) 1007.24(1), Florida Statutes (F.S.). Career and Technical credit shall be awarded to the student on a transcript in accordance with s. 1001.44(3)(b), F.S.

To teach the courses listed below, instructors must hold at least one of the teacher certifications indicated for that course.

OCP	Course Number	Course Title	Teacher Certification	Length
A	PRN0098	Practical Nursing Foundations 1	REG NURSE 7 G LPN 7 G * PRAC NURSE @7 (Must be a Registered Nurse)	300 hours
B	PRN0099	Practical Nursing Foundation 2	REG NURSE 7 G PRAC NURSE @7 (Must be a Registered Nurse)	300 hours
	PRN0290	Medical Surgical Nursing 1		300 hours
	PRN0291	Medical Surgical Nursing 2		300 hours
	PRN0690	Comprehensive Nursing and Transitional Skills		150 hours

The following table illustrates the postsecondary program structure:

*** The LPN 7 G district issued certification is a practical nurse. This certification can only be utilized in the PRN0098 course when the program is an approved nursing assistant program with the Florida Board of Nursing to teach concepts, skills and experiences solely at the Certified Nursing Assistant level and scope. A practical nurse can only be utilized as an instructor of the CNA training program when they are supervised by the program coordinator who must be a registered nurse. Please refer to 64B9-15.005, F.A.C., for requirements.**

Regulated Programs

Please refer to 464.019(1)(b), F.S., for faculty credential requirements to teach this program.

Students are eligible to apply to take the national licensing examination after satisfactory completion of an approved program. Licensure Examination for Practical Nurses, CAT NCLEX-PN is a computer-administered examination that the nursing graduate must take and pass in order to practice as a Licensed Practical Nurse.

Program must comply with the State Board of Nursing rules, including faculty qualifications. For questions regarding this process, please contact: Board of Nursing, 4052 Bald Cypress Way, Tallahassee, FL 32399-3752.

An approved licensed practical nurse supervisory education course can only be taken following completion of this program, and after licensure. The Graduate must have 6 months clinical experience before supervising as well as meeting all other criteria listed in 64B9-16.002, F.S.

A Licensed Practical Nurse working in a nursing home shall qualify to supervise by meeting all of the requirements in 64B9-16.002, F.S. The Supervisory course applicant must have no less than six months clinical nursing experience as an LPN. The supervisory course must be approved by the Board of Nursing and must be a minimum of 30 hours in length.

Clinical instruction of nursing students will meet the requirements of 464.019, F.S. Clinical experience must make up at least 50% of the total program. Simulated practice and clinical experiences are included as an integral part of this program. **Clinical Simulation may be used for no more than 50% of the total clinical experience.**

Common Career Technical Core – Career Ready Practices

Career Ready Practices describe the career-ready skills that educators should seek to develop in their students. These practices are not exclusive to a Career Pathway, program of study, discipline or level of education. Career Ready Practices should be taught and reinforced in all career exploration and preparation programs with increasingly higher levels of complexity and expectation as a student advances through a program of study.

1. Act as a responsible and contributing citizen and employee.
2. Apply appropriate academic and technical skills.
3. Attend to personal health and financial well-being.
4. Communicate clearly, effectively and with reason.

5. Consider the environmental, social and economic impacts of decisions.
6. Demonstrate creativity and innovation.
7. Employ valid and reliable research strategies.
8. Utilize critical thinking to make sense of problems and persevere in solving them.
9. Model integrity, ethical leadership and effective management.
10. Plan education and career path aligned to personal goals.
11. Use technology to enhance productivity.
12. Work productively in teams while using cultural/global competence.

Standards

After successfully completing this program, the student will be able to perform the following:

- 01.0 Demonstrate knowledge of the healthcare delivery system and health occupations.
- 02.0 Recognize and practice safety, security and emergency procedures.
- 03.0 Demonstrate knowledge of blood borne diseases, including HIV/AIDS.
- 04.0 Perform patient and personal care as it pertains to the practical nurse.
- 05.0 Provide patient-centered care for the geriatric population.
- 06.0 Assist with restorative (rehabilitative) activities.
- 07.0 Demonstrate organizational functions, following the patient plan of care.
- 08.0 Demonstrate computer literacy as related to nursing functions.
- 09.0 Use appropriate verbal and written communications in the performance of nursing functions.
- 10.0 Demonstrate legal and ethical responsibilities specific to the nursing profession.
- 11.0 Apply the principles of infection control, utilizing nursing principles.
- 12.0 Perform aseptic and sterile techniques.
- 13.0 Describe the structure and function of the human body in relation to health and disease.
- 14.0 Apply principles of nutrition as it relates to Practical Nursing Scope of Practice.
- 15.0 Describe human growth and development across the lifespan.
- 16.0 Demonstrate the performance of nursing procedures.
- 17.0 Demonstrate how to administer medication.
- 18.0 Demonstrate how to provide bio-psycho-social support.
- 19.0 Demonstrate healthy lifestyle responsibility specific to personal health maintenance.
- 20.0 Implement education and resources for family wellness.
- 21.0 Participate in Community Health Awareness Forums.
- 22.0 Demonstrate how to care for the surgical patient with a Cardiovascular, Respiratory, Lymphatic, Musculoskeletal, Endocrine or Integumentary disease/disorder.
- 23.0 Demonstrate how to care for pre-operative and post-operative patients, utilizing nursing principles.
- 24.0 Demonstrate how to care for the surgical patient with a Gastrointestinal, Neurological, Urinary, Reproductive or Oncologic disease/disorder.
- 25.0 Demonstrate how to care for maternal/newborn patients, utilizing nursing principles.
- 26.0 Demonstrate knowledge of SIDS/SUIDS as it relates to the practical nursing role.
- 27.0 Demonstrate how to care for pediatric patients, utilizing nursing principles.
- 28.0 Develop transitional skills.
- 29.0 Demonstrate employability skills specific to practical nursing.

LPN/IV Therapy: The following outcomes can only be taken by practical nurses who have graduated from their practical nursing program. The LPN/IV education must be sponsored by a provider of continuing education courses approved by the Board of Nursing pursuant to Rule 64B9, F.A.C. To be qualified to teach this module, the instructor must be a currently

Florida licensed Registered Nurse with teaching experience and nursing experience which includes IV therapy. The provider will be responsible for issuing a certificate verifying the requisite number of hours and course content.

In accordance with Rule 64B9-12.005, F.A.C., the module cannot be less than 30 hours post-graduate level. These outcomes must be followed by supervised clinical practice as needed to demonstrate clinical competence. Verification of competence shall be the responsibility of each employing institution. Such verification shall be given through a signed statement from a Florida licensed registered nurse.

LPN/IV Therapy:

- 01.0 Explain the legal aspects of IV administration by practical nurses to include the policies and procedures of the institution and appropriate documentation.
- 02.0 Demonstrate knowledge of the peripheral veins used for venipuncture.
- 03.0 Perform a venipuncture.
- 04.0 Discuss the effect of IV therapy on the body.
- 05.0 Recognize and respond to adverse reactions to IV therapy.
- 06.0 Recognize and use various types of IV equipment.
- 07.0 Administer drugs intravenously.
- 08.0 Care for patients receiving IV drug therapy, blood and blood components and/or parenteral nutrition.
- 09.0 Describe and utilize the principles of infection control in IV therapy.
- 10.0 Manage special IV therapy procedures.
- 11.0 Recognize terminology pertinent to IV therapy.
- 12.0 Care for the patient receiving IV therapy via central lines.



ACKNOWLEDGMENT OF RECEIPT AND UNDERSTANDING OF POLICIES

By signing this form, I acknowledge that I have received a copy of the Master Plan of Instruction for my program.

I have read, asked for clarification if needed, understand, and agree to comply with all policies contained therein inclusive of those concerning **drug testing**, **substance abuse**, **felony convictions** and **dress code**.

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

Print Name: _____

Date: _____

Student Signature: _____

STUDENT CONFIDENTIALITY STATEMENT

I, _____ (PRINT), understand that as a student of Lake Technical College Health Sciences Program, I will have access to private, confidential information regarding the patients at the clinical sites at which I will be practicing and/or job shadowing. I also understand that according to the law (HIPPA) this information is to be held in strict confidence and not discussed with anyone who does not have a legal right to know. This includes, but is not limited to, friends or relatives of mine, former employees of the practice and friends or relatives of the patient.

Information pertaining to a patient's health status can only be released upon the written authorization of the patient or patient's legal representative. Failure to comply is a violation of Federal Law and grounds for immediate dismissal from the program of study.

Student Signature: _____

Date: _____



AUTHORIZATION TO RELEASE MEDICAL RECORDS

By signing this form, I authorize Lake Technical College to release confidential health information by releasing a copy of my vaccination/immunization record, or a summary of my protected health information to the entity listed below for the purpose of attending clinical/practicum at a designated facility in compliance with Contractual Agreements set forth between LTC and the aforementioned facility. I understand refusal to release documentation may result in an unsatisfactory academic grade in clinical experience and can be subject to disciplinary action set forth in the Master Plan of Instruction.

Student Name: _____ Program: _____

Vaccination/Immunization Requested:

Check here to release all ☐

- | | |
|---|---|
| <input type="checkbox"/> Two step Tuberculosis Test (PPD) | <input type="checkbox"/> BLS/First Aid |
| <input type="checkbox"/> MMR Immunity | <input type="checkbox"/> Varicella (Chicken Pox) Immunity |
| <input type="checkbox"/> Tetanus (TDAP) | <input type="checkbox"/> Hepatitis B |
| <input type="checkbox"/> Flu Vaccination | <input type="checkbox"/> Other _____ |

I understand my records are confidential and cannot be disclosed without my written authorization, except when otherwise permitted by law. I understand I may revoke this authorization in writing at any time except to the extent that action has been taken in reliance upon the authorization.

Print Name: _____ Date: _____

Student Signature: _____