
School of Practical Nursing



**MINGO EXTENDED
LEARNING CENTER**

Student Handbook Class of 2024-2025

Mingo Extended Learning Center School of Practical Nursing

Student Handbook 2024-2025

The Mission of the Mingo Extended Learning Center is to equip students with 21st century workplace skills.

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Mingo Extended Learning Center

School of Practical Nursing

Welcome to Mingo Extended Learning Center School (MELC) of Practical Nursing. MELC's mission is to equip students with 21st Century workplace skills. As a member of the Licensed Practical Nursing class, you are facing a demanding and rigorous year. You will also find many rewards as you prepare yourself to become a member of the nursing profession.

The goal of the faculty is to assist you in gaining the knowledge and skills necessary for safe, competent nursing practice. Your responsibilities include studying, learning and applying the knowledge and skills that are offered to you. As a student of the Licensed Practical Nursing Program, it is also your responsibility to conduct yourself in a professional manner and follow all policies of the nursing program.

This handbook includes the rules, policies and operating procedures of our practical nursing program. You should read and study them carefully and keep them as a reference. Maintaining your position as a student is closely related to your willingness to be aware of and abide by the policies of the program. Know the policies and follow them.

Accreditation

Mingo Extended Learning Center School of Practical Nursing is sponsored by the Mingo County Board of Education and the West Virginia Department of Education Office of Adult and Technical Education. The nursing program works with the West Virginia State Board of Examiners for Licensed Practical Nurses and seeks to conform to all written requirements and policies of the West Virginia Board of Examiners for PNs and the West Virginia Division of Career Technical and Adult Education.

Mingo Extended Learning Center is accredited by the Commission of the Council on Occupational Education. For information write to: Executive Director, Commission of the Council on Occupational Education, 7840 Roswell Road, Bldg. 300, Suite 325, Atlanta, GA 30350 or submit comments via the council website (www.council.org)



PHILOSOPHY

The faculty of the Mingo Extended Learning Center School of Practical Nursing believes that nursing is both an art and a science that require educational concepts from a variety of sources - including biological, psychological and social sciences. Holistic care - or complete care - requires the use of both the art and the science of nursing.

To be most effective, learning requires the active participation of the student. Each learner must recognize his/her personal accountability in the learning process and professional development. The instructor should be a facilitator in the process of learning and development. In other words, the student must understand his/her own responsibility in the learning process and actively pursue knowledge.

A dynamic and evolving discipline, nursing may take place in a variety of settings in a variety of ways. Nursing requires collaboration with other members of the health care team in order to provide safe, effective care. It also requires health teaching and promotion of the client's personal abilities. The nurse must recognize the client's potential to meet his/her own activities of daily living and assist the client in achieving his/her full potential. The nurse must also be aware of potential complications and take appropriate measures to reduce or eliminate them. The nurse must also be aware of ethical and legal guidelines affecting the delivery of nursing care.

Ethical standards for nurses must be higher than for other professions based on the vulnerability of clients and the personal nature of their problems. Nursing requires a high level of accountability, veracity and respect. The nurse should strive to respect the right of individuals to make their own decisions and realize the individual's personal accountability in making such decisions.

This program strives to prepare the practical nurse with a variety of skills to be utilized and further developed in an entry level position. The practical nurse is expected to provide nursing care to individuals of all ages with acute, chronic or life threatening physical and/or mental health conditions. Provision of quality, safe and competent care under appropriate supervision is the expected outcome.

As nursing is a dynamic, evolving, profession. The graduate should acknowledge the personal responsibility for maintaining relevant knowledge, skills and abilities throughout his/her career. The basic education is intended to be a foundation which is built upon and enhanced by experience and continuing education.

TERMINAL OBJECTIVES

Upon successful completion of the program, the graduate will be able to perform the following nursing care under the direction of the Registered Professional Nurse or a licensed physician:

1. Assess basic physical, emotional, spiritual, and cultural needs of the client.
2. Collect data from available resources, including client, family, health care records, health care team members, established protocols, and guidelines.
3. Utilize information technology in client care.
4. Document collected data accurately and concisely.
5. Utilize effective communication as a member of an interdisciplinary team in reporting and recording observations to appropriate health care professional.
6. Safeguard the client's and his family's rights to dignity and privacy.
7. Utilize knowledge of normal values to identify/intervene to control deviations in health status.
8. Assist the client and significant others in the normal expected stages of growth and development from conception through advanced old age.
9. Provide safe and effective client care and comfort, according to accepted standards of nursing practice, including but not limited to client education, appropriateness of health care provider's orders, environment, acknowledgement and documentation of practice error, equipment, security alerts, and immunizations.
10. Provide evidence-based care to clients with acute, chronic, or life-threatening physical problems and/or mental illness, collaborating with health care team members to coordinate delivery of nursing care.
11. Make clinical decisions using knowledge of norms and data from various sources, and, if necessary, in collaboration with clinical supervisor.
12. Facilitate the client's ability to cope, adapt to, and/or problem solve situations related to illness or stressful events.
13. Administer medications, according to current standard of practice including safety checks and evaluation of client's response to medication.
14. Contribute to the development and/or update of the client plan of care utilizing established nursing diagnoses for client with common, well-defined health problems.
15. Prioritize nursing care needs of client.
16. Recognize the client's potential and initiate preventive measures for complications related to treatments, procedures, or existing conditions.
17. Modify nursing approach based on client's response.
18. Supervise and evaluate activities of assistive personnel.
19. Respond to the unsafe practice of a health care provider by following regulation/policy for reporting specific issues.
20. Instruct client, based on client's needs/nurse's level of knowledge, about health promoting/disease preventive practices, and early detection of health problems.
21. Comply with the scope of practice as outlined in the West Virginia State Board of Examiners for Licensed Practical Nurses Law and Rules.

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22. Describe the role of the Licensed Practical Nurse in the health care delivery system.
23. Demonstrate responsibility for continuous personal and professional growth and education.
24. Recognize personal potential and career mobility options.
25. Demonstrate the ability to evaluate self for the purpose of improving work performance.
26. Demonstrate professional standards in dress, behavior, language, and attitude.
27. Subscribe to nurse's code of ethics

ADMISSION CRITERIA

Educational Requirements

1. Applicant must have a High School Diploma or GED/TASC.
2. Applicants must take the TABE test achieving a of 11th grade level. Applicants with scores below an 11th grade level will be offered additional education classes to help increase scores. (This requirement is waived for the 2024-2025 school year).
3. If primary language is not English potential applicants must take the TOEFL exam and score at least 80% to demonstrate English proficiency. (This requirement is waived for the 2022-2023 school year).
4. Applicant must take the pre-admission test and score at or above the 55th Percentile range on the examination and a score of 50 on the interview rubric.
5. Pre-requisite for the program is proof of a CPR/First Aide class and complete OSHA Safety Courses certificates.
6. Students are required to attend graduation for the current class.
7. Students are required to attend a three week boot camp consisting of math course, study skills workshop, professional development, AES modules, medical terminology and anatomy course. All course work for boot camp must be completed with a grade of 80% on all sections in order to advance in the PN Program. A 100% on all OSHA certifications is required to ensure safety standards are met.

Health Requirements

1. Applicant must be in good physical and mental health as verified by a licensed health care professional (physician, advanced practice nurse). Appropriate proof must be in the applicant's

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file. Your health record must indicate that you are physically and mentally able to meet the requirement of the Practical Nursing program.

2. Immunization record which includes PPD(if PPD is positive a chest x-ray is required), serology, complete blood culture, rubella titer, urinalysis, tetanus booster, and hepatitis B vaccine(if applicant has already received hepatitis B antibody, titer must be done).
3. A physical examination with clearance by a healthcare provider.

Professional References

Applicant must have on file as part of the admissions record a minimum of three references from any past employers, clergy, counselors, teachers or personal friends who have known the applicant at least three years. NO RELATIVES may submit references. If the applicant has been employed in any area of health care, a reference from each employer must be submitted to the Nursing Office.

Drug Screen

Prior to admission, a drug screen is required. The cost of the drug screen is the applicant's responsibility. The results of the drug screen must be sent directly to the coordinator of the Mingo Extended Learning Center School of Practical Nursing. The presence of any illegal drug or prescription drug for which the applicant has no valid prescription will be grounds for immediate removal from the admissions process. Refusal to submit to a drug screen will be grounds for removal from the admissions process.

Criminal Background Check

Prior to admission, a Federal and State criminal background check must be completed. The results of the background check will be sent directly to the school. A background check for West Virginia Cares must be completed. The cost of the background checks is the applicant's responsibility. The WV State Board of Examiners for PN's reserves the right to refuse to admit applicants to the licensure examination who have been convicted of a felony, are habitually intemperate, addicted to the use of drugs or are mentally incompetent, or who is guilty of professional misconduct including conviction of a misdemeanor with substantial relationship to the practice of nursing. Anyone who has a criminal conviction should contact the WVSBE to discuss the potential impact of a criminal conviction on the application and licensure process as a practical nurse. Therefore, the Mingo Extended Learning Center School of P.N. shall not consider applicants who, by reason of the above, would not be admitted for the NCLEX-P.N. examination.

NOTE: The Mingo Extended Learning Center does not refuse admission to anyone who meets admission requirements, however the state board can deny licensure or the opportunity to sit for the NCLEX examination.

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The West Virginia State Board of Examiners for the Licensed Practical Nurses reserves the right to refuse to admit applicants to the licensure examination who has been convicted of a felony, is habitually intemperate or addicted to the use of habit-forming drugs, who is mentally incompetent or who is guilty of professional misconduct including conviction of a misdemeanor with substantial relationship to the practice of practical nursing.

READMISSION

Non-graduating students of the Mingo Extended Learning Center School of Practical Nursing will be considered for readmission at the beginning of a new school year if all admission and readmission criteria are met. Readmission will be dependent upon available space.

All requests for readmission must be submitted in writing to the Nursing Coordinator. All requests will be reviewed by a committee of faculty and administrative staff, and a decision for readmission will be a committee decision.

Readmission Criteria:

1. A written request for readmission must be received 90 days prior to the start of a new class.
2. All withdrawal policies were followed.
3. The student had satisfactory and safe clinical performance.
4. The request for readmission is no more than one year from the date of withdrawal.
5. The student must have maintained a satisfactory rating for Personal and Professional Behaviors.
6. Academic status will be evaluated. Failure in more than one area will result in not being admitted.
7. Any personal and/or family problems such as poor health, lack of transportation, etc., that contributed to the withdrawal must have been satisfactorily resolved.
8. Any student who is readmitted as a full time student will pay full tuition and repeat the entire program.

READMISSION WITH ADVANCE STANDING

1. Successfully completed the foundation courses within two years.
2. Tuition and all other financial responsibilities of previous enrollment have been met.
3. Enrollment must be at the beginning of a phase, and in the time span of the curriculum. A student must be enrolled a minimum of ninety (90) days before a diploma may be granted.
4. Written record of a reason for withdraw and the desire to be readmitted with the advance standing is submitted on file.

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5. Transcript of previous enrollment show:
 - A. Acceptable grades
 - B. Satisfactory clinical performance
 - C. Evidence of the required hours, subject knowledge, and skills prerequisite to the term of the placement.
6. Interviews with the coordinator.
7. Completion of final examination of program courses previously completed to demonstrate knowledge and skill of the course content with a grade of 80% as defined in the grade policy. If a student is unable to demonstrate this level of competency, he/she will be required to repeat the course requirements by attending lecture and passing examination of the course with a course minimum of 80%.
8. Applicant will need to submit a completed:
 - A. Physical examination for, which states applicants are physically and emotionally able to participate in all classroom and clinical experiences.
 - B. Immunization form, which indicates all immunizations are up to date.
 - C. Dental form, which indicates that dental health is satisfactory.

VOLUNTARY WITHDRAWAL

Any student who wishes to withdraw from the program must notify the coordinator of the Practical Nursing Program by phone on the day of withdrawal. This must be followed by a written statement of the reason for withdrawal. All withdrawing students will be expected to have an exit interview with the Coordinator for the following reasons: to make certain the withdrawal is not based on a misunderstanding and/or condition which could be remedied; and to obtain information leading to improvement of the learning environment. This information is regarded as strictly confidential. Consideration on readmission is not possible without a written withdrawal form signed by the student and placed in their file by the Coordinator.

If a student withdraws from the program after successfully completing Fundamentals theory and clinical rotations, Social Sciences and have a satisfactory evaluation, he/she will be eligible to test for the nursing assistant certificate.

TRANSFER POLICY

Any student dismissed from another nursing program for cause (absence, failure of drug screening, etc.) will not be admitted to the Mingo Extended Learning Center School of Practical Nursing. Any student who applies for transfer with advanced standing must prove their competency through written tests and clinical evaluation. A fee for competency testing and clinical evaluation will be charged. The fee for each area of competency testing will be \$50.00. If you have completed some of the competency tests then you must present documentation. TEAS test will be required unless you can provide your test results. The fee of the TEAS exam is \$85.00, subject to change.

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A student requesting transfer into the Mingo Extended Learning Center School of Practical Nursing must present the following information:

- An official transcript of grades mailed from the accredited school of practical nursing.
- Written recommendation from the previous school of nursing coordinator or director. Tuition will be calculated on a pro-rated basis to be determined by the Mingo Extended Learning Center School of Practical Nursing.
- Any transfer will be at the discretion of the Nursing Coordinator and a committee made up of faculty and administrative staff.

DISCRIMINATION POLICY

NOTICE OF NON-DISCRIMINATION The Board does not discriminate on the basis of sex (including sexual orientation or gender identity), in its education programs or activities, and is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment (See Mingo County Board policy 2266). Furthermore, the Board does not discriminate on the basis of race, religion, color, national origin, ethnicity, ancestry, sex (including gender status, change of sex, or gender identity), pregnancy, age, blindness, disability, veteran status, military status, genetic information, socioeconomic status, physical appearance, sexual orientation, mental/physical/developmental/sensory disability or any other characteristic protected by law (collectively, "Protected Classes"), or any other legally protected category in its programs and activities including employment practices (See West Virginia State Board of Education policy 4373). Please report any concerns to the Title IX Coordinators: Rocky Hall or Leah Wireman, Mingo County Schools 110 Cinderella Road Williamson, WV 25661 Phone: 304-235-3333 Email: Rocky Hall-rahall@k12.wv.us or Leah Wireman:-lwireman@k12.wv.us (The coordinators also serve as Compliance Officers for non-sexual harassment, 504/ADA). If you have web accessibility issues, please contact: Virginia Lee Taylor-Mounts @ vmounts@k12.wv.us or 304-235-3333.

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TUITION

Tuition for the school year will be \$2,970.00. The tuition is divided into 3 payments which are due at the beginning of each of the 3 phases. Tuition does not include books, uniforms, lab fees, activity fees or certification/licensure fees, etc.

TUITION REFUND POLICY

Any student who pays tuition in full and withdraws from the program may be eligible for a partial refund if policy is followed. (Refund Policy is on page 49)

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CLASS DAYS AND HOURS

The program is designed for 1485 clock hours. Pre-entrance classes are 135 hours and actual program hours are 1350; this is spread over a 12 month period.

Classroom

1. 8:00am until 3:00pm
2. Lunch 11:45am until 12:15pm
3. Two 15 minute breaks

Clinical

1. 7:30am until 2:30pm
2. Lunch and breaks to be determined by clinical instructor
3. Some specialty clinical rotations will begin at 6:30am
4. Evening and night hours will occasionally be scheduled to accommodate clinical experience needs such as obstetric Nursing.

The Learning Center does not have a cafeteria. It has a break area and includes microwaves, refrigerator, storage cabinets, tables, chairs and a sink for your use. This time should be used to take care of personal needs. Returning to class late from break will result in a tardy being placed on your attendance record. When at the clinical sites, you may use facilities available for lunch.

ATTENDANCE

The nature of this course of study makes regular class attendance a requirement. Each student is expected to attend all scheduled learning experiences. The PN Board mandates that thirteen hundred fifty hours (1350) in the classroom/clinical instruction are required for graduation and to be recommended to the State Board of Nursing for the NCLEX-PN examination.

The practical nursing program consists of three phases of four months each.

1. Students who miss more than 3 days in a phase will be dismissed from the program.
2. A student that has missed 3 consecutive days without contacting the coordinator by letter or email will be considered unofficially withdrawn.
3. Being tardy four times constitutes one day absence.
4. More than 2 clinical absences may result in dismissal from the program.
5. The only exception being death in the student's immediate family. Immediate family will be considered the following:
 - A. Spouse
 - B. Child
 - C. Parent/Step Parent
 - D. Grandparent
 - E. Sibling
 - F. Mother-in-law/Father-in-law
 - G. Grandchildren

Documentation must be given to the coordinator that substantiates the death.

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It is the utmost importance that students do not have any absences during clinical rotation in specialty areas. *If a student is tardy for class the student must wait outside the classroom until the next break time.

SNOW DAYS AND DELAYS

Classroom

The PN program will report on the same schedule as the Mingo County School system. If school is on a delay, PN students will on the same delay. If the school is cancelled for the day students are responsible to check blackboard for assignments to be completed prior to the start of class on the next scheduled class date. Please observe this schedule unless you are notified of a change by your instructor via Blackboard.

Delays on Clinical Days

There is no delay on a regularly scheduled clinical day.

HOLIDAYS AND VACATION

You will be given a calendar at the beginning of the program showing the schedule for class and clinical. Vacation schedule includes Christmas break, spring break and summer break. The calendar is subject to change.

TRANSPORTATION

The student is responsible for obtaining his/her own transportation to the school and clinical areas. Students are not required to pay for parking at Mingo Extended Learning Center nor at the affiliating clinical areas.

PARKING

Parking at the Extended Learning Center is free. The row closest to the facility is designated for faculty and staff. While at clinical facilities, students are to park in designated areas ONLY. Car-pooling is recommended and necessary at Williamson Memorial Hospital. Failure to park in designated areas will result in disciplinary action.

TOBACCO USE

Tobacco use is not permitted in any county or state operated school building or on school grounds. The use of tobacco in any form (snuff, chewing tobacco, cigarettes, etc.) will not be permitted at Mingo Extended Learning Center or on the grounds. Most health care facilities are now designated as smoke free. Use of tobacco products is allowed in designated areas outside the buildings only at break time. The use of tobacco products in any area not designated as a smoking area, whether at MELC or an affiliated clinical agency will be grounds for dismissal.

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NAME/ADDRESS CHANGE

Any change in your name, address, or phone number should be reported, in writing to the nursing coordinator and the front office as soon as possible.

Random Drug Screen

Upon request of the nursing faculty or administration, if reasonable cause exists, the student will agree to submit to testing to determine whether alcohol, controlled substances or illegal substances are present in his/her blood and/or urine. Testing will be done as soon as possible. Testing due to probable cause will be at the expense of the student. Refusal to submit to any drug screen will result in immediate dismissal from the nursing program.

At no time should any student engage in direct patient care in any clinical agency while under the influence of any drug or medication that alters his/her level of consciousness or mood. For example, this would include, but not be limited to narcotics or sedatives.

All medications for which a student has a valid prescription should be documented in the student's file. If the student has any drug in his/her blood or urine and there is no documentation in the student's file, the student will be dismissed from the program. The presence of alcohol or illegal substances will be grounds for immediate dismissal.

FIRE DRILLS

Fire drills are conducted periodically at MELC. Be aware of the exit sites from the classroom. When the fire alarm sounds, students must stop work immediately and quietly exit the classroom in single file. You should exit the front of the building quickly and proceed to the fence. Instructors will follow students, closing all doors and with a class roster. Return to the classroom when a clear signal is given.

DANGEROUS WEAPON POLICY

Any student who is found harboring dangerous weapons upon themselves or school property will be subject to immediate dismissal. Definition of a dangerous weapon is found in West Virginia Code, Chapter 61. This includes, but is not limited to guns, knives, brass knuckles and other similar weapons.

PREGNANCY

A pregnant student may continue in her education in accordance with the Pregnancy Disability Amendment of the Title VII Rights and Acts and the written approval of her physician. The student assumes all responsibility for any risk involved and must present a physician permit to continue in the program at least once a month. A student who delivers during the school year will have to complete the program according to the absence policy. If a student delivers during vacation, holiday time, etc., she must have her physician's written approval to continue in the program. The student assumes all responsibility for any risk involved in early return to the program. See addendum "A" Release Form.

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ILLNESS/ACCIDENTS/INCIDENTS

Students involved in any kind of accident or incident at a clinical site should notify the supervisor and clinical instructor. Facility procedures will be followed with respect to Incident/Accident reports. A copy of all such reports should be given to the Coordinator to be placed in the student's file.

Student will be responsible for their own medical care if they become ill during the school year. It is recommended that each student should carry medical insurance. Each student has the opportunity to purchase an accident policy at the beginning of the school year. If a student chooses not to purchase the insurance, a waiver must be signed.

The school is not responsible for any illness or injury contracted by the student while performing school/clinical assignments. If a student becomes ill when at school or in the clinical area, he/she must make his/her own arrangements to see a physician.

FINANCIAL AID

Financial assistance may be available to our students through Pell Grants, or WIA (Workforce Investment Act) program at the Job Service Office, and West Virginia Rehabilitation Office as well. Public and private scholarships are sometimes available. Many organizations and clubs at the local, state, and national levels have a long tradition of helping students by providing financial aid and educational counseling. Mingo Extended Learning Center does not accept student loans. To begin your search, contact organizations that you or members of your family belong to in your community, including:

- Youth groups, such as Boy Scouts, Girl Scouts, 4-H Clubs, YMCA/YWCA, Explorers, etc.
- Civic, fraternal, or service organizations such as the American Legion, Chamber of Commerce, Rotary, Jaycees, Kiwanis, Lions, Optimist, etc.
- Special interest organizations, such as women's clubs and religious or ethnic organizations
- Businesses, corporations, labor unions, charitable organization, and foundations. Some programs may be restricted to employees or their families, but not all of them are. Check with your employer or your parents' employer or union.

POLICIES AND PROCEDURES

The student is responsible for understanding the policies and procedures of the practical nursing program. If the student is unable to comply with the stated policies and procedures, it may be in the best interest of the student, the program and the school for the student to seek another program in which to develop technical skills. Each student will be asked to sign a statement that they have reviewed, understand, and agree to comply with the policies and procedures of the practical nursing program.

COMMUNITY SERVICE

As an individual, each person has needs. During your year of practical nursing education, you will become acquainted with various theories about human needs and motivation. One complex area of

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need that is closely related to nursing understands the needs of others. The community service requirement of the nursing program is intended to help the student become aware of the needs of the community in which they live and work. “Giving back” or sharing your talents, knowledge and caring is an important facet of the art of nursing. Each student is required to complete 25 hours of community service activity during the year. The student is required to maintain their Community Service Form. Requirements for Community Service include:

1. All community service activities **MUST** be pre-approved by the nursing coordinator.
2. A representative of the agency, family or individual must sign the form and include their phone number for verification of the student’s involvement.
3. All community service hours must be completed 30 days prior to graduation.

A list of planned community service activities is available in the secretary’s office. See Teresa Bevins for additional information and to sign up for the hours available. Suggested ways of gaining Community Service hours include: working with agencies such as PRIDE, the American Red Cross, Health Right, etc.

COUNSELING

As a student, you may want to discuss your progress in the classroom and/or clinical area. The faculty will be willing to conference with any student as the need arises. Arrangements should be made with the instructor at a mutually convenient time. Please use the “Request for Counseling” form to notify the instructor. This will serve as a record of the requested counseling and any suggestions for improvement and any assistance provided. The faculty is available for counseling for academic problems only. Faculty members are not qualified to act as counselors for personal problems. If personal counseling is requested by the student, the student will be referred to the local mental health center.

USE OF THE INTERNET

Students are expected to use the network to pursue intellectual activities, seek information resources, access libraries and other types of educational, learning, or school business activities. Chat rooms and messaging services are **NOT** to be used except for valid educational purposes that require prior authorization from the administrator. Accessing pornography (writings or pictures about sexual activities) is not allowed. Student sites containing obscenity and profanity are prohibited. Any student found accessing such sites will be immediately dismissed from the program. Email may only be used for educational purposes and or communicating concerning education. Do not give out your home phone number or address to anyone on the internet. **ALL** students using the internet will abide by the guidelines set forth in Policy 2460. Students are required to sign the use of internet form. Internet use will be monitored.

Mingo County Schools Internet Use Agreement

Student,

Please read the following information. The school's information technology resources, including email and Internet access, are provided for educational purposes. Adherence to Mingo Board Policy 7540.04 *Staff Network and Internet Acceptable Use and Safety* (<http://mingoboe.us/policies.php>), 7540 *Computer Technology and Networks* (<http://mingoboe.us/policies.php>), and WV State Board Policy 2460 *Educational Purpose and Acceptable Use of Electronic Resources, Technologies and the Internet* (<http://wvde.state.wv.us/policies>) is necessary for continued access to the school's technological resources. **This form must be signed and returned before a student member uses any Internet accessible device.**

- E-mail
 - Use proper netiquette.
 - I will not use abusive language in electronic communications.
 - Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
 - Illegal activities are strictly forbidden.
 - Remember email is not guaranteed to be private.
 - Do not use the network in such a way that you would disrupt the use of the network by other users.
- I will respect and protect the privacy of others.
- I will not view, use, or copy passwords, data, or networks to which I am not authorized.
- I will not infringe copyrights.
- The unauthorized installation, use storage, or distribution of copyrighted software or material on school computers is prohibited.
- I will not use computer resources for non-academic activities.
- I will not access any material that is considered offensive by the technology committee.
- I will not download, upload, or execute viruses.
- I will not intentionally corrupt, destroy, delete, or manipulate system data.
- I will not write, transmit, or send unethical, illegal, immoral, inappropriate, obscene, or questionable information of any type.

All Internet access and activity is monitored throughout the day so misuse of the system can be quickly identified and dealt with according to the Mingo County Discipline Policy.

I understand and will abide by the above Internet Use Agreement and policies. I further understand that any violation of the rules above is unethical and may constitute as a criminal offense. In the event of vandalism or malicious destruction of data or equipment the user will be expected to replace or repair the damaged items. Should I commit any violation, my access privileges may be revoked, disciplinary action may be taken, and/or appropriate legal action.

I have read the Internet Use Agreement. I understand that this access is designed for educational purposes. I fully understand the consequences.

Name (please print) _____

Signature: _____ Date _____

Social Media Policy

The policy governs student publications of commentary on social media platform. For the purpose of this policy, social media is defined as but not limited to any online publication. Students are not to publish or comment in anyway concerning activities, other students, MELC staff, clinical sites, or on the job activities. Negative comments about MELC posted on a public site will be grounds for disciplinary action.

TELEPHONE

The school telephones are business telephones. THEY ARE NOT INTENDED FOR STUDENT USE. Only in cases of emergency or a matter of school business will students be permitted to use the school phone. Unauthorized use of phones will result in a disciplinary action form being placed in the student's record. This policy also applies to all clinical areas. Phone calls and messages for students will not be taken in the office. Please ask family members to call the nursing office for **emergencies only**.

VISITORS

All visitors to the Extended Learning Center **MUST** enter through the front door. The secretary will open the door. The visitor must stop at the office, sign in and obtain a visitor's pass. If someone transports you to and from school, they must obey speed and parking regulations posted.

DEVELOPING PROFESSIONALISM

Nursing is striving hard to establish and maintain a professional image in the eyes of the public. The image you project as a nursing student and then as a nurse contributes to the overall public image of nursing. For this reason, the instructors will be teaching you about professionalism; they also will be evaluating you on your professional behavior. Image has three basic components: (1) appearance, (2) behavior, and (3) verbalization.

Smoking

If a nursing student smokes during a break, hands must be washed and a breath freshener should be used before returning to the bedside; the smell of cigarettes to an ill nonsmoker is offensive. Cigarette smell is also carried on clothes back into the patient areas. It is unprofessional to subject an ill person to this odor.

BEHAVIOR

Behavior can add to your professional image or detract from it. Your facial expression, body language, and posture are components of your overall image. Chewing gum or eating while providing patient care is considered unprofessional. A cheerful smile, erect posture, and body language that indicate attentive listening and quiet efficiency instill a feeling of confidence in patients.

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Preparation

Professional behavior also includes being well prepared for the clinical experience and turning in completed written work when it is due. Instructors expect students to come to the clinical area on time, in correct attire, and with the tools of the trade – a working watch with a second hand, a stethoscope, a pen, bandage scissors, and a name badge.

Environmental Neatness

Attention to environmental care of the assigned patients' unit and to the nurses' stations and workrooms is another facet of professional behavior. Patient areas should be straightened at least once a shift. Clean up after yourself in the patients' room and at the nurses' station. Wipe up spills, throw away trash, and put equipment back where it belongs.

VERBALIZATION

Appropriate verbalization is the third component of the professional image. Stress is usually high for the nursing student when in the clinical setting. It is necessary to make a conscious effort to stop and think before opening your mouth when under such stress. Try to develop some stress relief techniques that you can use to calm yourself in particularly stressful situations. When with patients or staff, it is better to say too little than too much.

Patient Privacy

Remembering to provide privacy when interviewing a patient or performing a procedure builds trust between the patient and the nurse. Keeping your voice low when in the halls or at the nurses' station helps maintain the restful atmosphere the patients need.

Courtesy

Be courteous to other health care workers, as well as to patients. Saying, "May I," "Please," "Thank you," and refraining from directly interrupting another contributes to a professional image. Consideration of others is essential to professional behavior. You are there to meet the patient's needs, not to socialize. Keeping conversation and attention focused on the patient rather than on you or outside activities is best. Students should not clump together during clinical hours. Time is to be spent with the patients, studying their charts, or interacting with other health care professionals for the purpose of collaboration or learning.

Nonjudgmental Attitude

Another aspect of professionalism is development of a nonjudgmental attitude, either toward both patients and staff. Students sometimes find fault with nurses who do things differently than their nursing school is teaching them. There are many right ways to perform different tasks. If the principles of asepsis and safety are followed, there is nothing wrong with performing a procedure in a different sequence or in a different way. Before loudly proclaiming that a nurse is doing something wrong, it is wise to discuss the matter quietly with the instructor.

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Cultural Sensitivity

Patients and staff are not to be judged according to the student's values or cultural beliefs. Through the clinical learning process, students will become familiar with and learn to respect the values and beliefs of other cultures and individuals. In order to care for patients of different cultures, you must learn about the practices of cultural groups other than your own. By inquiring about cultural practices you observe, you can learn a great deal. Assessment of cultural preferences should be part of your nursing care. Never assume that just because a patient is part of an ethnic group that he or she adheres to that group's cultural practices. You must assess rather than assume.

Reporting Problems

If something has occurred with a patient that violates the principles of asepsis or safety, pointing it out to the instructor is the professional response. Current peer review criteria require that questionable practices or incidents be brought to the attention of the nurse involved and the supervisor. However, when in the student role, allowing the instructor to handle such matters is best.

Honesty

Honesty is essential to professionalism. Students are encouraged to admit mistakes and be honest with everything they do including their written work. It is unprofessional to compose someone else's nursing care plans or other written assignments or to have others contribute to yours. There are times when a good student is encouraged to assist those having trouble with written work. Discuss the guidelines of the type of activity with the instructor before giving or getting assistance.

Professional behavior includes resisting allowing other students to copy from your test answers. Such behavior is considered as much a form of cheating as copying answers from another student's examination paper.

Incorporating professionalism into your behavior and nursing practice occurs over time. You will benefit from observing the image, behavior, and verbalization of nurses who you perceive as being highly professional and then attempting to model yourself accordingly.

DRESS CODE AND PERSONAL APPEARANCE

Student nurses are expected to dress professionally whenever they enter the clinical facility. It is not considered professional to wear a nursing uniform when out with friends for a drink or shopping after the day's work is done. People do not know whether you have just finished a shift or are about to go on duty. A uniform worn while working in a clinical setting can be contaminated with many types of bacteria. It is best to change before running errands on the way home. The uniform should be worn only to and from the clinical area or work and while on duty. Appearance is regarded as an important aspect of a student's overall effectiveness. All students are expected to keep themselves, neat, clean and well groomed. Modesty and decency of dress in the classroom is stressed.

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The dress code for the Nursing Program is as follows:

Classroom

1. Students must wear shirts at all times.
2. Tank tops, halter tops or low cut tops/dresses must be covered with a shirt, blouse, sweater or jacket.
3. Hem length of skirts and shorts cannot be more than 3 inches above the knee.
4. No abdominal areas are to show.
5. Appropriate shoes must be worn at all times. Rubber "Flip-flops" are not appropriate.
6. No hats or head coverings are to be worn in the building.
7. No clothing can be worn that exhibits tobacco, alcohol or drug use.
8. No clothing can be worn that exhibits any type of violence.
9. No clothing with sexual connotation may be worn.

The following specific regulations are to be observed in the clinical facilities:

Clinical

1. Use cosmetics moderately and avoid perfumes.
2. Nails should be trimmed to avoid injuring patients. The use of artificial nails and tips are not allowed.
3. Clear or natural fingernail polish may be worn.
4. Hairstyles must be conservative, in good taste, clean and well kept. Hair color must be natural no blues, oranges, pinks, purples, greens, etc.... Some clinical facilities have in their policies that longer hair must be worn pulled back or up. When in these facilities, their code will be observed.
5. Jewelry while in the clinical area should consist of a plain wedding band with no stones and a small pair of post earrings. No other jewelry is to be worn at clinical sites.
6. Uniforms are the responsibility of the student and are to be kept neat, clean, ironed and repaired. The approved school uniform must be worn during all clinical experiences. Undergarments should not show from underneath pants. Female students wearing a dress uniform must wear a slip (a whole slip is suggested).
7. Shoes must be clean and polished. Safety, comfort and appearance are the main consideration for acceptable footwear. Solid white leather shoes can be worn. White canvas tennis shoes are not acceptable. Solid white stockings or socks are to be worn with the uniform and must not have runners or holes.
8. The name tag **must** be worn on the uniform at all times.
9. Visible body piercing jewelry may not be worn. For example, tongue, eyebrow, etc.
10. All visible tattoos not covered by clothing must be covered at clinical sites.

Random Drug Screen

Upon request of the nursing faculty or administration, if reasonable cause exists, the student will agree to submit to testing to determine whether alcohol, controlled substances or illegal substances are present in his/her blood and/or urine. Testing will be done as soon as possible. Testing due to probable cause will be at the expense of the student. Refusal to submit to any drug screen will result in immediate dismissal from the nursing program.

At no time should any student engage in direct patient care in any clinical agency while under the influence of any drug or medication that alters his/her level of consciousness or mood. For example, this would include, but not be limited to narcotics or sedatives.

All medications for which a student has a valid prescription should be documented in the student's file. If the student has any drug in his/her blood or urine and there is no documentation in the student's file, the student will be dismissed from the program. The presence of alcohol or illegal substances will be grounds for immediate dismissal.

If a student is prescribed Suboxone the student is responsible for paying for required monthly drug screens and notifying the PN Coordinator of any change to the prescription.

Students testing positive for marijuana, in any form, will automatically be dismissed from the PN program.

CURRICULUM / COURSE DESCRIPTIONS

The curriculum is divided into Phases and presented in Courses. Courses are divided into lessons which contain theory and clinical practice. Each phase progresses from simple to complex areas of study, and each course is inter-related to other courses. Students must complete 450 hours per phase in order to continue to the next phase of the program. The program consists of an introductory phase (boot-camp) consisting of 135hrs, thereafter the program is divided into 3 phases. Each phase will consist of 450hrs for a total of 1350hrs required for graduation. In other words, understanding and mastery of the curriculum is on-going--one cannot memorize material and then discard it. Understanding and mastery of the objectives for each course is necessary for success in the mastery of subsequent courses. Courses and lessons are allotted hours necessary to fulfill WV State Board requirements for practical nursing programs.

A solid foundation of core knowledge is necessary to achieve an effective understanding of each subsequent level of learning. Courses in the nursing curriculum are:

Phase I

Fundamentals of Nursing (Theory 100 hours Clinical hours 100) Text- *Fundamental Concepts and Skills for Nursing, 6th^h Edition* by deWit & Williams, 2019

Instructor: Tammy Gilman

This course is designed to enable the student to perform nursing skills in keeping with the duties of the practical nurse. The student is taught safety in the clinical area with patients and procedures. Body mechanics, medical asepsis, physical assessment, and the nursing process are incorporated in this course. Students are taught through lectures, videos, and demonstrations, the technical procedures involved in caring for the hospitalized patient.

Laboratory demonstrations are performed by the instructor and the student practices the nursing procedures in the classroom. Planned, supervised clinical experience is provided.

Social Sciences I (Theory 69 hours Clinical 75 hours) Text – *Success in Practical/Vocational Nursing from Student to Leader*, 9th Edition by: Knecht, 2020

Instructor: Connie Hager

This course aids the student in the transition from lay person to nurse. Helps to prepare the student to function ethically and legally within the role of a licensed practical nurse. The student is introduced to leadership skills and communication techniques. This course explores the cultural and spiritual dimensions of humanity. The importance of self-understanding and continued personal growth is stressed.

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Social Sciences II (Theory hours 6.5) Text – *Success in Practical/Vocational Nursing From Student to Leader*, 9th Edition by: Hill and Howlett. 2020.

Instructor: Connie Hager

An emphasis is placed on basic supervisory skills necessary to the practical nurse's role in the long term care facility. The "Purple Book" written by the WV Board of Examiners for PNs will be utilized to explore the scope of practice and legal delegation of tasks. Legal aspects of licensure, discipline and continuing education are stressed. Job seeking and keeping skills will also be covered.

***Social Science I & II will be averaged together in one comprehensive grade**

Anatomy and Physiology (Theory 30 hours, Clinical 30 hours) Text -*Structure & Function of the Body*: 16th Edition by Patton, 2020

Instructor: Connie Hager/Tammy Gilman

The study of the structure and function of the framework and organs that comprise the human body. There is an emphasis on the integration among the body systems and proper terminology taught.

Introduction to Nutrition (Theory 20 hours, Clinical 20 hours) Text - *Williams' Basic Nutrition & Diet Therapy* 16th Edition by: Nix, 2020

Instructor: Tammy Gilman

Emphasis is placed on the basic principles of nutrition and diet therapy. This enables the student to apply basic principles related to proper nutrition for individuals across the lifespan and dietary modifications necessary for various states of disease. Nutrition is taught throughout the year as an integrated part of Medical Surgical Nursing.

Phase II

In the first phase, emphasis is placed on courses to promote the beginning skills, knowledge and interactions necessary in practical nursing. In the following phase, courses designed to develop knowledge in medical-surgical, obstetrical, pediatric, and geriatric nursing are presented.

Pharmacology (Theory 40 hours, Clinical 40 hours) Text – *Basic Pharmacology for Nurses*, 19th Edition by Clayton, 2021

Instructor: Connie Hager

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The student is introduced to the history, sources, and types of drug preparations, regulation of drugs, standard references, terminology, abbreviations, legal responsibilities and systems of weight and measure. The basic study of medications administered to the individual including methods of determining dosages of medications, purpose and categories. The student also practices solving drug dosage problems. Drug classifications and drug actions are introduced and later integrated into medical Surgical Nursing. Drugs are administered using various routes with supervised clinical experience. In the classroom, students practice the preparation of the administration of various medications and must pass the medical math exam with 100%.

Medical-Surgical Nursing I (Theory hours 125, Clinical hours 185, A&P & Nutrition Integrated)
Text - *Medical-Surgical Nursing Concepts & Practice 4th^d Edition* by deWit, Stromberg, & Pallred, 2021

Instructors: Connie Hager/Tammy Gilman

An emphasis is placed on theory related to disease and medical and surgical interventions. The major focus is on nursing care and the use of technical skills to accomplish goals, assisting the nursing team in assessment, planning, implementation and evaluation of care. Nutrition and pharmacology are taught throughout the year as an integrated part of Medical Surgical Nursing.

Medical-Surgical Nursing II Continued (Theory hours 125, Clinical hours 125) Text - *Medical-Surgical Nursing Concepts & Practice, 4th^d Edition* by deWit, Stromberg, & Pallred, 2019

Instructors: Tammy Gilman/Connie Hager

An emphasis is placed on theory related to disease and medical and surgical interventions. The major focus is on nursing care and the use of technical skills to accomplish goals, assisting the nursing team in assessment, planning, implementation and evaluation of care. Nutrition and pharmacology are taught throughout the year as an integrated part of Medical Surgical Nursing.

Phase III

Geriatric Nursing (Theory 50 hours, Clinical hours 50 hours) Text - *Basic Geriatric Nursing : 8th Edition* by: Williams, 2021

Instructor: Connie Hager

Presents theory related to the normal aging process as well as pathological conditions common to the aged population and associated nursing care. The students' skills are kept within the scope of the practical nurse in the nursing home and skilled nursing facility. Planned supervised clinical experience includes the well elderly as well as the ill patient.

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Psychiatric/Mental Health Nursing (Theory 50 hours Clinical 50 hours) Text: Foundations of Mental Health Care, 8th Edition by Morrison-Valfree, 2021

Instructor: Tammy Gilman

Emphasis is placed on the understanding of others and the prevention of mental illness throughout the lifespan. Common maladaptive mental illnesses, characteristics of these illnesses and therapeutic interactions will be stressed. Prepares the student to recognize the emotional and psychosocial needs of clients. Focuses on the use of therapeutic communication techniques.

Obstetrical Nursing (Theory 30 hours Clinical hours 30 hours) Text - Introduction to Maternity & Pediatric Nursing 9th Edition by: Leifer, 2021

Instructor: Connie Hager

The study of physiological and emotional aspects of pregnancy including physical development of fetus; importance of prenatal care; complications of pregnancy; progression of labor and delivery; and care of the newborn.

Pediatric Nursing (Theory 30hours, Clinical hours 30 hours) Text - Introduction to Maternity & Pediatric Nursing 9th Edition by: Leifer, 2021

Instructor: Tammy Gilman

Emphasis is placed on normal growth and development, as well as health promotion in infants, children and adolescents. Included are common conditions of illness in these developmental groups and associated nursing care.

CLASSROOM GRADES

Each student must maintain an 80% average in each section. Students unable to maintain a C average (80%) will be dismissed from the program. No re-testing will be done. Pop quizzes missed due to an absence or partial absence cannot be taken or “made up.” Pop or unannounced quizzes may not be made up regardless of reason for absence.

Tests missed may be taken under the following conditions:

1. The absence is excused.
2. Absences are not in excess of three.
3. Any test that is missed and eligible for makeup will be taken immediately upon return to class.

The student is expected to arrange for classroom make-up work the day of return to school. Arrangements for make-up tests are the student’s responsibility. If the student fails to make

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arrangements for make-up work in a within five class days, a zero will be recorded. The lowest test grade will not be dropped. Comprehensive Final Exams will be given in each course of instruction.

The grading system will be:

A = 93-100%

B = 87-92%%

C = 80-86%

F = below 80%

The composition of each course grade will be:

Quizzes = 10%

Chapter tests = 60%

Final exam = 30%

The GPA will be calculated based on the cumulative sum of quizzes, chapter test, and final exam scores. The GPA will be the qualitative measurement used to evaluate the course grades. Total Scores will be rounded, for example if a score is 79.4%, the score will be recorded as a 79%. If a score is 79.5, the score will be rounded to a 80%. No exceptions will be made. A 79.4% is a 79%, and is a failing grade. Students earn the grade they receive. There is no extra credit. Bonus questions may be offered on tests.

MEDICAL SURGICAL I

- **Introduction to Medical Surgical Nursing**
- **Immune System**
- **Oncology**
- **Neurologic**
- **Cardiovascular**
- **Respiratory**
- **Sensory**
- **Hematologic**

Medical Surgical I courses will be averaged together. The student must have a minimum of 80% to continue in the program. Medical Surgical I will be averaged with other second phase courses. The student must have a minimum of 80% to continue in the program.

MEDICAL SURGICAL II

- **Gastrointestinal**
- **Musculoskeletal System**
- **Urinary**
- **Endocrine**
- **Reproductive**
- **Integumentary**
- **Mental Health**
- **Emergency and Disaster Management**

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Medical Surgical II courses will be averaged together. The student must have a minimum of 80% to continue in the program. Medical Surgical II will be averaged with other Second Phase Courses. The student must have a minimum of 80% to continue in the program.

DISEGNATED DEVELOPMENT ASSESSMENT TESTS

Upon completion of the course/subject area, a comprehensive examination will be given for the following areas of study:

1. Fundamentals of Nursing for Practical Nurses
2. Pharmacology for Practical Nurses
3. Pediatrics and Obstetrics for Practical Nursing Students
4. Medical-Surgical Nursing for Practical Nursing Students
5. Mental Health and Mental Illness for Practical Nursing Students
6. Comprehensive Review Exam

CLINICAL GRADE

Composition of the clinical performance grade will consist of three (3) categories:

1. Personal and Professional Behaviors
2. Clinical Objectives
3. Clinical Written Assignments

PERSONAL AND PROFESSIONAL BEHAVIORS

Personal and Professional Behaviors embody the concept of professional conduct as a nurse. Grading will be based on a satisfactory or unsatisfactory evaluation of these behaviors as documented by the clinical instructor. Satisfactory is passing. The concepts of professional conduct will be explored with students in Personal and Vocational Relationships in Nursing and throughout the Policies. Personal and Professional Behaviors are as follows:

A. PERSONAL RESPONSIBILITY

1. Laboratory attendance
2. Notifies of absence
3. Punctual
4. Dress conforms to acceptable professional standards
5. Responsible
6. Exhibits good health
7. Operates within role and responsibility

B. LABORATORY PREPARATION

1. Reads and reviews
2. Discusses the objectives

C. FLEXIBILITY-INITIATIVE-CREATIVITY

1. Can adapt to change

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2. Initiates activity
3. Uses available resources
4. Follows directions and adapts
5. Uses extra time constructively

D. PATIENT CARE

1. Identifies the patient's nursing care needs
2. Makes and uses pertinent observations
3. Organizes nursing care
4. Evaluates patient needs in setting priorities
5. Sees the patient holistically
6. Recognizes need for independence
7. Recognizes the limits of safe practice
8. Recognizes and uses health teaching
9. Aware of family relations

E. CRITICAL THINKING

1. Recognizes obvious errors or questionable practices
2. Transfers and utilizes theory and knowledge

F. SHARING AND COMMUNICATION

1. Shares experiences
2. Initiates group activity
3. Uses appropriate terminology
4. Recognizes and records pertinent observations
5. Knows and uses various communication skills

G. INTERPERSONAL RELATIONSHIPS

1. Recognizes the rights of others
2. Genuinely concerned
3. Recognizes and evaluates the effects of personal behavior
4. Interacts effectively within the group

H. SELF EVALUATION AND AWARENESS

1. Utilizes learning experiences
2. Recognizes weaknesses and strengths

UNSAFE AND UNPROFESSIONAL PRACTICE

Unsafe clinical practices shall be deemed to be behaviors demonstrated by the student which threaten or violate the physical, biological, or emotional safety of the patient assigned to his/her care. The following are examples which may serve as guidelines for the student's understanding of unsafe clinical practices. Examples are not inclusive.

PHYSICAL SAFETY: Unsafe behaviors - inappropriate use of side rails, wheelchairs, positioning straps and equipment, lack of proper protection of the patient which potentiates falls, lacerations, burns, etc.

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BIOLOGICAL SAFETY: Unsafe behaviors - fails to recognize errors in aseptic technique, performs technical actions without appropriate supervision, fails to seek help when needed, etc.

EMOTIONAL SAFETY:

Unsafe behavior - threatens a patient, makes a patient fearful, provides a patient with inappropriate or incorrect information, fails to seek help when needed, and demonstrates unstable emotional behaviors. Uses of vulgar or profane language or sexual harassment are examples of threats to a patient's emotional safety.

Unprofessional practice shall be deemed to be behaviors demonstrated by the student which are inappropriate to the student-instructor, student-personnel or student-patient interactions which may be taken to be unsafe practice or to reflect negatively upon the practical nursing program or the Mingo Career and Technical Center. Students are legally and ethically responsible for the clients/patients assigned to their care.

Examples of unprofessional practice include, but are not limited to: verbal or non-verbal language, actions or voice inflection which compromise rapport or working relations with patients, family members of patients, staff, physicians, or instructors which may compromise contractual agreements and/or working relations with clinical affiliates, or constitute violations of legal or ethical standards.

One illustration of the above would be breach of confidentiality. Breach of confidentiality is an invasion of privacy in which a patient's rights are violated by public revelation of confidential or privileged information. Such actions not only violate the patient's rights, but violate the trust and confidence of both the patient and public. The concepts of privileged communication and breach of confidentiality will be explored in PVR I. **Any breach of confidentiality will result in dismissal from the program.** Such a breach may include, but not be limited to: discussion of patient information in a public place, discussion of patient information on a telephone, or with personal family members.

Violations of these standards are considered to be of exceptional importance. At the clinical instructor's discretion the student may be removed from the clinical site. Such a violation will result in the student being placed on probation and may result in dismissal from the program.

CLINICAL OBJECTIVES

Clinical objectives are goals that can only be met during the time spent in the hospital, nursing home or community agency doing patient care or observing care under the supervision of a clinical instructor or designee. Grading will be based on satisfactory or unsatisfactory completion of these objectives. A satisfactory rating is passing. Once objective has been mastered, the student is expected to function at that level of competency and build upon it.

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CLINICAL WRITTEN ASSIGNMENTS

Written assignments will be assigned by the clinical instructor. Once each grading period, a Nursing Care Study must be done on an assigned patient. A Nursing Care Study is an in-depth, written report on a patient and consists of four parts: Research, Diagnostic Tests, Nursing Care Plan and Medications. Each Nursing Care Study must be approved by the clinical instructor and each must cover a different body system. Each of the four parts will be scored as satisfactory or unsatisfactory. An overall rating of satisfactory is required. On the weeks a Nursing Case Study is not required, a written clinical assignment will be at the discretion of the instructor. At the end of the grading period, an overall satisfactory rating on all written work is required. Two or more unsatisfactory ratings for the grading period will result in an overall unsatisfactory rating. An overall unsatisfactory rating will result in possible dismissal from the program.

STANDARDS FOR WRITTEN ASSIGNMENTS

All written assignments required for clinical or classroom should conform to these standards:

1. Typed or legibly handwritten in black ink. Pencil and colored ink will not be accepted.
2. Correct grammar should be used.
3. Correct spelling should be used.
4. When indicated, use specific topics or headings for sections of your paper.
5. All papers should be in the student's own words (No plagiarism). Assignments copied from a book will result in an unsatisfactory, or failing grade.
6. All assignments should be completed on the required form when one is available.
7. For clinical research, at least two references must be used. REFERENCES SHOULD BE **CURRENT**. ANYTHING OVER 5 YEARS OLD IS UNACCEPTABLE, UNLESS SPECIAL APPROVAL IS RECEIVED FROM YOUR INSTRUCTOR IN AREAS OF HISTORY.
8. Correct bibliography form and references should be given for each reference. You may use APA or MLA format.
9. All assignments **must** be placed in some type of folder. Large manila pocket folders will be given to each student for clinical assignments. Supplying folders for all other assignments are the student's personal responsibility.
10. Your work should be neat. Neatness counts! Stray marks, scratching out, spills, etc. will result in a reduction of your score.

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11. All assignments should be turned in promptly when due. Papers are due in the morning. Working on a paper during class in order to finish it before the end of the class day is NOT acceptable. Points will be deducted from the score when assignments are late.

DISCIPLINARY ACTION/PROBATION

Disciplinary action may be taken at any time regarding classroom and/or clinical performance. A student may be placed on probation by an instructor or the coordinator. Probation is a trial period in which the student must improve or be withdrawn from the program. A student may be placed on probation in the practical nursing program for any of the following reasons:

1. Academic failure
2. Unsatisfactory performance in the clinical setting
3. Unsafe or unprofessional practice
4. Inability to maintain physical or mental health necessary to function in the program
5. Attendance problems

Probation may begin only following a conference with the student. Members present may include faculty, the coordinator or a member of the Learning Center administrative staff. Disciplinary Action forms will be filled out and signed by all parties attending the conference.

A verbal warning may be given at any time regarding classroom and/or clinical performance, appearance, attitude or conduct. The verbal warning will be documented in the student's file and the student will be placed on probation for ten school days. At the end of this period, a written warning will be issued if the student has not shown the necessary improvement.

A written Disciplinary Action form may be delivered to the student by the faculty member or the coordinator indicating the violation. The student signs a statement of receipt and is placed on probation for ten school days in which time satisfactory improvement must occur. If improvement is not demonstrated, a letter will be issued to the student requesting the student's withdrawal from the program.

IMMEDIATE DISMISSAL

Students will be subject to immediate dismissal without prior warning for certain offenses including, but not limited to the following:

1. Intoxication or possession of intoxicating beverages on school property or at a clinical site. The student will be required to take an alcohol screen at his/her own expense if suspected. Refusal to submit to a screening will result in immediate dismissal.
2. Presence of illegal drugs or narcotics in drug screen or refusal to submit to a requested alcohol or drug screening.
3. Personal violence.
4. Unauthorized possession of weapons.
5. Unauthorized use of narcotics or drugs. Drug screen will be required at student's expense.

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6. Failure to notify the instructor of the need to take medically prescribed mood or behavior altering drugs.
7. Any deliberate act jeopardizing the well-being of a patient or co-worker. Considered to be unsafe practice, a threat to physical safety, biological safety, and/or emotional safety.
8. Cheating, theft or dishonesty
9. Declaration of incompetence by authorities or medical evidence.
10. Insubordination (refusing to follow direction of instructor, use of profane language or belligerence, verbal or physical abuse)
11. Falsification of documents
12. A failing theory grade, upon completion of subject.
13. Failure in clinical progress evaluations.
14. Failure to abide by the policies set by each affiliating agency.
15. Breach of confidentiality.
16. Absences in excess of 3 days per phase as set by the attendance policy in the handbook.
17. A failing grade in clinical resulting from absenteeism.
18. Two failures to notify the clinical facilities when unable to report for duty. This is considered unsafe practice.
19. Failure to disclose any type of information which may prevent the student from taking the State Board Examination. Example: DUI's, addiction.
20. Accessing internet sites containing pornography.
21. Failure to adhere to instruction provided by instructors.

GRIEVANCE PROCEDURE

The faculty recognizes that from time to time problems arise. The purpose of the grievance procedure is to provide a means by which the program and the student body reach a solution to problems that may occur. Thus, student morale is maintained, learning enhanced, and patients in the affiliating hospitals are better served when mutual efforts are exerted toward constructive solution to problems. Students should feel free to use the procedure without fear of reprisal. This format does apply to any individual student who believes he/she has a complaint against any one individual student or teacher within the program. Complaints such as this must first be discussed in private between the persons involved. In the event the complaint is not resolved to the satisfaction of both parties, they should seek the aid of the instructor or program coordinator.

- Step 1.** If a student has a complaint concerning disagreements arising from working relationships, conditions, practices, or observes school decisions that he/she feels are contradictory with program policy, the student will bring the problem to the classroom or clinical instructor.
- Step 2.** If the grievance is not resolved in Step 1, either the student and/or the instructor may request a meeting with the Coordinator.

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- Step 3.** If still unresolved or of such magnitude that it requires further action, a meeting will be scheduled with all faculty members being present.
- Step 4.** To be used only if the problem is unresolved in Step 3. The student or faculty may request a scheduled meeting that will include each faculty member and the Administrator of Mingo Extended Learning Center.
- Step 5.** If problem remains unresolved the student may request a meeting to present their case to the Commission Occupational Education.

GRADUATION

Students who have satisfactorily completed the prescribed course of study for the PN program are eligible to receive a diploma and the school pin. Class graduation date and time will be established annually by the faculty. All students are required to attend graduation.

The graduation ceremony will be planned by the class with the supervision of the faculty. The faculty will make the final decision regarding the appropriateness of the ceremony.

In order to graduate:

1. The student must pay all fees in full, including the class dues.
2. Return all borrowed/loaned materials to the school.
3. Complete all tests offered (e.g.: HESI Comprehensive tests, mock NCLEX)
4. Demonstrate a grade of 80% or better in all theory courses.
5. Obtain a satisfactory rating in all clinical experiences.

Honor students will be recognized at graduation. An honor student is any student who finishes each unit of study with a minimum of a 85% average.

The Florence Nightingale Award is given to the graduate selected by the faculty the student best exemplifies the qualities of scholarship, leadership, loyalty and compassion. To be eligible for this award, the student must have maintained an overall “B” average for the year.

NATIONAL VOCATIONAL TECHNICAL HONOR SOCIETY

PN students are eligible to be nominated for the NVTHS if the following criteria are met:

1. A 90% average in each subject of study.
2. No more than 5 days absence.
3. Leadership ability.
4. High moral and ethical standards.
5. Trustworthy.
6. Satisfactory attendance, no more than 5 absences.
7. No written discipline record.
8. Skilled clinical ability.

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Each student will be responsible to pay all dues and fees. Recommendations for the NVTHS will be made by the faculty.

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Student Association

STUDENT PRACTICAL NURSE ASSOCIATION BY-LAWS

ARTICLE I
SANCTION & PURPOSE

Section I SANCTION

This organization shall be named the Mingo Extended Learning Center School of Practical Nursing Student Association. This organization is formed under the direction of the faculty of the Practical Nursing Program. This association shall be perpetual.

Section II PURPOSE

The purpose of this organization is to:

1. Assist in the development of competent leaders.
2. Communicate the need for strong work ethics and pride in one's work.
3. Stress the need for personal responsibility and accountability.
4. Communicate the importance of learning to work as a team member.
5. Foster pride in the role and function of a practical nurse.
6. Support practical nursing on a state and national level through membership.

ARTICLE II
MEMBERSHIP

Section I REPRESENTATION

Membership shall consist of all students enrolled in the Practical Nursing class.

ARTICLE III
OFFICERS

Section I OFFICERS

The officers of the association shall be elected by a simple majority of the members. The officers shall be:

1. President
2. Vice president
3. Secretary
4. Treasurer
5. Parliamentarian
6. Chaplain

Section II DUTIES OF OFFICERS

**Revised 08/2015, 12/2016, 03/2018
04/2019, 8/12/2020, 8/26/2021, 9/23/2021
7/28/2022**

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1. The president shall be the presiding officer at all meetings. The president shall have a prepared agenda approved by the faculty advisor prior to the meeting.
2. The vice president shall assume the role of president in the absence of the president. The vice president will be in charge of all committee chairpersons.
3. The secretary shall conduct correspondence pertinent to the Association. He/she shall record all proceedings of the Association. Thank you notes shall be sent within an accountable amount of time. All Association minutes shall be maintained in a notebook and become the property of the school.
4. The treasurer shall have the custody of the funds of the Association. The treasurer shall keep complete financial records and disburse funds as instructed by the Association. The treasurer shall deliver a financial report at each scheduled meeting.
5. The parliamentarian shall be responsible to see that proper procedure is followed, using Roberts Rules of Order as a guideline.
6. The chaplain shall be responsible for prayers, devotions, etc. When appropriate.
7. The historian shall be responsible for keeping a class history, both written and pictorial. All records of the class become the property of the school.

Section III VACANCIES/RESIGNATIONS

Any vacancy will be filled by a simple majority election.

Section IV ELECTION

Officers will be elected every year by ballot. Nominations will be made from the floor. Each member may hold only one office or committee chairmanship.

SCHOOL OF PRACTICAL NURSING

ARTICLE IV MEETINGS

Section I FREQUENCY AND DURATION

Meetings shall be held at a date and time each month so as not to interfere with class or clinical time. The time shall meet the approval of the faculty representative. A quorum consists of 2/3 of the members of the practical nursing class. Meetings shall be held in the classroom at the Mingo Extended Learning Center. Special meetings may be called with faculty approval by the president.

Section II DATE/NOTICE

1. Meetings will be held at 12 noon or 3:00 pm and last one hour in length.
Normal operating class or clinical time must not be used.
2. Students will be notified in writing one week in advance of the meeting with approval of the faculty advisor.

ARTICLE V COMMITTEES

Section I COMMITTEES

Nominations shall be made from the floor for chairperson of the committees and election shall be made by secret ballot. Committee members shall be by voluntary membership requiring that each student shall be a part of a committee or hold office.

Standing committees shall be:

1. Finance committee
 - A. Selects fund raisers for class approval
 - B. Coordinates with other committee's financial needs
 - C. Communicates with class
2. Graduation committee:
 - A. The chief function of the graduation committee shall be to make recommendations for the graduation ceremony.
3. Student council
 - A. To develop a sensitivity to class problems and complaints
 - B. Make the coordinator and faculty aware of complaints and problems
 - C. Serve as a liaison between the student body and faculty
 - D. Use the grievance procedure when necessary
 - E. Attend PN Association meetings and to report to the class at the next meeting. Ad hoc committees may be formed as the need arises.

SCHOOL OF PRACTICAL NURSING

ARTICLE VI PARLIAMENTARY AUTHORITY

Section I PARLIAMENTARY AUTHORITY

Roberts Rules of Order, Revised shall govern the proceedings of the organization in all cases not provided for in these By-Laws.

ARTICLE VII AMENDMENTS

Section I AMENDMENTS TO THE BY-LAWS

These by-laws; may be amended at any regular meeting of the Association by a 2/3 affirmative vote of the members present and faculty approval.

The class president will represent the study body at the faculty meetings, except executive sessions where a specific student's academic standing is under consideration. Dues of \$10.00 per month are paid on the tenth day of each month. Dues paid are deposited into the PN H.O.S.A. account. The Class Treasurer must keep a general ledger. Upon graduation, the ledger must be balanced and turned in to the coordinator's office. Random audits may be conducted on the ledger. ALL DUES MUST BE PAID BY THE 10TH. OF EACH MONTH UNLESS SPECIFIC ARRANGEMENTS HAVE BEEN MADE IN ADVANCE WITH THE COORDINATOR OR CLASS PRESIDENT.

*NOTE: When selecting officers, please make sure that everyone understands that the office is to be taken seriously. This is not a popularity contest. Each office comes with responsibilities and duties which must be taken seriously.

HEALTH OCCUPATION STUDENTS OF AMERICA (HOSA)

All nursing students are required to be a member of HOSA. All students will participate in West Virginia State Leadership competitions in Huntington, WV in March. First Place winners are expected to go to national competitions. All students are expected to participate in fundraising efforts for this purpose of paying fees. ** HOSA dues are represented in the student billing. **

Responsibilities

INSTRUCTOR RESPONSIBILITIES TO STUDENT

THE INSTRUCTOR WILL: CLASSROOM

1. Provide each student with a copy of the unit's objectives prior to initiating a new unit of study.
2. Conduct classroom discussion to meet defined objectives.
3. Direct students to additional information sources to enrich or enhance the learning process.
4. Plan and present each lesson in an orderly, timely, sequential, concise, and understandable manner.
5. Construct, administer and evaluate oral and written examinations to determine achievement of defined objectives.
6. Maintain accurate documentation of students' progress.

CLINICAL

1. Select clinical learning experience according to individual students' ability and needs. Post the student's assignment prior to clinical experience to allow for preparation as much as possible.
2. Assess students' level of preparation for the clinical experience. Unprepared students will be evaluated by the instructor for further action.
3. Provide supervision, assistance, instruction, and evaluation.
4. Provide the opportunity for clinical conferences during the clinical day to reinforce learning and share experiences.
5. Evaluate and document student performance based upon written criteria. The student shall have an evaluation conference at the end of each rotation and/or individual counseling statement when not meeting minimal objectives.

SCHOOL OF PRACTICAL NURSING

6. Assist students in writing measurable goals for clinical performance.
7. Meet with clinical personnel to share information and explore mutual concerns.

STUDENT RESPONSIBILITIES

THE STUDENT WILL:

CLASSROOM

1. Attend all classes.
2. Prepare objectives for all scheduled classes.
3. Participate in discussion and ask questions when unsure about any of the class materials.
4. Request clarification of any information presented in reading materials.
5. Submit all written assignments on time.
6. Maintain a minimum of 80% in all courses.
7. Demonstrate proper classroom behavior.
8. Be courteous and polite to others in the classroom seating.
9. Be on time to classroom in order not to disrupt instructions.
10. Do not miss more than three days per phase absents more than three days per phase will be result in immediate dismissal from the program.

CLINICAL

1. Report to clinical area on time and in full uniform.
2. Demonstrate preparation in order to give safe and appropriate nursing care and meet all minimal clinical performance objectives as stated in the clinical evaluation tool.
3. Assume responsibility for his/her own behavior.
4. Identify need for supervision and secure the assistance of the clinical instructor where he/she is unsure or inexperienced.
5. Follow through on all specific direction of the instructor failure to do so will result in immediate dismissal.
6. Recognize clinical experiences as an integral part of each course and assignments as part of the learning process.
7. Evaluate learning experiences and progress using a written self-evaluation tool and write measurable goals which will be shared with the instructor.
8. Perform safely in all areas of the clinical facility. Unsafe performance will be documented and result in dismissal from the clinical laboratory.
9. Request an individual conference for resolving problems or concerns.
10. Seek learning opportunities in the clinical laboratory to gain additional strengths.
11. Review with the faculty the clinical evaluation tool prior to weekly clinical experience.
12. Turn in all clinical assignments on time.

Vaccination:

Students must receive and provide proof of all vaccinations required by clinical sites in-order to attend clinical rotation. Including but not limited to COVID, Tuberculosis, Hepatitis B, and Influenza. No exceptions will be granted.

Student Contract for Cell Phone Policies at Mingo Extended Learning Center

Name: _____ Date: _____

This contract is to be strictly observed at all times during the classroom instruction and clinical rotations.

Cell Phone/Personal Electronic Devices Use

In accordance with the county policy on the use of cell phones in schools, Mingo Extended Learning Center PN Program bans the use of cell phones in classroom/labs/school or clinical sites.

I understand that bringing a cell phone into the Classroom/Clinical Laboratory or to the Clinical Site is in violation of the County policy on cell phone and other personal electronic devices.

- I understand confidentiality and patient privacy is of the utmost importance. The use of cell phones in the health care facility has the potential to present a violation of HIPPA law. Because of this, I agree that I will not bring a cell phone/personal electronic device into the Classroom/Clinical Laboratory/Clinical Site.
- I understand that my cell phone must be off and kept concealed in a backpack/Locker and may only be used during breaks and lunch.

I understand that if I break this contract (fail to meet the stipulations set forth regarding the use of cell phones and other electronic devices), disciplinary measures will be taken resulting in the dismissal from the PN program.

Student Signature: _____ **Date:** _____

REQUEST FOR COUNSELING

MINGO EXTENDED LEARNING CENTER SCHOOL OF PRACTICAL NURSING

TO: _____ DATE _____

FROM: _____

REASONS: _____

1. Assistance provided. Please explain and include frequency of assistance and progress.

2. Suggestion for ways staff might assist if needed.

3. Additional comments:

DISCIPLINARY ACTION FORM

MINGO EXTENDED LEARNING CENTER SCHOOL OF PRACTICAL NURSING

STUDENT
NAME _____ DATE _____

REASONS FOR DISCIPLINARY ACTION:

RECOMMENDATIONS:

PROBATIONS BEGINS:

PROBATION ENDS:

DISPOSITION (Conditions of Probation):

Student: _____ Date _____

Coordinator: _____ Date _____

Instructor: _____ Date _____

STUDENT CONFERENCE FORM

MINGO EXTENDED LEARNING CENTER SCHOOL OF PRACTICAL NURSING

STUDENT _____ DATE _____

REASONS FOR CONFERENCE:

_____ Excessive absences	_____ Attitudinal difficulties
_____ Grades (Theory)	_____ Unsafe clinical practice
_____ Grades (Clinical)	_____ Unprofessional clinical practice
_____ Other	_____ Unprofessional behavior in theory

Supporting Details: _____

Decisions:

_____ Review conference scheduled on _____
_____ Unsatisfactory grade for clinical area
_____ Probation initiated. Forms completed
_____ Withdrawal from program student initiated
_____ Dismissal from program
_____ Unsatisfactory for Theory

Comments: _____

Student _____ Date _____

Instructor _____ Date _____

Coordinator_____Date_____

WITHDRAWAL FORM

MINGO EXTENDED LEARNING CENTER SCHOOL OF PRACTICAL NURSING

NAME_____DATE_____

Reason for withdrawal. Please explain:

Please give a descriptive evaluation of the nursing program. This information will only be used to improve the program and instruction offered.

Please list any program strengths

Please list any program weaknesses

Student is eligible for readmission _____Yes _____No

Coordinator_____

Student_____

Community Service Form

Mingo Extended Learning Center

School of Practical Nursing

Student Name:

Total

Hours:

[illegible]

Community Service must have prior approval of the Coordinator of the nursing program.

This form must be turned in to the Coordinator two weeks before graduation. It is each student's responsibility to get approval and to keep a record of all Community Service activity. This paper **MUST** be signed by the person supervising you.

Pregnancy Release Form

Mingo Extended Learning Center School of Practical Nursing

I, _____, agree that my physician has given me permission to remain in the Practical Nursing Program. I agree to bring to the coordinator of the program, any statement informing the school that I may return to class/clinical area with no restrictions. I agree to abide by the physician's instructions regarding when I may return to school or work. If for any reason the physician finds that it is no longer safe to continue in the program due to health issues I will immediately inform the coordinator and Administrator of my inability to continue in the program.

I further agree that by signing this form that I hereby waive any and all rights, claims, or cause of action of any kind whatsoever arising out the participation in Mingo Extended Learning Centers PN Program. I acknowledge by signing this waiver I will be releasing Mingo Extended Learning Center School of Practical Nursing and its cooperating agencies and affiliates from any liability should my activities be detrimental to me or my unborn child.

Student

Date

PN Coordinator

Date

Administrator

Date

Book List

<u>Fundamental Concepts and Skills for Nursing</u> , 6 th . Edition; deWhit, & Williams, Saunders, Elsevier, 2020, ISBN#9780323694766	\$95.00
<u>Sims 1-year access code</u> Elsevier; ISBN#9781455710867	*\$139.00
<u>Structure and Function of the Body</u> , 16 th . Edition, Thibodeau, Patton, Mosby Elsevier, 2020, ISBN# 9780323597791	\$75.00
<u>Williams' Basic Nutrition and Diet Therapy</u> , 16 th . Edition, Nix; Elsevier, 2019; ISBN# 9780323653763.....	\$90.00
<u>Mosby's 2020 Nursing Drug Reference</u> ; 35th. Edition; Skidmore-Roth; Mosby; Elsevier; 2020; ISBN#9780323826075	\$51.00
<u>Mosby's Manual of Diagnostic and Laboratory Tests</u> , 15th Study Edition; Pagana & Pagana; Mosby; Elsevier; 2018; ISBN#9780323675192.....	\$66.00
<u>Basic Geriatric Nursing</u> 7 th . Edition, Williams; Title; Elsevier, 2018., ISBN#9780323554558.....	\$55.00
<u>Introduction to Maternity and Pediatric Nursing</u> , 8 th . Edition, Leifer; Elsevier, ISBN#9780323483971.....	\$95.00
<u>Medical-Surgical Nursing Concepts & Practice</u> , 4th Edition, deWhit, Stromberg, & Pallred; Elsevier; 2021: ISBN# 9780323608442.....	\$105.00
<u>Foundations of Mental Health Care</u> , 7th Edition, Morrison-Valfre, Elsevier Mosby, 2019, ISBN#9780323661829.....	\$69.00
<u>HESI Comprehensive Review for NCLEX-PN Exam</u> , 6 th . Edition, HESI Elsevier, 2021, ISBN#9780323484886	\$.00
<u>Clayton Basic Pharmacology for Nurses</u> ;18 th Edition; Clayton; Gurevitz; & Willihnganz; Elsevier; ISBN#9780323550611.....	\$95.00
Total Cost	\$1146.00

Mingo Extended Learning Center
School of Practical Nursing
Program Cost Sheet
Class of 2024-2025

Student _____ Date _____

TOTAL PROGRAM COST IS \$5,000.00. Tuition, books, fees, supplies and testing are listed. There also are costs that are NOT payable to the school for such items as medical exams, dental exams, background checks, and fees for transcripts. PLEASE SIGN AND RETURN to Nina Hatfield, Executive Secretary.

A monthly payment schedule will be completed for the convenience of students who are self-pay, or whose PELL or other scholarships do not fully cover the cost of the program. The first payment includes tuition and other fees owed to the school. Monthly payments are due on the first day of each month. All students must complete the FAFSA application prior to the start of the 1st day of class. (Students on financial assistance programs must verify approval and payment status of funding agency with Mrs. Hatfield).

PHASE	DESCRIPTION	PAYMENT	BALANCE
			\$5,000.00
Phase 1	TOTAL COST PHASE 1		\$1,970.00
	Application		
	Phase 1 tuition	\$500.00	
	Equipment Cost	550.00	
	Books:		
	Laptop**(370.00 value)	0.00	
	DV Intro to Anatomy*	30.00	
	DV Medical Terminology*	30.00	
	Medical Math*	10.00	
	SimChart**(139.00 value)	0.00	
	Mosby's Drug Reference	45.00	
	Mosby's Manual of Diagnostic and Laboratory Tests	60.00	
	NCLEX Review	60.00	
	Fundamentals	95.00	
	Anatomy	75.00	
	Geriatrics	55.00	
	Nutrition	90.00	
	Social Sciences (PVR)	60.00	
	Nursing Tote**(110.00 value)	0.00	
	Student Activity Fees (200.00 value)	0.00	
	Lab Fees	185.00	
	HESI Course Diagnostic 1**(414.46 value)	0.00	
	CNA Test	125.00	
	Total Cost Phase I	\$1970.00	
	* These books are for boot camp and need to be paid for by the 1 st day of boot camp.		
	** Fee waived this year due to grant award.		

PHASE	DESCRIPTION	PAYMENT	BALANCE
	Balance from Phase I		
Phase II	Total Cost of Phase II Total amount brought forward		\$1,480.00
	Phase II Tuition \$500.00 Books:* Med Surg 105.00 Pharmacology 95.00 OB & Pediatrics 95.00 Student Activity Fees 200.00 Lab Fees 185.00 HESI Course Diagnostic 2 (414.46 value) 300.00 TOTAL COST PHASE II \$1,480.00		

	Balance brought forward (Overpayment Phase I & II)		
Phase III	Total Cost of Phase III		\$1,550.00
	Phase III Tuition \$500.00 Books:* Psych. 65.00 HESI Course Diagnostic 3 (414.46 value) 300.00 NCLEX Review 200.00 Lab Fees 185.00 Student Activity Fee 200.00 Diploma, Pin, and Lamp 100.00 State Board Fees* (285.00) S.B. Background Check* (45.00) TOTAL COST PHASE III \$1550.00 *Student is Responsible for Board Fees and Background check.		

Student Signature and Date

Staff Signature and Date

After a 5-day grace period, students late in paying their tuition will not be allowed class or clinical attendance.

Refund policy is detailed in student handbook.

*Prices subject to change without notice.

Financial Aid Disbursements

Disbursements of Pell Grant funds are made by payment periods. A payment period is a block of attendance hours, usually defined as 450 hours. Tuition, fees, and other charges for the payment period are charged against the student's disbursement(s), with any remaining funds distributed to the student in whole or in part within 14 days of the disbursement. The costs associated with the subsequent payment periods are assessed against the subsequent disbursement(s), with the balance of the aid being refunded to eligible students. Students may have their financial aid refunds budgeted for them. Mingo Extended Learning Center encourages this practice.

Financial Aid programs at Mingo Extended Learning Center are "Need Based Grant Programs", and are awarded to students on a first come, first serve basis, according to Federally mandated procedures. Some students may be requested to provide verifying documentation to support their request for aid. Such students will be notified, in writing, by the Financial Aid Office, and aid will not be disbursed until the requested documents have been delivered to the Financial Aid office.

Payment Plans

Total tuition, fees and other identified charges for both full and part-time students are payable upon the student's enrollment and acceptance for a program. The student may make arrangements for an extended payment program for payment through financial aid sources.

If students enter a payment plan, they must have paid all costs by the time they complete three-fourths of their scheduled instructional days as determined by their contracted starting and graduation dates. Unexpected school closures, approved leaves of absence, and approved schedule changes will result in an adjusted graduation date.

The first scheduled payment is due on or before the first day of class and the remaining scheduled payments is due by the first Friday in each month. A grace period of five school days will be allowed. After the grace period has expired, students will not be allowed to attend class until payment is made. Students will be considered absent.

No student will receive a certification from any course until all charges are paid in full. No transcripts will be issued for a student who has not paid in full.

Refund Policy

1. Application, entrance exam, registration fees, testing fees, textbooks, and seat deposits are **non-refundable** items.
2. Items charged to student's account at the student's request, aside from charges for course tuition and lab fees, are **non-refundable**. (i.e., books, equipment, test and certification fees, uniforms, supplies)
3. Tuition and lab fees are charged by "period of enrollment". The "Periods of Enrollment" for Mingo Extended Learning Center are per 450 hour periods

The period of enrollment for students who withdraw from class and subsequently re-enter the program with credit will be the number of contracted hours.

4. Tuition and lab fees will be adjusted on a percentage basis, based upon the scheduled number of course hours in the period of enrollment between the student's start date and the last date of attendance as follows:**

From class start to 10% of the period of enrollment, 10% of the tuition and lab fee will be charged;

From 10.01% to 25% of the period of enrollment, 50% of the tuition and lab fee will be charged;

After 25% of the period of enrollment, 100% of the tuition and fees are due.

** There is no refund for students who have re-entered the program with credit. The tuition and lab fees for such students are due and payable immediately upon reentry.

5. In the event there is a tuition and lab fee refund due from the school in excess of the school's liability to the Federal Pell Grant Program, such a refund will be applied toward the satisfaction of a student's Federal Pell Grant liability, and then other sources of aid, before refunding directly to a student.
6. Refunds, when due, are made without requiring a request from the student.
7. Refunds, when due, are made within 45 day of either the last day of attendance if written notification has been provided to the institution by the student or from the date the institution terminates the student or determines withdrawal by the student.
8. Retention of tuition and fees collected in advance for a student who does not commence class does not exceed \$10
9. If the R2T4 calculation results in a credit balance on the student's account it will be disbursed no later than 14 days after the calculation of the R2T4.

Return of Federal Fund Policy Considerations (Pell)

Mingo Extended Learning Center participates ONLY in the Federal Pell Grant Program; in accordance with the Title IV Return of Federal Funds regulations, Federal Pell Grant recipients should be aware that their Federal Pell Grant disbursements must be earned through the 60% point in each payment period (i.e., 270 hours of a 450 hour payment period.) A student's withdrawal or termination from school prior to completion of 60% of their payment period will result in the application of a pro rata schedule to determine the amount of Federal Pell Grant the student has earned at the time of withdrawal. After the 60% point in the payment period, the student has earned 100% of the Federal Pell Grant disbursement. This is a separate calculation from the Mingo Extended Learning Center institutional refund policy.

The percentage of hours completed in the payment period is calculated by dividing the number of scheduled hours through the student's last date of attendance by the hours in the payment period. After 60% of the payment period is completed (270 hours), there is no return of Title IV (Pell) funds. Prior to completion of 60% of the payment period, the amount of Pell Grant earned is calculated by multiplying the total amount of Pell Grant that could have been awarded for the payment period by the percentage of time completed. The amount to be returned to the U.S. Department of Education is determined by taking the amount of Pell Grant earned and subtracting it from the amount of Pell Grant disbursed. The institutional share of the amount to be returned is calculated by multiplying the institutional charges (registration, application, activity and lab fees and tuition) by the percentage of time not enrolled. The student's share is calculated by subtracting the amount the school must be returned from the total amount to be returned. The amount of the student's share in excess of 50% of the disbursed amount must be repaid to the school within 45 days of notification of the repayment date, or the student's account will be turned over to the U.S. Department of Education for collection, and the student becomes ineligible for further Federal financial aid until the student has satisfied their debt through repayment.

Should the Return of Federal Funds calculation show a repayment due, any refund due the student from the institutional refund calculation will be applied toward the student's unearned Pell before any funds are disbursed to the student. Should the school's return of Federal funds result in a balance due the school, the student will be billed.

For example: A student attends 50% of their payment period. The institutional charges for the period of enrollment are \$750 and the Pell Grant disbursement was \$1000. The unearned Pell Grant is 50% of \$1000, or \$500. The institutional share of the unearned Pell is 50% of \$750, or \$375. The student's share of the unearned Pell Grant would be \$500-\$375, or \$125 – but as this is less than 50% of the amount disbursed, the student has no overpayment. The student would be billed by the school for the \$375 of institutional charges due to the school as a result of the returned funds by the school.

Standards of Satisfactory Academic Progress

In order to maintain satisfactory academic progress at Mingo Extended Learning Center a student must:

1. Maintain a 80% average or higher;
- 2.. Complete their course of study within 150% of the originally scheduled course length in weeks.

Each student's progress will be evaluated after 50% of each course is completed if the GPA is below 79.5% students will be counseled and sign the student conference form. A review conference will be scheduled 1 week prior to completion of the course. Students can appeal a grade through the grievance process. Students can follow the readmission policy to reestablish eligibility after failing SAP.

Students who receive Title IV Federal Student "Aid will have their progress reviewed by the Financial Aid Officer prior to each Title IV aid disbursement to insure the student is adhering to their course requirements pertaining to satisfactory academic progress.

If a student fails to maintain academic progress, he/she may be placed on Financial Aid Warning, with the warning period not to exceed one progress review period. (The exception to this policy may be for the PN program, where certain class failure may result in the student's dismissal due to WV State Board of Nursing regulations.) A warning form will be completed, outlining the student's deficiencies and warning completion criteria. This form will be signed by the student and a member of the school's faculty or administrator.

Students on warning status shall be deemed to be maintaining satisfactory academic progress and shall be eligible for financial aid during the warning period, but they; generally **shall not receive any financial aid refunds** until the terms of their warning have been met. The School Administrator will, after reviewing the student's records and consulting with the appropriate faculty, make a final and binding determination, and notify; the student in writing of said determination.

Students who are required to repeat courses within their program of study may; do so. Should the student require additional time to repeat any; segment of their course, additional tuition will be assessed. Any incomplete course work will have a negative impact upon the student's average, and may also cause the student to be placed on warning.

Some students are required, as a condition of enrollment, to attend non-credit remedial courses. While the student's progress in such courses is monitored by the institution, the student's non-credit remedial work has no impact upon the student's maintenance of satisfactory academic progress.

A student may withdraw from school either temporarily or permanently:

- Such periods of non-enrollment are not counted toward the student's maximum time frame for completing course requirements (150% of the original course length).
- A student shall not be re-admitted after three (3) attempts to complete their program.
- A student may be remitted so long as they were maintaining satisfactory academic progress at the time of their withdrawal.
- Upon re-enrollment, the student will be granted credit for present time for completed course work for which the student had earned a 80% grade or better.

A student, who was dismissed from school because of their failure to maintain satisfactory academic progress, or for infraction of school policies, may be re-admitted at the discretion of the School Administrator and PN Coordinator. Such students will generally be re-admitted on a probationary status, the terms of which will be defined prior to class start on an individualized probation form.

All decisions of dismissal from the PN Program shall be at the discretion of the PN Coordinator and the Administrator. In order to reduce attrition rate students struggling academically will be referred to the counselor and adult education in order to help students enhance study skills. After assignments/test students will be given feedback and rationale in order to enhance knowledge of material taught. All students can request a meeting with the instructor or coordinator if they feel extra help is needed. Counseling forms can be used in order to request such services.

Teach Out Plan

In the event that Mingo School of Practical Nursing is unable to provide training due to unforeseen circumstances students will be referred to Ralph R. Willis Career and Technical Center in an effort to complete the course of study, as scheduled throughout the calendar year.

LETTER OF INTENT

I, the undersigned, hereby agree to the following terms as conditions to my admission to the Practical Nursing Program as outlined in the guidelines of the Mingo Extended Learning Center School of Practical Nursing Student Handbook. I have read the information and policies and understand what is required of me.

I agree that I will:

1. Maintain a 80% grade point average while enrolled in the program
2. Follow the school policies as specified in the Student Handbook
3. Adhere to the attendance policies
4. Accept the grading policy as outlined in the Student Handbook
5. Participate in planned program activities (Community Service Activities, Fundraisers, and HOSA Competitions etc.)
6. Schedule all appointments after class/clinical time
7. Arrange any outside work schedule so that it will not interfere with the Practical Nursing program. For example: not to work 11/7 shift prior to class/clinical; not to request to leave class/clinical early to get to work
8. Pay all fees promptly
9. Follow a code of conduct as noted in the Student Handbook and in PVR I and that is appropriate for anyone in the nursing profession
10. Participate in student government
11. Assume responsibility for my own transportation to and from assigned areas
12. Notify appropriate people/sites at appropriate times when ill and unable to attend class/clinical
13. Exhibit consideration and respect through my conduct for fellow classmates, co-workers and faculty members
14. Be aware of the fact that any situation that indicates cheating will be reviewed with myself and the faculty members and appropriate measures will be taken
15. Fill out a withdrawal form if I find it necessary to withdraw from the program
16. Follow all criteria required for graduation
17. Perform only safe practice and actions in the clinical setting whereby not to jeopardize the well-being of a client or worker
18. Will accept the decision of the faculty and Coordinator regarding my standings in terms of knowledge, scholastic standing, nursing practice, health, general conduct and attendance.
19. I am at least 18 years old. I agree that I am considered an adult and will be treated as such regarding all rules and regulations of the nursing program. I agree that should a problem arise concerning my standing in the program, discussions will be limited to myself and school staff.
20. Schedule and perform clinical competencies such as sterile dressings, sterile procedures and medication administration with my instructor.
21. I agree to be vaccinated per school and clinical site policy including COVID vaccination.

Signature _____ Date _____

Pregnancy Release Form

Mingo Extended Learning Center

The student _____ is allowed to continue in the PN program at Mingo Extended Learning Center. No restriction are placed upon the student that will hinder her during this pregnancy from participate in classroom and clinical activities. Clinical and classroom activities may include lifting, bending, pulling, shoving and other activities that are performed within the PN scope of practice.

I the undersigned Physician hereby give permission for the student named above to continue in the Mingo Extended Learning Centers PN Program.

Signature of Attending Physician

Date