



Student Handbook 2023-24

## **PROGRAM HANDBOOK**

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

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Est. Circa 1966

Equal educational opportunities shall be available for all students, without regard to sex, race, color, national origin, gender, ethnicity, religion, disability, ancestry, or marital or parental status. Educational programs shall be designed to meet the varying needs of all students. No student, on the basis of sex or gender, shall be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege or advantage or be denied equal access to educational and extracurricular programs and activities. To view a current list of compliance officers and how they can be reached, visit the Bedford County Public Schools website at http://www.bedford.k12.va.us.

#### **Mission Statement**

The Bedford School of Nursing exists to EQUIP and EMPOWER students to become GREAT Licensed Practical Nurses

OUR VALUES: Integrity, Respect, Drive for Excellence, Teamwork, Empathy

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 pathophysiology, 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 recognize the symptoms of disease or disease crisis, and to report these observations and assessments 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.
- 8. TO BE A GREAT LPN AND A TEAM PLAYER during the educational process and after graduation.
- 9. To be a patient advocate.

## 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 an 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 after clinical experiences and conduct evaluation conferences as needed:
  - A. Which is a joint activity of the instructors and students.
  - 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.
- 4. To provide experiences and conversations that present the student with the opportunity to THINK LIKE A NURSE, that to is critically assess the data and observations at hand and make informed clinical judgements.
- To recognize, understand and apply the NCSBN Clinical Judgment Model (NCJMM) which are
- Recognize cues
- Analyze cues

- Prioritize hypothesis
- Generate solutions
- Take actions
- Evaluate outcomes

## 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 the ability to:

- 1. Understand the concepts of anatomy and pathophysiology in the provision of client care.
- 2. Assist clients in attaining and maintaining physical and mental health throughout the life span in a variety of clinical settings.
- 3. 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.
- 5. Develop decision making skills using the nursing process to prioritize, implement and delegate appropriate client care.
- 6. Provide client care to encompass each client's cultural and ethnic beliefs.
- 7. Provide client care within legal parameters related to patient rights, professional responsibility, and delegation to assistive or unlicensed personnel.
- 8. Function within an interdisciplinary team using professional communication techniques and effective conflict resolution.
- 9. Carry out effective client education regarding the prevention of illness and management of existing illness for individuals, families and specific groups.
- 10. Recognize child and elder abuse. Report suspected abuse situations to appropriate community agencies.
- 11. Acquire the knowledge to successfully prepare for and pass the NCLEX-PN the FIRST time.
- 12. Understand not just the "WHAT" but the "WHY" of disease processes and health conditions in line with the new NCJMM.
  - Critical thinking begins in the classroom when students understand theory content to be applied to patient care.

- Clinical reasoning is developed when students apply what they learned while caring for patients in the clinical setting. Clinical reasoning can also be practiced in the classroom using evidence-based teaching practices such as clinical reasoning case studies.
- Clinical judgment is a cognitive process that results in a nurse's conclusion after making a holistic assessment that correctly interprets clinical data to determine the best response. Clinical judgment is an outcome that depends on the nurses' critical thinking and clinical reasoning skills, and intuition strengthened by reflective practice.
- The nurse chooses the best response among alternative actions in light of expected outcomes, then uses ongoing evaluative reflection to monitor the patient's response and modifies interventions accordingly.

#### PROGRAM DESCRIPTION

Bedford County School of Practical Nursing is a program celebrating 57 years in the Bedford community. The Bedford County Public School (BCPS) system's program is sponsored by Susie G. Gibson Science and Technology Center (SGSTC) and its Governor's Health Science Academy (GHSA). It is an eighteen month program which 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 the Accreditation Commission for Education in Nursing (ACEN).

NCLEX Pass rate of First Time Takers and graduate numbers		
Year	Number Graduating	Annual Pass Rate in %
2018	12	86.7
2019	8	100
2020	12	100
2021	12	85
2022	17	70.1

#### 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.

In the preclinical, the student is taught in a meaningful, sequential and individualized manner including human anatomy and pathophysiology, 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. The last half of the second semester will include Fundamentals of Nursing and Pharmacology supervised practice in the patient care setting.

## **Fundamentals of Nursing**

Since nursing is both an art and a science, the student is trained to do work with skill and to use

their 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, 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 clinical rotations and through contracting agencies.

The individual student's needs are considered at all times so that the student remains enthusiastic, cooperative and engaged. However, the schedule is very <u>RIGOROUS</u>, the program pace is <u>INTENSE</u>, and the expectation is <u>HIGH</u>.

## Curriculum Description

## **Course Descriptions**

## <u>Practical Nursing I Course Descriptions</u>

# Human Anatomy and Pathophysiology 1 & 2 (two nine-week terms)

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.com, textbook readings and workbook activities, and ATI will be implemented from day one for Anatomy and Physiology content as well as basic nursing concepts.

#### Nursing Courses: PN I

PN I: NURSING FUNDAMENTALS includes personal and vocational relationships, ethical and legal aspects of nursing, communication, the nursing process, cultural concepts, and human growth and development. Nursing Fundamentals also includes nursing arts and skills. This course will prepare the student for entrance into the clinical setting, and will include learning in the classroom, skills lab, and clinical settings.

PN I: 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. In this course the issue of the rising opioid crisis will be addressed and effects on patient and community at large.

PN I: MED SURG PREP includes concepts that support the nursing student's entry into the Med Surg courses. These include foundations in nutrition, fluid and electrolyte balance, and therapeutic diets. Concepts of nursing leadership and management, including coordinated care, delegation and scope, time management, and teamwork are taught in the classroom and integrated in the clinical setting.

## Nursing Courses: PN II

PN II: MEDICAL SURGICAL NURSING INTENSIVE 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 Med Surg. The student will explore the rising issues of nurse professional substance abuse and resources to help combat this national trend. As an intensive course, the student will be required to complete a packet of pre-reading and tests to prepare. Successful completion of the assignment and the course is a requirement for progression to PN 2 clinical rotations.

PN II: MENTAL HEALTH NURSING is a course designed to assist the student to obtain the knowledge and develop an 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. This course is a one week intensive.

PN II: MEDICAL SURGICAL NURSING 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: cardiovascular, respiratory, gastrointestinal/hepatic, endocrine, integumentary, immune/HIV, reproductive, urinary, neurological, 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 an 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. This course is a one week intensive.

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 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. This course is a one week intensive.

PN II: LEADERSHIP IN NURSING consists mainly of a 100 hour clinical internship at a partnering clinical site with a LPN or RN mentor. Objectives for this course are set by the individual student in a conference with the clinical instructor and will serve as a guide for the clinical experience. The goal for all students will be to perform 75% of the workflow that a nurse practicing in their area would typically manage while under the direct supervision of the preceptor. In addition to the student-specific objectives, students will learn interdisciplinary collaboration, time management, planning skills, and implementation of clinical judgment. Classroom component consists of one to one leadership coaching with the director and an individualized NCLEX review as well as a group NCLEX review.

## 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: Second Semester PN I and All of PN II

The clinical phase of the program is nine months in length and begins in the Spring Semester of PN I and ends by April of PN II. Clinical experience for PN I is scheduled throughout the week, but primarily will be one full-day weekly in the spring. Classroom for PN I is Monday through Friday from 1:10 am-3:20 pm. PN II classroom/ lab are Mondays and Fridays from 8am-3pm. Clinicals are Tuesdays, Wednesdays and Thursdays. Times and clinical sites vary. Clinical experiences are provided at Centra-Bedford Memorial Hospital, Centra-Virginia Baptist Hospital, Centra Medical Group offices, Johnson's Health and Medical Centers of Bedford, Blue Ridge Regional Jail Authority, and other community health/medical events as available. Whenever possible, classroom instruction and clinical assignments are correlated. Observations are integrated as available. Additional Observations are made available per student request when there is facility availability.

The following subjects are taught in the clinical phase:

PN I

- Nursing Fundamentals
- Pharmacology and Medication Administration
- Medical Surgical Nursing Prep

PN II

- Medical-Surgical
- 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:

- Medical-Surgical Unit
- Surgical Services
- Maternal/Newborn
- Emergency Department
- Geriatric Nursing unit
- Pediatrics
- Medical offices
- Specialty Areas\*
- Community Health\*
- A Minimum of <u>400</u> Hours are required per Virginia Board of Nursing Regulations. The program may include scheduled clinical experiences that total greater than 400 hours. This will represent the number required for program completion.

Clinical Rotations are pre-assigned. 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. BSOPN 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**

BSOPN 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

William "Hutch" Hutchinson RN BSN	Liberty University RN BSN Program Director Lead Instructor PN II Subject Matter Expert Emergency Medicine
Leigh Ann Markham RN  Rebekah Melton RN BSN	Lynchburg General School of Nursing RN BA in Sociology from UVA Clinical Coordinator/Instructor Subject Matter Expert Maternal/Child Nursing and Surgical Services Nursing Liberty University RN BSN Lead Instructor PN I Subject Matter Expert Primary Care and Medical Surgical Nursing
Freda Spencer, RN BSN MA	Liberty University RN BSN MA in Health and Wellness from LU Program Administrator Subject Matter Expert Emergency Nursing and Maternal/Child Nursing
Mary Tweedy RN	Lynchburg General School of Nursing Clinical Instructor/Skills Lab

## **EDUCATIONAL FACILITIES**

SUSIE G. GIBSON SCIENCE AND TECHNOLOGY CENTER 600 EDMUND STREET, BEDFORD, VA

CENTRA BEDFORD MEMORIAL HOSPITAL 1613 OAKWOOD STREET, BEDFORD VA

CENTRA LYNCHBURG GENERAL HOSPITAL 1901 TATE SPRINGS ROAD, LYNCHBURG, VA

CENTRA VIRGINIA BAPTIST HOSPITAL 3300 RIVERMONT AVENUE, LYNCHBURG, VA

CENTRA MEDICAL GROUP BEDFORD AND LYNCHBURG, VIRGINIA

OTHER COOPERATING MEDICAL FACILITIES AND AGENCIES

## 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. These are adjusted annually according to screening 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 refunding is dependent on the individual scholarship's policy.

Students that are enrolled in the BSOPN program who are applying for VA benefits for tuition and expenses should note that SGSTC Troy Doss is a certified official for guiding you in that process. You will not be prevented from enrolling, charged for any late fees, or denied access to our resources during this process. Students will need to provide the VA's Certificate of Eligibility by the first day of class, provide a written request to be certified, and provide any additional information as needed.

Payments may be made in full or on a semi-annual basis before the start of the semester to Bedford County School of Practical Nursing (Checks Payable to Susie G. Gibson Science and Technology Center). Failure of payment after a semester will result in the student attending an advisory committee which consists of the student, director of the nursing program, Administration, and 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 <u>terminated</u>. If a student has not completed payment for the <u>final semester of the program</u>, 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.

## Fees and Expenses Application/Admissions

Bedford County School Of Practical Nursing requires an application fee of \$100. **The application fee is non-refundable.** Upon acceptance into the program, a \$150 non-refundable confirmation fee is required to secure your seat in the program. That fee is applied to the Criminal Background Check, Urine Drug Screen, and Basic Life Support Certification.

## **NON-REFUNDABLE PAYMENTS**

- Application fee
- Criminal Background Check
- Urine Drug Screen
- Basic Life Support

## Bedford School of Practical Nursing Current Program Costs

\*All Prices Listed Are Estimates and Subject to Change

PN I	PN II
Payment to school	Payment to school
Tuition Adult:	Tuition Adult:
In County: <b>\$4,7000.00</b>	In County \$ 4,700.00
Out of County \$ 5,000.00	Out of County \$5,000.00
High School Seniors <b>\$0</b>	

## **Additional Costs to Student**

Uniforms: estimated \$200 and up (according to size and amount), stethoscope, and shoes

for clinical

Flu Vaccine: annually

Tuberculosis Screening: annually

## **NCLEX Examination Fees (DUE MAY OF FINAL SEMESTER)**

Board Licensure \$200.00

FieldPrint \$38.95 (current Quote)

Pearson Vue Testing \$200.00

Revised: March 2023

Bedford School of Practical Nursing Policy and Procedures

## 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 strongly encouraged but 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 admissions committee will review the applications, and data, to determine program seat offerings and an in person interview will be conducted with each prospective student.

Seating for the program is determined by BCPS and instructional staff set at maximum PN I seating of 25. In approved cases, the board will allow for a max seating of 25. 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 first 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) if they 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 director and is subject to 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 <u>case by case</u> basis. The decision will be determined by staff and advisory board as deemed appropriate by the director and SGSTC principal. A student withdrawing from the 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 SGSTC Principal.

#### Transfers:

Bedford School of practical nursing <u>DOES NOT</u> acknowledge any transfers of PN courses at this time. The program curriculum design is set as a consecutive diploma program maintaining progression policies for each course and material throughout the 18 months (2 years).

## **ESSENTIAL PERFORMANCE STANDARDS POLICY**

Nurses and nursing students must learn to provide safe and effective care for all clients

(patients). The BCSOPN emphasizes safe nursing practice throughout all program activities. Activities include practice of nursing skills in a laboratory setting as well as later practice in clinical settings after students have demonstrated the necessary prerequisite skills. It is essential that all students comply with all standards for safe care as required by professional standards in nursing as well as by partner clinical sites. Students who practice in an unsafe manner in any way may be a hazard to themselves, peers, other practicing healthcare providers, and clients.

The Bedford County School of Practical Nursing, as a component of Bedford County Public Schools, is committed to promoting a safe learning environment on and off its physical campus including but not limited to all clinical sites. This means that all students must be capable of completing nursing skills safely while adhering to the Bedford County Public Schools Code of Student Conduct as well as workplace behavior policies associated with clinical sites. Additionally, students must comply with all behavioral expectations of the practical nursing program enumerated below. Therefore, all students must be physically, emotionally, and cognitively capable of safely performing the essential functions of his or her role.

Qualified applicants are admitted and permitted to progress without discrimination with regard to race, color, national origin or ancestry, gender, religion, veteran status, or disability. The Bedford County School of Practical Nursing is committed to ensuring that otherwise qualified students with disabilities are given equal access through reasonable accommodations and services.

The following attributes are considered essential for all nursing students.

## Auditory

A student must possess auditory ability to monitor and assess health needs. This includes but is not limited to the ability to hear and interpret information a patient is communicating verbally, hear auscultatory sounds using a stethoscope, hear auditory signals from technical equipment, hear cries for help, and communicate using a telephone.

#### Behavioral/Emotional

A student must possess the behavior and emotional health to allow for consistent attendance in class and clinical settings, the provision of services, following established schedules and timelines, and in order to exercise good judgment and meet their patient's needs in a professional manner. This includes but is not limited to maintaining professional, sensitive, and empathetic therapeutic relationships with clients and families; contributing in a positive manner to the team of healthcare providers caring for clients; examining and changing his or her behavior when it interferes with a productive individual or team relationships while caring for patients; responding to highly stressful and/or unpredictable situations including but not limited to physical and emotional trauma, birth, and death in an effective and professional manner; applying ethical principles to decision making despite various stressors; making appropriate decisions about the release of information; and regulating himself or herself to understand the scope of practice, including the scope of student nurse practice. In some cases, the Director will ask for a signed release from a medical provider or mental health professional stating the

student is capable to resume direct patient care in the clinical setting.

## **English Language Facility**

Per the Virginia Board of Nursing, all nurses licensed in Virginia must be fluent in English. This does not require an individual to be a native English speaker but does require fluency in oral and written communication.

#### General Communication

A student must possess the ability to communicate effectively and sensitively with clients, family members, members of the health care team, and other stakeholders. This includes expressive and receptive modes of verbal, nonverbal, and written communication further including but not limited to explaining treatment procedures; initiating and sustaining health teaching; documenting nursing assessments, actions, and client/family responses; reading patient documentation and various medical literature; and giving an accurate report of patient information to other healthcare professionals and appropriate stakeholders.

## Motor Coordination, Strength and Stamina

A student must possess sufficient gross and fine motor coordination to complete nursing care. This includes but is not limited to moving about in various patient care environments; performing treatments and procedures; and calibrating and using equipment. A student must possess sufficient motor function, neuromuscular strength, and coordination to perform functions of nursing care. This includes but is not limited to transferring clients between wheelchairs, beds, and stretchers; elicit information for care using palpation, auscultation, and percussion; manipulate diagnostic instruments; perform CPR; administer medications (intravenous, intramuscular, subcutaneous, and oral); manipulate life-support devices; and apply pressure to stop bleeding. A student must possess sufficient stamina to complete nursing functions. This includes but is not limited to the ability to sit, stand, move, and tolerate physically taxing workloads in skills lab and healthcare environments for periods up to 12 hours at a time.

## **Tactile**

A student must possess tactile ability sufficient to perform a physical assessment of a patient and to perform procedures necessary for nursing care. This includes but is not limited to the ability to perform palpation and other functions necessary for physical examination; assess texture, shape, size, temperature, and vibration; perform therapeutic functions such as inserting a urinary catheter, change dressings, and give medications; and collect specimens.

## Visual Acuity

A student must possess visual ability sufficient for observation and assessment to provide nursing care. This includes but is not limited to the ability to see drainage on dressings and identify/monitor the drainage of body fluids; note fluid levels in collection devices, syringes, and infusion devices; read a variety of gauges; observe changes in patient skin color; discriminate colors for diagnostic purposes; and observe patient behavior.

#### Reasonable Accommodations for Disabilities

The Bedford County School of Practical Nursing, along with Bedford County Public Schools as a whole, is compliant with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Individuals with Disabilities Education Act 3-21 Part B, and the Americans with Disabilities Amendments Act of 2008. The purpose of disability accommodations is to provide equal access. Reasonable accommodations do not negate requirements for successful completion of a program, course, service, and/or activity; adherence to generally acceptable standards of behavior; the general, academic, and professional student rights and responsibilities of the Bedford County School of Practical Nursing, Bedford County Public Schools, and of clinical sites; or adherence to faculty/staff directions and instructions.

No student will be excluded from any course or curriculum of study on the basis of disability if the student can perform the essential functions of the course or curriculum with reasonable accommodations. The practical nursing courses have rigorous technical standards which must be met by all students.

All disability-related accommodations in the classroom should, as appropriate, mirror the accommodations appropriate for the student's possible NCLEX-PN completion. Adult students seeking to receive disability-related accommodations should self-disclose their need to the Director of the School of Practical Nursing and/or the Principal of SGSTC. This self-disclosure should be accompanied by documentation of the disability within the past two years as indicated by a qualified professional. The documentation reviewed by the Bedford County School of Practical Nursing should be compliant with Virginia Board of Nursing Guidance Document 90-22, accessible via https://www.dhp.virginia.gov/nursing/nursing/guidelines.htm. High school students seeking to receive disability-related accommodations should speak with their 504 or IEP case manager, or, in the absence of previous eligibility, their base school's child study/student consultation team coordinator. The Director of BCSOPN, the Principal of SGSTC, or any Bedford County Public Schools' secondary school counselors can assist in helping students reach these individuals as needed. Case managers for high school students with 504 plans or IEPs share these documents confidentially with instructors. Students seeking testing accommodations should be advised of Virginia Board of Nursing Guidance Document 90-92 available at https://www.dhp.virginia.gov/nursing/nursing\_guidelines.htm.

Applicants seeking testing accommodations for entrance tests should contact the Director of the School of Practical Nursing to make such a request in advance of entrance testing. All disability-related accommodations in entrance testing should, as appropriate, mirror the accommodations appropriate for the applicant's possible NCLEX-PN completion.

#### GRADING AND PROGRESSION POLICY

Grades by design demonstrate mastery of subject matter. There is a DIRECT CORRELATION between students reaching benchmarks for grades and passing the state board licensing exam.

The state board of nursing also holds our nursing program accountable for the number of students who take and pass the state exam as reflected in the NCLEX program pass rate. Therefore, it is imperative that students gain a good foundation in all areas of learning in the program's first year in order to proceed to the second year or clinical phase of the program. The following regulations regarding grades will be followed:

- 1. A minimum grade average of 80% is required in each course for progression in the program. Final course grades <u>ARE NOT ROUNDED</u>. The program encourages students to self-evaluate their grading progression particularly if a student is struggling in maintaining minimum grading percentages throughout the progression of their courses. An improvement plan is strongly recommended in this situation.
- 2. The instructor will provide each student a grade sheet that contains a breakdown of an individual's grade at the conclusion of each area of learning and or course or unit.
- 3. Any concerns about grades should be communicated to the teacher immediately after receiving a grade in question.
- 4. Any student who fails to achieve a minimum grade of 80% in a unit will not be allowed to progress in the program. A conference with the student, teacher and director will be scheduled. The parent/guardian of any high school student will be notified. Our high school learners will be allowed to continue in the first year of PN I to complete the course for their high school credit and graduation requirements. Grading and assignments for this situation will continue per the syllabus with the exception of the clinical rotations. The high school learners in this situation will not be permitted to enter the second year of the PN program.
- 7. Any student who fails to progress in the program for academic reasons can re-apply to the program for a later graduating cohort. This student would need to follow the normal admission guidelines and is not guaranteed readmission. The faculty will discuss options and suggestions for actions in improving student success in their future plans in nursing education.
- 8. A grade will be given at the end of each nine weeks for high school students only. This is necessary to fulfill school division high school graduation requirements.
- 9. The county grading scale utilized is as follows:

Letter Numerical Equivalent Performance Assessment

o A 90-100 Highly Proficient

o B 80-89 Proficient

o C 70-79 Insufficient for program

- o D 60- 69 Insufficient for program
- o F Below 60 Insufficient for program

10. Grading percentage of overall grade per course will be as follows:

Class work, Quizzes, Study Guides, ATI Point System Grade (when applicable) and related areas of learning outcomes
Case Studies

Exams: written, ATI, nursing.com combined No less than 80%

Skills No less than 80%

Clinical No less than 90%

- 11. Late assignments are discussed in the Attendance policy.
- 12. PN II In preparation for the NCLEX exam, the Bedford County School of Practical Nursing utilizes a learning system provided by Assessment Technology Institute (ATI). ATI Learning System is a curriculum support program that offers areas of learning enhanced assessments in the nursing content area. Our program has aligned this system with our curriculum to assist in student NCLEX success. The ATI areas of learning include:
  - 1. Fundamentals
  - 2. Pharmacology
  - 3. Maternal/Newborn Nursing Care of Children
  - 4. Mental Health
  - 5. Pediatrics
  - 6. Adult Medical-Surgical
  - 7. Management
  - 8. Gerontology
  - 9. Proctored Assessments
  - 10. Comprehensive Final Exam
  - 11. Comprehensive Predictor

## 13. Clinical Grading: PN II Clinical Phase

In the clinical area, a weekly record and grade will be completed by the instructors for each student detailing performance in professional appearance, punctuality, obtaining assignment information, interpersonal relationships, nursing care, dependability, use of learning opportunities, documenting, reporting patient care, and professional conduct. The clinical evaluation grades will be monitored every  $\underline{4}$  weeks and an average of  $\underline{90}$  must be maintained. Students must maintain a  $\underline{90}$  on the four week average for the entire clinical period to remain in the program. These grades will be reported as satisfactory for those grades above  $\underline{90}$  and unsatisfactory for grades below  $\underline{90}$ .

All clinical paperwork generated during the previous week (corrected per the instructor's

directions) must be turned in by the start of class each Monday morning of the following week.

o The areas of learning for each year will be averaged for a unit grade on the final transcript.

#### PROGRESSION POLICY

In order for Practical Nursing I students to progress to 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 unit 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 PN 1.
- 4. All students must successfully pass a urine drug screen.
- 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 Bedford School of Nursing or BCPS's Code of Conduct.
- 7. The student's tuition and program costs balance must be paid and up to date.
- 8. The student must complete all of the clinical hours as scheduled in the Spring Semester and maintain a 90% clinical grade.

## **GRADUATION POLICY**

#### 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.
- 11. 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 10 per student), graduation gown, awards, and special presentations.

Bedford County School of Practical Nursing CODE OF CONDUCT

#### CONDUCT AND ETHICS FOR THE PRACTICAL NURSING STUDENT:

All students must conduct themselves both <u>on duty</u> and <u>off duty</u> in such a manner as to reflect no discredit upon themselves or upon the school.

All Students (High School and Adult) must meet these standards and others listed in the Bedford County Public School's Code of Conduct, the base school handbook distributed to high school students and the SGSTC Student/Parent Handbook. Dispositions for non-compliance are listed in the mentioned publications. It is expected that all high school and adult learners adhere to these codes of conduct, conducting themselves in a manner that will not be detrimental to the schools and partnering facilities.

Any student who fails to meet the standards of the school will have a conference with instructors and/or director and/or representative of Bedford County Public School administration and may be dismissed from the program.

Both the admission committee and faculty reserve the right to reject applicants and dismiss students who do not qualify or satisfactorily meet the objectives of the program. The principal and director also reserve the right to dismiss any student whose behavior is not acceptable.

LYING, CHEATING, STEALING, or DESTRUCTION OF PROPERTY will not be tolerated. Any student who participates in these behaviors will be immediately dismissed from the program.

## Smoking and Drug use:

In accordance with the policies of Bedford County Public Schools, CENTRA facilities, and all partnering clinical facilities, no student will use tobacco, alcohol, or drug products at any time while on the grounds of these facilities or during any affiliated school function. Tobacco, alcohol, and/or drug use at any time on these properties, including outdoors, is grounds for dismissal. Students may not circle surrounding neighborhoods smoking or cross to a neighbor's yard/sidewalk to use any tobacco product. Any suspected illicit or improper drug use is grounds for on-site immediate referral for drug screening and possible dismissal from the program. Refusal of such screening is grounds for removal from the program. Any positive drug screen will result in dismissal from the program. The program reserves the right to share the UDS results with any clinical partner that may be affected by it.

## Clinical Experience Code of Conduct:

The practical nursing student is expected to adhere to the following rules and guidelines while participating in their clinical experience at all partnering clinical sites. Any student failing to adhere to these policies will be liable for disciplinary action.

- 1. Physicians and all practicing Health Professionals, are deserving of the student's respect. If a student is using chart/EHR access and any staff approaches with need of it, the student should offer the chart/EHR access for their use. The student should obtain the permission of the patient and the provider to observe any procedure performed on the patient care unit.
- 2. It is considered unethical and illegal under federal law (HIPAA) for any student to engage in gossip or release of information concerning any patient, his/her disorder, treatment, personality or personal life. Likewise, the student is not to make any mention of any information overheard or any situations seen in the operating room, recovery room, maternity, or any other area of the hospital that would reflect on the habits or practices of a doctor or any other staff member. All the information which a student accumulates while on duty is considered confidential and is not to be discussed in their home, on social media, in the community, or among their friends, be they members of an allied medical field or not. Any information which may be discussed in the classroom relative to a particular patient or to hospital practices is not to be discussed outside of the classroom by the students. Violations will result in immediate expulsion, without exception.
- 3. Students are expected to report for their clinical experience at the designated time. Students receive a patient report from a unit nurse. At times specified by instructors, the student may have to be present for a morning or afternoon report. Late students who have not followed the procedure for tardiness will be sent home with a zero for the clinical day.
- 4. Students are not permitted to leave the hospital or other clinical sites for the day until the completion of the pre-arranged clinical rotation time unless they have special permission from the clinical instructors. The student must report to the instructor/preceptor and unit nurse responsible for the student's assigned client prior to leaving the unit.
- 5. Each student is expected to complete all assigned clinical duties each day. If a student is given a specific assignment, they are expected to fulfill this assignment unless there are extenuating circumstances. If a student is lax and fails to perform the assignment conscientiously and completely, it will be documented on the evaluation sheet. Should there be any grievance concerning the evaluation by the student, a conference with the director and/or instructors will be conducted and specific action will be taken to correct the behavior.
- 6. Unprofessional conduct shall include but not be limited to:
  - o Performing acts beyond the limits of practice of a student nurse and without appropriate supervision.
  - o Assuming duties and responsibility without adequate training.
  - o Misconduct such as obtaining supplies, equipment or drugs for personal or other unauthorized use
  - o Abusing, neglecting or abandoning patients/clients and unsafe clinical practice
  - o Failure to notify appropriate health care team members of changes in client's status or failure to follow verbal and written instructions.
  - o Failure to document care given or falsifying client documentation
  - o Violation of HIPAA law
  - o Inappropriate use of social media potentially violating confidentiality laws.
  - o Loud, boisterous talking and behavior unbecoming a student nurse in activities

associated with the school of nursing.

#### DISMISSAL POLICY

The Director, Principal, and Faculty of the Bedford County School of Nursing have the right to dismiss students from the program for any or all of the following and the aforementioned reasons.

- 1. Students who do not maintain an 80 average in each course (Grades are not rounded).
- 2. Students who violate HIPAA law and practice unethical behavior such as discussing other students, patients, doctors, nurses and hospital personnel in unprofessional situations.
- 3. Students who remain uncooperative, unprofessional, and resistant to corrective behavior, regardless of counsel against such behavior.
- 4. Students with emotional and mental health issues which interfere with the normal pursuance of their duties, endanger patients or classmates, or provide a legal liability to the hospital and/or School of Nursing.
- 5. Students who have exceeded the maximum absences allowed (see attendance policy).
- 6. Students who consistently give poor and unsafe nursing care to patients despite coaching, or who are unable or unwilling to demonstrate competency in basic nursing tasks assigned.
- 7. Students who repeatedly fail to comply with the dress code.
- 8. Students who have a repeat failure to call in before their assigned time when they will be absent or who are absent without notifying faculty and/or staff; Students who do not attend assigned clinical rotations.
- 9. Students who are found guilty of unethical and or criminal behavior and not compliant with the Code of Conduct such as lying, cheating or stealing, or cooperating with someone else who is lying, cheating, or stealing; or students who are found to be taking advantage of patients or their families.
- 10. Students who are found distributing or stealing of testing material.
- 11. Students who make inappropriate use of mobile devices during clinical or class. Mobile devices are not to be utilized in patient care areas, but may be accessed in staff areas only for the purposes of communicating with instructors or looking up information pertinent to clinical. Any emergency need for cell phone use should be communicated to the instructor. No photographs are to be taken in patient care settings or of patient records or documents.
- 12. Students who have documented clinical performance fall below the school's 90% benchmark in a four week period.

- 13. Students who have received complaints from clinical partners or preceptors concerning laziness or lack of competence will be considered by the director for dismissal.
- 14. Students who are consistently negative.
- 15. Incivility with students or staff.

#### ATTENDANCE

Great attendance is <u>crucial</u> in order to gain the necessary knowledge and skills needed to practice nursing. Attendance is also required to remain in good standing with the program, and excessive absences can result in removal from the program. There is also a <u>direct correlation</u> between great attendance and great grades. Punctuality is required. The instructor will establish required arrival and dismissal times. Normal hours of operation generally are:

PN I: M-F 1:10pm-3:20pm

PN II: M&F 8am-3:00pm T-W-Th clinicals 6:30am-3:00pm (clinical hours may vary per site).

- 1. Any student who misses five days of class that are not excused by a health care provider's note, parental sick note, death in the immediate family, or court order will have a conference with the teacher to discuss the absences.
- 3. Any student missing <u>TEN DAYS</u> (excused or unexcused) will be in jeopardy of not progressing in the program. Each case will be considered on a case by case basis and will take into account information provided by health care providers that students' needs have adequately resolved and are not likely to further impact the student's ability to fully participate in the program and meet all program requirements including attendance.
- 4. Any student missing clinical rotation for any reason must have an excused absence from a health care provider and will need to coordinate appropriate make up of clinical experiences with the clinical coordinator. Anyone missing more than <u>4</u> clinical days will be considered for dismissal from the program. The clinical instructor must be contacted by phone (not text) before the absence/tardiness. The clinical site must be contacted and/or the preceptor or charge nurse notified. Take note of the name of the person you spoke to and the time you called.

#### DRESS CODE

- 1. Approved program uniform is to be worn at all times while in all clinical areas and other times designated by the instructors. Full uniform is to be worn at all clinical sites both in and out of the hospital unless otherwise directed by your instructors. Units such as Surgical and OB will have you change from your approved uniform to designated unit scrubs. Students must still arrive in student approved uniforms to these areas.
- 2. Approved Program Uniforms defined:
  - a) Official LPN student uniform
  - b) Appropriate shoes. All shoes must have an enclosed heel. (Perforated "Crocs" are not allowed.)
  - c) Official Student Badge.
  - d) Appropriate nursing equipment including Stethoscope, penlight, bandage scissors.
  - e) Watch with a second hand or digital second indicator.
  - f) Ballpoint pen (black)
- 3. Jewelry should not interfere with hygiene or safety.
- 4. Hair and facial hair should not interfere with hygiene or safety. Hair that falls below the shoulders must be pulled back.
- 5. A coordinating shirt may be worn under scrub tops for warmth and or modesty.
- 6. Dress in the hospital on non-clinical days for pre-arranged events or case study preparations should be business casual or you may wear your program t-shirt and jacket with scrub pants. Name badges must be worn at all times even in professional dress while at a clinical site.
- 7. Nails must be kept at a reasonable length to work with patients. (See Instructor for clarification or questions). No artificial nails, tips, or artwork allowed. Nail polish is discouraged but will be tolerated in neutral and natural colors only (pale pink, or clear) if it is unchipped.
- 8. Scrub jackets may be worn in clinical areas. No other type of sweater or jacket may be worn over the uniform while on clinical.
- 9. Your hospital badge must be visible when on clinical. The first badge is free. There is a replacement fee for lost badges. (Student's expense) Badges are to be returned upon completion of the program.

#### **HEALTH**

Students are required to complete a medical physical releasing the student for the essential physical/mental requirements for nursing school in order to complete the application process. A completed immunization record must be submitted with completed series of:

MMR (2)

Hep. B (3)

Varicella (2)

-Or documentation of blood titers indicating immunity.

It is recommended that the DTap is up to date.

Tuberculin two step skin test is required within six months prior to clinical rotations. The Quantiferon TB Gold will also be accepted.

Centra requires all employees and guest users (students and faculty) to have the annual flu vaccine prior to clinical rotations. Failure to do so will result in dismissal from the program. Only documented proof of medical inability to have the vaccine will be considered. Then Centra policy will be followed.

Centra requires all employees and guest users (students and faculty) to have the Covid vaccine unless they have a religious or medical exemption.

Incomplete immunization records will prevent participation in the required clinical experiences.

#### **ILLNESSES AND INJURIES**

Students are responsible to see their own physicians when they are ill or if they are injured. Neither the hospital nor Bedford County Schools is responsible for illnesses or injuries, regardless of the circumstances. Each student is strongly encouraged to carry health insurance to cover these situations. If a student is injured or has had a body fluid or blood borne pathogen exposure while on clinical rotation, an accident sheet from the school system must be completed and the student will need to be seen by their personal physician or by an Urgent care or ED physician as deemed most appropriate for the situation.

LEAVE OF ABSENCE, SICK LEAVE, DEATH IN the IMMEDIATE FAMILY Students will not be granted leaves of absence except in an emergency. This granting of a leave will be judged on the merit of the needs of the individual.

Doctor, dental and other appointments must be made for AFTER class or clinical hours or on DAYS OFF.

#### **DEATH IN IMMEDIATE FAMILY:**

The student is allowed bereavement days for the death of a father; mother, brother, sister, husband, wife, child, guardian, or grandparent. The student is responsible for making up any work missed while absent. It is recommended that the traditional 3 days of bereavement be observed however in the light of a spouse, child or parent death, this may not be feasible. Absence would be considered in this situation as in the case of a medical excuse and will be considered on a case by case basis; however, considerable absence is not feasible for success in the program. The program director would discuss other potential options in the event of extended bereavement beyond one week.

It is the student's responsibility to obtain missed assignments and complete work by the date set by the instructor. The instructor sets the date for missed tests/quizzes. STUDENT RESPONSIBILITY IN ABSENCE or TARDY

## 2 Step Procedure:

- 1. Contact the Clinical Instructor by phone. Do not leave a message or text.
- 2. Call the Clinical area where you are assigned. Tell staff you are sick and will not be in; take the name of the person you speak with. This must be done prior to your assigned time as clinical areas expect you to be in place on time to carry out your assignment.

#### SOCIAL MEDIA STATEMENT

Bedford County School of Practical Nursing recognizes our society's use of social media. Access of such a resource can be extremely beneficial however at the same time requires great responsibility. Our program adheres to the public school's statement of use. In addition, due to the nature of the career of nursing and regulatory and federal laws such as HIPAA, social media use is strongly cautioned and should reflect professionalism at all times. Faculty and students are responsible for adhering to privacy and confidentiality standards and are required to be familiar with the Health Insurance Portability and Accountability Act (HIPAA). There shall be under no circumstances, sharing of any class room or clinical experience in any open social media format. Examples of these would be any web-based and mobile platform in which users generate content that creates interactive and highly accessible content in pictures or in written or taped dialogue. Any identified breach of confidentiality/privacy must be reported promptly to the practical nursing faculty or SGSTC faculty. Reference for safe practice of social media use in nursing is found on NCSBN website: www.ncsbn.org/nurses guide to social media use. Material from NCSBN is additionally covered and distributed to the student body. Any breach in this policy will be grounds for dismissal from the program.

## CELL PHONE AND MOBILE DEVICES

Bedford School of Practical Nursing recognizes the value of cell phone and mobile device use. The program will periodically allow for the use of such devices for learning experiences only as directed by the instructor. Our program adheres to the Susie G. Gibson Science and Technology Center's cell phone policy. The students must abide by the policy and by the instructor's rules for device use. Under NO circumstances will cell phones be accessed for personal use in patient care areas. Communication with instructors are required if a special event such as an emergency situation is occurring. The instructor will advise steps for the student to take. This will likely be an excused stepping off of clinical site to an outside location to complete any communication via the device. Classroom use of cell phones and devices are not allowed unless used as a part of the learning experience. As stated above, special emergency situations must be communicated to the instructor. The instructor will then make an informed decision on the plan of action whether this be a quiet excuse from the classroom to conduct mobile device

communication or an excuse to use facility phone access in offices. Again, the student is responsible to communicate office and contact numbers to friends and family in the event of an emergency.

No pictures or recordings are to be taken on clinical rotations. No pictures or recordings are to be taken during classroom time unless prearranged and approved by the instructor.

No Cell phones, mobile devices, or smart watches allowed during testing.

Any inappropriate use of mobile devices or breach in our policy will be means for dismissal from the program.

#### **DRIVING**

SGSTC: Park in Designated Areas

Adult students must purchase a driving pass through the main office at SGSTC. High School Seniors must receive special permission to drive as bus transportation is normally provided for the student from their base school. This is handled through SGSTC front office. High school students who have permission to drive are to be released with the adult learners and are expected to go directly to their vehicle unless prearranged study group or remediation time with the instructor is scheduled after classroom hours.

CENTRA BMH: Park in the Church Parking Lot

Students do not need to pay for a parking pass however they must register their personal vehicle through the PN office and parking is designated by the hospital's security staff and is communicated through the PN program faculty to the student. The student is not to park in patient parking areas. Any ticket received by the student is at the cost of the student and their responsibility to rectify the ticket through the appropriate governing authority.

Any breach in safe driving or any offense in school regulations or state driving offenses on any of the school's sites, school functions, or clinical sites are grounds for removal of driving privileges and in extreme cases of reckless driving convictions, possible dismissal from the program.

#### 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 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 a 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 SGSTC principal to further review the matter. The student will be notified in writing or by a set meeting of any decisions regarding the matter. The SGSTC Principal makes the final decision in these cases.

4.	Grievance Procedure form  BEDFORD COUNTY SCHOOL OF PRACTICAL NURSING  GRIEVANCE PROCEDURE  Date of Complaint  DESCRIPTION OF INCIDENT/STUDENT  1. Nature of complaint (Give date, time, location, those directly involved, description of incident, observers, and any other pertinent data).
	STUDENT: Actions taken at that time     a. Describe your immediate action.
	Signature of Student
	INSTRUCTOR: Actions taken at that time.     a. Describe your immediate actions.
	Signature of Instructor
	4. Actions taken following report of incident.
	FINAL RESOLUTION
	Signature Student
	Signature Instructor
	Signature Director

#### STUDENT ACTIVITIES AND SERVICES

## STUDENT RESOURCES

Student resources are maintained at the school of Practical Nursing.

Resources can be obtained upon student request and need dependant on funds available.

Internet is provided through the school as well as technology including desktop, laptop computers, and ChromeBooks.

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**

BSOPN does not provide any scholarships, however, the director maintains a list of local funding opportunities that is available upon request.

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

Revised: March 2023

## Bedford School of Practical Nursing STATEMENT OF UNDERSTANDING

This is to certify that: (print)
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I understand that the Practical Nursing Program is divided into two courses – Practical Nursing 1 and Practical Nursing 2.

I understand that if I fail to achieve the minimum grade of "80" in a course, I will not be eligible for progression in the program. Tuition payments are non-refundable (see Fees and Expenses). A high school student who fails to achieve the minimum grade of "80" in any course will continue in the PN I program, fulfilling credit requirements for a high school diploma but will not be permitted to enter the second year of the PN program.

I understand that throughout the Practical Nursing Program all students are on "probation". I must maintain a minimum "80" average in each course and a minimum "90" four week average for clinical rotations, while acquiring skills in nursing procedures and conducting myself in an ethical, moral manner suitable for a student of Practical Nursing.

I understand that there is a high correlation between attendance and success in the program.

I, therefore, understand that I can be dismissed from the program or not allowed to enter the second year if I do not meet the attendance requirements stated in the PN student handbook regardless of academic grade.

I also understand that the Clinical Phase of the Practical Nursing Program extends approximately nine months beyond completion of PN I. If I am promoted to Practical Nursing II and continue to make a minimum "80" average in each course, conduct myself appropriately, meet the standard for clinical performance and clinical grades, I will complete the course and be eligible to take the licensing exam given by the Virginia State Board of Nursing-(NCLEX).

I understand that I will attend classes during Practical Nursing 1 following a projected schedule of five half days in person at SGSTC. I also understand this is subject to change and will be adjusted to meet BCPS scheduling requirements. This schedule will include clinical days from 6:30 am to 3:00 pm during the spring semester which will be announced later. I understand that Practical Nursing 2 is a full-time program beginning the following August (following BCPS academic calendar) and completed the following May. Practical Nursing 2 includes clinical requirements that will vary in start and ending times.

I also understand that all PN students are not permitted to smoke in the building and while on the grounds of Susie G. Gibson Science and Technology Center, Bedford Memorial Hospital, partnering clinical sites, and at the sites of any program field trips at any time.

I have read the above statements and have received the Bedford School of Practical Nursing Handbook. I understand that I am also required to follow policies under Bedford County Public Schools and Susie G. Gibson Science and Technology Center. I have read these policy

handbooks made available to me on Bedford County Public School's websites. By signing this form I agree and state that I have received and agree to adhere to the schools' policies, rules, and procedures listed in the handbooks:

Student Printed Name:		
Signed (Student Signature)	Date:	
Parent or Legal Guardian for minors:		
Printed Name:		
Signature:	Date:	

Revised: March 2023