

Mission Statement Giles County Technology Center

The mission of Giles County Technology Center is to cooperatively work with business, industry and community to prepare individuals to enter a career, to further their education and to acquire the personal skills and strong work ethics to succeed in the 21st century workforce.

Description of the Practical Nursing Program

Giles County Technology Center School of Practical Nursing is apart of the Giles County Public School System, and is one of eight programs taught at the center. The program is available to seniors at both Narrows and Giles High School and to qualifying adult student learners. Four high school credits are awarded for each successfully completed course. The student who successfully completes Phase I of the program will advance to the Phase II of the program. The student entering Phase I will gain clinical knowledge, direct patient care experience at Carilion Giles Memorial Hospital. Observational experiences are conducted at Carilion Family Practice.

Clinical rotation for Phase II of the program is held at Montgomery Regional Hospital. Geriatric clinical experience is completed at various clinical facilities.

Introduction to Psychiatric Nursing is taught with clinical experience at Lewis Gale Behavioral Health Salem, Virginia. Observational experiences are conducted at various physicians' offices, health clinics and pediatric clinics.

Community nursing is conducted through Carilion Home Care Services and the Virginia Department of Health, Pearisburg and Montgomery county sites.

The faculty of the nursing program at Giles County Technology Center believes that clinical experience and observation is of utmost importance and will promote efficiency, and productivity of the practical nurse. Volunteerism is a encouraged as a part of the nursing program and will be conducted at the Free Clinic of the New River Valley.

Program Schedule

Length of the Program

Pre-Clinical Phase I 540 hours (36 weeks)

Monday through Friday 11:45 – 3:15

September through June (GCTC follows the Giles County Public School System Calendar)

Clinical Phase II 1080 hours (36 weeks)

Monday through Friday

Monday, Thursday and Friday – Classroom/Lecture – 8:30 – 1:00 PM

Tuesday and Wednesday – Clinical Rotation – 6:45 – 1:45 PM

August – May

Note: Clinical hours, day and site may vary with each specialized rotation.

Inclement weather conditions will change the schedule with alternative days scheduled.

Giles County Technology Center Program of Practical Nursing Objectives

Student Performance Objectives

Upon successful completion of Phase I the student will possess skills and knowledge to successfully enter Phase II of the practical nursing program and will continue to master theory and fundamental skills as a beginning health care team member.

Student Achievement

The student will be able to:

- display knowledge of the allied health fields;
- interpret the role of the practical nurse as a health care team member while fulfilling legal and ethical responsibilities;
- assist with assessing, planning, implementing and evaluating patient care and patient outcomes;
- improve communication skills through the use of proper medical terminology;
- display knowledge of the human body in health and disease;
- demonstrate effective critical thinking skills.

Graduate Performance Objectives

Upon successful completion of the program the graduate will possess skills and knowledge to successfully complete the NCLEX – PN exam and practice as a beginning health care team member.

Graduate Achievement

The graduate will be able to:

- demonstrate knowledge to successfully complete the state board licensure;
- demonstrate knowledge to assist with assessing, planning, implementing and evaluating client care and outcomes;
- communicate with other health care team members in a competent manner;
- demonstrate professionalism through image, and knowledge;
- continue with the educational process to achieve a higher level of functioning on the health care team.

Philosophy Practical Nursing

The faculty believes the practical nursing program will prepare the student with the basic knowledge and skills required to perform as a beginning practitioner in the field of Practical Nursing.

Career and Technical education is an important part of the total educational program. It is an integral part of the student's education toward preparation in the competitive work force of today. Education is a continuous process of learning resulting in changing the individual's behavior and standard of living.

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The faculty believes that students regardless of race, sex, color or national origin and those that have a genuine desire to meet measurable objectives should be allowed an opportunity to experience career and technical education.

Nursing is an art and science, which administers assistance to humanity through its preventative, rehabilitative and personal resources. Through a structured program of instruction and experience the student will be adequately prepared to successfully complete the NCLEX – PN exam. The student entering into the health care arena will be able to function as an essential member of the health care team.

Giles County Technology Center Philosophy and Statement of Objectives

The faculty at Giles County Technology Center believes in a balanced development of technical skills, academic competency and personal desire in both secondary and adult education, which will enable individuals to function in high performance organizations. Educational experiences provided through technology center programs prepare students with the technical skills that are necessary for entry-level employment in related occupations.

Realizing that learning does not stop upon graduation from high school the faculty believes in encouraging youth and adults to pursue life long learning activities whether through post secondary institutions or work related training programs.

Developing personal qualities such as punctuality, attendance, following directions and instilling a team concept are goals of the technical education program. Total Quality Management programs are implemented in business and most specifically in health care and require responsible employees capable of solving problems and participating in decision-making processes.

In addition to developing the skills to enter work or to continue educational activities, the faculty believes in the development of leadership skills applicable to both work and citizenship. Through structured competency based programs and co-curricular student organizations the technical education program at Giles County Technology Center strives to meet the needs of students as well as prepare them for future endeavors in life.

In support of this philosophy, Giles County Technology Center has established the following objectives:

1. Preparing students with the knowledge and skills for entry-level employment.
2. Providing local, regional, and national industry with a work force possessing basic skills for successful job placement.
3. Assisting in developing pride and workmanship in the chosen occupational area and to perform tasks effectively and safely.
4. Providing opportunity for students to become quality citizens and potential leaders of their communities.
5. Offering a variety of programs for the training, re-training or enhancement of skills for adults.
6. Encouraging students and adults to seek advanced education or to further their technical training as they advance through a high technological society.
7. Fostering a wholesome understanding of the functions of the health care industry and management.
8. Fostering respect for work, which brings forth dignity of character.

Giles County Public Schools does not discriminate on the basis of sex, race, color, national origin, or disabling conditions.

Selection of Students

Admission, Promotion, Advance Placement, Transfer, Retention and Graduation of Students

Standard: Requirements for admission, transfer, progression, promotion, retention and graduation will be formulated for the nursing education program and shall not be less than the requirements as stated in 54.1-3017 A 1 of the Code of Virginia that will permit the graduate to be admitted to the appropriate licensing examination. (PN)

Policy

The principal and nursing director will evaluate students for admission to the nursing programs through the use of an interview if deemed necessary, review of transcripts, references, test scores and the Criminal History Background Check data.

Procedure

Practical Nursing

Admission of a Student

Pre-Requisites

1. Requirements for admission to the program are given to the student in written form with the application process.

(High School Learner)

1. Potential Practical Nursing students shall:
 - a. be of senior status;
 - b. complete a physical examination prior to entering the program and obtain a PPD, Hepatitis, MMR, and Varicella vaccination or provide proof of immunity by a titer level. A waiver form can be signed for the omission of the Hepatitis vaccine. (See Physical and Hepatitis Waiver Form);
 - c. have a 2.0 GPA in academics;
 - d. demonstrate an interest in nursing as a career choice;
 - e. meet 50% for reading comprehension according to the pre-entrance testing tool (NET) (\$15.00 charge for the test);
 - f. consent to an interview with faculty if deemed necessary;
 - g. demonstrate mature, positive behaviors;
 - h. complete drug screening procedures (at the student's expense) as deemed necessary by the school or clinical facilities;

(Adult Learner)

- a. complete an application;
- b. present a copy of high school diploma or GED;

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- c. meet minimum requirements (60%) for reading comprehension according to the pre-entrance testing tool (NET Test \$25.00 Charge for Test);
- d. demonstrate an interest in nursing as a career choice by completing an essay;
- e. consent to an interview with faculty if deemed necessary;
- f. complete a physical examination prior to entering the program and obtain a PPD, Hepatitis, MMR and Varicella vaccination or provide proof of immunity by a titer level. A waiver form for the Hepatitis vaccine can be completed.
- g. pay tuition deposit prior to beginning the program (See Tuition Requirements Admission Packet);
- h. complete a Criminal History Record Background Check (expense of the potential student);
- i. demonstrate mature, responsible behaviors and present a positive community image;
- j. complete a negative drug screening procedure (expense of the student) as deemed necessary by the school or clinical facilities;

Note: In the event of a positive drug screening report the student is not a candidate for admission.

Note: In the event of a positive criminal history background history the candidate is not considered for admission to the program.

Note: The class is limited to fifteen students.

2. Readmission of a Student

a. Phase I

- (1) The student will enter the program at the beginning of the school year.
- (2) Re-admission is based upon vacancies within the program.
- (3) The student must meet admission requirements as set forth in this policy.
- (4) A student desiring to re-enter Phase I of the program must request re-admission no longer than 12 months previous to the withdrawal. Consideration for re-admission is granted if vacancies exist.

Note: A student is permitted to be re-admitted to the program one time regardless of entering Phase I or Phase II.

b. Phase II

- (1) The student must have completed the pre-clinical phase with 80% in all subject areas and have passed competencies prior to advancing to the clinical phase of the program.
- (2) The completion of Phase I must have been completed no longer than 12 months prior to request for re-admission.
- (3) Re-admission is based upon the availability of vacancies within the program.
- (4) The student must pay full or partial tuition even if the student originally began the program as a high school student without tuition responsibilities. (This is at the discretion of the school administrator.)

Note: A student is permitted to re-enter the program one time regardless of entering Phase I or Phase II.

3. (Progression) Promotion of a Student

- a. The student in Phase I and Phase II of the program must maintain 80% in all subject areas and complete all competencies in a satisfactory manner in order to advance to Phase II or graduate from the program.
- b. Students maintaining 80% throughout Phase I and who demonstrate competency of tasks taught will be capped and recommended for Phase II of the program.
- c. See Graduation of a Student for Phase II students.
- d. Phase I and Phase II students who fail to maintain an 80% each six weeks will be counseled and placed on academic probation. **Evaluation of student progress will be monitored. At the end of the first semester, a student who does not have 80% in each subject area will be**

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dismissed from the program. Any student in the practical nursing program who does not maintain 80% in each subject area will be dismissed from the program.

4. Transfer of a Student from a Pre-Existing Program
 - a. The student must meet all admission requirements. A transcript (to be no more than 1 year old from the time of applying to GCTC) of the student's work will be placed on file in the student's official record. The file will also include a personal recommendation from the former school of nursing.
 - b. The student must complete all admission requirements within two weeks after transfer to the program. (NET Test is not required.)

5. Graduation of a Student
 - a. The student will maintain 80% in all subject areas and be deemed clinically competent.
 - b. The student who successfully completes Phase I and Phase II and meets all requirements of the Practical Nursing program will be eligible to take the NCLEX - PN EXAM.

6. Dismissal and Retention of a Student

Phase I students must complete each subject area achieving 80% in each subject area and be deemed clinically competent in all tasks prior to advancing to Phase II. The Phase I student desiring re-admission will be required to repeat Phase I and achieve 80% as well as be deemed competent in all task areas prior to advancing to Phase II.

Phase II students will not graduate from the program unless 80% is achieved in each block of instruction, and clinical competencies have successfully been met. The student in Phase II who does not achieve 80% but does not fall below 78% and desires to remain in the nursing program has the following options:

 - Continue in Phase II for the duration of the program with the understanding that he or she must repeat the failed subject matter at the time it is scheduled the following year (if vacancies exist). This option will allow the student to remain in the program and complete subsequent subject matter, but does not satisfy graduation requirements. This option allows continuity of the learning process. The student is required to complete subsequent subject matter and pass the courses with 80%. The student is allowed only one failed subject matter to continue in the program. Upon the second failure the student is automatically withdrawn from the program.
 - Not to continue in the program and elect to re-enter the program at the time the failed subject matter is taught. (If vacancies exist.)
 - Students who are having difficulty meeting the attendance policies will be withdrawn from the program. (See Absenteeism Policy)
 - a. Students who are not maintaining 80% in the practical nursing program throughout Phase I of the program can be awarded a nursing assistant certificate if all necessary competencies are met and grade status is 70%. To be eligible basic care competencies must be met as well as academic theories relating to a nursing assistant.
 - b. Students who withdraw from the program are not eligible for a Nursing Assistant certificate.

Curriculum

Standard: Curriculum shall reflect the philosophy and objectives of the nursing education program and shall be consistent with the law governing the practice of nursing.

Policy

Curriculum content will be evaluated annually and revised as needed.

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Procedure

Giles County Technology Center nursing education programs prepare the Nursing Assistant and Practical Nursing student for certification/licensure.

Practical Nursing Program

Curriculum Includes the Following:

1. Principles and practices in nursing encompassing the attainment and maintenance of physical and mental health and the prevention of illness for individuals and groups throughout the life cycle.
2. Basic concepts of the nursing process
3. Basic concepts of anatomy, physiology, chemistry, physics, and microbiology
4. Basic concepts of communication, growth and development, interpersonal relations, patient education and cultural diversity.
5. Basic concepts of ethics, nursing history, and trends, vocational and legal aspects of nursing, including regulations and sections of the Code of Virginia related to nursing, patient rights and the prevention of patient abuse, neglect and abandonment.
6. Basic concepts of pharmacology, nutrition and diet therapy.
7. Basic concepts of maternal and child health nursing
8. Basic concepts of Geriatric nursing
9. Basic concepts of Psychiatric nursing
10. Basic concepts of Medical Surgical Nursing

Description of Curriculum

Phase I

Personal and Vocational Relationships

Course content will assist the student to develop an understanding of the individuality of people. Personal and vocational relationships will allow the student to explore his/her relationship with other health care team members. Emphasis is placed on the role of the practical nurse as he/she begins his/her career in the health care arena. The legal and ethical aspects of nursing are discussed. See Curriculum Guide for Expanded Description of PVR.

Principles of Anatomy and Physiology

Course content will introduce the student to the structures and the functioning of the human body. Microbiology and basic chemistry principles accompany anatomy and physiology. See Curriculum Guide for Expanded Description of A/P.

Nutrition and Diet Therapy I

Course content will introduce the student to nutrients and explore the value of food. Emphasis will be placed on diet as a therapeutic modality. See Curriculum Guide for Expanded Description of Nutrition and Diet Therapy

Fundamentals of Nursing

Course content is designed to introduce the student to the basic principles of nursing care and the nursing process. Fundamental skills are taught in this course as well an introduction to basic emergency measures. See Curriculum Guide for Expanded Description of FN.

Medical Surgical Nursing I

Course content will introduce the student to the principles of nursing care as it relates to illness and disease. Pre and postoperative care is discussed. See Curriculum Guide for Expanded Description of MSI.

Pharmacology I

Course content is designed to introduce the student to pharmacodynamics and basic math computation as it relates to medication administration. See Curriculum Guide for Expanded Description of Pharmacology.

Text

Phase I

1. Clayton, Stock and Harroun, (2007) Basic Pharmacology for Nurses 14th Edition. St. Louis, MO: Mosby Publishing.
2. DeWit, C. Susan, (2005). Fundamental Concepts and Skills for Nursing 2nd Edition Philadelphia, Pennsylvania: W.B. Saunders Company.
3. Maebius, Nancy K., and Herlihy, (2007). The Human Body in Health and Illness 3rd Edition, Philadelphia, Pennsylvania: W. B. Saunders Company.
4. Roth, C. (2007). Nutrition and Diet Therapy (9th ed.), Boston, MA: Delmar Publishers.

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5. DeWit, C. Susan, (2006). Virtual Clinical Excursions 2nd Edition. Philadelphia, Pennsylvania: W.B. Saunders and Company.
6. Mosby's Medical Dictionary
7. ATI Testing Modules

Phase II

Medical Surgical Nursing II

Course content is designed to allow the student to learn about concepts and treatments in health and disease of the human body. See Curriculum Guide for Expanded Description of MSII.

Nutrition and Diet Therapy II

Course content is continued from Phase I of the nursing program. Content continues as diet therapy plays an integral role in disease management. See Curriculum Guide for Expanded Description of Nutrition and Diet Therapy.

Pharmacology II

Course content is continued from Phase I of the nursing program. Content continues to direct the student to efficient, correct medication administration. Course information introduces the student to classifications of medications as they relate to disease management. See Curriculum Guide for Expanded Description of Pharmacology.

Maternal and Child Nursing

Course content is designed to assist the student to learn ante-partum and post partum principles. The student will develop skills needed to care for the ante-partum and postpartum mother as well as care for the newborn. See Curriculum Guide for Expanded Description of Maternal and Child Nursing.

Pediatric Nursing/Growth and Development

Course content is designed to assist the student to learn various aspects of caring for the pediatric patient. This course will allow the student to explore normal growth and development. See Curriculum Guide for Expanded Description of Pediatric Nursing.

Geriatric Nursing

Course content is designed to assist the student to learn various aspects of caring for the geriatric patient. This course will allow the student to explore normal growth and development. See Curriculum Guide for Expanded Description of Geriatric Nursing.

Psychiatric Nursing

Course content is designed to assist the student to learn various aspects of caring for the psychiatric patient. This course will allow the student to recognize various mental health disorders. See Curriculum Guide for Expanded Description of Psychiatric Nursing.

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Text

Phase II

1. Leifer, G. (2007). Introduction to Medical Surgical Nursing (4th ed.), Philadelphia, PA: Saunders Publishers.
2. Leifer, G. (2007). Introduction to Maternity and Pediatric Nursing (5th ed.), St Louis, MO. Saunders.
3. Roth, C. (2000). Nutrition and Diet Therapy (9th ed.), Boston, MA: Delmar Publishers
4. Morrison, V. (2005). Foundations of Mental Health (3th ed.), Dullas, Oregon, Mosby Publishing.
5. Clayton, Stock and Harroun, (2007) Basic Pharmacology for Nurses (14th Edition) St. Louis, MO: Mosby Publishing.
6. F. A. Davis Drug Handbook for Nurses.
7. Leifer, G. (2004). Growth and Development Across the Lifespan. St. Louis, MO: Saunders.
8. ATI Testing Modules
9. DeWit, C. Susan, (2006). Virtual Clinical Excursions OB 2nd Edition. St. Louis: W.B. Saunders and Company.

Program Components

The program outlines the required number of hours of instruction and is approved by the Virginia State Board of Nursing. Excessive absenteeism in any part of the program may result in withdrawing the student from the program. It is the belief of the faculty that in order to function as a Licensed Practical Nurse; the student must be in class to learn the skills and theory to become a Licensed Practical Nurse. It is the responsibility of the instructor and the principal of the school to monitor that students are providing safe, efficient care to clients. Absenteeism does not promote this belief.

Phase I

Subject Area	Hours
Anatomy and Physiology	150
Personal and Vocational Relationships	90
Fundamentals of Nursing	140
Pharmacology I (Math for Meds)	60
Nutrition and Diet Therapy I	40
Medical Surgical Nursing I (MSI)	40
HOSA	20
<u>Total</u>	540

Phase II

Subject Area	Hours
Medical Surgical Nursing II	540
Maternal and Child Nursing (Obstetrics and Newborn)	180
Pediatrics/Growth and Development	180
Geriatrics	60
Psychiatrics	120
<u>Total</u>	1080

Note:

Pharmacology II and Nutrition II are included in each subject matter. The total number of hours includes clinical and observation rotations for Phase I and Phase II.

Performance Evaluation Methodologies

Grading Scale for Phase I and Phase II

- A 94-100
- B 93 - 85
- C 84 – 80
- D 79 and below

Standard

Grading systems are instituted and followed by faculty members.

Policy

Grades will be determined from written tests, skill lab demonstration, projects and clinical evaluation. Grading periods occur each 6 weeks or at the end of a block unit of instruction. Conferences will be held with each student to discuss student progress as deemed necessary by the instructor or student. High school students will earn credits for the class in their senior year based upon the high school grading scale. Earning high school credits does not necessarily qualify a student to enter Phase II. The student must meet the 80% standard to continue in the program. (See Promotion of the Student in this handbook.)

Scholarships and Awards

Standard: Giles County Technology Center will award scholarships to students based on availability.

Policy

Students who have demonstrated exceptional academic and clinical performance and who possess quality characteristics will be evaluated to receive scholarship/s.

Procedure

1. Scholarships are available and are presented to students that maintain a 3.0 average and have demonstrated exceptional personal characteristics throughout his/her nursing program of instruction.
2. Scholarships are awarded to school students annually.
3. Financial aid is available through various job training, and government programs. The guidance counselor of the school can offer counseling relating to these programs.

Student Services

Standard: Giles County Technology Center assures teaching and learning environments are conducive to student academic achievement and life long learning.

Policy

Services are available to students wishing to pursue a career in a health care related field.

Procedure

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1. Students have access to support services administered by qualified individuals that include but are not limited to:
 - a. health counseling
 - b. academic advisement
 - c. career placement
 - d. financial aid
2. Students may be required to meet periodically with the principal to assist with transition from Phase I to Phase II of the program. Students may contact the principal or guidance counselor at the school during the hours of 9:00 AM – 3:00 PM, Monday through Friday.
3. Students demonstrating substandard academic performance and clinical incompetence may be required to meet with the principal. See Dismissal of a Student.

HOSA

(Health Occupations Students of America)

www.hosa.org

Students entering the Nursing Assistant Program and Phase I/II of the Practical Nursing program are encouraged to join the local, state and the National Health Occupations Students of America Organization. This organization promotes participation in school and club activities, which strengthens citizenship and promotes positive character qualities. Phase II students are not required to participate in HOSA activities.

Standard: Giles County Technology Center will offer opportunities to demonstrate citizenship and expose quality characteristics of the student.

Policy

Health Occupation Students of America will serve as the vehicle to promote positive character traits and enhance learning activities.

Procedure

1. Officers will be elected annually for both the Nursing Assistant and Practical Nursing programs.
2. HOSA meetings will be held every other month and as needed.
3. The meeting will be conducted according to parliamentary proceedings.
4. Group projects, competitions, and other items of interest to the student will be discussed.
5. Minutes are kept and acted upon as indicated.

Absenteeism

Standard: Giles County Technology Center will evaluate the behavior of the student in regard to absenteeism.

Policy

Each student may have three days per semester of unverified absences to use in case of minor illness or to take care of personal business. (Note parent permission is required for high school students.) Any days the student is absent beyond the three provided will result in a grade reduction for unsatisfactory class participation in the six weeks in which the absence occurs.

Procedure

- Students attending Giles County Technology Center shall obtain their admit slip explaining the reason for their absence from their high school. GED students enrolled in a Tech Center program shall obtain their admit slip from the Tech Center office.
- Giles County Technology Center recognizes two types of absences: verified and unverified.
- It is the responsibility of the student (high school or adult learner) to notify the instructor of an absence.
- It is the responsibility of the student to submit assignments to the instructor on the due date, late work due to an absence will result in points deducted from the work. The instructor reserves the right to not accept late work. It is at her/his discretion.
- It is the responsibility of the student to complete all make up work before or after school sessions,

Verified Absence: Any absence documented with a doctor's note or documented required court appearance or absence due to death in the immediate family.

Excess use of verified absences pose a threat to patient safety and the promotion of learning therefore; is considered excessive absenteeism and may result in the student being withdrawn from the technical program with the option to begin the program again in the next school term.

Unverified Absence: All other absences not described under the definition of a verified absence. An unverified absence includes days absent due to personal reasons, minor illness, etc. with parent permission but outside the definition of a verified absence. Students are permitted three days of unverified absence within a semester.

- Students shall bring copies of documentation from their doctor or court services to the Tech Center office upon return to school after an absence. If documentation is not received in the Tech Center office within **three days** the absence shall be marked as an unverified absence.
- Late arrival/early dismissal: A record will be maintained of all absences for each student, including when students enter or leave school during class time. The time a student misses from their technical program due to arriving late or leaving class early shall be counted toward the maximum amount of time a student is permitted to be absent under this policy.

A letter will be sent from the Tech Center to parents or guardians (high school students) on the third day of absence and again on the fifth day of absence within each semester. Absences beyond six days for the semester for any reason may require a conference between the parent, student, teacher and principal.

Consequences

Should a student not meet the expectations of the attendance requirements at the Tech Center the following consequences may occur:

A student's final grade in the subject area for the six weeks in which he/she had an unverified absence beyond the three days permitted per semester shall reflect the lack of participation in the technical program. Three points will be deducted from the six weeks grade in **each** subject area taught on the day of the absence, beginning with the fourth and with each subsequent unverified absence.

Excessive absenteeism for any reason may result in the student being withdrawn from the technical program with the option to begin the program again in the next school term. It is the philosophy of the Giles County Technology Center that in order to become a nurse or nursing assistant an individual must commit to be in a structured learning environment for that profession.

Students with absences will be given three days to make arrangements with the instructor to complete work missed during the absence. **It is the responsibility of the student to confer with the instructor to make an appointment to complete missed assignments and tests. Missed work will be completed before or after school. Class time is not taken to complete missed work.**

Absenteeism Policy

Phase II

Standard: Giles County Technology Center will evaluate the behavior of the student in regard to attendance.

Policy

Each student is allowed 14 hours of absenteeism in the theory section of classroom and 14 hours of absenteeism during clinical rotation section without consequences.

Procedure

- Late arrival/early dismissal: A record will be maintained of all hours missed for each student, including when students enter or leave school during class time. The time a student misses from their technical program due to arriving late or leaving class early shall be counted toward the maximum amount of time a student is permitted to be absent under this policy.
- A student is required to sign in and sign out at the main office when tardy and when leaving early.
- In the event a student exceeds the number of allowable hours the student will confer with the instructor. A meeting will be conducted with the director, instructor to discuss the number of hours missed by the student. At this time the student will present documentation relating to absences.
- Once the limit of allowable hours has been exceeded, the student may be withdrawn from the program.
- Once the limit of allowable hours has been exceeded, the student may be placed on probation with attendance monitoring. If the student cannot adhere to the policies as set forth in this policy the student will be withdrawn from the program.
- It is expected that students who are committed to the nursing program schedule appointments, and other obligations after class or clinical rotations. It is not acceptable to be absent from class due to appointments.

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- Students are encouraged to schedule appointments well in advance of class meetings and clinical rotations. This includes annual exams, dental exams, child care appointments.
- It is not acceptable to miss class due to child care issues, it is expected that the student make arrangements for alternative child care.
- It is the responsibility of the student to submit assignments to the instructor on the due date, late work due to an absence will result in points deducted from the work. The instructor reserves the right to not accept late work. It is at her/his discretion.
- Excessive absenteeism for any reason may result in the student being withdrawn from the technical program with the option to begin the program again in the next school term.
- It is the philosophy of the Giles County Technology Center that in order to become a nurse or nursing assistant an individual must commit to be in a structured learning environment for that profession.

It is the responsibility of the student to confer with the instructor to make an appointment to complete missed assignments and tests. Missed work will be completed before or after school. Class time is not taken to complete missed work.

Professional Disposition and Image

Introduction: Nursing and Therapeutic Service personnel are role models within patient care settings. The manner of dress, personal hygiene, appearance and general behavior, verbal and non-verbal will be appropriate for a professional setting. The studies related to professionalism indicate that a neat, clean appearance is a key to being seen as a professional. This policy is designed to provide flexibility to meet the needs of today's patient care provider for practicality, safety, comfort.

Standard: Students entering into the nursing program of instruction will maintain a professional appearance and will demonstrate professional behavior.

Appearance and Image

Policy

Students represent Giles County Technology Center and are expected to maintain a professional appearance and conduct themselves in a professional manner.

Procedure

Nursing students will:

1. Wear his/her complete uniform when in a clinical setting and as determined by the instructor.
2. Uniforms are to be laundered, without stains and ironed. (Includes Labcoats)
3. Maintain white nursing shoes. No tennis shoes or shoes that resemble tennis shoes are allowed.
4. Wear hair off the collar. If hair is long must be pinned in a controlled style off the collar. Pony-tails are discouraged. Hair should be neatly controlled.
5. Refrain from chewing gum in the clinical area and professional atmospheres.
6. Refrain from wearing nails long. Nail length should be at the end of the finger. Nails are to be free from dirt and debris. White or pink polish is allowed. Acrylic nails are not allowed.
7. Refrain from wearing jewelry except nursing watch, engagement ring, wedding band.
8. Wear a white lab coat with school insignia. All students must wear a lab coat with school insignia and name pin when entering a clinical facility. This includes preparation (pre-planning) activities.
9. Avoid contusions of the skin "monkey bites" that are visible.
10. Wear make-up that is complementary to your appearance. Avoid the use of heavy make-up and bold colors.
11. Wear white panty hose with a dress uniform.
12. Wear white knee-hi hose or white socks with pants. No anklets or footies.
13. Cover Tattoos that are visible.
14. Avoid facial and tongue piercing. Facial piercings to include tongue piercing or piercing of any sort are not allowed in the clinical setting. Two pair of pierced earrings is acceptable. Avoid dangling jewelry, this is a safety hazard.
15. A simple necklace is acceptable, avoid large necklaces, and dangling jewelry.
16. Beards, mustache must be kept clean and trimmed.
17. Maintain personal hygiene. The body is to be free from odor and from heavy perfumed scents. Breath should be free from a malodor; teeth and gums are to be clean. Students must have teeth and the teeth must be in a presentable manner.
18. Wear professional dress while on school/clinical activities. No shorts or jeans, mini skirts, or tight form fitting clothing is not to be worn. A white lab coat will be worn over street clothing.
19. Maintain acceptable school dress while in classroom study.
20. Wear appropriate under-garments, color or design is not to be visible.
21. Multi-colored hair is discouraged.

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It is expected that the above elements will be followed. A student who does not adhere to the policy will be asked to leave the clinical setting and will receive a zero for the clinical day.

Professional Behavior

The student will:

1. Refrain from arguing, using obscenities, and antagonizing each other.
2. Refrain from smoking while on hospital or school property.
3. Refrain from lying, cheating and stealing.
4. Refrain from alcohol and drug use.
5. Conduct himself/herself with dignity and respect **outside of classroom** and clinical areas of instruction.
6. Treat others with respect and dignity outside of classroom and clinical areas of instruction.
7. Meet financial obligations in a timely manner.
8. Refrain from cell phone use in the classroom and school setting, and while on school property. See GCTC Student Handbook for expansion of this policy.

Failure to follow these guidelines and guidelines found in the Giles County Technology student handbook could result in a reduction of grades, suspension and/or withdrawal from the program of nursing.

The instructor has the right to remove a student from the class or clinical setting at any time the instructor feels the student could cause harm to their self or others due to their behavior.

Physical Examination

Standard: It is the responsibility of the nursing program to enroll students that do not predispose a risk to the resident/patient.

Policy

All students entering the Nursing Assistant and Practical Nursing program of instruction will obtain a physical examination prior to entering the program.

Procedure

1. The physical form is to be completed prior to the first day of class. The student will not be admitted to class due to failure following instructions relating to physicals.
2. See Physical Form for GCTC.
3. Students that have entered the Nursing Assistant program and have advanced to Phase I of the Practical Nursing program as well as Phase II Students are required to get an updated PPD only. Adult students entering Phase I of the program are to obtain a complete physical.
4. Students who fail to bring proper documentation to Phase II will not be allowed to enter the clinical setting until all necessary documentation has been received.

Student Requirements

Standard: It is expected that the student entering the nursing program of instruction will obtain the necessary equipment to perform specific job tasks in the clinical area.

Policy

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The student will receive written instructions relating to the need for specific equipment in order to enter in to the nursing program of instruction. (See Welcome Letter and Expense Sheet)

Procedure

1. White Uniform with Blue School Shirt
2. White Lab Coat with School Insignia
3. White Nursing Shoes (Not to resemble tennis shoes, no tennis shoes allowed.)
4. White Hose/Socks
5. Stethoscope (Recommended)
6. BP Cuff (Optional)
7. Scissors
8. Pen Light
9. Cap (at the completion of Phase I)
10. Book Bag
11. Name Badge
12. Textbooks
13. Liability Insurance
14. Additional Uniforms if needed
15. Tuition (Adult Students)
16. ATI Learning Enhancement Fees

PN Graduates

1. School Nursing Pin
2. Nightingale Lamp
3. Fee for NCLEX – PN Review Activities
4. Fee for NCLEX Exam
5. White Uniform

Tuition

Standard: Giles County Technology Center has established guidelines for payment and reimbursement of tuition.

Policy

- See Payment Agreement in Admission Packet.
- See Tuition Payment Schedule in Admission Packet.

Resources, Classroom Facilities, School Activities

Phase I and Phase II classroom experiences are held at Giles County Technology Center. The center houses a complete nursing lab and classroom. The lab - clinical setting and classroom is equipped to provide the necessary instruction for students.

Phase I clinical rotation is completed at Carilion Giles Memorial Hospital. Phase II clinical rotation is completed at Montgomery Regional Hospital with Psychiatric nursing completed at Lewis Gale

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Behavioral Health and Geriatric nursing completed at Riverview Nursing Home and various other rotation sites throughout the New River Valley and Roanoke Valley.

Standard: Giles County Technology Center will provide facilities that meet federal and state requirements to include comfortable temperatures, clean, safe conditions, adequate lighting, adequate space to accommodate all students, and equipment needed including audio-visual equipment needed for simulating resident/client care.

Policy

The director will conduct an annual evaluation of equipment needs and submit information to the principal of the school.

Procedure

1. The director will discuss program needs with other faculty members and with the professional advisory committee. This will be done annually and as needed.
2. A list will be compiled and sent to the principal of the school.
3. The principal will approve or deny requests based upon financial status of the program.
4. Emergent needs are discussed as needed with the principal.
5. The library shall have resources that are current, pertinent and accessible to students and faculty and sufficient in number to meet the needs of the students and faculty.
6. Secretarial and other support is available to the nursing education program.

Conflict Resolution/Grievance Procedure

Standard: A record will be maintained which includes documentation relating to the complaints against the program.

Policy

Complaints will be reported to the director of the program and the principal. Complaints will be investigated and a plan of correction will be implemented as needed.

Procedure

1. A form will be completed as to include the specific complaint, who is involved, and the details of the event.
2. An investigative report will be completed.
3. A plan of action implemented as needed.
4. In the event that the director cannot resolve the conflict, the line of authority will be followed according to organizational structure of the institution.
5. See Conflict Resolution Form See Giles County Public Schools Policy and Procedure

Faculty and Staff

Director/Phase I Practical Nursing and Nursing Assistant Instructor

Lucas, C. Kay, R.N., M.Ed. - Graduate of Virginia Tech with a Master's Degree in Education focus is Career and Technical Education, Blacksburg, VA. Graduate of St. Joseph's College with a Bachelor's Degree in Professional Arts with a major in Healthcare Administration, Windham, Maine. Graduate of Wytheville Community College with an Associate's Degree in Applied Science with a major in Nursing, Wytheville, Virginia. Graduate of Giles County Technology Center School of Practical Nursing, Pearisburg, Virginia.

Instructor Phase II Practical Nursing

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Davis, Donna S. R.N. B.S.N. - Graduate of the College of Health of Sciences with a Bachelor's Degree in Nursing, Roanoke, Virginia. Graduate of Wytheville Community College with an Associate's Degree in Applied Science with a major in Nursing. Graduate of Giles County Technology Center School of Practical Nursing Pearisburg, Virginia.

Principal/Administrator

Fowler, Forest S., - Master's Degree and CAGS in Vocational Technical Education, Virginia Tech, Blacksburg, Virginia.
Bachelor's of Arts Degree in Industrial Arts Education; Fairmont State College, Fairmont, West Virginia.

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Practical Nursing Program Expenses

First Semester

Tuition
\$500.00
Textbooks
\$200.00
Name Pin
\$7.00
Stethoscope (depends on the quality of the stethoscope)
\$30.00 – 100.00
School Uniform/Watch with Second Hand
\$140.00
Nursing Shoes
\$65.00
Liability Insurance
\$17.00
Random Drug Screen
\$40.00
Learning Enhancement Fee (Technology Fee)
\$89.00
CPR Card – \$3.00
Note: A complete physical is required with immunizations.

Second Semester

Tuition
\$500.00
Textbooks
\$175.00
Nursing Cap
\$15.00
Learning Enhancement Fee (Technology Fee)
\$63.00

Third Semester

Tuition
\$500.00
Textbooks
\$250.00
Liability Insurance
\$17.00
Updated PPD
\$20.00 – \$25.00 Note cost will vary according to health care provider.
Learning Enhancement Fee (Technology Fee)
\$63.00

Fourth Semester

Tuition
\$500.00
Textbooks
\$75.00
Graduation Pin/Lamp
\$25.00 \$17.00
Learning Enhancement Fee (Technology Fee)
\$63.00
Graduation Uniform – Cost Varies

Note: Expenses are estimated costs and are subject to change.