

Greater Altoona
Career & Technology Center

PRACTICAL NURSING PROGRAM



Student Handbook

2011-2012

**GREATER ALTOONA CAREER & TECHNOLOGY CENTER
PRACTICAL NURSING PROGRAM**

STUDENT HANDBOOK

2011-2012

OUR MISSION

The mission of the Greater Altoona Career and Technology Center is to provide high school students and adult learners a superior career and technical education consistent with accepted academic and skill standards.

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Middle States Association
of Colleges and Secondary Schools

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Council on Occupational Education

GREATER ALTOONA CAREER & TECHNOLOGY CENTER
PRACTICAL NURSING PROGRAM

STUDENT HANDBOOK

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GREATER ALTOONA CAREER & TECHNOLOGY CENTER
PRACTICAL NURSING PROGRAM

FACULTY

ADMINISTRATION

Dr. Dennis Murray, Ed.D.

Chief School Administrator

Dr. Lanny F. Ross, Ed.D.

Executive Director

PROGRAM COORDINATOR

Mrs. Rebecca A. Kelly, MSN, RN

INSTRUCTORS

Mrs. Rebecca Romagna, MSN, RN

Mrs. Erin Yesenosky, MSN, RN

Mrs. Donna Cunningham, BSN, RN

Mr. Robert Fox, BSN, RN

Mrs. Ann Corle, MSN, RN – P/T Instructor

Mrs. Lois Medina, BS, RN – P/T Instructor

Ms. Jolene Young, BSN, RN – P/T Instructor

Mrs. Lisa McElheny, MSN, RN – P/T Instructor

Ms. Shannon Boyle, BSN, RN – P/T Instructor

Ms. Coleen Lucas, MSN, RN – P/T Instructor

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Mrs. Susan Stern, BSN, RN, Certified LRNP – P/T Instructor

Mrs. Ann Langenbacher, MSN, RN – P/T Instructor

SECRETARY

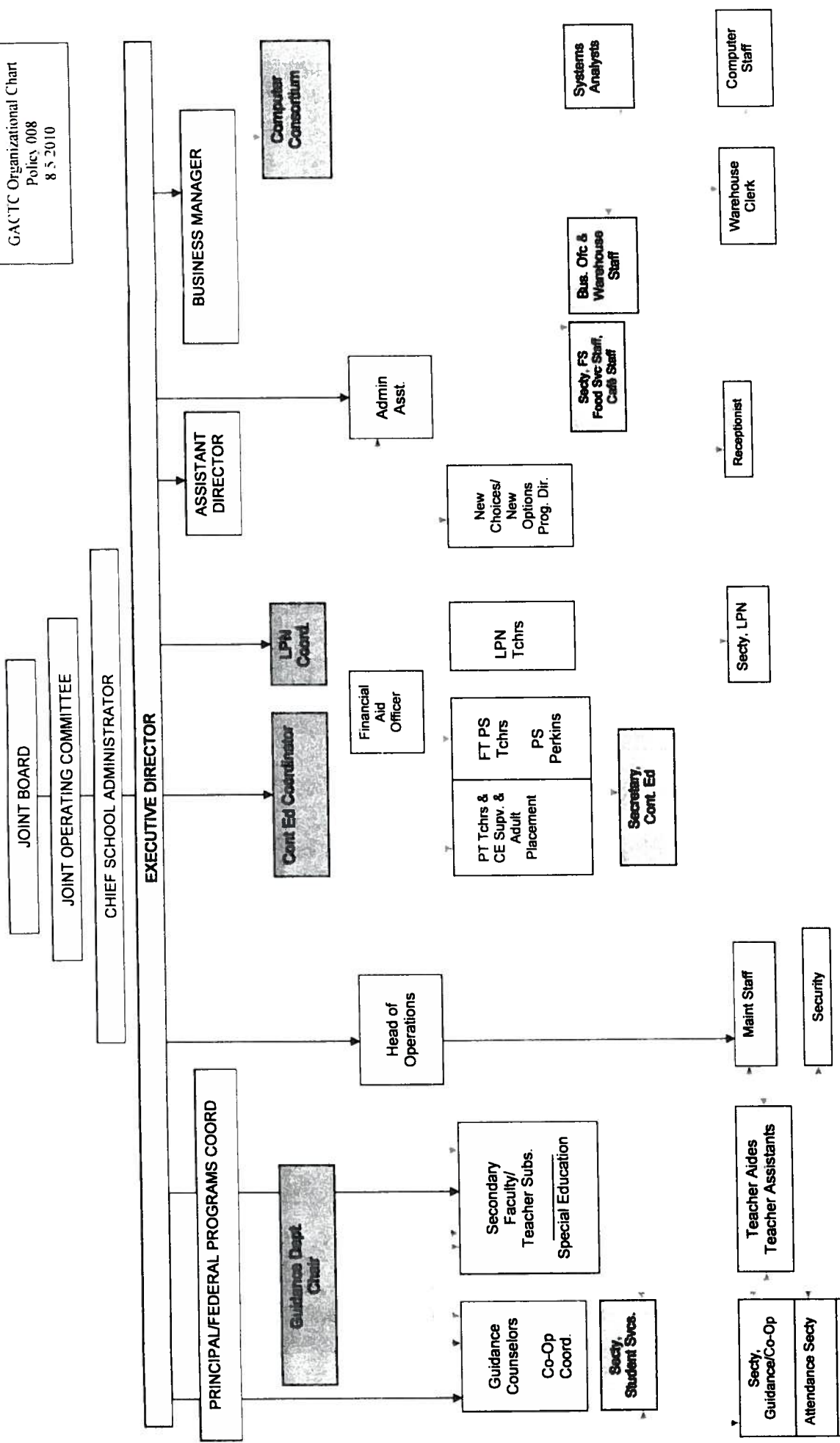
Ms. Brenda Hopkins

FINANCIAL AID OFFICER

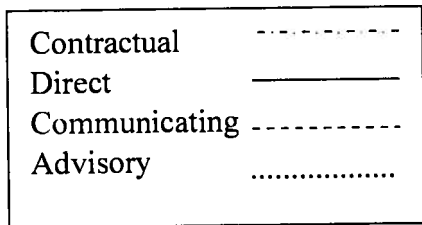
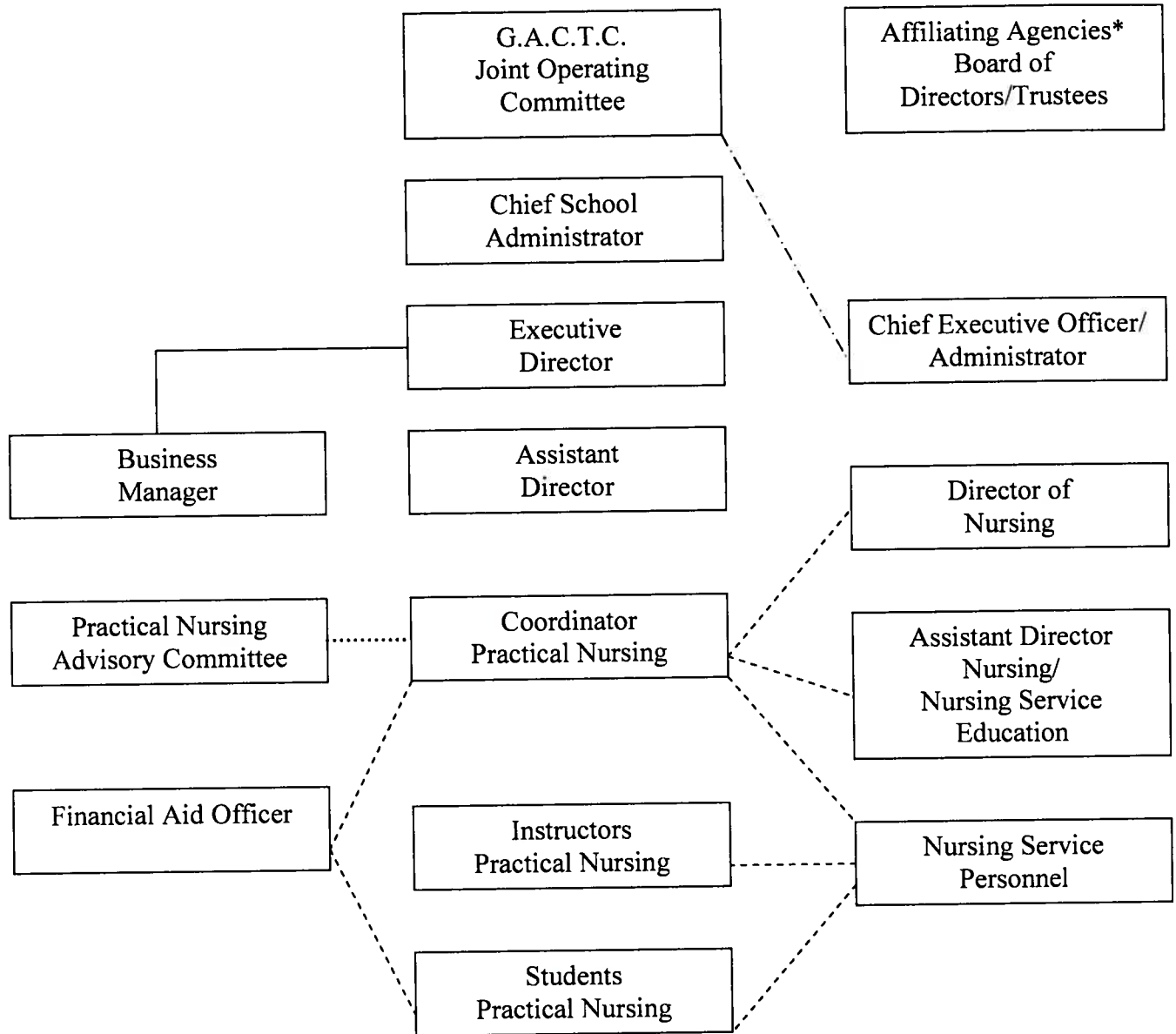
Mrs. Mandy Schaufler

ENROLLMENT & RETENTION SPECIALIST

Mrs. Kathy Butler



GREATER ALTOONA CAREER & TECHNOLOGY CENTER
 PRACTICAL NURSING PROGRAM
 ORGANIZATIONAL CHART



- Altoona Regional Health System
- V.A. Medical Center
- Altoona Center for Nursing Care
- The Village at Morrisons Cove
- Presbyterian Home at Hollidaysburg
- Garvey Manor
- Healthsouth Rehabilitation Hospital

HISTORICAL INFORMATION

In 1960, there was a need for a Practical Nursing Program made known by Mr. Bernard Carr, former Superintendent of the Altoona Hospital and Mr. John Fraker, a former Office Manager of the Pennsylvania State Employment Service. A meeting was then called with representatives from the Altoona Hospital, Hollidaysburg State Hospital, Mercy Hospital, Altoona School District, Department of Public Instruction/Commonwealth of Pennsylvania, and the Pennsylvania State Employment Service. The Altoona Board of Education approved the recommendation to initiate a program and in 1962 this program became a reality.

The late Mrs. Thelma V. Basom was named as first coordinator of the program. She was assisted by one instructor, a dietitian, and a secretary. The first class of twenty students graduated on December 7, 1962.

Two classes were enrolled the second year with 25 students per class. Formal classes were held at the Whittier School. The curriculum included a pre-clinical period of four months followed by a clinical period of eight months at the Altoona Hospital.

The Practical Nursing Program became affiliated with the Altoona Area Vocational-Technical School and moved to that facility when it opened in 1970. Two classes of 35 students were admitted each, one in March and one in September. In 1973 the curriculum was revised to include four levels, each three months in length. Clinical experience began in the fourth week providing better correlation of clinical practice to classroom theory.

Although the Altoona Regional Health System continued (and still continues) to provide the bulk of clinical experience for students, other agencies were added to provide varied opportunities: Valley View Nursing Home in 1980, the Van Zandt V.A. Medical Center in 1991, Morrisons Cove Home and the Altoona Center for Nursing Care in 1996, Garvey Manor in 2003, Presbyterian Home at Hollidaysburg in 2005, and Healthsouth Rehabilitation Hospital in 2005.

The Practical Nursing Program has continued to receive full approval from the Pennsylvania State Board of Nursing since its inception in 1962. From 1980 to 1986 the program received accreditation from the National Association for Practical Nurse Education and Service, Inc. (NAPNES), and through the National League for Nursing (NLN) from 1986 – 1994. The school is currently accredited by the Council on Occupational Education and the Middle States Association of Colleges and Schools.

A name change of the school in 1996 resulted in a name change of the Practical Nursing Program as well. The **Greater Altoona Career & Technology Center**, Practical Nursing Program is proud of its graduates and of their success rate on the National Council Licensure Examination. To date, more than 1,600 outstanding men and women have graduated from this 12-month program.

GREATER ALTOONA CAREER & TECHNOLOGY CENTER
PRACTICAL NURSING PROGRAM

PHILOSOPHY

The faculty of the Practical Nursing Program of the Greater Altoona Career & Technology Center subscribes to the philosophy of the parent institution: The combination of vocational skill training with a strong academic foundation provides students with the knowledge, skills, and attitudes necessary to become self-sufficient, productive members of society.

We further believe:

Vocational education is concerned with the total growth of individuals. It is responsive to the diversity of students, their abilities, and varied backgrounds. The opportunity to prepare for Practical Nursing is available to all individuals who meet the admission requirements, regardless of age, race, creed, sex or non-job related handicaps.

Nursing, an art and a science, is concerned with the welfare of people and health service to the community. Practical Nursing is an integral part of the nursing profession. It is the faculty's responsibility to facilitate a curriculum that prepares students for entry-level employment as Practical Nurses, capable of functioning as safe practitioners.

Curriculum must be kept current, flexible and constantly evaluated to meet the changing role of the Practical Nurse and to keep pace with rapidly evolving technology. Learning is facilitated by an integration of theory and clinical experiences, which are arranged from simple to complex and which occur simultaneously.

A realistic opportunity to learn and apply knowledge is obtained through the guidance of a faculty and provides an atmosphere where individual expression, self-direction and participation in group activities are encouraged.

Education is a continuous life-long process of acquiring knowledge that results in a positive change in behavior. It does not cease upon graduation, but is an on-going process that is met and maintained through life's experiences and through continuing education programs.

**GREATER ALTOONA CAREER & TECHNOLOGY CENTER
PRACTICAL NURSING PROGRAM**

OBJECTIVES

The graduate is qualified to function as a beginning Practical Nurse practitioner as authorized under the Nurse Practice Act, in an acute care or long-term care facility and/or similar community health agency.

Therefore the graduate:

1. Establishes interpersonal relationships which reflect the dignity and worth of each person through the development of attitudes which contribute to constructive relationships with other members of the health care team and with patients and their families.
2. Applies the basic biopsychosocial concepts and nursing principles through cognitive abilities and technical skills in meeting the needs of individuals throughout the life cycle.
3. Assists in the utilization of the nursing process to promote, maintain, restore and comfort individuals to their highest attainable level of health.
4. Practices in accordance with the legal and ethical standards of the practical nursing profession.
5. Demonstrates accountability for personal, vocational, and professional behavior by independently seeking new learning experiences.

9/04

Tentative Calendar

Aug/Sept 2011				
M	T	W	TR	F
			25	26
29	30	31	1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

October 2011				
M	T	W	TR	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

November 2011				
M	T	W	TR	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

December 2011				
M	T	W	TR	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

January 2012				
M	T	W	TR	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

February 2012				
M	T	W	TR	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29		

March 2012				
M	T	W	TR	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

April 2012				
M	T	W	TR	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

May 2012				
M	T	W	TR	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

June 2012				
M	T	W	TR	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

July 2012				
M	T	W	TR	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

August 2012				
M	T	W	TR	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20				

NON-SCHOOL DAYS	SCHEDULED EVENTS
August 25 & 26 – Orientation (Mandatory) August 29 – First class day September 5 – Labor Day – off November 11 – Veteran's Day – off November 24 to November 28 Thanksgiving Break December 19 – January 2 – Christmas Break January 16th Martin Luther King Day – off February 20 – President's Day – off February 27 – Semester Break April 6 - 9 - Easter Break May 28 – Memorial Day – off May 29 – Term break day – off July 2- July 06 – Summer Break	Aug. 25 – Nov. 18 Level I Nov. 21 – Feb. 24 Level II Feb. 28 – May 25 Level III May 30 – Aug. 15 Level IV Aug. 25, 2011 First Student Day August 14, 2012 – Pinning Banquet August 15, 2012 – Graduation Practice August 16, 2012 – Graduation
	SNOW MAKE-UP SCHEDULE
	December 19, 2011 January 16, 2012 February 20, 2012 February 27, 2012 *Peds and OB Clinical shall be in session and will receive an alternate day off.

The class schedule is subject to change based on learning needs and availability of clinical sites. Term break days and holidays may need to be relinquished as a snow make-up days. Students shall be required to attend an occasional Saturday clinical.

**GREATER ALTOONA CAREER & TECHNOLOGY CENTER
PRACTICAL NURSING PROGRAM-PART TIME CLASS—2011-2012**

Tentative Calendar

Aug/Sept. 2011						
S	M	T	W	T	F	S
	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

January 2012						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

May 2012						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

October 2011						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2012						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

June 2012						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

November 2011						
S	M	T	W	T	FR	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

March 2012						
S	M	T	W	T	FR	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

July 2012						
S	M	T	W	T	FR	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

December 2011						
S	M	T	W	T	FR	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2012						
S	M	T	W	T	FR	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

August 2012						
S	M	T	W	T	FR	S
			1	2	3	4
5	6	7	8	9	10	

HOLIDAYS		SCHEDULED EVENTS	
August 30	Return to class	August 30– March 3	Level III
Sept. 5	Labor Day	March 4—August 9	Level IV
Nov. 11	Veteran's Day	SNOW MAKE-UP SCHEDULE December 20, 2011 February 29, 2012 April 5, 2012	
Nov. 23-28	Thanksgiving Break		
Dec. 19 – Jan. 2	Christmas Break		
Jan. 16	M.L. King Day	Red = non-scheduled day Black = Theory/Classroom day Green = Clinical (Maybe off-site or GACTC Sim Lab)	
Feb. 20	President's Day		
Apr. 5-9	Easter Break		
May 25– 28	Memorial Day Break		
July 2-9	Fourth of July Break		
August 10	Graduation		

Term break days and holidays may need to be relinquished as a snow make-up day.

GREATER ALTOONA CAREER & TECHNOLOGY CENTER
FULL-TIME PRACTICAL NURSING PROGRAM

PROGRAM OF STUDY / MASTER CURRICULUM PLAN

	<u>Theory Hours</u>	<u>Clinical Hours</u>
Level I: Personal & Vocational Relations	20	--
Fundamentals of Nursing	105	204
Anatomy & Physiology	90	--
Level II: Medical Nursing I	30 }	
Surgical Nursing I	30 }	100
Pediatric Nursing	42	56
Maternity Nursing	42	56
Level III: Medical Nursing II	60 }	
Surgical Nursing II	60 }	267
Pharmacology I	40	(19) Integrated
Level IV: Medical Nursing III	45 }	
Surgical Nursing III	45 }	232
Pharmacology II	40	--

Total Program Hours: 1,564
 Theory: 649 Clinical: 915

LEVEL I

Wk	M	T	W	TH	F
2					
3					
4					
5		X			X
6	X	X			X
7	X	X			X
8	X	X			X
9	X	X			X
10	X	X			X
11	X	X			X
12	X	X			
13	X	X			
14	X				

LEVEL II

Wk	M	T	W	TH	F
15		X	B		
16	X	X			X
17	X	X			
18					
19					
20					X
21	X	X			X
22		X			X
23	X	X			X
24	X	X			B
25	X	X			X
26	X	X			
27					

LEVEL III

Wk	M	T	W	TH	F
28					X
29	X	X			X
30	X	X			X
31	X	X			X
32	X	X			
33	X	X			
34		X			X
35	X	X			
36		X			X
37	X	X			X
38	X	X			X
39	X	X			X
40					

LEVEL IV

Wk	M	T	W	TH	F
41					
42	X	X	X		
43	X	X	X		
44	X	X	X		
45	X	X	X		
46					
47	X	X	X		
48	X	X	X		
49	X	X	X		
50	X	X	X		
51	X	X			
52				G	

CLASS DAYS
 X CLINICAL DAYS/SIM LAB
 TERM BREAK
 PEDS & OB IN SESSION

G = GRADUATION B=Bloodmobile

*Week #1 – Orientation Th & F

Schedule is subject to change based on clinical site availability and school emergencies.

GREATER ALTOONA CAREER & TECHNOLOGY CENTER
PART-TIME PRACTICAL NURSING PROGRAM

PROGRAM OF STUDY / MASTER CURRICULUM PLAN

		<u>Theory Hours</u>	<u>Clinical Hours</u>
Level I:	Personal & Vocational Relations	20	--
	Fundamentals of Nursing	105	204
	Anatomy & Physiology	90	--
Level II:	Medical Nursing I	30 }	
	Surgical Nursing I	30 }	100
	Pediatric Nursing	42	56
	Maternity Nursing	42	56
Level III:	Medical Nursing II	60 }	
	Surgical Nursing II	60 }	267
	Pharmacology I	40	(19) Integrated
Level IV:	Medical Nursing III	45 }	
	Surgical Nursing III	45 }	232
	Pharmacology II	40	--

Total Program Hours: 1,564
 Theory: 649 Clinical: 915

LEVEL III								LEVEL III								LEVEL IV								LEVEL IV							
W	S	M	T	W	T	F	S	W	S	M	T	W	T	F	S	W	S	M	T	W	T	F	S	W	S	M	T	W	T	F	S
												X			X					X			X					X			X
1								1								2				X			X	4				X			X
2				X			X	4	X							8								2	X						
3	X							5								9	X							3							
4				X			X	6				X			X	0				X			X	4				X			X
5	X							7	X							1	X							4	X						
6				X			X	8								3								5							X
7	X							9							X	3	X							4	X						
8				X			X	0							X	3				X			X	7				X			X
9	X							2	X							4	X							3							
10				X			X	2				X			X	5	X							4	X						
11	X							3	X							6				X			X	9							
12				X			X	4							X	7	X							0							G
13	X							5							X	8				X			X	1							
								6								0								4							
								7	X							1	X							1	X						

CLASS DAYS
 CLINICAL DAYS/SIM LAB
 NON-SCHEDULED DAYS

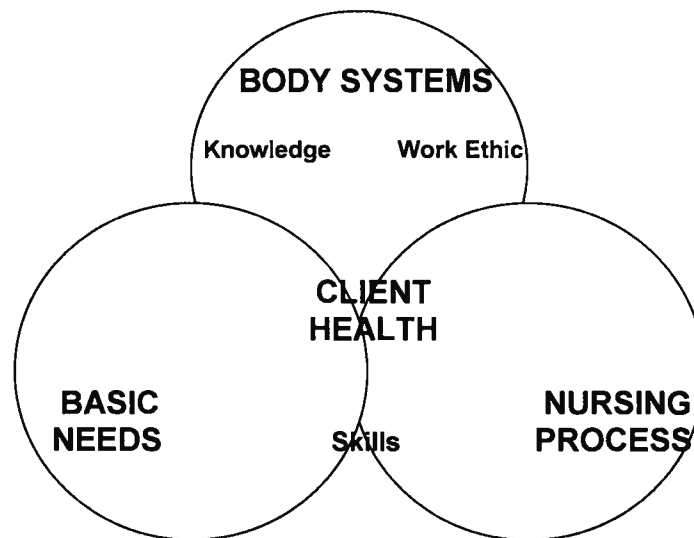
G = GRADUATION

Schedule is subject to change based on clinical site availability and school emergencies.

LEVEL I	LEVEL II	LEVEL III	LEVEL IV
<p>Theory:</p> <ul style="list-style-type: none"> * <u>Pers. & Voc. Relationship (20)</u> Classroom skills, nursing ethics, Communications, health care system * <u>Fundamentals of Nursing (105)</u> Basic patient care, nursing skills and procedures, integrated nutrition * <u>Anatomy & Physiology (90)</u> Human body structure and function, microbiology, chemistry 	<p>Theory:</p> <ul style="list-style-type: none"> * <u>Medical Nursing I (30)</u> Personal health, social issues, elder care, death & dying * <u>Surgical Nursing I (30)</u> Pre and post-op care, oncology nursing, rehabilitation * <u>Maternity Nursing (42)</u> Pre-natal, labor & delivery, postpartum, newborn * <u>Pediatric Nursing (42)</u> Newborn to adolescent: growth & development, diseases & disorders 	<p>Theory:</p> <ul style="list-style-type: none"> * <u>Medical Nursing II (60)</u> * <u>Surgical Nursing II (60)</u> Medical disorders and surgical interventions related to the blood, C-V, respiratory, urinary, and reproductive systems. Integrated nutrition and drug therapy. * <u>Pharmacology I (40)</u> Math calculations, abbreviations, oral and parenteral medication administration, IV therapy. Includes three days (19 hrs.) of medication passes and observation. 	<p>Theory:</p> <ul style="list-style-type: none"> * <u>Medical Nursing III (45)</u> * <u>Surgical Nursing III (45)</u> Medical disorders and surgical interventions related to GI, musculo-skeletal, skin, nervous,, endocrine systems. Integrated nutrition and drug therapy. Includes career opportunities and Professional responsibilities * <u>Pharmacology II (40)</u> Drug classification, actions, S.E., Dosage, interventions
<p>Clinical:</p> <p>Average: 3 days/week Long-term Care Facility Acute Care Facility</p> <p>Orientation to health care delivery system; basic patient care including communication, physical & safety needs, ADL's, vital signs, medical terminology. The focus on long-term care is centered on geriatrics.</p>	<p>Clinical:</p> <p>(212) 100 hrs. Medical-Surgical Nursing 112 hrs. Maternal-Child Nursing</p> <p>Additional experience include one day each in PACU, Ostomy, Day Care*, Pre-Natal Center, WIC, Pediatrician's Office*, Wound Clinic, Altoona Surgery Center *</p>	<p>Clinical:</p> <p>(267) Average: 3 days/wk X 12 wks. Acute care facility</p> <p>Assigned to patients with diseases and disorders of studied body systems. Additional experience include one day each in Nuclear Medicine, IV Team *, Cardiac Cath.</p>	<p>Clinical:</p> <p>(232) Average: 3 days/wk X 12 wks. Acute and/or long-term care</p> <p>Assigned to patients with diseases and disorders of studied body systems. Additional experience include Dialysis, Charge Nurse experience *, Emergency Dept., Quadrant Med Pass experience *, Pain Clinic, Pyramid Health Care, Home Nursing Agency</p>
<p>ALL COURSE PRE-REQUISITES MUST BE ACHIEVED PRIOR TO ENTERING THE NEXT LEVEL.</p> <ul style="list-style-type: none"> * <u>Mandatory</u> For Full-time and Part-time students <p>7/10/10</p>			

GREATER ALTOONA CAREER & TECHNOLOGY CENTER
PRACTICAL NURSING PROGRAM

CONCEPTUAL FRAMEWORK



The conceptual framework of the Practical Nursing Program has the health of the client as its focus for curriculum development. The concepts of **body systems**, **basic needs**, and the **nursing process** are used as interdependent vehicles for providing direction and structure to the program of learning.

Body systems are used as the initial method for organizing the curriculum and are used as a framework for all nursing courses. Comprehension of normal anatomy and physiology is the basis of understanding patho-physiology of the body.

Maslow's Hierarchy of Needs is used as a basis for identifying clients' **basic needs**. The role of the practical nurse is to assist the client in meeting his physical and psycho-social needs in order to achieve his optimal level of health.

The **nursing process**, as an approach to problem solving, is used as a tool to organize and implement care. Development of nursing diagnosis, nursing interventions, and evaluation is based on an understanding of anatomy and physiology and corresponding nursing principles and practices.

Learning is facilitated by an integrated curriculum which is arranged from simple to complex. The student moves from the acquisition of the simple to more complex knowledge and from the performance of the simple to more complex nursing skills. These **skills** and **knowledge** are then shared with the client in client-teaching. The development of positive **attitudes** toward health care is an essential component of both student and client learning.

GREATER ALTOONA CAREER & TECHNOLOGY CENTER
PRACTICAL NURSING PROGRAM

FACILITIES OF THE SCHOOL

FACILITIES

Classrooms	-	2
Nursing Laboratory	-	2
Library	-	1
Lockers	-	100
Faculty Offices	-	3
Reception Area	-	1
Storage Rooms	-	2
Kitchen – fully equipped	-	1
Faculty Kitchen	-	1

EQUIPMENT

Hospital Beds	-	14
Bedside Stands	-	7
Overbed Tables	-	7
Student Tables	-	20
Student Chairs	-	60
Microscopes	-	1
Student Typewriters	-	1
Xerox Machine	-	1
Computers (Desk Top)	-	40
Computers (Lap Top)	-	6
Printers	-	6

ANATOMICAL MODELS

Anatomical Charts	-	2 sets
Skeletons	-	2
Torsos	-	2
Teaching Simulators	-	Numerous (in Nursing Arts Lab)
Mannequins – Full Body	-	2
Sim Ann	-	2

VISUAL AIDS

Overhead Transparency Projectors	-	2
Video Cassette Recorder	-	1
VCR/DVD Player	-	2
Television	-	1
Proxima Projector	-	2

SAFETY & SECURITY

The campus of the Greater Altoona Career & Technology center includes the main building and surrounding parking lots. The school strives to provide a safe environment for all students, employees and visitors. All suspicious or criminal activities and emergencies should be reported immediately to any member of the school faculty, staff or administration. Emergencies can also be reported by dialing 911.

An elaborate fire alarm system is maintained and fire drills are routinely conducted. School premises are monitored continuously by a full-time security guard and surveillance cameras throughout the interior and exterior of the building. In addition, a security guard patrols the exterior of the school periodically throughout the day and from 6-10 pm each evening that night school is in session.

All school doors are locked from 10 pm - 6 am. Parking lots remain well lighted at all times.

CONFIDENTIALITY STATEMENT

All students are required to sign a Confidentiality Statement at the school and at any clinical site requiring same. Students must also complete HIPAA training prior to clinical orientation.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

The family Education Rights and Privacy Act of 1974 grants the students the right to review their educational records. Students wishing access to their records should make the request in writing to the Office of Practical Nursing. Students may also request that they school not release directory information including student name, address, telephone number, date and place of birth, dates of attendance, degrees, and honors. Requests to withhold directory information shall be made in writing to the Office of Practical Nursing within 2 weeks of the beginning of the fall semester.

CONTROLLED SUBSTANCE POLICY

Purpose:

The Practical Nursing Program of the Greater Altoona Career & Technology Center recognizes that the abuse of controlled substances is a serious problem with legal, physical and social implications for the whole school community. As an educational institution, the center shall strive to prevent abuse of controlled substances.

Students in the Practical Nursing Program are subject to the rules and regulations of the Nursing Service Departments of the agencies with which it holds affiliating agreements.

Furthermore, the Practical Nursing Program upholds the Standards of Nursing Conduct as outlined by the Pennsylvania State Board of Nursing and implements this policy in order to safeguard the patient from potential incompetent practice by an individual under the influence or suspected to be under the influence of a controlled substance.

Definition:

For purposes of this policy, controlled substances shall mean all dangerous controlled substances prohibited by law, look-alike drugs, alcoholic beverages, anabolic steroids, drug paraphernalia, and prescription or patent drugs, except those for which permission for use in school has been granted pursuant to Joint Operating Committee policy.

Authority:

The Greater Altoona Career & Technology Center Practical Nursing Program, under the authority of the Executive Director of the School, prohibits students from using, possessing, distributing, and being under the influence of any controlled substances during school hours, on center property, and at any program sponsored event.

The Practical Nursing Program shall institute drug and alcohol testing to ensure that no students pose a danger to themselves, other students, or other persons to include patients under their care with whom students come in contact.

Pre-Admission Guidelines:

All individuals who have been accepted to the program shall submit to a pre-entrance drug screening. Urine samples shall be processed and evaluated as stated in the General Guidelines of this policy. Individuals who test positive or have a pending review on a positive drug test shall be denied entrance into the program for failure to meet program entrance requirements.

General Guidelines:

All students shall submit a signed consent form at the time of enrollment authorizing the program to request that, at any time and without prior warning, the student must submit a urine sample for drug testing or submit to breathalyzer testing. No student shall be permitted to enroll unless the consent form has been signed.

Urine samples shall be evaluated at an independent laboratory of the center's choosing, and the laboratory shall follow a strict chain of custody procedures. The costs of the testing will be paid by the center. The student shall indicate any prescription drugs which have been ingested within the previous thirty (30) days prior to submitting to any test. The center shall not consider any prescription to be lawful or proper unless the student produces a written prescription or authorization from a medical professional licensed to prescribe such medications.

Students may be selected for testing in a random and impartial manner. The Program also reserves the right to perform testing upon reasonable suspicion that any student is under the influence of alcohol and/or drugs. The program further reserves the right to perform testing on any student prior to entering a facility with which a cooperating agreement is in effect. The program shall test for use of marijuana, cocaine, barbiturates, amphetamines, methamphetamine, LSD, heroin alcohol, steroids, and any other controlled substance named and designated by the Executive Director. All test results will be provided to the student as soon as possible following the test administration.

If a sample tests positive, the testing agency shall issue a confidential report to the coordinator of the Practical Nursing Program or other designated school official. Upon notification of the positive sample, a physician in the testing agency follows through for confirmation of all positive results. The physician shall investigate any medication taken by the student who has tested positive. This testing agency-designated physician shall determine the effect the student's medication, if any, has on the student's test results.

No student who has a pending review on a positive drug test will be eligible to attend any clinical facility. Students will report to the school and receive an alternate assignment. Students shall be required to make up the clinical time they miss during this process

For example, Health South Rehabilitation Hospital of Altoona may require all students to complete drug testing prior to being assigned to their facility. The drug testing is done by Health South on their premises. The program is notified if a student is "cleared" or "not cleared." NO student who is "not cleared" will be eligible to attend clinical rotations at any facility. Students not cleared will be given assignments at the school until they are cleared. Students shall be required to make up the clinical time they miss during this process.

Corrective Action:

Students who test positive to a breathalyzer test shall be dismissed from the program.

Students who test positive for a controlled substance shall be dismissed from the program.

Students who refuse to undergo testing shall be considered to have tested positive.

Other actions may include a referral to criminal authorities for charges, and/or a recommendation to seek counseling, and/or referral to the Pennsylvania Peer Assistance Program for Impaired Nurses.

08/24/11

**GREATER ALTOONA CAREER & TECHNOLOGY CENTER
PRACTICAL NURSING PROGRAM**

STUDENT CODE OF CONDUCT

Student conduct is closely related to learning. An effective educational program requires a safe and orderly school environment; and the effectiveness of the instructional program is, in part, reflected in the behavior of students. Students must adhere to standards of conduct that are congruent with and complimentary to the profession of practical nursing.

Guidelines: Rules governing student conduct shall require students to:

1. Conform to reasonable standards of socially acceptable behavior.
2. Respect the rights, person, and property of others.
3. Preserve the degree of order necessary to the educational program in which they are engaged.
4. Obey constituted authority and respond to those who hold that authority.

Any student disciplined by a faculty member or the coordinator shall have the right to notice of the infraction and a meeting with the faculty/coordinator prior to being disciplined. Disciplinary decisions by the coordinator shall be deemed as final.

Behavioral Code

The following is a list, although not all inclusive of behaviors that will result in disciplinary action which may include but is not limited to probation, in or out of school suspension, referral to criminal authorities for charges, and/or dismissal.

1. Fighting, disruption or interference with curricular or extracurricular activities.
2. Damage or destruction of school property.
3. Damage or destruction of private property.
4. Assault on school employee, student, or other person in school or in the course of a school-related activity.
5. Possession of a dangerous weapon.
6. Possession, use and/or sale of narcotics, alcoholic beverages or other dangerous drugs while on school premises or while at any school-related activity.
7. Violation of program and/or clinical agency rules and regulations, including the information technology acceptable use policy.
8. Use of tobacco while on school premises or while at any school related activity
9. Stealing of school or private property while on school premises or while at any school related activity or possession or sale of said stolen property.
10. Violation of attendance rules and regulations.
11. Violation of the adopted dress code.
12. Abuse of student driving and parking privileges including reckless operation of motor vehicle on or near school premises and at clinical agencies.
13. Being insubordinate or showing disrespect toward a school employee, student or guest of the school, or school affiliate.

14. Disregard of reasonable directions or commands by school personnel.
15. Inappropriate display of affection while on school premises or while at any school related activity.
16. A student shall not use any form of profanity, written or verbal; included in this prohibition would be the use of obscene gestures, signs, pictures or publication, and electronic media.
17. A student shall not engage in any act which intimidates, threatens, degrades, or disgraces a fellow student, visitor, administrator, member of the school staff, or school affiliate by written, verbal or gestural means.
18. A student shall not sell or attempt to sell or distribute any object or substance which has not been authorized for sale or distribution by the administration.
19. Repeated violation – any series of behavioral violations that create a pattern of misconduct may result in suspension and/or expulsion.
20. Academic dishonesty.

Student Rights/Responsibilities

The school has the authority and responsibility to establish reasonable rules and regulations for the conduct and deportment of students. At the same time, no student shall be deprived of equal treatment, and equal access to the educational program, due process, a presumption of innocence, and free expression and association, in accordance with program policy and school rules.

Attendant upon the rights established for each student are certain responsibilities, which include respect for the rights of others; obedience to properly constituted school authority; and compliance with the policy rules and regulations of this center.

Exercise of the liberty to discuss, inquire, and express opinions by students is encouraged within the above noted context. These rights may be implemented through class discussion, participation in student government and activities, one-to-one meetings with administration and by student representation at faculty and advisory meetings.

08/11

ATTENDANCE POLICY

It is essential that students attend and be punctual for all classes and clinical experiences to provide sufficient opportunity to meet all course and program objectives. Lack of attendance will minimize the student's ability to achieve course objectives and may lead to academic probation and or dismissal from the program. **The policy for federally funded financial aid mandates that students must have attended more than 90% of the scheduled hours at the time of the grant or loan draw down to be eligible for funding.**

Attendance Requirements:

1. The student must complete 1500 program hours in order to graduate.
2. Upon arrival at the school, the student must sign in on the Attendance Record. Full time class days operate from 8:00 AM – 4:00 PM during Levels I, II, & III, and 7:30 AM – 3:30 PM in Level IV. One hour is provided for lunch. Part time hours vary but include evening and weekend scheduling. All students will need to remain flexible. Scheduled hours are contingent upon clinical space as provided by affiliating agencies.
3. Upon arrival on clinic days, the student must sign in on the Attendance Record. Clinical hours vary at facilities, but will include ½ hour for lunch.
4. Students shall be responsible to sign all attendance records legibly and in their own hand writing. No student shall be permitted to sign any other student in and out of facilities.
5. A Clinical Rotation Time Log must be completed for all observational experiences that occur in facilities where an instructor is not on site. An instructor is available by calling the school at 946-8490.
6. If a student needs to leave class or clinic early, they must sign out on the Attendance Record and inform their clinical and/or classroom instructor prior to leaving. Students are not permitted to leave the clinical area for personal appointments and then return, unless approval is granted by an instructor or the coordinator.
7. All absences must be reported daily to the school one hour prior to the clinical start time and 6:50 AM for theory days. If absent on a theory day, call the school at 946-8490. State your name, date, and reason for absence.
8. If absent on a clinical day, first call the department where you are assigned. State your name and identify yourself as a Practical Nursing Student from the Greater Altoona Career & Technology Center. Be sure to obtain the name of the person receiving the message. Then call the school at 946-8490. State your name, date and the area/agency you will be absent from that day. Give the name of the person to whom you reported your absence. Students who are on hospital rotations that begin at 8:00 AM only need to call the School by 6:20 AM. When students will be absent for observational experiences, it is only necessary to call the school.
9. Student shall be required to notify clinical agencies and the school even in the instance of a planned absence, unless advised otherwise by the Coordinator.
10. A written School Excuse Form for absenteeism must be handed in on the **first** class day that you return to the school from the absence.
11. Absences of three or more consecutive days for illness require a doctor's certificate in order to return to class and clinical. Students who have had a communicable illness or an injury shall be required to submit a physician authorization permitting return to the school and/or clinical areas.

12. Absence for a death in the family will be considered as an excused absence. Absence, not in excess of three regularly scheduled days (provided that one of the days is the date of the funeral), is excused for members of the immediate family – father, mother, brother, sister, son, daughter, husband, wife, mother-in-law, father-in-law, any relative who resides in the same household, or any person with whom the student has made his/her home. Absence of one day is excused to attend the funeral of a near relative – grandfather, grandmother, grandchild, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law, sister-in-law or first-cousin. Obituaries must be provided for excused absences. All time is counted toward the student's total absence.
13. Students are expected to be alert and attentive in class. Class cuts and sleeping in class are not permitted and shall be recorded as absences. Students are not to leave the classroom until break or lunch times other than for emergencies. Leaving the classroom at other times is considered disruptive. Students who need to leave the class for emergencies are to sit in the back of the class upon return until the next break so as to not interrupt the class.
14. Students not present at the class start time will be marked tardy. The amount of time the student is tardy is added to the absent time. The time is recorded in increments of 15 minutes. Students are required to notify the school when they are going to be late. Should the student report that he/she will be late and then decide not to come at all, that too must be reported in a timely fashion.
15. Tardiness and absences are subject to review by faculty. Please notify the school whenever you are unable to make the scheduled assigned area by the time expected. Due to patient assignments on the clinical area, students who are tardy may not report later than one-half hour past the scheduled start time and must page the instructor upon arrival to the clinical site.
16. Students who miss 2 or more clinical days in one Level or 3 clinical days per academic year, shall be required to make the days up prior to entering the next level in order to ensure that all clinical objectives have been consistently attained. If make up time arrangements are unable to be made prior to the next level, the student shall be placed on clinical probation until objectives are met.
17. Doctor and dentist appointments are to be scheduled outside of school time unless of an emergent nature. Students requesting absent time for appointments during school hours shall be required to submit documentation for those appointments.
18. Students will not be excused from classroom or clinical hours due to conflict with employment schedules.
19. The student is responsible for all information covered and/or assignments given in the classroom or clinical area. Absenteeism does not exclude the student's responsibility for turning in assignments as due.
20. The student is eligible for two personal days that may be taken for family emergencies and appointments that cannot be made outside of school hours. These days are counted toward absent time but are not deducted for perfect attendance. Upon returning to school, the student must complete a School Absent form and indicate the time off as a personal day. Students must present documentation of the emergency or appointment. Whenever possible, personal days need to be requested 24 hours in advance and approved by the coordinator. It is preferred that personal time be requested in no less than ½ day increments.
21. Out of respect for the instructors and classmates, proper classroom conduct must be followed at all times. Distractions such as, but not limited to, speaking out of turn, sleeping, cracking gum, tapping of pencil, inattentiveness, will not be tolerated. Students exhibiting such behavior will be asked to leave class and will

- not be permitted to return without permission from the instructor and be marked absent.
22. Students who have received school suspension as a disciplinary action, shall be marked absent for that time.
 23. Students who are dismissed from the clinical area for program violations shall be required to report to the school for the remainder of the day and make up the clinical time per the make-up time policy.

Attendance Deficiency Protocols:

First Offense: (Documented on a Guidance and Counseling Form)

- The student shall be counseled when absent two or more clinical days in one level.
- The student shall be counseled when absent 3 or more clinical days per academic year.
- The student shall be counseled if absences are affecting achievement.
- The student shall be counseled if there is a violation of any of the attendance policies.
- A deficiency report or guidance counseling form may be completed if the student approaches the allotted absent time.
- Make up time may be required. (see make up time policy)

Second Offense: (probation form initiated)

- The student will be placed on probation for second offenses.
- The student may receive an unsatisfactory clinical grade for not maintaining regular attendance.
- Make up time may be required (see make up time policy)

Third Offense:

- The student may be dismissed from the program.

Make Up Time Policy:

A maximum absent time of 64 hours is allotted during the course of the Program. Regular attendance is strongly encouraged. Information related to absent time is recorded on the permanent record and therefore available to prospective employers.

Unusual and extenuating circumstances may occur during the course of the program. The faculty reserves the right to determine what constitutes unusual and extenuating circumstances. Make up time may be made available if the following conditions are met:

1. The student must demonstrate satisfactory progress in all theory and clinical components of the program.
2. A faculty member must make a recommendation for make up time.
3. The student may be required to pay for the make up time at a rate of \$20/ hour.

4. Rationale for the unusual or extenuating circumstances must be submitted to the coordinator in writing along with a request for the make up opportunity.
5. Make up work is not permitted for the purposes of receiving Veteran's Administration Training Allowances.

Guidelines:

1. Make up time will be scheduled by the coordinator when there is an instructor available.
2. Make up time may have to be completed after graduation.
3. The student will be exempt from the cost of the make up time if the scheduling is mutually beneficial. (eg. Use of weekends, holidays and breaks to achieve equitable med pass experiences).
4. Make up time assignments will relate to program objectives.
5. The student is responsible to complete the necessary School Make Up Time Forms.
6. The coordinator of the GACTC PN program reserves the right to determine the type and location of all make up experiences to ensure that course and program objectives are met.
7. The coordinator of the GACTC PN Program reserves the right to determine what constitutes a mutually beneficial make up experience.
8. Make up time at clinical agencies will need to be made up in no less than four hour increments.

8/24/11

Exam Make Up Policy:

In the event that a student is absent for a scheduled exam, they shall be given the opportunity to make up the exam. As an effort to ensure that course exams are taken in a timely fashion, students shall be required to abide by the following:

1. The first classroom day back after missing an exam, the student must obtain and complete an "Exam Make up Form". Completion of this form requires that the student meet with the course instructor to mutually set a make-up exam date.
2. The instructor has the option of administering the same exam given to the rest of the class or may substitute an alternate exam which will test the same objectives. The alternate exam may be made up of a variety of test formats such as multiple choice, true and false, and essay questions.
3. All exams are required to be made up within seven calendar days.
4. The instructor shall reduce exam grades by five percentage points per day for each day the student fails to make arrangements for the make-up exam.
5. When a student is absent for an exam, five percentage points shall automatically be deducted from the exam score. The faculty has the authority to grant exceptions due to extenuating circumstances.
6. Failure to comply with the policy shall result in a "zero" being assigned as a grade for the missed exam.
7. All unit exams must be taken prior to taking the final exam.
8. All exams must be taken prior to entering the next level and/or graduating.
9. The coordinator has the authority to grant an extension for extenuating circumstances upon written request by the student.

12/10/09

GREATER ALTOONA CAREER & TECHNOLOGY CENTER
PRACTICAL NURSING PROGRAM

HALF-DAY CLINICAL SCHEDULE

START TIME	SIGN-IN TIME	END TIME	TRAVEL TIME	LUNCH TIME	CLASS TIME	FREE STUDY IN SCHOOL TIME
7:00 AM	6:50 AM	11:30 AM	11:30-12:00 PM	12:00-12:30 PM	12:30-2:30 PM	
7:30 AM	7:20 AM	11:30 AM	11:30-12:00 PM	12:00-12:30 PM	12:30-2:30 PM	2:30-3:00 PM

9/8/09

GREATER ALTOONA CAREER & TECHNOLOGY CENTER
PRACTICAL NURSING PROGRAM

CLINICAL ROTATION TIME LOG

This form is to be completed by the student and signed by the assigned mentor in the facility to which the student is assigned. The student must return the form on their first day back at the school. This form must be completed for shadow and observation experiences performed at agencies where there is no instructor in attendance. An instructor is available by calling the school at 946-8490.

Student Name: _____

Date: _____

Clinical Site: _____

Arrival Time: _____ Departure Time: _____

Mentor: _____

(Print name)

Mentor Signature: _____

Mentor's signature affirms arrival and departure time.

Students may not leave shadow and/or observational experiences earlier than their assigned time without permission from a faculty member. Leaving early may result in disciplinary action.

If students are dismissed before 3 o'clock, student must report to the school for the remainder of the clinical day.

11/13/07
PN 5633

GREATER ALTOONA CAREER & TECHNOLOGY CENTER
PRACTICAL NURSING PROGRAM

ABSENTEE EXCUSE

STUDENT NAME (PRINT) _____

STUDENT SIGNATURE _____

TODAY'S DATE _____

DATE(S) ABSENT

HOURS ABSENT

**Hours absent must be in 15 minute increments (1 day is 7 hrs)*

REASON (OPTIONAL) _____

PERSONAL TIME _____ YES _____ NO

**All personal hours must be approved by Mrs. Kelly. See student handbook for more information.*

Refer to the Attendance Policy in the Student Handbook.

5/10
PN 5574

**GREATER ALTOONA CAREER & TECHNOLOGY CENTER
PRACTICAL NURSING PROGRAM**

EXAM MAKE UP POLICY

In the event that a student is absent for a scheduled exam, they shall be given the opportunity to make up the exam. As an effort to ensure that course exams area taken in a timely fashion, students shall be required to abide by the following:

1. The first classroom day back after missing an exam, the student must obtain and complete an "Exam Make up Form". Completion of this form requires that the student meet with the course instructor to mutually set a make up exam date.
2. The instructor has the option of administering the same exam given to the rest of the class or may substitute an alternate exam which will test the same objectives. The alternate exam may be made up of a variety of test formats such as multiple choice, true and false, and essay questions.
3. All exams are required to be made up within seven calendar days.
4. The instructor shall reduce exam grades by five percentage points per day for each day the student fails to make arrangements for the make up exam.
5. When a student is absent for an exam, five percentage points shall automatically be deducted from the exam score. The faculty has the authority to grant exceptions due to extenuating circumstances.
6. Failure to comply with the policy shall result in a "zero" being assigned as a grade for the missed exam.
7. All unit exams must be taken prior to taking the final exam.
8. All exams must be taken prior to entering the next level and/or graduating.
9. The coordinator has the authority to grant an extension for extenuating circumstances upon written request by the student.

11/23/09

GREATER ALTOONA CAREER & TECHNOLOGY CENTER
PRACTICAL NURSING PROGRAM

EXAM MAKE UP FORM

This form must be completed by the student and presented to the instructor as notification of the need to make up a missed exam.

All exams must be made up within SEVEN calendar days from the missed exam date.

Student Name _____

Course Title _____

Original Exam Date _____

Make Up Exam Date _____

Student Signature _____

Date _____

Instructor Signature _____

3/29/05
PN 5628

SNOW DAY INSTRUCTIONS

In the event of inclement weather:

CANCELLATIONS:

If the ALTOONA AREA SCHOOL DISTRICT cancels, the Practical Nursing Program will cancel if:

CLASS DAY: the cancellation occurs by 7 AM

CLINICAL DAY: the cancellation occurs by 6:45 AM

EVENING/WEEKEND: Whenever possible cancellations will be announced by 3:00 p.m. on weekdays and 6:00 a.m. on weekends.

DELAYS:

If the ALTOONA SCHOOL DISTRICT is on a delay, the Practical Nursing Program:

CLASS DAY: is also on a delay. If a delay on a class day then leads to the school district canceling, the Practical Nursing program will also cancel.

CLINICAL DAY: is also on a delay. Students will then report to the school honoring the delay based on classroom start time. Students will then only have ½ hour for lunch.

The faculty reserves the right to activate the phone chain and/or notify students electronically to override school cancellations, if deemed appropriate. It is the student's responsibility to keep their phone numbers and email address current. e.g. (school closure for below 0 degrees temp or water main break if we are scheduled for clinical)

Hours lost due to delays will be made up at the discretion of the school.

During inclement weather, please exercise caution and good judgment with the emphasis on safety first. If school is in session and you will not be able to attend, use the regular call-off procedure. This time counts toward your 64-hour allotment.

**GREATER ALTOONA CAREER & TECHNOLOGY CENTER
PRACTICAL NURSING PROGRAM**

DRESS CODE

1. The school uniform (scrubs) shall be worn without variation for clinical experiences and for specified class days. (Refer to uniform handout.) The uniform is worn for class and clinical in Level I, as designated on the General Information Sheet distributed prior to the start of class. (The only exception is if the uniform vendor has delays). Students changing their attire prior to leaving the clinical areas or school must comply with the portion of the dress code related to street clothes. When scheduled to return to school after morning clinical, students are to remain in uniform for the remaining theory/lab hours unless otherwise directed by the faculty.
2. White hose are required for dress-style uniforms, and white hose, knee highs, or full white socks (crew socks) are required for pants-style. Low rise socks and anklets are not permitted. Legs/ankles must be covered when sitting. Pants may not drag on the floor. Full white or beige undergarments must be worn. Men must wear a white t-shirt under their uniform tops. Females may wear a white or navy t-shirt under their uniform, as listed on the uniform hand-out. Students may wear white long sleeve tops as listed on the uniform hand out in order to cover tattoos or for provided warmth. All white and navy T-shirts not purchase by the uniform provider must be approved by the faculty.
3. White nursing-style shoes are required. No sandals, clogs, crocs or open-back, or canvas sneakers are permitted. Shoes and shoelaces must be kept clean at all times. In order to maintain shoes, it is recommended that other shoes be worn to and from the school/cooperating agency, especially when weather is inclement. White leather walking style shoes are permitted provided that they are all white, including the soles. It is permissible for them to have a light colored logo on them such as the “nurse mate heart” or “nike” check.
4. No excessive make-up, no perfume or cologne, or colored nail polish is to be worn on the clinical areas. Only transparent neutral colors may be worn. Nails must be no longer than 1/8 inch as measured from the dorsal side of the hand. Tips, fake nails and chipped nail polish are not permitted.
5. Hair must be neat, clean, and kept off the uniform collar. It must be restrained at all times when in uniform. No pony tails are permitted. Bangs must be above the eyebrows. Hair accessories must be plain. Feather pieces and fake hair pieces are not permitted. Hair coloring must be natural looking. Pastel and bold colors are not permitted. If gel is used, hair must not appear to be unclean.

6. When in uniform: Jewelry is limited to one watch, wedding band, engagement ring or class ring. Only one ring is to be worn on each hand, other than wedding bands that are smelted together. Rings must be removed when doing some procedures and treatments; therefore, students are encouraged not to wear them on the clinical areas. Necklaces and bracelets are not permitted. Earrings, if worn, must be tiny studs, one per ear lobe. Earrings in other visible body parts are not permitted at any time in the clinical area or school. Spacers, plugs and opaque or translucent posts are not permitted. (Includes tongue, nose, face and auricle of the ear.) Hoop earrings are not permitted at any time in the class or clinical areas for safety reasons. Students that have used regiments to generate large holes in their ear lobes shall be required to show evidence that the openings are disappearing.
7. It is necessary that the face be clean shaven at all times, including classroom days. Moustaches and beards are permitted, but must be short and neatly trimmed.
8. Beginning in Level II, street clothes may be worn on class days to include the golf style GACTC shirt. The remainder of attire must conform to the street clothes guidelines listed below. Cover-ups must be those listed on the uniform hand-out. The only sweatshirt permitted is the navy blue hood available through New Look.
9. The street clothes guidelines must be followed for dress down days, CPR classes, summer workshops.
10. Students must adhere to the dress code any time when conducting business in the school or clinical areas, including arrival on school property and clinical premises.

Navy Blue Hooded Sweatshirt Guidelines:

- Sweatshirt may be worn to and from school and clinical sites including out rotations.
- Sweatshirt may not be worn on any clinical unit. They must be kept in your locker or coat room provided.
- Sweatshirt may be worn in the classroom area.
- You may not have the hood portion over your head while in the school, classroom, or entering any clinical agency.

Street Clothes Guidelines:

- All clothing shall be neat, clean and in good taste.
- Shorts must be knee-length and are permitted May-September only.
- All tops must fall to the lower hip region (no skin near the waist is to be visible when sitting or bending etc.) (must be 4 inches below the umbilicus)
- Tops must cover the breadth of the shoulder (4 inch fabric width)
- All pants must be seated above the umbilicus at waist level.

ID Tags:

- The GACTC issued photo ID must be worn at all times when on the GACTC, long term care facility, and affiliating agency premises.
- The Altoona Regional issued photo ID must be worn at all Altoona Regional Facilities.
- ID tag must be worn above the level of the waist.
- Lanyards are not permitted.

The following will not be permitted:

- Jeans that are torn, contain holes or bare resemblance to “skinny jeans”
- boxer or spandex shorts
- mini-skirts (must be to the top of the knee)
- Bare midriff tops, tank tops, muscle shirts, open back shirts, halter tops
- Tee shirts with obscene pictures or wording or that contain tobacco, alcohol, or drug advertisements
- Strapless dresses or tops
- Spaghetti string dresses or tops
- Hats inside the building
- Flip-flops, open-back sandals, clogs
- Low-cut necklines (neckline cannot be lower 3” below the superior notch of the sternum)
- Body tattoos are not permitted to be visible at any time
- Sweatpants (see sweatpants definition)
- Clothing that has writing on the seat of the pants
- The uniform top may not be worn with street clothes attire
- High heeled shoes – more than 1 - inch heels

Students who do not conform to the clinical dress code and the above street clothes guidelines may lose the privilege of wearing street clothes to class and may be required to wear their uniform to class at all times while school is in session. The faculty reserves the right to determine the acceptableness of attire. The dress code is subject to revision at the discretion of the faculty. Any violation of the dress code will be dealt with by progressive disciplinary action and the student shall be required to take immediate corrective action by securing appropriate attire. The student shall be suspended immediately until the student meets dress code requirements. All suspension time will be counted as absent time.

- 1st offense – written warning/corrective action
- 2nd offense – probation and/or disciplinary action
- 3rd offense – prolonged suspension and/or dismissal from the program

*To further clarify the definition of sweatpants. It is intended to include but not limited to the following:

- All sweatpants that have elastic waist and either straight, slit, snap, zipper or elastic leg openings
- All wind pants (usually nylon) with straight, slit, snap, zipper or elastic leg openings; sometimes have stripes down the legs
- Under Armour, NIKE, Adidas, etc. fabric pants most often worn for running and working out.

8/11 RK

HEALTH POLICY

Good physical and mental health is required in order to meet the requirements of the program. It is the belief of the Practical Nursing Program that optimum health is an individual responsibility. Health problems arising after admission shall be evaluated on an individual basis. Students may be required to obtain further medical evaluation for injuries and/or disease entities that occur after the pre-admission physical. Students with health problems that interfere with an instructor's ability to determine attainment of course and program objectives shall be advised to withdraw from the program.

1. Pre-entrance requirements shall include:
 - Complete dental and physical examination including a 2-Step PPD, urinalysis, and complete blood count. The student shall assume the responsibility of meeting these requirements through arrangements with a physician of choice.
 - It is recommended that immunization against tetanus, Hepatitis B and varicella is current.
 - Evidence of rubella immunity is required.
 - Negative drug screening.
2. Students are encouraged to have a family physician and dentist.
3. Students are responsible for any health care costs incurred during the course of their enrollment. Students are advised to have their own health insurance.
4. If an illness or emergency occurs when the student is at school, only first aid may be rendered.
5. If an accident or illness occurs while the student is at The Altoona Regional Health System the student will be given the option to be seen at Employee Health, the Emergency department, or make arrangements with their family physician. Costs incurred due to a clinical related accident may be submitted to the coverage provided by the school. Non-job related accident or illness costs no matter where they are incurred will be the responsibility of the student.
6. All accidents and illness that occur while the student is present at the school or any school related function must be reported to the faculty immediately. Accidents not reported immediately may not be covered by insurance.
7. Students involved in any accident while at the school, a clinical site or school related event must complete and Event Report Form.
8. Students must complete all participating agency accident forms required.
9. Students needing to leave early due to accident or illness from school or any clinical agency are required to find their own transportation.
10. During the 12-month program, vacation days and holidays are planned to allow for adequate relaxation of the student.
11. Class and clinical hours are predominantly planned Monday through Friday during the day. This allows Saturday and Sunday as unassigned free days. Evening and weekend hours may be required for clinical experiences, if necessary to meet course objectives. Alternate free hours/days will be unassigned.
12. Students are required to immediately inform the coordinator if they become pregnant and update their health history accordingly.
13. Students who become pregnant may continue in the program, but must present a written permission certificate from their attending physician to include a Student

- Health Performance Criterion form after each doctor visit. All program requirements must be met without exception.
14. Drug and/or alcohol problems will be handled according to GACTC policy. Students with drug and alcohol problems may be suspended and/or terminated.
 15. Health information records are filed separate from academic files and the strictest confidentiality is maintained. Information will only be released on an emergency basis. Students requesting that health information be shared with other agencies must make the request in writing.
 16. Health records are kept on file during enrollment and shall be retained for a period of five years following graduation or withdrawal from the program
 17. Students are not permitted to attend class or clinic if they are taking controlled substances such as narcotics. Violation of this policy may result in suspension and or dismissal.
 18. Students are responsible for updating their health care records at the school on a regular basis, including the medication record.
 19. In order to meet the program competencies, and for successful completion of the objectives for each course, a student must be able to perform essential cognitive and physical functions. The faculty reserves the right to dismiss at anytime a student whose health, work, or conduct demonstrates a lack of ability to maintain satisfactory achievement of course/program objectives.
 20. Students who are enrolled in the part-time program are required to have an annual PPD. If a chest x-ray has been done in lieu of the PPD, it is good for five years, but the student must complete a TB Follow-Up questionnaire.

Guidance & Counseling

(Part of the Student Health Policy)

Recognizing that the development of the student's potential depends upon the physical and psychological environment, the faculty believes that opportunities should be available for personal, professional, and academic counseling whenever the student or faculty deems it necessary.

Students will be assigned an academic advisor at the beginning of the academic year. Assignments will be posted on the student bulletin board. Students are encouraged to seek guidance from their advisor, the faculty, guidance counselor or the Coordinator.

If additional assistance in counseling is necessary, appropriate referrals will be made through the parent institution's guidance department. The student is responsible for the cost of any outside referrals.

8/24/11

GREATER ALTOONA CAREER & TECHNOLOGY CENTER
PRACTICAL NURSING PROGRAM

CHEST X-RAY / TB FOLLOW-UP QUESTIONNAIRE

Please answer the following questions.

1. Have you ever had TB? Yes No

2. Have you been exposed to TB within the last two years? Yes No

3. Do you always get a positive reaction to the TB skin test (PPD)? Yes No

4. Have you had any of the following symptoms?
 - Unexplained weight loss Yes No
 - Low grade fever Yes No
 - Night sweats Yes No
 - Persistent cough Yes No

5. Was a chest x-ray required? Yes No

6. Date of last chest x-ray (if applicable) _____

Student's Signature _____

Date _____

Printed Name _____

11/13/07
PN 5642

**Greater Altoona Career & Technology Center
Practical Nursing Program**

Event Report Form

Student Name: _____ **Date:** _____

Cooperating Agency: _____

Specific Location of Event: _____

Description of Event by the Student:

Statement by the student related to the presence of injury:

Description of any first aid rendered:

Treatment/Referral: the student is to circle their choice of treatment

Emergency Department Family Doctor Decline treatment

Other Facility: _____

All medical costs must be submitted to the student's primary insurance carrier first. The student is responsible for any referrals necessary by their primary coverage. The student is also responsible for the awareness of their primary carrier's participating providers. The GACTC coverage is secondary.

Students must have physician documentation to return to class/clinical after treatment is rendered. The student may be required to have Health Performance Criterion Completed by a physician if any clinical limitations are designated.

Student Signature/Date

Instructor Signature/Date

10/29/04
PN 5621

MISCELLANEOUS ITEMS:

1. Announcements, schedules, class sections, etc., will be posted on the hall bulletin boards. Students are responsible to check ALL BULLETIN BOARDS upon arrival, at break and prior to leaving for the day. You are responsible for knowing all information posted. Class schedules for the following week will be posted on or before our last scheduled class of the preceding week.
2. No equipment may be taken from the school or cooperating agencies. All equipment must be used with care. Breakage and damage are to be reported immediately.
3. Unit and final exams will be announced, but quizzes may be given without prior notice. It is essential that all work be kept up to date. All tests/exams/quizzes which are missed on days absent will be made up at the discretion of the instructor. It is the student's responsibility to make arrangements for all make-up testing with the appropriate instructor on your **first** day back after the absence. (make-up exam form)
4. Lunch may be brought to school or purchased in the cafeteria. Lunches brought to school must be carried in an enclosed container. Meals purchased in the cafeteria may be eaten in the cafeteria or carried in closed containers to the PN suite. Lunches may also be eaten in the kitchen area of the skills lab. Lunches at clinical sites are to be eaten in the cafeteria whether purchased or hand carried. Students are responsible to keep the kitchen area clean.
5. All students are responsible for their own transportation in order to meet the course requirements.
6. Each student will be assigned a locker. The student is responsible for his/her own property. Locks are provided for the student's use. Students are responsible to clean their lockers at the end of the school year or on their departure from the program. Any items remaining will become the property of the school. (See Student Locker Guidelines for further information.)
7. Due to the large number of students within the school, use of school elevators is limited to use when carrying heavy loads upon entering in the morning and exiting at the end of the day unless physical health warrants otherwise. A written statement from a physician will be necessary for documentation.
8. School parking is permitted only on the street or GACTC Lots #3 and #4 on the corner of 4th Avenue and 17th Street (permit required). A limited number of spots are available in Lot #5 only if no parking is available in Lot #3 and #4. Students parking in Lot #5 when #3 and #4 are not full will be asked to move their car and are subject to ticketing/fines.

9. The desk telephones are not to be used for personal calls while at school or at the cooperating agencies. If your family needs to get in touch with you they may call the school at 946-8490 and we will get a message to you.
10. The use of personal electronic devices, including cell phones, pagers, I-pods, etc, is not permitted on the clinical sites. However, cell phones and pagers, maybe utilized while at the GACTC, provided that the following criteria are met:
 - They must be concealed during transportation to and from the classroom.
 - They must be inaudible.
 - They may only be used in the locker room, back skills lab, or hallway.
 - Use cannot disrupt the learning environment.
 - The user accepts full responsibility for the equipment if it is lost or stolen.
 - They may not be used for exam purposes.
 - They may not be visible in the classroom and/or testing areas.
 - Use is prohibited at Home Nursing Agency rotation.
 - They may not be used to photograph, audio tape or video tape any school related activities without permission from the faculty.

Cell phones may be transported to and from clinical sites but must remain in the locker room. A student may obtain permission from an instructor to utilize their cell phone in the locker room in emergency situations. If a clinical site does not have a locker room, or the student is on a volunteer assignment the student may keep it in their possession but must adhere to the following directives:

- It must be concealed at all times
- They must be inaudible.
- They may only be use with permission from the faculty.
- The user accepts full responsibility for the equipment if it is lost or stolen.

Absolutely no personal electronic devices are permitted in the classroom at any time without permission from an instructor or the coordinator. This includes I-Pods, tape recorders, lap top computers, hand held computers, etc. (See laptop guidelines)

11. Fire Drills will be conducted according to school and cooperating agency policy.

A. Greater Altoona Career & Technology Center

1. Close all doors and windows
2. Follow route as outlined on Fire Drill directions posted on hall bulleting board.
3. Once outside the building, the first person of each row is responsible for checking that all students in their row are present.

4. floors are to be identified to the Assistant Director, and their instructors will be issued special instruction to ensure the safety of these students.
5. Elevators are not permitted to be used during fire drills or in the event of an actual fire.
6. No persons are permitted to return to the building until the “all safe” horn has been sounded from the roof or they are instructed to return by the GACTC administration.

B. Altoona Hospital

1. Close all doors and windows
2. Report to the nursing station for further instructions
3. Note location of the fire
4. If not in assigned area, return immediately via stairways
5. Slogan: Rescue
Alarm
Contain
Extinguish

C. Other Cooperating Agencies – instructions will be given

12. Emergency Weather drills and Secure School Status drills will be conducted throughout the year. Follow the directions posted on the hall bulletin board.
13. No smoking, chewing tobacco, snuff or any other tobacco products are permitted within the school or on school grounds. Violation of this ordinance carries a fine of up to \$300, and can result in suspension from the school.
14. As a safety precaution, please do not throw any aerosol cans in trash receptacles. Instead, place them on the floor next to the trash can.
15. To ensure clutter free pathways, no books, suitcases, backpacks or purses may be kept on the floor in the classroom unless under the desk.
16. Students are subject to the rules and regulations of all cooperating agencies while on clinical experience. These will be given as part of orientation for each agency.
17. Disorderly conduct in the classroom will not be tolerated. Disruption caused by talking, making noise, throwing objects, or otherwise distracting another constitutes disorderly conduct. Behavior is considered disorderly when a teacher is prevented from starting a lesson, or has to stop instruction to address the disruption. Students who are disruptive will be directed to leave the classroom and not permitted to return without permission from the instructor. Furthermore, absent time will accrue for the time they are not in class.
18. Solicitation is prohibited unless it is a school-approved fund raiser.

Hospital Rules

1. No smoking is permitted at any clinical facility or any school-related activity.
2. Use of telephone – only answer the phone in the nurses station if no one else is available at the station. Always ask the caller to hold while you get someone to take the call. **DO NOT TAKE ORDERS OR PHONED REPORTS.**
3. If it is necessary for your family to call you while in the clinical agency, have them phone the Practical Nursing Program (946-8490) and leave a message for you with the secretary. The secretary will notify the instructors to give you the message as soon as possible. **Do not give out clinical agency or nursing station numbers to family members.**

Student Employment

Since many hours are required for study, in addition to actual school and clinical instruction, it is strongly recommended that the student should not be employed while in the Practical nursing Program.

When students are employed in health agencies, they may not perform functions normally assigned to a professional or practical nurse as stated by law.

Unsatisfactory clinical or academic progress may be an indication to the student that employment may need to be terminated.

Post Exam Review Guidelines

In order to provide the students an opportunity to review their progress on completed exams, the following guidelines shall be implemented:

1. Review sessions shall be conducted only after all students have taken the exam.
2. The instructor shall post exam review opportunities on the student bulletin board along with a sign-up sheet per their availability.
3. Participation in exam reviews is not mandatory, but is recommended.
4. It shall be the student's responsibility to review the student bulletin board as necessary to be aware of exam review opportunities.
5. Students that sign-up in advance shall receive a list of the questions that they answered incorrectly on the exam.
6. Students in attendance of the review shall be permitted to review a copy of the exam with the correct answers scored. The manner implemented to review the exam may vary among the faculty.
7. Students committing to attend a review session shall be responsible to notify the instructor if they are then unable to attend. Should a pattern arise related to

inability to attend, the student shall be required to provide documentation of the absence.

8. Should a student request special arrangements for individual review (like a doctor appt. or going to work etc.) the student shall be required to provide documentation of the need (e.g. excuse from your doctor or employer etc.)
9. Students shall not be permitted to have any items in their possession during the exam review. This includes paper, pens, pencils, purses, cell phones, etc. Note making during the exam review is strictly prohibited.
10. Students that who score below a 75% on an exam shall be permitted to schedule an appointment with the course instructor to review the exam with their original answer sheet.
11. Students that fail to follow the above guidelines shall lose exam review privileges.
12. The exam review guidelines shall be modified only at the discretion of the faculty or the coordinator.

9/28/09

**GREATER ALTOONA CAREER & TECHNOLOGY CENTER
PRACTICAL NURSING PROGRAM**

LATEX ALLERGY POLICY

Whenever possible, latex-free products shall be made available in the practice lab for students. Cooperating agencies are not obligated to provide latex free products for student use. It is advisable that students with suspected/confirmed latex allergies consult their physician as to whether they have a latex sensitivity or a latex allergy. Students with confirmed allergies may also want to discuss the environmental hazards of the profession with their physician. Students with a confirmed latex sensitivity/allergy are to adhere to the following guidelines:

1. The student shall be responsible to identify and avoid products containing latex both at school and at clinical facilities.
2. The student shall be required to immediately report any contact with latex.
3. The student shall be responsible for any medical cost that they incur due to untoward affects of latex exposure.
4. The student shall be required to meet all program objectives.
5. Students who have inquiries about accommodations for persons with disabilities are encouraged to contact the coordinator immediately.

The GACTC Students with Disabilities Policy is available to students upon request.

5/24/10

**GREATER ALTOONA CAREER & TECHNOLOGY CENTER
PRACTICAL NURSING PROGRAM**

LABORATORY SAFETY POLICY

While practicing in the laboratory, students shall strictly adhere to the following:

1. Practice frequent hand washing and hand antisepsis.
2. Keep hands away from face, eyes, mouth and hair.
3. Wear required uniform and shoes and adhere to the program dress code.
4. Use proper body mechanics.
5. Use electrical equipment properly.
6. Report unsafe conditions immediately such as but not limited to broken glass and foreign matter to the instructor for proper clean up and disposal.
7. Horseplay and practical jokes are prohibited.
8. Keep lab area clean and neat. Food and beverages are not permitted in the lab area.
9. Report any injury no matter how minor to the instructor immediately.
10. Properly use equipment to prevent injuries. (Apply brakes on beds and wheelchairs when indicated.)
11. Dispose of needles properly.
12. Do not remove any equipment from the lab without instructor permission.

Failure to comply with the safety policy shall result in disciplinary action, including but not limited to probation, suspension, and program dismissal.

2/28/10

**Greater Altoona Career & Technology Center
Practical Nursing Program**

Student Locker Guidelines

In accordance with the current practice at the Greater Altoona Career & Technology Center, the Practical Nursing Program will initiate the following guidelines related to locker assignment and use:

1. Students will be assigned a locker on the first day of class.
2. Combinations locks will be issued for the locker.
3. Only school issued locks may be used on the locker.
4. Lockers must be kept locked at all times when the student is not in attendance of the locker.
5. If you lose your lock, you must pay the school to replace it.
6. Students will be issued a combination to their lock. Any student who loses their locker combination shall be required pay a \$1.00 reissue fee.
7. Lockers are to be kept clean and orderly.
8. Decals or other items of a permanent nature are not to be placed on any part of the locker.
9. No expectation of privacy is to be assumed. Be advised that administration has the prerogative to open and inspect the locker at any time there is reasonable cause to suspect it contains material which pose a threat to health, safety and welfare of students in the school.
10. It is the student's responsibility to notify the secretary of any malfunctioning locks.
11. It is the student's responsibility to remove all articles from their assigned locker at the end of their participation in the program.
12. Any items remaining in the locker after graduation or departure from the program will become the property of the school.
13. Students who do not comply with the guidelines will be issued a verbal warning for the first offense, a written warning for the second offense and lose all locker privileges for the third offense.
14. Students may not change lockers without permission.

8/24/11
RK

ACADEMIC GRADING POLICIES

General Policies

1. Final course grades will be distributed to students four times during the year.(at the end of each level). Whenever possible, the report cards shall be distributed within 2 weeks of completion of the level.
2. Clinical and classroom achievement shall be continuously evaluated. In order to meet minimal requirements, students are required to achieve a 75% final average for each course and a satisfactory clinical evaluation for each course/level.
3. Satisfactory clinical achievement requires that students be able to correlate theory to clinical assignments. Students not achieving a 75% final average in the theory component of a course will be assigned an unsatisfactory clinical grade.
4. Students are encouraged to seek assistance from individual instructors when difficulties are encountered in either the classroom or clinical areas. Appointments for tutoring should be made in advance with the instructor. Students shall be issued a clinical support notification when deficiencies are noted.
5. Students achieving passing academic and clinical grades will be promoted to the next level. All pre-requisites of each course must be met before advancing to the next level. Pre-requisites are listed on course outlines.
6. Any student who withdraws or does not complete the program for any reason must follow the re-admission policy, which can be obtained upon request.
7. Students not maintaining satisfactory achievement in theory or clinical will receive written notification. (e.g. deficiency report, guidance and counseling report)
8. Whenever possible, the faculty will post grades electronically within 48-72 hours. Students need to be aware that the grades posted are preliminary grades and are subject to change based on exam analysis. The faculty is not responsible for any transcription errors that may occur in posting. The grade appearing on the answer sheet is the grade that will be recorded in the grade book.
9. Students are responsible for maintaining confidentiality of their individual electronic grade book password. The faculty may use their discretion in releasing subsequent grade requests.
10. Students with outstanding financial obligations to the school at the end of each Level can be denied the right to take final exams for these Levels until all debts are paid in full.

11. Students with outstanding financial obligations to the school will not receive their report card nor will transcript requests be honored.
12. Grade calculations are carried to the hundredths.
Grades with a (0.50) or above will be rounded up to the next whole number.
Grades with a (0.49) or below will be rounded down to the next whole number.
13. All grades are held in confidence and will not be released to anyone other than the student.
14. Students who do not achieve a passing grade in both the clinical and theory component of a course will be required to repeat the entire course to include both the clinical and theory components.
15. Students must achieve an 85% on the Pharmacology I mid term exam in order to pass medications at all clinical facilities.
16. Students must achieve an 85% on the I.V. Comprehensive exam in Pharmacology I in order to receive their I.V. Certification and pass the course.

General Grading Policy

1. By the completion of each course, the student must achieve a minimum test average of 75% and a minimum final course grade of 75% in order to pass the course and advance to the next Level.

Test Average: Calculated as $\frac{2}{3}$ unit exam average and $\frac{1}{3}$ final exam.
(i.e. test average X 2 + final exam, divided by 3)

Final Course Grade: Calculated as $\frac{1}{2}$ or 50% test average
 $\frac{1}{4}$ or 25% final exam
 $\frac{1}{4}$ or 25% assignment average

Grading Scale

A = 92 to 100

B = 84 to 91

C = 75 to 83

D = 74 or below (failing)

2. Clinical grades:

By completion of the course, each student must have an overall satisfactory clinical rating which will be determined by evaluating attainment of course objectives.

Graded as **S** – satisfactory

U – unsatisfactory

P – probation

3. Early withdrawal grading:

- If a student withdraws prior to mid-course they shall receive an incomplete for all courses including the clinical component.
- If a student withdraws after the course is one-half complete they shall receive a withdrawal grade as passing or failing the course. (WP or WF)
- If a student withdraws after the course is one-half complete and is passing all courses they shall also receive a WP for clinical.
- If a student withdraws after the course is one-half complete and has failed one of the courses in that level, they shall receive a WF for clinical.

4. Students must adhere to principles of academic integrity by not participating in acts of academic dishonesty and by reporting violations to the faculty. Students are required to submit their own work for all assignments, including drug cards and vocabulary definitions. The following is a list, although not inclusive, of unacceptable behavior:

- Cheating – using unauthorized assistance, materials, or aids in any academic test or exercise; this includes getting questions and/or answers from students who have already taken an exam or quiz you are scheduled to take
- Plagiarism – using the words or ideas of another without appropriate acknowledgment
- Fabrication – falsifying or inventing information or data
- Deception – misrepresenting work or academic records; forging signatures; this includes submission of work that bears resemblance of being completed by someone else, submitting assignments that is not wholly your own work and collaborating with other students on projects or assignments without the instructor's permission
- Facilitating academic dishonesty – intentionally assisting another student to commit an act of academic misconduct

The faculty of the GACTC is committed to maintain the professional standards of academic honest and integrity. Disciplinary action shall be invoked for any individual participating in academic dishonesty which shall include program dismissal.

Course Assignment Grade Determination Guidelines

1. All assignments must be submitted by the announced deadline.

2. Assignments submitted past due date will receive a 10% grade deduction for each day late.
3. Completion of all assignments is mandatory.
4. Omission of an assignment will result in a zero for the overall assignment grade. E.g. Four assignments due, only three submitted, student will be assigned a zero as an overall assignment grade. The student would need a 100% exam average and a 100% final exam grade to pass the course.
5. Failure to submit course assignments may result in course failure.

Leave of Absence Policy

A leave of absence may be granted to students who wish to temporarily interrupt their education for personal reasons. A request for leave must be made in advance in writing. Upon return, the student will be required to follow the re-admission policies in effect for their re-entry. The Veteran's Administration will be notified immediately, when a veteran student is granted a leave of absence.

Graduation policy

In order to graduate from the Program, the student must:

1. achieve a minimum test average of 75% and a minimum final course grade of 75% in all theory courses.
2. satisfactorily meet all clinical objectives.
3. pay all graduation fees and outstanding debts
4. complete 1,500 program hours

Withdrawal Procedure

Student's voluntarily electing to withdraw from the program, need to submit the request to the coordinator in writing. A withdrawal checklist will be completed by the coordinator and issued to the exiting student for implementations of all necessary exit procedures. (See withdrawal checklist)

Program Dismissal

Students dismissed from the program shall be notified in writing. A withdrawal checklist will be completed by the coordinator and issued to the exiting student for implementations of all necessary exit procedures. (See withdrawal checklist)

8/24/11

**Greater Altoona Career & Technology
Practical Nursing Program**

Assignment Submission Policy

In order to validate timely submission of course assignments, the following guidelines shall be implemented:

1. Students shall be responsible to date stamp the first page of all assignments immediately prior to submission ensuring that the stamp is current and legible. Assignments may not be stamped in advance.
2. If an assignment has more than one part, the first page of each part needs to be stamped.
3. Workbook assignments that include more than one chapter are to have the first page of each chapter stamped.
4. All assignments must be fastened securely by use of a paper clip, staple, or other binding material.
5. Faculty will not accept any assignments that are not date stamped and fastened securely.
6. Students are to report any malfunction of the date stamp immediately.
7. Any assignment submitted without a name will be graded but the grade will not be entered into the grade book until the work is identified by the student.
8. Points will be subtracted from incomplete assignments and these will be placed in a box marked incomplete.
9. Students shall be responsible to check the incomplete box routinely in order to receive timely feedback that the assignment was not satisfactorily completed.
10. Students receiving an assignment back that does not bear any documented feedback such as a check or faculty initials are responsible to report this immediately to the instructor.
11. Students shall be responsible to make an appointment with the instructor immediately if there are any questions related to assignment grades or incomplete work.
12. Tampering with the date stamp machine shall be considered a violation of the student code of conduct and disciplinary action shall result.

02/09/11

**Greater Altoona Career & Technology Center
Practical Nursing Program**

Clinical Support Notification

Student Name:

Date:

The above student has been made aware that clinical deficiencies have been noted in the following area/areas:

- _____ Organizational skills
- _____ Clinical preparation (clinical assignment sheet, diagnosis cards, med cards)
- _____ Skills delivery (List) _____
- _____ Submission of Assignments (post conferences, day 2 clinical paperwork)
- _____ Prioritization and Care Planning (PES/DAR)
- _____ Other _____

Goal: The student shall satisfactorily meet all clinical objectives

Interventions:

- Student shall inform each clinical instructor to whom they are assigned that they would benefit from clinical support measures in the above areas.
- Student shall present this form to the instructor who will provide the student with feedback related to their progress on a daily/weekly basis
- Student shall be responsible for possession of the form, guarding its confidential nature
- Student shall attach the form to their clinical self evaluation at the end of each clinical rotation.

Progress Report:

Date:	Comments	Initials
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3/2011
PN 5665

Greater Altoona Career & Technology Center
Practical Nursing Program

Student Withdrawal Checklist

Name: _____ Date: _____

Upon separation from the program the student shall complete the following as indicated:

- _____ Submit a letter of resignation if separation is not due to program completion or course failure
- _____ Return school ID
- _____ Return hospital ID
- _____ Return school parking pass
- _____ Return hospital parking pass
- _____ Return I-clicker
- _____ Return all library books
- _____ Meet all financial obligations including exit interview with financial aid officer
- _____ Remove all personal items from school locker – any items remaining will become the property of the school.
- _____ Surrender laptop for school licensed software removal (laptop shall be returned to the student if financial obligations have been met)
- _____ Review readmission policy in student handbook

2/11/11
PN 5652

PROBATION

1. When a deficiency in performance or violation of program rules and regulations is noted, the student shall be given a warning which will be documented on the Guidance and Counseling form. A conference shall be held with the student to discuss goals and interventions for improvement.
 2. If performance/behavior does not improve, or if multiple infractions have occurred, the faculty shall review records to determine if probation is warranted.
 3. If the student is placed on probation, a written notification, which includes the length of the probationary period, will be given to the student. A conference shall be held to again discuss interventions for improvement.
 4. The instructor(s) / Coordinator will hold at least two conferences with the student during the probation period: midpoint and end of period. It is the student's responsibility to initiate conversation to set meeting dates. Failure to do so may result in subsequent failure/dismissal.
 5. A re-evaluation shall be made at these conferences and a determination will be made by the instructor/Coordinator as to the following:
 - Probation shall be dropped if satisfactory improvement is noted.
 - Probation shall be extended if some improvement is noted. *
 - Student shall be withdrawn from the program if no improvement is noted.
 6. A conference shall be held with the student regarding the instructor / Coordinator decision.
 7. Student veterans, reservists or eligible persons receiving V.A. educational assistance allowance: maximum probationary period shall not exceed twelve weeks.
 8. Students on probation for any reason shall receive a "P" on their report card as the clinical grade.
- * Note: A probationary period may be extended one time only if some improvement has been noted, but complete attainment of objectives has not been met.
- * The faculty / Coordinator reserves the right to place a student on immediate probation based on the nature of the circumstance.

8/24/11

GREATER ALTOONA CAREER & TECHNOLOGY CENTER
Practical Nursing Program

RE-ADMISSION POLICY

Students enrolled in the full-time curriculum must complete program requirements within 2 consecutive years. When progression is interrupted for any reason, the student may request to be readmitted. The student will be considered for readmission having met the following:

1. A letter of intent must be submitted at least six months prior to return along with a \$20 Registration Fee payable by certified check or money order to the GACTC.
2. Complete select admission requirements as determined by the faculty. (See admission requirements in School brochure.)
3. Paid all outstanding financial obligations.
4. Faculty approval (students dismissed from the program related to student code of conduct violations shall not be re-admitted without proof of rehabilitative efforts).

The following criteria must also be met:

1. Students readmitted must complete 1500 program hours. Absent time accumulated the first year of attendance will carry over to the second year, credit shall be given for any absent time that occurred during a level that is being repeated.
2. Satisfactory clinical experience is an integral part of all courses. Students shall be required to concurrently complete the clinical component of repeated courses.
3. Students shall be required to audit all courses as determined by the faculty (See Audit Policy).

ADDENDUM FOR PART-TIME STUDENTS ONLY:

Students requesting readmission to the part-time program will be evaluated on an individual basis.

GREATER ALTOONA CAREER & TECHNOLOGY CENTER
 PRACTICAL NURSING PROGRAM
 CLINICAL EVALUATION - FUNDAMENTALS OF NURSING

Student: _____ Level: _____ Date: _____

Directions: At the end of each level, the student will do a self evaluation using a . The instructor(s) will then evaluate the student using an X. An evaluatory conference will then be held.

Use blue or black ink.

Excellent Satisfactory Unsatisfactory Needs
 Imprvmt.

I. PERSONAL APPEARANCE:				
1. hair neat/clean/contained				
2. shoes/laces clean				
3. uniform clean/pressed				
4. nails short/clean				
II. RESPONSIBILITY:				
1. reports to/from assigned areas/lunches/breaks on time				
2. maintains regular attendance				
3. functions within limits of responsibility				
4. accepts responsibility for own actions				
5. takes advantage of all educational opportunities				
III. COMMUNICATION SKILLS:				
1. communicates effectively with patients, co-workers & instructors				
2. accepts constructive criticism				
3. asks pertinent questions related to patient care				
4. identifies the need for health teaching to patient/family				
5. reports pertinent information to appropriate individual				
6. records information accurately and legibly				
IV. ORGANIZATION:				
1. prepares assignment sheets daily according to guidelines				
2. completes data collection sheet consistently prior to patient care				
3. utilizes time wisely				
4. sets priorities in delivering patient care				
5. works independently in completing patient care				
6. organizes equipment prior to procedures				
V. CORRELATION OF THEORY TO CLINICAL:				
1. identifies basic patient needs				
2. implements appropriate safety measures				
3. completes total care to patients with simple conditions of illness				
4. applies principles for procedures performed				
5. correlates normal body structure and function with pathophysiology of conditions of assigned patients				

COMMENTS: _____

COURSE GRADE (to be completed by instructor)
 Satisfactory _____
 Unsatisfactory _____
 Probation _____

Student signature _____ Instructor signature(s) _____

GREATER ALTOONA CAREER & TECHNOLOGY CENTER
PRACTICAL NURSING PROGRAM

DEFICIENCY REPORT

Student _____ Class _____

Course(s) _____

Reason for Deficiency(ies): Circle

1. Communication skills
2. Correlation of theory to clinical practice
3. Organization of assignments and setting of priorities
4. Acceptance of responsibility for clinical assignment
5. Utilization of time
6. Exam average _____
7. Attendance _____
8. Other (specify) _____

Recommendations for improvement: _____

Student comments: _____

Instructor(s) Signature(s) _____ Date _____

Student's Signature _____ Date _____

Student's Printed Name _____

GREATER ALTOONA CAREER & TECHNOLOGY CENTER
PRACTICAL NURSING PROGRAM
PROBATION REPORT

Student _____ Class _____

Course(s) _____

Reason for Probation: Circle

1. Communication skills
2. Correlation of theory to clinical practice
3. Organization of assignments and setting of priorities
4. Acceptance of responsibility for clinical assignment
5. Utilization of time
6. Quiz average _____
7. Attendance _____
8. Other (specify) _____

INSTRUCTOR RECOMMENDATIONS: _____

STUDENT COMMENTS: _____

LENGTH OF PROBATIONARY PERIOD: From _____ To _____

Instructor(s) Signature(s) _____ Date _____

Coordinator Signature _____ Date _____

Student's Signature _____ Date _____

RE-EVALUATION OF PERFORMANCE: (circle)

FIRST:

1. Satisfactory improvement, probation dropped
2. Probation extended from _____ to _____
3. Unsatisfactory improvement, student terminated

SECOND: (if applicable)

1. Satisfactory improvement, probation dropped
2. Unsatisfactory improvement, student terminated.

Instructor signature/date _____

Instructor signature/date _____

Coordinator signature/date _____

Coordinator signature/date _____

Student signature/date _____

Student signature/date _____

**GREATER ALTOONA CAREER & TECHNOLOGY CENTER
PRACTICAL NURSING PROGRAM**

STUDENT RECORD POLICY

The educational interests of students require the collection, retention, and use of data and information about individuals while ensuring the individual's right to privacy. The school shall maintain educational records for students for legitimate educational purposes. The following guidelines shall be utilized for record control:

1. The program support staff shall be responsible for maintaining the student records.
2. Records shall be maintained in secured fire resistant file cabinets.
3. Access to student files shall be limited to authorized persons only.
4. Authorization for access can only be obtained from the coordinator or other designated school official.
5. The record of a student enrolled in the Practical Nursing Program shall include the student's required pre-admission forms, health records, assessment of student competencies and financial aid data.
6. Health records shall be kept in a separate folder.
7. Faculty shall prepare and maintain a record of the work and progress of each student, including the final grade and a recommendation for promotion and/or retention based on the current academic grading policies.
8. Upon separation from the program either by withdrawal, termination or graduation, the support staff shall perform a close out on the file, retaining records as designated on the ***Student Records Retention List/Matrix***.
9. A final grade transcript shall be prepared and placed in the student file.
10. Students requesting information from their closed out file must complete a ***Transcript Request Form*** or ***Records Request Form*** and submit it with the required fee.
11. No records shall be released without student authorization.
12. The program shall adhere to the Schools' policy related to the rights of student's to review their educational records which can be found in the GACTC Board Policy Manual.
13. All transcript requests and records release requests shall be processed within 5 business days.
14. Danielle Mehalick is the Open Records Officer for the school. Becky Reighard is the Deputy Open Records Officer.

9/21/09
RK

GREATER ALTOONA CAREER & TECHNOLOGY CENTER
PRACTICAL NURSING PROGRAM

ADVANCED PLACEMENT POLICY

All applicants must successfully complete all admission requirements, including the P.S.B. Exam and be accepted into the program prior to being considered for advanced placement.

1. Applicants who may apply for advanced placement are:
 - previous students in prior State Board-approved Practical Nursing, diploma, associate degree, and baccalaureate programs who have successfully completed congruent course work.
2. Applicants may receive advanced placement by taking challenge exams for selected courses in Levels I and II:
 - Fundamentals of Nursing (includes lab)
 - Anatomy and Physiology
 - Medical Nursing I
 - Surgical Nursing I (includes lab)
 - Pediatric Nursing
 - Maternity Nursing

All challenge exams require a minimum score of 75% (C) to exempt the course. Skills related to the course must be satisfactorily passed.
3. Transcripts and course descriptions from previously completed courses must be submitted for faculty review prior to applicant taking challenge tests. All courses must be comparable to those being challenged and must have been completed successfully within two years prior to admission. A minimum grade of C (75%) must have been attained. The faculty reserves the right to consider extenuating circumstances.
4. There is a \$100.00 fee for each challenge test.
5. Credit for clinical experience will be granted only to those students who have successfully completed comparable clinical studies at a nursing level. References from previous nursing instructors/supervisors will be required as well as transcripts in order for faculty to determine eligibility.
6. Advanced placement beyond Level II will be at the discretion of the Practical Nursing faculty, following examination of all required documentation.
7. Applicants will be bound by all graduation requirements.
8. Financial aid eligibility depends upon full-time or part-time student status.
9. The GACTC has entered into a Perkins IV Statewide Articulation Agreement with the PA Department of Education. Students choosing to implement this process, which provides up to 30 clock hours of course credit, must meet all criteria as outlined in the terms and conditions of this agreement which are available upon request. Information is also available at www.collegetransfer.net.

GREATER ALTOONA CAREER & TECHNOLOGY CENTER
PRACTICAL NURSING PROGRAM

COMMUNITY SERVICE GUIDELINES

As part of the clinical component of the curriculum, students are required to complete 6 hours of community service.

The hours are to be completed as follows:

2 hours in Level II
2 hours in Level III
2 hours in Level IV

1. All Service must be approved by an instructor/coordinator.
2. Provide within 48 hours documentation of the service completed. It should include a signature and phone number of the contact person.
3. Cannot be ambulance/fire company related.
4. Focus on project should be health care related.
5. Students may be placed on probation for failure to complete the required hours.
6. Students may bank hours for future levels only with prior instructor approval.
7. Students who fail to meet a schedule commitment will have time deducted from completed hours. Students will also be required to complete an additional 2 hours of time in that level.
8. If a student is unable to attend a volunteer commitment, they are responsible to find a replacement.
9. The faculty reserves the right to review the guidelines as needed.

8/09

GREATER ALTOONA CAREER & TECHNOLOGY CENTER
PRACTICAL NURSING PROGRAM

COMMUNITY SERVICE

PRACTICUM

AGENCY: GACTC and Affiliating Agencies

EXPERIENCE: As part of the clinical component of the curriculum, students shall be required to complete 6 hours of community service.

The hours are to be completed as follows:

- 2 hours in Level II
- 2 hours in Level III
- 2 hours in Level IV

GENERAL INFORMATION:

1. All service must be approved by an instructor/coordinator.
2. All hours shall be associated with GACTC and/or Affiliating Agencies.
3. The hours must be completed prior to the end of the level for which they are designated.
4. Students shall be placed on probation for failure to complete the required hours.
5. Failure to meet a commitment shall result in the commitment time being deducted from the student's accumulated total and the student shall also be required to complete an additional two hours of time in that level.
6. If a student is unable to attend a volunteer commitment, they are responsible to find a replacement.
7. Complete a community service log when an instructor is not on site at the time of arrival and departure.

STUDENT OBJECTIVES:

Upon completion of this practicum, the student will be able to:

1. Define the concept of community service.
2. List the personality characteristics of a volunteer.
3. Discuss the importance of community service participation by healthcare professionals.
4. Identify two positive outcomes that a volunteer achieves during community service participation.

WRITTEN ASSIGNMENT:

Upon completion of the six hours of community service, submit a written journal of your volunteer experiences and complete the student practicum evaluation. This is due the first theory day back at school after you have completed your final hours.

Failure to submit written assignments will be documented as unsatisfactory clinical performance.

GREATER ALTOONA CAREER & TECHNOLOGY CENTER
PRACTICAL NURSING PROGRAM

COMMUNITY SERVICE LOG

To be completed when an instructor is not on site during the service hours.

Student Name: _____

Date: _____

Activity: _____

Arrival Time: _____ Departure time: _____

Volunteer Program Coordinator Signature _____

Phone _____

GREATER ALTOONA CAREER & TECHNOLOGY CENTER
PRACTICAL NURSING PROGRAM

STUDENT COST SHEET
Full-Time Class of 2012
Entering - August 29, 2011

<u>REGISTRATION:</u>	\$ 100.00	
<u>TUITION:</u> Total Annual		\$10,500.00
<u>Uniforms: G.A.C.T.C. PRACTICAL NURSING UNIFORM @ NEW LOOK UNIFORM SHOP</u>		
Women - See Uniform Cost Sheet		
Men - See Uniform Cost Sheet		
Total Approximate Cost for 3 Required Uniforms, Bomber Jacket, 2 Polos, 3 T-shirts (navy or white), 1 Cardigan, 1 full-zip hoodie (Costs relate to sizing.)		\$ 310.00
Stethoscope		\$ 25.00
<u>Personal History Checks:</u>		
Certified Background Check (Includes PA Criminal Record Check, Residency History and Nationwide Database Search)		\$ 25.00
(Extra \$12.00 for out of State address searches)		\$ 12.00
Pennsylvania Child Abuse History Clearance		\$ 10.00
Federal Criminal Record Check (if residency in PA is less than 2 years)		\$ 18.00
Federal Criminal Fingerprinting (through Cogent Fingerprinting services)		\$ 33.00
<u>Textbooks:</u>		
TOTAL BOOKS (including postage)		<u>\$840.00</u>
<u>Professional Fees</u>		
Student Activities Fee	\$ 150.00	
Technology Fee	300.00	
Skills Lab Fee	300.00	
Professional Fee – (one-time fee paid in Level I)	100.00	
Liability & Accident Insurance		
Student ID Card (Altoona Regional Healthcare System)		
Student Parking Permit (Altoona Regional Healthcare System)		
ERI Total Testing Fee	300.00	
		\$1,150.00
<u>Miscellaneous Costs</u>		
CPR Certification	\$40.00	
Nurse Shoes	75.00	
Nurse Watch	30.00	
White Hose	20.00	
Bandage Scissors	5.00	
Classroom Supplies	75.00	
Laptop*	700.00	
<i>*Laptop does not include Microsoft Office software. Student version may be purchased At a discount at www.journeyed.com</i>		
		\$945.00
<u>LEVEL IV (July/August, 2011)</u>		
NLN Comp. Exam	\$30.00	
White Graduation Uniform (approx. cost)	50.00	
Graduation Fee	50.00	
Licensure Application	35.00	
NCLEX Exam	200.00	
Temporary Practice Permit Fee	<u>35.00</u>	
		\$400.00
63	GRAND TOTAL	<u>\$14,368.00*</u>

Optional Items

Graduation Pin	(approx. cost)	50.00
Graduation Picture	(approx. cost)	<u>15.00</u>
		65.00

AMENDED TOTAL TO INCLUDE OPTIONAL ITEMS: \$14,433.00

PLEASE NOTE: The published costs are tentative and are subject to change. The Commonwealth contributes a portion of funding toward each student's tuition. This amount has already been deducted from the tuition amount listed.

All costs are subject to change and may be adjusted as necessary. Textbook increases are applied by Publishers in July.

* Approximate Total Cost, depending on uniform, textbook, miscellaneous, and graduation options selected.

Cost of Licensure Application, NCLEX Exam and Temporary Practice Permit are regulated by the Pennsylvania State Board of Nursing.

5/11

GREATER ALTOONA CAREER & TECHNOLOGY CENTER
PRACTICAL NURSING PROGRAM

TUITION / REFUND POLICY (FULL-TIME PROGRAM)

TUITION POLICY

Tuition is determined annually based on the operational cost of the Practical Nursing Program and on state reimbursements and guidelines. The tuition for 2011-2012 is \$10,500.

A \$100 non-refundable registration fee is due at the time of enrollment for all students in all programs of study. The fee is not credited to the tuition.

The program of study consists of a full program year divided into three (3) payment periods. Each payment period is equal to 1/3 of the scheduled program year. Full tuition payment for each payment period is due by or before two weeks prior to the first day of class for that payment period. If desired, students may prepay for the entire school year prior to beginning the Fall term. Tuition is adjusted accordingly for half-time and advanced placement students.

Students with delinquent accounts over 10 days are subject to suspension from school until the account is paid. For any current or former student, if an account remains delinquent, the school reserves the right to withhold services along with the diploma, transcript of grades or other records of achievement. **Any delinquent accounts (unpaid balances) are subject to the collection procedures established by school policy.**

Financial assistance is accepted for tuition payment upon receipt of appropriate written notification of such approval. This must be submitted to the school according to the payment schedule. A minimum of 6-8 weeks processing time is needed for most types of financial aid.

Graduates of the G.A.C.T.C. secondary programs who enroll in the Practical Nursing Program within five years of graduation will receive a 5% tuition scholarship.

BAD CHECK FEE

A \$15.00 fee will be charged for each bad check or other instrument presented by or on behalf of the student and accepted that is not negotiable. The fee and the amount due must be paid in full to continue in the program.

REFUNDS

Refunds are based on payment period costs and are calculated on a prorata basis. One hundred percent (100%) of tuition will be refunded if a student withdraws prior to the first day of class. After classes begin, refunds will be prorata. Tuition amount retained is rounded up to the nearest 10 percent of completed hours. After greater than 60 percent of the payment period is completed, no refund is given.

The student should officially terminate or withdraw from the program in writing. Upon completion of the withdrawal/termination form, any refund due will be calculated according to the last date of attendance.

NOTE: Students who withdraw before program completion may owe tuition based on the difference between federal aid required to be returned and the school's refund policy.

REFUND DISTRIBUTION

All refunds will be made within thirty (30) days of withdrawal or termination. If a refund is due a student under the institution's refund policy and the student has received Title IV aid as a part of the student's aid package, the refund will be distributed in a specified order of priority.

Refunds will be first made to the lender of a Title IV Loan to reduce the loan principal. Second, (if applicable) the refund will be applied to reduce any Title IV grant amounts received. Third (if applicable) the refund will be made to the sponsoring agency, student or parent.

All information on Program Costs and Refund Policies is made available to all applicants and is distributed prior to day one (1) of enrollment.

8/24/11

GREATER ALTOONA CAREER & TECHNOLOGY CENTER
PRACTICAL NURSING PROGRAM

TUITION / REFUND POLICY (PART-TIME PROGRAM)

TUITION POLICY

Tuition is determined annually based on the operational cost of the Practical Nursing Program and on state reimbursements and guidelines. The tuition for 2010-2012 is \$10,200.

A \$100 non-refundable registration fee is due at the time of enrollment for all students in all programs of study. The fee is not credited to the tuition.

The program of study consists of a full program year divided into three (3) payment periods. Each payment period is equal to 1/3 of the scheduled program year. Full tuition payment for each payment period is due by or before two weeks prior to the first day of class for that payment period. If desired, students may prepay for the entire school year prior to beginning the Fall term. Tuition is adjusted accordingly for half-time and advanced placement students.

Students with delinquent accounts over 10 days are subject to suspension from school until the account is paid. For any current or former student, if an account remains delinquent, the school reserves the right to withhold services along with the diploma, transcript of grades or other records of achievement. **Any delinquent accounts (unpaid balances) are subject to the collection procedures established by school policy.**

Financial assistance is accepted for tuition payment upon receipt of appropriate written notification of such approval. This must be submitted to the school according to the payment schedule. A minimum of 6-8 weeks processing time is needed for most types of financial aid.

Graduates of the G.A.C.T.C. secondary programs who enroll in the Practical Nursing Program within five years of graduation will receive a 5% tuition scholarship.

BAD CHECK FEE

A \$15.00 fee will be charged for each bad check or other instrument presented by or on behalf of the student and accepted that is not negotiable. The fee and the amount due must be paid in full to continue in the program.

REFUNDS

Refunds are based on payment period costs and are calculated on a prorata basis. One hundred percent (100%) of tuition will be refunded if a student withdraws prior to the first day of class. After classes begin, refunds will be prorata. Tuition amount retained is rounded up to the nearest 10 percent of completed hours. After greater than 60 percent of the payment period is completed, no refund is given.

The student should officially terminate or withdraw from the program in writing. Upon completion of the withdrawal/termination form, any refund due will be calculated according to the last date of attendance.

NOTE: Students who withdraw before program completion may owe tuition based on the difference between federal aid required to be returned and the school's refund policy.

REFUND DISTRIBUTION

All refunds will be made within thirty (30) days of withdrawal or termination. If a refund is due a student under the institution's refund policy and the student has received Title IV aid as a part of the student's aid package, the refund will be distributed in a specified order of priority.

Refunds will be first made to the lender of a Title IV Loan to reduce the loan principal. Second, (if applicable) the refund will be applied to reduce any Title IV grant amounts received. Third (if applicable) the refund will be made to the sponsoring agency, student or parent.

All information on Program Costs and Refund Policies is made available to all applicants and is distributed prior to day one (1) of enrollment.

8/24/11

Greater Altoona Career & Technology Center
Practical Nursing Program
CLASS ORGANIZATION

It is the belief of the Practical Nursing Faculty that class organization promotes leadership ability and enhances the student's degree of responsibility and dedication. Therefore, the full time class will become fully organized by the 10th week of Level I and the part time class at the end of Level I. An organizational meeting will be chaired by a faculty member and nominations for President will be accepted. Once the office of President has been filled, the meeting will be chaired by the President and officers will be nominated and elected by a majority vote of the class members.

Class Officers will include:

President: Chairs all class meetings; represents the class during the school year and the night of graduation. Keeps faculty informed of class concerns and happenings. Attends program advisory committee meetings.

Vice-President: Assists the President. Takes office of Presidency when President is absent.

Treasurer: Responsible for handling class funds; keeps accurate records of fund-raising events; pays bills on time.

Recording /Correspondence Secretary: Records minutes of all class meetings; reads them to the class at beginning of next meeting; handles all correspondence on behalf of the class such as invitations, Thank-you notes, inquiries, etc.

Librarian/Assistant Librarian: Opens the library for books to be checked in and out. Replaces returned books to appropriate shelves. Informs students of need to return overdue books. Keeps faculty informed of students' perceived needs for reference books to be purchased.

Miscellaneous:

- Appropriate committees will be designated by the President as activities and projects are decided upon by the class. (Library, Humanitarian, Graduation Banquet, Social Activities, etc.)
- Class meetings will be held when called by the President. The coordinator or a faculty member shall be properly notified prior to the meeting so they can be scheduled; and therefore, a proper time and place will be designated.
- All formal class activities will be under the guidance of faculty and meetings will be conducted according to Parliamentary Procedure.
- All activities must be approved by the Faculty Advisor and the Coordinator.

- Students wanting to make a suggestion or request to the Faculty/Administration may do so through their class president or by accessing the Continuous Improvement form at www.gactc.com
- The faculty reserves the right to remove an individual from office if they are on probation for violation of the student code of conduct.

8/24/11

GREATER ALTOONA CAREER & TECHNOLOGY CENTER
PRACTICAL NURSING PROGRAM

LIBRARY RULES AND REGULATIONS

SCHOOL:

1. Book categories are listed in the library. The library is inventoried annually, new books are purchased, and books over ten years old, which are no longer considered relevant, are deleted.
2. Current P.D.R.'s and other specified reference books may not be taken from the library. These are for use only during school hours.
3. Books and pamphlets must be signed in and out with the Class Librarian. Professional journals may not be removed from the library.
4. Books may be signed out for two weeks. Reserved books may be signed out for 24 hours.
5. Students may request the Librarian to reserve books for them.
6. A book may be renewed one time, only if it has not been placed on the reserve list.
7. Suggestions by students for books and periodicals they feel would be beneficial to have purchased and placed in the library shall be submitted to the library committee members. They in turn, will submit these suggestions to the Practical Nursing Coordinator.
8. Library hours shall be established by the class in accordance with their class and clinical scheduling. The library is generally open to all students for study purposes during "off" time, Monday – Friday, 7:30 AM – 4 PM.
9. The library is a study area and is considered a quiet zone.
10. Students shall be responsible for all books that are removed from the library. You will be held responsible for replacement costs if books are damaged or not returned. All library resources must be returned prior to graduation or any record release. Violation of any library policies may result in termination of library privileges.

8/05

**Greater Altoona Career & Technology Center
Practical Nursing Program**

Laptop Guidelines

1. The student shall be responsible for custody of the school issued laptop. The school shall not be responsible if it is lost or stolen.
2. Laptops may not be powered on or in use in the classroom during instructional hours and/or during guided instructional assignments.
3. Laptops may not be used to photograph any program related activities without permission from the faculty.
4. Laptops may be used in the classroom area during independent study time provided that they are inaudible and are being used for study related purposes. (Remember the classroom is a quiet zone during free study).
5. Due to the limited number of power sources in the classroom, the following rules shall apply:
 - Lap tops are to be charged at the lap top bays in 504
 - Lap tops may not be used to audio tape lectures
 - Lap top may not be charged in the classroom during instructional hours.
6. The lap top bay area is designated as study area and only curriculum related activities/discussion is to occur there.
7. Any student not adhering to the above guidelines shall be prohibited from using a laptop in the classroom area.

Addendum to Portable Computer Policy Summary of Principles

The portable computer becomes a permanent possession of the school if the student's financial obligations to the school are not met within 60 days of departure from the school.

8/2011

GREATER ALTOONA CAREER & TECHNOLOGY CENTER
PRACTICAL NURSING PROGRAM

GRIEVANCE PROCEDURE

Those persons who have complaints may submit them according to the following guidelines:

- STEP 1.** Within ten (10) school days after the alleged concern, the complainant shall initiate an informal discussion with the teacher or person(s) involved. If this informal discussion does not resolve the issue, the complainant shall initiate Step 2.
- STEP 2.** If the grievance is not resolved under Step 1, the grievant shall submit a written complaint to the Practical Nursing Coordinator within five (5) school days. The Coordinator will investigate the complaint and attempt a solution. If no solution to the complaint can be mutually agreed to at this point, the complainant may initiate Step 3. Also at this time, the complainant's letter shall be passed on to the Executive Director of the GACTC.
- STEP 3.** If the grievance is not resolved under Step 2, the grievant may request a formal meeting with the Executive Director. This request must be in writing and submitted within five (5) school days from the Coordinator's response in Step 2. The Executive Director shall respond within ten (10) calendar days of receiving such correspondence. The decision of the Executive Director is final and binding.
- NOTE::** Students enrolled in the Practical Nursing Program are adults. Complaints and resultant responses will not be discussed with any other parties.

8/04

GREATER ALTOONA CAREER AND TECHNOLOGY CENTER

SECTION: PUPILS

TITLE: STUDENT EXPRESSION

ADOPTED: December 7, 2000

REVISED:

220. STUDENT EXPRESSION	
<p>1. Purpose</p>	<p>The Joint Operating Committee respects the right of students to express themselves in word or symbol and to distribute materials as a part of that expression, but it also recognizes that the exercise of that right must be limited by the center's responsibility to maintain an orderly school environment and to protect the rights of all members of the school community.</p>
<p>2. Authority SC 511, 1850.1 Title 22 Sec. 12.9</p>	<p>The Joint Operating Committee reserves the right to designate and prohibit manifestations of student expression that are not protected by the right of free expression because they violate the rights of others. Such expressions are those which:</p> <ol style="list-style-type: none"> 1. Libel any specific person or persons. 2. Seek to establish the supremacy of a particular religious denomination, sect or point of view. 3. Advocate the use or advertise the availability of any substance or material that may reasonably be believed to constitute a direct and substantial danger to the health of students. 4. Are obscene, lewd, sexually explicit, or contain material deemed harmful to impressionable students who may receive them. 5. Incite violence; advocate use of force; or urge violation of law, Joint Operating Committee policy or regulations. 6. Advertise goods or services for the benefit of profit-making organizations. 7. Solicit funds for nonschool organizations or institutions when such solicitations have not been approved by the Joint Operating Committee.
<p>Title 22 Sec. 12.2</p>	
<p>Pol. 913</p>	<p>The Joint Operating Committee reserves the right to halt the distribution of unprotected materials.</p>

220. STUDENT EXPRESSION - Pg. 2

<p>Title 22 Sec. 12.9 Pol. 219</p>	<p>The Joint Operating Committee shall require that students who wish to distribute materials submit them for prior review. Where the reviewer cannot show within two (2) school days that the materials are unprotected, such material may be distributed. Appeal of the prior review to the Executive Director and the Joint Operating Committee shall be permitted in accordance with Joint Operating Committee policy.</p>
<p>Title 22 Sec. 12.9</p>	<p>The Joint Operating Committee shall require that distribution of printed materials takes place only at the places and during the times set forth in school rules and regulations in order that such distribution not interfere with the orderly operation of the center.</p>
<p>3. Delegation of Responsibility</p>	<p>The Executive Director or designee shall develop rules and regulations for the distribution of printed material.</p>

GREATER ALTOONA CAREER AND TECHNOLOGY CENTER

SECTION: PUPILS

TITLE: TOBACCO USE

ADOPTED: December 7, 2000

REVISED:

222. TOBACCO USE	
<p>1. Authority SC 510, 1850.1 Title 22 Sec. 12.3</p>	<p>In the interest of creating a healthy environment for students, employees and visitors, no smoking and/or use of smokeless tobacco or possession of tobacco will be permitted at any time in the school building, entrance ways, on the sidewalks, parking lots, on the loading docks at either end of the building, or anywhere else on the surrounding premises of the center.</p> <p>There are no designated areas for tobacco use within the center buildings, in its vehicles or in or around other restricted areas.</p>
<p>2. Definition</p>	<p>In or around other restricted areas shall be defined as all center property including, but not limited to, buildings, parking lots, sidewalks, also including vehicles parked on school district property. For purposes of this policy, the school property will include the St. Mary's property.</p>
<p>3. Guidelines</p>	<p>The tobacco free zone has the following boundaries, including Altoona Area School District property:</p> <ol style="list-style-type: none"> 1. 4th Avenue from 17th Street to 12th Street. 2. 12th Street North to 5th Avenue. 3. 5th Avenue West to 13th Street. 4. 13th Street North to 150' x 150' parking lot on SE Corner of 6th Avenue & 13th Street, then North on 13th Street to 7th Avenue Alley. 5. 7th Avenue Alley West to 15th Street. 6. 15th Street North to 8th Avenue, to include the 8th Avenue parking lot back to 7th Avenue alley; then West to 17th Street. 7. 17th Street South to 4th Avenue.

222. TOBACCO USE - Pg. 2

<p>SC 1303-A</p> <p>Title 18 Sec. 6306.1</p> <p>Pa Code Title 22, Sec. 12.3</p> <p>Title 18 Sec. 6306.1</p> <p>School Code 510, 1303-A, 1850.1</p> <p>Pro-Children's Act of 1994</p>	<p>8. Including the 4th Avenue unpaved lot and the alley between 3rd and 4th Avenues, bounded by 16th and 17th Streets.</p> <p>Incidents of possession, use and sale of tobacco in violation of this policy by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year.</p> <p>A student convicted of possessing or using tobacco in a school building, on a school bus, or on school property may be fined up to \$50 plus court costs or admitted to alternative adjudication.</p>
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Weapons Policy

Purpose:

The Practical Nursing Program recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school environment is a threat to the safety of students and staff and is prohibited by law.

Definitions:

Weapon – the term shall include but not be limited to any knife , cutting instrument, cutting tool, nunchaku stick, brass or metal knuckles, firearm, shotgun, rifle, bb or pellet gun, look-alike gun, paintball gun, chemical agent, explosive device, replica of a weapon and any other tool, instrument or implement capable of inflicting serious bodily injury.

Possession – a student is in possession of a weapon when the weapon is found on the person of the student; in the student’s locker; under the student’s control while she/he is on school property, on property being used by the center, at any school function or activity, at any school event held away from the center; or while the student is on the way to or from center.

Authority:

The Practical Nursing Program prohibits students from possessing and bringing weapons and replicas of weapons into any school buildings, onto school property, to any school sponsored activity, and onto any public conveyance providing transportation to school or a school sponsored activity.

Delegation of Responsibility

Students shall be responsible for informing the faculty or coordinator regarding any information or knowledge relevant to possible or actual possession of a weapon.

Guidelines:

When the Coordinator has evidence that a student has violated the weapons policy, the following guidelines shall be applied:

1. The Coordinator shall immediately dismiss the student from the program.
2. Based on further investigation, the Executive Director may report the student to law enforcement officials.

8/08 RK

Terroristic Threats/Acts Policy

Purpose:

The Practical nursing Program recognizes the danger that terroristic threats and acts by students presents to the safety and welfare of students, staff and community. The Practical Nursing Program acknowledges the need for an immediate and effective response to a situation involving such a threat or act.

Definitions:

Terroristic threat - shall mean a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience.

Terroristic act – shall mean an offense against property or involving danger to another person.

Authority:

The Practical Nursing Program prohibits any student from communicating terroristic threats or committing terroristic acts directed at any student, employee, Joint Operating Committee member, community member or school building.

Delegation of Responsibility:

The Joint Operating Committee directs the Executive Director to react promptly and appropriately to information and knowledge concerning a possible or actual terroristic threat or act.

Students shall be responsible for informing an instructor or the coordinator of the program regarding any information of knowledge relevant to a possible or actual terroristic threat or act.

Guidelines:

When the coordinator has evidence that a student has made a terroristic threat or committed a terroristic act, the following guidelines shall be applied:

1. The coordinator shall immediately dismiss the student from the program.
2. Based on further investigation, the Executive Director may report the student to law enforcement officials.

8/08 RK

Disciplinary Action Infractions

The following guidelines will be instituted by the faculty to discipline and/or counsel students:

Category I – verbal warning

- Dress code violation
- Disruptive classroom behavior
- Failure to complete assignment on time
- Failure to return required forms on time
- Late to class
- Left early without signing out
- Parking violation
- Sleeping in class
- Violation of cell phone policy

Category II – written warning/guidance and counseling form

- Any second occurrence of Category I
- Abuse of equipment and supplies
- Failure to complete patient care assessment guide
- Failure to demonstrate satisfactory attendance
- Swearing/Offensive language
- Smoking or possession of tobacco
- Two or more Category I offenses
- Two or more absences from clinical
- Violation of internet agreement policy
- Yelling, slamming doors, outbursts, etc.

Category III – Probation

- Any second occurrence of Category II
- Inappropriate gestures
- Insubordination
- Negligence
- Pattern of non completion of assignments
- Two or more Category II offenses
- Unsafe Patient care delivery
- Violations of Student Expression Policy

Category IV – In School Suspension

- Any second occurrence of Category II Two or more Category III offenses
- Two or more Category III offenses

Category V – Out of School Suspension

Any repeated occurrence of Category III after suspension
Two or more Category III offenses

Category VI – Dismissal

Arrest by government law enforcement agencies
Assault of another student
Assault of any school personnel
Bullying
Cheating/copying work
Drug related activity
Ethnic/Racial intimidation or harassment
Failure to disclose an arrest
Falsification of records
Fighting
Forgery
Lewd behavior
Lying
Positive drug test
Possession of a weapon
Possession of a controlled substance
Possession of drug paraphernalia
Theft
Under the influence of a controlled substance or alcohol
Verbal threats to anyone

This list is not all inclusive. The faculty reserves the right to discipline students based on the severity of the action.

8/08 RK

**Greater Altoona Career & Technology Center
Practical Nursing Program**

Social Media Policy

Purpose: The Greater Altoona Career & Technology Center is committed to providing a quality education as well as preserving the outstanding reputation of the school. While we respect the rights of students, we do require that students adhere to the professional standards of the school and the profession of nursing. Students are hereby advised that any and all GACTC-related information published by the student on their blog or social networking sites must comply with the GACTC's Acceptable Use Policy and the Student Code of Conduct. Furthermore, the student must comply with confidentiality obligations imposed by law, including HIPAA. Under no circumstances may the student use GACTC logos, mascots, or images on a personal social media account, profile, site, or blog without express written consent.

Guidelines:

1. Students shall be responsible to exercise professional judgment when utilizing social media.
2. Students shall be required to adhere to the GACTC Information Technology Acceptable Use Policy pertaining to students.
3. Students shall be responsible to refrain from behavior that would not otherwise be acceptable in the classroom or clinical sites.
4. Students shall be required to avoid referencing GACTC staff members without their approval.
5. Students shall be obligated to protect confidential information related to the school, affiliating agencies, fellow students, and patients.
6. Students are absolutely prohibited from taking photos of any program related activities without instructor permission.
7. Students may not post any program related photos or material without the consent of the faculty.
8. Failure to adhere to the policy shall result in disciplinary action, such as, but not limited to probation, suspension and/or dismissal from the program.

GREATER ALTOONA CAREER & TECHNOLOGY CENTER
PRACTICAL NURSING PROGRAM

RECEIPT OF STUDENT HANDBOOK ACKNOWLEDGEMENT

I do hereby certify that I have received and read the 2011-2012 GACTC-PN Student Handbook. I agree to comply with the policies outlined in the Practical Nursing Program Student Handbook. Failure to comply with program rules and regulations may result in disciplinary action including suspension and dismissal from the program.

Please sign this page and return it to the Practical Nursing Program Office. It will then be kept as part of your file.

Signature of Student

Date

Printed Signature

PN 5605
4/11/07

GREATER ALTOONA CAREER & TECHNOLOGY CENTER
PRACTICAL NURSING PROGRAM

STUDENT HANDBOOK

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