

Caddo Kiowa Technology Center



PRACTICAL NURSING PROGRAM

2013 – 2014

STUDENT HANDBOOK

Table of Contents

Administrative Support Statement, Statement of Equality Opportunity	3
Welcome	4
Practical Nursing Organizational Chart	5
CKTC – Vision, Mission Statement, Etc.	6
Practical Nursing Philosophy	7-8
Accreditation Bodies	9
Practical Nursing Program Outcomes	10
Admission Procedures, Student Procedures, Student Selection, Financial Assistance and Background Checks	11
Immunizations, Advanced Standing policy and procedures	12
Transfers and Transportation	13
Oklahoma Board of Nursing Statement	14
Student Behavior	15
Controlled Drugs and Suspension	16
Expenses and Withdrawal procedures	17
Grievance procedure policy,	18-19
Practical Nursing Grievance Chart	20
Guidance and Counseling School Attire, Special Event Attire, Student Organization (HOSA), Wireless Devices, Tobacco policy, PN Student Representative	21
Illness and hospitalization and Student Insurance, Drug Screening	22
Drug Screening (cont.) and Graduation	23
Code of Ethics for Licensed Practical Student Nurse	24
Attendance Policy and Attendance/Activities Regulations	25
Lab Attendance, Assignments, and Monthly Blog	26
Online Resources, Unit Examinations, Recap of Exams, and Late Assignments/Make-up Work	27
Grading Policy, Progression Contracts and Satisfactory Progress	28
ATI's and Academic Concern	29
Practical Nursing Program Curriculum Plan and Course Descriptions	30-34
Clinical Policies and Procedures and Clinical Objectives	35
Attendance, Tardiness, Leaving Early at Clinical	36
Uniform Policy, Professional Appearance	37
Student Nurse Responsibilities	38
Safety	39
Accidents and Instructor Supervision	40
Breaks at clinical, Professional Conduct, Unprofessional Conduct	41
Clinical Schedule, Clinical Assignments, Student Daily Goal and Self Evaluation	42
Observational Clinical, Clinical Evaluation, Immunization and CPR	43
Communicable Disease	44
Patient Assignments, Clinical Grades, (CNA) option	45
Clinical Skills	46
CKTC – Practical Nursing Statement of Understanding (Permission)	47
Release of Records, Medical Liability, and Drug Screen	48
Student Affirmation Form	49

ADMINISTRATIVE SUPPORT STATEMENT

The administrative staff of Caddo Kiowa Technology Center supports the Practical Nursing Program with well-equipped facilities, adequate staffing, and sufficient budgetary allocations.

The administrative staff supports the philosophy of serving the needs of adult students as well as secondary students. Due to the uniqueness of this program, we recognize the fact that some policies and regulations listed in this handbook have been altered from those listed in the “Caddo Kiowa Technology Center Student Handbook.” However, we are in total agreement with the policies and regulations set forth in this student handbook.

We wish you great success in the Practical Nursing Program here at CKTC.

Statement of Equal Opportunity

It is the policy of Caddo Kiowa Technology Center to provide equal opportunities without regard to race, creed, color, national origin, sex, age, qualified handicap or disability, or veteran status in its education programs and activities. This includes, but is not limited to, admission, educational services, financial aid, and employment. Inquiries concerning application of this policy may be referred to the Assistant Superintendent/Compliance Coordinator.

The Assistant Superintendent has been designated as compliance officer to assure compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 – ADA, Title IX of the Education Amendment of 1972, and other federal laws and regulations.

Compliance Coordinator/Officer

Assistant Superintendent
Administrative Building
P.O. Box 190
1415 North 7th
Fort Cobb, OK 73038
(405) 643-5511

Compliance Officer

Student Services Center
P.O. Box 190
1415 North 7th
Fort Cobb, OK 73038
(405) 643-5511

WELCOME

Congratulations on the selection of Practical Nursing as your Career Major.

We welcome you as a student and are pleased you have chosen to the field of nursing.

We have a sincere interest in you as an individual. During the year of study we look forward to working with you as you acquire necessary knowledge and encounter new situations. Our primary concern is to help you achieve your goal of becoming a licensed practical nurse. Your primary responsibility is to learn to be a safe, effective, and dependable practical nurse. Remember, initiative and good attitude result in knowledge, confidence and nursing skills. We will encourage you to set high standards for your classroom and clinical performance.

This handbook has been designed to acquaint you with the policies and procedures of the Practical Nursing Program.

Please keep this handbook as a reference for questions, which may arise during the school year as each student is help responsible for these policies throughout the year.

WE WISH YOU GREAT SUCCESS IN ACHIEVING YOUR GOAL

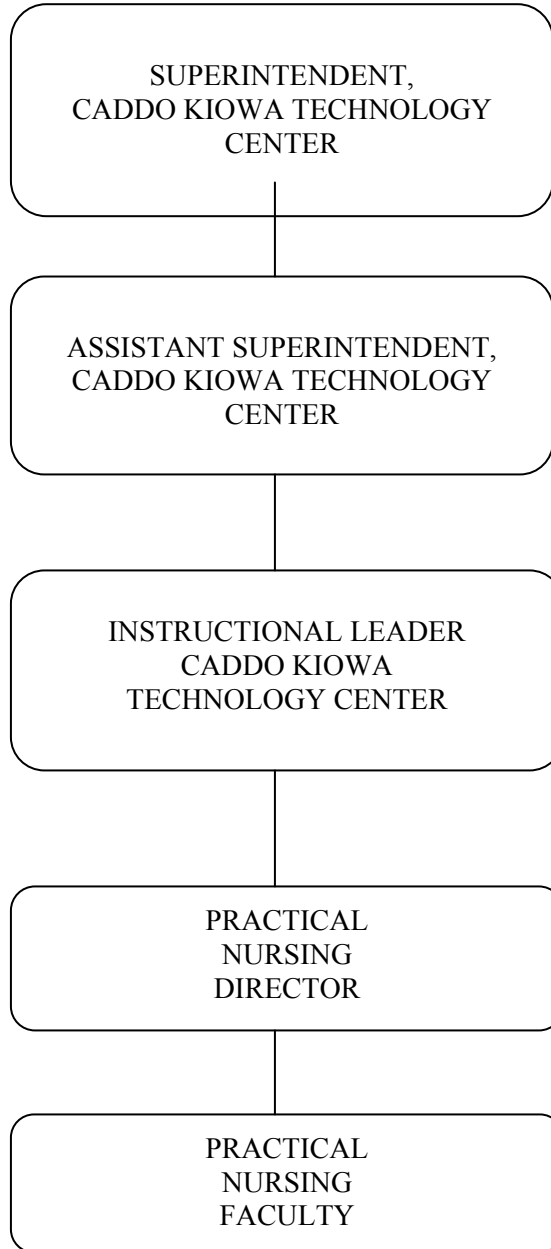
Laurie Stocking, RN, BSN, MS
CKTC Practical Nursing Director/Instructor
Office: 405-643-3263

Tiffany Florence, RN, BSN
Instructor
Office: 405-643-3265

Kristyn Hobbs, RN, BSN, MSN
Instructor
Office: 405-643-3264

**PRACTICAL NURSING PROGRAM
CADDO KIOWA TECHNOLOGY CENTER**

Organizational Chart



CADDO KIOWA TECHNOLOGY CENTER

Vision of Caddo Kiowa

Caddo Kiowa Technology Center makes the impossible possible; CKTC is known for exceptional customer service; CKTC empowers students and staff to achieve their goals. CKTC is on the leading edge of technology. CKTC is the first choice for continuing education in the region. CKTC is a leader in economic development. CKTC is a campus with clear and identifiable practices and procedures for students and staff. Business and industry values CKTC as their service provider.

Mission of Caddo Kiowa

Building Excellence. Securing Success

Core Values of Caddo Kiowa

Integrity

Quality

Excellence

Practical Nursing Mission

The mission of the Practical Nursing Program at Caddo Kiowa Technology Center is to educate students, in an environment conducive to learning through goal driven and outcome focused curricula. The faculty supports the parent institution's mission of Building Excellence and Securing Success with students who graduate and deliver compassionate, competent and holistic care to the communities they serve.

Practical Nursing Vision

Caddo Kiowa Technology Center Practical Nursing Program is an integral part of its parent institution and shares the vision of making the impossible possible and empowering students and staff to achieve their goals.

PRACTICAL NURSING PHILOSOPHY

The faculty of the Caddo Kiowa Technology Center of Practical Nursing believes:

Nursing is the rendering of comprehensive health care to the total individual based on physical, social, spiritual, and psychological needs. Nursing goals are best accomplished through utilization of the nursing process.

Practical nursing is an integral part of the nursing practice within a limited range as described by law and education. The licensed practical nurse contributes to the data collection, plan, implementation, and evaluation of the care of the people of all ages with various needs both in the acute and community setting under the supervision or direction of a registered nurse, or licensed physician or licensed dentist following established guidelines.

Humans are unique, with dignity and worth, and must be seen as whole. The individual's most basic needs must be met in order to progress to total fulfillment. Humans react uniquely to life experience according to their present developmental stage and each person is capable of understanding, reasoning, and decision-making, he/she should participate in the care needed to achieve physical and emotional well-being.

The patient is a member of a family. The relationship between the patient and the family has a direct effect on the patient's health care needs. The family also has needs in regards to the patient's status. Family involvement is needed to provide optimum care and continuity of care.

Society is composed of persons united for a common purpose. Individuals and families perpetuate society and must maintain skills to survive and succeed within the realm of society.

Communication is a vital component of the therapeutic relationship between the nurse, patient, family, and other health care members. Effective communication promotes optimum care and understanding and communication is the tool by which the nurse conveys the uniqueness, dignity, and worth of a patient and/or family.

Education is a continual, life-long learning process, which prepares the individual for the responsibility of being a productive and active citizen of our society. Learning occurs through a variety of behavioral learning styles, structured and individualized self-activity, and results in a change of the individual's behavior. An adult moves from dependency toward self-direction and uses an accumulation of past experiences as a resource for learning and problem solving.

Nursing education can best be administered through an educational institution. The institution's provision of adequate physical facilities, equipment, and instructional support services is essential in providing quality education for career training. Nursing education is most effectively accomplished through close cooperation with nursing service in hospitals, nursing homes, and continuing education for graduates. We believe practical nursing education should prepare graduates to function as skilled, confident, and competent members of the health care team as well while stimulating continuing growth, leadership, and citizenship.

The role of the faculty is as a facilitator of learning and to provide structure within which the student assumes responsibility for learning. The faculty continuously strives to provide meaningful learning experiences both in the classroom and clinical setting. The faculty has the responsibility of selecting, presenting, interpreting, and evaluating material included in the curriculum. The faculty is committed to the continual evaluation of the effectiveness of the instructional program.

Practical nurse education should be available to all who are mentally, physically, and attitudinally qualified regardless of race, color, national origin, sex, age, qualified handicap, or status veteran.

We are meeting students' needs by offering this course to individuals as an occupation. We are meeting the community's needs by providing qualified practical nursing personnel to the work force. In order to meet these needs, an advisory committee with representatives from various health care agencies, past or current practical nursing students and graduates of the practical nursing program, is utilized.

**CADDO KIOWA TECHNOLOGY CENTER
PRACTICAL NURSING PROGRAM
P O BOX 190
1415 North 7th
FORT COBB, OK 73038
405-643-5511
FAX 405-643-9943**

THE PRACTICAL NURSING PROGRAM IS APPROVED AND ACCREDITED BY:

Oklahoma Board of Nursing (OBN)
2915 Classen Blvd., Suite 524
Oklahoma City, OK 73106-5436
Phone: 405-962-1800
www.ok.gov/nursing

Oklahoma Department of Career Technical Education (ODCTE)
1500 West Seventh Avenue
Stillwater, OK 74047-4364
Phone: 405-377-2000
Fax: 405-743-5541
www.okcareertech.org

PRACTICAL NURSING PROGRAM OUTCOMES

Assess basic physical, mental, emotional, spiritual, and social needs of patients during various stages of the life cycle.

Collect data within established guidelines from various sources.

Identify deviations from normal structure and functions of the body of patients during various stages of the life cycle.

Demonstrate the ability to use complete documentation, which reflects nursing process.

Contribute to the development of the plan of care utilizing established nursing diagnosis for clients with well-defined health problems.

Implement safe nursing interventions that promote and maintain normal structure and function of the body incorporating fundamental physiological and psychological principles.

Deliver care that reflects respect for the dignity and rights of the patient.

Prioritize care according to client needs.

Utilize effective communication within the health care team and in establishing and maintaining therapeutic relationships with clients, families, and significant others.

Instruct clients regarding health maintenance based on client needs and the nurse's knowledge level.

Collaborate with other health team members in the modification and revision of the plan of care, to meet the changing needs of the client.

Comply with the scope of practice as outlined in the Nurse Practice Act.

Utilize educational opportunities for continued personal and professional growth.

Adhere to a nursing code of ethics.

Function as an advocate for the health care consumer.

Demonstrate career success by employment within the nursing profession.

Participate in a professional organization.

ADMISSION

Eligible applicants are selected based on preference points from professional references, grade point averages, nursing related course work, general education course work, an interview and entrance test scores. Minimum entrance test scores and high school diploma or GED must be obtained prior to submitting an application to the program. Advanced standing placement is available to qualified applicants through the Advanced Standing Policy. Qualified applicants living in the Caddo Kiowa Technology Center school district will be given priority.

ADMISSION PROCEDURE

Application packets are available in the CKTC Bookstore, Monday through Friday, 8:00 am to 4:00 pm. After completion of testing, the student needs to complete and submit:

- 1. Practical Nursing Application fee is \$25**
- 2. Statement of Health and Immunization Records**
- 3. Copy of High School Diploma or graduate equivalency (GED)**
- 4. Reference Questionnaires (3)**
- 5. Employment Record**
- 6. Transcripts**
- 7. Required Testing for entrance into the program**

STUDENT SELECTION

Completed packets should be returned to the Practical Nursing Department on or before specified date. The selection committee will review applications and rank them according to preference points. The applicants with the highest points will be contacted for an interview with the selection committee. A part of the interview will include a written exercise. If a tie in points occurs, the final selection will be based on date of application. A letter will notify accepted applicants.

FINANCIAL ASSISTANCE

Caddo Kiowa has a student financial aid department to assist post-secondary students in acquiring funds to meet educational cost. Pell Grants, Veteran's Training, College Work Study, OTAG grants, Physician Manpower Scholarships, Tribal and other assistance is available for those who qualify. Payment must be made prior to the first day of class.

BACKGROUND CHECKS

Upon application to the practical nursing program, an OSBI fingerprint background check must be completed. To access local fingerprinting facilities you can log on to www.L1enrollment.com. The results may be given to the clinical facilities upon their request. Clinical facilities have the option to deny clinical placement to a student. If this occurs the faculty will attempt to find alternative placement for the student. If the faculty cannot find alternative placement, the student will be unable to complete the program. CKTC reserves the right to do repeat backgrounds as needed. A final background check is done prior to taking the National Council Licensure Examination (NCLEX) exam.

IMMUNIZATIONS

The following immunizations must be submitted prior to attending clinical rotations:

- Hepatitis B* (consists of three injections)
- Rubella titer or Rubella vaccine
- Rubeola (measles) vaccine
- PPD (if positive, a chest x-ray is required)
- Tetanus (within the last 5 years)
- Proof of having varicella (chicken pox) or the varicella vaccination
- Flu immunizations are required by November 1st of each year

ADVANCED STANDING POLICY AND PROCEDURES

It is the policy of the Caddo Kiowa Technology Center to admit students to the Practical Nursing Program on an advanced standing basis. Advanced standing is based on an evaluation of an individual's previous educational experience and the application of such education to the requirements of specific courses within the Caddo Kiowa Technology Center program of study.

An applicant who desires to be admitted on an advanced standing basis will meet the following requirements:

Completed Application:

- Official High School Transcript or
- Graduate equivalency degree (G.E.D.) test score and certificate
- Three professional reference request forms
- Health Questionnaire with current immunizations
- Current CPR certification
- Official college or technology center transcript (if applicable)
- Copies of pre-entrance exams
- Work history verification form
- Letter of explanation from previous school (advanced standing only)
- OSBI fingerprint background check and finger printing
- Course work must have been completed within the last five years. An official transcript must be submitted with a grade of no less than a "B" will be accepted. The Practical Nursing Director and faculty will review all applications.
- Set up an interview with the Practical Nursing Director for review of records.
- Submit a letter of explanation from a school official from the previous school of nursing.
- Students admitted with advanced standing will be required to take a challenge exam in order to be exempt from any course. This exam must be passed on the first attempt or the course must be repeated.
- Achieve 80% accuracy on challenge exams.
- Completion of the third level (approximately 500 hours) is required with evidence of passing grades in theory as well as in clinical.
- Successful completion of a Four-Week probationary period is required with evidence of passing grades in theory as well as in clinical.

TRANSFERS

A student wishing to transfer to another school of practical nursing should first seek the permission to enter that school from the director of the school to which the student wishes to transfer. If the transfer is accepted, then the student should discuss the withdrawal with the director and make arrangements for the transfer of the student's records.

TRANSPORTATION

Bus transportation to Caddo Kiowa Technology Center will be available to students wishing to ride from towns within the district.

TRAVEL TO AND FROM CLINICAL SITES IS THE RESPONSIBILITY OF THE STUDENT.

OKLAHOMA BOARD OF NURSING STATEMENT

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

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

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

GENERAL INFORMATION

STUDENT BEHAVIOR

The Board of Education is deeply interested in creating a learning atmosphere at Caddo Kiowa Technology Center, free from disruption or distractions. The Administration is charged with assuring compliance to the behavior code on matters involving post-secondary students.

The following are specific examples of unacceptable behavior, which are subject to disciplinary action, including suspension or expulsion from school and payment for damage:

- Open or persistent defiance of authority to any school personnel;
- Assault upon a student or school personnel;
- Creating, or attempting to create, a disturbance or repeated classroom disturbance;
- Unauthorized absence from class or excessive tardiness;
- Willful disobedience, profanity, or vulgarity;
- Showing disrespect for school property or causing damage to school property;
- Possession or use of dangerous or annoying instruments, explosives, fireworks, knives, razors, or other weapons used for assault (refer to School Laws of Oklahoma, Article XXIV, Section 33);
- Stealing, gambling, extortion, or cheating;
- Hazing by any group;
- Dress: Students are encouraged to accept the responsibility of dressing appropriately for their training program; (see Dress Code)
- Any violation of federal, state, or local law or ordinance;
- Participation in the publication or distribution of any printed material in violation of the Student Behavior Code;
- Selling, giving, possessing, or being under the influence of alcohol, narcotics, or controlled dangerous substance;
- Driving a privately-owned vehicle on school property in a reckless or unsafe manner;
- Failure to identify self when requested by school employees;
- "Horseplay" which might endanger self or others;
- Violation of the Policy On use of Tobacco Products; or;
- Harassment, intimidation, or bullying;

Students who have been suspended or dismissed are not to be present at any school-sponsored activity or on any school premises of the Caddo Kiowa Technology Center.

STUDENT BEHAVIOR ON SCHOOL BUSES

Bus drivers having difficulty maintaining student discipline on a bus will notify Administration of the need for a student conference following the end of the bus route. If the procedure fails to bring about cooperation and a student continues to be a discipline problem on the bus, Administration may deny the student the privilege of riding the school bus. When a student loses this privilege, Administration will notify the parents of the action, and the reason therefore, by letter.

Car Regulations

While driving to and from CKTC, students will observe all traffic laws. Students will not be allowed to loiter in the parking lots or sit in cars while class is in session. If a student violates rules and regulations, the driving privilege will be revoked. Excessive tardiness can be a cause for losing driving privileges.

Permission to Leave School

The school is responsible for all students during school hours. Post-Secondary students who leave school during class must have permission from their instructor before leaving. Failure to follow this procedure will be considered an absence. Unauthorized absence from class is a violation of the student behavior code.

CONTROLLED DRUGS

Any public school administrator, teacher or counselor having reasonable cause to subject that a student is under the influence of low point beer (as defined in Section 163.2 of Title 37 of the Oklahoma Statutes) alcoholic beverages (as defined in Section 506 of Title 37 of the Oklahoma Statutes) or a controlled dangerous substance (as defined in Section 2-101 of Title 63 of the Oklahoma Statutes) or has in the students' possession low-point beer, alcoholic beverages or a controlled dangerous substance, who reports such information to the appropriate school official, court personnel, community substance abuse prevention and treatment personnel or any law enforcement agency, pursuant to the school's policy shall have immunity from any civil liability that might otherwise be incurred or imposed as a result of the making of such a report.

Every school authority shall immediately deliver any controlled dangerous substance, removed and otherwise seized from any minor or other person, to a law enforcement authority for appropriate disposition.

SUSPENSION OF PUPILS

The CKTC Administrative staff shall have the authority to suspend out-of-school any of the following acts while in attendance of such school, in transit by school transportation, under school supervision to, from, or at any school function authorized by the school district, or when present on any facility under the school district:

Students who are guilty of any of the following acts may be suspended out-of-school by the school or district:

1. Violation of a school regulation,
2. Immorality,
3. Adjudication as a delinquent for an offense that is not a violent offense. For the purpose of this section, "violent offense" shall include those offenses listed as the exceptions to the term "nonviolent offense" as specified in Section 571 of Title 57 of the Oklahoma Statutes. "Violent offense" shall include the offense of assault with a dangerous weapon but shall not include the offense of assault,
4. Possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, and

5. Possession of a dangerous weapon or a controlled dangerous substance, as defined in the Uniform Controlled Dangerous Substances Act. Possession of a firearm shall result in out-of-school suspension as provided below,
6. Harassment, intimidation or bullying.

EXPENSES

Cost of the course to the student varies each year. Cost includes tuition, books, and fees. Financial concerns can be made in the Financial Aid Clerk office. If you exceed the 1463 hours allotted for the PN program additional tuition will be charged to the student.

WITHDRAWAL REQUIREMENTS AND INSTITUTIONAL REFUND POLICY

Career Majors or Full-time Programs

A student wishing to withdraw from Caddo Kiowa Technology Center must notify the program instructor and Student Services and complete the withdrawal form which is available in Student Services. CKTC will coordinate the withdrawals of high school students with partner schools. Students are responsible for clearing any financial obligations and for returning any CKTC property prior to withdrawal completion. CKTC will abide by the following refund policy if the student officially withdraws through Student Services:

1. 100% tuition, fees, books and meal card refund if student withdraws on or before the first day of each semester. After the first day of class of each semester there is no refund. CKTC does not have a buy back policy on books and supplies.
2. Once the student has completed the withdrawal process and it has been determined that the student is due a refund, a check will be processed and available within two working days.
3. The withdrawing student must sign a "Request for Refund" in Student Services. The Bursar will be responsible for calculating refunds that are not Title IV.
4. The financial aid office will calculate any refunds due to the Title IV program and notify the student in writing within five days.
5. The student will be billed for any refunds due to the Federal Financial Aid programs.
6. If the student has not repaid the funds within 45 days, the repayment due will be posted to the National Student Loan Data Base showing the student is ineligible for further funding.
7. If the student has not repaid the funds within six months, the Collection Department of Education will be notified.

Members of the Armed Forces and their Families

Any members of the Armed Forces that is selected to serve active duty for more than 30 days will not be charged tuition rates higher than that of residents of the district.

They will be entitled to the same refund policy as all CKTC students.

Once eligible, they will be readmitted promptly into the same program with the same enrollment status and academic standing.

Students must notify the school of his/her military service and intent to return either by oral or written notice.

The notice of intent to return must be within three years after completion of period of service.

Students may contact Student Services, the attendance clerk, or the registrar to give their notice.

GRIEVANCE PROCEDURE POLICY

Nothing stated in this policy will ever prevent an individual from making an appearance before the Board of Education. It is the desire of the Administration and Board of Education of CKTC that any complaint anyone might have about a situation or procedure at the school be resolved in an informal manner. This would include discussing the problem or complaint with an instructor, a counselor or an administrator. In situations where a solution cannot be reached in this informal manner, the following steps are to be followed:

Review with the Assistant Superintendent

1. The complainant must file a complaint in writing within ten workdays of the incident or of the realization of the problem. A form will be provided for the complainant's convenience.
2. A review hearing will be scheduled within five school days. All individuals deemed necessary to give a full hearing to the complaint will be notified by the Assistant Superintendent.
3. The review hearing will be documented and signed by all parties.
4. If the complaint is not resolved, the complainant has the option of asking for a review by the Superintendent.
- 5.

Review with the Superintendent

1. The Assistant Superintendent will give the documentation, including the complainant's original, to the Superintendent immediately upon being notified by the visitor that he/she wishes to carry it to the next level.
2. Upon receipt of the documentation the Superintendent will set a time and place, at the earliest convenience for all parties involved, for the complaint review. All individuals deemed necessary for a full and complete hearing will be notified by the Superintendent.
3. The review hearing will be documented and signed by all parties.
4. If the complaint is not resolved, the complainant has the option of asking for a review by the Board of Education. (If a satisfactory resolution of the problem is reached, the complainant may still choose to talk with the Board of Education on the matter, and will be placed on the next agenda, if requested.)

Review with the Board of Education

1. The Superintendent will deliver to the President of the Board of Education all documentation of the complaint and the preceding review hearings.

2. The hearing will be scheduled at the next regularly scheduled Board of Education meeting, providing there is sufficient time to include the item on the agenda. (Normally, the agenda is determined one week prior to the board meeting.) All individuals deemed necessary for a full and complete hearing will be notified by the Superintendent.
3. The President of the Board of Education shall conduct the review hearing.
4. All Board of Education hearings shall be public, unless the subject matter qualifies for a closed meeting under Oklahoma Open Meeting Law and all parties to the complaint request a closed hearing.
- 5.

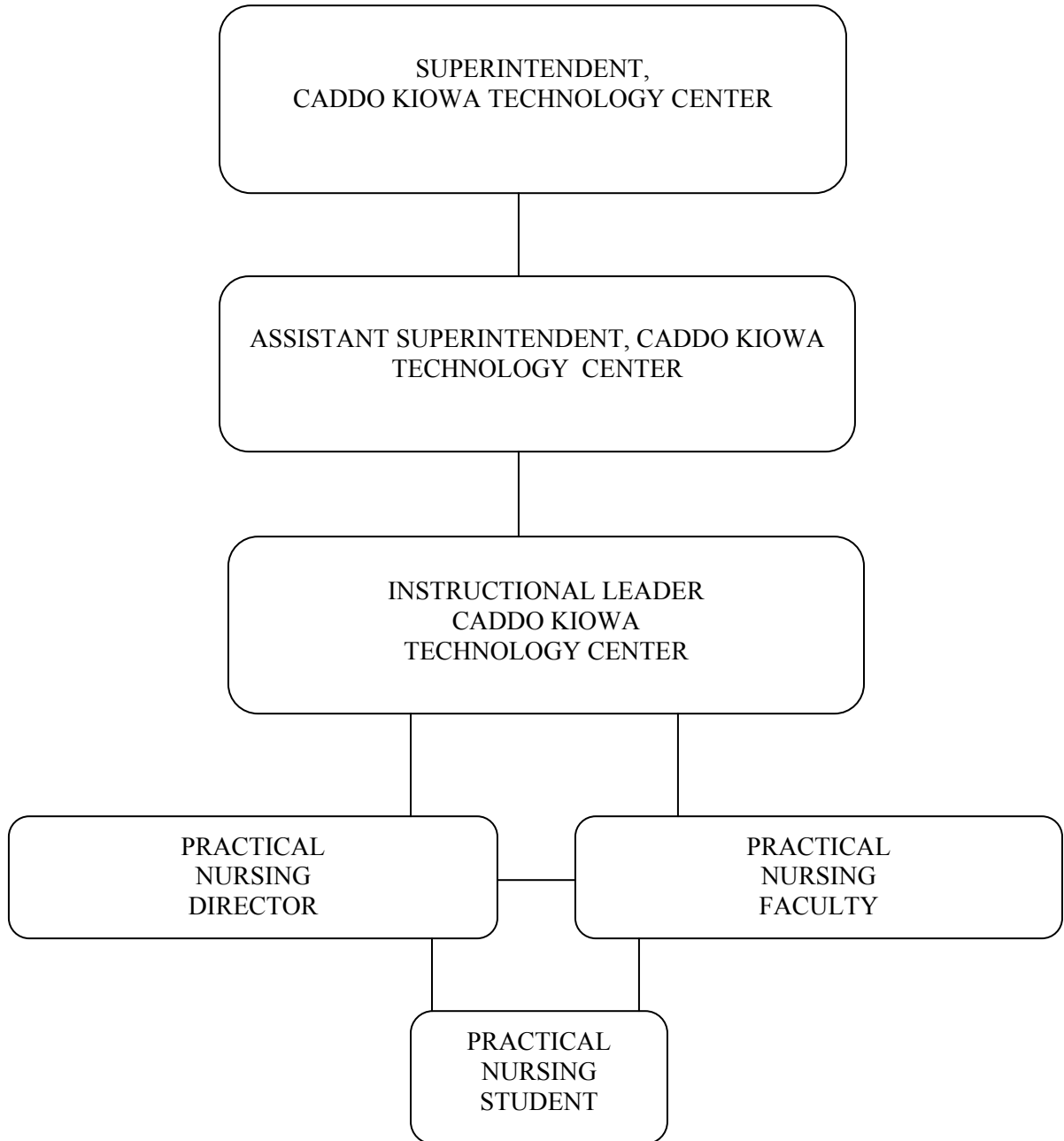
Grievance Procedure

A grievance is a complaint by any student enrolled at the Caddo Kiowa Technology Center whereby the student alleges a violation, misinterpretation or inequitable application of the rules and regulations set forth in the Student Handbook. Individuals who have a grievance based on Title IX, Title VI, Section 504 or ADA may use the following procedures. Such grievance is to be initiated only after a discussion between the student and the appropriate teacher and/or administrators. (Grades and appeal of suspension or expulsion are not subject to grievance). The following procedures' is to be followed for filing a grievance:

1. After all efforts have been exhausted by the parties involved to resolve a complaint, the student is to communicate the grievance in writing to Compliance Coordinator/Assistant Superintendent .
2. Upon submission of the grievance, the title IX Coordinator is to notify the parents of students under eighteen (18) years of age of any such action taken by the student.
3. The compliance coordinator is to present the complaint to the grievance committee for evaluation and thorough investigation;
4. Should the committee determine the grievance does not warrant a hearing, the student has the right to appeal the decision to the Superintendent.
5. Should the committee determine the grievance does warrant an informal hearing, a date for the hearing is to be set within ten days from receipt of the complaint.
6. The compliance coordinator, members of the grievance committee, the student, and the parents of the students(s) under eighteen (18) years of age are to be present at the hearing.
7. The committee will make recommendations towards a resolution of the grievance. If the student is satisfied, the complaint is dismissed. If not, the student may appeal to the superintendent for further action.
8. The decision of the superintendent will be final.

**PRACTICAL NURSING PROGRAM
CADDO KIOWA TECHNOLOGY CENTER**

Grievance Chart



GUIDANCE AND COUNSELING

- Faculty members are available for conferences with students during the school day.
- The instructor will arrange conference periods for the purpose of the discussing the student's work and achievements. These conferences are to help the student develop into the best practical nurse, to call attention to the student's strengths and weaknesses, and to recommend ways for improving.
- Students should feel free to ask for counseling at any time;
- If a student should need counseling from persons other than the nursing faculty, this will be arranged through the program director or supervisor;

APPROPRIATE SCHOOL ATTIRE

The school authorities are authorized by the Board of Education to enforce standards of appropriate dress in their perspective programs, but the decision of suitable attire and grooming rest with the Superintendent.

SPECIAL EVENT ATTIRE

The faculty will designate special event attire for field trips and school sponsored activities. **Tattoos must be covered completely for special events.** The student may have one pair of stud earrings. No tongue rings or other body piercing are allowed.

STUDENT ORGANIZATION

Students are encouraged to take part in leadership activities. Health Occupations Students of America (HOSA) is a student organization for those enrolled in health occupation education. HOSA activities will be decided by the chapter members and outlined in the Program of Work. Upon completion of the program graduate students are ask to register as HOSA alumni members as part of their exit procedure.

WIRELESS TELECOMMUNICATION DEVICES

No student shall possess or use an electronic paging device, cellular or other wireless telecommunication devise while on school premises, while in transit under the authority of the school, or while attending any function sponsored or authorized by the school except with permission granted by the Superintendent or a designated administrator.

Cellular phone use is not allowed in the classroom, during meetings or during any activity when the ringing or use of the phone would disturb others.

POLICY OF USE OF TOBACCO PRODUCTS

Caddo Kiowa Technology Center prohibits the use of all (smoke and smokeless) tobacco products on campus, in rented or leased facilities and in all CKTC owned, leased and operated vehicles. This policy shall apply to all employees, students, contracted personnel, volunteers, visitors, vendors, and guest without exception.

PRACTICAL NURSING STUDENT REPRESENTATIVE

One practical nursing student will be elected by their peers as the student class representative to attend the monthly faculty meetings. This representative will report any

issues the class may have to the faculty at this time. Faculty will consider the student's suggestion (s) for changes in policy and procedure and make the final determination for changes in any policy. These changes will be posted on the classroom communication board.

ILLNESS AND HOSPITALIZATION

- See policy on attendance.
- All cases of illness or infection must be reported to the instructor or director in a timely manner.
- If a student becomes ill while on clinical duty, he/she should report to the instructor.
- Students are responsible for their own medical expenses, illnesses, or accidents. It is suggested that each student have hospitalization insurance. The school does not have a physician assigned to the care of students. In case of emergency, students must be able to contact their own physician.
- Illnesses will be evaluated on an individual basis.
- Students should submit a statement from their physician following illnesses.
- A student who is pregnant while in the program may remain in school as long as the physician agrees it is permissible and the student is able to achieve the stated course objectives.
- Students are not to present themselves to a doctor in a hospital concerning medical problems about themselves or their families while on clinical rotation.

STUDENT INSURANCE PROGRAM

While the school will make every effort to prevent accidents and injuries, the nature of the program is such that the possibility of injury is greater than in a regular academic program. In order to participate in classes at Caddo Kiowa Technology Center, students must either purchase school accident insurance or have their own insurance policy, or accept the risks of not having health insurance. Malpractice insurance for students will be covered by school tuition.

DRUG SCREENING

The purposes of the Practical Nursing drug screen policy are to comply with regulations of area health care agencies, to provide optimal care to patients, and to support the student behavior code policy related to illicit use of substances as stated in the Caddo Kiowa Tech Center Student Handbook. Students must abide by the drug screen policies of each health care agency in which a student is assigned for clinical practicums. Area agencies require that students not be involved in the sale, manufacture, distribution, purchase, use, or possession of alcohol or non-prescribed drugs. Also, students may not use prescription drugs illegally. Test results are confidential with only program directors notified.

In the event that a student is suspected of illicit use of substances while participating in clinical experiences, the director of the program must be notified immediately and the behavior indicating that a student may be under the influence of drugs must be validated by two professional persons (faculty, nurses, physicians, etc.). The suspected individual

will be asked to have a drug screen done immediately. The person will be dismissed from all School of Nursing activities until the issue is resolved. Permission to make up work, such as clinical experiences, will be granted based on the drug screen report. If the test is positive for the use of medication that has been prescribed for the student, the student may be allowed to make up clinical experiences. If the test is positive for the use of medication that has not been prescribed for the student, the student may not be allowed to make up clinical experiences.

Student failures to submit to a drug screen, attempting to tamper with, contaminate, or switch a sample will result in the student not being allowed to meet course objectives for clinical experiences; therefore, progression in the program will not be permitted. Students who test positive for illicit drug use may not continue in clinical experiences and therefore cannot meet objectives for clinical courses and will be dismissed from the program.

GRADUATION

Upon successful completion of the program, the student will receive a diploma and be entitled to wear the school pin. Nursing faculty will schedule one awards ceremony per school year. The Caddo Kiowa Technology Center, division of practical nursing is fully approved by the Oklahoma Board of Nursing and Oklahoma Department of Career and Technology Education. Graduates of this school are eligible to sit for the National Council for Licensure Examination (NCLEX)

CODE OF ETHICS FOR LICENSED PRACTIAL STUDENT NURSE

The code adopted by the National Federation of Licenses Practical Nurses in 1961, and reissued in 1979, provides a motivation for establishing and elevating professional standards. Each Licensed Practical Student Nurse, upon entering professional standards, inherits the responsibility to adhere to the standards of ethical practice and conduct set forth in this code.

The Licensed Practical Student Nurse shall:

- 1. Know the scope and maximum utilization of the Licensed Practical Nurse as specified by the nursing practice act and function within this scope.**
- 2. Safeguard the confidential information acquired from any source about he patient.**
- 3. Provide health care to all patients regardless of race, creed, cultural background, disease, or lifestyle.**
- 4. Refuse to give endorsement to the sale and promotion of commercial products or services.**
- 5. Uphold the highest standards of personal appearance, language, dress, and demeanor.**
- 6. Stay informed about issues affecting the practice of nursing, delivery of health care and where appropriate, participate in government and policy decisions.**
- 7. Accept the responsibility for safe nursing by keeping oneself mentally and physically fit and educationally prepared to practice.**
- 8. Accept responsibility for membership in the National Federation of Licensed Practical Nurses and participate in its efforts to maintain the established standards of nursing practice and employment policies, which lead to quality patient care.**

****PLEASE REFER TO THE NURSE PRACTICE ACT WHICH IS LOCATED AT www.ok.gov/nursing UNDER RESOURCES****

SCHOLASTIC POLICIES

ATTENDANCE POLICY

Caddo Kiowa Technology Center is committed to providing the knowledge and skills training which prepares our students for both entering the workplace and continuing their education. Class attendance is essential for students to realize their fullest potential from their educational efforts. Students who are habitually absent or arrive late will miss the heart of the course and will not be prepared for the workplace or college.

For successful career major completion, students must be in attendance ninety percent (90%) of their scheduled hours per semester. Violation of the attendance policy will result in suspension from school for the balance of the semester.

Three tardies equal one absence. Arriving more than 30 minutes late is an absence; leaving more than 30 minutes early is an absence.

This policy applies to both high school and adult students enrolled in career majors at CKTC, unless the Board of Education has designated a more stringent attendance policy for a specific career major due to the educational requirements of that specific career field.

The Superintendent or designee may grant a leave of absence in extreme circumstances. An approved leave of absence will not result in a refund of tuition, fees, books, or meal card.

Procedures developed for administering the attendance policy will be under the jurisdiction of the Superintendent.

ATTENDANCE/ACTIVITIES REGULATIONS – 10-DAY POLICY

1. The maximum number of absences for activities shall be ten (10) for any one class period of each school year, whether sponsored by the school or outside agency/organization, which remove the student from the classroom.
2. The following types of activities shall not be subject to the 10-day policy.
 - a. School-wide activities. Examples include assemblies, student testing, and enrollment.
 - b. District, State and National contests or activities which the student has earned the right to attend.
 - c. Educational program field trips which are made within the program's daily time schedule.
3. In order to be excused from classes, students must meet the following conditions:
 - a. They must be eligible according to their home high school eligibility policy.
 - b. They must be maintaining a passing grade and be within the attendance policy in all classes affected by the activity at the time of the request for an excused absence.
 - c. All involved teachers must certify the passing grade requirement, prior to the student being excused.

4. The Board of Education shall appoint, at the beginning of each school year, an Internal Activities Review Committee. This committee shall be responsible for reviewing and recommending any deviation from the Attendance/Activity Policy.
5. Procedures for filing complaints:
 - a. All complaints must first be filed in writing and decided upon in accordance with the local grievance procedure adopted by the Caddo Kiowa Technology Center District #02 Board of Education.
 - b. If the complaint is not resolved at the local level then the complaint should be filed with the Accreditation Section of the State Board of Education. Upon receipt of the complaint the Accreditation Section shall appoint a monitoring team to make and on-site visit and file a written report to the State Board of Education and Accreditation Section. This complaint must include a list of the name(s) of the student(s), date(s), and class(s) missed which exceed Regulation 1.
 - c. The monitoring team shall submit a written report to the Superintendent and local Board of Education within ten (10) school days of the on-site visit.
6. Upon the recommendation of the monitoring team, the Superintendent may be called to appear before the State Board of Education for determination of the appropriate action to be taken.

LAB ATTENDANCE POLICY

Lab attendance is critical to a student's success in the Practical Nursing program. Students are required to attend 90% of the lab hours. Missed lab hours will be made up at the discretion of the lab instructor. Failure to meet these hours will result in a repeat of the lab course the following semester. All lab hours must be completed prior to attending clinical.

ASSIGNMENTS

Each course and clinical site has a syllabus with learning activities to guide the student with reading assignments and learning objectives. The following rules should be followed when preparing assignments:

- All assignments must be completed satisfactorily before the unit exam can be taken.
- Incomplete assignments will not be accepted
- Cheating or plagiarism on any assignment including care plans, reports, etc., will not be tolerated and will result in dismissal

MONTHLY BLOG

By the 25th of every month students are required to submit a blog and a comment on CKTC Moodle. This blog will include a review of a journal article related to a health care issue of their choice. All blogs will be approved based on instructors' discretion.

ONLINE RESOURCES

EBSCO host is an online library that provides free access to journal articles and health related information. Access to EBSCO host is a project of the Oklahoma Library Technology Network and is funded with state and federal funds through the Oklahoma Department of Libraries. Students can utilize this site as needed for medical references as well as journal articles.

To access the online library go to: www.okcareertech.org

On the top of the screen click ABOUT

On the left side of the screen click STATE AGENCY

Then in the middle of the page click DIVISIONS

Scroll down until you see INFORMATION COMMONS and click

There on the left side you will find EBSCO HOST

Click on the link provided

TO LOG IN: use any OK phone number starting with the area code

UNIT EXAMINATIONS

Testing will be available on request from 9:00 AM until 10:30 AM and 1:00 PM until 2:30 PM, Monday through Friday.

All tests will be taken under secure testing conditions.

Students may not leave the testing room during testing.

All answer sheets must include the student's name and date of test.

Cheating on a test or on homework assignment will result in dismissal.

RECAP OF EXAMS

Each exam must be recapped after the exam is graded. During the recap, the student may look up all wrong answers and write them on paper. Answers include the question number, correct answer, page number and source where information was found. Recap of exams must be completed before the next test in the course is taken. Recaps will be done in a controlled setting, utilizing a set of instructor textbooks. Students may bring only a pen or pencil to the recap table. If the student does not complete the recap during the desired time frame, the student will lose their opportunity to recap. The faculty feels that even during a student's repeat of a course, recapping is very important.

LATE ASSIGNMENTS/MAKE-UP WORK

All late assignments and make-up work are assigned at the discretion of the faculty. A maximum grade of 80% may be awarded for all late work.

GRADING POLICY

Practical Nursing students are required to achieve an average grade of 80% on all course and clinical work. Instructor/Student conferences will be held as needed to evaluate academic progress.

Quality	Letter Grade	Percentage Scale
Excellent	A	90–100
Good	B	80-89
Failure	F	Below 80

Students must maintain an 80% in each course, in each level, to be considered satisfactory. If the average drops below 80%, the student will be placed on academic concern. If the student is unsuccessful, the student will be required to repeat the course. During the program, only three (3) courses may be repeated.

PROGRESSION CONTRACTS

Advisors will base the theory progression contract on the amount of time the student has available for testing and clinical rotations during the month. The purpose of the progression contract is to facilitate acceptance of responsibility for individual progress. Contracts are for a one (1) month period and will be evaluated with the student as needed. The instructors function as facilitators of this progress. The contract review is an essential part of the student's success. This gives the instructor and the student the opportunity to coordinate testing schedules, clinical grades and remediation tools as needed. Grades will be reviewed during each contract period and academic concern status will be initiated if averages fall below the 80%, or if the student fails to meet a contract. If the student fails to meet 2 consecutive contracts the student will be dismissed. Students are contracted for 80% of the monthly time with clinical and course work.

SATISFACTORY PROGRESS

Students are required to maintain a grade point average of greater than 80% (B average). If the students' average falls below 80%, the student will be placed on academic concern by the director for counseling and academic remediation. If the student is unable to bring this average up or the student fails more than 30% of the unit exams, he or she will have to repeat the course, and will be placed on academic concern. In order to progress to the next level of study, the student must:

- Complete the individual progression contract within the time frame listed on the contract;
- Maintain a grade point average of 80% or higher in every course;
- Pass 70% of the unit exams within each course;

After completion of the entire program, a comprehensive predictor exam will be given. Students are required to pass the Predictor above the National Pass Average.

ATI TESTING

ATI'S are now integrated within the course

Each ATI will be averaged into the *overall* course grade.

- If the ATI is passed on the first (1st) attempt the student will receive a 100 to be averaged into the course grade;
- If the ATI is passed on the second (2nd) attempt the student will receive a 90 to be averaged into the course grade;
- If the ATI is passed on the third (3rd) attempt the student will receive an 80 to be averaged into course grade;
- After each attempt, the student will work with an instructor for an individualized plan of remediation based on ATI test report.
- If the student is unable to pass on the third (3rd) attempt the student will be dismissed from the program.

ACADEMIC CONCERN

If a student fails to meet the expected theory contract, they will be placed on academic concern, counseled, and removed from clinical rotations. The remaining tests will be added to the next contract. If the student fails to meet the second contract, the student will be dismissed from the program. Any student placed on academic concern will be subject to the terms or the probationary agreement as deemed necessary by the faculty and administration. If a course is failed two (2) times, or if the student has to repeat more than three (3) courses throughout the program, the student will be dismissed.

**PRACTICAL NURSING PROGRAM
CURRICULUM PLAN**

PLAN OF STUDY – LEVEL 1

Course Curriculum	Theory Hours	Clinical/Lab Hours	Course Hours
Medical Terminology	45	X	45
Anatomy & Physiology	120	X	120
Concepts of Nursing	40	X	40
Long Term Care	75	16	91
Fundamentals	88	72	160
Clinical I-Basic Nursing	X	80	80
Total hours for Level 1	368	168	536

PLAN OF STUDY – LEVEL 2

Course Curriculum	Theory Hours	Clinical/Lab Hours	Course Hours
Pharmacology and Intravenous Therapy	50	X	50
Medical Surgical I	75	X	75
Clinical II-Medical Surgical	X	192	192
Medical Surgical II	75	X	75
Pediatric	40	X	40
Maternal/Child	40	X	40
Mental Health	40	X	40
Total hours for Level 2	320	192	512

PLAN OF STUDY – LEVEL 3

Course Curriculum	Theory Hours	Clinical/Lab Hours	Course Hours
Clinical III Medical Surgical	X	192	192
Clinical IV Maternal/Child, Pediatrics, Mental Health	X	88	88
Transition to Practice	15	X	15
Clinical V- Transition to Practice	X	120	120
Total hours for Level 3	15	400	415

PRACTICAL NURSING PROGRAM COURSE DESCRIPTION

Course Title: Medical Terminology

Medical Terminology is designed to help students develop a working knowledge of the language of medicine. Students acquire word-building skills by learning prefixes, suffixes, roots and abbreviations. By relating terms to body systems, students identify proper uses of words in a medical environment. Knowledge of medical terminology enhances a student's ability to successfully secure employment or pursue advanced education in healthcare.

Course Title: Anatomy and Physiology

Anatomy/Physiology is the study of the structural complexity of the human body and its intricate functional mechanisms. This course is taught as a laboratory science. Students will conduct scientific investigations and fieldwork using scientific knowledge and methodology that will enable them to make educated conclusions based on higher-level critical thinking and problem solving skills. The areas studied will be an integration of biology and chemistry and will include, but are not limited to, organization of the body, chemical basis for life, cells and tissues, integumentary system, skeletal system, muscular system, nervous system, endocrine system, blood, circulatory system, lymphatic and immune systems, respiratory systems, digestive system & metabolism, urinary system, and reproductive system. An emphasis should be placed on real-world applications, and active-learning exercises should be included along with laboratory experiences.

Course Title: Long Term Care Assistant

This course meets requirements set by the Oklahoma State Department of Health for Long Term Care Nurse Aide curriculum. Upon completion of this course, the student will be eligible to sit for the state certification exam.

Course Title: Concepts of Nursing

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

Course Title: Fundamentals of Nursing

This course is an introduction to nursing care. Topics include utilizing the nursing process, performing assessment/data collection, and providing patient education. Principles and skills of nursing practice, documentation, and an introduction to physical assessment/data collection are taught. Special topics covering the care of the geriatric patient, the dying patient, the oncology patient, the pre/post operative patient, and the management of pain are included in the course. Emphasis will be placed on developing critical thinking skills, demonstrating professionalism by maintaining confidentiality, recognizing legal/ethical responsibilities, acting as a patient advocate, maintaining

positive patient/colleague relationships, and by implementing appropriate standards of care. A lab is included.

Course Title: Clinical I Basic Nursing

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

Course Title: Pharmacology and Intravenous Therapy Skills

This course provides instruction in basic pharmacology that is needed for safe and effective medication administration. Skills include medication administration, IV therapy, fluid and electrolyte balance. Content includes components of medication preparation and administration as well as the essential knowledge needed to adequately contribute to the assessment and evaluation of the effect of medication on clients throughout the lifespan.

Course Title: Medical Surgical Nursing I

Building on concepts from previous courses, this course focuses on health management, maintenance and prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The administration of patient care includes using the nursing process, performing focused assessments, using critical thinking, and assisting with patient education. The systems included are integumentary, musculoskeletal, respiratory, cardiac, vascular and hematology. The concepts of patient care, treatments, pharmacology, and diet therapy are included within each system. Content is presented from a patient-centered approach based on Maslow's Hierarchy of Needs. Patient care includes consideration of physiological, cognitive, psychosocial, and spiritual needs. Consideration is also given to the impact of health issues and the potential physical and mental adjustments as well as diversion and rehabilitative activities.

Course Title: Medical Surgical Nursing II

Building on concepts from previous courses, this course focuses on health management, maintenance and prevention of illness, care for the individual as a whole, and deviations from the normal state of health. Administering patient care includes use of the nursing process while performing focused assessments, using sound judgment, and providing patient education. The systems included are immunology, sensory, neurology, digestive, endocrine, urinary, and reproductive, as well as oncology nursing. The concepts of patient care, treatments, pharmacology, and diet therapy are included within each system. Content is presented from a patient-centered approach based on Maslow's Hierarchy of Needs. Patient care involves consideration of physiological, cognitive, psychosocial, and spiritual needs within a cultural framework. Consideration is also given to the impact of health issues and the potential physical and mental adjustments required, as well as any necessary diversion or rehabilitative activities.

Course Title: Clinical II-Medical Surgical Nursing

Adult Medical Surgical Clinical focuses on the utilization of the nursing process in caring for acute care patients. The emphasis will be on prioritization, decision making, time management and critical thinking appropriate to the licensed practical nurse scope of practice. As the student progresses, more complex patient situations will be presented and they will begin to function in a role independent of the instructor. Rotations include nursing care for patients with medical surgical problems, home health needs, geriatric nursing needs, and conditions that require visits to the medical office.

Course Title: Clinical III-Medical Surgical Nursing

Medical Surgical Clinical (Part 2) is a continuation of the utilization of the nursing process in caring for acute care patients. The student will care for multiple patients during this clinical rotation. The emphasis will be on prioritization, decision-making, time management and critical thinking appropriate to the licensed practical nurse scope of practice. As the student progresses, more complex patient situations will be presented and they will begin to function in a role more independent of the instructor.

Course Title: Maternal & Newborn Nursing

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

Course Title: Pediatric Nursing

In this course the student will learn about normal growth and development, as well as, the physical, emotional and social needs of the pediatric client, apply fundamental nursing skills and principles in the care of the pediatric client and family, and describe various pediatric disorders.

Course Title: Mental Health Nursing

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

Course Title: Clinical IV –Maternal/Newborn, Pediatric and Mental Health

The practical nurse student will assist the patient and significant others during the normal expected stages of growth and development from conception throughout the life span. The practical nursing student will provide patient care related to prevention and early detection of health problems.

Course Title: Transition to Practice

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

Course Title: Clinical V - Transition to Practice

Transition to practice skills is enhanced as the student functions in the role of team leader. The course will prepare the student to independently assume the role of the licensed practical nurse in professional practice and a preceptor rotation assists in the completion of this transition.

CLINICAL POLICIES AND PROCEDURES

INTRODUCTION

During the clinical experience, students have the opportunity to perform nursing skills that build upon the principles and skills taught in the classroom and laboratory settings. The major portion of clinical experience will be in two areas: medical-surgical and geriatrics. Limited clinical experience will be provided in the operating room, home health agency, physician office, obstetrics, dialysis, mental health, respiratory care and child development.

While in the clinical area, students will be supervised, directly or indirectly, by a faculty member with assistance from clinical affiliate staff. Although planned instruction and informal learning opportunities will be provided daily, students must use initiative and self-direction in seeking learning opportunities. The amount of knowledge, understanding and experience gained from clinical rotations is directly related to the amount of effort put forth by the student.

Clinical performance will be evaluated daily by the clinical instructor with feedback from the clinical affiliate staff. A clinical grade will be given in Clinical I-V. Students must receive an 80% (B) average in clinical to proceed to the next level. If the average is not above 80%, the student must repeat the course. This will count as one of the three possible repeats allowed during the program.

Clinical policies and procedures are evaluated and revised on an annual basis. Students are held accountable for knowing and abiding by the current policies and procedures as outlined in this handbook.

Prior to attending clinical rotations, an OSBI criminal history search, urine drug screen and flu shot will be completed. The student understands that these results may be given to the clinical facilities upon their request. Clinical facilities have the option to deny clinical placement to a student. If this occurs the practical nurse faculty will attempt to find alternative placement for the student. If the faculty cannot find alternative placement, the student will be unable to complete the program.

CLINICAL OBJECTIVES

Specific objectives are available for each observational rotation:

- Demonstrate accountability by complying with clinical policies and procedures as outlined in the Clinical Handbook.
- Exhibit dependability through attendance, punctuality, compliance with break schedules and appropriate time management.
- Execute appropriate professional appearance, ethics and conduct, as related to the clinical experience.
- Show the ability to develop appropriate interpersonal relationships and effective communication with peers, co-workers, instructors, patients, and their families.
- Demonstrate the initiative to complete mandatory skills and to seek new learning experiences/continuing education opportunities.
- Implement good judgment by functioning within expected levels of assistance, and by adapting to changing situations by seeking guidance as needed.

ATTENDANCE

Students must report to the instructor for pre-conference at the designated time and location to document attendance, submit assignments and listen to shift report.

Attendance is critical to the performance of any student in the practical nursing program. Attendance requirements are established to promote the success of students in this nursing program. They are equivalent to those imposed upon employees in the health industry. The faculty feels that when a student is absent, no learning takes place, and the student forfeits critical learning experiences. Also, the student's progress is impaired.

Students should avoid clinical absences except in extreme emergency (i.e. illness with fever, personal/family emergency, or death in immediate family). Clinical absences will result in a 10% deduction of the clinical grade for each absence. If the student misses more than 3 days per level, the student will be counseled with possible repeat of clinical or possible dismissal from the program. If a clinical absence is necessary, the student must call the clinical instructor prior to the rotation. (SEE CLINICAL DIRECTORY FOR APPROPRIATE NUMBERS). It is imperative that students, who are going to be absent or tardy, speak personally with the instructor. Failure to give proper notification of absences may result in recommendation for dismissal. The first infraction will result in a clinical academic concern, and if a second infraction occurs, the student will be dismissed.

Although there is no official break time for PN students to leave campus, you may however, get a pink slip from any PN staff member to go to the vending machines located in Building 100. Students are not to leave campus at any time other than lunch break. Students caught leaving campus will be counted absent for the remainder of the day.

TARDINESS

Students must report to pre-conference on time. **Report directly to the instructor when arriving**, as students are not considered present until verified by the instructor.

Students arriving to clinical late will receive a tardy. Students arriving more than 30 minutes late **will be sent home** and no attendance will be documented for the day. Three (3) clinical tardies per level, equal one day absence, which is equivalent of a 10% deduction on the weekly grade.

LEAVING EARLY AT CLINICAL

There are no partial clinical days and students are expected to remain at the clinical site for the entire scheduled period. ***Walking out on clinical without permission is considered abandonment and will result in dismissal from the program.*** Students leaving early will be considered absent the entire day and will receive no credit for the day. A 10% deduction will be applied to the clinical grade for each day missed.

Students who leave the clinical site early due to extenuating circumstances (such as acute illness) will receive no attendance credit for the time spent at the clinical rotation.

UNIFORM POLICY

The student uniform has been designed to provide neat, comfortable and professional attire and identifies the individual as a student from Caddo Kiowa Technology Center.

Student identification includes a patch and ID badge. The Caddo Kiowa Technology Center Practical Nursing patch must be centered two inches from the top of the **left** sleeve. The official school ID badge is worn on the **left** side of the uniform or lab coat at eye level. The student ID badge must be worn in full view at all times. Students will be required to maintain professional dress throughout the program. Uniforms must be stain and wrinkle free. White under shirts (free of writing, graphics or any other advertisement) may be worn. ***The complete student uniform must comply with established criteria.*** Uniforms are not to be worn outside the clinical area. Students are to wear professional nurses' shoes or coordinating, clear athletic shoes. Shoes require pre-approval by an instructor. White socks (without colored designs) may be worn.

Students must have a watch with a second hand (or digital with seconds display), black pen, bandage scissors and stethoscope. Goggles/protective eyeglasses and a CPR mouth shield are suggested.

Hair must be neat, clean, and out of the eyes. Simple ribbons, decorative combs or headbands may be worn to tie or restrain the hair. These should match the school uniform or student's hair color as closely as possible.

For pierced ears, one pair of small stud-style earrings may be worn. Rings may not be worn except for one wedding band. No tongue rings, body piercing or tattoos should be visible during clinical. Spacers may be utilized in place of tongue rings. (there may be exceptions according to facility policy).

PROFESSIONAL APPEARANCE

The student will be responsible for the following principles of hygiene and appearance. Failure to follow these principles may result in dismissal from the clinical area and a clinical absence.

- Good personal hygiene.
- Neat, clean and a professional appearance.
- Uniforms must be clean (laundered daily) and free of stains or wrinkles.
- Fingernails should be short and well filed. Do not wear colored nail polish.
- Artificial nails are not allowed.
- Avoid use perfume and shave lotion.
- Jewelry other than a watch, one set of stud earrings, and one simple ring should be avoided.
- Do not smell like cigarette smoke.
- Males must be clean-shaven or the beard and/or mustache neatly trimmed.
- Appropriate undergarments must be worn.

STUDENT NURSE RESPONSIBILITIES

Our relationship with our clinical facilities is vitally important. Without them this program would not be possible. It is imperative that the students maintain positive

attitudes and proper work ethics while at clinical facilities. **Remember** these agencies may employ you, so make your impression a good one.

Students have a primary responsibility to be safe, effective, and dependable practical nurses. The following guidelines are given to aid students in achieving this goal:

- Discuss patient information in appropriate settings with authorized personnel ONLY. Never discuss patient information with your family or friends.
- Never remove patient charts or records from the area where they are kept.
- Never label information retrieved for assignment or care plans with the patient's name. Use initials only.
- The student is allowed one (1) fifteen (15) minute break and one (1) thirty (30) minute break per eight (8) hour of clinical. All breaks must be pre-arranged with the instructor or when appropriate, the team leader. Breaks may be taken only when the patient is not in need of immediate care.
- Students must return promptly from breaks. A clinical tardy will be given for students returning late.
- Students are to park in designated areas only.

SAFETY

- Follow safety rules and policies and procedures of the clinical affiliates according to contractual agreements. Students are responsible to the nurse manager or nurse in charge of the unit/patient as well as to the instructor. Report all accidents and errors immediately to the instructor and/or nurse in charge.
- To protect the student and to meet OSHA regulations, students must come to clinical with goggles/protective eyeglasses and a CPR mouth shield ready for use. Replacements may be purchased from the school bookstore.
- Use clinical facilities' equipment carefully and correctly.
- Maintain adult-like conduct. Walk, never run, in rooms or hallways. Be aware of voice level – - do not shout. Be alert at all times to the needs of patients.
- Minimize distractions and concentrate on the procedure being performed. Report changes or unusual conditions to the instructor and to the nurse in charge immediately.
- Any question about ability to perform a procedure should be discussed with an instructor.
- Be aware of safety procedures for equipment and supplies before attempting to use.
- Handle equipment carefully to prevent injury.
- Check all equipment and supplies for defects or damages before each use and report any discrepancy immediately. Store all equipment and supplies in the proper place.
- Use principles of body mechanics when lifting, pulling or pushing objects.
- Remove any hazardous objects or spills from the floors or hallways immediately.
- All chemicals, reagents, and caustic solutions are to be used only under direct supervision of an instructor.
- Comply with OSHA regulations, which prohibit eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses in work areas where there is a reasonable likelihood of occupational exposure. Students must take a break from the work area in order to do any of these activities.
- Syringes and needles are to be used under direct supervision of an instructor. Adhere to the no-cap procedure for contaminated syringes. Utilize sharps containers.
- Be knowledgeable of the universal blood and body fluids precautions for all patients.
- Report a fire to the person in charge of the immediate area. Know the policy of the clinical institution for fires or tornadoes and be able to follow designated procedures.
- Students with weeping dermatitis or oozing lesions shall refrain from all direct patient care and from handling equipment until the condition resolves.
- Students who have cuts, abrasions, or other types of skin lesions shall ensure that these are covered with a waterproof dressing and that gloves are worn when caring for patients.
- Change gloves after caring for each patient.
- Wash hands prior to and immediately after patient contact. Hands must still be carefully washed prior to gloving and after gloves are removed.
- Utilize equipment and supplies necessary to minimize the risk of infections with HIV and blood-borne pathogens.
- Students are referred to the clinical affiliate's policy and procedure manual for information regarding isolation precautions, handling of equipment and supplies, and cleaning up spills.

ACCIDENTS

- All accidents or errors should be reported immediately to the instructor and to the nurse in charge of the unit. This is considered an ethical and legal responsibility.
- When deemed necessary by the nurse in charge, the patient's physician will be notified.
- An incident report will be completed by the student involved and signed by the instructor. This report goes into the patient's chart or to a designated person. A duplicate report will be completed and placed in the student's file.
- Students sustaining a needle stick injury during a clinical experience will complete an accident report. A duplicate report will be completed and placed in the student's file. Students must adhere to hospital policies, which stipulate what treatment, and immunizations may be required. Documentation of treatment must be provided for the student's file.
- Students seriously injured during the clinical rotation will be taken to the nearest emergency room.
- **Students are responsible for their own medical expenses resulting from treatment of illness or accidents, including injuries in the clinical setting or at the school.**

INSTRUCTOR SUPERVISION

The instructor will supervise procedures performed for the first time in the clinical setting and when administering medications. If the instructor is not available to help you with a procedure, a staff nurse may assist if permission has been obtained from the instructor.

When performing a procedure:

- Perform *first time* or *check off* procedures **under the supervision of an instructor.**
- Check all 6 (six) rights, making sure your instructor is aware you are following nursing practice.
- Check the written order on the patient's chart before administering any treatment or medication.
- Consult the hospital procedure.
- Assemble needed supplies and equipment.
- Go over the procedure step-by-step with the instructor before entering the patient's room.
- Explain procedures to the patient and obtain their permission. Do not expect the instructor to do the talking.
- Be prepared to critique personal performance with the instructor after leaving the patient's room.
- Notify the instructor of readiness or need to perform specific procedures.
- Follow all directions and procedures as instructed.
- Check with the instructor if in doubt about having sufficient knowledge, information, or skill necessary to complete an assignment.
- It is at the discretion of the instructor if and/or when you are ready to perform a procedure without supervision.

BREAKS AT CLINICAL

- Contact the instructor and patient's nurse when leaving the assigned clinical area for any reason.
- Confine eating and drinking beverages to designated break time and area. Limit break to 15 minutes and stagger breaks with other students. Eating and drinking may be allowed during post-clinical conference at the instructor's discretion.
- ***Smoking will NOT BE ALLOWED at any Clinical Site.***
- Thirty minutes will be allowed for lunch. Students may purchase meals in the cafeteria. Some facilities give students a reduced rate. Students may have to eat out during selected rotations or may be able to bring lunch.

PROFESSIONAL CONDUCT

- Use initiative and self-direction in seeking out learning opportunities. Students are responsible for performing mandatory skills as required in the various rotations.
- Demonstrate professional attitude and conduct by:
 - Establishing and maintaining effective communication and interpersonal relationships with patients and family members, staff, classmates and faculty.
 - Avoiding social contact with patients and any discussion of patients except as necessary in the classroom or clinical area with authorized staff.
 - Avoiding discussing personal life and problems with patients or hospital personnel, or while in the clinical setting.
 - Avoiding gossip by refusing to repeat it or, preferably, by refusing to listen to it.
 - Adhering to the profession's "Code of Ethics"
 - Practicing within the limitation of the student practical nurse.
 - Performing only skills that have been checked off..
 - Displaying characteristics of professional behavior.
- Demonstrate the ability to accept and profit from constructive criticism.
- Dress professionally.
- Wear the ID badge at all times during every clinical rotation.

UNPROFESSIONAL CONDUCT

- Inaccurate recording, falsifying, or altering patient records.
- Administering medications and/or treatment in a negligent manner.
- Misappropriating supplies, equipment, and drugs.
- Leaving a nursing assignment without properly advising appropriate personnel.
- Violating the confidentiality of information or knowledge concerning the patient.
- Discriminating in the rendering of nursing services as it relates to human rights and dignity of the individuals.
- Resorting to fraud, misrepresentation, or false representation of facts.
- Cheating on any examination or on any written work.
- Fraudulent documentation of attendance.
- Refusal to do something, which the student has been taught to do.

CLINICAL SCHEDULE

The clinical rotation schedule will be posted in the classroom. The rotation schedule will show the clinical area to which the student is assigned, and for what period of time. It is developed to provide concurrent clinical experience with classroom work. It is the student's responsibility to know the assigned area and corresponding objectives. The clinical contact person, facility phone numbers, clinical instructor and addresses are in the *Clinical Directory*. Students are responsible for obtaining clinical assignments, conducting disease research, and arriving prepared to meet the clinical rotation objectives.

CLINICAL ASSIGNMENTS

Hand in all clinical assignments to the clinical instructor or designated instructor in a folder. The folder should contain an evaluation tool for each level, student daily goal and self-evaluation, and all assignments due for that clinical week. ***(Students should remove assignments from previous weeks.)***

Assignment of clinical homework and grades will be made with the monthly contract. Incomplete work will result in repeat of the clinical.

The student's name as well as the school name, address and phone number should be in the folder. It is extremely important to keep up with this folder. Record of the student's clinical experience is required for graduation and recommendation for the NCLEX exam. Evaluation forms must be turned in to the director at the completion of each clinical assignment. Assignments will be posted in designated areas on each unit. If a patient is transferred or discharged, the student will be assigned another patient. When a patient is to be discharged during the clinical day, notify the instructor before or within 30 minutes of the patient leaving. Notify the nurse in charge if the patient has any questions/concerns about having a student nurse.

Students are expected to be knowledgeable and prepared regarding medication, diagnosis, and nursing care for the clinical week.

STUDENT DAILY GOAL AND SELF EVALUATION

A student daily goal and self-evaluation must be completed each day a student is in clinical, including medication passing, observation and preceptor clinical. The goal helps the student identify what he/she wishes to accomplish that day. Goals may be related to the objectives for the clinical assignment, the evaluation tool, or the skills list. The goal should be measurable and timed. Every effort must be made to have a goal not previously used.

The skills performed allow the instructor to know what the student has completed during the day. The overall self-evaluation allows the student to express his or her evaluation of the accomplishments of the day. The goal sheets will be kept on the student's electronic device and turned in at the end of each level of performance.

Examples of goals:

Perform 2 head to toe assessments with 100% accuracy by 0900.

Administer 10 oral medications without error by 1200.

OBSERVATIONAL CLINICAL

Observational clinical includes hospice, mental health, and dialysis. Remember *observational* means the student cannot touch the patient.

*The clinical forms to turn in for observational clinical includes: a completed objective sheet, Criteria for Independent Learning Experiences, a completed clinical time sheet, a preceptor program signature page and a student evaluation of the rotation.

CLINICAL EVALUATION

*Skills are evaluated in the classroom lab and satisfactory performance is required prior to clinical performance. Mandatory skills have been identified for each level. Clinical competency is required for each skill. The instructor evaluates the student's clinical ability/performance with input from employees of the clinical facility. The evaluation is done following each clinical rotation. The evaluation tool uses established criteria. (The clinical evaluation is specific to the clinical area and level objectives.) This evaluation compares the student to level objectives.

*Students are expected to read and sign the clinical evaluation form. Signing the forms acknowledges that the student has read the evaluation. If the students disagrees with the evaluation or genuinely feels there is a discrepancy in it, the student may set up a conference with the instructor and/or director.

*It is the student's responsibility to keep up with the clinical grading tools. If lost, the maximum score given will be passing.

*Clinical assignments must be submitted on time to receive full credit. Late clinical assignments will be given a maximum score of 80% if acceptable and a "0" if unacceptable.

IMMUNIZATION AND CPR

A current status of immunizations including Hepatitis B (HBV vaccinations), PPD (TB skin testing), Varicella verification, Rubella, Rubeola, Tetanus, and current CPR certification must be maintained prior to clinical rotations. Lack of documentation will prevent students from attending clinical rotations and the student will be placed on probation.

- A positive PPD test and any prophylactic treatment must be documented and submitted to the director.
- Students must know and follow designated procedure for reporting and handling a cardiac arrest. The American Heart Association Basic Life Support for Health Care Provider course is required.
- The hepatitis B (HBV) series of three (3) vaccinations may be obtained after admission to program but prior to clinical rotations.
- Students will be required to obtain a flu shot by November 1st of each year.

COMMUNICABLE DISEASES

Whenever any employee or student has reasonable cause to believe any employee or student has any condition known to be a communicable disease, that employee or student shall report that belief to the Superintendent.

Anytime the Superintendent has reasonable cause to believe an employee or student had any condition known to be a communicable disease he/she shall do the following:

1. Contact the appropriate county and/or state health official and follow the procedure they outline.
2. Confront the person confidentially; if the person is a minor, then said confrontation shall include the parents of said minor, and require from that person a medical report as to whether the person had the virus or condition, from a physician of the Superintendent's choice.
 - a. The Superintendent may suspend either the employee, with pay, or the student, with full protection of his/her rights to continue his/her education with homebound instruction.
 - b. If offered, the Superintendent must accept and read a medical report from a doctor of the employee's or student's choice, if it is not the same doctor chosen by the Superintendent.
 - c. If there is conflict in the reports, the Superintendent shall do what he/she believes is reasonable under the circumstances to confirm the reports.
3. After receipt of a positive report, the Superintendent shall immediately consult with the individual concerned, the doctor(s) involved, parents, one person of the choice of the individual concerned, on person of the Superintendent's selection, and any person recommended by the county and/or State Health Department.
4. At this consultation, all parties will have adequate time to present their views and evidence.
5. At the conclusion of the consultation and after adequate time to reflect and consider the Superintendent shall render a decision on a course of action, which shall be in detail. Such course of action shall consider both the needs of the District and the needs of the individual.
6. The Superintendent's decision shall be final unless appealed to the Board of Education, which appeal may be an oral request.
7. The Board, after a closed hearing in which the individual involved will be guaranteed his/her Constitutional Rights to Due Process, shall render a decision either affirming, modifying, or reversing the Superintendent's decision. Said decision shall be confidential. THE BOARD RESERVES THE RIGHT TO CONSULT WITH MEDICAL PROFESSIONAL IN PRIVATE AFTER HEARING ALL TESTIMONY AND SEEING ALL EVIDENCE.
8. At all times, the Superintendent shall see to the educational needs of a student or the employment rights of the employee and protect them from loss. This will not be construed to extend either education rights or employment rights beyond those already residing in the individual concerned.

PATIENT ASSIGNMENTS

The faculty believes that students have fundamental responsibility to provide care to all patients assigned to them, and that refusing care is contrary to the ethics of the nursing profession. The faculty believes nursing professionals have a moral commitment to patients and a special responsibility to exemplify the standards of ethical behavior. The faculty will provide intensive education and counseling when students feel apprehensive or have concerns. Information and support will be provided to underscore the moral obligation inherent in caring for the sick, to ensure the student understands blood-transmitted diseases. The faculty strives to provide all students a variety of learning experiences in preparation for their career. Students will be expected to carry out all assigned duties and care for all patients to meet their clinical objectives. If students refuse to care for patients with blood-transmitted diseases, an instructor-student conference will be conducted and career counseling will be given to assist the student in determining whether to pursue a nursing career.

CLINICAL GRADES

Clinical grades are given on a weekly basis and will be based upon assignments and clinical performance evaluation. A minimum of an 80% grade average must be obtained to successfully pass clinical. Students must have a passing grade (80%) in each clinical level. If the final clinical grade falls below 80%, the clinical rotation may be repeated once. Failure in clinical will result in dismissal from the nursing program.

CERTIFIED NURSING ASSISTANT (CNA) OPTION

The Caddo Kiowa Technology Center's Practical Nursing Program has been approved by the Oklahoma State Department of Health to provide a *Nurse Aide Training and Competency Evaluation Program*. The practical nursing program curriculum and clinical objectives have incorporated all the requirements for students to gain the knowledge and skills necessary to become certified as a nursing assistant.

During the fundamentals of nursing clinical, students will have the option of becoming certified as a nursing assistant. The optional benefit is available for students who may want to seek employment in a nursing home or hospital setting while attending school. Additional test fees are required for this certification.

Students who intend to seek this certification can contact the Long Term Care Coordinator to schedule written and performance testing. Caddo Kiowa Technical Center is an approved Educational Test Service (ETS) test site.

CLINICAL SKILLS

The student must actively seek learning opportunities and keep the instructor informed of their need for check-offs. It is the student's responsibility to take the initiative to complete these skills within the time designated. The student must be able to perform satisfactorily all mandatory skills under direct supervision of the instructor.

The Skills Evaluation Rating Scale is as follows:

- 4 Skilled** – Student can perform.
- 3 Moderately Skilled** – Has performed job independently; Minimum supervision needed;
- 2 Limited Practice** – Performs basic components; Additional Additional supervision needed;
- 1 Exposure only**

Overall Self-Evaluation Rating Scale:

E = Excellent

S=Satisfactory

NI=Needs Improvement

If proficiency of skills is not maintained, the student will be expected to master the skill by reviewing the procedure, practicing the skill in the lab and completing another check-off with the instructor.

**CADDO KIOWA TECHNOLOGY CENTER
PRACTICAL NURSING HANDBOOK
STATEMENT OF UNDERSTANDING**

I have had the policies and procedures in the Practical Nursing Student and Clinical Handbook discussed with me. I understand their meaning and acknowledge this by my signature. I further understand that I will be held accountable for all clinical policies and procedures.

Student's signature

Date

Evaluation Permission

I give my employer permission to complete a post graduation evaluation concerning the quality of my training and performance. I understand that this information will be utilized to improve the Practical Nursing Program at Caddo Kiowa Technology Center.

Student's signature

Date

Approval to Photograph

I give my consent to be photographed during the school year and to have my photograph used in presentations, graduation exercises, etc.

Student's signature

Date

**CADDO KIOWA TECHNOLOGY CENTER
PRACTICAL NURSING**

Release of Records Approval:

I agree to the release of any information requested by prospective employers (test grades, reports of personal qualities, attendance, etc.) based on evaluation by teachers or counselors. I further understand that this authorization will continue until it is revoked in writing and such revocation is delivered to the school superintendent's office, and the school will assume no responsibility of such release of records.

Student signature

Date

Medical Liability:

I will not hold the Caddo Kiowa Technology Center and/or staff to any liability or medical expenses incurred due to accidental injury while enroute to or from the Center, assigned facility or attending class or school sponsored function. Should an injury occur, I want the Caddo Kiowa Technology Center to seek medical attention at the nearest hospital.

Student signature

Date

If no, please state the procedure you wish to be followed:

My family doctor is: _____ Phone: _____

In an emergency, please notify:

Phone _____ Relationship _____

Drug Screens:

I have read and understand the drug policies in the practical nursing student handbook. I understand that if I am required to give a blood or urine sample for screening, that I will be responsible for the cost of such tests.

Student signature

Date

**CADDO KIOWA TECHNOLOGY CENTER
STUDENT AFFIRMATION FORM**

I understand that as a Practical Nursing student I am a member of a profession which places me in a position of confidence requiring the utmost discretion and professionalism to protect those with whom I work with and work for. I acknowledge that as a member of the Nursing profession I have a responsibility to act in a matter consistent with the essential attributes of the profession. In this regard:

_____ I agree to protect the privacy of faculty, peers, patients and family members of patients by not inappropriately disclosing confidential information about faculty, peers, patients or their family members that is disclosed to me in my capacity as a CKTC PN student. In addition, I agree not to inappropriately disclose confidential information about my agency or institution that is disclosed to me in my capacity as a CKTC PN student. I will adhere to HIPAA guidelines.

_____ I have/will read the syllabus of the PN course I am taking this semester and I understand the criteria established for grading my course work. I understand that my average must be 80 or higher in order to attain a passing grade for the course.

_____ I agree that I will conduct myself in a manner that exhibits professional values and in accordance with the Oklahoma Board of Nursing Code of Ethics.

_____ I will maintain and uphold the academic integrity policy of the CKTC PN program and will not condone or participate in any activities of academic dishonesty including, but not limited to, plagiarism, cheating, stealing or copying another's assigned work, or lying about any situation.

_____ I will not recreate any items or portions of any exam for my own use, or for use by others during my enrollment in the program.

_____ I will not accept or access any unauthorized information related to any exam administered during my enrollment in the program.

_____ I will sign my own papers and other documents and will not sign any other student's name to anything.

_____ I will not allow any student access to any of my paperwork for the purpose of copying.

_____ I will not discuss or post any information about faculty, peers, patients, family members, or any clinical facility on any electronic venue (i.e. My Space, Facebook, Twitter, cell phones, etc.). Nor will I leave/save any patient, family, faculty, clinical facility or student information on any open access desktop or hard-drive.

Student's Signature

Date

Student's Printed Name