

Career Technology Center of Lackawanna County

Nursing Student Handbook 2023-2024



**PRACTICAL
NURSING**

CAREER TECHNOLOGY CENTER
OF LACKAWANNA COUNTY



CAREER TECHNOLOGY CENTER of LACKAWANNA COUNTY
PRACTICAL NURSING PROGRAM
Nursing Student Handbook

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CAREER TECHNOLOGY CENTER of LACKAWANNA COUNTY PRACTICAL NURSING PROGRAM

NON-DISCRIMINATION CLAUSE

The Career Technology Center of Lackawanna County will not discriminate in their educational programs, activities or employment practices based on race, color, national origin, sex, disability, age, religion, ancestry or any other legally protected classification. This policy is in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 , Section 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Americans with Disabilities Act of 1990 and the Pennsylvania Human Relations Act. Information relative to special accommodation, grievance procedure and the designated responsible official for compliance with Title VI, Title IX and Section 504 may be obtained by contacting The Career Technology Center of Lackawanna County, 3201 Rockwell Avenue, Scranton, PA 18508.

The opportunity to prepare for Practical Nursing is available to any person that meets the admission criteria and has the ability to meet the student learning outcomes of the program, without regard to age, race, color, creed, gender or functional challenge.

Reviewed 8/09
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PHILOSOPHY

WE BELIEVE THAT:

- A. A person is a thinking, feeling, social being, possessing individual worth and dignity and a variety of basic human needs. Based on the acquisition of theoretical knowledge and experience, an individual is capable of making rational decisions and choices about actions that will meet these basic human needs.

- B. Health is a dynamic process occurring along a continuum between optimal independence in maintaining basic needs and dependency on others for assistance in meeting those needs. Optimum health exists in people when they can achieve their highest level of function throughout the range of human life experiences. Health care is the process of promoting the individual's quality of life through efforts to maintain, restore, or improve well-being, or independence in meeting basic needs.

- C. Nursing is a practice of disciplines that utilizes scientific knowledge and technology in delivering safe, skilled, competent health care to persons of all ages by application of the nursing process. The primary goal of nursing is to effect positive changes in health status by assisting the individual to achieve optimal independence of function along the health continuum. The need for nursing exists when an individual is incapable of maintaining human needs as defined by Maslow's Hierarchy of Human Needs. Nursing involves health promotion and maintenance activities that facilitate the individual's ability to achieve optimal health and independent function. Nursing attributes include the values, attitudes and personal qualities reflecting commitment to the legal and ethical practice of nursing. Practical nursing is the process of sharing in the provision of health care, under the supervision of a registered nurse, physician, dentist, or other licensed health care provider. The Practical Nurse is an integral part of the healthcare team, assisting individuals in maintaining, restoring, or improving health status and functioning as an advocate of the health care consumer. Practical Nursing uses effective and therapeutic communication skills in collaborating with healthcare team members and patients to coordinate the most optimal delivery of nursing care.

- D. Education is the systematic, life-long process of the acquisition of knowledge and experience that enhances the individual's development toward his highest potential as a person and a contributing member of society. Learning is a goal directed process resulting in a change of behavior and understanding. Optimum learning takes place in an environment that:
 - 1. recognizes the individual as a unique human being with worth and dignity
 - 2. facilitates the progression of learning from simple to complex
 - 3. places accountability and responsibility for learning on the learner
 - 4. provides close correlation of theory with practical experience.



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- E. Practical Nursing Education is a process of acquiring knowledge and skills in the provision of safe, effective nursing care. The process is most effective when conducted in an academic setting and concurrent clinical experience. This program curriculum identifies types of nursing situations in which the practical nurse is able to function safely and effectively according to state law. Application of the nursing process and development of clinical judgment and critical thinking skills are essential components of the Practical Nursing curriculum, which is organized in a body systems approach.

The *nursing process* is the problem-solving approach used in developing a plan of care to meet the individual's health needs. It involves assessment, analysis, planning, implementation, and evaluation of care.

Critical thinking is the deliberate process of collecting, interpreting, analyzing and applying information in clinical decision making. Critical thinking skills are demonstrated through clinical judgements which reflect accurate assessments and therapeutic nursing measures.

Clinical judgment is the process of understanding and interpreting the nursing process along with subjective and objective data and then recognizing a need for intervention if indicated. Clinical judgment requires the nurse to recognize signs that a problem exists and then implement and utilize critical thinking skills to respond to those signs.

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ORGANIZING FRAMEWORK

The Practical Nurse is required to develop the ability to:

1. utilize the nursing process
2. practice required psychomotor skills
3. utilize clinical judgment
4. think critically
5. communicate effectively
6. comply with the legal scope of practice, adhere to a nursing code of ethics and function as a patient advocate
7. utilize educational opportunities
8. acquire values, attitudes and personal qualities reflecting respect of human dignity and individual rights.

The eight requirements above are formed into end of program student learning outcomes and are addressed at each of the four levels with progression throughout the curriculum. Each of the end of program student learning outcomes is addressed at every curriculum level with increasing complexity. The student is expected to demonstrate increasing levels of achievement in meeting the end of program student learning outcomes related to the requirements throughout the program.

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END OF PROGRAM STUDENT LEARNING OUTCOMES

Upon completion of the program, the graduate practical nurse will demonstrate the following entry level competencies:

1. Utilize, apply, and evaluate the nursing process effectively in provision of care and health promotion of individual patients and families experiencing multiple health states in acute and long term health care settings.
2. Demonstrate satisfactory performance of psychomotor skills in caring for individual patients and families experiencing multiple health states in acute, ambulatory settings, and long term health care settings.
3. Utilize critical thinking, clinical judgment, and problem solving skills to make decisions concerning nursing care of individual patients and families experiencing multiple health states in acute and long term health care settings.
4. Communicate, apply, and evaluate effectively, via verbal, non-verbal, written and electronic means, in interactions with individual patients, families and faculty members of the health care team and the community.
5. Demonstrate accountability in personal practice by:
 - a. complying with the scope of practice of the LPN as governed by the State Board of Nursing
 - b. adhering to a nursing code of ethics
 - c. functioning with guidance as an advocate for the health care consumer
 - d. assuming responsibility for personal actions in providing nursing care.
6. Utilizes educational opportunities for personal and professional growth in provision of care and health promotion of individual patients and families experiencing multiple health states in acute and long term healthcare settings.
7. Demonstrates values, attitudes, and personal qualities reflecting a commitment to respect human dignity and individual rights.

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CURRICULUM OUTLINE

Theory	Hours	Clinical Experience
Level I Life Science Nursing Skills I Personal & Vocational Relationships Personal & Community Health	80 130 30 20	Medical Surgical Inpatient Acute Care Clinical Conference
Level I Total Hours	260 Hours	90 Hours
Level II Medical-Surgical Nursing I Nursing Skills II Nutrition Conference	85 40 25 30	Medical Surgical Inpatient Acute Care Clinics Med Pass Long Term
Level II Total Hours	180 Hours	230 Hours
Level III Nursing in the Family Life Cycle I Medical Surgical Nursing II Nursing Skills III Disorders of Psychosocial Adaptation Conference	50 65 15 20 20	Medical Surgical Inpatient Oncology Intensive Care Unit Clinics Long Term Home Health Conference Obstetrics Pediatrics Simulation
Level III Total Hours	170 Hours	230 Hours
Level IV Nursing in the Family Life Cycle II Medical Surgical Nursing III Personal & Vocational Relationships II	55 70 15 30	Medical Surgical Inpatient Intensive Care Unit Oncology Clinics Long Term Home Health Conference Obstetrics Pediatrics Simulation
Level IV Total Hours	170 Hours	230 Hours

- **Theory 780 Hours**
- **Clinical 780 Hours**
- **Total Program Hours: 1560 Hours**

Revised 9/06 Revised 8/13 Reviewed 8/09 Reviewed 8/10 Revised 8/13 Reviewed 8/16 Reviewed 6/17
 Revised 9/22



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COURSE DESCRIPTIONS

Life Science: Presentation of basic anatomy, physiology and simple principles of chemistry to understand the interrelationships of organ systems

Nursing Skills I: A theoretical and practical study of the principles underlying the practice of nursing. Skills are introduced from simple to complex

Personal and Vocational Relationships I and II: Designed to assist the student in self-understanding and to guide the student in personal and vocational activities and behavior. Provides background information relevant to the organizational structures, opportunities and commitments in which the student will be involved as a Practical Nurse.

Nutrition: Introduction to basic principles of nutrition

Personal and Community Health: Introduction to basic principles of microbiology and communicable diseases

Nursing Skills II: Basic principles underlying the practice of nursing skills and medication administration

Medical Surgical Nursing I: Presents the basic concepts in the management of patients with cardiovascular, musculoskeletal and gastrointestinal medical surgical conditions

Medical Surgical Nursing II: Presents the basic concepts of the management of patients with neurological, sensory, urological and medical surgical conditions

Medical Surgical Nursing III: Presents the basic concepts in the management of patients with respiratory, oncological, endocrinological and dermatological medical surgical conditions

Disorders of Psychosocial Adaptation: Presents basic principles of mental health, mental illness and public health system

Nursing in Family Life Cycle I: Family structure and normal reproduction, growth and development

Nursing in Family Life Cycle II: Disorders in reproduction, growth and development and pediatric disorders

Nursing Skills III: Principles of intravenous therapy

Diet Therapy/Pharmacology: Integrated in all theory courses and clinical rotations throughout the program

Reviewed 8/16

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Reviewed 8/22



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COURSE and LEVEL OUTCOMES

LEVEL I Maximum Guidance	LEVEL II Moderate Guidance	LEVEL III Minimal Guidance	LEVEL IV Independently
<ol style="list-style-type: none"> 1. Begin to utilize the nursing process in provision of care & health promotion of individual clients experiencing chronic & acute health problems. 2. Begin to demonstrate satisfactory performance of psychomotor skills needed to meet basic health needs of individual patients experiencing chronic & acute health problems. 3. Begin to identify elements of critical thinking & the problem solving process needed to make decisions about the care of individual patients. 	<ol style="list-style-type: none"> 1. Continue to utilize the nursing process in provision of care & health promotion of individual patients & families experiencing chronic & acute health problems. 2. Continue to demonstrate satisfactory performance of psychomotor skills needed in caring for individual patients & families experiencing chronic & acute health problems. 3. Continue to recognize elements of critical thinking in problem solving skills in planning care for individual patients & families experiencing chronic & acute health problems. 	<ol style="list-style-type: none"> 1. Utilize and apply the nursing process effectively in provision of care & health promotion of individual patients & families experiencing developmental crises, as well as chronic & acute health problems throughout the life cycle. 2. Demonstrate and apply satisfactory performance of psychomotor skills in caring for individual patients & families experiencing developmental crises, as well as chronic & acute health problems throughout the life cycle 3. Utilize critical thinking, judgment, and problem solving skills to make decisions concerning nursing care of individual patients & families experiencing developmental crises, as well as chronic & acute health problems throughout the life cycle. 	<ol style="list-style-type: none"> 1. Utilize, apply, and evaluate the nursing process effectively in provision of care & health promotion of individual patients & families experiencing multiple health states in acute & long term health care settings. 2. Demonstrate, apply, and evaluate satisfactory performance of psychomotor skills in caring for individual patients & families experiencing multiple health states in acute & long term health care settings. 3. Utilize, apply, and evaluate critical thinking, judgment, & problem solving skills to make decisions concerning nursing care of individual patients & families experiencing multiple health states in acute & long term health care settings.



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LEVEL I Maximum Guidance	LEVEL II Moderate Guidance	LEVEL III Minimal Guidance	LEVEL IV Independently
<p>4. Demonstrate beginning ability to utilize verbal, non-verbal, & written means to communicate with individual patients, faculty, & members of the health care team.</p> <p>5. Begin to demonstrate accountability in personal practice by:</p> <ul style="list-style-type: none"> a. communicating an awareness of the scope of practice of the LPN. b. adhering to a nursing code of ethics. c. identifying the role of the nurse as an advocate for the health care consumer. d. assuming responsibility for personal actions in providing nursing care. 	<p>4. Continue to utilize verbal, non-verbal, written, & electronic means to communicate effectively with individual patients, families, faculty, & members of the health care team.</p> <p>5. Continue to demonstrate accountability in personal practice by:</p> <ul style="list-style-type: none"> a. complying with the scope of practice of the LPN. b. adhering to a nursing code of ethics. c. functioning with guidance as an advocate for the health care consumer. d. assuming responsibility for personal actions in providing nursing care. 	<p>4. Demonstrate and apply effective communication, via verbal, non-verbal, written & electronic means, with individual patients, families, faculty & members of the health care team.</p> <p>5. Demonstrate and apply accountability in personal practice by:</p> <ul style="list-style-type: none"> a. complying with the scope of practice of the LPN. b. adhering to a nursing code of ethics. c. functioning with guidance as an advocate for the health care consumer. d. assuming responsibility for personal actions in providing nursing care. 	<p>4. Communicate effectively, via verbal, non-verbal, written & electronic means, in interactions with individual patients, families, faculty, members of the health care team, & the community.</p> <p>5. Demonstrate, apply, and evaluate accountability in personal practice by:</p> <ul style="list-style-type: none"> a. complying with the scope of practice of the LPN. b. adhering to a nursing code of ethics. c. functioning with guidance as an advocate for the health care consumer. d. assuming responsibility for personal actions in providing nursing care.



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LEVEL I Maximum Guidance	LEVEL II Moderate Guidance	LEVEL III Minimal Guidance	LEVEL IV Independently
<p>6. Begin to utilize educational opportunities for personal growth in provision of care & health promotion of individual patients experiencing chronic & acute health care problems.</p> <p>7. Begin to demonstrate understanding of values, attitudes, & personal qualities reflecting a commitment to respect human dignity & individual rights.</p>	<p>6. Continue to Utilize educational opportunities for personal & professional growth in provision of care & health promotion of individual patients & families experiencing chronic & acute health problems.</p> <p>7. Continue to demonstrate the understanding of values, attitudes, & personal qualities reflecting a commitment to respect human dignity & individual rights.</p>	<p>6. Utilize and apply educational opportunities for personal & professional growth in provision of care & health promotion of individual patients & families experiencing developmental crisis, as well as chronic & acute health problems throughout the life cycle.</p> <p>7. Demonstrate an understanding and apply values, attitudes, & personal qualities reflecting a commitment to respect human dignity & individual rights.</p>	<p>6. Utilize, apply, and evaluate educational opportunities for personal & professional growth in provision of care & health promotion of individual patients & families experiencing multiple health states in acute & long term health care settings.</p> <p>7. Demonstrate, apply, and evaluate values, attitudes, & personal qualities reflecting a commitment to respect human dignity & individual rights.</p> <p align="right">Reviewed 2/06 Reviewed 8/07 Reviewed 8/10 Revised 5/19 Reviewed 8/19 Revised 8/22</p>



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CTCLC PN PROGRAM OUTCOMES

1. **60%** or greater of students beginning Level I will complete the program.
2. **80%** or greater of graduates with active nursing licenses will be employed as practical nurses one year after program completion.
3. **85%** of graduates will pass NCLEX-PN on the first attempt.
 - Licensure pass rates will be at or above the national and state mean.
4. **80%** of students will rate the program very good to excellent on senior program evaluation.
5. **80%** of employers will rate graduates as prepared to very-well prepared.
6. **80%** of graduates will rate the program very-good to excellent on a graduate survey.

Reviewed 3/18

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Reviewed 8/22



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SELECTION AND PROMOTION OF STUDENTS

Admission Requirements:

1. Pennsylvania Residency
2. Satisfactory scores on Practical Nursing Entrance Exam.
3. High school transcript/GED scores/out of state transcript/foreign language transcript is the responsibility of the applicant to obtain approval from the Department of Education.
4. Two satisfactory references (non relations).
5. Satisfactory results of information session.
6. Admission Committee review.

Once accepted to the program admission is contingent on the following:

7. Proof of good physical and mental health as evidenced by physical exam, including proof of completed immunizations or immunity titers, negative 10-panel drug screen and physician verification of ability to perform essential functions.
8. Act 34 Child Abuse, Act 151 State Police and FBI clearances that meet requirements of parent institution, Practical Nursing Program and clinical facilities

Promotion is based upon:

1. Achieving a grade of 80% or above every course.
2. Policy of grading system:
 - a. Numerical grades are used in each course;
 - b. Students must achieve a final grade of 80% or more in each course;
 - c. A grade lower than 80% in any subject will result in a student's automatic dismissal.
3. Satisfactory clinical performance.
4. Compliance with attendance requirements.

Graduation requirements:

1. Attendance – not missing over 15 days-must complete 1500 clock hours
2. Satisfactory clinical performance-meeting clinical student learning outcomes
 - All clinical absences must be made up
3. Passing all courses with an 80% or greater.

Readmission:

1. Students dismissed through the faculty review process **will not** be readmitted to the program.
2. Students who have been dismissed for any cause other than academics **will not be readmitted** to the program.
3. If a student fails a course and desires to be readmitted, consideration of the



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student's performance in other courses, clinical practice and attendance will be the basis for granting readmission; as decided upon by the admissions committee.

4. A student may apply to repeat any Level previously failed in order to regain satisfactory academic status. A student may not exceed a maximum number of attempted clock hours, even if aid was not received during all periods of enrollment. The maximum number of attempted clock hours is 150% of the 1560 clock hours required in the PN program or 2240 clock hours. Once a student reaches the maximum amount of clock hours attempted as specified in the program, the student will be ineligible to receive further Title IV aid.
5. Leaves of absence will be approved on an individual basis. Veteran's utilizing VA Education benefits that require a leave of absence due to military obligations will not be penalized academically or financially and may return to complete the program upon fulfillment of these duties. Clock hours missed will be made up at no additional cost to the student utilizing VA education benefits.

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SCHOLASTIC STANDING/TESTING POLICY

1. Any student who attains a final grade below **80% in any course and/or in SIM testing** will be dismissed.
2. All student possession (backpacks, cell phones, books, etc.) must be removed from the desk surface. The student is only allowed to have a pencil and eraser during the test period. Any other materials at the discretion of faculty.
3. An **English Language dictionary** will be available for use during the test for the student to clarify an unfamiliar word. The student may approach the Faculty member during the test and point out the word that is unfamiliar. The Faculty member will locate the word in the dictionary and show the definition to the student. All nursing terminology, technical terms, or words from lecture content will not be allowed for clarification.
4. **All tests will be timed, including final exams. The length of time allotted is at the discretion of the Faculty member.**
5. The student is responsible for complete erasure of changed answers and stray marks on the Scantron and/or answer sheet. **Scoring errors will not be credited if caused by incomplete erasure.**
6. At the beginning of each course, the Faculty member teaching the course will provide each student with a Test Performance Analysis Sheet. The student is responsible to complete the Test Performance Analysis Sheet at the completion of review of each test. No class time will be allotted for this activity. The student is responsible to bring the Test Performance Analysis Sheet to each class and to Academic Advisement Meetings.
7. After all students have completed an exam, review of the exam with students will be at the discretion of the Faculty member.
8. Any remediation or review of tests by individual students should be completed no later than one week (or at discretion of faculty) after the exam.
9. The purpose of test review is for the student to identify areas of required improvement in test performance and to develop a plan of action for that improvement.
10. Final exams and midterms will not be reviewed.
11. No note taking is allowed during review of an exam.
12. The Faculty member's decision on validity of a test question is final.
13. Policy on missed tests:
 - a. When a quiz/test is missed- it is the responsibility of the student to seek out the faculty member **by 8:00 AM** on the next scheduled class day. The student is expected to take the quiz/test **immediately** upon return. Failure to follow this procedure will result in the quiz/test being counted as missed.
 - b. A student absent for a second quiz/test will receive a grade no more than 80% for the test regardless of grade earned. The make-up test format will be at the Faculty member's discretion.



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- c. A student absent for a third or subsequent quiz/tests will receive a **Zero (0)** for the test.
 - d. The Faculty will maintain a list of students who have missed tests and this list will be maintained throughout the entire 12 month program, **not per course or Level.**
 - e. Unexcused absence for a final exam will constitute an automatic course failure and immediate dismissal from the program.
 - f. Any student identified with **habitual tardiness** on test dates will be notified that the next late arrival on a test date will be considered a missed test.
14. When 50% of the course hours have been completed, any student who falls below 80% will receive a formal progress report. The student must present to faculty the Test Performance Analysis Sheet for review at this time. A copy of the Progress Report and Test Analysis Sheet will be reviewed with the Director of PN and placed in the student's file.

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Reviewed 8/20



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ADVANCED STANDING POLICY

Purpose:

The purpose of granting advanced standing in the Practical Nursing Program is to recognize previous learning.

Applicants:

Applicants eligible for advanced standing are those who have had previous schooling (within three years) in a professional or practical nursing program.

Procedure:

1. Applicants will meet all mandatory admission requirements.
2. Letter requesting advanced standing.
3. Achievement of 80% on final examinations for each Level I course or provide a transcript that shows successful completion:
 - a. Anatomy and Physiology
 - b. Nursing Skills I
 - c. Personal and Vocational Relationships I
 - d. Personal and Community Health (microbiology)
4. Written evidence of satisfactory completion of at least 90 hours of clinical experience in a professional or practical nursing program and successful completion of SIM Lab I.
5. Transcript of nursing education to date.

Placement:

Placement will be made at the beginning of Level II.

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STUDENT HEALTH PROGRAM

1. Pre-entrance physical examination is required.
2. Yearly influenza immunization is required by clinical facilities.
3. Covid-19 Vaccination is required by clinical facilities.
4. Immunizations and screenings completed and/or documented as required by clinical facilities and governing institutions.
5. Health care (while on clinical) of an emergency nature will be provided by the hospital for a fee which will be the student's responsibility.
6. An accident insurance policy will be purchased for each class. Any accident must be reported promptly and an accident report plus the insurance form must be filled out by the student and physician, if necessary. A copy of the form will be maintained at the school and the original will be sent to the insurance company. Forms can be obtained from the Administrative Assistant.
7. A maximum of 8 missed days is allowed for the 12 months each student is enrolled. Time missed over 8 days must be made up in order to satisfy graduation requirements. **Every missed clinical day must be made up.**
8. Students who are aware that they have been exposed to a communicable disease must report it to their instructor and/or the Director immediately to ensure appropriate measures are planned and implemented. A written and signed medical release from a qualified health care professional must be submitted prior to return to the program.

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Revised 10/13
Revised 10/16
Revised 07/19
Revised 10/19
Revised 10/22



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ACADEMIC ADVISEMENT PROGRAM

1. Objectives:

- a. To assist the student in identifying academic needs and goals.
- b. To assist the student with adjustment to the school environment through understanding of self, family and community.
- c. To provide the student with the opportunity to evaluate progress in the educational program and encourage self-reflection.

2. Procedure:

- a. An information session will be held with each student and either the Director of Practical Nursing or a faculty member following the entrance exam to clearly explain demands and expectations of the program.
- b. Each student will be assigned a faculty academic advisor during Level I. At least one conference will be scheduled prior to starting Level I clinical. When student's progress to Levels II, III and IV academic advisement meetings will take place as needed with faculty and/or program director.
- c. Students are responsible to thoroughly complete and bring to conference:
 - Risk Assessment Form
 - Test Performance Analysis Sheets for each current course
- d. A record of conference sessions will be included in each student's file. Students considered moderate to high risk will schedule follow up appointments with the advisor immediately and continue advisement as needed until risk is minimized. All students have the option to schedule follow up appointments with their advisor at the beginning of all subsequent levels of the program.
- e. Faculty members will be available as academic advisors as requested during office hours.

Reviewed 5/13

Reviewed 10/16

Revised 7/19

Revised 9/19

Revised 10/19

Revised 10/21

Reviewed 10/22



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STUDENT LEADERSHIP

1. Each class will form a student organization with elected officers.
2. Students must be in good academic and clinical standing. Students interested in running for office must receive permission from the Director prior to election of class officers. Elections will be held by the conclusion of Level I.
3. Committees may be formed to plan for social and/or professional activities.
4. Any fundraising activities and/or use of class funds must be approved by the Director.

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Reviewed 10/04
Revised 9/06
Revised 8/09
Revised 10/13
Revised 6/15
Reviewed 10/16
Revised 10/19
Reviewed 10/22



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STUDENT LEADERSHIP ORGANIZATION

1. Objectives:

- a) To promote cohesiveness and cooperation among class members.
- b) To represent the interests of the students by electing officers to act as representatives of the class.
- c) To plan for social, recreational and extra-curricular activities.
- d) To promote harmonious relationships between students and faculty.

2. Membership:

- a) All students actively enrolled in the class will be voting members.
- b) The Director of PN or a faculty member will attend meetings and act as advisor.

3. Officers:

- a) Election of officers will take place at the conclusion of Level I.
- b) The Class President or Vice-President will attend a minimum of three faculty meetings per year to voice class needs, issues, concerns, recommendations.
- c) Elected officers include:

President	Presides at all meetings, attends faculty meetings if requested. Serves as a liaison between class and the Director/faculty. Speaks at graduation ceremony.
Vice-President	Presides at any function the President is unable to attend. Serves as a liaison with the learning resource committee.
Secretary	Records minutes of all meetings and gives a copy to the Director for the file. Conducts all correspondence.
Treasurer	Collects all dues, keeps accurate records, pays all bills upon receiving an itemized account.

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NURSING STUDENT ENGAGEMENTS

Outstanding Clinical Award (Clinical Excellence Award)

The Outstanding Clinical Award is presented to a student who demonstrates exceptional clinical competence, to include skills progression, critical thinking, leadership, time management, attendance, and a positive attitude in the clinical and simulation setting.

The criterion for the Outstanding Clinical Award includes:

- Demonstrates progression in the clinical settings throughout rotations
- Completes all clinical assignments satisfactorily and timely
- Displays critical thinking and clinical judgment skills in nursing practice
- Readily assists other students in the clinical setting with care, documentation, etc.
- Takes ownership for learning in the clinical setting by seeking out learning opportunities for continued growth in the nursing profession
- Display teamwork by supporting all nursing, non-nursing and unlicensed personnel in the clinical setting
- Demonstrates effective and therapeutic communication skills with patients, families, students, faculty, and members of the health care team.
- Maintains a positive attitude in the clinical setting
- Able to accept constructive criticism

National Association of Licensed Practical Nurses

The National Association of Licensed Practical/Licensed Vocational Nurses (NALPN) was founded in 1949 to outline a professional organization that encompasses licensed practical nurses and students. The mission of the association is to foster high standards of nursing care and promote continued competence through education/certifications and lifelong learning with a focus on public safety (NALPN, 2022).

- Students joining the Association and demonstrating membership will be awarded with an NALPN pin for graduation.

CTCLC PN Honor Recognition:

Students in the CTCLC PN program will receive graduation recognition:

- final average greater than 93%.

Adopted 10/22



CAREER TECHNOLOGY CENTER of LACKAWANNA COUNTY PRACTICAL NURSING PROGRAM

LEARNING RESOURCE CENTER POLICY

1. Learning Resources are procured and maintained from the Career Technology Center Practical Nursing Budget.
2. Learning Resources available will be current. Any resource with a copyright date greater than five (5) years will be either discarded or, if considered to have continued value to learning, marked historical.
3. Faculty and/or students noting a need for additional learning resources may submit a request to the Director of Practical Nursing.
4. Class officers will represent their class on the Learning Resource Committee as well as report concerns and/or recommendations to the faculty and learning resource committee.
5. The Learning Resource Committee will meet at least once each year and as needed.
6. Books from the Learning Resource Center are not to be removed without signing them out and may be signed out for a one (1) week period by:
 - a. Signing the card in the back and indicating the date borrowed.
 - b. Giving the card to the program Administrative Assistant.
 - c. Returning the book to the Administrative Assistant
7. The Learning Resource Center will be reimbursed for missing books from the student activity account or by the responsible student.
8. Audiovisuals are available by student request and are to be viewed **on premises** and must be signed out appropriately.

Reviewed 08/09

Revised 05/13

Revised 10/13

Revised 03/16

Reviewed 10/16

Revised 10/20

Reviewed 10/22



**CAREER TECHNOLOGY CENTER of LACKAWANNA COUNTY
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POLICY OF IMPLEMENTING NEW/REVISED POLICIES

When a new policy is accepted by the faculty of the Career Technology center Practical Nursing Program, the faculty and/or students will be informed in the following manner:

1. The Director will inform the faculty and/or students of the new policy and the date on which the policy will go into effect.
2. Faculty and/or students will sign and date a form indicating that they have been informed about the new policy and that they agree to follow the policy.
3. The documentation will be maintained in a file in the Director's office. Documentation will include: date/policy/procedure change/signatures.

Accepted 2/12
Reviewed 8/13
Revised 8/15
Revised 5/19
Reviewed 8/20



**CAREER TECHNOLOGY CENTER of LACKAWANNA COUNTY
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PROCEDURE ON FILING OF A POST-SECONDARY STUDENT GRIEVANCE

DEFINITIONS

Grievance:	A formal written complaint which furnishes sufficient background concerning the alleged violation, misinterpretation or inequitable application to identify persons, actions and/or omissions that lead to the allegation.
Grievant:	Any Post-Secondary or CNA student aggrieved by a decision or condition.
Student:	Any person enrolled as a Post-Secondary or Certified Nurse Aide student in an educational or extra-curricular program authorized by the Career Technology Center of Lackawanna County Board Joint Committee.
Joint Committee's Agent:	The Administrative Director of the Career Technology Center of Lackawanna County Board Joint Committee.
Respondent:	Career Technology Center of Lackawanna County Joint Operating Committee.
Compliance Officer:	The Career Technology Center of Lackawanna County's employee or employees designated with the responsibility of investigating complaints.

General Provisions

1. A grievance must be filed within ten (10) days of the date of the circumstances which occasioned the grievance.
2. No person shall suffer recrimination or discrimination because of participation in this grievance procedure.
3. Whenever possible, hearings will be scheduled during a mutually convenient time that does not conflict with regularly scheduled school programs.



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4. Confidentiality will be observed pending resolution of the grievance or final decision by the Joint Committee.
5. Nothing contained herein shall be construed to limit in any way the option of the Career Technology Center of Lackawanna County and the grievant to resolve any grievance mutually and informally.

The complaint/grievance policy and the table of complaints/ grievances are as follows:

PROCEDURE ON FILING A POST SECONDARY STUDENT GRIEVANCE

Level I

The grievant shall first discuss the grievance with the School Supervisor within the (10) days of the alleged occurrence with the objective of resolving the issue informally.

The School Supervisor shall investigate the complaint with parties concerned in the grievance within the (10) calendar days of the grievance filing.

The School Supervisor shall issue a written report of the recommendation for the resolution of the grievance within five (5) days after the conclusion of the investigation.

Level II

If the aggrieved person is not satisfied with the disposition of the grievance at Level I, or if no decision has been rendered within ten (10) school days after the presentation of the grievance, the aggrieving person may file the grievance in writing to the Administrative Director within five (5) days after decision at Level I. Within ten (10) school days after receiving the written grievance the Administrative Director shall submit his/her decision in writing to the grievant.

Level III

If the grievant is not satisfied that the disposition of the grievance at Level II, or if no decision has been rendered within ten (10) school days after the grievance was submitted to the Administrative Director, the grievant



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may submit his/her grievance to the Joint Operating Committee

Level IV

Within thirty (30) days after the receipt of the grievance by the Joint Operating Committee, a decision shall be rendered. If the grievant is not satisfied by the disposition of the Joint Operating Committee, the grievant may request a hearing before the Joint Operating Committee. Upon conclusion of the hearing before the Joint Operating Committee a formal written response will be sent to the grievant within ten (10) days of the hearing. The Joint Operating Committee decision will be final.

Implemented 9/98
Reviewed 8/09
Reviewed 10/10
Reviewed 10/13
Reviewed 10/16
Reviewed 10/19
Reviewed 10/22



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POLICIES FOR STUDENTS

1. Uniforms:

- A. **All** students must wear the school's approved uniform on assigned clinical days. Uniforms are to be worn **only to and from clinical areas**.
- B. Sweaters, sweatshirts will not be allowed. **Plain white** long or short sleeve white T-shirt may be worn under the uniform top. Only approved PN lab jackets are allowed.
- C. Wedding rings and a watch (**no Smart Watches**) may be worn with the uniform. In addition, **one pair of small post pierced** earrings (one earring/ear) will be allowed, no other visible pierced areas will be tolerated (**this includes nose and tongue rings**). Gauge earrings **must** be flesh tone in color. Nose rings may be clear or flesh tone.
- D. Hair will be kept **off the collar** at all times and contained in a manner that limits risk of contamination. Hair bows and ornaments are not allowed.
- E. All visible tattoos must be covered while in uniform, with the exception of hands/face.
- F. Students will wear **appropriate** white shoes (no canvas, holes, or nylon), and solid color socks **at least ankle high**.
- G. Compression socks are allowed: white, black, or blue.
- H. If the clinical instructor determines fingernails are too long to be safe for patient care, they must be cut prior to the next assigned clinical day or you will be denied access to the clinical area. Artificial and/or Gel nails are **not** allowed. Nail polish is prohibited.
- I. Photo ID must be worn **at all times (above the waist)**
- J. Hair cannot be dyed an **unnatural color**. To clarify, if you cannot be born with it, you cannot have it on clinical). Hair worn neatly off the neck. Facial hair (beards, mustache) must be neatly trimmed and contained.
- K. No cologne, perfume or strong scents (including cigarette smoke).
- L. Students must comply with any additional uniform policy of each clinical facility.
- M. Any violation of clinical uniform policy will result in **dismissal from the clinical area**. Resulting in missed clinical day(s).

2. Classroom Attire:

- A. **Pre-clinical SIM Lab testing**: Students are required to wear clinical uniform and comply with all above stated uniform requirements.
- B. No flip flops and/or clothing deemed inappropriate by faculty. Student will be required to cover up or be sent home for proper attire.
- C. Photo I.D. badge must be worn at all times (above the waist).
- D. Any violation of classroom attire will result in dismissal from school for a day.

3. Employment:

- A. We strongly suggest that students not work full time while enrolled, nor work 11:00 AM to 7 A.M. shift while in school.
- B. Students **MAY NOT** work as "practical nurses" nor may they wear the school uniform or in any way be identified as "student practical nurses" while working.
- C. Any student whose class work or clinical performance is considered to be deficient as a result of employment will be advised to limit such employment.



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4. Class Time/Clinical Time

- Class Time: 8:30 a.m.-2:30 p.m.
 - Students are expected to be ready for class to start promptly at 8:30 a.m.
 - Clinical Time: 6:30 a.m.-2:30 p.m.
 - Clinical times may vary with clinical facilities and clinical experiences
 - Travel, traffic, directions, or shuttle service are not an excuse for tardiness
 - Students must be prompt and prepared for clinical
- A. Students absent or arriving late to class..must call our program at least ½ hour prior to start time. **Please note**, telling a classmate does not follow policy and will be considered a no call/no show.
Failure to comply with protocol or no call/no show will result in the following disciplinary action:
- 1st offense results in a written Guidance and Intervention Form;
 - 2nd offense results in probation, subject to the guidelines of probation;
 - 3rd offense results in faculty review.
- B. Students leaving prior to dismissal time, must notify the Administrative Secretary, the Program Director or a faculty member. Failure to comply will result in the same disciplinary action as outlined in Section A.
- C. Students absent from clinical must notify their assigned faculty member and leave a message with PN department by 6:00 a.m. (in addition, follow policy of individual clinical instructor) Failure to comply will result in the same disciplinary action as outlined in Section A. **Late arrival for clinical and early dismissal from clinical are prohibited.** Students should refrain from scheduling appointments on clinical days.
***Students absent from clinical practice are prohibited from attending conferences or clinics until faculty member deems appropriate to return*.**
- D. Following any absence, the student will be required to sign an acknowledgement with the administrative secretary to verify absence–upon return to the school. Absences or tardiness are to be reported by the student only-failure to do so will result in no call/no show.
- E. Students will not be excused prior to scheduled dismissal time, for any reason including appointments. If the student finds it necessary to arrive late or leave early for an appointment, the student is responsible for notifying the PN department according to the above guidelines. The following absent time will be docked accordingly:
- 1) Student not present when faculty member takes roll in AM: ¼ day
 - 2) Student not present when faculty member takes roll in PM: ½ day
 - 3) Student leaves at morning break: ¾ day
 - 4) Student leaves at lunch: ½ day
 - 5) Student leaves after lunch but prior to schedule dismissal: ¼ day
Excessive tardiness or early departures will be reviewed with faculty and Program Director for possible disciplinary action
 - 6) Any clinical tardiness, early dismissal, or removal for any reason will result in a missed clinical day, no matter the time.
 - 7) Any material, lecture, testing or test review missed by the student due to



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tardiness or absence will be handled at the discretion of the individual faculty member.

F. **Absent Policy:**

8 absent days (clinical or class), **cumulative throughout the entire program**, are allowed (See Clinical Absences).

Students are required to complete #1500 clock hours (minimum)..there are #60 extra hours built in to CTCLCPN curriculum: the extra hours provide an allowance for **legitimate** absences for illness, personal, or family emergencies. Students will be required to make up absences exceeding 8 days, **but cannot exceed 15 days.**(all absent clinical days are required to be made up-See clinical absences)

The fee for class make-up is **\$25 per day.**(This amount is subject to change yearly)-

Absences beyond 15 days may result in CTCLC Nursing Program dismissal.

This is a clock hour program therefore there are no 'excused' absences.

Clinical Absences

- Students will be required to make **up ALL clinical absences-prior to progression to the next level** (unless approved by PN Director)
Clinical Make up fee is **\$75 per day for each missed clinical date***
(This amount is subject to change yearly).
- Make-up time will be at the discretion of the Practical Nursing Program. Students will register for make-up time according to the schedule supplied by clinical faculty availability and clinical facility availability.

Clinical Absence Probation Policy

- Absence from clinical disrupts the progressive learning process for psychomotor skills, clinical judgment, and evaluation: therefore:
 - **3rd clinical absence: written warning**
 - **5th clinical absence: probation**
 - **> (greater than) 5 clinical absences: Review with Faculty for possible Faculty Review for discussion of dismissal from program**
- ***clinical days made up removes hours from time, but does not remove the clinical absence policy warnings or probation.***
- All make-up fees must be paid in full **prior** to scheduled make-up time.
- Fees are non-refundable.
- Students who call off/no show to make-up clinical will not be refunded the \$75 fee. Students must notify the Confidential/Administrative Secretary to reschedule the clinical date to be approved by PN Director. Students are required to re-submit a fee of \$75 per day. A Medical excuse is required for any missed make-up clinical days-to be submitted immediately upon return to CTC classes. Students not obtaining a medical excuse will be placed on clinical probation (per CTCLC, PN policy).
- Students who report on the wrong date or unprepared (faculty discretion) will be



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dismissed from the clinical site. Missed Make Up time protocol will be implemented.

- Students will not graduate, receive diplomas, or transcripts without required make-up payment and completion. Fees are non-refundable.

G. The above attendance policies are modeled after employer policies. Habitual tardiness and absence will be reflected in the student's file and will be included in a reference for employment.

5. General Policies:

- A. The student lounge must be always kept neat and clean. Clean-up assignments are to be posted. All students are expected to assist with clean up (we are a team). Place **EMPTY** bottles, cans and trash in proper receptacles. Please **empty** any fluid prior to disposal in receptacles. All opened containers are to be stored in sealed containers.
- B. In conjunction with PA's Anti-Smoking and Clean Air Law, smoking/vaping or use of tobacco or vaping substances in any form on school property is **not allowed**. Students violating this law will be subject to discipline as per the school policy. The yellow line painted out front of the main gate denotes the beginning of school property.
- C. No student is allowed to leave the building during any break time unless approved by faculty except for lunch time. Please sign out if you choose to leave at lunch.
- D. No alcoholic beverages are permitted in the school at any time.
- E. Students are required to park in the student parking lot behind the building. Cars must be registered, and parking plaques displayed to the inside rear-view mirror.
- F. Dishonesty and/or unethical conduct in any form is cause for dismissal. In no other profession is honesty more essential than in nursing.
- G. Weather cancellations or delays will be announced on television usually on Channel 16 by 7:00 AM. Look for "CAREER TECHNOLOGY CENTER" Lackawanna County. In addition, a 'one call' from the school is sent out to students. Clinical days will be handled by your instructors.
- H. Students may purchase lunch in the cafeteria, but may not eat in the high school area. Practical Nursing students will be charged adult prices and are encouraged to set up an account. There will be no food or drinks in the classroom.
- I. **NO CELL PHONES/Personal Electronic Devices are allowed in or on any clinical site. Cell phones will remain off while present in the classroom. Students' usage is solely permitted during assigned break or lunch. Students are not allowed in the high school area on phones (beyond PN suite doors).**

Students who fail to FOLLOW this policy:

1st offense: Written Warning

2nd offense: Probation

3rd offense: Faculty Review/Possible Dismissal from PN Program

6. Social Media Policy:

- A. Students are prohibited from sharing/posting classroom or clinical information



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or experiences on any social media site.

- B. No cell phone or other images devices may be made of any patient information **including clinical assignment sheets**. Please hand write your assignment, do not photograph.
- C. Adhere to the legal and regulatory requirements such as those in Health Insurance Portability and Accountability Act. (HIPAA)
- D. Any infractions will result in disciplinary action as determined by faculty and Director

7. **Computer and Network Resources:**

- A. Technology Plan (see Appendix A)
- B. Acceptable Use of Policy for Computer and Network Resources (see Appendix B)

8. **Services for Students with Disabilities:**

The Career Technology Center of Lackawanna County and the Practical Nursing Program fully comply with the Americans with Disabilities Act (ADA).

Upon request students are provided accommodations in compliance with the ADA. We work with students sponsored by the Office of Vocational Rehabilitation and offer assistance to graduates in requesting appropriate accommodations for their licensing examinations.

9. **Student Record Maintenance**

A record system essential to the operation of the Career Technology Center Practical Nursing Program shall be maintained as per the Pennsylvania State Board of Nursing rules and regulations section 21:231.

Student record shall conform with the following:

- Permanent record, on each student admitted, including both clinical and theoretical experience and achievement, shall be kept *ad infinitum*.
- Health records will be kept for five (5) years following completion of the program.

In addition:

- A financial aid record will be kept for three (3) years following the end of the award year.

Upon request, the student will have access to the academic/clinical record and may review their files during school hours in presence of the Program Director.

The student record will be made available only to authorized personnel including: Administrative Director, Program Director, Program Administrative Assistant, Program Faculty and School Solicitor. Written consent of the student must be given before records are released to any other persons.”

Revised 6/15 Revised 12/15 Revised 5/16 Revised 10/17 Revised 5/19 : Revised 7/19;
Revised 10/19; Revised 10/21: Revised 8/22: Revised 10/22



CAREER TECHNOLOGY CENTER of LACKAWANNA COUNTY PRACTICAL NURSING PROGRAM

CTCLC PN STUDENT CODE of CONDUCT

The following code of conduct consists of non-negotiable items required by the Career Technology of Lackawanna County, Practical Nursing student. Due to the seriousness of dealing with human lives, violation of the following items may result in disciplinary action to be determined by the Director and Faculty. This policy is focused on conduct only and not academics. This policy is NOT to be followed if a student does not meet minimum academic requirements for progression within the program.

1. Disregard/disrespect in speech, written, or action for the well-being or safety of others including: classmates, instructors, patients, field/clinical site supervisors or healthcare staff or any conduct which may discredit the CTCLC PN program. This includes damaging or misappropriation of funds of the classroom or clinical property.
2. Failure to submit required paperwork for clinical rotations.
3. Breach of HIPAA confidentiality as it pertains to the patient whether in person or via technology. This will include any violations of CTCLC and CTCLCPN Social Media Policy.
4. Positive Drug Test whether prior to clinical rotation or anytime while in attendance at the clinical site. Refusal to follow the drug testing protocol if suspected.
5. Exceeding absences as noted in the CTCLCPN Student Handbook.

GUIDELINES ON PROFESSIONAL STUDENT CONDUCT:

- All nursing students must demonstrate complete emotional self-wellbeing to provide safe patient care. Behavior that inhibits learning and/or functioning in the patient area by oneself, or towards other students, will lead to removal from the clinical area. This will lead to a missed clinical day, possible probation, and/or faculty review.
- In the clinical area, students are responsible for knowing the rules of the clinical nursing unit and must respect all Healthcare members and Unlicensed Assistive Personnel (UAP) in the clinical area.
- The student is responsible for seeking support from the clinical instructor in the clinical area.
- A student will only provide appropriate level nursing care when an instructor is present in the assigned agency. If the student arrives early for clinical, the student may not provide any nursing care.
- The student must be ready in the clinical area to be able to provide safe nursing care. If unprepared, the student will be requested to depart the clinical area, resulting in a missed clinical day.
- Unsafe nursing practice resulting in patient injury or potential injury may result in probation and/or faculty review.
- Students are expected to act professionally toward faculty, staff, and patients at all times. This behavior includes responsibility for one's actions, courtesy, honesty, ethical actions,



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and respectful communication skills. Any acts that interfere with classroom/clinical agency/staff/faculty relationships may lead to disciplinary action.

- In all situations, students must act to protect patient confidentiality. Breaches of confidentiality or HIPAA laws concerning patients or fellow students will be taken seriously and may warrant disciplinary action.
- Students must take ownership of their learning opportunities. Clinical practice is a crucial learning experience. Students are assumed to actively engage and participate in clinical experiences enthusiastically and with professionalism.
- Students are not to judge any member of the healthcare staff.
- Students are not allowed to remove or copy any documents from the clinical area Under any circumstances.
- The student is expected to increase independence and improve clinical judgment, critical thinking, and psychomotor efficiency throughout each level.

All clinical makeup time must be made prior to the beginning of the next level. This does not delete clinical time documented as missed. Clinical time must be completed in order to meet learning outcomes of the Level.

Adopted 10/22



CAREER TECHNOLOGY CENTER of LACKAWANNA COUNTY PRACTICAL NURSING PROGRAM

AFFILIATION RULES FOR PRACTICAL NURSING STUDENTS

Practical Nursing students on clinical affiliation are the responsibility of the Career Technology Center Practical Nursing Program and are under the direction of the Program's faculty. The course of instruction shall include formal classroom instruction and planned clinical experience including: Geriatrics, Medical-Surgical Nursing, Pediatrics, Maternity and Newborn.

A minimum of five hours of formal classroom instruction per week will be correlated with the planned clinical program. Students will adhere to all clinical guidelines.

Hours of Experience

The hours of experience will not exceed 35 hours per week and shall be seven and one-half consecutive hours daily.

Absence

In the event of absence, call the unit to which you are assigned **at least one-half hour prior to the scheduled start time.** (Prior to 6:00 AM)

Supervision and Guidance

The student is directly responsible to the faculty member in the clinical area.

Visiting other Units- is **NOT** permitted

Assignment Sheets

A patient assignment sheet will be made out daily by the faculty member.

General Rules of Courtesy

1. Students will follow guidelines of professional and ethical conduct.
2. Students are **not permitted** to leave the building when on clinical unless special permission is given by the faculty member in the clinical area in which the student is assigned.
3. Students should not schedule any type of appointment during clinical hours. Late arrival and/or early dismissal will not be granted from clinical.
4. All clinical sites are smoke free.
5. Students will comply with **all** clinical affiliation guidelines, including parking regulations. Failure to comply may result in disciplinary action or dismissal from the program.

Revised 7/19
Reviewed 10/19
Reviewed 10/22



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INFECTIOUS DISORDERS POLICY

1. All health occupation educational programs shall adopt the following policy regarding student contact with an infectious disorder:
 - A. A student will not be assigned to care for any patient diagnosed or suspected as having an infectious disease until successful completion of didactic and clinical education.
 - B. All students and instructors will follow the guidelines for patient contact as defined by the Center for Disease Control in terms of body substance isolation and personal protective equipment.

Reviewed 8/06

Reviewed 8/09

Reviewed 10/13

Reviewed 10/16

Reviewed 10/19

Reviewed 10/22



**CAREER TECHNOLOGY CENTER of LACKAWANNA COUNTY
PRACTICAL NURSING PROGRAM**

PA STATE BOARD OF NURSING STANDARDS OF CONDUCT

STANDARDS OF NURSING CONDUCT:

a. A licensed practical nurse shall:

- 1) Undertake a specific practice only if the licensed practical nurse has the necessary knowledge, preparation, experience and competency to properly execute the practice.
- 2) Respect and consider, while providing nursing care, the individual's right to freedom from psychological and physical abuse.
- 3) Act to safeguard the patient from the incompetent, abusive or illegal practice of any individual.
- 4) Safeguard the patient's dignity, the right to privacy and the confidentiality of patient information. This standard does not prohibit or affect reporting responsibilities under 23 Pa.C.S. Chapter 53 (relating to the Child Protective Services Law), the Older Adults Protective Services Act (35 P.S. 10211-10224) and other statutes which may mandate reporting of this information.
- 5) Document and maintain accurate records.

b. A licensed practical nurse may not:

- 1) Knowingly aid, abet or assist another person to violate or circumvent a law or Board regulation.
- 2) Discriminate, while providing nursing services on the basis of age, marital status, sex, sexual preference, race, religion, diagnosis, socioeconomic status or disability.
- 3) Knowingly permit another individual to use his license or temporary permit the unlicensed person under the licensed practical nurse's jurisdiction or supervision to misrepresent that the individual is a licensed nurse.
- 4) Misappropriate equipment, materials, property, drugs or money from any employer or patient.
- 5) Solicit, borrow or misappropriate money, materials or property from a patient or the patient's family.
- 6) Leave a nursing assignment prior to the proper reporting and notification to the appropriate department head or personnel of such an action.

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- 7) Knowingly abandon a patient in need of nursing care. Abandonment is defined as the intentional deserting of a patient for whom the nurse is responsible.
 - 8) Falsify or knowingly make incorrect entries into the patient's record or other related documents.
 - 9) Engage in conduct defined as a sexual violation or sexual impropriety in the course of a professional relationship.
- c. Failure to comply with an obligation or prohibition imposed by this section is subject to disciplinary and corrective measures under section 16 of the act (63 P.S. 666).
- d. The Board may, in addition to any other disciplinary or corrective measure set forth in this section, levy appropriate civil penalties as authorized by section 15 of the act (63 P.S. 665) upon a nurse found to have engaged in conduct constituting a sexual impropriety or sexual violation.

Reviewed 08/09
Revised 05/13
Reviewed 10/13
Reviewed 10/16
Revised 07/19
Reviewed 10/19
Reviewed 10/22



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UNSAFE NURSING PRACTICE GUIDELINES

Unsafe practice is demonstrated by, but not limited to, the following:

1. Any breach of medical or surgical asepsis.
2. Failure to properly identify the patient prior to performing a treatment, administering medication, diet, etc.
3. Failure to report to the designed person prior to leaving the nursing unit.
4. Failure to adhere to prescribed patient activity limitation(s).
5. Failure to monitor intravenous fluids correctly.
6. Failure to detect and report infiltrated intravenous fluids.
7. Inability to correctly assess and/or report any and all vital signs.
8. Failure to be aware of all the patient's current orders and treatments.
9. Failure to exercise reasonable judgment.
10. Failure to observe and properly report a change in the patient's condition.
11. Incorrect positioning that compromises the patient.
12. Any instance in which the patient is left unattended, without usual and accepted safeguards.
13. Failure to report a defect in apparatus or supplies.
14. Failure to take the usual precautions to prevent injury in the performance of any nursing procedure.
15. Any incident deemed unsafe by the clinical instructor.

Revised 8/06
Reviewed 8/09
Revised 10/13
Revised 10/16
Reviewed 10/19
Reviewed 10/22



**CAREER TECHNOLOGY CENTER of LACKAWANNA COUNTY
PRACTICAL NURSING PROGRAM**

Guidance and Intervention Form

Name: _____ Date: _____

Faculty Member: _____ Level: **I** **II** **III** **IV**

This form is initiated to assist the student in maximizing the potential to improve when situations arise that may interfere with learning.

This process may be initiated by a faculty member for a student:

1. Who has an 80% or below at midterm or thereafter
2. Who has a significant decrease in academic performance
3. With unsatisfactory clinical performance
4. With excessive patterned or habitual absenteeism
5. Who displays affective or behavioral cues which interferes with performance
6. Other: _____

Refer to the Student Handbook for details regarding student progress.

PROBLEM DESCRIPTION:

STUDENT PERCEPTION OF PROBLEM:

A conference will be held between the student and faculty member to discuss the issue or problem(s) and to mutually set student goals, target dates, and plans for the achievement of the goal.



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Defined Goals (s):

Target Date for Completion: _____

Action Plan/ Steps to Achieve Goals:

STUDENT SIGNATURE: _____ DATE: _____

FACULTY SIGNATURE: _____ DATE: _____

DIRECTOR SIGNATURE: _____ DATE: _____

Original form is reviewed with Director of PN and placed in student's file

A copy of the form is given to the student at the end of the conference

A copy of the form is retained by the faculty member

Adopted 11/22



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POLICY FOR PROBATION

1. A student will be placed on probation for the following: unsafe nursing practice, unsatisfactory performance, violation of policy and/or violation of program student learning outcomes, #3 (three) Guidance and Intervention forms (faculty and Director discretion)
2. The student will be notified in writing of the terms of probation. The student will sign this document. The student will be given a copy of this document.
3. The student will sign a copy of the Policy for Faculty Review and will be given a copy of this document.
4. An Action Plan for Improvement will be written by the Program Director or the faculty member who placed the student on probation. The Action Plan for Improvement will detail areas of improvement required. The student will be given a copy of this document.
5. The appropriate faculty member (classroom or clinical assignment) will meet with the student weekly to discuss progress in areas of improvement required. The faculty member and the student will sign the Action Plan for Improvement weekly.
6. Probation will extend for a period of six (6) weeks.
7. Failure to meet the terms of the probation at the end of the six (6) week period will result in the student's termination from the program.
8. If any incident occurs during the six (6) week probation or in any subsequent program activity that constitutes unsafe nursing practice, unsatisfactory performance, violation of policy and/or violation of program objectives the student will be brought before the Faculty Review Committee.

Accepted 03/13
Reviewed 08/13
Reviewed 10/13
Reviewed 10/16
Reviewed 10/19
Reviewed 10/22



CAREER TECHNOLOGY CENTER of LACKAWANNA COUNTY
PRACTICAL NURSING PROGRAM

Probation Acknowledgement

To:
From: **Janet Yontas, MSN RN Director, Practical Nursing**
Date: _____

Please be advised that as of this date you are being placed on probation for the following:

If no other incident of unsafe nursing practice, unsatisfactory performance, violation of policy, and /or violation of program objectives/student learning outcomes occurs, this probation will last (6) weeks (up on). If you fail to meet the terms of probation at the end of the six weeks, it will result in your termination from the program.

If any incident occurs during the six-week probation or in any subsequent clinical rotation constituting unsafe nursing practice, unsatisfactory performance, violation of policy and or violation of program objectives/student learning outcomes you will be brought before the Faculty Review Committee. The policy for Faculty Review is attached.

I have read the above notice of Probation and Policy for Faculty Review, understand its contents, and agree to abide with the terms.

_____ / ____ / ____
Student Signature Date signed

_____ / ____ / ____
Witness Signature Date signed

Revised 3/13
Reviewed 10/13
Reviewed 10/16
Reviewed 10/19
Revised 8/22
Reviewed 10/22



CAREER TECHNOLOGY CENTER of LACKAWANNA COUNTY PRACTICAL NURSING PROGRAM

DRUG FREE ENVIRONMENT

Policy:

It is the policy of the Career Technology Center Practical Nursing Program to create and provide a safe and healthy environment by making a firm commitment to a drug free environment. The illegal use, possession, manufacture, trade or sale of controlled substances or alcoholic beverages when a student is on Career Technology Center property or representing the school off-site is strictly prohibited.

Definitions:

- A. **Controlled substance:** any drug or substance of which the use, possession, manufacture, trade or sale is illegal; or cannot be purchased over the counter and/or is not prescribed or being used under the supervision of a physician. Controlled substances also include any of the substances listed in the schedules of the Controlled Substances Act of 1970
- B. **Under the influence of a controlled substance:** having consumed any drug or chemical as evidenced by behavior, appearance and/or performance.
- C. **Alcohol:** any alcoholic beverage or substance containing alcohol.
- D. **Under the influence of alcohol:** impairment due to consumption of alcohol. This will include the consumption of alcohol both on school or clinical premises or prior to entering school or clinical or on lunch breaks.

Application:

- A. It is against school policy for any student to report to school or to a clinical assignment under the influence of alcoholic beverages or controlled substances.
- B. In any instance where Career Technology Center faculty and/or personnel have reasons to believe that a student is under the influence of alcohol and/or controlled substances, the following steps will be taken:
 - 1. An Onsite Opinion Based Observation Form will be completed to document all changes in a student's performance, behavior and/or appearance that may indicate impairment.
 - 2. The student will be removed to a private area to discuss findings. The testing process will be explained, as well as implications for refusal to cooperate.
 - 3. The student will be asked to sign a "Voluntary Submission for Urinalysis and Blood Testing and Release of Findings" form. Refusal to comply with voluntary testing will be considered as a presumption that the student is under the influence



CAREER TECHNOLOGY CENTER of LACKAWANNA COUNTY PRACTICAL NURSING PROGRAM

4. of alcohol and/or a controlled substance and will result in the student's immediate termination from school.
5. The student will take the signed submission form to the designated assigned facility. Student must agree and sign release forms releasing all findings to the Career Technology Center of Lackawanna County Practical Nursing Program. A 10-panel drug and alcohol screening will be performed. Testing and transportation is at the students' expense. Transportation will be provided by an individual on the student's emergency contact list. If a student's emergency contacts cannot be reached the student may provide an additional contact person to escort them.
6. Student will not be permitted to attend class or clinical until screening results are received.
7. Evidence of the use of controlled substances and/or alcohol intoxication, Blood Alcohol Content (BAC) greater than 0.08% will result in the student's immediate termination from school and suggested referral to a drug/alcohol treatment program, at the students' expense.
8. All violations of controlled substances will be reported to local law enforcement authorities.
9. Student application for reinstatement into the Practical Nursing Program will be evaluated by the faculty following evidence of successful completion of the treatment program.

Accepted 10/04
Revised 10/07
Revised 8/09
Reviewed 10/13
Revised 2/15
Revised 10/16
Revised 10/19
Revised 08/21
Reviewed 10/22



**CAREER TECHNOLOGY CENTER of LACKAWANNA COUNTY
PRACTICAL NURSING PROGRAM**

Voluntary Submission for Urinalysis and Blood Testing and Release of Findings

I _____ voluntarily agree to undergo a blood and urine analysis (10 panel drug and alcohol screening) and understand that I am responsible for all costs.

I authorize the release of the results of the test to the Career Technology Center Practical Nursing Program.

Name _____ Date _____

Witness _____ Date _____

Refusal for Voluntary Submission for Urinalysis and Blood Testing

I _____ will not sign the above statement for voluntary testing and release of findings. I also understand that my refusal will be considered as a presumption that I am either under the influence of controlled substances and/or alcohol and that will be grounds for my immediate dismissal from the Practical Nursing Program.

Name _____ Date _____

Witness _____ Date _____

Original to student file, copies to hospital ER and/or Lab and to student.

Accepted 10/04
Reviewed 09/09
Revised 05/13
Reviewed 10/16
Revised 10/19
Reviewed 10/22



**CAREER TECHNOLOGY CENTER of LACKAWANNA COUNTY
PRACTICAL NURSING PROGRAM**

ON-SITE BASED OBSERVATIONS

I have had an opportunity to witness _____ while enrolled as a
 (Student Name)
 student in the Career Technology Center of Lackawanna County Practical Nursing Program on _____
 (Date)
 and my observations indicate that he/she may be:

_____ Under the influence of alcohol and/or

_____ A controlled substance

ON-SITE OBSERVATIONS (check all that apply)

Balance: Steady Fair Falling Swaying Staggering Unsteady

Walking/ Steady Swaying Stumbling Falling Needs Support

Balance Standing Arms extended for balance Uncoordinated body movements

Speech: Clear Slurred Confused Incoherent Silent Unable to Comprehend Normal
 Conversation Unclear Speech Pattern in Marked Contrast to Normal Pattern

Awareness: Orient Confused Distracted Sleepy Calm Impaired Memory

Demeanor: Cooperative Polite Calm Talkative Excited Angry Sarcastic
 Argumentative Laughs Inappropriately

Actions: Calm Threatening Hostile Aggressive Erratic Impulsive Hyperactive
 Tremoring Fighting Resists Communication Using Profanity Irritable

Eyes: Clear Bloodshot Watery Glassy Closed
 Unfocused Gaze Pupils: Dilated Constricted

Face: Flushed Pale Sweaty

Appearance: Neat Messy Odor Soiled Partially Dressed

Breath: Alcohol

Smoke Other: _____

Additional Comments:

 (Signature)

 (Date)



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(Witness Signature)

(Date)

Revised 10/22

TUITION AND FINANCES

1. Tuition for the Career Technology Center of Lackawanna County Practical Nursing Program is calculated on the number of school days students are enrolled, which includes clock hours in each academic year.
 - Each student will be charged an additional amount for each makeup day of enrollment (over allowed 8 absent days) at the end of the last Level.
 - Tuition is due in full with 5 days of the start of each Level. Dates are included in the school calendar.
 - No student will be admitted to class or clinical in the new Level until tuition is paid. Days missed will be considered absent days and shall be governed by the policy of absenteeism.
 - Tuition will be refunded according to the school refund policy.
2. Student activity fee is due prior to the first day of class. The fee is based upon the current information we have from suppliers.
3. All balances must be disbursed before a diploma or pin will be awarded and the application for licensing examination is submitted to the State Board of Nursing.
4. Federal student aid payment periods differ from the Level billing due dates. Payments periods are as follows:
 - Grade Level 1 – payment period 1 – first 450 clock hours
 - Grade Level 1 – payment period 2 – 451 to 900 clock hours
 - Grade Level 2 – payment period 1 – 901 to 1230 clock hours
 - Grade Level 2 – payment period 1 – 1231 to 1560 clock hours

Please note that students who are provided a deferment of tuition for a Level until the next Federal Student Aid payment period will be responsible for any amount due to the school due withdrawal prior to the beginning of the payment period.

5. Scholarships: A few scholarships of small amounts are available for needy students. Director has information concerning the sponsoring agencies.

6. Students Receiving Veterans Education Benefits

Any student receiving VA Educational Benefits must provide a Certificate of Eligibility form the Department of Veterans Affairs. Upon receipt, the SCO (School Certifying Official) will submit the necessary information to the VBA, in order for the student and the school to receive eligible funding. No fees or penalties will be assessed to the student while waiting for payment from the VA. All other financial aid that the student may be eligible for will be processed in a timely manner and applied to



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the student's account. Veterans receiving VA Education Benefits will not be penalized financially or academically for military obligations.

7. Students Receiving Veterans Education Benefits

Any student receiving VA Educational Benefits must provide a Certificate of Eligibility from the Department of Veterans Affairs. Upon receipt, the SCO (School Certifying Official) will submit the necessary information to the VBA, in order for the student and the school to receive eligible funding. No fees or penalties will be assessed to the student while waiting for payment from the VA. All other financial aid that the student may be eligible for will be processed in a timely manner and applied to the student's account. Veterans receiving VA Education Benefits will not be penalized financially or academically for military obligations.

Revised 4/11
Reviewed 10/13
Revised 10/16
Revised 10/18
Revised 12/19
Reviewed 10/22



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DEFINITION OF AN ACADEMIC YEAR AND GRADE LEVELS

The total length of the Program is 1560 clock hours and 52 weeks. The Academic Year is based on 900 clock hours and 26 weeks.

Grade Level 1 consists of the first 900 hours and is split into 2 payment periods of 450 clock hours each. They correspond roughly to Levels 1 and Level 2 of the academic calendar. Grade Level 2 is the remaining 660 clock hours corresponding to Levels 3 and Level 4. The Levels begin in late August, December or March and when begun run sequentially

Upon successful completion of each Level, the student advances to the next one in sequence.

REFUND POLICY – PRACTICAL NURSING PROGRAM

Level I: Students who withdraw during the first five (5) days of the Program will be given a full refund of tuition minus \$100.00 administrative fee. The student activity fee will be refunded at 100% if the student does not enroll in the class or withdraws within the first five (5) days. There will be no refunds of the student activity fees after the fifth (5th) day because insurance must be paid by the sixth (6th) day.

The date of withdrawal is determined as the last day of attendance and is the date on which all monies owed or refunded are calculated.

SCHOOL REFUND POLICY

Students who are enrolled in Level I for the first time and withdraw will be given refunds as follows:

- a. Withdrawal in Week 1 – 100% refund (-\$100.00 Administrative Fee)
- b. Students who withdraw or leave during the first five (5) days of any of the remaining three (3) levels will be refunded 100% of their tuition.

Beginning with the sixth (6th) day of classes, no refund will be given to a student who withdraws on or after the sixth (6th) day of classes.

The Practical Nursing Program has a refund policy which will be strictly adhered to. The amount of the refund will depend upon the date of the students' last recorded day of attendance.



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FEDERAL AID REFUND POLICY

Refunds of Title IV Federal Student Aid is calculated based on payment periods defined in the Tuition and Finances section of the Handbook, not on the Academic Levels

In accordance with federal regulations students who receive federal financial aid and who withdraw during the first 60% of a payment period will have their federal financial aid adjusted. This is done based on the calculations performed on the “Treatment of Title IV funds when a student withdraws from a Clock Hour Program” form. The withdrawal date is the last date of recorded attendance. There will be no adjustment to federal financial aid after the completion of at least 60% of the term.

The Practical Nursing Program will refund to the appropriate student financial aid program in the following order:

1. Unsubsidized Direct Federal Stafford Loan
2. Subsidized Direct Federal Stafford Loan
3. Direct PLUS Loan
4. PELL Grant
5. Federal SEOG Grant
6. Other Financial Assistance
7. Student

When aid is returned, the student may owe a balance to the school. The student is responsible to contact the Practical Nursing Office to make arrangements to pay the balance.

Title IV Overpayment Policy

Please note that students who receive a refund of financial aid for educational expenses prior to withdrawing from the Practical Nursing Program may owe a repayment of those funds. Students will be contacted in such situations and will be given 30 days to repay the funds to the Career Technology Center PN Program. Students who fail to return the unearned portion of federal aid until such time as the repayment is made.

In those cases where the student is responsible for the overpayment, the student will be notified in writing requesting full reimbursement of the overpayment. If, after notification, the student has not repaid or made satisfactory arrangements to repay the overpayment, the school will refer the overpayment to the Department of Education Student FSA’s Management Collection (ED collections).

If the student pays more than the requested tuition, all funds due the student for overpayment will be returned in a timely manner.

Revised 10/13
Revised 2/16
Revised 10/16
Revised 10/19
Revised 10/22



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VERIFICATION PROCEDURES

Verification is a process where the Financial Aid Officer must verify that information reported on the financial aid application is correct and consistent.

Applicants are selected for verification by the U.S. Department of Education at random through computer edits. The student is notified of selection on Part I of the Student Aid Report (SAR). The School reserves the right to select students not identified by the U.S. Department of Education.

The items requiring verification may vary and include, but not limited to the following:

1. Federal Adjusted Gross Income
2. Federal Tax Paid
3. Child Support Paid
4. Certain untaxed income
5. Receipt of SNAP benefits
6. High School graduation or completion of GED
7. Identity and statement of educational purpose

Documentation required verifying selected items may include, but not limited to the following:

1. IRS tax transcript or successful transfer without corrections of IRS data onto the FAFSA using the IRS data retrieval option via online FAFSA.
2. Verification Worksheet provided by the Financial Aid Office.
3. Verification of receipt of SNAP benefits
4. Verification of Child Support Paid
5. High School diploma/transcript or GED
6. Proof of identity and statement of education purpose
7. Other documents, as required by the Financial Aid Office

Selected students are required to provide documentation as specified by letter from the Financial Aid Office within 30 days of receipt of notice. Failure to do so will result in non-payments of PELL and SEOG grants and certification of Stafford loans. Students will be required to pay tuition and fee costs.

If the verification process results in changes to the amount of federal aid, the student will be notified in writing.

In the event suspicion of fraud to obtain federal funds is evident, the School will refer to the Office of Inspector General, U.S. Department of Education.

Reviewed 10/13/Reviewed 10/16; Reviewed 10/19: Reviewed10/22



CAREER TECHNOLOGY CENTER of LACKAWANNA COUNTY PRACTICAL NURSING PROGRAM

Satisfactory Academic Progress Policy for Receipt of Federal Aid

The U.S. Department of Education regulations require that educational institutions measure students' progress toward a declared educational objective, both quantitatively and qualitatively in order to be eligible to receive Federal Title IV aid, which includes Federal Pell Grants, Federal Supplemental Education Opportunity Grants (SEOG), and the Federal Direct Stafford and Parent PLUS programs. The measure of satisfactory academic progress for receipt of federal student aid is broken down into three categories: maximum time frame, PACE and qualitative measure as explained in the following sections.

Maximum Time Frame

A student may not exceed a maximum number of attempted clock hours, even if aid was not received during all periods of enrollment. The maximum number of attempted clock hours is 150% of the 1560 clock hours required in the LPN program, or 2,340 clock hours. Once a student reaches the maximum amount of clock hours attempted as specified by the program, the student will be ineligible to receive further Title IV aid.

PACE

The measurement ensures that a student is completing their program within the maximum time frame allowed. PACE is calculated by dividing total clock hours earned by total clock hours attempted and includes accepted transfer and advanced standing credits in both the numerator and denominator. PACE is measured at the end of each academic level and students must complete 100% of clock hours attempted to qualify for federal aid.

Qualitative Measure

In addition to the maximum time frame and PACE requirements specified above, all students must maintain a minimum cumulative grade point average of 80% in each course in order to demonstrate satisfactory academic progress for receipt of federal aid.

Monitoring Satisfactory Academic Progress Requirements

Both PACE and grade requirements are measured at the end of each Class Level.

Financial Aid Suspension & Reinstatement of Aid

In the event a student's federal aid is canceled, a formal notice will be sent to the student informing him/her of the action and requirements for reinstatement. There is no appeal process.



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Advanced Standing Credit

All forms of advanced standing clock hours such as advanced placement, transfer, validation, challenge, that are accepted by the School are considered as both attempted and earned in the calculation of PACE and maximum time frame.

Repeat Courses

Only the clock hours earned will be counted when calculating PACE.

Students Receiving Veterans Education Benefits

Satisfactory Academic Progress (SAP): All students are subject to the academic standards of the Practical Nursing Program. It is understood that students who receive VA benefits may have military obligations that keep them from attending class. In these cases, the student would not be subject to attendance policy and would be allowed to complete any work necessary to satisfy the program requirements. In the case of missed clinical days, no makeup fee will be assessed.

Maximum Time Frame: The maximum hours remain 150% for a student receiving VA benefits when repeating a level. VA benefits will only reimburse up to 110%. The 150% is an academic SAP marker that applies to all students. Therefore, students with VA benefits are allowed to repeat and take up to 150% in hours to complete, but VA benefits will be limited to the original length of the course if repeating for academic failure.

Revised 6/13
Reviewed 10/16
Revised 9/19
Reviewed 10/19
Revised 12/19
Reviewed 10/22



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FINANCIAL AID POLICIES

1. The primary purpose of financial aid is to provide financial assistance to qualified students in order to attend this school.
2. The financial aid office reserves the right to revise or modify any award, at any time, on the basis of information affecting eligibility, including, but not limited to change in a student's financial, marital, residential and academic status or for changes in the availability of these funds.
3. The student must report to the financial office any aid received which is not awarded through the school. The receipt of such aid (including social security benefits, veteran benefits, etc.) may result in an adjustment of other awards, since aid is awarded on the basis of eligibility. Failure to comply with this policy may result in cancellation of the award.
4. If the student withdraws from school, he or she must notify the financial aid office at once.
5. Financial aid is not automatically renewed. The student must submit an application before the deadline date for the Federal Stafford Student Loan and PELL programs every year for continued financial aid.
6. PELL Grants will not be credited to a student's account until the financial aid office has received a Student Aid Report (SAR) or an Institutional Student Information Report (ISIR).
7. Federal Stafford Student loan checks will not be disbursed prior to the first day of the term for which the loans have been made. Refund checks will be processed within two weeks of request.
8. A student will be dropped from the financial aid program for failure to maintain satisfactory progress. The school grading policy states that an average of 80% or above must be maintained in all courses and a satisfactory grade in the clinical area or the student will be dismissed from the program. Termination of financial aid will occur at the time of dismissal.

Revised 1/08; Reviewed 8/09; Revised 4/11; Reviewed 10/13; Reviewed 10/16; Reviewed 10/19;
Revised 10/22



**CAREER TECHNOLOGY CENTER of LACKAWANNA COUNTY
PRACTICAL NURSING PROGRAM**

Background Criminal Record Attestation

The CTCLCPN Program provides training to qualify all candidates to take the Pennsylvania NCLEX-PN examination.

Licensing for any other state requires application and approval per that state’s requirements.

Pennsylvania State Licensing requirements:

- All students that complete the 12-month program are eligible to take the Pennsylvania NCLEX Practical Nursing Examination
- **The PA State Board of Nursing reserves the right to deny eligibility to take the NCLEX-PN examination if a graduate has a criminal record. Each case is considered individually and is at the sole discretion of the Pennsylvania State Board of Nursing.**
 - Each case will be considered only after completion of the PN Program
 - Faculty and Administration of the PN program are prohibited from advising students on this matter

Information on newly offered pre-determination by the PA-SBON can be found at:

- <https://www.dos.pa.gov/ProfessionalLicensing/Pages/ACT-53-2020.aspx>
- <https://www.dos.pa.gov/ProfessionalLicensing/Documents/Preliminary-Determination-Instructions.pdf>

In addition, current students and potential students are urged to contact the:

PA Nurse Peer Assistance Program (PNAP) for any issues concerning alcohol or drugs.

Theresa Moore, MS, NCC

PNAP Case Manager

PO Box 758

Clarks Summit, PA 18411

PH: 877-298-7627 Ext 3.

Fax 570-796-0015

Email: tmoore@pnap.org

It is expected that the student keeps the PN Director informed of any predetermined decisions or PNAP decisions.

Thank you,

Janet Yontas, MSN RN (Director CTCLC PN)

3201 Rockwell Avenue

Scranton PA 18508

570-346-8728/ jyontas@ctclc.edu

I have received this information and understand the process:

Student _____ Date _____

Adopted 11/22



CAREER TECHNOLOGY CENTER of LACKAWANNA COUNTY PRACTICAL NURSING PROGRAM

CRIME STATISTICS

1. The statistics for reportable crimes will be reviewed by the Director of the Practical Nursing Program with all students on the first day of class. The report is posted on the bulletin board next to the Learning Resource Center.
2. Procedure for reporting any incident:
 - A. Notify the Practical Nursing faculty and/or Practical Nursing Program Director of the incident.
 - B. The Practical Nursing Program Director will notify the Assistant Director of the school. The involved students may be sent to speak with him/her as necessary.
 - C. The Scranton Police Department will be notified as necessary.
 - D. Follow-up with involved students will be conducted. Policies will be reviewed/revised as necessary to prevent re-occurrences.

Accepted 03/05
Reviewed 08/09
Revised 10/13
Reviewed 10/16
Reviewed 10/16
Reviewed 10/22



CAREER TECHNOLOGY CENTER of LACKAWANNA COUNTY PRACTICAL NURSING PROGRAM

VIOLENCE AGAINST WOMEN ACT (TITLE IX)

Anti-Harassment/Violence and Discrimination Policy

Career Technology Center of Lackawanna County (CTCLC) is committed to providing a work and school environment free of unlawful harassment, violence or discrimination. In furtherance of this commitment, all post-secondary students and employees participate in mandatory Sexual Harassment/Violence and Prevention Training and prevention and awareness programs that are scheduled regularly. School policy prohibits harassment or discrimination based on race, religion, creed, color, national origin, ancestry, sex (including pregnancy, childbirth or related medical conditions), military or veteran status, physical or mental disability, medical condition, marital status, age, sexual orientation, gender, gender identity or expression, genetic information or any other basis protected by the federal, state or local law. Additionally, in accordance with Title IX of the Education Amendments of 1972, CTCLC prohibits discrimination based on sex, which includes sexual harassment and sexual violence, and has jurisdiction over Title IX complaints.

CTCLC's anti-harassment policy applies to all persons involved in the operation of CTCLC, and prohibits unlawful harassment by any employee of CTCLC, as well as students, customers, vendors or anyone who does business with CTCLC. It further extends to prohibit unlawful harassment by or against students. Any employee, student or contract worker who violates this policy will be subject to disciplinary action. To the extent a customer, vendor or other person with whom CTCLC does business engages in unlawful harassment or discrimination, CTCLC will take appropriate corrective action.

Definitions

1. **Sexual Assault:**

- An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program.

2. **Sex Offenses/Violence:**

- Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
 - **Sexual Harassment**-is defined as unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment is conduct that explicitly or implicitly affects a person's employment or education or interferes with a person's work or educational performance or creates an environment such that a reasonable person would find the conduct intimidating, hostile or offensive.
 - **Rape**- The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
 - **Fondling** – The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the



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victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

- **Incest** – Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape** – Sexual intercourse with a person who is under the statutory age of consent.

3. Domestic Violence:

- A felony or misdemeanor crime of violence committed
 - By a current or former spouse or intimate partner of the victim;
 - By a person with whom the victim shares a child in common;
 - By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
 - By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
 - By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

4. Dating Violence:

- Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
 - The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
 - For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - Dating violence does not include acts covered under the definition of domestic violence.
 - Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

5. Stalking:

- Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
 - Fear for the person's safety or the safety of others; or
 - Suffer substantial emotional distress.

For the purposes of this definition:

- *Course of conduct* means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows,



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monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

- *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim.
- *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

6. Programs to prevent dating violence, domestic violence, sexual assault, and stalking:

- Comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, and stalking that:
 - Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research or assessed for value, effectiveness, or outcome; and
 - Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels
 - Programs to prevent dating violence, domestic violence, sexual assault, and stalking include both primary prevention and awareness programs directed at incoming students and new employees and ongoing prevention and awareness campaigns directed at students and employees.

7. Awareness programs:

- Community-wide or audience specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration.

8. Bystander intervention:

- Safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking.

Bystander intervention includes:

- Recognizing situations of potential harm
- Understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking actions to intervene



**CAREER TECHNOLOGY CENTER of LACKAWANNA COUNTY
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9. Ongoing prevention and awareness campaigns:

- Programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution.

10. Primary prevention programs:

- Programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe direction.

11. Risk reduction:

- Options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

12. Prompt, fair, and impartial proceeding:

- A proceeding that is completed within reasonably prompt timeframes designated by an institution's policy, including a process that allows for the extension of time frames for good cause and with written notice to the accuser and the accused of the delay and the reason for the delay;

Conducted in a manner that:

- Is consistent with the institution's policies and transparent to the accuser and accused; includes timely notice of meetings at which the accuser or accused, or both, may be present; and
- Provides timely and equal access to the accuser, the accused, and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings; and
- Conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused

13. Advisor:

- Any individual who provides the accuser or accused support, guidance, or advice.



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PRACTICAL NURSING PROGRAM**

14. Proceeding:

- All activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact finding investigations, formal or informal meetings, and hearings.
 - Proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.

15. Result:

- Any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution.

The result must include any sanctions imposed by the institution.

16. Unfounded Crimes:

- An institution may withhold, or subsequently remove, a reported crime from its crime statistics in the rare situations where sworn or commissioned law enforcement personnel have fully investigated the reported crime and, based on the results of this full investigation and evidence, have made a formal determination that the crime report is false or baseless and therefore “unfounded.” Only sworn or commissioned law enforcement personnel may “unfound” a crime report for purposes of reporting under this section. The recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with the prosecution, and the failure to make an arrest do not “unfound” a crime report.

17. Consent:

- is informed, voluntary and revocable. Consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity. It must be given without coercion, force, threats or intimidation. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately.

Prohibited Conduct

This policy strictly prohibits sexual or other unlawful harassment or discrimination as well as sexual violence, as defined above. Sexual or other unlawful harassment or discrimination includes any verbal, physical or visual conduct based on sex, race, age, national origin, disability or any other legally protected basis if:



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- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment;
- submission to or rejection of such conduct by an individual is used as a basis for decisions concerning that individual's education or employment; or
- it creates a hostile or offensive work environment, which means the alleged conduct is sufficiently serious to limit or deny a student's ability to participate or benefit from the student's education program.

Unlawful harassment or discrimination may include racial epithets, slurs and derogatory remarks, stereotypes, jokes, posters or cartoons based on race, national origin, age, disability, marital status or other legally protected categories.

Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", practical jokes, jokes about or displays of obscene printed or visual material, questions about sexual fantasies, preferences or history, and physical contact such as patting, pinching, or intentionally brushing against another person's body.

Gender-based harassment, including acts of verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping are strictly prohibited, even if those acts do not involve conduct of a sexual nature.

Complaint/Grievance Procedure

If you believe that you have experienced or witnessed sexual harassment or sexual violence, notify the School Administrative Director, Director of Practical Nursing, Faculty, Staff or the Title IX Coordinator as soon as possible after the incident. Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. No employee, contract worker, student, vendor or other person who does business with CTCLC is exempt from the prohibitions in this policy. Supervisors will refer all harassment complaints to the Title IX Coordinator for student-related complaints. In order to facilitate the investigation, your complaint should include details of the incident or incidents, names of the individuals involved, including witnesses.

All complaints involving a student will be referred to the campus's Title IX Coordinator. The Title IX Coordinator is listed below and has the responsibility of overseeing all Title IX complaints and identifying and addressing any patterns or systemic problems that arise during the review of such complaints.

Title IX Coordinator:
James McHale (570) 346-8471 ext. 194
Career Technology Center of Lackawanna County
3201 Rockwell Avenue
Scranton, Pennsylvania 18508
jmchale@ctclc.edu

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CTCLC ensures that its employee(s) designated to serve as Title IX Coordinator(s) have adequate training on what constitutes sexual harassment, including sexual violence, and that they understand how the institutions grievance procedures operate. Because complaints can also be filed with an employee's supervisor, these employees also receive training on the CTCLC's grievance procedures and any other procedures used for investigating reports of sexual harassment.

Investigation of Complaints

In response to all complaints, CTCLC promises prompt and equitable resolution through a reliable and impartial investigation of complaints, including the opportunity for both parties to present witnesses or other evidence. The time necessary to conduct an investigation will vary based on complexity but will generally be completed within sixty (60) days of receipt of the complaint. CTCLC shall maintain confidentiality for all parties to the extent possible, but absolute confidentiality cannot be guaranteed. In cases where a student does not give consent for an investigation, CTCLC will weigh the student's request for confidentiality against the impact on school safety to determine whether an investigation must proceed. Complainants should be aware that in a formal investigation due process generally requires that the identity of the charging party and the substance of the complaint be revealed to the person charged with the alleged harassment.

The preponderance of the evidence standard will apply to investigations, meaning CTCLC will evaluate whether it is more likely than not that the alleged conduct occurred. Both parties may have one other person (including attorney if desired) present at any proceedings or meetings related to alleged offense. Both parties will receive written notice of the outcome of the complaint.

During the investigation, CTCLC will provide interim measures, as necessary, to protect the safety and wellbeing of students and/or employees involved. If CTCLC determines that unlawful harassment or sexual violence has occurred, immediate appropriate corrective action will be taken in accordance with the circumstances involved, and CTCLC will take steps to prevent the recurrence of any harassment or discrimination, including changing a victim's academic situation after an alleged sex offense, and the options for those changes if those changes are requested by the victim and are reasonably available.

Any employee determined by CTCLC to be responsible for unlawful harassment or discrimination will be subject to appropriate disciplinary action, up to and including termination. Remedies for student-related claims may include, but are not limited to, an order to stay away, suspension or expulsion. Students and Employees have the option to notify appropriate law enforcement agencies, and the school will assist as requested. To initiate a criminal investigation, reports of sexual violence should be made to "911" or local law enforcement. The criminal process is separate from the School's disciplinary process. A law enforcement investigation does not relieve the school of its independent Title IX obligation to investigate the conduct and resolve complaints promptly and equitably. Police investigations may be useful for fact gathering; but because the standards for criminal investigations are different, police investigations or reports are not determinative of whether sexual harassment or violence violates Title IX. Conduct may constitute unlawful sexual harassment under Title IX even if the police



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do not have sufficient evidence of a criminal violation. To the extent that an employee or contract worker is not satisfied with the CTCLC's handling of a harassment or discrimination complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

Retaliation Prohibited

CTCLC will not retaliate against you for filing a complaint, and will not tolerate retaliation by students or employees. If you believe you have been retaliated against, you should promptly notify your supervisor, Human Resources or the Title IX Coordinator.

Reporting Requirements

Victims of sexual misconduct should be aware that CTCLC's administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to other members of the campus community. CTCLC will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. CTCLC reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, or a change in student status. The school must report, annually, all campus crime incidents.

- Under the Violence Against Women Act, post-secondary institutions are required to: • Report domestic violence, dating violence, and stalking, beyond crime categories the Clery Act already mandates
- Adopt certain student discipline procedures, such as for notifying purported victims of their rights; and
- Adopt certain institutional policies to address and prevent campus sexual violence, such as to train in particular respects pertinent institutional personnel.

Because CTCLC is a relatively small campus without dormitories or housing the campus crime statistics are low. However, CTCLC has implemented programs and protocols to educate and serve our students. The policy for reporting sexual assault is included in the "Practical Nursing Program Student Catalog/Handbook, and can also be found on-line at www.ctclc.edu. Also, included on this tab is the "CTCLC Jeanne Clery Campus Security Report", which is also updated and made available to each student October 1. This report offers the campus crime statistics, including sexual assault reports, for three prior years.

The Clery Act requires that colleges inform students of procedures that victims should follow, such as preservation of evidence and to whom the offenses should be reported. VAWA adds that institutional policies must also include information on:

1. Victims' option to, or NOT to, notify and seek assistance from law enforcement and campus authorities.
2. Victims' right and institutional responsibilities regarding judicial no-contact, restraining, and



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protective orders.

Preventative safety measures in place at CTCLC include timely scheduled presentations addressing sexual assault risk reduction, sexual assault education and reporting protocol, evidence preservation processes, stalking prevention (stalking, defined as conduct directed at a specific person that would cause a person to fear for his/her/other's safety, or suffer substantial emotional distress) domestic abuse, dating violence, acquaintance rape, etc. These issues are addressed at orientation, as well as scheduled programs for all students throughout the calendar year. The dates of these educational events are posted prior to the presentation date and announced to the student body. The Program Director keeps on file a schedule of the programs, as well as a participant attendance roster. Complete literature on sexual assault risk reduction, date rape education, and the responsibility and reporting process of the CTCLC is available from the Program Director.

If you are a victim of a sexual assault, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The Police Department strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to the CTCLC Program Director. Filing a police report with CTCLC will not obligate the victim to prosecute, nor will it subject the victim (either student or employee) to scrutiny, negative repercussions or judgmental opinions from CTCLC. CTCLC will help file a police report, if requested. Filing a police report will:

- ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
- provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam);
- assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

Upon report of an alleged sex offense, CTCLC will investigate immediately with the victim's confidentiality respected. The specifics of the assault and the names of the victim and the offender will be kept confidential to the extent that maintaining such confidentiality would not impair the ability of CTCLC to provide protective measures. The school has mandated protocol in place of reporting any and all sexual offenses to the Program Director. The school will adhere to any legal sanctions or protective measures imposed as a result of a final determination of any sexual assault incidences. CTCLC is also obligated to comply with a student's request for an academic situation change following an alleged sex offense, which includes a change in schedule, protection and precautions that the alleged offender not be permitted to have contact with the victim through classes or lab services.

Victims will be referred to the Crime and Assault/Victim Services and Domestic Violence Centers. In addition, a listing of counseling opportunities can be found on the CTCLC Practical



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Nursing Program website at ctclc.edu and state-wide listings can be found at <https://www.pa211.org/get-help/mental-health/sexual-assault-counseling/>

Additional Information

Students may contact the Title IX Coordinator with any questions related to this policy. The school will also provide contacts to counseling, mental health or other services (health, victim advocacy, legal assistance) for victims of discrimination or sex offenses. CTCLC will also help obtain or enforce a no contact directive or restraining order. In addition, the U.S. Department of Education Office for Civil Rights (“OCR”) investigates complaints of unlawful harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the parties. For more information, visit the OCR website at: <http://www.hhs.gov/ocr/>

Adopted 7/15
Reviewed 10/19
Reviewed 10/22



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APPENDIX “B”

TECHNOLOGY PLAN

- Overview: In keeping with workplace demands, the faculty of the Career Technology Center of Lackawanna County Practical Nursing Program developed a plan to improve technological competence of faculty and program graduates.
- Goals:
1. Incorporate technology into all aspects of the Practical Nursing Program.
 2. Prepare graduates who are literate in basic computer function and application.
 3. Prepare graduates who could master the computer skills necessary to successfully navigate the computerized NCLEX-PN exam.
 4. Provide faculty with resources and technical support necessary to stay current in technical aspects of nursing education.
- Plan:
1. All full-time Practical Nursing Program faculty offices will be furnished with up-to-date desktop computers and access to printing capabilities.
 2. All Practical Nursing Program faculty will have tablet computers and appropriate software available for clinical instruction.
 3. Software will be purchased as requested by faculty to reflect current curricular requirements.
 4. Appropriate software will be available to students to sign out for use in the Learning Resource Center Computer Lab only.
 5. Current NCLEX-PN preparatory software will be available to students to sign out for use in the Learning Resource Center Computer Lab only.
 6. Course outlines will reflect the use of appropriate software to reflect current curricular requirements. Student assignments utilizing software will be made appropriate to the curriculum.
 7. Practical Nursing Program students will demonstrate competence in assigned nursing/patient simulation.
 8. The Technology Plan will be reviewed every five years, or as necessary.

Accepted 6/02
Revised 3/04
Revised 4/19
Revised 4/20



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“Appendix C”

THE CAREER
TECHNOLOGY
CENTER OF
LACKAWANNA
COUNTY

Acceptable Use Policy for
Computer and Network
Resources



**CAREER TECHNOLOGY CENTER of LACKAWANNA COUNTY
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CAREER TECHNOLOGY CENTER of LACKAWANNA COUNTY PRACTICAL NURSING PROGRAM

The following CTCLC policy contains the governing philosophy for regulating the use of the CTCLC's computing facilities and resources.

Acceptable Use

The CTCLC supports the use of computers, networks and the Internet in its curriculum in order to facilitate learning and teaching. The use of computers and network facilities shall be in support of education and consistent with the educational objectives of the school as well as the varied instructional needs, learning styles, abilities, and development levels of its students.

Responsibilities

Students have the responsibility to use computer technologies according to the direction of their teachers, and this policy.

Teachers have the responsibility to provide clear guidelines, direction, and supervision for the use of computer technologies by their students.

Administrators, teachers, and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and development levels, and to evaluate and use the information and technology in an ethical way to meet their educational goals.

All users have the responsibility to respect and protect the rights of every other user in the school, as well as on the Internet.

All users must recognize that all data is the property of CTCLC and there is no expectation of privacy.

All users are expected to act in a responsible, ethical and legal manner in accordance with school policy, and local, state and federal law.

Any user who receives threatening or unwelcome communications is expected to immediately bring them to the attention of a teacher or administrator.

Any user knowledgeable about violation of computer laws and policies, as well as about any potential security problem of the CTCLC's computer systems and networks is expected to notify a school administrator. The problem should not be demonstrated to other users. The user is expected to cooperate in the operation of computer systems and networks as well as in the investigation of misuse or abuse.

Privileges

Access to the computing facilities and resources is a privilege granted solely to faculty, staff, and students attending CTCLC, or other persons specifically granted permission by a CTCLC administrator.



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The CTCLC establishes that this use is a **privilege**, not a right; inappropriate, unauthorized and/or illegal use, determined by CTCLC administration, may result in the cancellation of those privileges and appropriate disciplinary action.

CTCLC

Responsibilities

CTCLC reserves the right to revoke user privileges, remove user accounts, and refer to legal authorities when appropriate violations of this policy and any other applicable school policies, including those governing network use, security, vandalism, and copyright of school resources and equipment.

CTCLC reserves the right to limit, restrict or extend computing privileges and access to its resources. Those who do not abide by the policies should expect at least suspension of computer privileges.

CTCLC reserves the right to determine which network services will be provided through its resources.

CTCLC reserves the right to deny computer privileges to any user identified as a security risk or having a history of problems with other computer systems. The determination of risk shall be the responsibility of CTCLC administration.

CTCLC reserves the right to examine any user files, should the security of a computer system be threatened, or unacceptable use is suspected.

CTCLC reserves the right to log network use and to monitor file server space utilization by any user.

CTCLC reserves the right to view and monitor all applications provided through the network, including email, and to log Internet use by any user.

CTCLC shall not be responsible for student information that is lost, damaged or unavailable due to technical problems or user error.

CTCLC makes no warranties of any kind, whether expressed or implied, for the network service it is providing.

CTCLC specifically denies any responsibility for the accuracy or quality of information available on the Internet to students and staff and does not imply endorsement of the content.

CTCLC reserves the right to determine if any activity not appearing in the list below constitutes an acceptable or unacceptable use of its computer facilities or network resources.



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Consequences for Inappropriate Use

The use of a computer, network or the Internet for illegal, inappropriate, unacceptable, or unethical purposes by students or employees is strictly prohibited. Any user, whether student or employee, who violates the prohibitions listed in this policy, engages in any other act determined to be unacceptable use of the network by CTCLC administration, or violates any other school policy governing use of school resources, or any copyright law, whether through ignorance, negligence, or deliberate disregard, will have his/her user privileges revoked and may face other disciplinary procedures according to existing and applicable school policies. In addition, illegal use of the network, any other activity involving the violation of local, state, or federal laws will be reported to the appropriate legal authorities for prosecution. The intent of the inappropriate use will dictate the level of discipline.

Any user (and/or his/her family) will be responsible for any cost to restore vandalized systems to normal operations.

PROHIBITIONS

This policy strictly prohibits the following activities and any other determined by CTCLC administration to be unacceptable uses of the network. These prohibitions are in effect any time school resources are accessed whether on school property, directly from outside school, or indirectly through another network resource.

Unauthorized Use

All users are prohibited from using, or trying to use, a network account that was not assigned to that explicit user, unless the CTCLC Technology Coordinator has authorized access.

All users are prohibited from trying in any way to obtain the password for another user's account.

All users are prohibited from disclosing to an unauthorized person a password or any password for any computer program or network account.

All users are prohibited from attempting to disguise the identity of an account or computer.

Excessive Use

All users are prohibited from deliberately performing acts which are wasteful of computing or printing resources, or which unfairly monopolize resources to the exclusion of others.

All users are prohibited from excessively using system resources in an attempt to cause a system failure.

All users are prohibited from playing games on any computer or network unless specifically assigned by a teacher for instructional purposes.



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Harassing, Offensive and Illegal Use

All users are prohibited from using any computer to access or transmit obscene or pornographic material.

All users are prohibited from harassing others or infringing upon other's rights by transmitting material likely to be abusive, profane, threatening, libelous, or sexually, racially, or religiously offensive.

All users are prohibited from developing, running or installing programs on school computer facilities with the malicious intent to harass other users or infringe upon others rights or which may lead to a lawsuit or criminal charges.

Personal, Financial and Political Gain

All users are prohibited from using computer facilities for commercial advertisement or for-profit purposes.

All users are prohibited from using computer facilities for non-school and/or non-school related activities.

All users are prohibited from using computer facilities for checking non-school issued email accounts during instructional time.

Security Violation

All users are prohibited from using computer resources to access, or attempt to access, unauthorized computer files or network services, including files, access, or data from external sources outside the CTCLC for which the user does not have authorization from the owner.

All users are prohibited from attempting to monitor another user's electronic communications, or intentionally obtain, modify or delete another user's data or passwords, without permission of the owner.

All users are prohibited from attempting to circumvent or defeat data protection schemes or uncover security breaches.

Vandalism

All users are prohibited from making unauthorized modifications to any computer program. This includes, but is not limited to, downloading and installing of unauthorized software from the Internet or other source of removable media.

All users are prohibited from attempting to harm or destroy data of another user or to harm or destroy computer hardware, software, or configuration.

All users are prohibited from deliberately performing an act, which will seriously impact the operation of computer facilities or networks' resources.



CAREER TECHNOLOGY CENTER of LACKAWANNA COUNTY PRACTICAL NURSING PROGRAM

All users are prohibited from developing, running or installing programs on any school computer facilities with the malicious intent to harm or destroy hardware or software components of any computer or network.

All users are prohibited from conducting such acts as theft, mutilation, or unauthorized appropriation of computer hardware or software.

Copyright Violation

All users are prohibited from using school technology or computer facilities for fraudulent copying, communications, or modifications of materials in violation of local, state, or federal copyright laws.

All users are prohibited from violating intellectual property rights by the illegal installation, distribution, reproduction, or use of copyrighted material, or violating software licensing agreements and software copyright laws.

Other Rules

All users must comply with the acceptable use policy of the school's Internet provider(s) and our contract(s) with them and violating any terms of their policy is prohibited.

All users are subject to the acceptable use policies of all external networks through which communications are transmitted.

Students may have additional rules that govern computer use in individual schools, grades, departments, libraries, or classrooms. These rules are in addition to, rather than instead of, the rules in this policy.

All users must assure that all software and hardware foreign to the district system shall be virus-free.

CTCLC administration shall develop procedures, which will require parental approval for student use of the Internet.

Reference

PA State Law, 18 Pa. C.S.A. 3933, et seq.

Copyright Law P.L. 94-553

BEC 14-87



**CAREER TECHNOLOGY CENTER of LACKAWANNA COUNTY
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**The Career Technology Center of Lackawanna County
Acceptable Use Policy
Computer and Network Resources**

Students will **not** receive Internet access until this form is completed and returned as noted below.

STUDENT

I understand and will abide by The Career Technology Center of Lackawanna County's Computer, Network and Internet Acceptable Use Policy. I further understand that any violation of the Policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action and/or appropriate legal action may be taken.

PRACTICAL NURSING

Personal Computer Use on Campus:

Student's must comply with The Career Technology Center of Lackawanna County's Computer, Network and Internet Acceptable Use Policy.

Students must log onto CTCLC Network

It is the student's responsibility to maintain spyware.

It is the student's responsibility to download online Programs as required by the PN program

Computer system requirements are the student's responsibility.

**Career Technology Center of Lackawanna County Practical Nursing Laptop:
Loaner Program**

Students borrowing laptop from Practical Nursing must:

- Submit deposit **\$200.00** (refundable upon satisfactory return of computer)
- Laptops damaged by inappropriate use will not have deposit returned.
- Students must log onto CTCLC Network
- Online programs downloaded for use by CTC IT department
- Students must abide by The Career Technology Center of Lackawanna County's Computer, Network and Internet Acceptable Use Policy
- CTC IT Department will maintain spyware.

User's Full Name (Please print): _____

User's Signature (legible) _____

Date

Please sign and return to M. Olivetti in Practical Nursing Office.



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APPENDIX “D”

TUITION 2023-2024

The Following depicts the current tuition. Please note that Financial Aid and Loans will be applied after completion of FAFSA (<https://studentaid.gov/h/apply-for-aid/fafsa>)

Fees are subject to change

LEVEL	TUITION	ACTIVITY/LAB FEE	LAB FEES
I	\$4000.00	\$350.00	
II	\$4000.00		\$200.00
III	\$4000.00		\$200.00
IV	\$4000.00		\$200.00
TOTAL	\$16,950.00		

Approximate Book Cost	\$1,100.00
Uniform Cost	\$160.00
Laptop Rental Fee (length of program) (Money returned upon return of intact computer)	\$200.00



**CAREER TECHNOLOGY CENTER of LACKAWANNA COUNTY
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CTCPN Faculty and Staff
2023/2024

Director of Practical Nursing: Janet Yontas MSN, RN

Confidential Administrative Assistant: Mauri Olivetti

Full Time Faculty:

- Gabrielle Gashi, BSN, RN
- Mary Joan Lavelle MSN, RN
- Jill Mathewson MSN, RN
- Ann Millan MSN, RN

Part-Time Faculty:

- Lucia Menichellie-Bales, BSN, RN

Substitute Faculty:

- Paula Brennan MSN, RN
- Alexa Martino, BSN, RN
- Joanne Falcone, ASN, RN
- Sarah Worden, ASN, RN

Financial Aid Coordinator:

- Suzie Morgan



CAREER TECHNOLOGY CENTER of LACKAWANNA COUNTY
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Attestation

The items below will be reviewed the first day of Level I classes and signed accordingly:

I have received the Career Technology Center of Lackawanna County (CTCLC) Practical Nursing (PN) Program student handbook, **HIPAA compliance**, and **OSHA’s Bloodborne Pathogens Standards** and I am aware that it’s my responsibility to read, understand, and follow all policies and procedures at all times. I am aware that failure to follow policies and procedures will result in disciplinary action and/or dismissal from the PN Program.

I have been informed of the following:

1. The CTCLC PN Program provides training to qualify all candidates to sit for the **Pennsylvania NCLEX-PN examination**. Licensing for any other state requires application and approval per that state’s requirements. Pennsylvania State Licencing requirements:
 - a. All students that satisfactorily complete the 12-month program are eligible to take the **Pennsylvania NCLEX Practical Nursing Examination**.
 - b. The Pennsylvania State Board of Nursing reserves the right to deny eligibility to take the NCLEX-PN Exam if a graduate has a criminal record.
 - c. Each case is considered individually and is at the sole discretion of the Pennsylvania State Board of Nursing
 - d. Each case will be considered only **after completion of the PN Program**.
 - e. Faculty and Administration are prohibited from advising students on the matter.
 - f. Information on newly offered predetermination by the PA SBON can be found at:
 - i. <https://www.dos.pa.gov/ProfessionalLicensing/Pages/ACT-53-2020.aspx>
 - ii. <https://www.dos.pa.gov/ProfessionalLicensing/Documents/Preliminary-Determination-Instructions.pdf>
2. As of **December 2021-March 2022**, the NCLEX-PN Exam passing rate for graduates of CTCLC PN is **86.36%** .
3. As of **March 2022**, employment rate for recent graduates that have obtained licensure and graduated from the CTCLC PN Program is **100%**, as reported on Graduate Questionnaire returned one year after graduation, March 2022 (Class of March 2021).
4. As of March 2022 graduating class, the completion rate for enrolled students in the CTCLC PN Program is **71%** . Completion rate of the December 2022 class is projected to be: **68%**
5. I am responsible for any outstanding balance owed to the Career Technology Center of Lackawanna County Practical Nursing Program. Failure to pay any outstanding balance will result in all necessary personal information being turned into collections.

I have been informed and understand all of the information as stated and have been provided information on the Violence of Women Act, Activation and Response Procedures, and all updated student handbook information. I understand the contents of the student handbook as well as information provided above. I agree to comply with the standards and regulations as presented, as well as any policy changes that may occur while I am enrolled.

Printed Student Name: _____

Student Signature _____

Date: _____

Class: _____