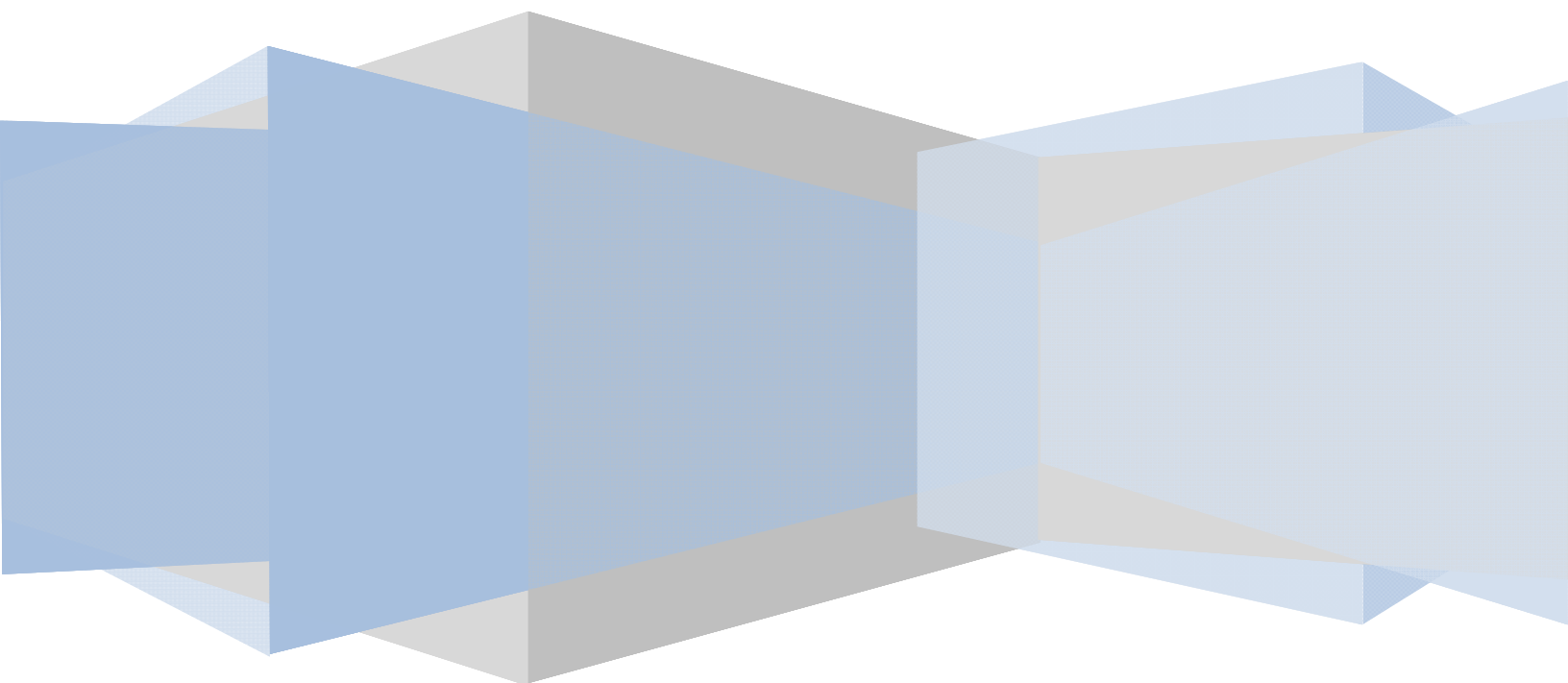




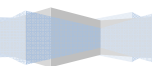
# Licensed Practical Nurse

Student Handbook 2011-2012

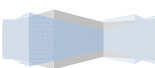


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## WELCOME

The faculty of the LPN Career Major at the Tulsa Technology Center welcomes you. We have a sincere interest in you as an individual and look forward to helping you achieve your goal of becoming a Licensed Practical Nurse.

Your primary responsibility in this program is to become a safe, skillful, and responsible practical nurse. This handbook has been designed as a reference for policies and procedures of Tulsa Technology Center and of the Licensed Practical Nurse program. Students are held responsible for adhering to these policies and procedures, as well as any changes made throughout the year.

We wish you success on your journey!

## SCHOOL STATEMENTS

### NOTICE OF NONDISCRIMINATION

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. This institution shall not discriminate with regard to race, color, religion, gender, national origin, age, marital status, veteran status or disabilities.

### CAMPUS SECURITY ACT

In order to comply with federal regulation 34 CFR 668.46 Campus Security Act, the Campus Crime Report for Tulsa Technology Center is available at:  
<http://ope.ed.gov/security/Index.aspx>

## CONDITIONAL ACCEPTANCE

Applicants notified of initial acceptance into the LPN career major have a conditional admission pending the following steps. A student may be withdrawn from the program for not meeting the following minimum criteria:

- 1. Mandatory meeting** - Applicants must attend the mandatory meeting to acquire additional information about program start dates, deadlines, immunizations, background check and other program specific information.
- 2. All required paperwork** – This includes high school and prior college transcripts, proof of immunizations, CPR certification, award letters and all other information requested.

3. **CPR certification** - Applicants must be certified in Health Care Provider (American Heart Association) CPR and maintain this certification throughout the program.

4. **Clear background check** – Our clinical facilities require that all students must submit to a background check.

5. **Clinical site privileges** - If an applicant is denied clinical privileges at a facility as a result of background checks, immunizations or drug screen, the student will not be able to meet clinical objectives. The student will be unable to complete the career major and unable to take the licensing exam.

6. **Completed financial arrangements** - Applicants must pay tuition and fees. Funding award letters/purchase orders will be accepted in lieu of payment.

## PERSONNEL

### ADMINISTRATION

Superintendent  
Associate Superintendent, Campus Operations  
Associate Superintendent, Instruction  
Campus Director  
Assistant Campus Director  
Dean of Instruction

Dr. Kara Gae Neal  
Robert Franklin  
Sandee Tackett  
Barbara Hagy  
Sam Ramsey  
Angela Evans

### LPN DEPARTMENT

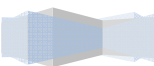
PN Coordinator

Susan England, RN, MS-Nursing Education

Faculty:

Helen Campbell, RN, MS-Nursing Ed  
Martha Chase, RN, BSN  
Thea Clark, RN, MS-Ed  
Paula Jones, RN, MS-Nursing Ed  
Rhonda Kannady, RN, BSN  
Barbara Michalski, RN, MSN

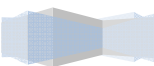
Martha Ringgold, RN, BSN, PhD-Nursing,  
Informatics  
Victoria Schaffner, RN, MS-Nursing Ed  
Paula Rowan, RN, BSN  
Louis Stackler, RN, MSN  
Anita Williams, RN, MS-Nursing Ed  
TBA



## ACCREDITATION/APPROVAL

**The School of Practical Nursing at Tulsa Technology Center is an accredited and approved LPN Program under the:**

1. National League for Nursing Accrediting Commission, Inc.  
3346 Peachtree Road NE, Suite 850  
Atlanta, GA 30326  
(404) 975-5000 - Phone  
(404) 975-5020 - Fax  
[www.nlnac.org](http://www.nlnac.org)
2. North Central Association  
2500 North Lincoln Boulevard  
Oklahoma City, OK 73105  
(405) 521-3773 (Oklahoma Postsecondary Office)  
(866) 548-5833 (National Postsecondary Office)  
[www.ncacasi.org](http://www.ncacasi.org)
3. Oklahoma Board of Nursing  
2915 N Classen Blvd, Suite 524  
Oklahoma City, OK 73106  
(405) 962-1800  
[www.youroklahoma.com/nursing](http://www.youroklahoma.com/nursing)
4. Oklahoma Department of Career and Technology Education  
1500 W. Seventh Avenue  
Stillwater, OK 74074-4364  
(405) 377-2000  
[www.okcareertech.org](http://www.okcareertech.org)



## VISION AND MISSION STATEMENTS

### OKLAHOMA DEPARTMENT OF CAREER TECH

#### VISION

We are securing Oklahoma's future by developing a world-class workforce.

#### MISSION

We prepare Oklahomans to succeed in the workplace, in education, and in life.

### TULSA TECHNOLOGY CENTER

#### VISION

To develop a world-class workforce.

#### MISSION

Building lifelong relationships with students.

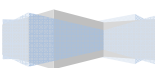
### PRACTICAL NURSING PROGRAM

#### VISION

Tulsa Technology Center Practical Nursing program is an integral part of its parent institution and shares the vision of building a world class workforce of knowledgeable, caring and competent nurses.

#### MISSION

The mission of the Practical Nursing Program at Tulsa Technology Center is to educate students, in an environment conducive to learning through goal driven and outcome focused curricula. The faculty supports the parent institution's mission of building life-long professional relationships with graduate students who deliver compassionate, competent and holistic care to the communities they serve.

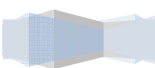


# OKLAHOMA BOARD OF NURSING DEFINITION OF LICENSED PRACTICAL

## NURSING

"Licensed Practical Nursing" means the practice of nursing under the supervision or direction of a registered nurse, licensed physician or dentist. This directed scope of nursing practice includes, but is not limited to:

1. Contributing to the assessment of the health status of individuals and groups.
2. Participating in the development and modification of the plan of care.
3. Implementing the appropriate aspects of the plan of care.
4. Delegating such tasks as may safely be performed by others, consistent with educational preparation and that do not conflict with the Oklahoma Nurse Practice Act.
5. Providing safe and effective nursing care rendered directly or indirectly.
6. Participating in the evaluation of responses to interventions.
7. Teaching basic nursing skills and related principles.
8. Performing additional nursing procedures in accordance with knowledge and skills acquired through education beyond nursing preparation and,
9. Delegating those nursing tasks as defined in the rules for the Board that may be performed by an advanced unlicensed assistive person.



## LICENSURE

The following information is from the Oklahoma Board of Nursing. The student is responsible for reading the information and, if clarification is needed, the student may visit with an instructor or with the District Coordinator of the Health Occupations Programs (Coordinator).

The Tulsa Technology Center Practical Nursing Program is approved by the Oklahoma Board of Nursing. Graduates of this state-approved program are eligible to apply to write the National Council Licensure Examination (NCLEX) for practical nurses. Applicants for Oklahoma licensure must meet all state and federal requirements to hold an Oklahoma license to practice nursing. In addition to completing a state-approved nursing education program that meets educational requirements and successfully passing the licensure examination, requirements include submission of an application for licensure, a criminal history records search, and evidence of citizenship or qualified alien status. Applicants for practical nurse licensure must also hold a high school diploma or a graduate equivalency degree (G.E.D.) [59 O.S. §567.5 & 567.6]. To be granted a license, an applicant must have the legal right to be in the United States (United States Code Title 8, Section 1621). In addition, Oklahoma law only allows a license to be issued to U.S. citizens, U.S. nationals, and legal permanent resident aliens. Other qualified aliens may be issued a temporary license that is valid until the expiration of their visa status, or if there is no expiration date, for one year. Applicants who are qualified aliens must present, in person, valid documentary evidence of:

1. A valid, unexpired immigrant or nonimmigrant visa status for admission into the United States;
2. A pending or approved application for asylum in the United States;
3. Admission into the United States in refugee status;
4. A pending or approved application for temporary protected status in the United States;
5. Approved deferred action status; or
6. A pending application for adjustment of status to legal permanent resident status or conditional resident status.

The Board has the right to deny a license to an individual with a history of criminal background, disciplinary action on another health-related license or certification, or judicial declaration of mental incompetence [59 O.S. §567.8]. These cases are considered on an individual basis at the time application for licensure is made, with the exception of felony charges. An individual with a felony conviction cannot apply for licensure for at least five years after completion of all sentencing terms, including probation and suspended sentences, unless a presidential or gubernatorial pardon is received [59 O.S. §567.5 & 567.6].

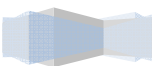
I have read the above OBN information and I acknowledge understanding.

---

Student Signature

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Date



## PRACTICAL NURSING PROGRAM PHILOSOPHY STATEMENT

The philosophy of the nursing program at Tulsa Technology Center (TTC) incorporates the vision and mission of the parent organization. We base our philosophy on the work of Patricia Webber's KSVME (Knowledge, Skill, Value, Meaning and Experience) model, which guides our framework. Our faculty believes that each student should be provided with nursing knowledge which includes skills, values, meaning and experience that will contribute to a world class workforce of nurses. As students gain professional expertise, they move toward competency, integrating their experience and knowledge. We believe nurses should promote attributes and attitudes of flexibility and understand that change is inevitable to maintain quality healthcare delivery.

The faculty supports an environment that promotes professional practice and emphasizes the following beliefs:

- Practical nursing is a discipline of rigorous and dynamic knowledge and practice.
- Knowledge acquisition and hands on experiences are critical to the successful development of caring and competent nurses.
- The faculty's commitment to the educational process determines the quality of the delivery of evidence based curricula.
- Practical nursing is goal driven, outcome focused and competency based.
- A graduate of TTC's Practical Nursing program will possess the ability to integrate theories and concepts into nursing practice, shaping the future of nursing and meeting the emerging healthcare demands of our ever-changing society.

We believe the strength of the relationships among faculty, clinical professionals, preceptors and students is the foundation on which these beliefs will be allowed to thrive. Practical Nursing education at TTC reflects the reality of practice while preparing students with the knowledge to provide healthcare across diverse settings.

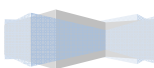
## CONCEPTUAL FRAMEWORK

The delivery of Tulsa Technology Center's Practical Nursing program is based on Patricia Webber's KSVME (Knowledge, Skills, Values, Meanings, and Experiences) model and provides the conceptual framework.

The attributes are: *nursing knowledge, nursing skills, nursing values, nursing meanings and nursing experiences (KSVME)*.

Nursing is the application of these attributes to the care of clients with their participation in the promotion, maintenance and restoration of health throughout the lifespan to their desired state of health or well being.

**Nursing Knowledge** is defined as the cumulative, organized and dynamic body of scientific, behavioral, natural and phenomenological information used to identify, relate, understand, explain, predict, and influence nursing information. It is this specific knowledge that establishes the academic foundation for nursing as a professional discipline.



**Nursing Skills** are deliberate acts or activities in the cognitive and psychomotor domain that are the operational concepts of *knowledge, values, meanings and experiences*. Nurses are responsible for proficiency in clinical skills and to practice within the standards of care and their scope of practice.

**Nursing Values** are the values shared within the nursing profession. These include human dignity, integrity, autonomy, social justice, ethics, advocacy and respect. *Nursing values* are those attributes that govern and influence professional standards of practice and are a core concept in nursing education.

**Nursing Meanings** “define the context, purpose and intent of language.” Nursing is a profession with its own language. This language is derived from *nursing knowledge, skills, values and experiences*. Nursing process, nursing diagnosis, nursing intervention and nursing outcome are but a few meaningful words to nursing that help define its language and culture.

**Nursing Experiences** are “the unique and active process of defining, refining and changing KSVME used in clinical reasoning as a result of actively engaging in nursing situations over time.” Experiential knowledge helps students integrate *nursing knowledge, skills, values, and meanings* and increase their competency and confidence as students and as novice nurses.

Adapted from: Webber, P. (2002) A curriculum framework for nursing. *Journal of Nursing Education* 41 (1) pp 15-23.

## CURRICULUM FRAMEWORK

The curricular framework of Tulsa Technology Center’s (TTC) practical nursing program is derived from the eleven National Healthcare Foundation Standards and Accountability Criteria (NHFSAC). The framework is based on standards and competencies considered essential to a program of health study.

### Academic Foundation

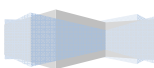
Nurses have an ethical obligation to know the academic subject matter that is required to be proficient and knowledgeable in their role as healthcare providers.

### Communication

Nursing is a professional discipline whose craft has both academic and practice dimensions requiring the ability to effectively communicate both orally and in writing.

### Health Care Systems

Nurses are responsible for understanding healthcare delivery systems, their role in those systems, and how key systems impact the quality of care, cost of services and client outcomes.



## **Employability Skills**

Nurses will achieve greater job satisfaction and employment opportunities if their course of study emphasizes accountability for decision making and personal traits as they apply to civility, teamwork, confidentiality and behavior.

## **Legal Responsibilities**

Nurses have the obligation to understand the scope of their practice, the legal limitations and implications of their actions related to the care of their clients.

## **Ethics**

Nurses are bound to their professional standard guidelines for the delivery of high quality, culturally competent care.

## **Safety**

Nurses must be competent to practice safely. Competency based education with a focus on safe work practices and the accountability for client safety are integral to the safe delivery of healthcare.

## **Teamwork**

Nurses, as healthcare professionals, are accountable for understanding the roles and responsibilities of team members. Nurses practice in an interdisciplinary field and need to recognize the attitudes and attributes of an effective leader and how to form positive team relationships.

## **Health Maintenance Practices**

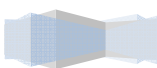
Nursing is a profession founded upon the care of individuals throughout the life span by the promotion, maintenance, and restoration of health through interdisciplinary collaboration.

## **Technical Skills**

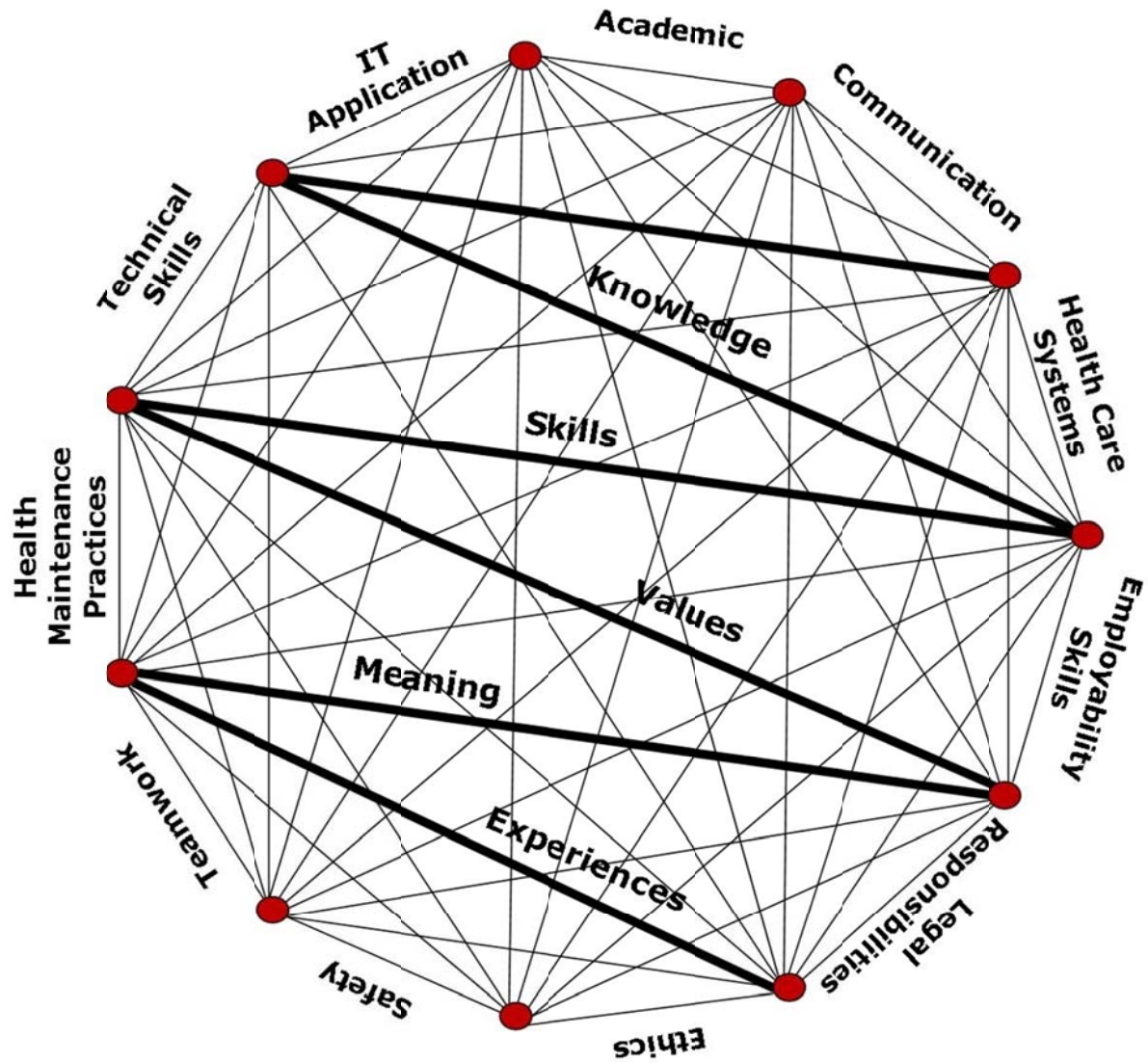
Nurses are responsible for proficiency in technical skills and to practice according to the standards of care and scope of practice.

## **Information Technology Applications**

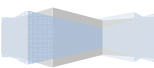
Nurses are accountable for accessing and distributing data while maintaining the confidentiality of electronic client information. As contemporary healthcare technology continues to expand, nurses are responsible for knowledge of the current applications.



# CONCEPTUAL & CURRICULUM FRAMEWORK MODEL



# THEORY MODEL



## CURRICULUM PLAN OUTLINE

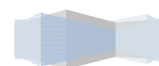
Course Title	Theory/Lab	Clinical	Totals
Medical Terminology	45		45
Anatomy and Physiology	120		120
Long Term Care Assistant	75	16	91
Concepts of Nursing	40		40
Fundamentals of Nursing	160		160
<i>Clinical I - Basic Nursing</i>		80	80
Pharmacology and IV Therapy	50		50
Medical Surgical Nursing I	75		75
<i>Clinical II - Medical Surgical I Nursing, Part A &amp; B</i>		96	192
		96	
Medical Surgical Nursing II	75		75
<i>Clinical III - Medical Surgical II Nursing, Part A &amp; B</i>		96	192
		96	
Maternal/Newborn Nursing	40		40
Pediatric Nursing	40		40
Mental Health Nursing	40		40
<i>Clinical IV - Maternal/Newborn, Pediatric, and Mental Health</i>		30	88
		30	
		28	
Transition to Practice	15		15
<i>Clinical V - Transition to Practice/Preceptor</i>		120	120
<b>CAREER MAJOR TOTAL</b>	<b>775</b>	<b>688</b>	<b>1463</b>

## PROGRAM DESCRIPTION

This career major prepares the student to become a licensed practical nurse, an important member of the health care team who works under the supervision or direction of a registered nurse, licensed physician or dentist. Students will learn the role of the LPN and how to care for a variety of patients including geriatric, pediatric, oncology, and pre/post operative patients. Students will learn how to identify patient problems, identify appropriate interventions and evaluate nursing care. Graduates of this career major will be eligible take the NCLEX-PN and become licensed through the Board of Nursing.

As shown in the table above, the curriculum provides both theory and clinical experiences for the development of professionalism, skills and understanding of the nursing concepts necessary to provide safe, effective nursing care.

The program is delivered in blocks of instruction, combining several courses in each block. New classes begin approximately every 3-5 months and take anywhere from 12-18 months to complete depending on the calendar year and the selection of a day or evening class.



The program is based on clock hours of instruction as opposed to credit hour, meaning there are 1463 hours of classroom/clinical attendance required to complete the program.

A variety of instructional methods are utilized throughout the program. These include lecture, demonstration, skills lab, group discussion, student presentations and projects, field trips, clinical practice, multi-media and computer/web-based delivered materials. Student knowledge acquisition is measured through testing, skills check-off, graded activities, clinical evaluation and other methods. HESI testing is also utilized throughout the program to assess broad topic learning and in preparation for the NCLEX.

## PROGRAM TUITION AND COSTS

The current tuition rate (Fall 2011) is \$2.50 per hour. Tuition increases will begin in the fall of 2012 at rate of .25 per hour a year until the end cost per hour is \$3.50. There will also be a flat fee of .25 per hour to cover all fees to begin in the fall of 2012. The current book prices are approximately \$806. Nursing uniforms, supplies, fees (includes background checks, liability insurance, lab fees, etc) and testing current costs are approximately \$1630. If a student needs all of the courses in each block, the current total cost of the entire program is approximately \$6,300. All of these prices are subject to change as costs increase.

## SCHOOL POLICIES AND PROGRAM PROCEDURES

Oklahoma School Laws may be found here: [Oklahoma School Laws Link](#)

Information regarding student records may be found here: [FERPA](#)

Tulsa Technology Center School District No. 18 Student Policies may be found on the main website ([www.tulsatech.edu](http://www.tulsatech.edu)) and are also **electronically linked below in red**. The LPN Program procedures are listed here under the related school district's policy.

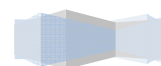
- **STU-01 Student Admission Policy for Full-Time Programs**

## ADMISSIONS PROCEDURE

Prospective students may apply online at [www.tulsatech.edu/apply](http://www.tulsatech.edu/apply), visit the Admissions office at the Memorial Complex or call 918.828.5200. Application periods are from May to September and from October to April. Classes are seated approximately 9 months before they begin.

Selection for Practical Nursing is based upon **Career Interest** and **Academic Preparedness**.

**Career Interest** has a possible 70 points; 50 points are possible for interest results and 20 points are awarded for a program visit. Program visits are every Thursday during the regular school year and by appointment during the summer. *A minimum of 40 points is required in this category.*



**Academic Preparedness** has a possible 30 points for the HESI A2. Contact the Assessment Center at 918.828.5290 to make an appointment for testing and to obtain additional information about the test. *A minimum of 10 points is required in this category.*

Applicants can earn 5 extra points for CNA certification (or AUA/PCT license), up to a possible 105 points.

A minimum of 50 points (40 in Career Interest and 10 in Academic Preparedness) is required for acceptance into Practical Nursing. Applicants meeting this minimum score are accepted, beginning with the highest score until all available spaces are filled.

Please call the Admissions Office with any further questions regarding this process.

Once admitted to the program, students will be notified of a mandatory meeting and mailed program specific information. This will include topics such as required immunizations, CPR certification, transcripts, background checks, drug testing, program costs and financial arrangements, uniforms and supplies, textbooks and start dates. Students will be expected to meet these requirements by the given deadlines or will be in jeopardy of losing their seat in a class. A student may also be removed from a class should these requirements not be maintained.

Prior to applying to the Nursing Program, it is recommended that persons with negative entries on their background check verify that the Board of Nursing will allow them to test for the National Certification License Exam (NCLEX).

## READMISSIONS PROCEDURE

Students will only be allowed one request for readmission. A letter requesting readmission must be sent to the PN Coordinator. The circumstances under which the student left the program must be explained, how these circumstances have now changed and a proposal as to how to prevent these circumstances from arising again must be addressed. A committee of faculty members may be convened to consider the request and approve or deny the readmission. Courses may only be repeated one time.

**All** entry requirements must be met before a student may reenter the program, including financial arrangements and up to date records. Readmission will be based on space available. All students will retake the Dosage Calculation exam and pass with a 90%. Students that have been absent from the program for more than 1 year *may* be asked to prove competency in previously taken courses. This will be proven by scoring a passing grade (80%) on a Challenge Exam from each course previously taken. Student must also successfully pass any associated skills component to each course. There will only be one attempt allowed and if a passing grade is not obtained, the student must pay and repeat the course. All nursing courses taken more than 2 years prior must be repeated or have competency proven by Challenge Exams and/or skills demonstrations. Tuition and fees may apply.

Students may be requested to prove competency in any area the faculty deems necessary, including lab skills, clinical proficiency and theory topics. All students readmitted will be on probation during the first 3 months of their readmission. Any violation of school policies or specific conditions of the probation may result in permanent removal from the program.

## TRANSFER OF CREDIT/ADVANCED STANDING PROCEDURE

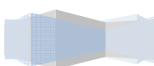
Individuals seeking transfer credit for courses within the LPN program will follow the standard admissions procedure and will indicate on the application that advanced standing credit is being requested. It is recommended that an appointment be made with the Program Coordinator to evaluate the courses in which credit is being requested. Acceptance is based on space available and the following criteria must be met:

1. All standard admission criteria apply to transfer/advanced standing students.
2. Official transcripts from all previous schools must be provided. Syllabi and school catalogs may be requested.
3. Course work for which transfer credit is being requested must be less than 2 years old for nursing courses and less than 5 years old for non-nursing courses.
4. Courses for which credit is being sought must have been passed with a grade of “B” on a 10 point scale, a “C” on a less than 10 point scale or 80%.
5. Challenge Exams and skills competencies may be required when the previous coursework does not evenly correlate with the Tulsa Technology Center LPN Program Curriculum or if the coursework is outside of the acceptable time period. Tuition and fees may apply.
6. Students cannot receive credit for greater than 50% of the theory portion of the program. No credit will be given for any previous clinical experience.
7. Students will be expected to attend orientation days, as well as any other day/s the faculty deems necessary for full comprehension of the program.

It is important to keep in mind that students with transfer credit or advanced standing will not spend as much time in the program and this could affect the amount of financial assistance received.

- [STU-02 District Provided Student Transportation](#)
- [STU-03 Student Attendance](#)

Because of Tulsa Technology Center’s vision and mission to prepare individuals for a career, our attendance policy and procedures reflect the same standards as employers in the workplace. As a TTC nursing student, you are held to a higher level of professionalism and we expect students to be at the appropriate place at the designated times. During on-site activities (classroom, lab, etc) and during off-site activities (clinical rotations, specialty assignments, etc) instructors will take attendance utilizing the currently approved method. As the program is delivered in a “blocking” method with every day accounted for and with clinical space at a premium, it is extremely difficult to arrange make-up time for students that are absent. In certain situations, even one clinical absence can result in the failure of a clinical rotation. Tardies and absences will be tracked on a Program Violation Tracking Form (see Appendices). See the “Violations, Dismissal and Withdrawal” section of this handbook for further explanation of consequences of attendance issues. It is important to keep in mind that many financial assistance programs disperse aid based on attendance and seat time. Students will be considered to have withdrawn from the program after 5 consecutive absences with no communication. Refer to the Clinical Handbook for specific clinical attendance requirements.



- **STU-04 Report Students Under the Influence**

It is important to understand that even if a student has a prescription for a controlled substance or other medication that impairs physical and/or cognitive ability, the student may be removed from the setting or even the program if the safety of others is at risk.

- **STU-06 Eye Protection Devices**

- **STU-07 Internet-Based Instruction**

Tulsa Technology Center utilizes Blackboard as the Learning Management System (LMS). Some courses will utilize this tool and the student is expected to have basic computer skills. See STU-20 for further expectations and policies regarding internet use.

- **STU-08 Tuition Scholarships**

Tulsa Technology Center offers many financial assistance options and referrals. Please visit the website at [http://www.tulsatech.edu/Financial\\_Aid/default.aspx](http://www.tulsatech.edu/Financial_Aid/default.aspx) or call 918-828-5280 for questions.

- **STU-10 Crisis Response Policy**

- **STU-11 Health and Safety**

## **SAFETY**

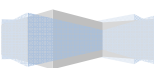
Tulsa Technology Center strives to provide a safe learning environment for our students, employees and visitors. Students are expected to comply with TTC's and all clinical sites safety policies. Students will complete a Safety module covering topics such as Blood Borne Pathogens, HIPPA and MSDS information during the program.

## **ILLNESS AND SURGERY**

Students are expected to be responsible for maintaining their health and refraining from exposing others to any illness they may develop during the program. All immunizations must be kept current throughout the program. The current list of required immunizations may be found in the appendix of this handbook. If a student is ill enough to miss more than three days of school, medical clearance may be requested prior to the student returning to school. If a student requires surgery or a procedure that will limit the physical activity capabilities, a full release from a doctor will be required. As stated previously, limited clinical space availability and classroom structure do not leave room for multiple absences. It is recommended that planned surgeries be scheduled either prior to starting a program or after its completion.

## **INJURY**

If a student is injured while participating in any required activity (classroom, lab, clinical, etc) the instructor should be notified immediately. An incident form will be completed and the Program Coordinator and Campus Director will be notified. If medical assistance is required, the student will be responsible for these costs and TTC will not be held



accountable for payment. Students are strongly encouraged to obtain their own insurance. Many clinical facilities have injury policies and students will be expected to follow these. Most clinical facilities are able to treat injuries but this will also be at the student's expense.

- **STU-12 Closing of School**

School closings shall be reported to selected radio and television stations in the Tulsa Metropolitan area by approximately 6:00 a.m. for daytime programs and at or before 2:00 p.m. for evening programs.

- **STU-13 Tobacco**

All tobacco use is prohibited on Tulsa Technology Center Lemley/Health Sciences Center (HSC) property and grounds. Students must leave the campus to smoke. Smoking is not allowed at any clinical site. Refer to the school policy for disciplinary actions that may be taken.

- **STU-14 Tuition Refund**

Refer to this policy for refund guidelines. Please be aware that there is no refund on materials purchased in the bookstore.

- **STU-15 Student Grades**

Student may request a print out of the course grade at anytime from the instructor. Transcripts will reflect grades from completed courses and may be requested through the 1<sup>st</sup> floor HSC office.

The LPN program grading scale reflects the professionalism and aptitude required of those endeavoring to become a nurse. Though we follow the standard 10 point scale (A=90-100%, B=80-89%, etc) all nursing courses and most graded items must be passed with at least a B or 80%. Specific grade weightings are described within the course curriculum guides.

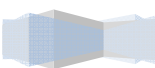
- **STU-16 Work Based Experience**

The LPN program relies heavily on clinical experiences for our students. The specifics of these experiences are described in the Clinical Handbook.

- **STU-17 Live Work**

- **STU-18 Student Behavior and Discipline**

Nursing students are held to high standard of behavioral expectations. Students are responsible for being aware of the expectations and will be held accountable for violating any of the Behavioral Code items. The above link lists the school's policy on these behaviors. The LPN Program divides these into 2 main categories, Academic Misconduct and Professional Misconduct. The Program Violation Tracking Form (see Appendix) will be utilized and depending on the severity of the violation, a student may be dismissed from the program immediately.



## ACADEMIC MISCONDUCT

The LPN program defines academic misconduct as, but not limited to, cheating, plagiarism, falsification, alteration of assignments or grades and/or assisting another student in any of these activities.

**CHEATING:** This includes, but is not limited to, sharing or discussion of test questions with or in the presence of students who have not taken the test, using unauthorized materials during testing, copying from another student, having unauthorized electronic media or written material open during testing, attempts make copies of tests (electronically or written) or assisting others in any of these behaviors.

**PLAGIARISM:** Any attempt to present another's work as your own, not identifying the author of work utilized, copy and pasting large sections of material from electronic resources without crediting website/author, etc.

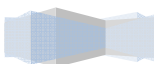
**FALSIFICATION:** Any attempt to mislead a staff member or other student in areas such as, but not limited to, time sheets/attendance, records, assignments, doctor or preceptor notes, patient information, clinical experiences, activities performed or forgery of any documents.

## PROFESSIONAL MISCONDUCT

The nursing profession is one of the most respected fields of which to become a part of and we begin your training by demanding a high level of professionalism from students. Aside from the school and program polices discussed in this section of the handbook (attendance, safety, dress code, student behavior, etc) we expect you to understand that you are representing not only the program here at TTC but the nursing profession as well. Professional Misconduct includes, but is not limited to, the following: rude, inappropriate or disruptive behavior/gestures/language in any school related setting, possession of or the exposing of others to any illegal/obscene/dangerous substances or materials, intimidation or harassment of any form, misappropriation of school or clinical site property, dishonesty, argumentative and/or aggressive manner of tone, gossip, HIPAA and other privacy violations (discussed below), attendance issues, disregarding safety guidelines, not following the chain of command, defensive attitudes when constructive criticism is offered or lack of changes/improvements are not made despite counseling efforts from faculty.

## HIPAA AND OTHER PRIVACY VIOLATIONS

During this program, students will come into contact with information that is not only legally protected but inappropriate to share with others. Specific HIPAA (Health Insurance Portability and Accountability Act) rules apply to anyone who has access to an individual's health information. This act forbids this information from be transferred to or shared with anyone who is not directly involved in caring for that individual and only when that information is necessary for treatment. Beyond the HIPAA rules, it is considered inappropriate behavior for a student to discuss a patient or a situation in any other manner than in the learning environment. This includes electronic media (e-mail, social websites,



texting or photos- see Social Media statement below) and having discussions in areas where individuals may over hear conversations.

Students are also required to maintain this privacy standard with regards to fellow students and school employees. All school related information is considered personal in nature and should not be discussed without express consent of the individual.

- [STU-19 International Student Tuition and Refunds](#)
- [STU-20 Acceptable Use of Information Systems and Educational Technology Resources](#)

Currently the LPN program has a desk top computer available to each student and multiple computers available in the library. The HSC building has wireless internet available for student use as well, though personal laptop use is not allowed in most classroom settings. Students are expected to maintain professionalism on all computers (including personal computers) which includes, but is not limited to, accessing or the display of suggestive or pornographic material and utilizing computers for any violation of school or program policies. Any school employee has the right to search the files of any computer (including personal) at any time when deemed necessary. It is suggested that personal computers be free from any questionably objectionable or suspicious material.

Students are assigned a school email account and held accountable for information sent to it.

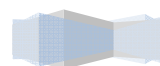
Though there are printers available in classrooms and the library, students are expected to print out materials from off campus locations, as this is an expense we do not recoup from students in order to keep tuition and fees cost down. If a large amount of printing is noticed, printing privileges may be removed from a student.

## SOCIAL MEDIA

With the ever increasing popularity of social networking sites (My Space, Facebook, Twitter, etc) it is necessary to remind students that they not only may be removed from the program for inappropriate comments but may lose job opportunities, be denied credit or even be held responsible in a court of law for their statements. Students are reminded that posting negative comments or private information about the school, fellow students, faculty or staff, clinical experiences or any other school related issues can result in disciplinary actions such as being placed on probation or removed from the program.

- [STU-21 Wireless Communication Devices](#)

As adult students, our expectation for using wireless communication devices (such as cell phones, pagers, recording devices, MP3 players, PDA's, etc) is one of consideration, safety and of professional conduct. In most cases, electronic devices are to be turned off when in a learning situation, including classroom, lab, clinical and other settings when disruption is not appropriate. If a student uses an electronic device at an inappropriate time, faculty and staff reserve the right to confiscate any device at anytime for the duration of the interrupted activity. Under no circumstances may a device be used in the clinical setting, during testing or any other time a faculty or staff member restricts usage. Violation of this policy may result in probation or removal from the program depending on the incident.



- **STU-22 Observation of Moment of Silence**
- **STU-23 Student Search and Seizure**
- **STU-24 Use of Dogs Trained to Detect Illegal and Dangerous Substances**
- **STU-25 Testing Students with Regard to the Use of Alcohol and Illegal Chemical Substances**

All students are subject to drug testing prior to program admittance, prior to clinical experience or anytime reasonable suspicion arises. Students may be denied admittance into the program or clinical experience or be removed from the program for testing positive on a drug screening. This includes alcohol, illegal substances and prescription medication without a valid prescription. In some cases, even authorized use of prescribed medications may result in the same actions.

- **STU-26 Prevention of School Bullying**
- **STU-27 Student Dress Code**

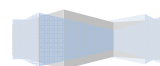
Students will be expected to follow the school policy for standards of dress for the majority of the time while on campus. There will be instances when business casual, scrubs, clinical attire or other type of clothing will be expected. The expectations for the clinical dress code are discussed in the clinical handbook.

- **STU-28 Sexual Harassment**
- **STU-29 Compliance with Screening Criteria for Students Enrolled in Programs Requiring Sponsored Work Based Experience**  
As discussed under STU-25, drug testing will be performed on students prior to clinical experiences in compliance with clinical facility requirements. Most clinical facilities require specific immunizations and a background check as well. If these requirements are not met, a student will be denied access to the facility and will not be able to complete the program.

## PROGRAM PROGRESSION

As explained in the program description, the program is divided into 5 Blocks with 3-5 courses each. Each course must be successfully completed by the designated dates and with a passing grade of “B” or 80% before progressing to the next Block. Tuition payments, immunizations and other required documents will also need to be current before progression can occur. In the event that a student fails a course, in most cases the student will be allowed to complete the other courses within that Block. However, a student will not be able to progress forward until the failed course is paid for and repeated. The student will be withdrawn from that class and placed in the next available class, based on space availability. A course may only be repeated **one time**. All nursing courses must be completed within a 2 year time frame.

Both classroom and clinical proficiency will need to be evident for progression. Some examples of proficiency that will be demonstrated are satisfying clinical skill requirements, building on previous learning, achieving passing grades, maintaining satisfactory attendance, meeting physical, mental and professional requirements and the ability to implement instructor feedback and direction. Throughout the program, there are some



other areas that require specific grades to pass and thus progress. Some examples of these are: 80% must be achieved on lab check-offs with 100% in “crucial” sections, 90% must be achieved on dosage calculations, 100% on safety exams and minimum scoring on HESI exams.

## **RETENTION, REMEDIATION AND STUDENT RESOURCES/SERVICES**

The faculty of this program understands the rigors of nursing school while trying to manage life outside of school. We are committed to student success and have implemented measures to assist students in achieving their educational goals. Students that are interested may request a Student Assessment Survey in the beginning of the program or at anytime they deem necessary. This tool will help to identify any areas a student might have difficulties with during the program- either in life or academically. Depending on the outcome of the survey, it may be recommended a student be placed on an Individualized Student Success Plan (ISSP) with specific ideas to help the student be successful.

As students progress through the program and weak areas are identified, either by the student or faculty, a remediation plan or activity may be initiated. This could include revisiting skills lab, specific assignments, structured study or other interventions. HESI remediation will be required when specific levels are not achieved. The ISSP planning worksheet will be utilized for this.

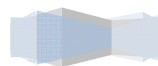
Students are encouraged to utilize the facility and building resources available:

*Library-* Located on the second floor of the Health Sciences Building (HSC). A variety of reading materials and AV materials are available. Hours during the school year are 7:30am to 8:00 pm, Monday through Thursday, closing at 4:30pm on Fridays. Hours will vary during the summer.

*Academic Center and Counseling-* Located on the second floor of HSC. Reading and math instruction for secondary and adult students is provided. Instruction is individually designed to address specific reading and math skills needed for success in career and technology programs. Both individual and group instruction is available. There are 2 counselors located here that can assist students with finding services, developing study skills or just to listen. For hours of operation, please call 828-1216.

*Student Services-* Located on the Lemley campus, Career Services Center building. This department offers assistance in career advisement, financial aid information, job placement and other helpful services. Please call 918-828-5200 or visit the website for further information: [http://www.tulsatech.com/Services/Student\\_Services.aspx](http://www.tulsatech.com/Services/Student_Services.aspx)

*Scrubs Café-* Located on the first floor of HSC. Hours are posted and break times are assigned. While the café is closed during the summer, the vending machines remain accessible.



## VIOLATIONS, DISMISSALS AND WITHDRAWALS

### VIOLATIONS and DISMISSALS

Program violations will be tracked on a form (see appendix). These can include attendance issues, any school or program policy violations or academic concerns. Students that reach Step 2 will be placed on probation. On the 3<sup>rd</sup> Step, a student will be removed from the program. Students are responsible for understanding the school and program policies, and information in the program handbooks. Depending on the violation, students may or may not be eligible to request readmission.

### WITHDRAWALS

A student may request withdrawal from the program in the Coordinator's office. The current progress of the student, probation status and availability of space in other classes will be examined if a student is interested in delaying the program. It is important to remember the refund policy and Financial Aid requirements when considering a withdrawal.

### PROGRAM EVALUATION

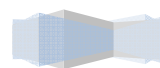
Ongoing evaluation of the program is essential for the continued growth and excellence of the program. The faculty conducts regular evaluations of the program. Student input is utilized in this evaluation and are urged to provide constructive comments throughout the program. Students will be asked for their input via survey regarding theory and clinical courses, each instructor, the program as a whole and will also be contacted approximately one year after graduation.

As decisions throughout the year need to be made with regards to programs changes and improvements, students will be invited to participate in the decision making process. Students are also invited to send a class representative to monthly staff meetings to deliver input and ask questions.

### STUDENT LEARNING OUTCOMES

Competencies are demonstrated through the use of Knowledge, Skills, Values, Meaning, and Experiences (KSVME), using direct supervision and various evaluation tools. After completion of the program, a graduate of the Tulsa Technology Center School of Practical Nursing will:

1. Integrate academic principles of physical, biological, social and behavioral sciences to provide basic nursing care.
2. Communicate effectively, both orally and in writing, in the health care setting.
3. Describe and explain the current healthcare delivery systems, the roles within these systems and the issues that affect them.



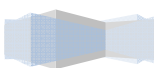
4. Participate in activities which promote personal and professional growth such as self-evaluation, community service and continuing education.
5. Demonstrate understanding of the role and scope of practice of a practical nurse as defined by the Oklahoma Board of Nursing and professional organizations.
6. Function in an advocacy role for the client. Utilize the nursing process to meet the needs of culturally diverse individuals with health related concerns throughout the life span.
7. Utilize safety measures for the protection of the client and others in the health care environment.
8. Demonstrate understanding of their role and responsibilities as a member of the health care team.
9. Identify and implement the fundamentals of wellness and the prevention of disease processes in the care of clients.
10. Demonstrate proficiency in the nursing skills necessary to provide basic physiological, psychological, spiritual, and socioeconomic needs in the care of each client.
11. Employ current technologies to optimize quality of care delivery while maintaining confidentiality and protecting patient privacy.

## **PROGRAM COMPLETION**

The requirements to complete the program are as follows:

- Successful completion of all theory, lab and clinical components of the program.
- All tuition and fees paid.
- Information records updated and surveys completed.
- Obtain official clearance checkout.

After all program requirements are met, an official transcript will be sent to the Board of Nursing.



## NURSING CODES

### PRACTICAL NURSING PLEDGE

Before God and those assembled here, I solemnly pledge to adhere to the Code of Ethics of the nursing profession.

To cooperate loyally with the other members of the nursing team and to carry out faithfully and to the best of my ability, the instructions of the physician or the nurse who may be assigned to supervise my work.

I will not do anything evil or malicious, and I will not knowingly give any harmful drug or assist in malpractice.

I will not reveal any confidential information that may come to my knowledge in the course of my work.

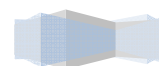
And I pledge myself to do all in my power to raise the standards and the prestige of Practical Nursing.

May my life be devoted to service, and to the highest ideals of the nursing profession.

### CODE OF ETHICS FOR NURSES

The ANA House of Delegates approved these nine provisions of the new *Code of Ethics for Nurses* at its June 30, 2001 meeting in Washington, DC. In July, 2001, the Congress of Nursing Practice and Economics voted to accept the new language of the interpretive statements resulting in a fully approved revised *Code of Ethics for Nurses with Interpretive Statements*.

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining, and improving healthcare environments and conditions of employment conducive to the provision of quality



health care and consistent with the values of the profession through individual and collective action.

7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

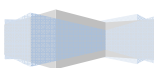
American Nurses Association, *Code of Ethics for Nurses with Interpretive Statements*, © 2001 By American Nurses Association. Reprinted with Permission. All rights reserved.

## **NATIONAL ASSOCIATION OF PRACTICAL NURSE EDUCATION AND SERVICE**

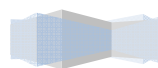
### **(NAPNES) CODE OF ETHICS**

The Licensed Practical/Vocational Nurse Shall:

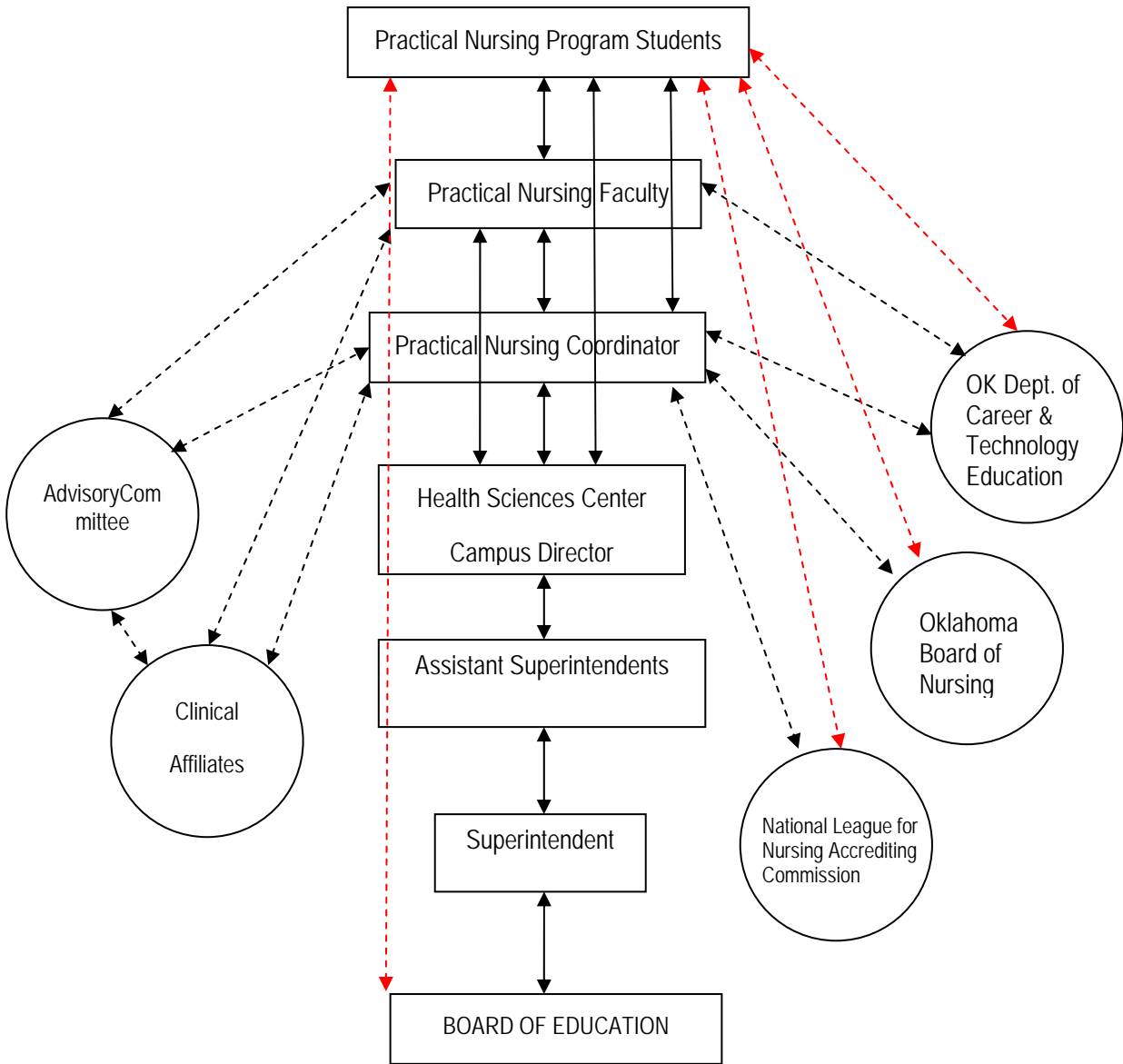
1. Consider as a basic obligation the conservation of life and the prevention of disease.
2. Promote and protect the physical, mental, emotional and spiritual health of the patient and his family.
3. Fulfill all duties faithfully and efficiently.
4. Function within established legal guidelines.
5. Accept personal responsibility (for his/her acts) and seek to merit the respect and confidence of all members of the health team.
6. Hold in confidence all matters coming to his/her knowledge, in the practice of his/her profession, and in no way and at no time violate this confidence.
7. Give conscientious service and charge just remuneration.
8. Learn and respect the religious and cultural beliefs of his/her patient and of all people.
9. Meet his/her obligation to the patient by keeping abreast of current trends in health care through reading and continuing education.
10. As a citizen of the United States of America, uphold the laws of the land and seek to promote legislation that will meet the health needs of its people.



# APPENDICES



## Line of Communication Chart

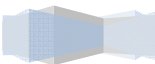


**LEGEND:**

Organization Chain of Command flows from bottom up in the rectangles.

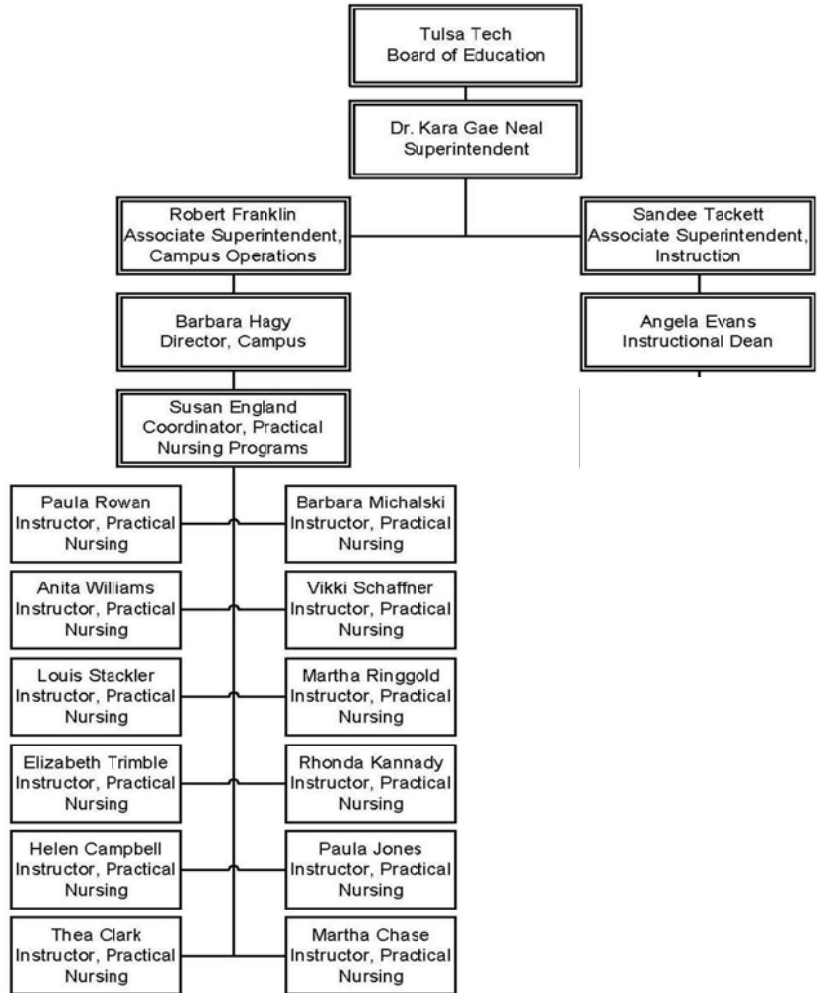
- Solid lines reflect direct channels of communication within the institution.
- - - Dotted lines reflect an interrelationship of communication, recommendations and supervision that exist between cooperating agencies and accrediting bodies.
- - - Red dotted lines reflect channels that are open along the way for communication and information exchange to occur that does not need to flow through the chain of command.

(Adapted from Francis Tuttle Technology Center Handbook, 2011)

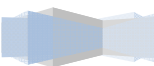


# Organizational Chart

## Practical Nursing Organizational Chart



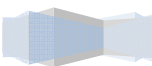
August 2011



## Required Immunizations

Note: This form is only for student use and does not qualify for medical documentation of immunizations unless a medical professional provides signature and date of immunization or titer per CDC guidelines. Declinations only allowed for out-of-season or for medical reasons documented by medical professional.

REQUIRED IMMUNIZATIONS
<b>Hepatitis B Series, or Titer:</b> Date of Shot #1 _____ Date of Shot #2 _____ Date of Shot #3 _____ OR Date of Titer: _____
<b>MMR (Measles, Mumps, Rubella) or MMR Titer:</b> Date of Shot #1 _____ Date of Shot #2 _____ OR Date of Titer: _____
<b>TB Skin Test (Yearly test) – PPD w/negative test results or negative chest x-ray (good for 3 years):</b> Date of X-ray: _____ Date of TB Results: _____
<b>Varicella (Chickenpox), Written Physician Verification OR Titer:</b> Date of Shot #1 _____ Date of Shot #2 _____ OR Date of Titer: _____ Physician Verification: _____
<b>Diphtheria/Pertussis/Tetanus (High School: 3 primary series DPT, Adult: 1 Td (within the last 10 years)):</b> Date of Primary Shot #1 _____ Date of Primary Shot #2 _____ Date of Primary Shot #3 _____ Date of Adult Tdap/Td (w/in 10 years) #1 _____
<b>Flu &amp; H1N1 Vaccination (Seasonal, September-March)</b> Date of Flu Vaccination: _____



# Program Violation Form

## Practical Nursing Program Violation Tracking Form

Student Name \_\_\_\_\_

Class # \_\_\_\_\_

**Blocks:            2&3        4&5**

(CIRCLE OR HIGHLIGHT BLOCKS)

Clinical/Preceptorship No Call No Show (NCNS) = 2 Steps  
**(The NCNS is carried through all of the blocks)**

1. \_\_\_\_\_ = 2 Steps  
(Date & Initial)

2. \_\_\_\_\_ = 2 Steps  
(Date & Initial)

1/3 <sup>rd</sup> step	2/3 <sup>rd</sup> step	1 step
Classroom leave early (CRLE) Classroom tardy (CRT)	Clinical Tardy (<5 min) (CLT) Clinical Leave Early (CLE) Classroom Absence (CRA)	Clinical Absence (CLA) (>5 min tardy to clinical is equal to an absence) Any School or Program Policy Violation (PV)

Any combination of occurrences = 1 step

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ = 1 step \_\_\_\_\_  
(category) (Date & Initial) (category) (Date & Initial) (category) (Date & Initial)

4. \_\_\_\_\_ 5. \_\_\_\_\_ 6. \_\_\_\_\_ = 1 step \_\_\_\_\_  
(category)(Date & Initial) (category) (Date & Initial) (category) (Date & Initial)

7. \_\_\_\_\_ 8. \_\_\_\_\_ 9. \_\_\_\_\_ = 1 step \_\_\_\_\_  
(category) (Date & Initial) (category) (Date & Initial) (category) (Date & Initial)

1<sup>st</sup> Step Written Warning Date: \_\_\_\_\_ Instructor Signature \_\_\_\_\_

Student Signature \_\_\_\_\_

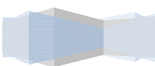
2<sup>nd</sup> Step Probation Date: \_\_\_\_\_ Coordinator Signature \_\_\_\_\_

Student Signature \_\_\_\_\_

3<sup>rd</sup> Step Dismissal Date: \_\_\_\_\_ Director Signature \_\_\_\_\_

Student Signature \_\_\_\_\_

*STU-18 specific violations may result in immediate dismissal from the program. Probation Contracts may be used to describe specific violations and determine probation requirements.*



## Withdrawal Form



# Tulsa Technology Center Adult Health Programs Withdrawal Form

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

I, \_\_\_\_\_ hereby submit my voluntary withdrawal from the Licensed Practical Nursing program. I am aware that I will receive a transcript grade for all coursework that is completed as of this date. I understand that if I choose to request readmission to the program, I may be required to demonstrate proficiency in certain courses/modules. I understand that my prior disciplinary and incident record will affect whether to grant my request for readmission. I also understand that my readmission will depend upon program openings.

_____	_____
Student Signature	Date
_____	_____
Instructor Signature	Date
_____	_____
Coordinator Signature	Date
_____	_____
Campus Director Signature	Date

