

# *Green Country Technology Center*



## *LPN PROGRAM*

### *Instructors:*

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## *STUDENT HANDBOOK*

*Green Country Technology Center*

*P. O. Box 1217*

*1100 OK-56 Loop*

*Okmulgee, OK 74447*

*www.gctcok.edu*

*918-758-0840*

**MISSION STATEMENT**  
**PREPARING YOU FOR SUCCESS**

**BOARD OF EDUCATION**

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David Dykes–Vice President  
Marilyn Sulivant–Clerk  
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Campus Director – Ravonda Bethel  
Director of Nursing/HCP – Darlene Baker MSN, RN  
Director of Adult Training/BIS – Julie Roberds  
Financial Aid –Neesha Herring  
Counselor- Sheila Williams

**PHILOSOPHY**

**WE VALUE QUALITY THROUGH.....**

- Integrity by demonstrating commendable values and ethics through leadership in our programs.
- Attitude by our interest in individuals and willingness to go the extra mile for our Constituents.
- Modeling the desirable attributes of fairness, dependability and responsibility.
- Customer satisfaction by ensuring quality programs and services to our customers

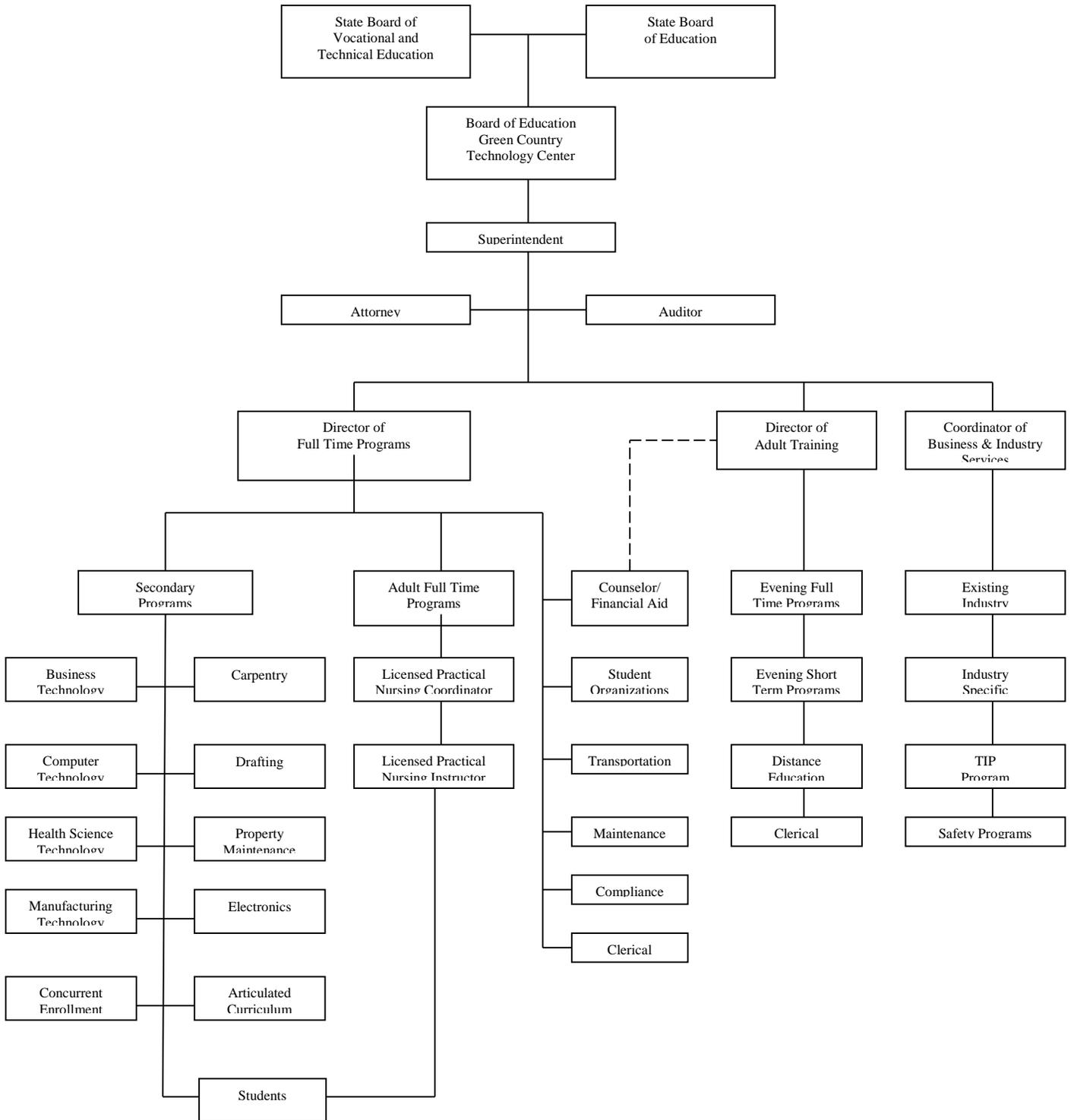
### **Advisory Committee**

Darlene Baker, RN, MSN Practical Nursing Director  
 Amie Underwood RN, MSN, Instructor  
 Chappell Chiles, BSN, RN, Instructor  
 Kelsa Driggars BSN, RN Instructor  
 Amanda Bray, LPN HCC I Instructor  
 Vernon VanMeter, Administrative Assistant  
 April Secor, Henryetta Medical Center  
 Vickie DeTurk, Henryetta Medical Center  
 Kristin Corbin, OMH Medical Center, Inc.  
 Torsha Baldwin, Highland Park Manor  
 Jonathan Clay, Mounds Public Schools  
 Jaimee Sizemore, Health Career Instructor TTC  
 Charles Meyers, RN, CNO Creek Nation Health Care Services  
 Emily Smith, Plantation House  
 Jennifer Sellers, MSN, RN Encompass Home Health  
 Debbie Baughman, Medical Records/Coding CNHCS  
 Tiffany Robertson, RN CNHCS  
 Brandy Tregasser, RN CNHCS  
 Kathy Roberts, RN Hillcrest Henryetta

### **Program Governance Committee**

Darlene Baker, MSN, RN	Practical Nursing Director, GCTC
Amie Underwood RN, MSN	Instructor, GCTC
Kelsa Driggs BSN, RN	Instructor, GCTC
Chappell Chiles, RN	Instructor, GCTC
Ravonda Bethel, MS, Ed.	Director, Full-Time Programs, GCTC
Vernon Van Meter Jr.	Administrative Secretary, Nursing
Charles Meyers, RN	Creek Nation Health Care Services
Krysten Maly, LPN	Creek Nation Health Care Services
Julie Bauer, LPN	DeVita Dialysis
Carla Hollier, LPN	Senior Star Assisted Living
Jayli Lee	Current Student

## GREEN COUNTRY TECHNOLOGY CENTER ORGANIZATIONAL CHART



## **ADULT EDUCATION**

### **Mission Statement**

The mission of the Practical Nursing Program at Green Country Technology Center is to prepare students to succeed in the diversified field of nursing.

### **Practical Nursing Beliefs and Philosophy**

The Practical Nursing Program defines philosophy as a system of principles and concepts that guides nursing knowledge. The program is designed to provide education for the student who possesses a desire to advance their personal and professional development. We believe that people are entitled to optimal health during their lifespan throughout all stages of development from birth to end stage life and that through dynamic nursing education we will build effective caregivers to promote optimal health.

We believe that optimal health is maintenance of one's highest level of functional life. Optimizing one's health does not only pertain to disease prevention and treatment, but include promotion of safety and security, psychosocial integrity, physical integrity, as well as one's spiritual integrity.

We believe that every human being is a unique individual molded by environmental and cultural influences, while having their own special needs in our diverse society. Each person possesses individual dimensional characteristics, which are unique to them and we as healthcare providers must assist them in reaching their life's full potential in both health and illness.

We believe that integration of our philosophies with those of our educational institution will help promote self-actualization in our students so that they will potentate their own unique abilities in the diversified field of nursing. Through good leadership, the sharing of our own unique nursing experiences, and a well formulated nursing education curriculum we will endeavor to promote fairness, integrity, dependability, and a keen sense of responsibility to our students and our students to mankind.

We believe that adult students are well oriented to life through their own experiences and possess the following attributes as learners. Instructor continually facilitates the learning environment taking these attributes into consideration:

**Adult students are motivated to learn.** Adults who choose to return to school after a time in the work place are typically ready to give the effort needed to benefit from classes for which they are sacrificing. Because of this, learning proceeds much more quickly and faculty do not have to spend valuable time urging students to attend to their work.

**Adults have learned discipline.** As a result of being in the work force and managing the complexities of both work and personal responsibilities, adults have developed a sense of discipline that serves them well in AE programs. Assignments can be completed well, within tight time frames despite busy schedules and varied responsibilities to work, family, church and society.

**Adults have broad life experiences.** Learning theory tells us we learn by relating abstractions to memories of past experiences. For example, a person who has experienced a work environment where they have been placed in a leadership or managerial position in the past is better able to absorb concepts of management and leadership. Drawing on a broad background of experiential knowledge allows adults to quickly grasp ideas.

**Adults desire relevance.** If a subject immediately relates to a current task or a contemporary problem, ears perk-up, and brains switch to high gear. Working adults encounter situations where their learning may be applied daily and thus are more motivated and better able to learn.

**Adults have developed skill in independent learning.** AE seeks to foster this skill. To succeed in life, adults have by necessity learned to seek information on their own from a variety of sources. Assuming this ability to independently gather and process information. AE can rely on students to grasp knowledge and skills on their own.

**Adults learn best when they are personally involved.** The more active people are in their own learning, the better the learning. If individuals are only called upon to listen to a “talking head,” little learning takes place. When learners interact in small groups, engage in role-play, prepare projects, and apply techniques in the clinical setting, the learning is deep and retention is long. For this reason, AE seeks to create situations for active learning.

**Adults have many insights of their own.** Experience is a tremendous teacher. As individuals go through life, they gain new perspectives and insights based on the events, which have occurred around them. When a group of adults with varied backgrounds, traveling and work experience gathers, the accumulated knowledge and wisdom is truly overwhelming. To rely solely on one faculty members’ thoughts for the content of a course would impoverish the educational experience. For this reason, discussion is valued more highly than lecture in AE classes.

**Adults can direct their learning to fill in gaps in their knowledge.** Reading and research outside the classroom allow students to fill in gaps between their current knowledge and the knowledge necessary to meet the objectives of the Practical Nursing program. Adults are able to recognize where there is still much to learn and have the discipline and learning skills to focus on those areas where they most need to concentrate.

**Adults learn well in groups.** Group learning is widely recognized as an effective learning process. Peers tutor each other in groups. There is emotional support in groups. Warm friendships develop in groups, resulting in a positive climate for learning. Ideas and learning, which would not have occurred individually, happen in groups as synergy is created. Weaknesses in one student are offset by the strength of others in groups. Teamwork, cooperation, and leadership skills are fostered within groups.

**GREEN COUNTRY TECHNOLOGY CENTER**  
**Practical Nursing Department**

**Conceptual Framework**

The Practical Nursing program at Green Country Technology Center defines philosophy as a set of principles and concepts that guides nursing knowledge. The framework of the nursing program is guided by the theoretical concepts of Abraham Maslow's Hierarchy of needs. Maslow believes that the basic need of individuals must be met before advancing to the more noble or lofty needs. The theoretical framework of the Practical Nursing program seeks to move from simple nursing concepts through more complex nursing skills.

Nursing knowledge is interwoven with nursing experience through integrating theory into practice. The theoretical framework moves from the simple nursing concepts to more complex nursing skills and is represented by **The Tree**. A seedling plant represents the new nursing student. For growth to occur, care through must be provided. This allows students to develop a firm foundation in nursing and is represented by the roots and trunk of the tree.

In conforming to Maslow's theory of basic needs, the Practical Nursing Program seeks to move from basic nursing concepts to more complex nursing skills. The Curricular format is modularized, and organized into separate courses. Students must successfully complete and pass each course in order to progress through the program. This allows faculty to evaluate the individual students in knowledge growth and skill competency, prior to advancement.

Students begin nursing by building the root system of the tree. There are 2 major sections to the root system including Concepts, and Anatomy and Physiology. The roots of the tree represent the basic framework for knowledge to be built upon. If the tree does not develop a good root system, the tree will die. The first section is Nursing Concepts, which introduces the student to adult learning and begins laying the foundation of basic nursing tools. Modules include: Learning, Communication, Professionalism, Teamwork, Health and Wellness, Adult Development, Nursing and the Law, and Health Care Systems. Prior to learning actual nursing skills, the students are introduced to the second section, Anatomy and Physiology (A&P) of the human body. This allows the student in identifying the function and structure of body systems, which are affected by various procedures performed in skills. A&P modules include: Organization of the Body, Chemical Basis for Life, Cells and Tissues, Integumentary System, Skeletal System, Muscular System, Nervous System, Endocrine System, Blood, Cardiovascular System, Lymphatic and Immune System, Respiratory System, Digestive System and Metabolism, Urinary System, and Reproductive System

Foundations of Nursing I and II provides the framework for the development of basic and advanced nursing skills. This framework is representative of the root system of the tree, and includes Pharmacology as well. Foundations I introduces students to the basic nursing skills needed to deliver safe effective care. Modules of instruction will introduce and prepare the student to perform therapeutic skills involving, assessment,

interventional treatment and diagnostic modes of nursing. Modules included in these areas are: Plan of Care, Admitting, Transferring and Discharging Patients, Assessment, Documentation, Basic Nutrition, Geriatric Care, Mobility. Pharmacology and Intravenous Therapy Skills, combine decision making skills and critical thinking with hands-on training to elevate the cognitive function of the student. Throughout the Pharmacology course medication calculation is emphasized. Modular instruction content encompasses Medication administration, Medication Research, and IV Therapy. Individual modules of instruction include: Medication Calculations, Oral/Topical Medication Administration, Injections, Researching Medications, Understanding IV Therapy, Initiating IV, Maintaining IV, IV Medications and Specialized IV Care. Now that students possess a basic understanding of body structures and functions, their learning can be expanded to include hands on skills needed to care for the client. Modules of instruction will introduce and prepare the student to perform therapeutic skills involving, assessment, interventional treatment and diagnostic modes of nursing. Modules included in these areas are: Plan of Care, Admitting, Transferring and Discharging Patients, Assessment, Documentation, Basic Nutrition, Geriatric Care, Mobility, Wound Care, Respiratory Skills, Digestive Care Skills Upper, Digestive Care Skills Lower, Urinary Care, Heat and Cold, Therapeutic Procedures and Surgery, Care for Dying Patient, Patients Experiencing Grief and Loss, Managing Pain, and Phlebotomy. The fourth section of the root system is Pharmacology and Intravenous Therapy Skills, in which medication calculation is taught as well as Medication administration, Medication Research, and IV Therapy. Modules include: Medication Calculations, Oral/Topical Medication Administration, Injections, Researching Medications, Understanding IV Therapy, Initiating IV, Maintaining IV, IV Medications and Specialized IV Care.

Didactic training of special areas such as nutrition is taught throughout the program. Clinical training is also introduced at this level. The student is first introduced to hands-on skills in the interactive simulation lab. Opportunities exist which allow the student to practice these skills and demonstrate competence to instructors. Once a skill is safely and effectively demonstrated the student is allowed to perform them in the clinical setting. This promotes confidence, safety and competency in the student. Introduction to nursing, Long Term Care, and Geriatric nursing is performed at this level.

Med Surg I allows the student to adapt and progress to more complex theory, the medical-surgical focus modules are instituted into the learning process. This is represented by the main sturdy limbs of the tree. Students learn disease processes, treatment/diagnostic modalities and associated nursing care. Med-Surg I consist of the Integumentary System, the Musculoskeletal System, both of which are the framework of the human body. In progression of the systems, the Respiratory, Cardiac, Vascular and Hematology systems are taught. Mental Health is also included in this level of instruction. Specific modules include Intro to psychiatric care environment, Psychiatric treatment team roles, Therapeutic communication, Psychopharmacology, Stress, anxiety and coping, Addictive disorders, Abuse and neglect, Understanding common mental health disorders, Depression, and Impaired cognition. Prior to attending advanced medical surgical and obstetrical rotations, it is imperative for the student to be able to identify and therapeutically interact with individuals with altered mental capacities. Students will learn to address mental health in a calm and prepared manner and will have

the opportunity to work with clients experiencing a range of illnesses from crisis to psychotic outbreaks.

The branches of the tree is represented in Med-Surg II, which is composed of the remainder of the Focus Units including, Immune, Sensory, Neurological, Digestive, Endocrine, Urinary, Reproductive, and Oncology units. Students are caring for clients with higher acuity levels and multi-system disease process. In the clinical setting identification of priority and outcome measurements become an intricate part of the student's performance skills. Continuing with the Focus units are the Maternal Child units which are composed of Antepartum, Intrapartum, Postpartum, and Care of the Newborn. Students learn about the development of a fetus in Normal Pregnancy and then proceed to Labor and Delivery and Postpartum care where most of the focus will remain on obstetrical clients. Caring for the Infant is taught so students can perform assessments and patient teaching on the newborn for the new mother.

Now the student is ready to begin the Pediatric units of instruction. This includes aspects Child and Adolescent Focus. Individual modules are Growth and development, Health promotion, Care of infant, Care of toddler, Care of preschool, Care of school age, Care of adolescent, Care of hospitalized patient. This prepares the student to complete a pediatric rotation in the Day Care setting.

Students are now incorporating nursing concepts, anatomy and physiology, disease processes and disorders while providing care and comfort to a variety of cultures across the lifespan.

Transitions of nursing practice are represented by the leaves of the tree. During this part of the nursing program, the students are completing leadership, and preparing to complete a 112-hour preceptorship. The NCLEX Assessment test, the NCLEX review and completing a portfolio are all part of Career Success that helps the student to refine and integrate theory into practice.

Students learn in a variety of clinical settings and are evaluated in each clinical experience as well as in theory. Students learn to identify and prioritize client needs and implement the appropriate intervention for the client. The student evaluates outcomes with the assistance and guidance from the faculty.

The student is therefore likened to a tree in the fact that they begin to form the foundation of nursing through Fundamentals of Nursing. This is the root system of the tree. Med Surg I and II, Mental Health, and Maternal/Child make up the core of the student nurse; represented by the trunk of the tree that provides the support and structure of the tree. Through applying theory to practice, the student matures in the nursing role, which is represented by the branches of the tree.

When the student completes the requirements for the program, and receives a nursing license, the tree begins to bloom, which is represented by the tree that is mature and in full bloom.

**GREEN COUNTRY TECHNOLOGY CENTER  
Practical Nursing Department**

**Curriculum Outline**

**Intro to Nursing**

- ❑ Adult Learning
- ❑ Communication
- ❑ Holistic Care
- ❑ Wellness
- ❑ Professionalism
- ❑ Nursing Ethics and Law
- ❑ Health Care Systems

**Anatomy and Physiology**

- ❑ Organization of the Body
- ❑ Chemical Basis for Life
- ❑ Cells and Tissues
- ❑ Integumentary System
- ❑ Skeletal System
- ❑ Muscular System
- ❑ Nervous System
- ❑ Endocrine System
- ❑ Blood
- ❑ Cardiovascular System
- ❑ Lymphatic and Immune System
- ❑ Respiratory System
- ❑ Digestive System and Metabolism
- ❑ Urinary System
- ❑ Reproductive System

**Fundamentals of Nursing I**

- ❑ Safety
- ❑ Asepsis
- ❑ Nursing Process
- ❑ Admitting, Transferring and Discharging
- ❑ Focused Assessment
- ❑ Documentation
- ❑ Basic Nutrition
- ❑ Geriatric Care
- ❑ Mobility

**Pharmacology & Intravenous Therapy Skills**

- ❑ Basic Pharmacology
- ❑ Dosage Calculations
- ❑ Administering Oral and Non-Parental
- ❑ Administering Injectable Medications
- ❑ IV Therapy
- ❑ IV Medication Administration and Specialized IV Care

**Fundamentals of Nursing II**

- ❑ Wound Care
- ❑ Respiratory Skills
- ❑ Digestive Care
- ❑ Urinary Care
- ❑ Heat and Cold
- ❑ Therapeutic Procedures and Surgery
- ❑ Care for Dying Patient
- ❑ Pain, Sleep and Comfort
- ❑ Phlebotomy

**Clinical Nurse I**

- ❑ Intro to Nursing
- ❑ Long Term Care/Geriatrics
- ❑ Medication Administration

**Med-Surg I**

- ❑ Integumentary Nursing
- ❑ Musculoskeletal Nursing
- ❑ Respiratory Nursing
- ❑ Hematology Nursing
- ❑ Vascular Nursing
- ❑ Cardiac Nursing

**Mental Health Concepts**

- ❑ Mental Health Care Environment
- ❑ Mental Health Disorders

**Clinical Nurse II**

- ❑ Adult Med-Surg
- ❑ Adult Med-Surg
- ❑ Mental Health

- ❑ Specialty Rotations as assigned

### **Maternal - Newborn Nursing**

- ❑ Reproductive
- ❑ Antepartum
- ❑ Intrapartum
- ❑ Postpartum
- ❑ Newborn

### **Pediatric Nursing**

- ❑ Growth and Development of the Pediatric Patient
- ❑ Wellness of the Pediatric Patient
- ❑ Integumentary System
- ❑ Musculoskeletal System
- ❑ Respiratory System
- ❑ Cardiac System
- ❑ Vascular System
- ❑ Hematology System
- ❑ Immune System
- ❑ Sensory System
- ❑ Neurological System
- ❑ Digestive System
- ❑ Endocrine System
- ❑ Urinary System
- ❑ Reproductive System
- ❑ Oncology

### **Med-Surg II**

- ❑ Immune
- ❑ Sensory
- ❑ Neurological
- ❑ Digestive
- ❑ Endocrine
- ❑ Urinary
- ❑ Oncology
- ❑ Reproductive (taught with OB)

### **Clinical Nurse III**

- ❑ Advanced Medical Surgical Nursing
- ❑ Maternal Child
- ❑ Pediatric

### **Leadership Transition**

- ❑ Nursing Leadership
- ❑ Employable Strategies
- ❑ NCLEX-PN Success

### **Clinical IV**

- ❑ Leadership
- ❑ Preceptorship

## **Licensed Practical Nurse**

### **Course: *Intro to Anatomy and Physiology***

Anatomy/Physiology is the study of the structural complexity of the human body and its intricate functional mechanisms. This course is taught as a laboratory science. Students will conduct scientific investigations and fieldwork using scientific knowledge and methodology that will enable them to make educated conclusions based on higher-level critical thinking and problem solving skills. The areas studied will be an integration of biology and chemistry and will include, but are not limited to: Organization of the body, Chemical Basis for Life, Cells & Tissues, Integumentary System, Skeletal system, Muscular system, Nervous system, Endocrine system, Blood, Circulatory system, Lymphatic & Immune systems, Respiratory systems, Digestive system & Metabolism, Urinary system, and Reproductive system. An emphasis should be placed on real-world applications and active-learning exercises should be included along with laboratory experiences.

120 Hours

### **Course: *Intro to Nursing***

This course focuses on use of nursing/related concepts by practical nurses as providers of care/members of discipline in collaboration with health team members. Emphasis is placed on the concepts of learning, teamwork, communication in nursing, human development, professionalism, health promotion, nursing ethics and law, and changing health care delivery systems.

56 Hours

### **Course: *Fundamentals of Nursing I***

This course is an introduction to nursing care. Topics include utilizing the nursing process, performing assessment/data collection, and providing patient education. Principles and skills of nursing practice, documentation, and an introduction to physical assessment/data collection are taught. Special topics covering the care of the geriatric patient, and general nutritional considerations for all age groups is also included. Emphasis will be placed on guiding the practical nursing student in developing critical thinking skills, demonstrating professionalism by maintaining confidentiality, recognizing legal/ethical responsibilities, acting as a patient advocate, maintaining positive patient/colleague relationships, and by implementing appropriate standards of care.

72 Hours

### **Course: *Pharmacology and Intravenous Therapy Skills***

This course provides instruction in basic pharmacology and medication administration skills, including IV therapy, as well as skills needed for safe and effective medication administration. Fluid and electrolyte balance will be included Content includes

components of medication preparation and administration including the essential knowledge needed to adequately contribute to the assessment and evaluation of the effect of medication on clients throughout the lifespan

68 Hours

**Course: *Fundamentals of Nursing II***

This course assists the student in advancing basic nursing skills developed in Fundamentals of Nursing I. The individual will continue to build critical thinking skills as advanced nursing skills are introduced and mastered. Topics of study will include nursing care of the dying patient, the oncology patient, the pre/post-operative patient, and the management of pain. Advanced nursing skills included in this course allow the student to evaluate outcome measurements, monitor for potential complications, and assist in the revision of the Plan of Care accordingly. Advanced skills include phlebotomy, digestive care skills, urinary care skills, wound care and respiratory management skills.

96 Hours

**Course: *Clinical Nurse I Intro to Nursing, Long-Term Care, Geriatrics, & Intro to Acute Care***

The PN student will provide comfort and assistance in performance of activities of daily living for patients with common non-complicated disorders. Data collection skills will be practiced. The student will assist the client and significant others during the normal expected stages of growth and development from conception through advanced old age. Experiences will be provided that will give the student the opportunity to reduce the patient's potential for developing complications or health problems related to treatments, procedures or existing conditions. Students will identify patient problems, identify appropriate interventions and evaluate nursing care to patients in both acute and extended care facilities.

104 Hours

**Course: *Medical Surgical Nursing I***

Building on concepts from previous courses, this course focuses on health management, maintenance and prevention of illness; care of the individual as a whole; and deviations from the normal state of health. The administration of client care includes using the nursing process, performing focused assessments, using critical thinking, and providing client education. The systems included are cardiac, vascular, hematology, respiratory, urinary, reproductive and endocrine. The concepts of client care; treatments, pharmacology, and diet therapy are included within each system. Content is presented from a client-centered approach based on Maslow's Hierarchy of Needs. Consideration is also given to the influence of spiritual and emotional needs, physical and mental adjustments and diversional and rehabilitative activities.

81 Hours

**Course: *Mental Health Concepts***

This course presents an introduction to Mental Health Nursing with a focus on the role of the practical nurse. The course begins with universal concepts needed in the care of clients experiencing a mental health alteration. An understanding of the health care needs of clients experiencing common mental health alterations is then built upon this foundation. The course concludes with mental health issues, as well as care needs, that frequently challenge the elderly.

42 Hours

**Course: *Clinical Nurse II  
Adult Medical Surgical, Mental Health, and Specialty Rotations As Assigned***

Adult Medical Surgical Clinical focuses on utilization of the nursing process in caring for acute care patients. The emphasis will be on prioritization, decision making, time management and critical thinking appropriate to the LPN's scope of practice. Students will identify patient problems, identify appropriate interventions and evaluate nursing care to patients in both acute and extended care facilities. As the student progresses, more complex patient situations will be presented and they will begin to function in a role independent of the instructor.

217 Hours

**Course: *Maternal - Newborn Nursing***

Maternal Newborn Nursing is designed to familiarize the student with the holistic approach to care for the antepartum, intrapartum, postpartum client and the neonate. The normal processes of conception, fetal development, labor and delivery, postpartum period, and family involvement will be included. The course includes the care of the normal client and newborn as well as those with complications.

42 Hours

**Course: *Pediatric Nursing***

At the completion of the course the student will be able to: relate normal growth and development, as well as, the physical, emotional and social needs of the pediatric client; apply fundamental nursing skills and principles in the care of the pediatric client and family; and describe various pediatric disorders.

54 Hours

**Course: *Medical Surgical Nursing II***

Building on concepts from previous courses, this course focuses on health management, maintenance and prevention of illness; care of the individual as a whole; and deviations from the normal state of health. The administration of client care includes using the nursing process, performing assessments, using critical thinking, and providing client

education. Systems include musculoskeletal, neurological, integumentary, sensory, immune, and digestive; including client care, treatments, pharmacology, and diet therapy are included within each system Content is presented from a patient client-centered approach based on Maslow's Hierarchy of Needs. Consideration is also given to the influence of spiritual and emotional needs, physical and mental adjustments, and diversional and rehabilitative activities.

96 Hours

**Course: *Clinical Nurse III***  
**- *Advanced Medical Surgical Nursing, Maternal Child, & Pediatrics***

Advanced Adult Medical Surgical Clinical is a continuation of the utilization of the nursing process in caring for acute care patients. Patients with multiple medical conditions will be assigned. The emphasis will be on prioritization, decision making, time management and critical thinking appropriate to the LPN's scope of practice. As the student progresses, more complex patient situations will be presented and they will begin to function in a role independent of the instructor. The PN student will participate in recognizing and providing care for clients with maladaptive behavior and assist with behavior management of the client with acute and/or chronic mental illness and cognitive psychosocial disturbances. Additionally, the PN student will participate in recognizing and providing care for clients with maladaptive behavior and assist with behavior management of the client with acute and/or chronic mental illness and cognitive psychosocial disturbances. The PN student will assist the client and significant others during the normal expected stages of growth and development from conception through advanced old age in the clinical environment.

224 Hours

**Course: *Leadership Transition***

This course is designed to provide concepts to be discussed in relation to the transition from student to Licensed Practical Nurse. Beginning organization and management skills are included. The student will participate in job readiness skills.

27 Hours

**Course: *Clinical Nurse IV***  
**- *Leadership & Preceptorship***

Leadership and delegation skills are enhanced as the student functions in the role of team leader. The course will prepare the student to independently assume the role of the LPN in professional practice; a preceptor rotation assists in the completion of this transition.

164 Hours

**TOTAL PROGRAM HOURS      1463**

## Green Country Technology Center Practical Nursing Department

Green Country Technology Center accepts adult learners on the basis of their qualifications. Decisions for admission are based on previous academic records, entrance testing, and work experience, completion of prerequisites and recommendations of individuals qualified to judge the student's potential in a vocational-technical setting.

The Practical Nursing program seeks students who are mature and highly motivated. A student who is not a United States citizen must submit a valid copy of a visa or permanent resident status during the application process. Applicants are required to complete the application, submit the required testing fee of \$30.00, and meet the minimal scoring requirements on the admission exam.

### Requirements for Admission into the Program:

- Official high-school transcript (from an OSDE accredited school) or GED.
- Certified Nurse Assistant/Long Term Nurse Aide Certification, (provide copy of certificate) or Medical Assistant (personal care training required)
- Current CPR Certification, BLS (American Red Cross or American Heart Association- provide copy of certification)
- Medical Terminology (provide copy of certificate)
- Basic Computer Operations, including Keyboarding & Word.
- **(These courses are available through Green Country's Short Term Adult Classes).**
- National Background Check (see Nursing Secretary)
- Immunization Record

### Highly Recommended:

- Phlebotomy
- Six months clinical experience in area of certification.
- Anatomy

#### Compliance Statement

It is the policy of Green Country Technology Center to provide equal opportunities for Title VI, Title IX, and Section 504 ADA without regard to race, color, national origin, gender, age, disability or status as a veteran in its educational programs and activities. This includes, but is not limited to: admissions, educational services, financial aid and employment.

#### Special Needs

Please contact Green Country Technology Center, as needed, to arrange any special accommodations or related services for students with disabilities to ensure their opportunity to participate in programs or classes held on our campus.

NOTE: Applicants who need information regarding the "Admissions Policy of Persons Judicially Declared Incompetent and of Persons Convicted of a Felony" may request a copy of the Practical Nursing Admissions Policy from the H.O. Department.

Web address:

[gctcok.edu](http://gctcok.edu)

Go to Full-Time programs and click on Practical Nursing

## **Admission and Enrollment**

A person is considered an applicant for the Practical Nursing program when an application has been completed and filed in the nursing department. No forms will be accepted without an application on file. An applicant will be eligible for consideration for admission into the Practical Nursing program when all prerequisites and testing have been completed at the acceptable level.

### **TRANSCRIPT:**

- Provide an official High School Transcript (transcript must be from an Oklahoma Department of Education accredited school) or GED with scores. Official transcripts must be sent from the high school to the nursing program.
  - Official college transcripts, if applicable, must also be sent from the school.
  - If home schooled, must obtain an Adult High Diploma from the Oklahoma State Board of Education.

### **ENTRANCE/ASSESSMENT TEST:**

- The test from Kaplan is a basic generalized test that measures the content area of Reading, Mathematics, Science, Writing and Critical Thinking. The test will be taken on computer in the Academic Career Center (ACC) at Green Country Technology Center.
- A minimal score of 60 must be achieved in the reading and math section, (this score may be updated based on trending data associated with NCLEX-PN success rates)
- A fee of \$50.00 must be paid prior to taking the exam. Each time the test is taken, the cost is \$50. The test may only be taken two (2) times with documented remediation between the tests.
- Testing will be offered Wednesdays at 8:00 am and 1:15 pm, by appointment only.
- The test may be scheduled by calling the ACC Coordinator at 758-0840, Ext. 249.

### **FINANCIAL AID:**

- A financial aid representative is available at Green Country Technology Center. For details regarding financial aid, please call 758-0840-ext. 229.
- You may also contact Workforce Oklahoma on the OSU-Okmulgee campus. (918-756-5761)

### **BACKGROUND CHECK**

- For protection of the public especially the elderly and the very young, you will be required to complete a Criminal History Report with Sex Offenders check and must be completed before being considered for the program.
  - Applicants must complete a Criminal History Request Form
  - Forms may be obtained on-line from the following web site. The cost is \$50.00
    - Web site: [www.certifiedbackground.com](http://www.certifiedbackground.com) (click on Students and type in package code. (GA18)
    - You will need a credit card or Cashier's check to purchase the background. Check.

### **IMMUNIZATIONS**

- To work in any of the clinical areas, it is required that the school has proof of your immunization on file. You will **not** be able to attend clinicals without proof of the following immunizations all of which must be current
  - TDAP, MMR or Rubella Titer, Varicella/Chicken Pox, Hepatitis B, and TB Skin Test
  - Flu (requirement of clinical sites)
  - Hepatitis A Vaccines are highly recommended

*All of these vaccines are available at your local Health Department*

**ACCEPTANCE:**

- Upon receipt of a National background check revealing no previous felonies and no arrests within the past five years, the application file will be reviewed for documentation of all pre-requisites, and required forms
- Applicants who have met the minimal score of 60 on the Kaplan Nurse Admission Exams required areas and who have a completed file with all required pre-requisites and documents will be considered eligible for admission to the PN program and will be notified by mail or phone
- A \$200 **NON-REFUNDABLE** deposit is then required to secure a place in the next available class. The deposit will be applied toward the first payment.
- **For advanced standing, contact the nursing department at 758-0840, ext. 261 or 251.**
- If a scheduled class is not full with 10 eligible students 45 days prior to the scheduled start date. Applicants who have scored a minimum of 50 on the Kaplan Nurse Entrance exam will be considered for admission. A score sheet will be utilized in order to rank these applicants and to compile an alternate list for each class following the score criteria.

**TUITION AND FEES:**

- Tuition of \$3657.50 is based on total program hours of 1463.
- Fees will be added to the tuition. Fees include: I-pad e-books, uniforms, supplies, organizational membership dues and other associated fees.
- The cost of the program is divided into four payments.
- **The first payment is due before the first day of school. A student may not attend school until the payment is made.**
- Tuition, fees, supplies and curriculum are subject to change with increasing cost and technology updates.

**DEADLINE:**

- In order to qualify for consideration, an applicant's files must be complete and contain the following
  - Application
  - Official transcript
  - Nurse entrance exam with required scores (remediation if applicable)
  - Proof of all required immunizations
  - Certificates for CNA and Medical Terminology
  - Current BLS (CPR) certification
  - National Background check with clear history (those with criminal history must schedule meeting with Director to ascertain if previous charges will interfere with acceptance)
  - Payment Verification Form signed by Financial Aid Counselor
- Deadlines for applications are as follows:
  - December 1<sup>st</sup> for the January Class
  - April 1<sup>st</sup> for the May Class
  - August 1<sup>st</sup> for the September Class

### **Health Form**

Students are required to have a physical exam prior to beginning school stating they are in good health. Forms may be obtained in the office of the nursing secretary. Health Forms are due the first day of school. Please note the exam must be performed by a licensed physician (MD or DO) or by a Physician Assistant or Nurse Practitioner. Students are required to notify their instructor of any change in health status, such as pregnancy or any illness chronic or acute which may interfere with the student's ability to perform in the clinical or classroom setting. If such conditions arise, students must obtain a release from their physician stating that no restrictions are necessary.

### **School Counselor**

A school counselor is available to students between the hours of 8:00 AM and 4:00 PM Monday through Friday or for individual counselor referrals if requested.

### **Employment Guidelines**

Students who are enrolled in, or have recently completed a nursing educational program and are employed by a health care institution, should review the guidelines for employment set forth by the Oklahoma State Board of Nursing (visit [www.ok.gov/nursing](http://www.ok.gov/nursing), click on Education link across the top and go down to Guidelines for Nursing Student).

### **Readmission to Program**

Students who have either failed, or been removed from the program will be considered for readmission with the following guidelines: The student must submit the following documentation within 2 weeks of the official drop date.

- Letter addressed to the readmission committee requesting readmission to the program, explanation of events or situations which contributed to failure, and reason committee should grant readmission.
- Self-Evaluation of performance within the program with plan of improvement

Upon receipt of all appropriate documentation, the readmission committee will review the applicants file, course grades, attendance, letter, self-evaluation, and plan of improvement. Students who are selected for readmission will enter at the level recommended by the readmission committee. For any transcribed grade less than 90% students must demonstrate competency of previously taught courses through advanced placement testing (see Advanced Placement Testing Policy). Re-admission into the program will be dependent on space available to accommodate additional students. If the number of applicants exceeds available space, the decision will be based on a ranking system. Please note that readmission with advanced standing must occur within 1 year of the official drop date, or the candidate must follow initial application guidelines. Re-

admitted students will be required to update their criminal background check and drug screen before the first day of class and should also check with the departmental secretary regarding currency of immunizations, TB skin test, and CPR certification. In addition, readmitted students will be responsible for tuition and all applicable fees.

### **Practical Nursing: Transfer Policy**

Students moving from another County or State may apply to transfer to the Practical Nursing program at Green Country Technology Center (GCTC). Applicants must meet requirements and an opening must be available before the transfer can take place. Students who have not attended school within 3 months of withdrawal from the previous class must start the program from the beginning. Requirements include:

- Grades: Passing with a B or better (86-94)
- Letter from the previous program Director stating the reason for leaving the program. (i.e. Failure, attendance, or behavioral problems).
- Complete all required criteria for GCTC; application, testing, criminal background check, HS transcript, Immunization records, current CPR, college and/or nursing transcripts (all information must be current at time applicant wishes to enter the program.)
- Students seeking advanced placement must validate nursing knowledge with an official transcript and skill verification form signed by the previous nursing/healthcare instructor.
- For any transcribed grade less than 90% or 3.0 students must demonstrate competency of previously taught courses through advanced placement testing (see Advanced Placement Testing Policy).

### **Pre-Nursing: Advanced Placement**

Advanced placement students for those documented as Health Careers Certification (HCC) students. Students completing the second year of HCC in the Pre-Nursing career pathway are eligible for advanced placement.

HCC students meeting all other requirements will be given first priority into the next available class. Requirements include:

- Good attendance (no more than 10 absences per year)
- Recommendation for admission from Pre-Nursing Instructor
- Successful completion of the pre-nursing courses with an 80% or better
- Nurse Entrance Test with established scores (currently set at 60)
- Application on file, Testing completed, background check complete without history of arrest, Immunization records current and on file, physical examination completed
- Demonstrate nursing knowledge with an official transcript and skill verification form signed by the previous nursing/healthcare instructor, or through written & skills testing

- Complete financial aid packet
- See Pre-Nursing Fee Sheet

### **Advanced Placement Testing**

Students seeking advanced placement to the Practical Nursing Program must demonstrate competency through comprehensive exams. There is a \$20 testing fee for each exam taken. These exams are divided into general topics and are established as follows

<b>COURSE FOR WHICH ADVANCED STANDING IS REQUESTED</b>	<b>REQUIRED EXAM</b>	<b>FEE REQUIRED</b>	<b>REQUIRED SCORE</b>
Intro to Nursing	Intro to Nursing	\$20	80%
Anatomy and Physiology for Practical Nursing	Anatomy and Physiology for Practical Nursing	\$20	80%
Fundamentals of Nursing	Fundamentals of Nursing	\$20	80%
Pharmacology and Intravenous Therapy Skills	Pharmacology and Intravenous Therapy Skills	\$20	80%
Med-Surg I	Med-Surg I	\$20	80%
Med-Surg II	Med-Surg II	\$20	80%
Leadership Transitions	N/A (advanced standing not allowed)	NONE	N/A

\*\*\* Required score benchmark may adjust according to attrition rates and NCLEX pass rates

## Financial Aid

Green Country Technology Center offers opportunities to meet financial need through grants. Students in the Practical Nursing program may receive financial aid for the 12 months of the program. Students applying for a grant must submit an application to the Financial Aid officer.

- ❑ Students must complete a minimum of 30 hours per week
- ❑ Day Class hours are Monday – Friday, 8:00 A.M. TO 3:00 P.M.
- ❑ Alternative Class Hours are Monday – Thursday 09:00 AM. – 6:00 P.M.

Forms for the following may be obtained from the Financial Aid officer:

- Physician’s Manpower Grant
  - for US citizens living in Oklahoma
  - must be accepted into the program
  - matching and non-matching funds
  - \$1000/year for 1 year
  - must work one year for the year of financial assistance
  - work obligation can be met in all OK medical facilities EXCEPT physician’s offices, proprietary home health agencies, private duty practice, research, federal facilities, and industrial or summer camp nursing.

PELL Grants are available for documented financial need. It is a federal entitlement program, which means that students who are determined to be eligible will receive a Pell award. After the Free Application for Federal Student Aid (FAFSA) is processed, a Student Aid Report (SAR) is sent directly to the student from the federal processor. The student must give the SAR to the Financial Aid officer before awards can be determined.

- The following web sites on the Internet provide an incredible amount of information about financial aid for school, where to find it and how to get it.
  - <http://www.finaid.org>
  - <http://www.studentservices.com/fastweb>
- A file is complete when the Financial Aid officer receives the SAR and if chosen for verification, tax returns and a verification worksheet. When the student’s financial aid file is complete, an award letter will be issued. The award letter will indicate everything for which the student is eligible. Any financial aid received by the school for the student will be applied to the account balance. The funds will be disbursed upon the discretion of the school.
- Workforce Oklahoma (OSU-Okmulgee Campus)
  - 1801 E 4th. Bldg. 216
  - 756-5791
  - Provides employment and unemployment services as well as those services offered by DHS & JTPA.

### **Students Right to Privacy**

The school complies with the Family Education Rights and Privacy Act of 1974. This law protects the rights of students to review their own records and to challenge any of the content of the record. Grade records, personal records and discipline records are kept in the office of the Practical Nursing Director. Financial records are kept in the office of the school counselor/financial aid officer. Students may request access to these records in these offices.

The law also protects students from the unlawful disclosure of information about their academic performance, personal school discipline or financial status.

### **Tuition and Fees**

Tuition and Fees include a Non-refundable deposit, tuition and fees. The fees cover most supplies for the year. The tuition for the year is \$3657.50. Tuition is divided into four (4) payments. All fees except graduation, NCLEX fees are due before the first day of class. Other fees will be due on the third payment.

- No student may attend classes until tuition and fees are paid. Payment may be made in cash or by check.
- A \$ 200.00 **non-refundable** deposit is due as soon as the applicant receives a letter of acceptance into the nursing program. This deposit secures the student's place in the class and is applied to the first payment.
- Students who successfully complete 2 years of Health Career Pathway at GCTC will have \$200.00 deducted from their last payment.
- Dates of payments for tuition and fees will be given to each student upon acceptance to the program:

### **Full Time Students**

A payment schedule will be provided for each student. For current pay schedule see Nursing Administrative Assistant.

Payment is due in full before each payment day. The receipt of payment must be given to the Director of Practical Nursing in order to be allowed to continue in the program. All payments must be made in full before completion of the program.

Practical Nursing students may be refunded the unused portion of any tuition, in excess of the \$200.00, according to the following scale:

- If written notice of cancellation is made prior to the beginning of classes, 100% of tuition charges will be returned, *less the \$200 deposit*.
- Within the first 15 days of scheduled class time (including orientation and I-Pad training), 75% of the **tuition** will be refunded.
- After the 15<sup>th</sup> day of scheduled class time, NO tuition will be refunded.
- **Cost of books, uniforms and other fees/supplies are non-refundable.**

### **Right Reserved to Change**

The right to alter course content due to rapid changes in technology is reserved. All such changes are effective at such times as the proper authorities determine. The curriculum will be completed in the order established by Green Country Technology Center.

### **Sexual Harassment**

Green Country Technology Center expressly prohibits sexual harassment toward any employee or student by any employee or student or any person who has business or educational contact with the school (Guidelines available through Administrative Office).

### **Books and Supplies**

Books and materials will be provided for each student and will be given to the student the first week of school after all fees and tuition has been paid. Students are responsible for maintaining the integrity of all learning materials and to replace those, which are destroyed. Reference books are available to the students for use while on School Campus. Instructors may assign a reference to students on an individual basis. Students are responsible for any and all materials assigned to them and must return, or replace the item prior to graduation, or at the instructor's request.

### **i-Pad Policy**

I Pads are purchased from Green Country Technology Center (GCTC) Practical Nursing program. The I Pad will be used in class and in the clinical area and becomes the property of the student. The student is responsible for maintaining the proper operation and function of the I Pad. GCTC is not responsible for lost, stolen or damaged I Pad's. The I Pad is not to be used in a testing area. Students are required to have in their possession the fully charged and functioning I Pad at all time. Failure to do so will result in the student being dismissed from the classroom or clinical site and an absence being charged to the student. If the I Pad is lost or damaged, it is the responsibility of the student to repair or replace the unit at their own cost. Upon approval of the clinical instructor and the Program Director, books may also be purchased as replacement for all lost materials. Students will have access to 3G service while attending the PN program. Upon dismissal from the program either by graduation, insufficient grades, excessive absences, or failure to adhere to program policies, 3G service will be immediately terminated

### **Care of i- Pad**

You may purchase a case/cover for your I Pad but remember you will be taking the I Pad to clinical and you should make sure the cover is professional. It should be presentable to take into any institution you are completing clinical in. The I Pad screen can be scratched or damaged so take care in cleaning the screen and do not place pressure on the screen.

- Clean with a soft, dry anti-static cloth.
- Charge each night before coming to class and/or clinical.

- Photos of patients are not allowed.
- Do not discuss clinical on social networks (see social networking policy).

### **Statement of Understanding**

Students will be oriented to the nursing program and review the handbook during orientation. Any questions will be answered during this time. A statement of understanding will be placed in the students file in the office of the nursing secretary.

### **Classroom Attendance**

Attendance for the Modified Nursing program is based on seat time of 30 each week. Students are expected to comply with these hours. The day class will attend class Monday through Friday from 0800-1500 alternative hour students will attend class from 0900-1800 Monday through Thursday. Scheduled clinical times may vary according to availability of clinical sites, but are usually 0630-1500 Tuesday-Thursday. A student may only have **10 absences** during the course of the 12-month program. The eleventh (11) day missed will warrant dismissal from the program for failure to comply with hours. Students attending as advanced placement and attending the program less than one (1) year can accrue one sick day per month during their attendance in the program. (Ex. Pre-Nursing students accepted into the nursing program will have will have 9 days absence and on the 10<sup>th</sup> day will be dismissed from the program). Students are required to be in their seats and ready to work at the designated class start time. Failure to comply will give the students a tardy for the class. Three tardies equal one absence.

Students are expected to exhibit good work ethics in both the classroom and clinical settings. It is imperative that students be at the appropriate clinical site at the designated time. In the event a student is ill or late, the student will notify the clinical instructor as well as the clinical site. Students exceeding the allowed number of absences will be dismissed from the program.

### **Classroom Availability**

Classroom, audiovisual, computers, and reference materials will be available to students during assigned class time:

January Class	0730 – 1600 Monday - Friday
May Class	0730 – 1600 Monday - Friday
September Class	0900 - 1800 Monday – Thursday

Exceptions include scheduled holidays/breaks, professional days, and inclement weather.

### **Clinical Attendance**

Students are expected to exhibit good work ethics in the classroom and the clinical setting. It is imperative that students be at the appropriate clinical site at the designated time. In the event a student is ill or late, the student will notify the clinical instructor as well as the clinical site. Clinical absences may require make-up depending on the nature

of the clinical missed. Most clinical rotations are scheduled during day hours 0630-1500 to provide the student with the most learning opportunities. Occasionally adjustments may be made to meet learning objectives

### **Leave of Absence**

If a student is able to prove medical need and has a physician's statement, a leave of absence may be granted for medical reasons. The duration of the leave is not to exceed 60 calendar days.

### **Classroom/Clinical Tardy**

Being on time is very important in the nursing profession and is a habit that must be established. A tardy is defined as arriving late or leaving early. The policy on tardiness is:

- three (3) tardies are equal to one (1) day of absence
- any time missed greater than 60 minutes will be calculated as ½ day absence
- a student not ready to begin work at the beginning of shift or class after lunch and breaks will be counted tardy

### **Grades**

Assessment of a student's grade in each module will be based upon assignments, quizzes, daily grades and comprehensive unit exams. Assignments are given a pass or fail and exams comprise 100 % of the grade. The following grading scales and procedures will be used in determining the evaluation of the student.

100-93	A	Superior
92-86	B	Above average
85-80	C	Average
< 80	F	Failure for PN

- The student must score 80% or above on each course and 85% on clinical grades.

### **Scheduling Test, Skills Check-off, Clinicals**

Students are responsible for scheduling missed exams. All exams must be scheduled within one week (5 class days) of the missed test. Students may or may not be given the same test.

### **Progression and Promotion**

The integrity of the program demands that core requirements be met. In keeping with the conceptual framework of progressing from simple nursing concepts to the more complex, students are required to complete a unit of instruction prior to progressing to the next unit of instruction. A unit is not considered finished until skills check off is completed.

Clinical rotations are attended after successful completion of didactic training, including when applicable successful skills checkoffs.

### **Preceptor Policy**

Clinical Nurse IV contains the student's final clinical component called the Preceptorship. This rotation is designed to allow the student a smooth transition nursing school to the real-world of nursing. Students must have completed all didactic, skills and clinical courses prior to attending the preceptorship. Preceptors are selected based on demonstration of willingness to work with students and must be in good standing with the OBN. At least one year of clinical experience is required as well. A preceptor orientation packet is given and reviewed by the preceptor, instructor and director

### **Kaplan Exams**

Students will complete Comprehensive Integrated exams periodically throughout the year on specified subject content. Students have access to the Kaplan website to prepare for integrated testing. The test will help identify weak areas of content for the student. Practice tests are available and students may take the test as many times as they desire. Students are expected to remediate the material and receive satisfactory mastery of the material. Students will take an LPN Exit Exam upon completion of the LPN program. Students must score 60% or above on the exit exam to successfully complete the testing program (this score may be adjusted upon updated research and trending). Students who do not score the minimal requirements on the first attempt, must complete a remediation program and test again. Transcripts will then be sent to the Board of Nursing after this requirement has been met. Students will be responsible for any monies due for repeated testing. Included in the Kaplan course is an NCLEX review that will be completed on-line at the end of the course. . The student will take the exit exam after the review course has been completed. A test bank of review questions will be available to the student.

### **Grade Reports and Transcripts**

At the end of each Course, grades are entered on the student's transcript. Transcripts will reflect the grade received for the course

Each student's progress will be evaluated at the end of each course. Students will be required to complete a clinical performance self-evaluation providing documentation and support for their evaluation (see clinical syllabus). The clinical grade must be an 85% or above to progress to the next level.

Requests for transcripts must be submitted in writing and signed by the student. All accounts must be paid in full to receive a transcript.

An official transcript will be available and sent upon request. Transcript requests must be made in writing or in person to the Practical Nursing Director and include the name and address of the institution the transcript is to be sent. Official transcripts must be sent

directly from Green Country Technology Center to schools, employers, etc. Transcript fees are \$3.00 each. Students will receive three (3) transcripts at the completion of the program.

### **Incomplete Grades**

Students are expected to complete the requirements for each module by the time designated. There may be instances when circumstances or events prevent the student from completing the module requirements in a timely manner. In these rare situations, a grade of “I” (Incomplete) may be issued but only after completing the following:

- The Practical Nursing Director must give approval for an “I”. Because “Incompletes” are granted only for extenuating circumstances, the student’s grade will not be penalized.
- A student who receives an “Incomplete” has 3 weeks to complete the course requirements and turn them in to the instructor.
- If, at the end of the 3-week extension, the student has failed to complete the course requirements, the “I” becomes an “F”.

### **Clinical/Classroom Assignments**

1. Clinical assignments must be turned in to the clinical instructor at the designated time. Failure to do so will result in a grade of zero, unless prior arrangements are made with the instructor.
2. Written assignments must be legible and neat and written in black ink.
3. Daily written or computer based assignments must be turned during pre-conference or as specified by the instructor. Failure to do so will result in the student being dismissed from the clinical site with a Clinical Deficiency Action slip. The student will be placed on probation for violation of the Nurse Practice Act and an absence will be recorded for the day. (See Student Handbook, pg. 19)
4. Students are responsible for conducting post conference. The instructor will facilitate the students.
5. Assignments will be graded according to Rubrics designed specifically for each Assignment
6. Homework assignments are due at the scheduled time stated on the clinical LAP sheet. All papers will have 5 points taken off for each day the paper is late.
7. Students are to carry out nursing duties in accordance with the assignment for the shift.

## Library Services

The Practical Nursing Program has an extended supply of Reference Books available for use in the classroom. Students are welcome to use these books during class hours.

**Reference Texts may not be checked out to the student.** Instructors may assign reference books to students on an individual basis. Books that are not returned will be charged to the student. The Student will be charged what it cost to replace the book

## Cheating/ Honesty

Students are expected to exhibit honesty in the classroom, in homework, in papers submitted to the instructor, and in quizzes and tests. Any deviation from ordinary standards such as the permitted use of notes for an examination, or an “open book” test should be stated clearly by the instructor.

Cheating is defined as submitting work for academic evaluation that is not the student’s own, copying answers from another student during an examination, using prepared notes, or materials during an examination, or other misrepresentation of academic achievement submitted for evaluation and a grade.

**Students may not have cell phones, iPad, or any electronic Devices in their possession during test times. Cheating on exams will warrant dismissal from the program.**

**Plagiarism** in research writing is considered cheating. **Plagiarism** is defined by the MLA (Modern Language Association) handbook as “the act of using another person’s ideas or expressions in writing without acknowledging the source...to repeat as your own someone else’s sentences, more or less verbatim.”

Students are expected to submit only their own work. They are expected to give credit when borrowing, quoting, or paraphrasing, using appropriate citations (see Appendix F).

**Examples of plagiarism include**, but are not limited to the following:

- Copying all or part of a theme, examination, paper, library reading, report, or other assigned written work from another person’s production.
- Submitting as one’s own work that which was wholly or partially done by another so as to appear to one’s instructor as more accurate or skilled in one’s work than one actually is.
- Quoting material from a source without proper documentation.
- Summarizing or paraphrasing from any source without proper documentation.
- Misrepresentation of documentation or resources.
- Using in reports or book reviews the opinion of a professional literary critic or of a friend as though it were one’s own original thought.
- Submitting homework answers copied from another without explicit permission from the instructor.

- A student apprehended and charged with cheating, including plagiarism, during his/her time in the Practical Nursing program is subject to the following discipline:
  - First incident of cheating will result with a 0 on a paper or exam;
  - Second incident of cheating—failure in the unit involved; dismissal from the program

Because the matter of cheating cumulatively leads to dismissal, faculty is required to report each case to the Practical Nursing Director.

### **Code of Conduct for Internet / Computer Usage**

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Green Country Technology Center has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. We firmly believe that the valuable information and interaction available on the world-wide web network far outweighs the possibility that users may procure material that is not consistent with the educational goals of Green Country Technology Center.

Internet access is coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical, and legal utilization of the network resources.

If a Green Country Technology Center user violates any of the provisions, his or her access will be terminated and future access could possibly be denied. The signature(s) who signed has (have) read the terms and conditions carefully and understand(s) their significance

#### **Terms and Conditions**

Acceptable Use-the purpose of the NSFNET (National Science Foundation Network), the backbone to the Internet, is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. **The use of your access must be in support of education and research and consistent with the educational objectives of Green Country Technology Center.** Use of other organizations network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, the following: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for product advertisement or political lobbying is also prohibited.

Privileges- The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each student who receives access will

be part of a discussion with a faculty member pertaining to the proper use of the network. The system administrator will deem what is inappropriate use and his/her decision is final. Also, the system administrator may close access at any time as may be required. The administrator, faculty, and staff of Green Country Technology Center may request the system administrator to deny, revoke, or suspend specific users' privileges.

Netiquette-You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not get abusive in your messages to others.
2. Take pride in communications. Check spelling and grammar.
3. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, symbols, or pictures. Illegal activities are strictly forbidden.
4. Protect password confidentiality. Passwords are not to be shared with others. Using another user's account or password or allowing such access by another may be permitted only with the approval of the supervising teacher or system administrator.
5. Users shall respect the privacy of others and not read the mail or files of others without their permission. Copyright and licensing laws will not be intentionally violated.
6. Do not reveal your personal address, phone number, social security number, or credit card numbers, or those of fellow students, school personnel or other individuals
7. Do not send messages that contain false, malicious, or misleading information, which may be injurious to a person or a person's property.
8. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do not have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
9. Do not use the network in such a way that you would disrupt the use of the network by other users.
10. The district technology is not to be used for playing multi-user or other network intensive games, commercial ventures, Internet relay chat lines, or downloading excessively large files.
11. No charges for services, products, or information are to be incurred without appropriate permission.
12. All communications and information accessible via the network should be assumed to be private property.
13. Violators of this policy shall hold the district, including its employees and agents, harmless against any and all causes of action, damages, or other liability resulting from the willful or negligent violation of this policy.

### **Academic Grievance and Appeal Policy**

Students must begin with the awareness that the program follows generally accepted vocational-technical practices in the development of academic policies, the operation of

classrooms, and use of grading techniques.

A student that has a grievance related to a course grade will follow the following procedures for resolution:

If the student feels that an instructor has not followed fair practice nor followed the program grading policy, the following procedures should be followed

### **Informal Complaint Procedure**

- ◆ The student should contact the instructor involved in the incident or assigning the grade for a full explanation.
- ◆ If there is no resolution of the problem, the student may request a review with the Director of Nursing/HCP.
- ◆ The Director of Nursing/HCP will notify the faculty member of the grievance and its nature and seek to mediate the dispute through the following steps:
  - A. Informal discussion of the facts of the case seeking resolution within fifteen working days.
  - B. The Director of Nursing/HCP will determine whether all parties have followed the policy of the program.
  - C. If the dispute concerns a grade by one instructor, the Director may request that another instructor review the grade.

**If the student is not satisfied with this informal process, the formal process may be initiated.**

### **Formal Complaint Procedure**

- A formal procedure may begin by submitting a written grievance form within 30 days of receiving the complaint. The written complaint should be given to the Practical Nursing Director, who will review and submit a written response within 15 working days.
- If a resolution is not reached, the second step is to submit the written complaint to the Campus Director, who will review and submit a response within 15 working days.
- If a resolution has not been reached at this point, a written complaint may be submitted to the Superintendent, who has 15 working days to reply.

**Any other problems in the classroom may be resolved following the same procedure.**

### **Student Withdrawal**

A student may withdraw from the Practical Nursing program by submitting a written request to the Director of Practical Nursing. Withdrawing from the program without obtaining permission may result in an “F” for the module/s that is currently being taught.

If a student officially withdraws after a module has started, a grade of “W” will be

assigned. A “WF” is assigned if the student is doing failing work at the time of withdrawal. Grades in the completed modules will remain on the student transcript. Students will come under the program requirements in force at the time of their reentry.

### **Participation in Graduation Exercises**

If a student has successfully completed the Leadership Rotation and is beginning the Preceptorship, the student is eligible to participate in the graduation exercise. Credentials will be awarded when all requirements for the program have been met. All accounts must be paid in full to receive a certificate and/or transcript.

### **Classroom Environment/Conduct**

GCTC is a vocational-technical school that upholds high standards of personal and professional conduct. Such standards include a classroom environment that promotes a positive learning environment and a professional instructional climate. Students are encouraged to conduct themselves in a professional manner with respect for the rights of both students and faculty. The school representatives reserve the right to act in situations where student behavior violates established policy or detracts from the ability of students or faculty to function effectively in the classroom. Such action may include disciplinary procedures issued by the faculty or may lead to dismissal from the program.

Students may not text or have cell phones visible during their time in school. Anytime a cell phone is seen or heard ringing at school, the student will turn the phone in to the instructor until the end of the day. The phone will be returned after class. The second time a phone is seen or heard or texting, the student will receive a written warning and the third time a student text or uses the phone in any way, the student will be dismissed from the nursing program.

### **Team Work**

The sports world is not the only place where teamwork holds an important position. Global competition and accelerating change have made the corporate pyramid obsolete. Organizations seeking to improve quality and ability have replaced whole levels of management with self-managing teams. For this reason, the skills needed for teamwork are at a premium in the workplace.

A team is essentially a small number of people with complementary skills who are committed to a common purpose, set of performance goals, and approach for which they hold themselves mutually accountable. But a team is more than just a collection of individuals. A true team develops almost an organic quality of its own. The synergy produced through interchange around a common goal should exceed what a group of individuals might achieve working independently. Thus, there is a significant difference between the product of a well-functioning team and the product of a work group where a piece of the problem is assigned to each member.

Green Country Technology Center currently utilizes study groups and group projects in its curriculum because we recognize the group process can add substantially to learning, especially for adult students. Students working in groups are able to take on larger projects than they would be able to as individuals. Not only is learning enhanced through this method, but students also have an opportunity to hone their teamwork skills. Faculty will be present to facilitate the curriculum. We feel an education, which neglects this vital area, is incomplete. Individuals who work effectively in teams are characterized by the following:

- Able to take responsibility for the success of the entire team and not just their own success.
- Able to hold both themselves and the group accountable for mutually agreed upon goals.
- Able to negotiate goals and ideas in a team setting.
- Skilled in listening.
- Skilled in building on the ideas of others in a creative fashion

### **Independent Study Groups**

The faculty encourages students to form study groups that will meet occasionally after school. A study group is comprised of teams of 3-5 individuals who meet weekly for class assignment preparation, group projects, and team presentations.

### **Change of Address/Personal Information**

**Students must notify the Practical Nursing Secretary of any change of address, telephone number, or name during the year so that records can be maintained correctly.**

### **Personal Appearance**

The administrative and instructional staff at Green Country Technology Center, in addition to teaching marketable skills, contend that the school should help students realize that employers and society in general, demand personal characteristics in an individual, such as being punctual, neat and clean.

To develop professional appearance, all students should be clean and neatly groomed at all times. Tank tops, midriff tops, halters, see-through blouses, low rider jeans, or clothing with offensive lettering are not allowed. Hair color can only be of a natural hair color. No pink, purple, green, etc. is allowed. No piercings other than in the ear lobes will be accepted. Students who do not comply with these rules will be suspended until the problem is resolved.

Casual professional clothing, with a lab jacket and nametag must be worn to the clinicals

areas when making patient assignments

### **Clinical Appearance**

The student uniform has been designed to provide neat, comfortable, and convenient attire, which identifies the individual as a student from **Green Country Technology Center**. Students are responsible for replacing any uniforms that becomes stained, torn, or that does not fit properly.

The complete student uniform includes:

- Official School uniform
- Plain white leather shoes (physician authorization for other shoes required), **white socks/hose**.
- Official school nametag must be worn at all times on the uniform/lab coat.
- **Lost name tags must be replaced immediately at the student's expense.**

The following are considered part of the school uniform and should be with you during clinical hours.

- Watch with a second hand
- 2 or 3 Pens with black ink (no felt tipped pens)
- Bandage scissors
- Stethoscope
- Hemostat
- Pen light
- I- Pad
- Pocket notebook
- Safety goggles
- Fully charged I-pad

The student will be responsible for the following principles of hygiene and etiquette. Failure to follow these principles **will** result in dismissal from the clinical area with a clinical deficiency action slip and will be considered absent for the day

**Personal hygiene.** Neat, clean, professional appearance. This includes the appropriate use of make-up for females. Uniform must be clean (laundered daily), pressed and free of stains.

- **Hair** must neat, clean and pulled back away from the face. Hair should not fall forward when bending/leaning over. Shoulder length hair must be pinned up or back. **Ponytails must be contained as to not fall forward onto hospital work environments or patients, No elaborate ribbons, decorative combs, clips or headbands are allowed.** Male students must be clean-shaven. Beards and/or mustaches must be neatly trimmed.
- **Jewelry:** may wear small stud earrings, (one pair in earlobes only) watch, and a plain gold wedding band.

- **Nails:** Short and well filed; **no** colored nail polish allowed.
- **Footwear:** Shoes and laces clean and polished. Socks/hosiery clean, white, free from runs/holes.
- **Uniform:** Not to be worn outside the clinical area. (Exception; wearing uniform to school when necessary). Lab Jacket, and plain white or black shirt under scrub top. No other type of shirt or jacket can be worn other than the ones issued. Appropriate foundation garments **must** be worn. **Students will not chew gum**, wear perfume, after-shave/cologne, or wear jewelry other than that listed above.
- **Tattoos must not be visible.**

### **Chemical Use**

State Law prohibits smoking or smokeless tobacco products (including vapor or e-cigarettes) anywhere on the GCTC Campus. Alcoholic beverages, illegal drugs, and firearms are not permitted on the premises or at any school-sponsored activity. In addition, Practical Nursing students are required to undergo drug screens prior to attending any clinical rotation.

The unlawful or improper presence or use of illegal or controlled substances, or an arrest for DUI or possession of drugs or paraphernalia during their tenure in the nursing program at Green Country Technology Center, will be immediately dismissed from the program. GCTC adheres to current Federal and Oklahoma State Laws concerning illegal and controlled substances.

### **Students Right to Privacy**

The school complies with the Family Education Rights and Privacy Act (FERPA) of 1974. This law protects the rights of the students to review their own records and to challenge any of the content of the record. Grade records, personal records, and discipline records are kept in the office of the Director of Nursing/HCP / secretary. Financial records are kept in the office of the school counselor/financial aid officer. Students may request access to these records in these offices

### **Drug Screening Policy**

Clinical sites that require drug screens and Federal background checks for their employees, are also requesting students complete the same requirements. The drug screens will be done randomly where a contract can be obtained for this procedure. Drug screen results are sent to the Director of Nursing/HCP and will be kept confidential. Students may discuss the results with the Director if they wish. A student may refuse to complete the drug screen, but will not be allowed to attend the clinical site. This will affect the student being able to fulfill all of the required components of the program. Applicants must complete federal. check and have it faxed to the school before being considered for the program.

Current Federal and Oklahoma State Laws are followed concerning illegal and Scheduled

substances (drugs). The unlawful or improper presence or use of illegal or controlled substances will warrant dismissal from the nursing program. If a student exhibits behaviors that indicate substance abuse in any form, or if a faculty member or the director receives a report of questionable activity, the student will be required to obtain random drug screens at his/her own expense. The Texas Peer Assistance Program for nurses lists the following behavior patterns as warning signs that a nurse may be impaired by chemical dependence or a mental health disorder. Those behaviors include;

#### **Alcoholism**

- Irritability, mood swings
- Elaborate excuses for behavior, unkempt appearance
- Blackouts (periods of temporary amnesia)
- Impaired motor coordination, slurred speech, flushed face, bloodshot eyes
- Numerous injuries, burns, bruises, etc., with vague explanations of the same
- Smell of alcohol on breath or excessive use of mouthwash or breath mints, etc.
- Increased isolation from others

#### **Drug Abuse**

- Rapid change in mood and/or performance
- Frequent absence from unit; frequent use of restroom
- May work a lot of overtime, arrive early, and staying late
- Increased somatic complaints, requiring prescriptions for pain medications
- Consistently signs out more or larger amounts of controlled drugs than anyone else
- Often volunteers to medicate other nurse's patients
- Patient reports that pain medication is not effective or they are not receiving the medication.
- Excessive discrepancies in signing and documenting controlled substances.

#### **Mental Health Disorders**

- Depressed, lethargic, unable to focus or concentrate, apathetic
- Makes many mistakes
- Erratic behavior or mood swing
- Inappropriate or bizarre behavior or speech
- May exhibit some of the same characteristics as a chemically impaired person.

Reference: Christensen, B., & Kockrow, E. (2003). *Foundations of Nursing*.

St. Louis, Mosby

If a student request readmission into the program after being dismissed for chemical impairment or mental health purposes, the student must show that they have successfully completed treatment rehabilitation.

### **National Background Checks**

Applicants will be required to complete a National. background check within three (3) months of taking the NCLEX exam; therefore, you will be required to repeat the background check prior to the end of the year. The cost of background check is included in the fees for the nursing program.

### **Clinical Probation**

A student will be placed on probation if they conduct themselves unprofessionally, perform unsafely in the clinical setting, fail to meet standards of the Nurse Practice Act or fail to follow the student nurse handbook. A student on clinical probation must submit a plan for improvement based on the nursing process.

A student on probation:

- Must demonstrate remediation
- May be removed from observational clinical experience until satisfactory remediation has been demonstrated.
- If a student is placed on clinical probation a second time for a similar behavior, the student will be dismissed from the program.

### **Academic Dismissal**

A student will be dismissed from the program for any of the following reasons (in any one) level of instruction.

- Insubordination
- Cheating per policy (page 24-25).
- Failure of a course of instruction
- Not adhering to the attendance policy
- Not adhering to the student/clinical handbook

### **Clinical Dismissal**

Students should understand that they do not “practice” on their instructor’s nursing license. Students practice on their “own license.” It is a license of exception granted under the Nurse Practice Act. This means that the student is responsible for what they do or do not do in the clinical area. As long as the student has received instruction on what they are doing, and have passed the lab component; the student is responsible for his/her own actions. Therefore, they are held to the same standards of performance as any other licensed person with similar education and practice.

It should be further understood that a student may be dismissed from the program for a single violation of the Nurse Practice Act or Code of Ethics for Nurses even if they are otherwise passing the clinical rotation.

The nursing program uses a system of progressive discipline designed to ensure not only the consistency, impartiality and predictability of discipline, but also the flexibility to vary the disciplinary actions if justified by aggravating or mitigating conditions. Typically, disciplinary actions range from verbal warnings to dismissal, with an intermediate level of written warning. With no mitigating circumstances, repetition of an offence is accompanied by a generally automatic progression to the next higher level of discipline.

Based on relevant circumstances, a single incident may justify a higher step of discipline without proceeding through lower steps of discipline. For example:

- Fraud in documentation
- Physical abuse
- Failure to perform for reasons of use of chemical substances
- Failure to notify clinical site of absence
- Repeated clinical probation.
- Failure to turn in assignments at the appropriate time.

The student must be familiar with and agree to abide by the Oklahoma Nurse Practice Act and should understand that the O.N.P.A. is written into the law. The following section quotes the Nurse Practice Act in regards to disciplinary action.

### Nurse Practice Act

The Oklahoma Nurse Practice Act **SUBCHAPTER 11**, states: **DISCIPLINARY ACTION, 485:10-11-1.**

Denial, revocation or suspension of license.

- (a) **Causes.** Causes for denial, revocation or suspension of license are as defined in 59O.S. Section 567.8(A).
- (b) **Definitions.** The following definitions relate to the causes for disciplinary action as specified in the statutes.
  - (1) The terms “fraud or deceit” shall include but not be limited to:
    - (A). False representation of facts in connection with an application for licensure or renewal of license.
    - (B) False representation by having another person appear in her/his place for the licensing examination.
  - (2) Negligence means the failure to possess and exercise that degree of knowledge, skill, care, and diligence that is possessed and exercised by nurses in the same field of practice who are practicing under similar circumstances.
  - (3) The term “habitually intemperate or addicted” shall include but not be limited to the use of any drug, chemical or substance, which could result in behavior that Interferes with the practice of practical nursing...and the responsibilities of the licensee.
  - (4) Sufficient knowledge or reasonable skill means adherence to minimal standards of acceptable practical nurse practice, generally prevailing in the State of Oklahoma.
  - (5) Unprofessional conduct is nursing behavior (acts, knowledge, and practices) which fails to conform to the accepted standards of the nursing profession generally prevailing in the State of Oklahoma and which could jeopardize the health and welfare of the people which shall include, but not be limited to the following:
    - (A) inaccurate recording, falsifying or altering patient records; or

- (B) verbally or physically abusing patients; or
  - (C) falsely manipulating drug supplies, narcotics or patient records; or
  - (D) appropriating without authority medications, supplies or personal items of the patient or agency; or
  - (E) falsifying documents submitted to the Board of Nursing; or
  - (F) leaving a nursing assignment without properly advising appropriate personnel; or
  - (G) violating the confidentiality of information or knowledge concerning the patient; or
  - (H) conduct detrimental to the public interest; or
  - (I) discriminating in the rendering of nursing services; or
  - (J) aiding and abetting the practice of practical nursing, by any person not licensed as a Licensed Practical Nurse; or
  - (K) impersonating any applicant or acting as proxy for the applicant in any examination required for the issuance of a license; or
  - (L) impersonating another licensed practitioner, or permitting another person to use her/his license or certificate of recognition for any purpose; or
  - (M) aiding, abetting or assisting any other person to violate or circumvent any law or rule or regulation intended to guide the conduct of a nurse; or
  - (N) forging a prescription for medication/drugs; or
  - (O) presenting a forged prescription; or
  - (P) selling or attempting to sell a controlled dangerous substance or otherwise making such drugs available without authority to self, friends, or family members; or
  - (Q) while caring for a patient, engaging in conduct with a patient that is sexual or may reasonably be interpreted as sexual, or in any verbal behavior that is seductive or sexually demeaning to a patient, or engaging in sexual exploitation of a patient; or
  - (R) obtaining money, property, or services from a patient, other than reasonable fees for service provided to the patient, through the use of undue influence, harassment, duress, deception or fraud.
- (6) Conduct which jeopardizes a patient's life, health, or safety shall include but not be limited to the following:
- (A) failure of a Licensed Practical Nurse, ... to supervise adequately the performance of acts by any person working at the nurse's direction; or
  - (B) delegating or accepting the delegation of a nursing function or a prescribed health care function when the delegation or acceptance could reasonably be expected to result in unsafe or ineffective patient care; or
  - (C) unauthorized alterations of medications; or
  - (D) failure to utilize appropriate judgement in administering safe nursing practice based upon the level of nursing for which the individual is licensed or recognized; or
  - (E) failure to exercise technical competence in carrying out nursing care; or
  - (F) performing new nursing techniques or procedures without proper education and preparation; or
  - (G) failure to report through the proper channels the unsafe or illegal practice

of any person who is providing patient care.

## General Safety Precautions

The student will be expected to be knowledgeable of the following guidelines regarding safety.

- Maintain professional conduct
- Knowledgeable of all equipment and supplies before attempting to use.
- Check all equipment for defects and/or damage before use and report any finding immediately.
- Handle equipment carefully to prevent injury to self or others
- Store all equipment and supplies in proper place.
- Use principles of body mechanics when bending, lifting, pulling, or pushing objects.
- Remove hazardous objects or spills from the floor or hallway immediately.
- **Minimize distractions; concentrate on the procedure being performed.**
- Discuss any questions regarding knowledge or ability to perform a procedure with your instructor.
- Walk; never run in rooms or hallways. Be aware of your voice level—**do not shout!**
- Know the procedure to report a cardiac or respiratory arrest. Follow designated procedures.
- Report fire to person in charge of immediate area. Know the policy for the institution regarding fire, tornado. Be able to follow the procedure.

## Universal Standard Precautions

**Policy:** It is recognized that many patients with potential blood borne infections present to the health care setting undiagnosed and asymptomatic dangers. Direct exposure of personnel to blood or other body fluids via skin, mucous membranes, or parental contact represents a hazard for potential transmission of these infections. To minimize health care providers, contact with blood and body fluids, the following recommendations are made.

- All patients presenting to a health care setting with a known diagnosis of an infectious disease will be placed in the proper category isolation.
- **All** patients' blood, body fluids, or tissue **will** be considered **Infectious**.
- **All** patients will be placed on **Universal/Standard Precautions** regardless of isolation status.
- **Universal Standard Precautions** will include but not be limited to the following procedures.
  - All blood/body fluids should be handled carefully to avoid aerosolization, spilling, splashing, or excessive exposure.
  - Hands should be washed before and after patient contact.
  - Gloves **will** be worn any time you are caring for a patient.
  - Scrub hands as soon as possible if you come in contact with blood, body fluids, or tissue.

## Student Nurse Responsibilities

Each student has a primary responsibility to learn to be a safe, effective, and dependable practical nurse. The student should be familiar with the Oklahoma Nurse Practice Act, (pg. 33-34). The following guidelines are to aid the student in achieving this goal:

1. Do not perform any procedure without an instructor unless you have been checked off on the skill in the nursing lab & clinical area **and** if the instructor has given you permission to go ahead on your own. Follow the following procedure:
  - Make sure there is a **written** order on the chart before doing a procedure
  - Review the procedure with the instructor
  - Assemble your equipment
  - Keep the patient informed
  - Document the procedure
  - Critique your performance with the instructor.
2. If the instructor is not available to help you with a procedure, a staff nurse may assist you **if permission has been obtained** from the instructor.
3. Report all accidents and errors immediately to the instructor and to the charge nurse. (See Accidents & Errors).
4. Be alert at all times to the needs and safety of patients. Report **changes** or **unusual** occurrences to your instructor and to the nurse in charge.
5. Report to the instructor and to the nurse in charge when leaving the assigned clinical area for any reason.
6. Use initiative and self-direction in seeking out learning opportunities.
7. Demonstrate professional behavior. (Refer to the NPA & Code of Ethics). For example:
  - Establish and maintain effective communication, use conflict resolution skills and develop interpersonal relationships with patients, staff, family members, classmates and faculty.
  - Avoid social contact with patients.
  - Maintain patient confidentiality.
  - Practice within the limits of a student practical nurse.
8. Follow the rules and regulations of the participating health agency.
9. Students may use the library facilities while in the institution, but may not check out books. Students are free to use library computers to conduct research.
10. Students are entitled to one 15-minute break in the morning and afternoon.
11. Students are entitled to one 30-minute lunch break. Students are not to leave the clinical facility for lunch.
12. Students are not allowed to have visitors any time during clinicals.
13. Students should demonstrate the ability to accept constructive feedback and learn from it.
14. Students will make their own assignments the day before the clinical experience and complete the assigned homework.

### Student Accidents or Errors

An error is a departure from accuracy in action, opinion or judgment in nursing practice and involves the administration of medications, diagnostic studies, dietary treatment, or performance of other nursing procedures. We believe that all humans err, but that an error, if correctly managed, can be a useful tool of learning. However, making the same error repeatedly may be grounds for dismissal.

Based on the above philosophy, the student should follow the following procedure if an error has been made:

1. Report the error **immediately** to the instructor and nurse in charge of the unit.
2. Notify the patient's doctor of the error.
3. Fill out an incident form. Copy the report and give it to the instructor.
4. The incident form will be placed in the student's folder and the Director will counsel the student.

Follow the following procedure if the student has been involved in an accident or exposure to blood and/or body fluids:

1. Notify the instructor and the nurse manager immediately.
2. Fill out an institutional accident form.
3. A copy of the accident form must be given to the instructor.
4. **The clinical facility is not responsible for the student's medical treatment or expenses.**
5. **Students are responsible for their own medical expenses resulting from treatment of illness or accidents, including accidents/injuries at school or at the clinical site.**
6. Notify the program Director.

Following an error or accident, the faculty will determine the action to be taken.

### Hepatitis A & B Vaccine

Due to the nature of the work that nurses perform students must have a health form on file before attending clinicals. Students must have all necessary immunizations before attending clinicals. It is recommended that students have the Hepatitis A & B vaccine at the student's expense. These vaccines are available at the County Health Department or the physician's office. Any student refusing to obtain the proper vaccines must sign a waiver declining to take the immunization or vaccine.

### Liability Insurance

Green Country Technology Center provides Liability insurance, while working as a Student Practical Nurse. **Students are responsible for their own medical insurance or financial obligations related to health or injury. The school and clinical facilities are not responsible for any medical expenses due to any accidents or injuries incurred while in the Practical Nursing program.**

## Competency Profile

During the clinical experience, you will have the opportunity to perform nursing skills, which you have been taught in the classroom or lab setting. A competency profile checklist is provided to the student prior to beginning clinicals.

The “Competency Check list” is designed to assist the student in setting goals for learning opportunities. The student is responsible for maintaining up-to-date records of the competencies performed. The Competency Profile lists mandatory and recommended nursing skills. Performance of nursing skills to achieve optimal competency levels should be the goals of each student. The competency profile is graded at the end of the year and should be included in the Portfolio as proof of skills completed during the year.

Invasive procedures will require an instructor be with the student unless otherwise specified by the instructor.

All nursing skills will be evaluated on the following scale of 1-4.

- |     |                            |   |
|-----|----------------------------|---|
| ◆ 4 | <b>Skilled;</b>            | May perform without supervision         |
| ◆ 3 | <b>Moderately skilled;</b> | Must have supervision to perform        |
| ◆ 2 | <b>Limited skill;</b>      | May not perform until remediated in lab |
| ◆ 1 | <b>Unskilled;</b>          | May not perform. Deficiency             |

## Practical Nursing Faculty

### Address:

Green Country Technology Center  
 1100 North Loop 56  
 P.O. Box 1217  
 Okmulgee, Ok. 74447  
 918-758-0840  
 Fax: 918-758-0393

### Directory:

Darlene Baker, MSN, RN                      Director of Nursing/HCP

- ◆ School:            918-758-0840 Ext. 251
- ◆ Office:            918-295-4651
- ◆ Cell:                918-269-0069

Kellee Hayes, MS, RN                      Practical Nursing Faculty

- ◆ School            918-758-0840 Ext. 266
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Amie Underwood, MSN, RN              Practical Nursing Faculty

- ◆ School:            918-758-0840 Ext. 245
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Chappell Chiles, BSN, RN              Practical Nursing Faculty

- ◆ School:            918-758-0840 Ext. 239
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Amanda Bray LPN                              Health Science Technology Faculty

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- ◆ Cell:                918-448-76972018

Kelsa Driggers, R.N.                      Health Science Technology Faculty

- ◆ School:            918-758-0840 Ext. 232
- ◆ Office            918-295-4632
- ◆ Cell:                918-759-7421

Vernon VanMeter,                              Administrative Assistant (Nursing)

- ◆ School:            918/-758-0840 Ext. 261

- **Note: Competency sheets are available in the student clinical syllabus.**



**PRACTICAL NURSING STUDENT HANDBOOK SIGNATURE PAGE**

STUDENT NAME \_\_\_\_\_

MY SIGNATURE INDICATES I HAVE READ, HAD THE OPPORTUNITY TO ASK AND HAVE ANY QUESTIONS ANSWERED, UNDERSTAND AND AGREE TO COMPLY WITH THE INFORMATION IN THE **PRACTICAL NURSING STUDENT HANDBOOK**

**DISCLOSURES**

**Asbestos**

In compliance with EPA federal regulations, the asbestos management plan is in the Director of Full-Time Programs office and is available for review upon scheduled appointment.

**Special Needs**

Please contact Green Country Technology Center (918) 758-0840 to arrange any special accommodations or related services for disabilities to ensure your opportunity to participate in class. I further understand that my special needs must not affect my ability to function within the requirements set forth by any clinical setting including but not limited to physical, mental and emotional performance.

**Non-Discrimination**

It is the policy of Green Country Technology Center, District #28, to provide equal opportunities for Title VI, Title IX and Section 504 ADA, without regard to race, color, national origin, gender, age, disability or status as a veteran in its educational programs and activities. This includes, but is not limited to admissions, educational services, financial aid and employment. Inquiries concerning application of this policy may be referred to Mike Carman or Deena Harvey, Compliance Coordinators, Green Country Technology Center.

***Please Note: Accommodations on the basis of disability are available.***

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

Revised 03/6/15

### **I Pad Policy**

The iPad purchased by Green Country Technology Center for the student becomes the property of the student. It is for use in the classroom and clinical areas. Students are responsible for maintaining the proper operation and function of the iPad. GCTC is not responsible for lost, stolen or damaged iPad's. The iPad must be fully charged and ready to use each day when arriving at class or clinicals. The iPad is not permitted in the testing area during a test. Using the latest technology in the classroom is a privilege and should be respected as such. Please observe policies on social networking and internet etiquette. Access to social networking is not permitted during classroom hours as it will impose an interference with learning and the classroom atmosphere. By signing below, I am stating that I have read, understand and accept the policies related to the iPad.

---

Student Signature

Date

**GREEN COUNTRY TECHNOLOGY CENTER  
Practical Nursing Department**

*Veni-Puncture/Phlebotomy Consent Form*

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Please select one:

- I agree
- I do not agree

to having veni-puncture, intravenous initiation, and/or phlebotomy blood draws performed on my arms and/or finger sticks performed on my fingers by other students currently enrolled in the Practical Nursing Program at Green Country Technology Center. I understand these procedures are necessary to enhance the learning process. Any student requesting NOT to participate will receive their grade by demonstration on a manikin. Please initial each statement:

\_\_\_\_\_ I am fully aware and recognize that I will be totally responsible for my own health and safeguards in the classroom and laboratory areas of my assigned courses. I have been advised that the Technology Center recommends I carry my own health insurance.

\_\_\_\_\_ I recognize that if I require emergency treatment for illness or injury due to needle punctures, lacerations, or contact with infectious diseases while carrying out my assignments I will be responsible for payment for treatment rendered and any and all costs that may result from injury and/or illness.

\_\_\_\_\_ I understand that veni-puncture and phlebotomy blood draws are invasive procedures and risks or complications of this procedure including (if applicable) but not limited may be accompanied by minor discomfort at the site of the needle entry, may result in slight bruising, hematoma, infection and/or a feeling of faintness.

**NOTE: Each student will receive sterile equipment and will be directly supervised by an instructor. STUDENTS WILL NOT BE ALLOWED TO PRACTICE VENIPUNCTURE/PHLEBOTOMY STICKS/FINGER STICKS ON EACH OTHER WITHOUT SUPERVISION OF AN INSTRUCTOR.**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_  
Witness \_\_\_\_\_

## IMAGE USE CONSENT FORM



Thank you for attending the Practical Nursing Program at Green Country Technology Center. As an educational leader, Green Country would like to share your success with our community.

Green Country Technology Center would like permission to use photographs or video footage of you that may be included in our printed media, newspaper articles, and on our website. Creek Nation Communications may also like to use photographs or video footage of your clinical experience at their facility.

For permission to allow GCTC and Creek Nation to use your image, please answer the following questions and then date and sign this form.

---

1. May we take images of you for use as described above?       YES       NO
  
2. May we use image(s) of you in GCTC marketing material, including printed publications, videos and on our website?       YES       NO
  
3. We sometimes send articles, including photographs where appropriate, to the news media, especially the local press. May we use images of you in this way?       YES       NO

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Please print

Student Name: \_\_\_\_\_  
Signature

Instructor: \_\_\_\_\_  
Signature

# CONCEPTUAL MODEL

