**Ridgeview**

**Practical Nursing Program**

**Policy & Procedure**

**HandBook**

**2019-2020**

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**Note: Policies in this handbook are subject to revision. These revisions are stated verbally and/or written to student upon request each semester.**

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Dear Student:

On behalf of the faculty and staff at Ridgeview High School, we welcome you to the Ridgeview Practical Nursing Program.

The Ridgeview Practical Nursing Program is designed to be a 4 semester program. The graduate of this program will earn a certificate in Practical Nursing and will be eligible to take the NCLEX-PN licensure exam upon successful completion.

Ridgeview Practical Nursing Program provides a basic student handbook for the program for general information related to the school. This program handbook introduces you to the policies and information, which apply to the practical nursing program only.

Please feel free to seek additional information or clarification of the information contained in the handbook whenever you have a need to do so.

Best wishes to each of you for an exciting and successful experience at Ridgeview and with the Practical Nursing Program.

Sincerely,

Stephanie D. Stanley RN, BSN

Nursing Program Head



**Ridgeview
PRACTICAL NURSING PROGRAM**

**Mission & Philosophy**

The mission of the Ridgeview Practical Nursing Program is to facilitate the health of community. The mission is accomplished through nursing education, leadership, and innovative nursing practice. The foundation of these goals is lifelong learning, responsiveness to changing healthcare needs, generation and sharing of new knowledge, and service to the public and profession. The philosophy of Ridgeview Practical Nursing Program is based on our beliefs about nursing, people and their health, environment, society, nursing education, and evidence based practice. The faculty at Ridgeview Practical Nursing Program believes that the profession of nursing is a vital component of the rapidly changing health care system and is essential to society. Nursing is a dynamic process of meeting the needs of individuals, families, and communities throughout the life cycle in wellness and illness. We define nursing as caring for people in a holistic approach thus treating our clients and their families as a whole, caring for the physical, emotional, and spiritual being. Caring is the core of nursing. The role of the nurse is based on the nursing process and includes teaching, wellness and health promotion, maintenance, and restoration while working with other disciplines. We at Ridgeview believe the individuals, families, and communities are entitled to have accessibility to quality healthcare regardless of age, gender, race, and creed, social, economic, sexual orientation, or health status. Nurses are accountable for providing competent and ethical practice to their clients, the public, colleagues, and themselves. Nurses have a professional responsibility to continually seek ways to improve their practice through self-assessment, research, innovation, and evidence based practices. The practice of nursing is guided by professional standards of behavior and ethics. Leadership is inherent in each of the roles that are a part of the practice of nursing.

**Vision**

The vision of the Ridgeview Practical Nursing Program is to assist Adults and High School Seniors the opportunity to fulfill their educational desires to become a licensed practical nurse. To enter the work force as entry level nurses with a foundation for lifelong growth, learning, and service to their communities. The program embraces all learners and supports the vision, beliefs, philosophy, and mission of the school.

**Introduction To The Ridgeview Practical Nursing Program**

**Program Objectives:**

1. Students will obtain prelicensed training that prepares the student for NCLEX-PN licensure and entry level practical nursing positions within various health care facilities.
2. Provides nursing care that contributes to the enhancement of the health care delivery setting and protects clients and health care personnel.
3. Collaborates with health care team members to facilitate effective client care.
4. Protects clients, family/significant others, and health care personnel from health and environmental hazards.
5. Provides nursing care of clients that incorporates knowledge of expected stages of growth and development and prevention and/or early detection of health problems.
6. Provides care that assists with promotion and support of the emotional, mental, and social well-being of the clients.
7. Assists in the promotion of physical health and well-being by providing care and comfort, reducing risk potential for clients and assisting then with the management of health alterations.
8. Provides care related to the administration of medications and monitors clients who are receiving parenteral therapies.
9. Reduces the potential for clients to develop complications or health problems related to treatments, procedures, or existing conditions.
10. Participates in providing care for clients with acute, chronic, or life threatening physical health conditions.

Each student should review the current NCLEX-PN detailed candidate test plan for review of the major content areas included on the Practical Nursing Licensure Examination. This document is available through National Council State Boards of Nursing website, [www.ncsbn.org](http://www.ncsbn.org).

The Ridgeview Practical Nursing Program is a 2 year/4 semester program of intensive program study. Our desire is to train a variety of individuals in the practical nursing field and prepare those individuals to work productively as entry level licensed practical nurses in a wide variety of clinical settings. Students will progress from basic nursing skills to more complex courses in the subsequent semesters, such as Medical-Surgical nursing, Maternity Child nursing, and Mental Health nursing.

Students who meet the graduation requirements will earn a Certificate in Practical Nursing. These graduates will be eligible to apply for the NCLEX- PN licensure exam.

Program Policies are reviewed at least annually. Copies of the following policies pertaining to the Practical Nursing Program are included in this handbook. All other policies are located in the Practical Nursing Policy and Procedure manual, Dickenson County Public Schools Handbook, and Ridgeview High School Hand book and Policy and Procedures. These books can be found in the office at Ridgeview nursing office. All policies, procedures, syllabi, handbook, and course material is subject to change at the program head’s and/or instructor’s discretion. Students will be notified verbally and in writing of changes made.

**Admission Requirements**

Admission materials required for consideration into the Practical Nursing Program must be submitted to the Ridgeview Nursing Office by April 30 of each school year. Upcoming High School Seniors and Adult students in the service region of Dickenson County are eligible for admission.

Priority for acceptance will be given to the High School Seniors then Adult students. There will be a $65.00 nonrefundable application fee for adult applicants only to cover testing fees.

Ridgeview High School Applicants must meet the following criteria:

-Be an upcoming high school senior with a GPA 2.5 or above

-Copies of the student’s high school transcript

-A letter grade of © or above in Biology with a lab, Algebra 1

-Completed and passed the Nursing Assistant program including Certification

-Register for the ATI TEAS Assessment exam

Adult Applicants must submit the following:

-Be a resident of Dickenson County

-Submit a completed Ridgeview Practical Nursing Program application

-Provide a sealed copy of high school transcript and evidence of graduation

-Provide a copy of GED with GPA if applicable

- Provide through ATI a Teas Assessment score (taken within last 24 months) at 52% or above or register for the exam with Ridgeview

 Ridgeview will not accept transfers into the PN program from other schools or colleges. Students who do not meet the above requirements will not be considered for eligibility. Those who meet requirements will receive notification by telephone and/or letter of the second phase of the application. The second phase of the application will include ATI TEAS Assessment testing and written essay for all applicants and interview for the adult students. The applicant will be notified of when and where to report to complete the second phase of the application process.

Full acceptance into the program is made only after satisfactory completion of admission requirements. All applicants must score 52% or above on ATI TEAS Assessment test to be considered for admission. High School Seniors who meet all criteria and have an ATI TEAS Assessment score above the 52 % will be accepted into the program. Adult students are screened by a panel consisting of no less than the Program Head and 2 other individuals which may include the CTE Director, Nursing Faculty, Principal/Vice Principal, and other CTE faculty. Adult admits to the program are based on a point system that includes ATI TEAS Assessment score, interview, essay, prior experience and suitability to the program. Although the ATI Teas Assessment score is very important in screening individuals; it is not the sole basis of decisions but can be used to select a pool of candidates to proceed to interview stage. In addition, applicants must be able to meet the physical requirements of the program. Those applicants scoring less than 52% on the ATI TEAS Assessment test will not be considered eligible and may reapply the following year. The admission committee is comprised of the Program Director, the Nursing Faculty, and other school faculty who will review admission criteria annually. Students are accepted on the basis of established criteria and without regard to race, sex, religion, or national origin.

The nursing law of Virginia addresses criteria for application for licensure. The Virginia State Board of Nursing has the power to deny opportunity to procure license through testing if the applicant has willfully committed a felony and/or misdemeanor under laws of the Commonwealth of Virginia and/or of the United States. The Board can also deny the opportunity to procure license through testing based on other general requirements at the time of application. Anyone who has been convicted of a federal or state felony or misdemeanor (excluding minor traffic violations) and anyone with a history or drug or alcohol habituation should arrange a conference with the Program Director upon application to the program.

**Program Requirements**

Upon admission preferably but prior to clinical, students must have a complete health examination performed and completed form with proof of current immunizations including Hepatitis B vaccine series or Hepatitis B titer; MMR vaccine or past history of rubella or titer, past history of mumps or positive titer, and all students must have documentation of at least two immunizations unless born before 1957. In addition, proof of Varicella, Varicella vaccination, or titer is required; a negative PPD (tuberculin skin test) or a current copy of chest x- ray not greater than 2 years with clear results. A tetanus immunization is required if greater than 10 years. An annual influenza vaccine and an annual negative PPD is required prior to clinical rotations. A PPD screening may performed if there is an event that there is a shortage (this is at the discretion of the Program Head and in conjunction with the clinical sites infection control policies). Costs of the health exam and required immunizations are not covered by the school. During the course of the program, the practical nursing faculty will carefully observe and evaluate the student’s suitability for nursing. All first year students accepted into the program must complete a criminal background check and drug screen prior to entry into the program. Failure to comply with drug screen and/or “positive and/or positive dilute findings” that do not have a determination by the Medical Review Officer that there is a reasonable explanation for the positive finding such as on prescribed medication, would result in student being unable to complete program. All students in the nursing program will be subject to an annual random drug screen and may be sent for testing if faculty suspects “cause”. Failure to comply within specified time frame to complete the drug screen will result in dismissal from the program. Criminal background record checks will be reviewed on an individual basis and the SBN may be contacted for advisement of suitability into the PN program. Student must provide proof of current AHA HCP BLS CPR certification prior to clinical rotations.

Students must maintain a numerical grade of 84 (C+) in each course subject in a given semester to continue into the next semester. Students who receive a course grade lower than an 84(C+) must drop out of the program regardless of the final PN grade for the Semester.

**Physical Demands**

In this program includes duties that frequently require squatting, bending, kneeling, reaching, and stair climbing; lifting and carrying up to 50 pounds; frequent pushing and pulling up to 200 pounds with assistance; occasional lifting up to 200 pounds with assistance and occasional carrying up to 51-74 pounds. Duties also require constant use of acute sight, hearing, touch, and speech. Environmental conditions include procedures that involve handling of blood and body fluids using universal/standard precautions.

**Financial Requirements**

First year high school seniors will be responsible for uniforms, drug handbook, Blood pressure cuff/stethoscope, CPR fee, and physical examinations/immunizations, background check and drug screening. Adult students and all second year students will be responsible for all fees related to the following: Tuition, Health exam/immunizations, Uniforms, Books, Liability Insurance, CPR Certification, and ATI testing program fees, background check, drug screen, NCLEX-PN reviews/exams, and school graduation pins. Financial aid assistant may be available to qualifying students through local scholarships such as the Columbus Phipps Scholarship Foundation, Jobs Training Program, and the Virginia Work Force Initiative for Adults. Tuition is nonrefundable after 14 days at the start of the Semester.

**Expense List**: (Estimated pricing based on current pricing)

Tuition $400.00 per Semester

Books $800.00 for Program

Nursing Drug Handbook $50.00

ATI Review Materials $950.00 for Program

Uniforms (2) includes tops/bottoms $ 150.00

Graduation uniform $ 75.00

1 lab jacket $25.00

White Shoes/socks various pricing

Watch, scissors, penlight various pricing

BP Cuff/stethoscope kit $50.00

Physical Examination/Immunizations various pricing

Background Check $20.00

Drug Screen $42.00

NCLEX-PN testing fees: $410.00

ATI NCLEX Review 2nd year $310.00

**Other Requirements:**

1. Students are responsible for transportation to classes and to agencies used for clinical experience (high school seniors will have the opportunity of public county transportation during the first year of the program to Ridgeview ).
2. Complete required physical examination with current immunizations prior to clinical rotations. Annual negative PPD/screening prior to clinical rotation or negative chest x-ray within 2 years. Annual influenza vaccine. Criminal background check prior to admission to program and upon graduation for State Board Licensure.
3. Be certified in CPR (American Heart Association Health Care Provider) BLS HCP. Student must maintain CPR certification throughout the entire clinical phase of the program.
4. Will be assigned to clinical agencies on a space available basis.
5. Purchase uniforms, shoes, and accessories per dress code as stated in this handbook.
6. Traveling to clinical facilities are the responsibility of the student.
7. Students doing clinical rotations must adhere to the policies of the assigned clinical affiliates.
8. Pass the criminal history record check (background check) and drug screen as applicable per given deadline.
9. Obtain a Ridgeview program photo identification name badge prior to clinical rotations (provided by the school).

**Resignation Policy**

Any student that desires to withdraw from the practical nursing program must submit a letter of resignation to the Program Director stating the reason for withdrawal in order to be considered for readmission into the program. If at any time, in the judgment of the Program Director, faculty, and/or administration, a student fails to meet the requirements in scholastic achievement, (theory and practice), attitude, standards of health and conduct, standards of nursing performance, or attendance, the Program Director has the right to request the student withdraw immediately from the program. Physical and emotional adequacies and accepted moral conduct must be in accordance with the State Board of Nursing Rules and Regulations.

**Readmission Policy/Procedure**

Due to the limited number of students accepted (15 per year), there is no guarantee that a student may be accepted back into the program upon reapplying to the program after dropping out for whatever reason. Cases will be evaluated on an individual basis. There are students who are identified as high risk and may not be considered for readmission include but not limited to those with excessive absenteeism, poor class/poor clinical performance, inability to pass the pharmacology exam, cheating/plagiarism, and/or causing patient harm. If a student is readmitted to the program, the student will repeat the portion of the program as deemed appropriate by the nursing faculty and will enter into a reentry contract. The student will need to have a conference with the Program Director and/or designee to discuss and review personal and/or professional factors which may have an influence in the student’s success; and review academic or professional activities in which student may have undertaken since interruption of the program to determine if student can be successful during reentry.

**STUDENT RIGHT’S AND RESPONSIBILITIES**

An application for admission to Ridgeview represents a voluntary decision by the student to participate in the Practical Nursing Program offered by the institution pursuant to the policies, rules, and regulations of the State Board for public schools and technical education. Approval of that application represents the extension of a privilege to join the school and technical education community and to remain part of it as long as the student meets the academic and behavioral standards. Each individual student is guaranteed the privilege of exercising his rights without fear and prejudice. Such rights include the following:

1. Students are free to pursue educational goals; appropriate opportunities for learning in the classroom and on campus shall be provided by the school.
2. No disciplinary sanctions may be imposed without due process.
3. Free inquiry, expressions, and assembly are guaranteed to all students provided their actions do not interfere with the rights of others or the effective operation of the institution.
4. Academic evaluation of student performance shall be neither arbitrary nor capricious.
5. The school and members of the school community have the right to expect safety, protection, and the continuity of the educational process.

**CODE OF CLASSROOM COURTESY**

In the adult teaching/learning environment there are behavioral expectations and performance standards. The members of the Ridgeview faculty are eager to foster an atmosphere of scholarly inquiry and sharing, trust, acceptance, mutual respect, and safety. The faculty believes that providing quality instruction under these conditions is foremost among Ridgeview’s many missions and that the classroom is the primary focus for that instruction. The faculty also believes that the classroom environment can positively or negatively affect the learning process. The following code is an effort to ensure that every student has a positive learning experience.

**Class Time**

Every class at Ridgeview has a designated beginning and ending time refer to Ridgeview High School Hand Book and Dickenson County School Handbook. First year classes will be held Monday-Friday at Ridgeview from 11:45 pm-2:50 pm. Second year classes for classroom instruction will begin at 8:30 am to 11:30 am at Dickenson Education and Research Center. Meeting days will vary based on clinical rotation days. Clinical days will begin and end per facility’s starting and ending times, days will be determined prior to semester starting based on availability at the facility. While there are always legitimate institutional reasons for class to end early (snow for instance), Dickenson County Superintendent will make such decisions. There are also legitimate personal reasons for a student to leave class early (a doctor’s appointment, for instance). Prior to the beginning of class, a student should inform the instructor in a discreet manner that he or she needs to leave early. These requests should be rare as appointments should be scheduled before or after class or on days when class is not being held. The student is responsible for all missed time and assignments. All first year students will operate under the designated timeframes of Dickenson County School Systems regular assigned calendar year. Second year students will follow the same timeframe of Dickenson County Schools for in class instruction time except for clinical rotation days which will be per the facility’s timeframe for clinical shifts. Dickenson County School Systems will make decisions in regard to classes ending early for reasons such as inclement weather conditions and beginning or ending classes outside the designated timeframe. In case of inclement weather or emergencies, Dickenson County Schools will provide information to local television stations (WJHL-11, WCYB-5, and WKPT-9), radio stations (WDIC-92.1, WXBQ-96.9), all points bulletin through a telephone call system, and the school website ([www.dickenson.k12.va.us](http://www.dickenson.k12.va.us)) for school related closings/changes. Ridgeview Practical Nursing Program in most instances will follow the Dickenson County School’s policies and procedures in such cases. However, there may be an instance that clinical time can be done. On this occasion, the Program Head will make the decision based on location and safety for the students. Students will be notified by Group Messenger, cell phone, or land line.

**Missing Class**

Students missing designated class times and clinical rotations have a number of responsibilities. They should check with the instructor and find out what they missed during the absence. Generally, students are responsible for participating in a class’ activities the first day back from any period of absence including tests and quizzes. All clinical hours must be made up on days designated by the clinical instructor. Failure to make clinical hours up will result in student being unable to continue on in the program and being eligible for graduation and taking the NCLEX-PN exam for licensure. The Virginia State Board of Nursing mandates that a student of a Practical Nursing program in order to be eligible for the NCLEX-PN exam must complete at minimum 400 clinical hours. Ridgeview Practical Nursing Program has 400 hours plus scheduled with built in opportunities for makeup time as needed.

**Class Interruptions**

Ridgeview Practical Nursing Program demands a number of responsibilities of both instructors and students of the nursing program. Adult students and parents of high school seniors should ask instructors for conferences as necessary to attend to student needs upon scheduled appointments. The instructor is the designated spokesperson in each classroom. He or she may design in class activities that require student response or even student conversation, but continual unsolicited talking in the classroom disrupts classroom quality and deprives all students of their right to a quality educational environment. For repetitive disruptions, the instructor will ask for an individual conference with the student to discuss the class or clinical related issue. After the conference is held, if the issue is not resolved; the instructor may elect to take further action to stop the behavior. The instructor reserves the right to ask the students to leave the classroom, or in extreme cases drop the course altogether.

**Peer Respect**

Students share a classroom with many peers. These peers deserve not only a quality learning environment but an environment free from fear and intimidation.

**Open Labs and Library**

Ridgeview and the Dickenson Education and Research Center have a nursing class room and a computer lab. In addition, Ridgeview has a library of nursing texts for students to enhance their learning opportunities, and a practice lab for all nursing students to utilize. These facilities offer both academic and social experiences, but the academic experience is primary. In order to maximize this experience, students should avoid creating a noisy environment within these areas.

**Electronic Devices**

Cell phones or Bluetooth technology is not allowed in the classroom and should be silenced or turned off. Audio devices with head phones are not allowed in class. The uses of notebook computers/tablets are not allowed in class unless the instructor specifically consents to the computer usage for academic purposes. The use of personal electronic devices in classrooms, including but not limited to cell phones, MP3 players, gaming devices, radios, CD players, laptops with sounds, are not allowed. 0.2 participation points may be deducted for unauthorized cell phone use per occurrence at instructor’s discretion.

**Clinical Contracts**

Individual contracts are in effect with each affiliate clinical agency and these contracts differ in requirements made for students. The general stipulations are as follows:

1. Clinical agencies reserve the right to dismiss a student from their agency at any time with any due cause. This will be done in advance notice except in an emergency. Such dismissal would most likely result in a student being dismissed from the program and may not be eligible for readmission.
2. Proper uniform must be worn at all times. Photo ID is required in clinical areas at all times.
3. Published policies of hospital /clinical affiliate must be adhered to.
4. Immunizations must be current as described in the hand book. Proof of a negative tuberculin skin test (PPD) must be shown each year prior to clinical rotation. Previous positive reactors are exempt but must obtain proper documentation from physician/nurse practitioner along with evidenced of a current negative chest x-ray (in last 2 years). Students with documented allergies and proper documentation from a physician and/or designee may be exempted from the annual influenza vaccine.
5. Student releases the hospital, its agents, and employees from any liability for any injury or death to him/her or damage to his/her property arising out of agreement of use of hospital’s facilities and other clinical site affiliates. Contracts for each agency are available in the Nursing Office and may be reviewed by the students upon request.
6. Clinical facilities require a criminal history (background) check and drug screen as a condition for placement in a clinical rotation. All nursing students will be required to provide proof of a background check, drug screen, required immunizations, and liability insurance prior to beginning the practical nursing program and/or clinical rotation.

**Definition of Practical Nursing or Licensed Practical Nursing, according to the Code of Virginia, Chapter 30 of Title 54.1-3000.**

“Practical nursing " or "licensed practical nursing" means the performance for compensation of selected nursing acts in the care of individuals or groups who are ill, injured, or experiencing changes in normal health processes; in the maintenance of health; in the prevention of illness or disease; or, subject to such regulations as the Board may promulgate, in the teaching of those who are or will be nurse aides. Practical nursing or licensed practical nursing requires knowledge, judgment and skill in nursing procedures gained through prescribed education. Practical nursing or licensed practical nursing is performed under the direction or supervision of a licensed medical practitioner, a professional nurse, registered nurse or registered professional nurse or other licensed health professional authorized by regulations of the Board.

**Faculty**

The instructors are Registered Nurses who are knowledgeable in the necessary areas of nursing and are currently licensed and approved by the Virginia State Board of Nursing. The faculty members are: Stephanie Stanley RN, BSN-Program Director/Instructor and Kendra Mullins RN, MSN Instructor. Adjunct faculty may be utilized as needed after proper credentialing and approval by the State Board of Nursing for clinical support.

**Faculty Assignments:**

Full Time Faculty-Stephanie Stanley RN, BSN-Program Director, Class and Clinical Instructor

Office Hours: Monday, Tuesday, Friday 12:30-3:30 pm. Email:sdbstanley@dcps.k12.va.us.

Kendra Mullins RN, MSN Class and Clinical Instructor. Office Hours-M-Fr 7:45 am-8:00 am., 3:00-3:30 pm

Email: kmullins@dcps.k12.va.us

Please call to set up appointments (276-835-1600 ext 1216).

Teaching Assignments: (First and Second Year)

Stephanie Stanley RN BSN Program Head

-Geriatric Nursing & Clinical Instruction

-Med Surgical I and II & Clinical Instruction

-Maternal and Child Health Nursing, & Clinical Instruction

-Mental Health and Psychiatric Nursing & Geropsyche Clinical Instruction

Kendra Mullins RN, MSN Class and Clinical Instructor

-Fundamentals of Nursing and Skills 1/2

-Body & Structure

-Nutrition and Diet

-Trends in Nursing

-Pharmacology/Medical Math

-Clinical Instruction as needed

Adjunct Faculty (Contract)

Kim Watson RN

Clinical Psychiatric Rotation

**Faculty Support Personnel:** Available Monday-Friday 7:45 am-3:30 pm

Missy O’Quinn, Ridgeview Secretary

Contact information: Email: moquinn@dcps.k12.va.us

 Telephone: 276-835-1600

**Achievement Tests (Refer to ATI Section of Handbook)**

Standardized achievement tests ATI (Advanced Technical Institute) are administered throughout the nursing program at particular time intervals. ATI is an ongoing learning system and achievement tests that are completed during each semester. Students must score 80% or above on all Practice Assessments in order to take Proctors which serve as core nursing class exams. Failure to do so will result in a (0) for the exam. The PRE-Review Comprehensive Practice Assessments and Proctor assist in preparing students for the National Council Licensure Examination for Nurses (NCLEX-PN), as it is a comprehensive review that is presented in the final semester of the program and should be passed with a 70% in order for student to show readiness to take the NCLEX-PN exam for licensure. All students are required to take these tests. These tests will aid the student in identifying areas of strengths and weaknesses throughout the program. Tests are given to identify the needs of students and are utilized as self-remediation.

**Liability Insurance**

Each student participating in the practical nursing program must have liability insurance as a “student”. The school provides liability insurance for each student. However, due to preceptorships in the second year where the instructor will not always be on site; the second year student may purchase an additional student liability policy prior to starting clinical. A copy of the school’s blanket policy is available in the nursing office on school campus for student review. If you would like to purchase additional student liability insurance, information will be made available to you. No student will be able to enter a clinical area without being insured as a “student”. Coverage must contain 1 million dollar per claim and 3 million dollar aggregate coverage at minimum.

**Attendance**

Attendance is vital for success in the practical nursing program. Lecture time is especially important for success in passing tests. Clinical time missed is difficult and may be impossible to make up thus resulting in a student being unable to complete the program.

**Therefore, the following policy applies to all students in the nursing program at Ridgeview:**

-Prompt and regular attendance is required of all students. Attendance records will be carefully maintained. **Tardiness is defined as arriving after roll call in the classroom or 15 minutes late at clinical site. Students who are late greater than 15 minutes at a clinical site will not be allowed to attend**

**Clinical that day and will constitute an absence**.

-Excused absences include personal illness, serious immediate family illness or death, hazardous weather conditions (death/illness includes mother, father, sibling, child, spouse, and grandparent). **Unexcused absences can result in immediate dismissal from the program at the discretion of the Program Director.**

**-A total of 5 class/clinical absences (excused/unexcused) regardless of circumstances in a semester will result in dismissal from the program. No more than 2 of those days can be clinical days. No exceptions. High School Seniors should keep ASR days to no more than 5 being aware that they may have to forego some of the Senior activities in order to meet class requirements. After the 5 days of ASR those days will be added to the other 5 days. Dental and doctor appointments should be scheduled if all possible for times or days when there is no class.**

**A total of five tardies will constitute 1 absence and/or three check outs will constitute 1 absence or combination of both. It is the student’s responsibility to makeup a test or work as soon as possible in agreement with the instructor but no more than 3 school days. Generally, you are expected to be responsible for tests and work that you had prior knowledge of on the day returning from the absence. 1 point will be deducted for each absence and 0.2 points deducted for each checkin/check out from participation grade for class missed.**

**Child Care**

Students are responsible for making childcare arrangements for their children while they attend classes. **Children are never allowed to attend class, labs, and clinical with parents. Due to the demands of the program, students with dependent children must prepare in advance.**

**Health Insurance**

The school assumes no responsibility for medical expenses, and does not provide health insurance for students. Any cost related to injury or illness due to your role as a student will be at your own expense.

**Honor Code**

Ridgeview’s “student code of conduct” is located in the Dickenson County Public Schools Handbook which each student will receive at the beginning of the program. The practical nursing program expects students to adhere to academic honesty and abide by the honor code. This requires that the student be responsible for not only his conduct, but he or she report any infraction of the honor code observed. Cheating and/or plagiarism may include but not limited to using anyone else’s work without acknowledging the source, using unauthorized assistance on examination, paper, or project; stealing or sharing test examinations from instructor or other students. Dishonesty is a serious matter that will lead to disciplinary action by the instructor and administrative staff. Dismissal from the nursing program could result.

**Professional Conduct:**

Faculty and student assume responsibility for the individual and professional judgments and actions. It is expected that they will seek consultation and clarification of professional actions in which there is uncertainty. It is expected further that they will continue to maintain the competence of their practice. Faculty and students will respect and uphold the rights of all their clients. They will protect the client against incompetent, unethical, or illegal practice. The faculty will respect and uphold the rights of students. In turn, the students will respect and uphold the rights of faculty. Students will hold in confidence all matters coming to his or her knowledge in the practice of his profession and in no way at any time violates this confidence. They will behave in a professional manner towards faculty, clients, facility staff, and peers. They will fulfill all duties faithfully and efficiently; behave in a respectful manner; refrain from idle gossip and unethical behaviors. The students will display professional characteristics of a nurse to include but not limited to: honesty, dependability, professionalism, ethical conduct, and respect. Professional misconduct would be construed as any violation of the above provisions.

**Misconduct**

Generally, punitive action is limited to conduct which adversely affects the school’s community pursuit of its educational objectives or behavior that disrupts the teaching/learning process. (Refer also to Ridgeview High School Handbook and Dickenson County Schools Handbook).

**The following misconduct is subject to disciplinary action:**

-Possession or use of alcoholic beverages on school property or at any function sponsored or supervised by the school, except by state permit, is a violation of the Student Code of Conduct. State Law forbids providing alcohol to persons under 21 years if age.

-Assault, battery, or physical abuse of a student or school personnel. Physical and/or psychological abuse or threat of such abuse toward any person on school premises or at school activities. Sexual harassment, sexual assault, and rape will be deal with on criminal charges through the civil court system for disciplinary action and judicial board review.

-Participating in or inciting a riot or an unauthorized or disorderly assembly.

-All forms of sexual harassment or racial discrimination other than such forms as to constitute protected speech.

-Possession on school property or at any school activity of any dangerous chemical, explosive element, or component parts thereof, not used for lawful school studies.

-Unlawful possession, use, sale, or distribution of any type of controlled drug or substance.

-Seizing, holding, commandeering, or damaging school property or a facility of the school or a threat to do so, or refusing to depart from any property or facility of the school upon direction by school officials or other authorized personnel within the regulations of the school.

-Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other school activities.

-All forms of dishonesty, cheating, plagiarism, knowingly furnishing false information to the school, forgery, and alteration or the use of altered documents.

-Persistent or gross acts of willful disobedience or defiance toward school personnel.

-Failure to identify oneself on school property or at school functions when asked to do so by school personnel.

-Lewd, indecent, or obscene conduct including language and dress.

-Possessing a rifle, shot gun, pistol, revolver, or other firearm or a knife or sharp objects that can be used as weapons on school property.

-Gambling, raffling, or lottery activity on school property.

-Littering, defacing, destroying, or damaging property of the school or property under its jurisdiction or removing or using such property without authorization.

-Computer and lab abuse in violation of school policy.

-Intrusive use of personal sound amplification equipment.

-Failure to maintain reasonable hygiene.

-**Sleeping in class**. (0.5 points may be deducted for each occurrence as a part of participation grade)

-Animals are not allowed on school grounds except in the case of Seeing Eye dogs.

-Use of school mail by students.

-Illegal acts, such as copyright violation, fraud, forgery, pornography.

-**Unauthorized cell phone use in class (0.5 points may be deducted for each occurrence as a part of the participation grade)**

In cases where there is definite and imminent risk of physical harm or fear for safety, the student will be reported to the Principal and school resource officers for immediate action. At off campus locations, students should call 911 and notify the nursing instructor of incident as soon as possible.

**The following sanctions may be imposed (refer to Ridgeview High School Handbook and Dickenson County Schools Handbook for additional information not covered):**

-Admonition: An oral or written statement to a student that he or she is violating or has violated school rules and may be subjected to more severe disciplinary action unless the violation ceases or is not repeated. An admonition is an immediate action that may be administered by the Program Director and/or Principal without further review.

-Disciplinary Probation: A contract governing student behavior is required stating conditions of probation. Exclusion from participation in the extracurricular activities of the school including the holding of student office, for a period of time not to exceed one school year.

-Restitution: Required reimbursement for damage to misappropriation of property.

-Suspension: Exclusion from attending the school as a student for a definite period of time not to exceed one year.

-Dismissal: termination of student status for an indefinite period. The conditions of readmission if any will be stated in the offer of dismissal.

-Interim Suspension: If in the opinion of the Principal/Program Director, the presence of a student poses a serious threat of harm to person or property, the Principal may immediately suspend the student.

Ridgeview’s Principal has ultimate authority and responsibility for disciplinary procedures. All cases involving disciplinary probation, restitution, suspension, or dismissal of students may be referred to the Dickenson County School Board, unless the student has waived the right to a hearing.

**Grading Scale**

Students in the practical nursing program must earn a numerical grade of 84/C+ or above (grades will not be rounded up) for each course taught in the semester to remain in the program and advance to the next semester regardless of the overall PN grade. Students who receive a grade lower than required must drop out of the program and reapply the following year. There will be no assigning of extra credit points for individuals; however, there may be opportunities through the courses for extra credit points for the entire class. The grading system is as follows:

**Grading System:**

**A+ = 99-100**

**A=95-98**

**A-=93-94**

**B+=91-92**

**B=88-90**

**B-=86-87**

**C+=84-85**

**C=80-83**

**C-=78-79**

**D+=76-77**

**D=72-75**

**D-=70-71**

**F=69-0**

Grades will be posted at the end of each 9 weeks in TEMS for the High School Seniors who will receive a PN 1 grade. All students will receive a hard copy with each course grade at the end of each 18 weeks.

All grades will be kept in the student’s official file at Ridgeview. If you believe an error has been made, notify your instructor of the course immediately. The instructor can fill out a grade change form and resolve an error if one has been made. Any grade changes must be made during the semester immediately following the semester in which the grade was earned. Refer to the course syllabus for specific information how the grade will be calculated for that course. Grades for tests, written assignment, etc. are handed to the student by their faculty member for the student’s review. All grades are recorded in the instructor’s grade book. You may request a conference with the instructor at any time to review your grades.

**Grade Appeal:**

Students who wish to appeal a grade must do so in writing within 15 days of the beginning of the next semester. The administrative committee will review requests and the instructor’s grade book in addition to any evidence submitted by student and instructor before making a decision. (Refer to Dickenson County Schools Handbook).

**Student Records:**

Graduates of Ridgeview may request in writing that an official copy of their transcripts be sent to employers or academic institutions. Requests should be made through the Administrative Office of Ridgeview High School. Records will be maintained in the nursing office for 10 years. Transcripts will then be available through the Guidance office.

**Academic Integrity**

***Students must do their own work!*** Students who plagiarize or cheat in the program risk dismissal from the class and school. Cheating on any exam, test, quiz, lab performance, project, or homework is prohibited and subject to dismissal. (Refer to Ridgeview High School Handbook and Dickenson County Public School Handbook)

**The following would result in immediate disciplinary actions**:

1. Cheating: Any act of unauthorized material or help from another person in any academic work submitted for the course.
2. Plagiarism: Any act of submitting the work of another person without appropriate citing of the source.
3. Facilitating works of dishonesty: Providing authorized work to another person, or resubmitting another person’s work for academic credit.
4. Fabrication: Inventing sources or information in clinical or academic work.
5. Unprofessional behavior: unauthorized acts against faculty/student.
6. Unauthorized Testing Behavior: talking, passing materials of any kind, copying answers, picture taking of exam/answers (cell phone), or leaving testing site during a test.

**Clinical Evaluations**

A clinical evaluation summary will be used each clinical semester. A satisfactory/unsatisfactory rating will be used in evaluation of clinical skills. Clinical ratings will also include attendance; attitude, integrity, courtesy, hygiene, and conduct are considered. Unsatisfactory in the clinical component will result in an “F” for the course, regardless of the theory grade resulting in dismissal from the program.

**Clinical guidelines will include, but are not limited to:**

1. Students will attend all clinical rotations with prompt arrival time prior to the beginning of each assigned shift.
2. Students will adhere to the clinical affiliate policies.
3. All students will be AHA BLS HCP CPR certified. Must have met program requirements for annual negative TB screen, required immunizations, criminal record check, negative drug screen, and a student liability insurance policy in place prior to the start of a clinical rotation.
4. Students will improve and expand nursing clinical skills through guidance and supervision.
5. Students will respect human dignity, patient rights, families, peers, and faculty at all times.
6. Students will maintain patient confidentiality and adhere to HIPAA guidelines.
7. Students will not receive nor make personal calls in the clinical areas (except in extreme emergencies such as illness, family emergency, and death). Cell phones and pagers are to be turned off in the clinical work area.
8. Students will care for clients and keep the area neat, clean, and free of clutter.
9. Students will dress appropriately and be prepared for clinical upon arrival to facilities.

If students do not follow the uniform code, they will be sent home with an unexcused absence and an unsatisfactory clinical grade is at risk, which could result in failure of the program and dismissal.

1. Students will notify clinical instructor if expected to be late or absent 1 hour prior to clinical beginning time.
2. Students are not to leave assigned clinical site prior to completion of clinical day.

**All students are required to take a Medication Dosage Math Calculation examination prior to medication administration in the clinical areas. A score of 90% or above must be obtained. The student may take the exam 3 times. Failure to pass the exam on the third time, the student is considered to be unsafe for clinical practice and cannot continue in the program as correct medication dosing is a CRITICAL SKILL for all nurses. This examination will be given at the end of the First Semester.**

**Dress Code**

All students will follow dress code for classroom and lab per the Ridgeview High School Handbook and Dickenson County Public School Hand Book. During clinical and observational experiences, students will adhere to the following:

**The uniform guidelines for all students:**

1. Properly fitted black uniform top embroidered with school name and pant. A local uniform company will be available at the school before purchasing uniforms to assist in sizing and fit. You will need to purchase uniforms from the company at the discounted price.
2. Students are advised to keep tags on all uniform articles until approval is made by the faculty.
3. White or nude undergarments. Black/gray tank top or camisole under uniform is acceptable but must not be longer than uniform top. No thongs.
4. Black lab jacket embroidered with school name
5. Flat white/black leather shoes with back strap. Shoe laces should be kept clean and neat. White/Black tennis shoes may be worn. (Shoes need to be approved by faculty).
6. Accessories:

-Watch with a second hand (White, Black, Gold, or Sliver)

-Medical bandage scissors

-Program name badge (Photo Identification)

-Black Pens

-Small notebook

-Stethoscope

 -Pen light

 -Drug Reference Book

 -White /Black socks

**Grooming Guidelines while in uniform:**

1. All uniforms are to be neat, clean, and wrinkle free; appropriate undergarments.
2. Shoes should be professional and kept clean at all times.
3. Hair is to be kept clean, neat, and off the collar. No unnatural colors-bright red, purple, blue, teal, orange, pink. If pony tail falls beyond shoulder, then hair needs to be placed in a neat bun type arrangement. May wear a headband that is brown or black to keep bangs out of face area.
4. Perfume and cologne should not be worn while in uniform. The use of deodorant/antiperspirant is a **MUST.** Offensive body and breath odor will be called to the student’s attention.
5. Mustaches and beards are to be kept neatly trimmed and short at all times. Otherwise, the student should be clean shaven each clinical day.
6. Jewelry should be kept at a minimum. One pair of post earrings and a watch with a second hand may be worn.
7. No visible body jewelry (if post type may have clear covering on and be approved by instructor). No visible tattoos.
8. Fingernails should be kept neat, clean, and well-trimmed at all times. No nail polish is to be worn during clinical. **NO ARTIFICIAL/GEL NAILS OF ANY KIND IS ALLOWED.**

**Smoking Policy**

There is to be no smoking or use of tobacco products on school or clinical facility property. Failure to comply could result in dismissal from program.

**Grievance Procedure**

“Students are encouraged to maintain open, direct contact with faculty, counselors, and others who work with them in achieving educational goals. The faculty believes that concerns or questions are best resolved by direct, positive contact with the individual (s) concerned. In the event of disagreement or concern, the student must follow proper chain of command. If the concern is with another student or faculty member, the student must discuss his/her own concern directly with the other party involved. If the concern is not resolved, it is first to be brought to the attention of the Program Director or designee. If the student remains dissatisfied with the results of the discussion, **the following procedures will be followed (Also Refer to Ridgeview and Dickenson County Public School Handbook):**

1. The student will meet with the school principal and/or the Program Director in an attempt to reach resolution of the issue.
2. The student will meet with the other party in a personal conference mediated by a program faculty member. If satisfactory resolution of the concern does not result from the conference, the student may file a written grievance within ten (10) days to be referred to the Dickenson County School Board.
3. Copies of the grievance will be provided to all parties of the grievance and to the appropriate faculty. The student will be scheduled to meet with the Dickenson County School Board.
4. In reaching its decision, the Dickenson County School Board shall consider only the evidence presented at the hearing and only oral or written arguments may be considered relevant. The Board shall make recommendations and submit such to the Superintendent or appointed designee who shall take action on the recommendations he or she deems appropriate.
5. Appeals will follow the guidelines outlined in the Dickenson County Schools Handbook.

The Student Grievance Procedure is designed to provide students a due process voice when they believe the school policy has been compromised. Grievable issues must be related to interpretation or application of school policy. Personal opinions, matters of taste or preference, and circumstances covered by external rules, laws, or guidelines are not typically grievable under the Student Grievance Procedure.

**Program Approval**

Ridgeview Practical Nursing Program has full approval from the Virginia Department of Education, and is currently provisionally approved by the Virginia State Board of Nursing. The program is not required to be nationally accredited and has not sought national accreditation at this time.

**Program of Instruction**

The course of instruction follows an organized pattern that provides for continuity of care. Related clinical learning experiences include nursing care of selected clients with common medical and surgical conditions, acute and chronic illnesses, and mental/emotional problems. Reinforcement of classroom instruction is implemented with specific learning experiences in both lab and clinical settings. Correlated learning experiences are provided in the clinical lab under the supervision of the instructor. In addition to providing care for the clients in the clinical setting, students are also required to prepare written assignments and to participate in pre and post conferences (as assigned). **For successful completion of the Practical Nursing Program, the Virginia State Board of Nursing requires completion of a minimum of 400 clinical hours**. Students will rotate through a variety of clinical sites while in the program.

**Standards of Progress:**

Clinical courses are graded on the basis of the course objectives and student’s individual performance in meeting those objectives. Please also refer to Dickenson County Public Schools Handbook for information in regarding academic warning, probation, suspension, and dismissal. Students will be given progress reports every 9 weeks. Quality care and safe practices are goals of the nursing faculty. When behavior requires attention, a written success plan is implemented. The areas that require attention include but are not limited to: Class achievement, medication errors, attendance, tardiness, misconduct, clinical performance does not meet minimal criteria, or irresponsible behaviors. The Program Director and instructor will meet with student in conference to discuss issues and implement a plan of resolution. Success plans will be signed and dated by all involved parties. The success plan will be placed in the student’s file and updated periodically after follow up conferences to ensure the student has resolved issues and is progressing satisfactorily in the program.

**CURRICULUM**

***18 VAC 90-20-120. In keeping with the philosophy and objectives of the practical nursing program preparing for practical nursing licensure, Ridgeview Practical Nursing program shall include in its curriculum:***

1.Didactic content and supervised clinical experience in nursing encompassing the attainment and maintenance of physical and mental health and the prevention of illness for individuals and groups throughout the life cycle and in a variety of clinical settings.

2. Concepts of the nursing process-focused nursing assessment, decision making, planning episodic nursing care, implementing appropriate aspects of client care, and contributing to data collection and evaluation of client outcomes.

3. Concepts of anatomy, physiology, chemistry, microbiology, and the behavioral sciences.

4. Concepts of communication, growth and development, interpersonal relations, and patient education, development of professional socialization that includes working in interdisciplinary teams, and conflict resolution.

5. Concepts of ethics and vocational and legal aspects of nursing including: Regulations and sections of the Code of Virginia related to nursing, Patient Rights, prevention of patient abuse, neglect, and abandonment; professional responsibility, and history and trends in nursing and health care.

6. Concepts of pharmacology, nutrition, and diet therapy.

7. Concepts of client centered care including respect for cultural differences, values, preferences, and expressed needs; promotion of healthy lifestyles for clients and populations; Promotion of a safe environment; and prevention and appropriate response to situations of bioterrorism and domestic violence.

8. Development of management and supervisory skills.

In order to keep the nursing program current, and congruent with the school’s general education requirements and/or Virginia State Board of Nursing requirements, it may be necessary to make curriculum changes on occasion. Faculty will keep students informed of changes as they occur, and the effects those changes will have on students currently enrolled in the nursing program.

**COURSE DESCRIPTIONS**

All courses each semester must be successfully completed in order for you to be allowed to proceed in the program**. If you are having difficulty in a course, it is your responsibility to talk with the instructor. Seek help early so that you will have ample time to meet the course objectives.** Students will receive a syllabus/topical outline for each course they will be taking in that given semester. You will receive a weekly course outline and/or monthly calendar on the beginning of each week for each course or month detailing what will be covered each day and assignments with due dates. The student is expected to do the assigned work and participate in class on a daily basis. No work will be accepted after the posted deadlines. Ten points will be deducted each day an assignment is late past the due date after three days the student will receive a zero (0). The instructor reserves the right to amend a syllabus or weekly course outline/monthly calendar according to the needs of the students and program to meet the learning objectives of the course.

**First Semester Course Descriptions: 253 hours**

**Body Structure and Function (40 Hours Theory)**-Studies the normal structure and function of the human body and disease processes associated with each body system. It includes the changes that occur in growth and development from infancy to elderly. It provides a basis for the sequential expansion of the practical nursing curriculum.

**Fundamentals of Nursing/Skills 1 (96 Hours Theory, 55 Hours Lab)-** Studies principles and procedures essential to the basic nursing care of patients. This course introduces students to the nursing process, critical thinking, and proper documentation. Teaches nurses knowledge and skills with a focus on meeting basic client needs. Learning experiences are provided through classroom instruction, laboratory demonstration and practice, which will lead to supervised clinical experience in health care settings in Third and Fourth Semesters.

**Pharmacology/Medical Math (50 Hours Theory)**-Pharmacology studies the history, classification, sources, effects, and legalities of drugs and medication administration. Teaches problem solving skills used in medication administration. Emphasizes major drug classes and specific agents within each class. The student will be equipped to do accurate pharmacology calculations. It is assumed that the student is proficient already in areas of basic math (fractions, decimals, and percentages).

**Nursing Trends (12 Hours Theory)**-Studies the role of the Licensed Practical Nurse. Assists students in developing best strategies for class room learning, learning styles, organization, testing, communication, and time management. Explores leadership skills. Introduces students to practical nursing history, legal and ethical issues, and current trends in nursing education, opportunities, and health care organizations. The student learns about personal health promotion, the healthcare team; cultural uniqueness, sensitivity, and competence; and spiritual needs, spiritual caring, and religious differences. Assists in preparation for employment.

**Second Semester Course Descriptions: 243 Hours**

**Diet and Nutrition (18 Hours Theory)-**Studies nutrients, sources, functions, and requirements with an introduction to diet therapy.

**Fundamentals of Nursing/Skills II (77 Hours theory, 55 hours Lab)-** Continues study of principles and procedures essential to the basic nursing care of patients. This course introduces students to the nursing process, critical thinking, proper documentation, and medication administration. Teaches nurses knowledge and skills with a focus on meeting basic client needs. Learning experiences are provided through classroom instruction, laboratory demonstration and practice, which will lead to supervised clinical experience in health care settings in Third and Fourth Semesters.

**Geriatrics** **( 45 Hours Theory, 48 hours Clinical )-**Presents an overview of aging, examines trends and issues affecting the older adult including demographic factors, economic, social, cultural, and family influences. Students learn a wide range of information on modifying basic nursing skills for the aging population with a focus on health promotion and health maintenance. Provides physiological and psychological concepts of geriatric nursing with emphasis of appropriate nursing interventions. Encourages students to analyze geriatric needs and make appropriate decisions based on leadership. Supervised clinical instruction in a long term facility includes supervision in administration of medicines and treatments.

 **Nursing Trends (12 Hours Theory)**-Studies the role of the Licensed Practical Nurse. Assists students in developing best strategies for class room learning, learning styles, organization, testing, communication, and time management. Explores leadership skills. Introduces students to practical nursing history, legal and ethical issues, and current trends in nursing education, opportunities, and health care organizations. The student learns about personal health promotion, the healthcare team; cultural uniqueness, sensitivity, and competence; and spiritual needs, spiritual caring, and religious differences. Assists in preparation for employment.

**Third Semester Course Descriptions: 345 hours**

**Medical Surgical Nursing I (60 Hours Theory)**-Focuses on nursing situations and procedures necessary to assist individuals in meeting special needs related to human functions. Studies the etiology, symptoms, treatment, and experiences in the nursing care of clients with selected disorders. Provides learning experiences to correlate in related client care. Provides classroom, observational, and directed clinical experience inpatient and outpatient setting. Encourages students to develop skills and analyze client needs utilizing critical thinking skills.

**Clinical Experience I (120 Hours of Supervised Clinical Experience)-**Provides guided nursing experiences in the hospital and outpatient setting. Practices skills and applies principles of nursing in basic areas. Includes supervision in administration of medicines and treatments. Encourages students to develop basic skills in analyzing patient needs and making decisions.

**Maternal and Child Health Care (90 Hours Theory, 3 Hours Lab, 72 Hours Clinical)**-Examines pregnancy, childbirth, postpartum, and newborn care from a family centered approach. Covers applications related to childbearing. Emphasizes growth and development and exploration of common childhood disorders at various stages. Provides classroom, inpatient and outpatient clinical experience, and skills related to maternal and child care such as medication administration and treatments.

**Fourth Semester Course Description: 308 Hours**

**Medical Surgical II (100 Hours Theory)**-Continues to focus on nursing situations and procedures necessary to assist individuals in meeting special needs related to human functions. Students will continue to study etiology, symptoms, prescribed treatment, and experience in the nursing care of clients with selected disorders. Provides classroom, observational, directed clinical experience, and supervision of administration of medicines. Encourages students to continue to develop skills and analyze client needs and make clinical decisions using critical thinking skills.

**Clinical Experience II (120 Hours Clinical Supervised Experience)**-Provides guided nursing experiences the hospital and outpatient setting. Practices skills and applies principles of nursing in basic areas including administration of medications and treatments. Encourages students to develop basic skills in analyzing patient needs and making decisions and formulating patient care plans using critical thinking skills.

**Mental Health/Psychiatric Nursing (Theory 36 hours, 52 Hour Clinical)**- Recognizes emotional needs of patients. Provides knowledge of the role that emotions play. Enables students to understand their own behavior as well as the client’s behavior. Provides clinical experience in the inpatient setting.

**TEXTBOOKS BY SEMESTER FOR PN PROGRAM**

**SUBJECT TO CHANGE**

**First Semester:**

**Body Structures and Functions**

Scott, Ann and Fong, Elizabeth. (2014). *Body structures and functions*. Clifton Park, NY: Delmar. ISBN: 978-1-133-691655.

**Fundamentals of Nursing Care/Skills 1**

Burton, Marti A. and Ludwig, Linda J. (2019). *Fundamentals of nursing care 3rd edition concepts, connection, &* *skills*. Philadelphia, PA: F.A. Davis Company. ISBN: 978-0-8036-6906-2.

Burton, Marti A. and Ludwig, Linda J. (2019*). Study guide for fundamentals of nursing care concepts*, *connections, & skills.* Philadelphia, PA: F. A. Davis Company. ISBN: 978-0-8036-6907-9.

**Pharmacology /Medical Math**

Watkins, Cynthia J. (2018). *Pharmacology clear and simple 3rd edition a guide to drug classifications and dosage calculations.* Philadelphia, PA: F.A. Davis Company. ISBN: 978-0-8036-2588-04.

Wolters Kluwer, Lippincott Williams & Wilkins (2019). Nursing 2019 Drug Handbook. ISBN: 978-1-9751-0926-4.

**Trends in Nursing**

Dahlkemper, Tamara R., (2018). *Nursing leadership, management, and professional practice for the* *LPN/LVN* *Sixth Edition*. Philadelphia, PA: F.A. Davis Company. ISBN: 978-0-8036-6085-4.

**Second Semester:**

**Diet and Nutrition**

Lutz, Mazur and Litch. (2015). *Nutrition and diet therapy (6h edition)*. Philadelphia, PA: F. A. Davis Company. ISBN: 978-0-8036-3718-4.

**Fundamentals of Nursing Care/Skills 2**

Burton, Marti A. and Ludwig, Linda J. (2019). *Fundamentals of nursing care 3rd edition concepts, connection, &* *skills*. Philadelphia, PA: F.A. Davis Company. ISBN: 978-0-8036-6906-2.

Burton, Marti A. and Ludwig, Linda J. (2019*). Study guide for fundamentals of nursing care concepts*, *connections, & skills.* Philadelphia, PA: F. A. Davis Company. ISBN: 978-0-8036-6907-9.

**Geriatrics & Clinical**

Dahlkemper, Tamara R. (2016)*Caring for older adults holistically 6th edition*. Philadelphia, PA: F. A. Davis Company. ISBN: 978-0-8036-4549-3.

Wolters Kluwer, Lippincott Williams & Wilkins (2019). Nursing 2019 Drug Handbook. ISBN: 978-1-9751-0926-4.

**Trends in Nursing**

Hill, Signe S. and Howlett Helen. (2013). *Success in practical/vocational Nursing from student to leader.* St. Louis, MO: Saunders Elsevier. ISBN: 978-1-4963-2255-5.

**Third Semester:**

**Medical Surgical 1 & Clinical Experience 1**

Williams, Linda S. and Hopper, Paula D. (2019). *Understanding medical surgical nursing 6th edition*. Philadelphia, PA: F.A. Davis Company. ISBN: 978-0-8036-9461-3.

Williams, Linda S**.** and Hopper, Paula D. (2019). *Student workbook for understanding medical surgical* *nursing.* Philadelphia, PA: F.A. Davis Company. ISBN: 978-0-8036-6900-0.

Wolters Kluwer, Lippincott Williams & Wilkins (2019). Nursing 2019 Drug Handbook. ISBN: 978-1-9751-0926-4

**Maternity and Child Health Care Nursing & Clinical**

Linnard-Palmer, Luanne and Haile Coats, Gloria. (2017). *Safe maternity and pediatric nursing care.* Philadelphia, PA: F. A. Davis Company. ISBN: 9780803624948

Linnard-Palmer, Luanne and Haile Coats, Gloria (2017). Study guide safe maternity and pediatric nursing care . Philadelphia, PA: F. A. Davis Company. ISBN: 978-0-8036-2495-5

Wolters Kluwer, Lippincott Williams & Wilkins (2019). Nursing 2019 Drug Handbook. ISBN: 978-1-9751-0926-4.

**Fourth Semester:**

**Medical Surgical Nursing 2 & Clinical Experience 2**

Williams, Linda S. and Hopper, Paula D. (2019). *Understanding medical surgical nursing 6th edition*. Philadelphia, PA: F.A. Davis Company. ISBN: 978-0-8036-9461-3.

Williams, Linda S**.** and Hopper, Paula D. (2019). *Student workbook for understanding medical surgical* *nursing.* Philadelphia, PA: F.A. Davis Company. ISBN: 978-0-8036-6900-0.

Wolters Kluwer, Lippincott Williams & Wilkins (2019). Nursing 2017 Drug Handbook. ISBN: 978-1-9751-0926-4.

**Mental Health/Psychiatric Nursing & Clinical**

Gorman, Linda and Anwar, Robynn (2019). *Neeb’s Mental Health Nursing Fifth Edition*. Philadelphia, PA: F.A. Davis Company. ISBN: 9780803669130

Wolters Kluwer, Lippincott Williams & Wilkins (2019). Nursing 2019 Drug Handbook. ISBN: 978-1-9751-0926-4.

**Confidentiality Agreement:** All nursing students will be asked to sign a confidentiality statement before their first clinical experience. The confidentiality statement will become a part of the student’s file.

Failure to comply will result in disciplinary measures and possible withdrawal from the program.

**Financial Obligations:** All financial obligations must be paid in first year and second year prior to final exams. Failure to do so will result in student not being able to take examination and most likely failing class and dismissal from program unless prior arrangements are made.

**Graduation and Pinning Requirements:**

Students who have satisfactorily completed the nursing program meeting the **certificate hours (1,149)** with an 84/C+ completed in each course and have completed 400 hrs. Minimum of clinical experience will be eligible for graduation and the pinning ceremony. All students must have completed the ATI Comprehensive NCLEX –PN Review Proctor and resolved all financial obligations to Ridgeview. Student’s appearance must meet clinical dress code and that established for graduation (white uniform/white shoes) or you will not be allowed to walk through the ceremony.

Students of Ridgeview Practical Nursing Program will register and pay applicable fees to take the NCLEX-PN examination prior to graduation. Students are expected to test within 60 days of graduation as a stipulation of this program. The school has funding to pay for the NCLEX/Board fees supplied by the Columbus Phipps Foundation. In order to have the school pay for the NCLEX/Board fees and criminal records check the student must have completed the ATI Review Course and the Comprehensive Proctor with a 70% or above to demonstrate readiness for passing the NLCEX-PN otherwise the student will be responsible for the costs. The school will only pay for testing one time.

**Licensure Information and Examination in Virginia:**

The Code of Virginia states that a person applying for licensure as practical nurse must show that he or she:

1. Has completed an approved four year high school course of study or the equivalent as determined by the appropriate educational agency.
2. Has received a diploma or degree from an approved professional nursing education program.
3. Has passed computer adaptive testing as required by the Board.
4. Has committed no acts, which are grounds for disciplinary action as set forth by the Code of Virginia. Completed a fingerprinted background check as required by SBN as part of application process. Has completed the required fingerprint background check.
5. Students should file the required application and fee no less than 60 days prior to the 1st day of the month in which the student will take the examination.
6. Students should arrange for the Board to receive the final certified transcript from the nursing education program following their graduation date.
7. At the same time licensure application is sent, students should send in their application and fee to Pearson Education for the testing service.
8. Students will need a prepaid credit card containing all Board and testing fees.
9. All Board and testing applications are completed online.

 For more information: [www.dhp.virginia.gov](http://www.dhp.virginia.gov).us

ATI-Assessment Technology Institutes

Ridgeview Practical Nursing Program utilizes ATI a comprehensive program designed to strengthen essential knowledge and critical thinking skills for preparing nursing students to successfully pass core nursing classes and the NCLEX-PN examination. The program utilizes data collected for benchmarking and curriculum. ATI is utilized in the following core nursing classes:

* Fundamentals of Nursing 1 & 2
* Trends in Nursing-Leadership/Management
* Pharmacology
* Medical Surgical Nursing 1 & 2
* Maternal Newborn/Child
* Mental Health

 Students receive a set of books and online resources for ATI during Semester 1. Nursing Instructors utilize the books as additional resources for classes and specifically for remediation related to ATI testing.

Practice Modules for each core nursing class will be assigned in accordance to material being covered. Each practice module must be completed on time and repeated until an 80% is achieved or credit will not be given for that module. There is an 8 hr wait between each retest. Completion of modules will be computed into the 10% ATI grade for the class.

Practice Assessments will be assigned prior to proctors which will serve as the final exam. Students must achieve an 80% prior to taking the final proctor. Failure to do so will result in the student being unable to take the proctor /exam resulting in a (0) for the final exam. Completion of the practice assessments with an 80% or above will be credited and also computed in the 10% ATI grade for the core nursing class.

Proctors will be given at the end of each semester and the scores will be computed into a final exam grade which will be 30% of student’s final grade for that core nursing class. A student may take the proctor (2) times only no exceptions and the highest grade will be used to compute the exam grade. Students will be provided with the calculation performance sheet with the level of proficiency and grade calculations prior to testing.

The Comprehensive Proctor is administered in the last Semester prior to graduation. The student must score a 70% or above on the Comprehensive Practice Assessments prior to taking the Proctor. The Comprehensive Proctor indicates preparedness for NCLEX-PN examination. Students should aim at scoring a 70% or above. The program has funds available to pay for first time NCLEX-PN testing fees. In order to receive those funds, the student must score a 70% or above on the Comprehensive Predictor before the exam is scheduled and paid for by the school. In addition, the student must complete the ATI review class scheduled at the end of the 2nd Semester. Refer to program handbook for further information relating to testing requirements. Students are expected to achieve a proficiency at the Level 2 in order to demonstrate that the students is proficient in the core nursing area being tested and demonstrating progression towards successfully passing the NCLEX-PN. If the student has not achieved a Level 2, the student will perform remediation activities and retest as appropriate to the course.

**Ridgeview Practical Nursing Program**

**Information Release Form**

I, the undersigned authorize representatives of Ridgeview Practical Nursing Program to release written or verbal information pertaining to my health requirements for clinical experiences and attendance at Ridgeview Practical Nursing Program for the purposes of reference for employment or for educational pursuits. I give the Practical Nursing Program faculty permission to receive a report from the Virginia State Police for the Certified Criminal Record Background check and the contracted lab(s) for Scheduled and/or Random Drug testing regarding clearance for acceptance into the Practical Nursing Program, clinical experience sites, yearly random checks, and with “cause” screens. I acknowledge that I will also have access to this information and will be able to provide it directly to the clinical agencies if requested to do so. I will not hold the school responsible for the outcome of employment or educational opportunities based upon the information provided to clinical agencies, potential employers, or academic programs. Upon written request, I will be granted access to the information provided to potential employers or academic programs. I understand that this information release form will be maintained in my permanent record and will be in effect until withdrawn by me in writing.

Student Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Legal guardian Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Ridgeview**

**Practical Nursing Program**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, understand and agree to follow all established policies and procedures regarding confidentiality. I have completed the required HIPAA training and understand the principles outlined within the training.

I,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, understand that if I am found to have violated HIPAA or any policy involving confidentiality that I will be brought up for disciplinary action including possible dismissal from the program.

Student Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Ridgeview Practical Nursing Program**

**“I have read and understand the policies and procedures contained in this Ridgeview Practical Nursing Student Handbook 2019-2020 in addition to those in the Ridgeview High School Handbook and Dickenson County Public Schools Handbook. Any questions I have regarding these handbooks have been answered or clarified by the PN /School faculty”.**

**“I agree to follow the stated policies and procedures of the Ridgeview Practical Nursing Program as well as those stated in the Ridgeview School Handbook and Dickenson County Public Schools Handbook”.**

**Student Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/Guardian Signature :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**