

**Bedford County School
Of
Practical Nursing**



Applicant HANDBOOK

Revisions of the handbook are completed periodically. Any change in policy will be distributed

Table of Content

Statement of Philosophy, Mission, and Objectives
Program Description
Curriculum & Course Description
School Calendar
Faculty Roster
Educational Facilities
Fees, Expenses, and refund policy
Admission/Readmission/Transfer
Criminal background Checks
Progression Policy
Graduation Policy
Grievance Policy
Student Activities and Services



Est. Circa 1966

Bedford County School of Practical Nursing

Statement of Philosophy

The administration and faculty of the Bedford County School of Practical Nursing believe that:

Practical nursing is an integral part of all nursing. Practical nurses work in concerted effort with other health professions in the prevention of illness, improvement of health, rehabilitation, and care of the sick.

Nursing is both an art and a science. The practical student should be educated in the basics of nursing in a meaningful, sequential and individualized manner. Each unit of learning builds on the previous one, and each year builds on prior knowledge. Because of this, attendance and preparation for class are vital to effective learning and progression in the program.

Learning is motivated by concern for the individual student and developed through guidance and experience in the classroom and clinical situations. Students learn best in an atmosphere of respect for all class members and faculty.

Practical nursing education prepares the student to enter the workforce with entry level skills and with the knowledge to pass the NCLEX-PN. It is an ever-changing, continuous process. Practical nursing is an expanding vocation in which the individual is helped to recognize the need for continued, self-directed education which will enable him/her to better care for the sick and promote wellness.

Mission Statement

Bedford School of practical nursing has adopted its clinical partner CENTRA-Bedford Memorial Hospital's mission and values as the core values of the program.

OUR MISSION: Excellent care for life.

VALUES: Integrity and Respect, Drive for Excellence, Teamwork

All of our student nurses will pursue excellence in attainment of knowledge and delivery of nursing practice.

Objectives

Student Behavioral Objectives

1. To effect an improvement in self-care based on an understanding of positive health maintenance and disease prevention.
2. To increase understanding of government and community health agencies and their daily work in disease prevention and promotion of health to increase familiarity with services available in the community.
3. To develop a basic understanding of anatomy and physiology, applied principles of good nutrition, care of the obstetrical patient, care of the newborn, care of the pediatric patient, care of the medical patient, care of the surgical patient, and care of the mental health of the patient, care of the geriatric patient, math of drugs and dosages, and the safe administration of medication.
4. To develop an understanding of principles behind nursing procedures and to develop the ability to safely and skillfully carry them out.
5. To develop the ability to make accurate patient observations, to detect the symptoms of disease or disease crisis, and to report these observations or refer them to the physician.
6. To develop the ability to provide patient teaching and health maintenance for patients and others in the community.
7. To learn to conduct oneself in a professional manner, to be cognizant of professional organizations and to serve and support these organizations.

CLINICAL EXPERIENCE/FACULTY OBJECTIVES

1. To give guidance and support to the student in the clinical area as the student:
 - A. Endeavors to develop psychological and technical skills which will enable the student to identify nursing problems and plan nursing care.
 - B. Acts as assistant to the professional registered nurse in more complex nursing situations.
2. To select learning experiences:
 - A. Which are according to the learning needs of the individual student.
 - B. Which will encourage each student to develop the behavior identified in the objectives of the program.
 - C. Which will enable the clinical instructor(s) to evaluate the changes in behavior of the student.
 - D. Which will offer experiences in various nursing settings.
3. To hold clinical conferences with each student daily after clinical experiences and conduct evaluation conferences as needed:
 - A. Which are a joint activity of the instructors and student.
 - B. Which are conducive to self-evaluation by the student.
 - C. Which enables the student to identify own strengths and weaknesses and estimate their level of achievement.
 - D. Which provides an opportunity for the student to participate in planning experiences that will help to reach the desired objectives of the clinical phase of the program.

Curriculum Objectives

The curriculum objectives are designed to provide instruction consistent with the law governing the practice of nursing. The curriculum is designed to facilitate each student in developing ability to:

- Understand the concepts of anatomy and physiology in the provision of client care.
- Assist clients in attaining and maintain physical and mental health throughout the lifespan in a variety of clinical settings.

- Perform nursing procedures skillfully using application of essential concepts and principles.
- Recognize and apply the concepts of the nursing process using critical thinking to determine when nursing activity/intervention is required as well as recognition of alterations in client condition.
- Develop decision making skills using the nursing process to prioritize, implement and delegate appropriate client care.
- Provide client care to encompass each client's cultural and ethnic beliefs.
- Provide client care within legal parameters related to patient rights, professional responsibility, and delegation to assistive or unlicensed personnel.
- Function within an interdisciplinary team using professional communication techniques and effective conflict resolution.
- Carry out effective client education regarding the prevention of illness and management of existing illness for individuals, families and specific groups.
- Recognize child and elder abuse. Report suspected abuse situations to appropriate community agencies.
- Acquire the knowledge to successfully prepare for and pass the NCLEX-PN.

Revised: August 2015

PROGRAM DESCRIPTION

Bedford County School of Practical Nursing is a program celebrating 51 years in the Bedford community. The Bedford County Public School (BCPS) system's program is sponsored by Bedford Science and Technology Center and its Governor's Health Science Academy. It is an eighteen month program offered by application

to BCPS High School Seniors and Adults. The program follows BCPS system’s academic school year calendar. The program is approved by the Virginia Department of Health Professions Board of Nursing and the Division of Career and Technical Education with the Virginia Department of Education. As a public school based program, Bedford School of Practical Nursing does not currently hold accreditation with Accreditation Commission for Education in Nursing (ACEN).

NCLEX Annual Pass rate			
Year	Number Graduating	Number Passing	Pass Rate in %
2012	6	6	100
2013	13	13	100
2014	8	10	80
2015	5	7	71.43
2016	11	14	78.57
2017	12	Pending	Pending
Graduate Class Pass Rate			
2016			84.6%
2017(current/pending)			100%

RELATIONSHIP OF PHILOSOPHY AND CURRICULUM PLAN

The curriculum is designed to help the student to acquire knowledge and skills necessary to function as a beginning practitioner of practical nursing.

Both classroom and practical experiences are planned to assist the student in acquiring the basic knowledge and skills needed to function as a graduate practical nurse.

Preclinical, the student is taught in a meaningful, sequential and individualized manner including human anatomy and physiology, nursing fundamentals, and pharmacology and administration of medication. Each student is provided an opportunity to practice each nursing skill under supervision in the laboratory situation and/or in the patient care observation. Practical experience begins early in the training in order to provide meaning to the experiences.

Since nursing is both an art and a science, the student is trained to do work with skill and to use of mind in exploring ways to improve nursing care and pursuing evidence based nursing practice.

Clinical subjects prepare the nursing student to function in the areas across all life spans including, maternal-child care, Obstetrics, pediatrics, medical/surgical nursing, mental health nursing, geriatrics, and related pharmacology. The student gains experience in the hospital on various nursing units: medical/surgical, obstetrics, intensive care, skilled nursing units, surgical suite, emergency department, pediatrics and family practice clinic. There are observational experiences upon special requests for student's expressing an area of interest including areas of potential employment.

The student is given varied opportunities to view and practice a wide range of nursing activities during field trips, scheduled rotations and through contracting agencies.

The individual student's needs are considered at all times so that the student remains enthusiastic, cooperative and engaged.

After completion of an eighteen month program, a good beginning practitioner of practical nursing is graduated.

Curriculum Description

Course Descriptions

Practical Nursing I: Pre-Clinical Phase

First semester

PN I: ANATOMY AND PHYSIOLOGY OF THE HUMAN BODY is a course designed to present the structure and function of the human body beginning with cells, tissues, organs, and systems. The course will include normal structure and function as well as some more common changes due to disease and aging. This course supplies students with a background for recognition of simple nursing problems in clinical experiences.

Nursing Fundamental Courses

PN I: PERSONAL AND VOCATIONAL RELATIONSHIPS concepts are designed to direct the Student in effective study skills, time management and to familiarize them with materials and methods which will be an aide to learning.

It includes an introduction to the physical facilities and organizational pattern of the hospital and/or school. Emphasis is placed on maintaining personal health, grooming, and professional dress and the professional responsibility and role of the practical and professional nurse. These concepts are designed to introduce the practical nursing student with the function of local, state, national, and international health agencies. The role of the practical nurse in the community and related job opportunities are explored. The role of the Board of Nursing and its duties is discussed including regulations related to their role in nursing.

The history of nursing and nursing education is explored and the significant changes in nursing in the twenty-first century. The purpose, role and responsibilities of the practical nurse in the health care system are explored.

Ethical and legal aspects are included with the aim of developing awareness of the privileges, obligations and responsibilities of the nursing profession including Professional boundaries and appropriate use of electronic technology and social media. Concepts related to the nurse's role in maintaining client rights and privacy and confidentiality and freedom from abuse for clients throughout the life cycle.

Second Semester

Nursing Fundamental Courses

PN I: COMMUNICATION AND THE NURSING PROCESS course concepts introduce the nursing process as a method of problem solving and decision making. These concepts are designed to assist in development of methods in critical thinking related to application of this process in assessment, nursing diagnosis, planning,

implementation and evaluation. This course is designed to provide the student with the knowledge to communicate effectively with patients, families, and the interdisciplinary healthcare team members and promote decision making skills to identify client needs and safely deliver client care. Conflict resolution skills are introduced and developed in this course.

PN I: CULTURAL CONCEPTS and HUMAN DEVELOPMENT course concepts in these three aspects of human development, Psychosocial, and Cultural diversity are designed to acquaint the practical nursing student with the cultural and ethnic considerations in client-centered care in the areas of cultural differences, values and preferences. Promotion of healthy lifestyles for client populations and a safe client environment are developed and harnessed through this cultural awareness and sensitivity.

The student will be introduced to human development across the lifespan through infancy to adulthood and the facets of development; Physical, cognitive, and psychosocial. The concepts of loss, grief, and the dying patient are explored and the role of hospice/palliative care versus curative care is discussed. Advanced directives, living wills, and do not resuscitate options are discussed.

PN I: NURSING ARTS is a course designed to instruct the student in development of nursing skills and procedures from basic patient care developing to advanced skills under the practical nursing scope of practice. Emphasis is placed on delivering safe and effective client care using evidence based methodology. The areas of study include infection control, safety, body mechanics, patient mobility, hygiene and care of the patient's environment, cardiac care, respiratory care, urinary care, heat/cold therapy, eye/ear care, feeding, elimination, intravenous therapy, physical assessment, documentation, and specimen collection. Practical experience is obtained in the clinical laboratory. Skills sheets will begin to be maintained in this course.

PN I: NUTRITION course concepts are designed to provide the student with a background of information in good nutritional practices. The student will be introduced to various dietary approaches including assisted feeding and to the management of diseases in the study of Diet Therapy. Emphasis is placed on applied nutritional practices and skills in the clinical laboratory will be developed. The importance of fluid and electrolyte balance and the effects of imbalances are explored.

PN I: GERIATRIC NURSING concepts are designed to provide the student with knowledge and understanding of the normal process of aging in human development. This course supplies the student with the background for recognition of the special nursing problems and the appropriate nursing care of the older adult. Loss, grief, dying and death are revisited in relation to geriatric nursing. Advanced directives, living wills, and do not resuscitate are reviewed.

PRACTICAL NURSING II: Clinical Phase Courses

First Semester

PN II: PHARMACOLOGY AND ADMINISTRATION OF MEDICATIONS is a course designed to assist the student to obtain the knowledge and develop the understanding of drug standards, drug controls, drug reference, pharmacodynamics, fundamentals of medication therapy, measurement and dosage calculations, responsibilities of medication administration, administering medications orally, by injection, intravenously, etc., and basic math review.

PN II: INTRODUCTION TO MEDICAL SURGICAL NURSING is a course designed to assist the student in learning basic knowledge necessary to give care to the medical or surgical patient. It includes treatment and care of patients having surgery, patients with cancer, pain management, infection prevention, first aid/emergency nursing. Introduction to laboratory tests and pathology is included but will be covered in greater detail in M/S I and II. In this course the issue of the rising *opioid crisis* will be address and effects on patient and community at large. The student will explore the rising issues of nurse professional substance abuse and resources to help combat this national trend.

PN II: MENTAL HEALTH NURSING is a course designed to assist the student to obtain the knowledge and develop the understanding of basic principles of mental health, normal and abnormal behaviors, crisis intervention, addictive/dependent behaviors, psychosocial disorder and legal aspects specific to mental health care.

Second Semester

PN II: MEDICAL SURGICAL I AND II is designed to assist the practical nursing student to obtain the knowledge and develop the understanding and skills necessary to provide effective nursing care to selected clients with medical and surgical conditions through planned classroom instruction, clinical references, field trips and supervised clinical practice. Pertinent information relating to diet therapy, drug therapy, rehabilitation, and mental health in the care of selected clients is an integral part of the course. The course is built on the concepts learned in the pre-clinical areas of study of anatomy and physiology, nursing arts, nutrition, community health, personal and vocational relationships, communication, critical thinking, the nursing process and geriatrics. Diseases and/or disorders of each system of the body are correlated with the basic concepts taught in the pre-clinical portion of the course. The following body systems are included: cardiac, vascular, respiratory, gastrointestinal/hepatic, endocrine, integumentary, immune/HIV, reproductive, urinary, neurologic, musculoskeletal, blood/lymph and vision/hearing.

Learning experiences are selected, in so far as possible, to relate to the current instruction in the classroom. Clinical experiences and conferences are planned around the needs of assigned clients. Observational learning experiences are provided where possible in the ancillary departments of the hospital and health care community. These experiences provide opportunity for the student to function within the scope of his/her abilities related to nursing knowledge and legal boundaries and building of nursing leadership skills.

PN II: OBSTETRICS NURSING concerns itself with the patient and the care she receives in all phases of childbearing, and the welfare of the infant. The course includes care of the uncomplicated patient as well as the mother or baby who experiences difficulties. Health promotion before and during pregnancy is emphasized. Labor, delivery, and postpartum phases are each explored in-depth. Care of the high-risk mother, newborn, and families with special needs are covered.

PN II: PEDIATRIC NURSING includes an introduction of the student to related terms, programs, and laws affecting pediatrics. It reviews the normal growth and development and identifies the time span of each age group. The course describes the child's reaction to illness, to the nurse and hospitalization. It includes diagnostic tests, nursing procedures, and treatments adapted to the child. The disease conditions of the childhood are described in relation to the body systems. The course includes material related care of the infant (full-term and premature), accidents, communicable diseases, and mental or cognitive disorders. The pediatric nursing course ends with the adolescent and their problems.

Lab Hours PN I and II:

Lab hours are dependent on courses covered and are indicated in each course syllabus. A *skills record* is initiated in PN I Nursing Arts course and carried through lab experiences with related course subject material throughout the remaining program. *The students are responsible to maintain their skills record throughout their nursing school career and are required to have all skills records with them on all clinical rotations.*

Clinical Phase: PN II

The clinical phase of the program is nine months in length and begins in August and ends by May. Clinical experience is scheduled Tuesday through Friday mornings. Classroom learning takes place on Full days Monday and in the afternoons post-clinical Tuesday through Friday. Clinical experiences are provided at Centra-Bedford Memorial Hospital, Centra-Virginia Baptist Hospital, Centra Medical Group offices, Carilion Clinic Family Medical office, Oakwood Rehab Center, the Bedford Christian Free Clinic, Johnson's Health and Medical Centers of Bedford, Blue Ridge Regional Jail Authority, and Bedford County Public schools and other community health/medical events as available. Whenever possible, classroom instruction and clinical assignments are correlated. Observations are available in Bedford Memorial Hospital Surgical room. Additional Observations are made available per student request when there is facility availability.

The following subjects are taught in the clinical phase:

- Pharmacology and Medication Administration
- Introduction to Medical Surgical Nursing
- Medical-Surgical I
- Medical-Surgical II
- Mental Health
- Maternal/Newborn
- Pediatrics
- Leadership and Management

Clinical Experience

All clinical rotations, patient assignments, observational experiences and all other learning experiences are made and supervised by the faculty or approved preceptors. Whenever possible classroom instruction and clinical assignments are correlated.

The following clinical areas are utilized with an estimated amount of experience:

- | | |
|-------------------------|------------|
| ● Medical-Surgical Unit | 5-8 weeks |
| ● Surgical Services | 1 week |
| ● Maternal/Newborn | 8-16 Hours |

- Intensive Care Unit 1-2 weeks
- Emergency Department 1 week
- Geriatric Nursing unit 5-10 weeks
- Pediatrics 2 weeks
- Medical offices 6-10 weeks
- Specialty Areas* 1-2 weeks
- Community Health* 1-2 weeks

*Wound clinics, dialysis, respiratory, radiology, cardiac clinic, adult day care, social services and other available experiences.

*Beginning focus in academic year 2017-18 including but not limited to areas such as free clinics, health departments, Home Health, Influenza vaccination services, Hospice, and Blue Ridge Regional Jail as clinical sites are available.

Clinical experiences are made available as the program works with community resources for the best available learning experience for our students in compliance with the Virginia Board of Nursing regulations and potential employment opportunities for the student. Bedford School of Practical Nursing utilizes a vast variety of preceptorship opportunities in addition to supervised clinical experiences to expose the student to a wide variety of career opportunities. BSOPN works in conjunction with its partnering clinical site facilities recognizing the multitude of nursing programs in the surrounding area and the load of clinical experiences on these facilities. We seek to work in tandem with all available nursing educational facilities in our community to best serve and meet our community health care needs.

SCHOOL CALENDAR

Bedford School of Practical Nursing program follows Bedford County Public School’s (BCPS) Academic School Year Calendar. The county school’s inclement weather policy is additionally followed. PN II mostly follows the calendar with the exception of earlier start time accommodating clinical rotations. In addition, as announced by faculty, BCPS parent teacher and/or teacher workdays may be utilized for PN II clinical and or instructional time.

The BCPS Academic Calendar may be accessed through the public school’s website at

www.Bedford.k12.va.us.

FACULTY ROSTER

CURRENT FACULTY RANK/TITLE NAME	COLLEGE/ UNIVERSITY	NURSING CREDENTIAL	MAJOR TEACHING RESPONSIBILITY
Tara M Smith RN, BSN Director	Radford University	RN	Director
William "Hutch" Hutchinson RN, BSN	Liberty University	RN	Instructor PN I and II
Jennifer Thornhill RN, BSN	Centra School of Nursing ADN: University of Phoenix BSN	RN	Instructor
Brittany B Bobbitt RN, BSN	Liberty University	RN	Clinical Instruction/Coordination and PN I Nursing Arts

EDUCATIONAL FACILITIES

CLASSROOM/OFFICE	PRIMARY CLINICAL SITES
BEDFORD SCIENCE AND TECHNOLOGY CENTER 600 EDMUND STREET, BEDFORD VA	CENTRA BEDFORD MEMORIAL HOSPITAL 1613 OAKWOOD STREET, BEDFORD VA
BEDFORD MEMORIAL HOSPITAL 1613 OAKWOOD STREET, BEDFORD VA	CENTRA HEALTH PARTNERING MEDICAL FACILITIES BEDFORD AND LYNCHBURG VIRGINIA
	CARILION CLINIC FAMILY MEDICINE BEDFORD VIRGINIA
	JOHNSON'S HEALTH CENTER BEDFORD OFFICES

	BEDFORD COUNTY PUBLIC SCHOOLS NURSING DEPARTMENT
	BLUE RIDGE REGIONAL JAIL AUTHORITY LYNCHBURG VIRGINIA

Fees and Expenses

Bedford county Public Schools tuition costs are reviewed annually and determined by the school board. Additional Costs of the program are adjusted to annual charges. The students are additionally responsible for payment of state required criminal background checks, processing fees and drug screen costs. These are adjusted annually according to the costs to the program.

Financial aid is not available through the public school’s program however there are many scholarship opportunities that are available to the student. Scholarship funding is dependent to the individual scholarship’s policy.

Payments may be made to Bedford County school of practical nursing on a quarterly basis. Failure of payment after a semester will result in the student attend an advisory committee which consists of the student, director of the nursing program, BSTC Administration, and BSTC bookkeeper/accounting dept. It will be determined in the meeting if the student will be allowed to progress in the program. If a student has not made payment for the annual cost of their first year, progression to the final year will be terminated. If a student has not completed payment for the final semester of the program, the student will not be allowed to graduate.

Payments are non-refundable for program withdrawal/dismissal for academic, disciplinary, or personal reasons. Refunds will only be considered in a “life changing event” and will be reviewed on a case by case basis.

ATI costs are non-refundable as the program is required to submit complete payment for the package to the company at the beginning of the program’s academic year. This includes High school student payments regardless of full payment in advance or quarterly payments. All students own their ATI package purchased by Bedford county at the start of the each year; therefore, payment to the company must be made in full.

Fees and Expenses Application/Admissions

Bedford county School Of Practical Nursing requires and application fee which is adjusted according to the cost of the required entry TEAS exam. *The application fee is non-refundable.* Any student not admitted to their year of application can reactivate their application by notifying the school and re-submitting the current years application fee. Notification must be made by the following year’s window of application.

School of Practical Nursing Current Program Costs <u>Estimated</u>	
PN I	PN II
Payments to school	
Tuition: <ul style="list-style-type: none"> • In County: \$1,000.00 • Out of County \$ 1,580.00 • High School Seniors \$0 	Tuition: <ul style="list-style-type: none"> • In County \$ 2,000.00 • Out of County \$ 3,160.00
ATI Testing/Tutorial Computer program <ul style="list-style-type: none"> • \$385.00 current quote for 2017/18 	ATI Testing/Tutorial Computer program <ul style="list-style-type: none"> • \$355.00 current quote for 2017/18
Criminal Background Check for 18 yo and above <ul style="list-style-type: none"> • \$25.00 	Graduation Fee: <ul style="list-style-type: none"> • \$ 160.00
	Criminal Background Check for Graduated High School learners: <ul style="list-style-type: none"> • \$25.00
	Drug Screen: <ul style="list-style-type: none"> • \$65.00
Additional Costs to Student	
Books: Estimated \$160.00-\$200.00	Books: Estimated \$300.00-\$400.00
Uniforms: estimated \$120 and up according to size and amount (minimum of 2 sets) Due March	Influenza vaccine 2 Step PPD
Physical Examination by your PCP and completed immunization record per school and clinical site policy	NCSBN Learning extension last quarter: approximately \$50-75: for NCLEX preparation
Equipment: Blood pressure cuff and Stethoscope-good quality but does not need to be top of line	

Revised: Aug. 11, 2017

ADMISSION/READMISSION/TRANSFERS:

Admission:

Requirements for admission to Bedford School of Practical Nursing program follow the Code of Virginia requirements as stated in § 54.1-3020.

In addition, our program offers seating to qualified Bedford County Public High School Seniors who are in good academic and disciplinary standing and admitted to the program after completion of the application process. Acceptance is determined after review of the application by the admission board committee. The program is then opened to Bedford County Adult residents and Surrounding county adults following the same procedures.

All students are required to submit a completed application by the listed deadline with transcripts [current records for high school applicants] of High School or equivalent GED. Any continuing college degree or course completion transcripts as applicable are to be included.

Medical background such as EMT or CNA/Med Tech are *encouraged* however not required at this time. For consideration of admission, a TEAS test must be completed or current within the academic calendar year. This test is scheduled and proctored by the program. The cost of the test is included in the application fee and is not charged additionally unless there is an approved request for retake of the TEAS. In this instance, the applicant will be required to pay for the cost of the additional testing.

Bedford School of Practical Nursing will adhere to its policy on *Essential Performance Standards for Admission and Progression in the Practical Nursing Program*. Any requests for accommodations in the program are referenced in this policy. It is the student's responsibility to address any potential needs for accommodation in the admissions process.

Upon a completion of the application requirements, an advisory board committee consisting of Bedford County School of Practical nursing staff, Bedford County Public school representative(s), Bedford Memorial Hospital representative(s), retired program director (as available), and a former program graduate (as available), review the applications and data to determine program seat offerings.

Seating for program is determined by BCPS and instructional staff set at maximum PN I seating of 20. In approved cases, the board will allow for a max seating of 23. This will be determined on an annual basis.

A wait list for qualified applicants who did not receive first placement is maintained. As seating becomes available (up to but not beyond the second week of the initiation of the program) a PN I class seat will be offered. It is not guaranteed that seating will be offered.

An applicant's desire for consideration for readmission or reactivation of an application must be submitted in writing during the window of application for the next available upcoming PN class. This will expire after one academic calendar year.

All former applicants are welcome to reapply the following year(s) as they so desire.

CRIMINAL BACKGROUND CHECKS

Criminal background checks are submitted to the Virginia State Police (VSP) at the start of the program. All Adult students who gain admission to the program are required to submit payment and information to complete this criminal background check. High School students will be required to submit payment and information for the criminal background check at the end of PN I or at the age of 18 prior to the clinical phase of PN II.

Any falsification on the student's application or any criminal conviction reported by the VSP will be reviewed by the program and is subject for removal from the program. In the event of this occurrence, any payment of tuition will be reimbursed.

- o Reference to Virginia Board of Nursing Guidance Documents related to Criminal Background Checks and history:

90-55, [Joint statement of the Department of Health and the Department of Health Professions on Impact of Criminal Convictions on Nursing Licensure or Certification and Employment in Virginia, revised November 2015](#)

90-12, [Delegation of Authority to Board of Nursing RN Education and Discipline Staff, revised May 16, 2017](#)

Readmission:

If a student must withdraw from the program for reasons other than academic or disciplinary reasons, the student may be considered for readmission to the program on a case by case basis. The decision will be determined by staff and advisory board as deemed appropriate by the director and BSTC principal.

A student withdraw from program after successful completion of the first year (PN I), will be considered for return for any available seating. If seating is unavailable the student will be placed on the waitlist for the

following available PN class and will be considered on a case by case basis. *Readmission to PN will be offered after 1 year of absence and no longer regardless of available seating. The student wishing to re-enter the program after a year of absence must reapply to the program as a beginning student. Each case will be considered by the admissions board committee and/or the BSOPN director and BSTC Principal.*

Transfers:

Bedford School of practical nursing does not acknowledge any transfers of PN courses as this time. The program curriculum design is set as a consecutive diploma program maintaining progression policies for each courses and material throughout the 18 months (2 years).

State guideline reference:

§ 54.1-3020. Qualifications of applicant for practical nurse's license.

- A. Transfer students may not be admitted until a nursing education program has received full approval from the board

PROGRESSION POLICY

In order for Practical Nursing I students to progress to the clinical phase (PN II) of the practical nursing program and for a PN student to progress to any given course, each student must meet the following criteria:

1. Students must maintain attendance requirements as outlined in the Attendance Policy included in this handbook.
2. Students must maintain a minimum of 80% in each course covered during the preclinical phase and clinical phase.
3. High school students must meet graduation requirements and receive a high school diploma by the end of the pre-clinical phase of the program.
4. All students must successfully pass a drug screen. (During PN II)

5. Adult student's criminal background check compatible with legal requirements as required by each participating clinical agency and VBON regulations. (this will be done at entry to the program; minors will be completed before clinical begins in PN II)
6. The student must not violate any aspect of the school or county public school's Code of Conduct.
7. The student's tuition and program costs balance must be paid and up to date.

Bedford County School of Practical Nursing does not utilize a *final comprehensive exam determining graduation*. Each individual course requires a minimum final grade of 80% for progression and graduation.

GRADUATION POLICY

PN II Student:

1. Will be evaluated by the faculty according to criteria set by the School of Practical Nursing;
2. Must meet the objectives of the school;
3. Must attain an average of 80 in each course;
4. Must meet all course requirements of the clinical phase prior to graduation;
5. Must have completed all makeup paperwork and clinical assignments as required;
6. Must demonstrate average or above average technical competence in the performance of clinical assignments;
7. Must demonstrate average or above average performance in the application of classroom learning to the patient situation;
8. Must meet all financial obligations to the school before graduation;
9. Must return all borrowed reference materials to the school;

10. Must be present for graduation unless permission for absence is granted by the Director of the school. Such permission is granted only in case of an emergency.

Each student will have a graduation fee incorporated into their second year program fees. This fee will include securing any cost of location for the graduation and additional fees for facility use and equipment use. This fee will provide the student's graduation announcements (up to 25 per student), graduation gown, and graduation nursing pin.

GRIEVANCE POLICY

Bedford School of Practical Nursing maintains a process in the event of misunderstandings and disagreements that may occur in issues of academics, policies, and faculty decisions. The grievance policy is a procedure to obtain fair resolution of such issues. The following is a list of the procedure steps and an example of the form used for documentation:

1. An appointment is to be made by the student with the faculty directly related to the issue to discuss the issue at hand.
2. After step one has been completed, a meeting may be set with the program director if fair resolution was not felt to be obtained after one week of the *initial step*. At this time, the grievance policy form will be initiated. The student is to communicate with the director and faculty if they feel there has been reasonable resolution of the matter after one week of the initiation of step 2.
3. After one week of initiation of step 2, if the student does not feel resolution has been obtained in a reasonable degree, the student must communicate to the program director and the issue will be referred to the BSTC principal to further review the matter. The student will be notified in writing or by set meeting of any decisions regarding the matter.

STUDENT ACTIVITIES AND SERVICES

LIBRARY

A library is maintained at the school of Practical Nursing.

The Bedford School of Practical Nursing has subscriptions to the following magazines:

- A. *Nursing Made Incredibly Easy*
- B. *Nursing*
- C. *Virginia Nurses Today*

Resource books and magazines are available for the student's use. The student must sign out all reading matter with the nursing instructors.

NCSBN Learning Extension is utilized in PN II as part of the Student's NCLEX Success.

ACTIVITIES: CO-CURRICULAR

CULTURAL AND CIVIC:

Students are encouraged to participate in any and all cultural programs in the local and surrounding communities.

They assist with various planned civic programs including Elderfest, Centerfest, programs for the middle and elementary schools, and others as requested. These programs are important pieces of a well-rounded nursing education. Some of these events occur in the evenings or on weekends. These events are considered class/clinical time. Attendance requirements for each event are set by the instructors or director.

RELIGIOUS:

There are several churches representing all the major faiths in the community and surrounding areas.

RECREATIONAL:

Many recreational facilities are available in the community and the students are encouraged to use them.

SOCIAL:

Social activities are planned for the students depending upon the needs of the students, their expressed desires and the regulations of the School Board and Hospital Administration.

SCHOLARSHIPS

There have been several scholarships which our students apply for:

1. Bedford Community Health Foundation- Bedford County residents can apply for these scholarships

2. There are other miscellaneous scholarships which have been applied for and welcomed by our students as they become available.

3. Bedford Science and Technology Center's nursing programs are Region 2000 Workforce Development listed providers and have students who are participating in this organization as part of our programs.

Any information on possible scholarships will be communicated to students as soon as it becomes available.

STUDENT OFFICER DUTIES

Student officers are elected by ballot vote by the student body. This is a student led council.

- President and Vice President -- Conducts class meetings and keeps the meetings orderly. The president also participates in the graduation ceremony.
- Secretary -- Takes minutes of all meetings, writes any correspondence as necessary.
- Treasurer (1) -- Collects monies from projects and prepares for delivery to BSTC with guidance from instructor.
- Reporter (1) -- Writes up all special events, publicity and submits to local newspapers, with guidance from instructor.

BCPS/BSTC GUIDANCE COUNSELOR

Bedford Science and Technology Center has a full time guidance counselor available for assistance per student request.