



Practical Nursing Student Handbook

July 1, 2018–June 30, 2019

www.centraltech.edu

**Drumright Campus:
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Drumright, OK 74030
918-352-2551**

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Sapulpa, OK 74066
918-224-9300**

WELCOME

The instructors, staff, and administrators of Central Tech and Central Tech Practical Nursing welcome you! We have a sincere interest in you as an individual and in helping you to obtain your goal of becoming a Licensed Practical Nurse.

Your primary responsibility during this program will be to learn to be a safe, skilled, and responsible practical nurse. This handbook is designed to acquaint you with the policies and procedures of Central Tech Practical Nursing (CTPN) and to answer many of the questions, which will arise during the upcoming months. Please keep this handbook accessible and use it as a reference for challenges that may arise, or questions that you may have. You are responsible for familiarizing yourself with the policies and procedures of both CTPN and Central Technology Center (CTC), as it is your responsibility to function within these policies.

You will be held responsible for the policies contained within this handbook throughout your academic journey. As a student of this educational facility, you must also adhere to the policies and procedures outlined within the Central Tech Student Handbook.

We wish you great success in your pursuit and ultimately the achievement of your goal to become a Licensed Practical Nurse!

Curtis Baker, RN PhD
Practical Nursing
District Coordinator
Drumright and Sapulpa Campuses

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Donna Buchanan, RN BSN, Instructor
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CENTRAL TECH CALENDAR 2018-2019 PRACTICAL NURSING DRUMRIGHT CAMPUS

7/4/2018: Independence Day Holiday – No School
7/10/2018: Class Meeting @ 1000; Staff Meeting @ 1300 - Drumright
7/23-8/15/2018: Summer Vacation: No School (Limited clinical opportunities available)
8/16/2018: CTPN Classes Resume
8/21/2018: Class Meeting @1000; Staff Meeting @ 1300 - Sapulpa
8/21/2018: Staff Meeting @ 1300
9/3/2018: Labor Day Holiday – No School
10/2/2017: Class Meeting @ 1000; Staff Meeting @ 1300 - Drumright
10/18-19/2018: Fall Break – No School
11/6/2018: Class Meeting @ 1000; Staff Meeting @ 1300 - Sapulpa
11/19-23/2018: Thanksgiving Day Holiday – No School
12/4/2018: Class Meeting @ 1000; Staff Meeting @ 1300 - Drumright
12/20/2018 – 1/2/2019: - Christmas Break – No School
1/3/2019: Central Tech Classes Resume
1/8/2019: Class Meeting @ 1000; Staff Meeting @ 1300 – Sapulpa
1/21/2019: Martin Luther King Day – No School
2/5/2019: Class Meeting @ 1000; Staff Meeting @ 1300 - Drumright
2/17/2019: Central Tech Open House – Attendance Required
2/18/2019: President's Day – No School
3/5/2019: Class Meeting @ 1000; Staff Meeting @ 1300 – Sapulpa
3/18-22/2019: Spring Break – No School
4/2/2019: Class Meeting @ 1000; Staff Meeting @ 1300 – Drumright
4/29/2019: Teacher In-service – No School
5/7/2019: Class Meeting @ 1000; Staff Meeting @ 1300 – Sapulpa
5/23/2019: Central Tech Last Day of School
5/27/2019: Memorial Day – No School
6/4/2019: Class Meeting @ 1000; Staff Meeting @ 1300 – Drumright
Variety of required activities
Skills labs are required attendance
Date and activities may be subject to change including addition or deletion

OPEN HOUSE AND ALL PN CLASS MEETINGS ARE MANDATORY

CENTRAL TECH CALENDAR 2018-2019 PRACTICAL NURSING SAPULPA CAMPUS

7/4/2018: Independence Day Holiday – No School
7/9/2018: Class Meeting @ 0830
7/10/2018: Staff Meeting @ 1300 – Drumright
7/23-8/15/2018: Summer Vacation: No School (Limited clinical opportunities available)
8/16/2018: CTPN Classes Resume
8/20/2018: Class Meeting @ 0830
8/21/2018: Staff Meeting @ 1300 – Sapulpa
9/3/2018: Labor Day Holiday – No School
10/1/2018: Class Meeting @ 0830
10/2/2018: Staff Meeting @ 1300 - Drumright
10/18-19/2018: Fall Break – No School
11/5/2018: Class Meeting @ 0830
11/6/2018: Staff Meeting @ 1300 – Sapulpa
11/19-23/2018: Thanksgiving Day Holiday – No School
12/3/2018: Class Meeting @ 0830
12/4/2018: Staff Meeting @ 1300 – Drumright
12/20/2018 – 1/2/2019: - Christmas Break – No School
1/3/2019: Central Tech Classes Resume
1/7/2019: Class Meeting @ 0830
1/8/2019 Staff Meeting @ 1300 – Sapulpa
2/4/2019: Class Meeting @ 0830
1/21/2019: Martin Luther King Day – No School
2/5/2019: Staff Meeting @ 1300 – Drumright
2/17/2019: Central Tech Open House – Attendance Required
2/18/2019: President’s Day – No School
3/4/2019: Class Meeting @ 0830
3/5/2019: Staff Meeting @ 1300 – Sapulpa
3/18-22/2019: Spring Break – No School
4/1/2019: Class Meeting @ 0830
4/2/2019: Staff Meeting @ 1300 – Drumright
4/29/2019: Teacher In-service – No School
5/6/2019: Staff Meeting @ 1300 – Sapulpa
5/7/2019: Class Meeting @ 0830
5/23/2019: Central Tech Last Day of School
5/27/2019: Memorial Day – No School
6/3/2019: Class Meeting @ 0830
6/4/2019: Staff Meeting @ 1300 – Drumright
Variety of required activities; Skills labs are required attendance
Date and activities may be subject to change including addition or deletion

OPEN HOUSE AND ALL PN CLASS MEETINGS ARE MANDATORY

ACCREDITATION

Central Tech Practical Nursing is accredited by the following agencies:

Oklahoma Board of Nursing

2915 North Classen Blvd, Suite 524
Oklahoma City, OK 73108
www.state.ok.us/nursing

Oklahoma Department of Career and Technology Education

500 West 7th Avenue Stillwater, OK 74074
www.okcareertech.org

MEMBERSHIPS

Health Occupation Students of America (HOSA)

6021 Morris Rd, Suite 111
Flower Mound, TX 75028
(800)321-4672

Tulsa Area Deans and Directors for Nurses and Nurse Education (TADDNE)

DISCLAIMER

Central Tech Practical Nursing (CTPN) takes matters of policy, procedure, and process seriously and has attempted to ensure that all literature concerning CTPN is consistent. Still, in matters of policy and procedure concerning CTPN, this handbook overrides all other documents.

COMMENTARY

The Central Tech Practical Nursing Student Handbook is constructed with input from members of Central Tech Administration, Practical Nursing Instructors, Practical Nursing District Coordinator, and Central Tech Practical Nursing Students.

CENTRAL TECH PRACTICAL NURSING MISSION

The mission of the Central Tech Practical Nursing Program is to provide the student with an excellent technical education that will prepare the student to enter the health care field as a safe, competent practitioner of practical nursing. Active employment of all graduates as Licensed Practical Nurses is the primary focus of the nursing coordinator and faculty.

CENTRAL TECH PRACTICAL NURSING PHILOSOPHY

1. Nursing is a comprehensive service of care that addresses the holistic needs of the client.
2. Services of care are based upon the ~~physiological, psychosocial,~~ physical, social, emotional, cognitive, and spiritual needs of the client regardless of gender, gender identity, sexual orientation, race, age, ethnic origin, creed, or socio-economic status.
3. The goals of nursing are developed using the nursing process: assessment, diagnosis, planning, implementation, and evaluation.
4. Nursing care involves the knowledgeable and skillful application of the scientific principle and nursing process to promote health, prevent illness, and provide holistic care for well, ill, injured, and terminal patients.
5. The health state of the individual is in a constant state of change.
6. Education and learning are life-long processes.

PRACTICAL NURSING CODE OF ETHICS

1. The SPN will practice the profession of nursing with integrity.
2. The SPN will be loyal to the patient, the physician, and their employer.
3. The SPN will strive to recognize personal limitation and stay within the boundaries of those limitations.
4. The SPN will remain sincere in the performance of duties and generous in rendering services.
5. The SPN considers no duty too menial when providing care for a patient.
6. The SPN will only accept the monetary compensation provided by the employer and will never solicit gifts from patients.
7. The SPN will hold all information entrusted to them in confidence (HIPAA).
8. The SPN will be a good steward of the community.
9. The SPN participates in and shares in meeting all health care needs of the patient.
10. The SPN faithfully carries out the orders of the physician or registered nurse
11. The SPN refrains from sharing personal information with the patient.
12. The SPN will not self-medicate or divert medications from the patient or facility.
13. The SPN will not use alcohol, illegal drugs, illegal use prescription medications prior to or during clinical or class time.
14. The SPN will not attend clinical or class in an impaired state.
15. The SPN respects the dignity of the uniform and will always maintain a professional appearance.
16. The SPN respects the belief systems of all patients.
17. The SPN abides by the Golden Rule in daily relationships with all persons with whom they come into contact.
18. The SPN may give credit to a product of use but does not promote products for personal gain.

PRACTICAL NURISNG PLEDGE

Before God and those assembled here,
I solemnly pledge to adhere to the code of Ethics of the nursing profession

To cooperate loyally with the other members of the nursing team
 To carry out faithfully and the best of my ability
 The instructions of the physician or nurse who may be assigned to supervise my work
 I will not do anything evil or malicious
 I will not knowingly give any harmful drug or assist in malpractice
 I will not reveal any confidential information
 That may come to my knowledge in the course of my work
 I pledge myself to do all in my power to raise the standards and prestige of Practical Nursing
 May my life be devoted to service and to the high ideals of the nursing profession

CENTRAL TECH VISION

Everyone achieves success.

CENTRAL TECH MISSION

Central Tech changes lives with technical education and services.

CENTRAL TECH CORE VALUES

Instruction, Enrollment, Placement, Productivity, and Excellence

CENTRAL TECH PURPOSE

Elevate-Education-Empower

CENTRAL TECH PHILOSOPHY

The broadening view of education indicates the need to provide an institution for the purpose of training individuals to become employable with skills essential to the demands of society, its institutions, and its industry. Central Technology Center proposes to provide quality technical education and training for any person who has the initiative, desire, and ability to profit from such training. An integral part of the educational program is to prepare persons to become employed and participate in the free enterprise system that is essential to our democratic society.

ACADEMICS

Central Tech Practical Nursing (CTPN) has been designed and constructed to give you, the student, the tools necessary to be successful as a CTPN student, to take and pass the NCLEX-PN Licensure Examination, and ultimately to begin your career as a safe and competent novice Licensed Practical Nurse (LPN). All aspects of CTPN have come into being because of the experiences, hard work, and dedication of the CTC and CTPN administration, instructional, and ancillary staffs, as well as the students who have come before you. As such, you are encouraged to familiarize yourself with the content of the CTPNSH as it will serve as your written guide concerning student expectations, as well as the policies and procedures ~~rules~~ that govern CTPN.

ACADEMIC COMPLETION CONTRACT

The CTPN program has 1463 hours of curriculum, which includes both classroom and clinical courses. CTPN is a closed-entry, open-exit, self-directed program this is designed to provide the student with more control to better integrate school within their personal and work lives. Each student will be assigned an academic advisor (one of the CTPN instructors), who will act as both an educational advisor and who will monitor the student's academic progress. The student's academic pathway is developed via the academic completion contract. Academic completion contracts typically are set for one calendar month but may be increased or

decreased dependent upon the timing of school holidays. The academic completion contract will set the number of curriculum hours as well as the number of attendance hours the student is expected to complete during the contract period.

1. Attendance: 4.4 hours per day (minimum 90% attendance required).
2. Completion Option 1: 6 curriculum hours per day (minimum 90% completion required).
3. Completion Option 2: 4.4 curriculum hours per day (minimum 90% completion required).
4. Contract hours for attendance and curriculum are based upon the number of school days available during the contract period.
5. Student contracts will be adjusted to ensure the student will not have to take more than one module examination per day.
6. Students who have more than 5 concurrent unexcused absences will be dismissed from CTPN
7. Students will be responsible for the entirety of their contract no matter the time of month sign the contract. Students are encouraged to sign the contract early in the month to ensure they are aware of their monthly obligation.

BREACH OF ACADEMIC COMPLETION CONTRACT

A Breach of Contract may be earned for the following reasons; however, extenuating circumstances with proper documentation may be taken into consideration.

1. The student is in violation of the CTPN Student Handbook.
2. The student is in violation of the CT Student Handbook.
3. The student is in violation of a clinical sites policies and procedures.
4. The student does not pass a minimum of 50% of **ALL** attempted examinations.
5. The student does not complete a minimum of 90% of assigned curriculum (classroom and clinical) by the end of an academic completion contract period.
6. The student does not attend class a minimum of 90% of the assigned attendance hours during an academic completion contract period.
7. The student breaches or has a potential breach of HIPPA.
8. The student is no call/no show for any required activity, e.g., clinical, lab, etc.
9. The student has two unexcused absences during a contract period.
10. A student will earn a breach after receipt of three unexcused absences.

BREACHES FOR RETURNING STUDENTS

1. Breaches for Students Returning after any withdrawal, e.g., personal, withdrawal in lieu, or dismissal:
2. Student who returns after withdrawing from CTPN for any reason will be allowed the number of breaches upon return:
 - a. 1463 hours – 1000 hours – 3 Breaches (counseling, probation, termination)
 - b. 999 hours – 500 hours – 2 Breaches (probation, termination)
 - c. 499 hours – completion – 1 Breach (termination)

CONSEQUENCES FOR BREACH OF THE ACADEMIC COMPLETION CONTRACT

1. Breach # 1: Verbal Warning (written) – The student who receives a first breach of the academic completion contract will meet with the CTPN District Coordinator or their academic advisor to discuss the reason(s) for the breach of contract. A notation of the meeting will be placed in the student's file.
2. Breach # 2: Written Warning – The student who receives a second breach of the academic completion contract will meet with the CTPN District Coordinator or their academic advisor to discuss the reason(s) for the breach of contract. The student will receive a written counseling form and be counseled concerning the consequences of

both the current and future breach of contracts.

3. Breach # 3: Probation – The student who receives a third breach of contract will meet the CTPN District Coordinator and their academic advisor to discuss the reason(s) for the breach of contract. The student will receive a written counseling form, be placed on probation for the remainder of the program, and be counseled concerning the consequences of both the current and future breach of contracts.
4. Breach # 4: Dismissal – A student who receives a fourth breach of the academic completion contract will meet with the CTPN District Coordinator and their academic advisor, discuss the reason(s) for the breach of the academic learning contract, receive a written counseling form, a dismissal letter, and be dismissed from CTPN.
5. Student Dismissal: Students dismissed from CTPN have the right to due process and of appeal (See Due Process Policy, p. 42)

GRADES

1. To successfully complete a classroom course, a student must achieve a minimum GPA of 77% for each classroom course.
2. Students must achieve an examination grade average of 77% to successfully complete a classroom course. Homework grades will be averaged into the course grade after the student has successfully achieved an examination grade average of 77%.
3. Examination grades will count as 70% of the course grade and homework as 30%.
4. Failure to complete homework assignments could result in the student failing the course.
5. To successfully complete a clinical course, a student must achieve a minimum GPA of 85% for each clinical course.
6. Students must achieve a clinical performance grade average of 85% to successfully complete the course. Homework grades will be averaged into the course grade after the student has successfully achieved a clinical performance grade of 85%.
7. Clinical performance grades will count as 70% of the course grade with journaling and homework will count as 30%.
8. Failure to complete homework assignments and journaling could result in the student failing the course.
9. Students are required to take and pass the dosage calculation competency examination.
10. Passing for this examination is a minimum grade of 93%.
11. Students will be given a **MAXIMUM** of three (3) opportunities to achieve a passing score on the dosage calculation competency examination.
12. Students unable to achieve a minimum score of 93% after three (3) attempts will be dismissed from the program.
13. Students who fail any course may be dismissed from CTPN
14. Grading Scale:

Classroom:	Clinical:
A: 100% - 90%	A: 100% -90%
B: 89% - 80%	B: 89% - 85%
C: 79% - 77%	F: 84% - 0%
F: 76% - 0%	

COMPLETION REQUIREMENTS

1. The following will act as a guide for completion requirements and consequences for failure to meet those requirements:
2. Students must arrange for the payment of classes and take steps to ensure that their account is paid in full at the time or in near proximity to their completion.
3. Missed payments:

- a. Upon missing a payment, the student will receive a notification from the bursar's office that their account is delinquent.
 - b. If the student fails to make the missed payment and subsequently misses the following payment, the student will be notified that they have 10-days to bring their account up-to-date.
 - c. At the end of the 10-day period, if the student has not brought their account up-to-date, their account will be placed on hold and the student will not be allowed to return to school until the monies owed are paid in full.
 - d. After their account is placed on hold, the student will have 5-days to pay monies owed to the school.
 - e. If at the end of the 5-day hold period, the student's account remains delinquent, they will be dismissed from Central Tech and CTPN.
4. A student's transcript will be held and not forward to the OBN until all balances with the school are paid in full.
 5. Students will not be allowed to sit for the NCLEX-PN until the OBN has received a copy of the student's final transcript. If a student has not tested within 2-years of completion, they will be required to attend a refresher course before being allowed to test. Currently, the cost of a state refresher course is \$2,500.00.
 6. The final curricular experience slated for students is the preceptor clinical rotation, which will not be scheduled until all other curricular course work and clinical experiences have been completed.
 - a. Students who do not complete their ATI examinations and preceptor experience within 3-months of completing all other curricular requirements will face dismissal from CTPN.

COMMENCEMENT CEREMONY

1. Commencement ceremonies are held on both the Drumright and Sapulpa Campuses and are scheduled based on the number of students eligible to walk in the ceremony. Target months for commencement ceremonies are June and December (may be moved related to the number of students ready to participate in the commencement exercises).
2. Because of the structure of the program, commencement ceremonies will likely have a combination of students who have completed and become licensed, completed and waiting on a test date, or have not yet completed.
3. Students who have not completed all course work must be within 100-hours of program completion or have completed all of their classroom work by the end of the month prior to the scheduled commencement ceremony.
4. Because students will complete coursework at different times this may mean that students will not graduate with the same persons with which they began class.
5. Students must be current on payments to be eligible to walk.
6. During the commencement ceremony, students will receive a nursing cap and their CT Nursing Pin.
 - a. Students will be capped and pinned by a member of the CTPN instructional staff.
 - b. Students will receive their diploma after successful completion of all CTPN course requirements.
7. It is possible to walk at the commencement ceremony and not successfully complete course requirements.
8. Students will not be allowed to schedule or sit for the NCLEX-PN until the OBN has received an official copy of the student's final transcript affirming that all program requirements have been met. Only after successful completion of CTPN will, an official transcript will be provided the OBN. Successful completion of CTPN requires that the

student:

- a. Will complete and pass all course and clinical work.
- b. Will pass all ATI NCLEX prep examinations as required.
- c. Will ensure that all financial responsibilities to the school have been met.
- d. Will obtain a release stating that they have met their financial obligation to the school from the campus bursar.
- e. Will complete and submit all paperwork for the NCSBN and OBN.
- f. Will complete fingerprinting for a national criminal background check.

COMMENCEMENT AWARDS

CTPN students have an opportunity to qualify for a variety of awards designed to honor those students whose performance goes beyond the stringent and rigorous requirements of the CTPN course and clinical work. To be eligible for these awards the student must be present at the commencement ceremony. These awards include:

1. **Clinical Student of the Cohort:** A student's clinical grade is comprised of instructor evaluations concerning a student's performance in the clinical area in providing empathetic, equitable, and safe patient care, professionalism, working with facility staff, instructors, and classmates, soft skills, e.g., punctuality, presence, listening, completion of written assignments, and skills check-offs. The award is given to the graduating student with highest GPA during their clinical rotations.
2. **Classroom Student of the Cohort:** A student's classroom grade is comprised of examination grades and assignment grades. The award is given to the graduating student with highest GPA during their classroom courses.
3. **Student of the Cohort:** The student of the year award is given to the graduating student who has the highest overall GPA in combination of clinical and classroom grades.
4. **Perfect Attendance Award:** The perfect attendance award is given to students who have met all assigned attendance hours per their monthly completion contracts, and have no clinical absences, tardies, or early dismissals.
5. **National Technical Honor Society (NTHS):** NTHS is a national award. To qualify as a member of NTHS, a CTPN student must complete a minimum of 1097.25-curriculum hours, have an overall GPA of "A" or 90%, have no breaches, never been on probation, and have no more than two (2) absences.

SKILLS LABORATORY PARTICIPATION:

Students will be asked to participate in several invasive skills acting as a patient for their fellow students who are performing the skill. These invasive skills include but are not limited to venipuncture, IV starts, and injections. **Students who do not wish to allow another student to perform an invasive procedure upon him or her have the right to refuse and may do so without fear of retribution or discrimination.**

ACADEMIC INTEGRITY:

Central Tech (CT) and Central Tech Practical Nursing (CTPN) do not condone or tolerate academic dishonesty in any form. Any student found guilty of academic dishonesty or misconduct is subject to disciplinary action, which includes counseling, probation, up to an including dismissal from CTPN. Academic dishonesty or misconduct includes but is not limited to the following 1) plagiarism, 2) unauthorized collaboration on projects, 3) cheating on examinations or assignments, 4) unauthorized advance access to exams, 5) fraud or misrepresentation of assignments, 6) intentional alteration of academic material, 7) altering time sheets (school or outside entity), 8) misrepresentation of clinical assignments and experiences,

or 9) knowingly cooperating with another person in an academically dishonest undertaking.

1. Plagiarism is defined as the use of another person's work and representing that work as your own or the failure to provide credit to the person or entity from which the information is accessed.
2. Cheating is defined as accessing information about an examination or assignment prior to completing or taking, or providing information to another person concerning an examination, or assignment prior to their completing or taking.
3. Students need to actively protect their work from access or misuse by another student. Students will sign an Academic Integrity Pledge, which becomes a part of the permanent record (see "Permanent Record, p. 52).

ADMISSION PROTOCOL FOR FORMER CTPN STUDENTS REQUESTING RE-ADMISSION

1. All students who request re-admission must submit a new completed CTPN application and update any required paperwork as needed.
2. Students who have been dismissed or withdrew in lieu of termination may be required to submit a written request to the district coordinator addressing steps taken to address the reason for their lack of success and why they should be re-admitted to CTPN.
3. Student requesting re-admission may be required to comply with a plan of action based upon their reason for withdrawing or being dismissed from CTPN. This could include random drug screens, completing classes outside of CT concerning nursing practice, or other requirements as assigned by CTPN administration and instructors.
4. Students who apply for re-admission may be required to submit to an interview with an admission panel consisting of a minimum of three (3) persons prior to re-admission.
5. The decision to readmit a student into CTPN will receive consideration based upon the student's current application, updated documentation, submitted letter if required, interview if required, previous academic records while in attendance in CTPN, and space available.
6. Any former student who has been out of CTPN for more than two-years must complete the program in total.
7. Former students, who were dismissed, allowed to withdraw in lieu of termination, were placed on probation for **unsafe nursing practice, unprofessional conduct, or owes a financial obligation to the school** may be denied re-admission.
 - a. In Lieu of Termination is defined as the action of a student voluntarily withdrawing from CTPN to avoid being dismissed.
8. Students who withdraw in lieu of termination may not be readmitted to CTPN for a minimum of 90 school day or approximately 6-months.
9. Student who have been dismissed from CTPN may not be readmitted to CTPN for a minimum of 180 school days or approximately 1-year.
10. Students may be readmitted to CTPN one time.

ADMISSION PROTOCOL FOR FORMER NURSING STUDENTS REQUESTING ADMISSION

Even though CTPN does not maintain reciprocity agreements with other schools of nursing, students who have been unsuccessful at other schools of nursing may apply and be admitted to CTPN. Students who have previously attended another school of nursing must take the following steps to be considered for admittance to CTPN.

1. All applicants who request admission to CTPN, who have previously attended another school of nursing must submit a completed CTPN application.
2. The CTPN District Coordinator maintains the right to request information from the former

school of nursing concerning the applicant's tenure in the program including reasons that the student left or was unsuccessful.

3. Applicant's will be asked to submit a written statement to the district coordinator addressing steps they have taken to address the reason for their lack of success at their former nursing school including commentary concerning the reason they should be admitted to CTPN.
4. Applicants requesting admission may be required to comply with a plan of action based upon their reason for their lack of success in their former nursing program. This could include random drug screens, completing classes outside of CT concerning nursing practice, or other requirements as assigned by CTPN administration and instructors.
5. Applicants who apply for admission will be asked to submit to an interview with an admission panel consisting of a minimum of three (3) persons prior to admission
6. The decision to admit a student into CTPN will receive consideration based upon the student's application, documentation, submitted letter, interview, previous academic records, and space available.
7. Any applicant who has been out of a nursing program for more than two-years must complete the program in total.
8. Applicants, who were dismissed, allowed to withdraw in lieu of termination, were placed on probation for **unsafe nursing practice** or **unprofessional conduct** may be denied admission.
 - a. In Lieu of Termination is defined as the action of a student voluntarily withdrawing from a nursing program to avoid being dismissed.
9. Students may be readmitted to CTPN a maximum of one.
10. Students requesting re-admission must have paid in full any charges incurred during their first enrollment.

ADVANCED STANDING

Students may be eligible to receive advanced standing credit for courses completed prior to being enrolled into Central Tech Practical Nursing. Receipt of advanced standing credit would mean that student would not have to repeat or challenge the course in-question, e.g., Anatomy and Physiology, Medical Terminology, Introduction to Nursing, or Long-Term Care. Each course has a list of requirements that must be met for advanced standing to be awarded. The requirements are found below with each of the courses. Finally, if the course in question requires the performance of patient care skills the student will be required to complete a skills safety check before receiving advanced standing for the course.

1. Anatomy & Physiology: For a student to receive advanced standing credit for Anatomy and Physiology the following requirements must be met:
 - a. College Level Human Anatomy Course w/ Lab 4-hours – minimum grade "B" & College Level Human Physiology Course w/ Lab 4-hours – minimum grade "B"
 - b. College Level Human Anatomy/Physiology Course w/ Lab 5-hours – minimum grade "B"
 - c. Complete an Oklahoma Career Tech Health Education Core Anatomy and Physiology course for Adults (practical nursing or surgical technology only) with a minimum transcribed course letter grade of "B".
 - i. Course must be a minimum of 120 clock hours.
2. Medical Terminology: For a student to receive advanced standing credit for Medical Terminology the following requirements must be met:
 - a. Complete a college level Medical Terminology course with a minimum transcribed course letter grade of "B".
 - b. Course must have a minimum of three credit hours.

- c. Compete an Oklahoma Career Tech Health Education Core Medical Terminology course with a minimum transcribed course letter grade of “B”.
 - i. Course must contain a minimum of 45 clock hours.
 - d. Complete a Central Tech Medical Terminology Course offered by the Adult Career Development Department with a minimum course letter grade of “B”.
 - i. Course must contain a minimum of 45 clock hours.
 - e. Complete a Central Tech Practical Nursing Medical Terminology course offered in the Central Tech Health Careers Cluster or Surgical Technology with a minimum course letter grade of “B”.
 - i. Course must contain a minimum of 45 clock hours.
 - f. Course materials, curriculum, and grading scales must be the same as used within the Central Tech Practical Nursing program.
3. Introduction to Nursing: For a student to receive advanced standing credit for Concepts of Nursing the following requirements must be met:
- a. Complete an Oklahoma Career Tech Practical Nursing Concepts of Nursing Course, as defined by the Oklahoma Career Tech Practical Nursing State Curriculum with a minimum course letter grade of “B”.
 - i. Course must contain a minimum of 40 clock hours.
 - b. Complete a Central Tech Concepts of Nursing Course offered by the Adult Career Development Department with a minimum course letter grade of “B”.
 - c. Course must contain a minimum of 40 clock hours.
 - d. Course materials, curriculum, and grading scales must be the same as used within the Central Tech Practical Nursing program.
 - e. Complete a Central Tech Practical Nursing Concepts of Nursing course offered in the Central Tech Health Careers Course with a minimum course letter grade of “B”.
 - i. Course must contain a minimum of 40 clock hours.
 - f. Course materials, curriculum, and grading scales must be the same as used within the Central Tech Practical Nursing program.
 - g. Completed courses can be no older than 5-years

ADVANCED STANDING CHALLENGE

CTPN does not provide a direct transfer option from other schools of nursing; however, CTPN does provide an option for students who have completed required courses to receive advanced standing. Students requesting advanced standing must meet the requirements as stated in the Advanced Standing Policy (p. 19-21). For students who have completed allowed class but have not met the CTPN policy requirements as stated in the Advanced Standing Policy (p. 19-21) will be allowed to challenge for advanced standing if they have received a letter minimum letter grade of “C”. Students who have taken separate Anatomy and Physiology classes receiving a grade of “B” in one and a “C” in the other are not eligible for advanced standing for A&P, but may challenge for advanced standing for the A&P course. To successfully challenge a course, the CTPN student must complete the final examination for the course with a minimum grade of 85% and pass all skills examinations, which are graded Pass/Fail. If a student chooses this option the grade received on the challenge exam will remain their grade for the course final, and the student will be required to complete the class in total.

ALL CLINICAL COURSES AND HOURS MUST BE COMPLETED IN TOTAL, NO MATTER THE EXPERIENCE OF THE STUDENT. CLASSES NOT INCLUDED ON THIS LIST MUST BE COMPLETED IN TOTAL.

ADVANCED STANDING ADMISSION FOR FORMER CT HEALTH SCIENCES COMPLETERS:

1. Former CT HS or adult health students, e.g., health careers, surg tech, ACD, Bio-Med, Medical Assisting, will follow the CTPN application and admission process.
2. Advanced standing credit will be extended to CT HS and adult students entering CTPN based on the Advanced Standing Policy (pp. 16-17) or the Advanced Standing Challenge Policy (pp. 17-18)

ASSESSMENT TECHNOLOGIES INSTITUTE

CTPN participates in the Assessment Technologies Institute (ATI) Content Mastery assessment-testing program. ATI examinations are similar in content and questioning style to that used for the NCLEX-PN Licensure Examination. The ATI Nurse in a Box offers a combination of textbooks, online practice testing, tutorials, and online proctored testing. Students will take ATI examination during the program at the end of each content area as a final examination for the content area. Grades and hours for ATI examinations have been integrated throughout the CTPN program. These examinations will provide the student with a better understanding of their strengths and weaknesses in a content area and will provide the student with a study guide to increase their understanding and ability within the content area. ATI materials are used as both a classroom and assignment resource as well as a resource to help ready the student for taking the NLCEX-PN. Each content area contains two non-proctored examinations and one proctored examination. To complete the ATI testing process the student will:

1. Complete both non-proctored examinations prior to taking the proctored exam for an area of study with a minimum score of 85% on each examination before being allowed to take the proctored examination.
2. Students may take the non-proctored examinations as often as they would like from either home or at school.
3. Each time the student completes a practice exam they will print off the score and remediation plan and provide a copy of the paper to their advisor.
4. Students must take the proctored examination in the classroom in the presence of the instructor or designated proctor.
5. Students must achieve a minimum score of Level 2, or they will have to retake the proctored examination with the exception of ATI Pharmacology, which students may pass by achieving a score of Level 1.
6. If required to take a proctored examination a second time:
7. The student must wait a minimum of 24-hours to take the second version
8. Students who do not achieve a Level 2 on their second attempt will have to take the proctored examination until a Level 2 is achieved. Students may take the proctored examination a maximum of four times.
9. After the second and subsequent failures to achieve a Level 2, the student will be required to remediate, provide written rationales, and retake both of the un-proctored examinations and receive a minimum score of 85%.
10. Students are financially responsible for proctored examinations #'s three and four. The charges may be added to your school account.
11. Each proctored examination are worth curriculum hours, will serve as finals for courses, and the grades for the proctored examination will be assigned as follows:

a. Level III – 100%	c. Level I – 77%
b. Level II – 95%	d. Below Level I - 69%
12. The final ATI examination that a student is required to complete is the ATI NCLEX-PN

Predictor Examination.

- a. The NCLEX predictor is used to estimate the probability that the student will pass the NCLEX-PN on their first attempt.
- b. This score is expressed as a percentage.
- c. A score of 93% on the predictor would suggest that the student has a 92% chance of passing the NCLEX-PN on the first attempt.
- d. Students must achieve a minimum score of 90% on the ATI Predictor.
 - i. Students who do not achieve a 90% will have to take the predictor a second time up to a maximum of four times.
 - ii. After the second and subsequent failures to achieve a 90%, the student will be required to remediate, provide written rationales, and retake.
 - iii. Students will be financially responsible for examination #'s three and four. Grades and curriculum hours will be assigned as above.

ASSIGNMENTS

1. A student must complete all module work prior to taking module examination.
2. Students are not considered to have finished the module work until a CTPN staff member signs off on the accompanying module paperwork, which may not be done until all module assignments are completed.
3. Module homework not completed prior to a student taking an examination will be assigned the grade of 0%.

ATTENDANCE

1. Class attendance should be considered as important as attendance on the job.
2. The CTPN curriculum is an intensive program of study in which regular attendance is a necessity for the student to achieve success.
3. Active participation in all aspects of CTPN are critical to meeting program goals and objectives successfully.
4. The CTPN curriculum is designed as self-directed, which means that students are provided a level of independence in completing required hours and assignments as assigned per a learning contract, which will normally cover one-month. Some exceptions do exist including the following:
 - a. The skills aspects of Long-Term Care Assistant, Introduction to Nursing, Nursing Fundamentals, and Pharmacology and IV Therapies will require that you attend class one-day per week.
 - i. The day chosen will be the same each week.
 - ii. Attendance for skills lab day is required.
 - iii. Being absent from skills lab will be treated as a required attendance in which a student will receive a breach of contract for every three unexcused absences incurred, and they will receive a breach if they have two unexcused absences during a contract period.
 - b. To successfully meet the **attendance** requirements associated with the monthly learning contract, meet federal financial aid statutes, as well as Oklahoma Career Tech and Central Tech attendance policies the student must attend 90% of assigned attendance hours.
 - i. Contracted attendance hours are based upon 4.4hrs for each available school day during a contract period.
 - ii. Attendance hours may be adjusted related to the number of days available for students to attend class or clinical.

5. Absences:
 - a. An absence will be recorded whenever a student misses any required activity, e.g., clinical day, skills lab day, or other required activity.
 - b. Students are responsible to complete all attendance and curriculum hours agreed to for the contract period.
 - i. Excused absence:
 1. An absence related to a student or family illness or emergency may be excused with proper documentation, e.g., Dr.'s note, funeral announcement, etc.
 2. An absence that occurs when the responsibility of CT staff, e.g., sent home because student is ill, activity cancelled by CT staff, etc.
 3. Hours missed related to an excused absence may be removed from the student's monthly completion contract or made up if clinical experiences and space are available.
 - ii. Unexcused absences:
 1. A student absence without documentation will be considered unexcused, e.g., call in to clinical or other required activity
 2. Students who have an unexcused absence for clinical will receive a grade of 10% for the clinical day and not be allowed to make the clinical day up.
 3. Students will still be responsible for completing their attendance hours.
 - iii. Absences associated with Skills Lab:
 1. Unexcused: The student will receive a 0%, but will still be responsible to complete the content of the skills lab.
 2. Excused: The student may make up a maximum of 2 labs. Third and subsequent excused absences will receive a grade of 0%, and students will be responsible for the content of the lab.
 3. Students must complete the content of the skills lab in order to attend clinical.
 4. Students must make an appointment outside of lab time with the lab instructor that is convenient for both the instructor and student.
 - c. Students must attend at a clinical experience a minimum of one-half of the assigned time to receive credit for the clinical experience.
 - i. A student who leaves before meeting this requirement may receive a grade of 0% and not be awarded attendance hours.
 - ii. Each situation will be considered on an individual basis.
6. Tardies and Early Dismissal:
 - a. A tardy occurs when a student arrives late or after the appointed time for clinical or a required activity
 - b. The time of arrival will be monitored by the instructor through the use of a personal alarm or other time keeping device
 - c. An early dismissal occurs when a student leaves a clinical or required activity prior to the class being dismissed
7. Consequences:
 - a. Three tardies, three early releases, or any combination of the equaling three will equal one absence.
 - b. A breach will be issued for every three unexcused absences collected during the student's time in CTPN.

- c. Students who have two unexcused absences during the learning contract period will receive a breach of contract.
- d. If the tardy or early release is related to illness, death, or emergency and paperwork to confirm the reason for the absence is provided, e.g., ER discharges, funeral announcement, etc., circumstances will be taken into consideration on a case-by-case basis concerning potential breach of contract.
- e. Students who are sent home by an instructor related to illness or other student distress will not be counted as absent.
- f. Clinical Deductions:
 - i. A student who is late for the start of the clinical pre-conference meeting will receive a minimum of a 1-point deduction on the clinical grading rubric.
 - ii. A student who arrives to clinical after the conclusion of the clinical pre-conference will receive a minimum of a 2-point deduction on the clinical grading rubric, and may be sent home by the instructor.
 - iii. Students sent home will receive a grade of 0% and will not be allowed to make up the clinical hours.
- g. No Call/No Show:
 - i. A student will be considered a no call/no show when:
 - 1. The student misses a clinical rotation or required activity without notifying the instructor
 - 2. The student notifies the instructor of the intended absence more than one (1) hour after the appointed start time for the clinical rotation or activity
 - a. Students who are no call/no show will receive a grade of 0%
 - b. Students who are no call/no show will receive a breach of contract
 - c. Students who are no call/no show may be dismissed from CTPN
 - d. Extenuating circumstances may be taken into consideration
- 8. Students demonstrating a negative pattern of attendance and/or punctuality may be counseled, placed on probation, or be dismissed from CTPN.
- 9. Students are encouraged to communicate with CTPN concerning attendance and punctuality difficulties and to provide documentation as available and pertinent.

BREAKS

1. Each class is provided with a designated break time.
2. Student ID badges are to be worn at all times
3. Students may take break in the commons area
4. Students may not sit in their cars during break time
5. Tobacco use is prohibited at all clinical sites.
6. Tobacco Use on Campus: Tobacco use is restricted to designated smoking areas on each campus, e.g., Drumright – north side of Truck Driver Training and the north side of Phil Waul Pipeline Building, and in Sapulpa – southwest corner of the main building.

CHAIN OF COMMAND

The chain of command will be a very important concept for all students to learn, understand, and employ during their time as both a nursing student and during their career as a nurse.

Chain of command refers to the pattern you should follow to address questions, concerns, problems, or complaints during your time in CTPN. The following decision tree demonstrates the chain of command.

Student → Classroom/Clinical Instructor → Academic Advisor → PN District Coordinator → Assistant Superintendent → Superintendent → CT Board of Education

The chain of command is designed to deal with questions, concerns, problems, and complaints in an expedient and concise manner. If you bypass a step within the chain of command, you will be directed to return to the person bypassed.

CHANGE OF NAME AND ADDRESS

1. The school must be notified immediately when a student:
 2. Changes their name
 3. Changes their mailing address
 4. Changes their email address
 5. Changes their phone number
 - a. Home
 - b. Cell
 - c. Contact information
6. Names and contact information must match on the student NCLEX and OBN application and their photo ID to be allowed to sit for the NLCEX-PN. If any of this information varies between the student ID and NCLEX documents the student will be allowed to test, and will be responsible for any extra-incurred costs and time.

CLASSROOM HOURS & TESTING TIMES

1. Classroom: 0800-1130 and 1230-1600
2. Clinical: Varies per facility and department
3. Instructors available to students: 0830-1130 and 1245-1600
4. **Drumright testing times:** 0830-1100 and 1300-1515 (exams will not be started after 1100 or 1515)
5. **Sapulpa testing times:** 0930 & 1400

CLASSROOM AND CLINICAL SUPPLIES

Upon the student's receipt of any equipment or supplies to be used in the learning process, the student will be financially responsible and obligated for the payment of said equipment and supplies.

CLINICAL RULES

1. Under no circumstance will a CTPN student be allowed to administer any type of IV medication unless supervised by a CTPN instructor, licensed preceptor, or facility nurse.
2. Under no circumstance will a CTPN student access or establish medication administration through a central line, portacath, or PICC line.
3. Under no circumstance will a CTPN student administer any type of cardiogenic or cardiotoxic medications by IV push or IV piggyback.
4. Under no circumstance will a CTPN student accept patient orders either verbally or by phone from a physician or mid-level practitioner.
5. Facility rules restricting medication administration or skills performance by a student will override CTPN student medication administration and skills performance policies.
6. Students will not be allowed to enter the room or care for patients who are under airborne precautions.
7. Students must be able to lift and move a minimum of 50lbs and have no lifting

restrictions to attend clinical. If a student sustains an injury or develops a condition, which causes any lifting restriction to be enacted they will not be able to attend clinical until they receive a full release from a qualified medical provider.

8. Students will perform any skill in clinical until they have undergone training and have been checked off in the skills laboratory.

CODE OF CONDUCT

CTPN students are expected to:

1. Behave in a professional and exemplary manner
2. Follow the policies of Central Tech and CTPN as stated in the respective handbooks
3. **Professional boundaries:** CTPN students are expected to maintain and take an ethical and professional stance when in the education or health care facility environment.

Students should avoid:

- a. Public displays of affection
- b. Use of foul or vulgar language
- c. Abusive behavior – physically, emotionally, verbally,
- d. Hostile or aggressive behaviors
- e. Inappropriate client, resident, or patient interactions, e.g. fraternization with those that students are providing care is unethical and potentially illegal.
4. Be punctual and in attendance as your schedule requires
5. Assume responsibility for your learning. **Communicate with instructors.** If you do not tell us that a problem exists then we will not know.
 - a. Read in advance
 - b. Practice skills prior to testing
 - c. **SPEAK UP!**
6. Bring all needed equipment for your learning experience:
 - a. Classroom: pen, paper, pencil, calculator, books, laptop, etc.
 - b. Clinical: stethoscope, pen light, black pen, hour book, B/P cuff, scissors, etc.
7. Be cognizant of surroundings and work in a safe manner in the classroom, lab, and clinical facilities.
 - a. Report accidents or mishaps to your instructor immediately
 - b. Complete an incident report
8. Cell phones are not to be turned on in the classroom. Student who are caught with their cell phones out when on duty at a clinical facility will receive a 0% and be sent home.
9. Students **may not** take cell phones into the clinical areas.
 - a. Many hospitals now consider having a cell phone out as an automatic breach of HIPAA related to the camera in the phone.
 - b. Students may be asked to leave a clinical site if caught with a cell phone.
 - c. Students asked to leave a clinical site related to having a cell phone out will receive a 0% and not be allowed to make up the clinical hours.
10. Students caught with their cell phones at any time when they have a test opened, e.g., taking or for remediation, may be asked to surrender the cell phone, receive a 0% on the exam, or be disciplined up to and including dismissal from the program.
11. Do not bring children to school.
12. Follow the Honesty Policy: See Academic Integrity Policy Pg. # 15.
13. Students will not self-medicate or divert medications from the patient or facility.
14. Students will not use alcohol, illegal drugs, illegally use prescription medications prior to or during clinical or class time.
15. Students will not attend clinical or class in an impaired state.

PERSONAL TRANSPORTATION:

1. It is the student's responsibility to ensure their own transportation to and from required attendance events no matter their location.
2. It is the student's responsibility to arrive and attend clinical or other required events as scheduled.
3. Students should park, exit, and lock vehicles upon arriving on school grounds.
4. Students are not to hang out, sit, or sleep in their cars on school grounds.
5. The school contracts with a company to check the school building and grounds for contraband using search dogs. If the dog alerts on any of your property you or your property may be searched.
6. Transportation per school vehicles to clinical or other events will only be available when either instructors are available to ride in or drive said vehicles.
7. Students are required to following the parking rules of both Central Tech and clinical facilities. Students who fail to follow established rules are subject to disciplinary action up to and including breach of contract, probation, and dismissal from the program.

PATIENT PRIVACY & HIPAA:

1. The Health Insurance Portability and Accountability Act of 1996 is federally enforced and persons who violate patient's confidentiality can be charged with criminal or civil crimes
 - a. Fines includes \$100 - \$250K per incident
 - b. Jail time includes sentences up to 10-years in federal prison
2. To maintain patient confidentiality, avoid:
 - a. Talking about patients outside the nurse's station
 - b. Accessing patient information for a patient you are not assigned
 - c. Looking up your own medical records or medical records of your family or friends or asking a colleague to access the records for you
 - d. Do not talk about clinical experiences outside of clinical or the classroom
 - e. Clinical experiences may only be talked about as a part of the clinical and classroom experience for learning.
3. **DO NOT TALK ABOUT CLINICAL EXPERIENCES ON ANY SOCIAL MEDIA OUTLET**
4. **NEVER USE A PATIENT'S NAME**
 - a. De-identify all materials removed from the clinical setting.

DRESS CODE

1. Dress appropriately per CT and CTPN policies
 - a. Monday through Thursday:
 - i. School uniform neat and clean
 - ii. Students may wear either mostly white or black shoes.
 1. Shoes must be impermeable, e.g., vinyl or leather
 2. No shoes with holes
 3. No open tops
 4. No open toes
 5. No open heels
 6. If in doubt about the appropriateness of the shoes check with an instructor or staff.
 - b. White or black socks
 - c. White or black undershirts (optional)
 - d. Name badge
 - e. Hair pulled back away from face and not touching shoulders
 - f. Nails clean, neat, and trimmed

- g. Nails cannot be longer than the tips of fingers.
 - i. Students may wear clear, pale, neutral, or nude finger nail polish, shellac, or gel.
 - ii. Polish, shellac, or gel must be in good repair, e.g., no chipping.
 - iii. Students may not wear bright colors, nail jewelry, or nail art, laminates, acrylics, or overlays.
 - h. Male student must be either clean shaven or neatly trimmed facial hair
 - i. Piercings
 - i. One pair stud earrings ear lobes only
 - ii. No visible body piercings
 - iii. No gauges
 - j. One ring
 - k. Tattoos must be covered at all times
 - l. Necklaces and lanyards may not be worn
 - m. Students who do not meet the dress code and hygiene requirements appropriately may be sent home for a first offense and will be sent home for a second offense.
 - n. **Students asked to leave related to dress code or code of conduct violations will receive a grade of 0%.**
2. Friday: Students may:
 - a. Dress as stated above
 - b. Wear professional dress
 - c. Shorts and skirts should be no shorter than 2-inches above the knee.
 - d. Pay \$1 to wear jeans – Money to be used for a charity of the student's choosing
 3. **Professional Dress:** Students may be required to dress professionally from time to time, which would include dress shirts, polo's, slacks, dresses, skirts, and a lab jacket. Jeans are not considered professional dress.
 4. On occasion, the dress code may be relaxed. If this occurs, the instructional staff will notify students. Even when the dress code is relaxed, decorum in dress will remain an expectation. Students who are not dressed appropriately may be asked to leave:
 - a. Questionable garments include but are not limited to:
 - i. Short skirts or short shorts (skirts and shorts should be no more than 2"-3" above the knee).
 - ii. Halter, tank, crop, or low cut tops
 - iii. Clothing that exposes body parts including the abdomen, low back, or cleavage
 - iv. Body piercing or tattoos
 - v. Excessively loose or baggy clothing. Sagging is not allowed.
 - vi. Visible undergarments
 - vii. Leggings, work out pants, clothing with holes,
 - viii. Leggings may be worn with long shirts or jackets
 - ix. Clothing with depictions of inappropriate, explicit, innuendo, insensitive, discriminatory, bigoted, death, violence or biased pictures, words, or phrases
 5. Students who do not follow the dress code may be sent home from the classroom or clinical for the day receive no attendance hours and a grade of 0% for their clinical day.
 6. Students who are out of compliance with the dress code and received a written warning may be placed on probation for Failure to Adapt to the Student Role.
 7. Student who are placed on probation for Failure to Adapt to the Student Role twice during their tenure in CTPN will receive a breach.

COMMUNITY SERVICE

1. Community involvement is an important component to the philosophies of CT and CTPN. To gain a better understanding concerning the components of public health nursing CTPN students are required to complete a minimum of 20 hours of community service/nursing. Community service hours are required to be considered for membership into NTHS.
2. Community service hours will be counted toward clinical hours as deemed appropriate.
3. Community service hours earned in excess of the required 20-hours associated with nursing duties and skills, e.g., head lice checks, health fairs, etc., may be used as clinical hours only AFTER the student has completed Clinical-I: Basic Adult, and entered Clinical-II: Med-Surg-I.
4. All community hours projects must receive prior authorization from CTPN instructors or the district coordinator.
 - a. Hours completed without prior authorization will not be counted toward completing the student's required 20 hours.
5. Students can arrange, participate, and complete community hours independently with prior authorization from CTPN staff.
 - a. In addition, students can participate in activities arranged by CTPN staff during which students will complete independently.
 - b. Finally, student can participate in activities arranged by CTPN staff during which CTPN staff will be present.
 - c. In all instances, when participating in community service hours the student is a representative of CT and CTPN. As such, students:
 - i. Will be expected to behave appropriately
 - ii. Be professional
 - iii. Adhere to the policies of CT and CTPN
 - iv. Follow the dress code as assigned by CTPN staff
6. Activities that will qualify to satisfy this requirement included but are not limited to:
 - a. Volunteering as a worker or mentor for:
 - i. Scouts or Girl Scouts
 - ii. Community Action Organizations
 - iii. Religious organizations
 - iv. Big Brother or Big Sisters
 - v. Right Path
 - vi. Social or benevolent organizations
 - b. Participation in:
 - i. Health fairs
 1. CTPN
 2. Other organizations
 - ii. Head lice checks for local schools or organizations
 - iii. Athletic physicals for local communities and schools
 - c. Presentations:
 - i. Social organizations
 - ii. Schools
 - iii. After school or summer programs

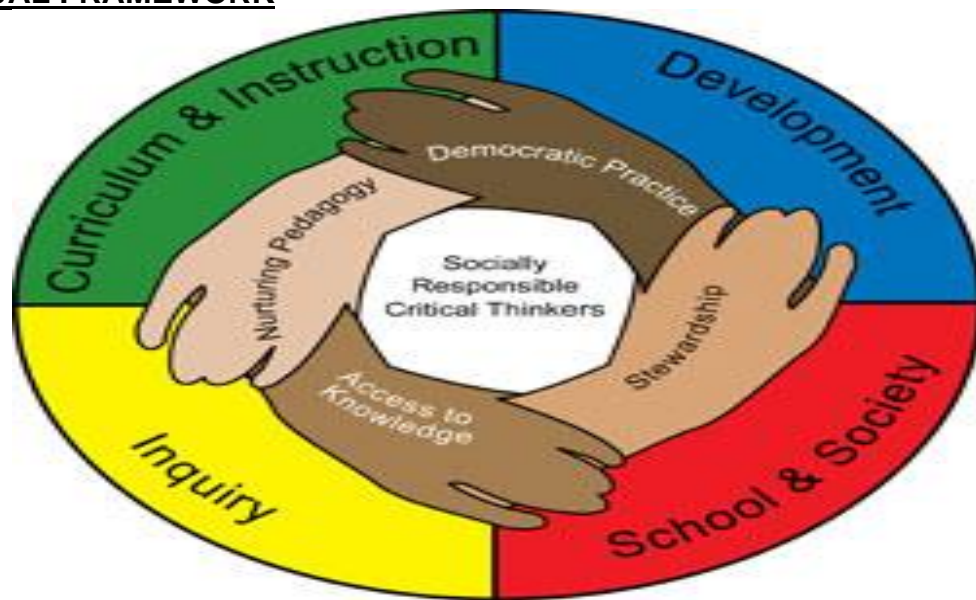
CONCEPTUAL FRAMEWORK

1. The concepts, which form the framework for the Practical Nursing Program, are depicted graphically by a circle surrounding a triangle. The concepts are depicted on the steps located inside the triangle. The circle represents the program curriculum, which is

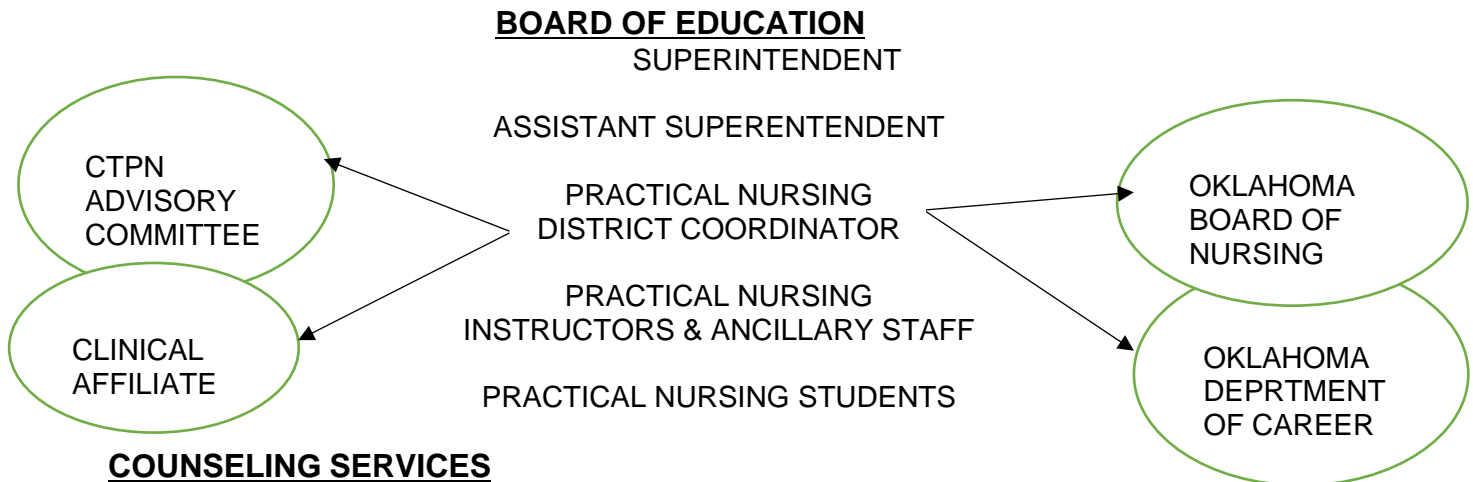
presented from the simple to complex and is based upon human needs, caring, and human relations.

2. Human needs, on which the program is designed are depicted on the steps within the triangle and include Teaching and Learning, the Nursing Process, and Health. Teaching and Learning includes knowledge, skills, leadership and contribution. The Nursing Process incorporates assessment, planning, implementation and evaluation. Health includes health promotion, maintenance and restoration.
3. Caring, human needs, and human relations are taught and modeled by the nursing faculty throughout all levels of instruction. Knowledge, proficiency in performing skills, and safety are emphasized throughout all Levels of instruction.
4. The nursing process, introduced in Level I, is introduced through a simple problem-solving approach, which is patient oriented and stresses basic physiologic needs. It is then expanded and applied to the nursing care of clients during the student's clinical experience in Level I. The concept of the nurse as a contributor to the planning and implementation of nursing care as a member of the health care team is introduced in Level II and continued throughout the remaining levels of instruction and clinical experience. Leadership content and experiences are provided in Level 5.

CONCEPTUAL FRAMEWORK



CENTRAL TECHNOLOGY CENTER
PRACTICAL NURSING PROGRAM ORGANIZATIONAL CHART



COUNSELING SERVICES

A full-time counseling staff is available to help students with attendance, career, educational, and personal issues. Students must have permission from their instructor to leave class to talk with a counselor. Appointments with the counselor should be made in advance when possible.

COURSE and PROGRAM DESCRIPTIONS

1. The CTPN curriculum, which combines both didactic and clinical content, prepares the CTPN student to safely deliver entry level nursing care under the supervision of a registered nurse or physician. The structure of the CTPN curriculum is designed to provide the student with a solid foundation on which to build and expand their knowledge of the profession and practice of nursing.
2. Level I: The student will begin with courses in basic sciences, medical terminology, basic care skills, both the fundamentals and concepts of nursing, as well as provide the student with their first clinical experiences.
3. Level II: The student will add basic Medical-Surgical nursing, and begin the study of Pharmacology, and Intravenous Therapy.
4. Level III: The student will add intermediate Medical-Surgical nursing principles and skills. The student will branch into the study of nursing care in the specialty areas of Maternal-Newborn Nursing, Pediatric Nursing, and Mental Health Nursing.
5. Level IV: Finally, the student enters the Transition to Practice. Included are clinical experiences designed to bring all the previous work together by focusing on leadership and caring for a team of patients. In addition, classroom and a NCLEX-PN live review are coordinated to help the student make the final preparation to ready them for taking the NLCEX-PN Licensure examination.
6. Graduates will be eligible to take the National Council Licensure Exam to become a Licensed Practical Nurse.

COURSE:

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

2. **ANATOMY AND PHYSIOLOGY**: Anatomy and Physiology is the study of the structures and functions of the human body. The areas studied will be an integration of biology and chemistry and will include, but are not limited to: Organization of the Body; Chemical Basis for Life; Cells & Tissues; Integumentary System; Skeletal System; Muscular System; Nervous System; Endocrine System; Blood, Circulatory System; Lymphatic and Immune System; Respiratory System; Digestive System and Metabolism; Urinary System, and Reproductive System. The course may include laboratory experiences.
3. **LONG TERM CARE ASSISTANT**: This course is based upon the curricular requirements set by the Oklahoma State Dept. of Health for Long Term Care Nurse aide curriculum.
4. **INTRODUCTION TO NURSING**: This course focuses on use of nursing and related concepts by practical nurses as providers of care and members of discipline in collaboration with health team members. Emphasis is placed on the Concepts of Adult Learning; Communication; Professionalism; Nursing Ethics and Law; Wellness; Holistic Care; and Health Care Delivery Systems.
5. **FUNDAMENTALS OF NURSING**: This course is an introduction to nursing care. Topics include safety; asepsis; focused assessment; documentation; nursing process; admission, transfer and discharge; pain, comfort and sleep; geriatric care; basic nutrition; mobility; care of the dying patient; therapeutic procedures and surgery; wound care; heat and cold; phlebotomy; respiratory care; urinary care; digestive care and skills competency. Emphasis will be given to the practical nursing student developing critical thinking skills, recognizing legal/ethical responsibilities, acting as a patient advocate, maintaining positive patient/colleague relationships, and by implementing appropriate standards of care.
6. **CLINICAL I: BASIC ADULT NURSING**: Clinical Nursing I is an introduction to the clinical setting. It provides an opportunity for the student to apply knowledge and skills acquired in theory to the holistic care of the patient. Care will be provided to patients across the lifespan with a focus on the geriatric. Supervised clinical experiences may be provided in long-term care, acute care and extended care facilities. These experiences include mastery of basic nursing skills.
7. **PHARMACOLOGY AND INTRAVENOUS THERAPY SKILLS**: This course provides instruction in basic pharmacology and medication administration skills, including IV therapy, as well as skills needed for safe and effective medication administration. A brief introduction to fluid and electrolyte balance will be included. Content includes components of medication preparation and administration including the essential knowledge needed to adequately contribute to the assessment and evaluation of the effect of medication on clients across the lifespan.
8. **MEDICAL SURGICAL NURSING I (THEORY)**: The Medical Surgical I course addresses disorders while incorporating concepts from previous courses. This course focuses on deviations of health in adults. Student will learn how the nursing process guides the holistic care of the individual. The body systems included in this course are: Integumentary; Musculoskeletal; Respiratory; Cardiac; Vascular; Hematology and Immune.
9. **CLINICAL II - MEDICAL SURGICAL NURSING (PART I)**: Clinical Nursing II focuses on the care in a diverse patient population across the lifespan. It provides an opportunity for the student to apply knowledge and skills acquired in theory and clinical courses. Clinical rotations may include: long-term care, community health, and acute care. The clinical experiences may include maternal-newborn, pediatric and mental health nursing.
10. **MEDICAL SURGICAL NURSING II (THEORY)**: Medical Surgical Nursing II continues to address disorders while incorporating concepts from previous courses. This course

focuses on deviations of health in adults. Student will learn how the nursing process guides the holistic care of the individual. The body systems included in this course are: Sensory; Neurology; Digestive; Endocrine; Urinary; Reproductive and Oncology.

11. **CLINICAL III-MEDICAL SURGICAL NURSING (PART II)**: Clinical Nursing III focuses on the care in a diverse patient population across the lifespan. It provides an opportunity for the student to apply knowledge and skills acquired in previous theory and clinical courses. Clinical rotations may include: long-term care, community health, and acute care. The clinical experiences may include maternal-newborn, pediatric and mental health nursing
12. **MATERNAL – NEWBORN NURSING**: Maternal Newborn Nursing is designed to familiarize the student with the holistic approach to care for the antepartum, intrapartum, postpartum patient and the neonate. The normal processes of conception, fetal development, labor and delivery, postpartum period, and family involvement will be included. The course includes the care of the normal patient and newborn as well as those with complications.
13. **PEDIATRIC NURSING**: Pediatric Nursing course expands upon the concepts learned in Medical Surgical Nursing to address disorders specific to pediatric patients. The student will be able to relate normal growth and development, concepts of wellness and needs of the hospitalized child. The physical, emotional, social needs of the pediatric patient and their family will be explored.
14. **MENTAL HEALTH NURSING**: This course presents an introduction to Mental Health Nursing. The course provides an introduction into mental health care and prevalent mental health disorders.
15. **TRANSITION TO PRACTICE (THEORY)**: This course provides concepts related to the transition from student licensed practical nurse.
16. **CLINICAL IV – LEADERSHIP AND PRECEPTORSHIP**: Leadership and delegation skills are enhanced as the student functions in the role of team leader. The course assists the student to prepare to independently assume the role of the LPN in professional practice. A preceptor rotation assists in the completion of this transition.

CURRICULUM PLAN for 2016-2017

LEVEL I	Theory	Lab	Clinical	TOTAL HOURS
Medical Terminology	45			
Anatomy and Physiology	120			
Long Term Care Assistant	59		16	
Introduction to Nursing	40			
Fundamentals of Nursing	100	60		
Clinical I - Basic Nursing			80	
TOTAL HOURS LEVEL I				520
LEVEL II				
Pharmacology and IV Therapy	51	15		
Medical Surgical Nursing I	78			
Maternal-Newborn Nursing	45			
Pediatric Nursing	45			
Clinical II – Med-Surg I			224	
TOTAL HOURS LEVEL II				458
LEVEL III				
Medical Surgical Nursing II	78			

Mental Health Nursing	40			
Clinical III – Med-Surg II			232	
TOTAL HOURS LEVEL III				350
LEVEL IV				
Transition to Practice	15			
Clinical IV – Ldrshp/Prcpt			120	
TOTAL HOURS LEVEL IV				135
TOTAL PROGRAM HOURS	716	75	672	1463

The above curriculum plan is meant as a guide only for a student's curricular progress. As such, a student's advisor may assign curriculum, as they deem appropriate. This means that courses may be assigned in a different order from the above guide.

CRIMINAL HISTORY BACKGROUND CHECK POLICY: Statement from the Oklahoma Board of Nursing: <http://www.ok.gov/nursing/nclex9.pdf>

Oklahoma Board of Nursing 2915 North Classen Blvd., Suite 524 Oklahoma City, OK 73106
(405) 962-1800

INFORMATION FOR APPLICANTS FOR LICENSURE OR AUA CERTIFICATION WITH HISTORY OF ARRESTS, CONVICTIONS, OR PRIOR DISCIPLINARY ACTION

Applicants for licensure or AUA certification in Oklahoma who have ever been summoned, arrested, taken into custody, indicted, convicted or tried for, or charged with, or pleaded guilty to, the violation of any law or ordinance or the commission of any misdemeanor or felony, or requested to appear before any prosecuting attorney or investigative agency in any matter; or have ever had disciplinary action taken against another health-related license or certification; or have ever been judicially declared incompetent are required to notify the Oklahoma Board of Nursing. Failure to report such action may be a violation of the *Oklahoma Nursing Practice Act*. All applicants for licensure as a registered nurse or licensed practical nurse must have submitted a criminal history records search conducted by the Oklahoma State Bureau of Investigation not more than three (3) months prior to submission of the application [59 O.S. §567.5]. Effective November 1, 2003, a candidate for a license to practice as a registered nurse or licensed practical nurse shall submit to the Oklahoma Board of Nursing "certified written evidence that the applicant has never been convicted in this state, the United States or another state of any felony, unless five (5) years have elapsed since the date of the criminal conviction or the termination of any probation or other requirements imposed on the applicant by the sentencing court, whichever shall last occur, or a presidential or gubernatorial pardon for the criminal offense has been received" [59 O.S. §567.5].

Applicants for licensure in Oklahoma with one or more felony convictions cannot apply for licensure for at least five years after completion of all sentencing terms, including probation and suspended sentences, unless a presidential or gubernatorial pardon is received.

1. Having a positive criminal background check does not automatically disqualify any student from completing, graduating and sitting for licensure. Still this situation must be addressed as quickly as possible because:
 - a. Clinical sites have the right to refuse to allow a student with certain types of convictions to be present in the facility.
2. Each student will have a minimum of two (2) national criminal background checks completed while enrolled in Practical Nursing. The first will be to satisfy school and clinical site requirement and the second will be so the student may set for the NCLEX- PN examination.
3. The Practical Nursing District Coordinator will review the criminal history background report.

The candidate will be notified if a positive criminal background check has been obtained.

- a. Each positive criminal background history report will be handled on an individual basis, and will be handled as follows:
4. **THE OBN APPLICATION FOR LICENSURE REQUIRES THAT ALL APPLICANTS DISCLOSE IF THEY HAVE EVER BEEN ARRESTED FOR ANY OFFENSE OTHER THAN A MINOR TRAFFIC VIOLATION.**
 - i. **Applicants must reveal all arrests of any type (except for minor traffic violations), follow designated disclosure procedures, and complete any required resolution procedures required by the OBN.**
 - ii. **A decision of the district attorney not to charge, receipt of a deferred sentence, expunged record, or pardon does not change this requirement. All arrests (except for minor traffic violations) must be revealed to the OBN.**
 - iii. **Failure to disclose an arrest may result in the student having to appear before the OBN, receive a judgment (which may include completing required classes, fines, paying investigative fees, and receive a reprimand, suspension, or be required to undergo supervised practice), or, most seriously, be prevented from sitting for the NCLEX-PN Examination.**
- b. Students will be required to provide official court documentation of the arrest and outcome to the CTPN District Coordinator.
- c. Copies will be kept in the student's confidential personal file in the Practical Nursing office with only the District Coordinator, Practical Nursing Instructors, and program secretary having access to these records.
 - i. Exception:
 1. Copies for all felony convictions will be provided to the Campus Director and Assistant Superintendent of Instructional Services per the Central Tech Security Protocol.
 2. Positive criminal background checks will be shared with clinical sites. Clinical sites retain the right to bar students with positive criminal backgrounds from practicing in their facility
5. If a student is not allowed to attend a clinical facility providing care to the elderly or pediatric patients, he or she will not be able to complete or pass the program.
6. The applicant with a positive arrest history (except for minor traffic violations) must provide the following information to the OBN:
 - a. A signed letter from the applicant describing the circumstances of the offense, date, court action taken, and current status of disposition including sentencing, restitution, community service, fines, etc.
 - b. If applicable, **certified** copies of the Affidavit of Probable Cause, Information Sheet, Charges, Judgment and Sentence, and verification that the sentencing requirements are complete (these documents may be obtained from the courthouse in the county in which the arrest took place).
7. Please ensure that the copies are certified, e.g., they are stamped with the court seal.
 - a. Failure to submit the above information in a timely manner may result in a delay in processing the application.
 - b. Process can include the following steps:
 - i. An OBN investigator will review all information provided
 - ii. If required, the applicant will be notified of any further actions that they must complete, which include but not be limited to:
 1. Provision of further documentation

2. Meet with the investigator or investigation team
3. Appear before the Board.
8. **Please be aware that an applicant may not be eligible for licensure or endorsement to surrounding states due to individual states' restrictions, even if the applicant is able to be licensed in Oklahoma. Individuals who plan to apply for licensure in other states must check with that state's board of nursing to obtain information on requirements.**
9. Information obtained from a positive national criminal background check will be shared with clinical sites as required by contractual obligation between CTPN and the clinical facility. Central Tech. will not reveal a student's identity.
 - a. Clinical facilities have the right to refuse a student access to the facility based upon information obtained from the national criminal background check. Students who are barred from clinical sites may not be able to complete and pass clinical courses.
10. Information obtained from a positive national criminal background check will be shared with the CT administration.
 - a. CT, related to the presence of high school students, has the right to refuse admittance to any person convicted of a felony based upon applicable state statute.

DISCIPLINE/ TERMINATION POLICY

1. Disciplinary action may be initiated for, but not limited to, the following reasons and include the receipt of a breach, probation, suspension, or termination from the program:
 - a. Lack of adjustment to student role (p. 34)
 - b. Unacceptable grades (p. 35)
 - i. Classroom courses: less than a 77% average on examinations, less than a 77% average on homework, less than a final course grade of 77%
 - ii. Clinical courses: less than an 85% on clinical performance grades, less than 85% on clinical homework grades, and an 85% for final course grades
 - iii. Failure to achieve a grade of 93% on the dosage calculation skills examination – student may take a maximum of 3 times
 - c. Unsafe nursing practice (p. 35)
 - d. Unprofessional conduct (p. 37)
 - e. Other such acts as identified in the discipline policy
 - f. Failure to follow the policies of CT, CTPN, or clinical site
 - g. Breach of HIPAA
 - h. Failure to de-identify information accessed from health care facilities of patient or physician identifiers
2. Behaviors specified in this Handbook **may be grounds for immediate termination** from CTPN. The following definitions are offered for the purpose of clarification of terms:

PROBATION

1. A student may be placed on probation at any time during the program.
2. Probation Associated with the Completion Contract:
 - a. A student is placed on probation when they receive a third breach of contract for the remainder of their time in CTPN.
 - b. A fourth breach of contract will result in termination from CTPN.
 - c. Refer to the section in this handbook on "Discipline/Termination" for specific grounds for probation.

3. Probation Associated with Academic Progression:
 - a. Academic probation is defined as a failure to maintain a minimum GPA of 77% for any classroom curriculum or a minimum GPA of 85% for any individual clinical course.
 - i. The student will be placed on academic probation when their grade drops below 77% for a classroom course or 85% for a clinical course.
 - ii. The probation will remain in effect until:
 1. The student is able to bring their GPA above the minimum required level, or
 2. Until the student earns a failing grade for the class and is dismissed from Practical Nursing, whichever occurs first.
 - b. Refer to the section in this handbook on “Discipline/Termination” for specific grounds for probation.
4. Probation Associated with Breach of School and Facility Policies:
 - a. Failure to adhere to the policies of the CT and CTPN student handbooks.
 - b. Failure to adhere to the policies of clinical facilities.

LACK of ADJUSTMENT to the STUDENT ROLE:

1. Shall include, but is not limited to:
2. Failure to turn in assigned work
3. Absence and tardiness
4. Sleeping during class/clinical time
5. Disrespect toward instructors, staff, classmates, and clinical staff
6. Failure to adhere to the Code of Ethics for practical nurses
7. Failure to adhere to the CTPN Code of Conduct
8. Failure to follow the CT or CTPN dress codes
9. Failure to provide prior notification of absence to instructors or clinical staff
10. Leaving a clinical assignment or area without notifying the clinical instructor
11. Failure to follow classroom sign-in and sign-out procedures
12. Taking more than one morning and one afternoon break, and taking breaks that last longer than 15-minutes
13. Use of alcohol, illegal use of prescription medications, or illegal drugs prior to attendance in any classroom or clinical setting.
14. Attendance in the classroom or clinical setting in an impaired state no matter the cause.
15. Self-medicating or diverting medications from the patient or facility.
16. Use of alcohol, illegal drugs, illegal use prescription medications prior to or during clinical or class time.
17. Attending clinical or class in an impaired state.
18. Use of alcohol or illegal drugs while wearing any part of the CT nursing uniform.
19. Distribution of alcohol, illegal drugs, or prescription drugs (illegally) in association with any school activity.
20. Assault and/or battery upon another student and school or clinical personnel
21. Creation of a disturbance in the classroom or clinical setting
22. Disrespect toward or molestation of school property
23. Falsification of any paperwork submitted to CT or CTPN
24. Possession or use of any weapon or explosive device
25. Cheating, stealing, or extortion.
26. Participation in the publication or distribution of any printed material not approved by the Coordinator of Practical Nursing
27. Reckless driving or improper use of a vehicle on school property

28. Plagiarism
29. Misrepresentation of clinical assignments or experiences.

UNACCEPTABLE GRADES

1. Students who fail a course will be dismissed from CTPN.
2. To successfully complete a classroom course, a student must achieve a minimum GPA of 77% for each classroom course.
3. Students must achieve an examination grade average of 77% to successfully complete a classroom course. Homework grades will be averaged into the course grade after the student has successfully achieved an examination grade average of 77%.
4. Examination grades will count as 70% of the course grade and homework as 30%.
5. Failure to complete homework assignments could result in the student failing the course.
6. To successfully complete a clinical course, a student must achieve a minimum GPA of 85% for each clinical course.
7. Students must achieve a clinical performance grade average of 85% to successfully complete the course. Homework grades will be averaged into the course grade after the student has successfully achieved a clinical performance grade of 85%.
8. Clinical performance grades will count as 70% of the course grade with journaling and homework will count as 30%.
9. Failure to complete homework assignments and journaling could result in the student failing the course.
10. Achieving a grade lower than 93% on the Pharmacology: Dosage Calculation Competency Examination.
11. Students will be allowed to take the examination a maximum of three times. A student who is unable to achieve a 93% will be dismissed after the third attempt.

UNSAFE NURSING PRACTICE

1. Unsafe nursing care is a risk to the client and other nursing staff. Students must understand that at no time is it acceptable for a patient's safety to be jeopardized as a result of being cared for by a student nurse. This includes activities which would create an unsafe environment for staff or peers as well. Students are held to the same level of accountability as licensed nurses in regard to safety. The instructor and/or clinical facility staff may remove student's displaying unsafe nursing from contact with clients. Unsafe nursing care is defined by, but not limited to the behaviors listed below:
2. Failure to recognize negative self-attitudes and their effect on others.
3. Falsifying legal documents.
4. Failure to carry out manipulative or communicative nursing procedures safely.
5. Taking a clinical assignment in an impaired state, or while under the influence of narcotics or alcohol. An impaired state may include but is not limited to being under the influence of a narcotic, medication, herb, alcohol, or mind-altering substance, being sleep deprived, suffering from physical, emotional, or cognitive exhaustion, cognitive or emotional disturbance, etc.
6. Engaging in activities that do not fall within the scope of nursing practice.
7. Engaging in activities for which the student is not prepared.
8. Failure to effectively utilize the nursing process.
9. Lying or deliberately giving inaccurate information.
10. Failure to communicate effectively.
11. Divulging confidential information about clients, their condition or treatment with anyone not professionally involved with the client's care and treatment.
12. Failure to anticipate, identify, or meet clients' needs within the student's scope of

practice.

13. Avoidable medication errors.
14. Malpractice, defined as follows: Failure to possess and exercise on behalf of the patient the knowledge and skills ordinarily possessed and exercised by a reasonable and prudent nurse in similar circumstances.
15. Negligence, defined as follows: Failure to do what a reasonable person with comparable training would do or doing what a reasonable person would not do.
16. EXAMPLES: Abandonment, sleeping on the job, failure to give medication as prescribed
17. Engaging in care for a client while the students' physical, mental, or emotional condition is a threat to others (i.e., but not limited to, communicable disease, drug abuse, intoxication, or emotional disorder). See Below:
18. Failure to utilize effective critical thinking and problem solving skills.
19. Failure to demonstrate sound clinical judgment.
20. Self-medicating or diverting medications from the patient or facility.
21. Use of alcohol, illegal drugs, illegal use prescription medications prior to or during clinical.
22. Attendance of clinical in an impaired state.
23. Use of alcohol or illegal drugs while wearing any part of the CT nursing uniform.
24. Distribution of alcohol, illegal drugs, or prescription drugs (illegally) in association with any school activity.

PROCEDURE:

Unsafe nursing care can result in probation and/or dismissal from the Practical Nursing Program. Disciplinary action will be reflective of the severity of the infraction. The following table will be used to determine the gravity of the situation.

Categories of Unsafe Patient Care Events			
Error	Near Miss	Potential Adverse Event	Adverse Event
An event in which a patient was not directly placed "at risk" for any kind of harm (physical, emotional/psychological or otherwise)	Potential harm would have befallen patient(s) if the instructor, team leader or other facility staff had not intervened to rectify the student's erroneous plan of action. Thus the NM's were interceptions (catches) that constituted preventive acts	Occurs when a student's actions place a patient at risk for potential harm. However, no harm to the patient was reported or substantiated in the contracts. PAE's are discovered after the fact, confirmed by the instructor, team leader or facility staff and subsequently recorded	Occurs when a student's action precipitated a negative impact on the patient's health and well-being; the patient is reportedly harmed in some way.

1. Behaviors or symptoms exhibited by chemical impairment/abuse (including but not limited to):
 - a. increase in errors
 - b. personality changes, mood swings, changes in behavior and mental status, excessive drowsiness

- c. increased absenteeism, inability to meet schedule requirements,
 - d. physical changes including (but not limited to) skin lesions, changes in skin color, flushed face, dental deterioration, unkempt appearance, slurred speech
 - e. unsteady gait
 - f. alcohol on the breath
2. Behaviors or symptoms exhibited by emotional/mental disorder: (including but not limited to)
 - a. failure to recognize self-neglect
 - b. failure to recognize signs and symptoms of depression or other emotional disorders in self
 - c. verbalization of thoughts of self-harm or harm to others
 - d. demonstration of signs and symptoms of self-harm (including but not limited to self-mutilation and/or suicidal attempts)
 3. Students exhibiting signs of chemical abuse will be removed from any situation involving patient care and required to offer proof of a chemical free status. Students exhibiting signs of mental/emotional impairment will be removed from any situation involving patient care until the student is able to undergo a psychiatric evaluation and produce documentation that they do not pose a threat to themselves or others. Students may also be removed from the classroom setting if the situation warrants such action.
 4. The Nursing Director may make recommendation for dismissal from CTPN for any student that fails to exhibit safe and effective nursing practice, within the appropriate scope of practice.

UNPROFESSIONAL CONDUCT

Shall include but is not limited to:

1. Inaccurate recording, falsifying, or altering client records
2. Administering medications and/or treatments in a negligent manner
3. Misappropriating supplies, equipment, or medications
4. Leaving a nursing assignment without properly advising appropriate personnel
5. Breach or near breach of HIPAA
6. Conduct detrimental to the public interest
7. Fraternalization with clients or facility staff
8. Cheating on examinations or assignments
9. Assisting other students to cheat on examinations or assignments
10. Falsification of school-related documents
11. Sleeping in class or the clinical area
12. Open or persistent defiance of authority.
13. Assault or battery upon any individual in the classroom or clinical environment
14. Creating or attempting to create a disturbance in the classroom or at clinical
15. Disrespect toward or molestation of school property
16. Willful disobedience, use of profanity, or vulgarity.
17. Possession of any weapon or explosive device on school or clinical grounds
18. Stealing, cheating, lying, extortion, or the commission of plagiarism
19. Any violation of federal, state, or local ordinance or law.
20. Self-medicating or diverting medications from the patient or facility.
21. Use of alcohol, illegal drugs, illegal use prescription medications prior to or during clinical or class time.
22. Attending clinical or class in an impaired state.
23. Use of alcohol or illegal drugs while wearing any part of the CT nursing uniform.
24. Distribution of alcohol, illegal drugs, or prescription drugs (illegally) in association with

- any school activity.
- 25. Possession of drug paraphernalia
- 26. Non-compliance with the policies of CT, CTPN, or clinical facilities
- 27. Misrepresentation of clinical assignments or experiences.

DISMISSAL

A student may be dismissed from CTPN for the following actions or behaviors, which includes but is not limited to:

1. Unacceptable Grades (p. 35).
2. Three breaches of contract (p. 11).
3. Non-compliance with the attendance policy (p. 22).
4. Failure to meet financial responsibility to the school (p. 58).
5. Unprofessional conduct (p. 35)
6. Unsafe nursing practice (p. 37)
7. Lack of adjustment to the student role (p. 34)
8. Breach of the CTPN Code of Conduct (p. 23)
9. Breach of the Practical Nursing Code of Ethics (p. 9)
10. Offenses involving the use of alcohol, illegal drugs, or illegally using prescription medications are subject to immediate dismissal.
11. Actions:
 - a. The Nursing Instructors will review the student record and make recommendations regarding dismissal to the Practical Nursing District Coordinator.
 - b. The Practical Nursing District Coordinator in compliance with CT and CTPN policies and consultation with the assistant superintendent will make the final decision concerning the dismissal of a student

WITHDRAWAL

A student who deems it necessary to withdraw from CTPN may begin the application process for re-admittance at any time after they withdraw from the program. Re-admittance will be based upon the following:

1. Withdrawal process:
 - a. The student will present a letter stating their intent to withdraw from CTPN
 - b. The letter of withdrawal must include:
 - i. The date that the withdrawal will become effective
 - ii. The reason the student plans to withdraw
 - iii. Include interest concerning re-admittance
 - iv. Any information which the student considers pertinent to the situation
 - c. A student who withdraws from CTPN in lieu of dismissal may apply and be re-admitted a maximum of one time.
 - i. Students who withdraw in lieu may not be reconsidered for re-admittance for a minimum of 90-school days or approximately 6-months.
 - ii. Students who withdraw in lieu will be required to go before a re-admittance committee.
 - iii. Students who withdraw in lieu do not have the right of appeal.

DISCRIMINATION POLICY

Central Technology Center, in compliance with Title VI of the Civil Rights Act of 1964, Title VII and Title IX of the Education Amendments of 1974, Section 504 of the Rehabilitation Act and the American Disabilities Act (ADA), does not discriminate on the basis of race, color, religious

creed, national origin, age, sex/gender, disability or veteran status in any of its policies, practices or procedures. These equal opportunity provisions include, but are not limited to, admissions, employment, financial aid and educational services. Central Tech offers career and technical training under the national career cluster framework. Admission is open to interested students. Questions, complaints, or requests for additional information regarding these laws may be forwarded to Kent Burris, Assistant Superintendent, the designated Compliance Coordinator, at 918-352-2551, Monday through Friday between 8:00 am and 4:00 pm.

DUE PROCESS & GRIEVANCE PROCEDURES

1. Due Process: When a student has been dismissed from CTPN, the following process shall apply:
 - a. When provided a written notification of termination from CTPN in person, the student shall have three school days from the date of the termination to advise the assistant superintendent of their intent to appeal the termination.
 - b. When provided notification of termination from CTPN by certified mail, the student shall have five school days from the date they received the notification of termination to advise the assistant superintendent of their intent to appeal the termination.
 - c. All notifications concerning the intent to appeal must be presented in writing to the assistant superintendent.
 - d. Intent to appeal must be submitted in writing to:
 - Kent Burris, MS – Assistant Superintendent
 - Central Tech
 - 3 CT Circle Drumright, OK 74030
 - e. After receipt of the notice to appeal from the student, the assistant superintendent will convene a Hearing Committee composed of three members of the CT staff who will hear arguments for reinstatement from the terminated student if so desired and arguments to maintain termination from the CTPN District Coordinator or their representative.
 - f. The hearing will be scheduled within ten days of the initial termination.
 - g. If the Hearing Committee upholds the termination, the student may request an appeal before the Superintendent.
 - h. An appeal of the Hearing Committee must be submitted to the CT Superintendent in writing within five school days of the decision of the Hearing Committee.
 - i. If the CT Superintendent upholds the decision of the Hearing Committee, that decision may be appealed to the CT Board of Education.
 - k. An appeal of the CT Superintendent's decision must be submitted in writing to the CT Board of Education through the CT Superintendent's office within three working/school days of the CT Superintendent's decision.
 - l. The decision of the CT Board of Education will be final.
2. Grievance Procedure: A grievance is a complaint set forth by any student enrolled at Central Tech whereby the student alleges a violation concerning the non-discrimination clause. This includes any violation concerning discrimination based on race, color, religious creed, national origin, age, sex/gender, disability, sexual orientation, disability, or status as a veteran. The procedure to file a grievance with CT will be as follows:
 - a. The student shall communicate the grievance in writing to the Campus Director. If the Campus Director is unable to resolve the problem, the grievance will be forwarded to the campus compliance officer.
 - b. The compliance officer shall present the complaint to a Grievance Committee,

appointed by the Superintendent, for evaluation and thorough investigation of the grievance.

- c. Should the committee determine the grievance does not warrant a hearing, the student shall have the right to appeal the decision to the Superintendent. This appeal must be in writing and made within five days of the decision rendered.
- d. Should the committee determine the grievance does warrant a hearing, a date for the hearing shall be set within ten days from the receipt of the complaint. The compliance officer, members of the Grievance Committee, the student and parents of a student under 18 years of age shall be present at the hearing.
- e. The Grievance Committee shall make recommendations toward a resolution of the grievance. If the student is satisfied, the complaint shall be dismissed. If not, the student shall appeal to the Superintendent for further action.

Compliance Officer Drumright:
Kent Burris – Asst. Superintendent
3 CT Circle
Drumright, OK 74030

Compliance Officer Sapulpa:
Dr. Kim Howard – Campus Director
1720 S. Main
Sapulpa, OK 74066

ELECTRONIC COMMUNICATION DEVICES

Electronic communication devices are to be used for educational purposes only and are not to interrupt or hinder the educational process. Electronic devices (including computers and the Internet) are not to be used for obtaining or storing inappropriate or copyrighted material (including music, videos and movies) or disrupting the network. Students are to read and sign the Internet Use policy before using the Internet. Violations of the policy could result in loss of privileges on the Internet, suspension from school, or other disciplinary action deemed appropriate by Central Tech administration.

EMPLOYMENT POLICIES

Student employment is discouraged while enrolled full-time in Practical Nursing due to the intensive study necessary for the program. If it is unavoidable, the following guidelines are offered:

1. The OBN suggests that students work a maximum of 16 hours per week.
2. Student **MAY NOT** wear their CTPN student uniform when acting as employee and receiving financial compensation for their time.
3. Student **MAY NOT** receive financial compensation when attending clinical or while representing CTPN as a student.
4. Students are discouraged from working more than 20 hours per week or beyond 2100 (9:00 PM) the evening before classes.
5. Students desiring to work in a health care facility should work in accordance with the **“GUIDELINES FOR THE EMPLOYMENT OF NURSING STUDENTS”** as specified by the OBN. The OBN has adopted the following policy relating to the employment of students in nursing programs:
 - a. **OBN GUIDELINES FOR EMPLOYMENT OF NURSING STUDENTS (OBN Policy/Guideline #E-04)**
 - i. **Title: Practical Nurse Technician**
 1. Currently enrolled in a program of practical nursing;
 2. Has completed a program of practical nursing and has applied to write the licensure examination. The graduate may continue to be employed in a Practical Nurse Technician role until licensed, provided that the first licensure examination is taken within 90 days after graduation and the examination is passed within 6

months of graduation, on either the first or the second attempt.

ii. Supervision

1. Delegation of nursing functions must fall within the Oklahoma Board of Nursing Policy P-04, *Delegation of Nursing Functions to Unlicensed Persons*. After evaluation of competency and as defined in the agency's job description, the Nurse Technician and the Practical Nurse Technician are allowed to perform all duties of a nursing assistant, as well as other technical skills which have been learned in a nursing education program and for which competency has been previously demonstrated under the supervision of a faculty member.
2. Exception: No medication may be administered.
3. A Registered Nurse is directly responsible at all times for the Nurse Technician/Practical Nurse Technician, who is functioning as an unlicensed person within the defined scope of practice. The RN must be physically present in the institution, not, however, providing direct supervision for every activity.

iii. Job Description and Identification:

1. A written job description for the Nurse Technician/Practical Nurse Technician must be developed by the employing facility and provided to the Nurse Technician/Practical Nurse Technician. The job description may be more restrictive than the Board policy but may not be less restrictive.
2. The Nurse Technician/Practical Nurse Technician shall not wear a patch, uniform, or name tag that identifies him/her as a student of the nursing education program.

EQUIPMENT CARE

Students are responsible for the care of all school-owned property assigned to them for their use. Normal wear, tear and damage are understandable in the educational process. If items are stolen, lost, or destroyed through irresponsible action, the student will be charged the purchase price for replacement.

E-USE and RESOURCES

The CTPN curriculum delivery method relies heavily upon the use of the internet and electronic resources and tools. As such, each student will be provided with a Central Tech email address through which CT and CTPN staff, instructors, and administration will communicate with the students. In addition, CTPN uses the Moodle Online Curriculum Management System for communicating curriculum requirements, assignments, information, and testing, so student will have their own Moodle account. A student's CT email, Moodle, and ATI accounts are specifically for use during the time the student is an actively enrolled student in good standing, so upon dismissal, withdrawal, or graduation student's access to their CT email, Moodle, and ATI accounts will be rescinded from further use. The accounts will be closed upon the day a student is dismissed, the administration receives a letter of withdrawal, or when the student's transcript is signed and sent to the OBN.

EVALUATIONS

Evaluation of each student's progress is an ongoing process, which culminates at the end of each course, after which a student will receive the grade earned for theory and clinical course work. Students who do not meet the previously stated grading and evaluation criteria are

subject to student/instructor/coordinator conferences to discuss academic, clinical, and attendance standing as needed with appropriate actions taken including discussion, counseling, probation, or dismissal.

FOOD & DRINK

Food and drinks are available in the commons area. Each individual is responsible for keeping the commons area clean. Food and drinks ARE NOT permitted in the classrooms, shops, laboratories, or Seminar Center without prior approval from the CT or CTPN staff.

GENERAL PLAN OF INSTRUCTION

1. Basic biological and social sciences are the foundation for Practical Nursing. The curriculum provides theoretical knowledge and clinical experiences needed for the development of the proper attitudes, skills, and understanding of nursing needed to provide safe and equitable nursing care.
2. The program is offered in an individually directed format.
3. Students may choose from one of two completion options including 4.4 hours per day or 6 hours per day.
4. The CTPN course work is divided into four levels of instruction.
5. Required attendance time is determined by the completion option chosen.
6. CTPN instructional staff employ varieties of instructional methods.
7. Books are provided in electronic form.
8. Examinations are computer based.
9. Students will demonstrate skills competency using a return-demonstration format.

GOALS & OBJECTIVES

Upon completion of Central Technology Practical Nursing, the graduate will be able to demonstrate:

1. **DATA COLLECTION** – contribution to the assessment of the health status of individuals and groups.
 - a. Assessing basic physical, emotional, spiritual and socio-cultural needs of the health care client.
 - b. Collecting data within established protocols and guidelines from various sources:
 - i. client interviews
 - ii. observations/measurement
 - iii. health care team members, family and significant others
 - iv. health records
 - c. Utilizing knowledge of normal values to identify deviations in health status
 - d. Documenting data collection
 - e. Communicating findings to appropriate health care personnel.
2. **PLANNING** – participating in the development and modification of plan of care.
 - a. Contributing to the development of nursing care plans utilizing established nursing diagnoses for clients with common, well-defined health problems.
 - b. Prioritizing nursing care needs of clients.
 - c. Assisting in the review and revision of nursing care plans to meet the changing needs of clients.
3. **IMPLEMENTATION** – the application of a plan of care and documentation of the interventions.
 - a. Providing nursing care according to:
 - i. accepted standards of practice
 - ii. priority of client needs

- iii. individual and family rights to dignity and privacy
 - b. Utilizing effective communication in:
 - i. recording and reporting
 - ii. establishing and maintaining therapeutic relationships with clients, families, and significant others
 - c. Collaborating with health care team members to coordinate the delivery of nursing care.
 - d. Instructing clients regarding health maintenance based on clients' needs and nurse's knowledge level.
- 4. **EVALUATION** – the judgment of the effectiveness of the client's response to the interventions.
 - a. Seeking guidance as needed in evaluating nursing care.
 - b. Modifying nursing approaches based on evaluation of nursing care.
 - c. Collaborating with other health team members in the revision of the nursing care plan.
- 5. **PROFESSIONAL GROWTH** – characterized by continued self-development.
 - a. Complying with the scope of practice as outlined in the nurse practice act of the state in which licensed.
 - b. Describing the role of the licensed practical nurse in the health care delivery system.
 - c. Utilizing educational opportunities for continued personal and professional growth.
 - d. Identifying personal potential and considering career mobility options.
 - e. Identifying personal strengths and weaknesses for improving performance.
 - f. Adhering to a nursing code of ethics.
 - g. Functioning as an advocate for the health care consumer.
- 6. **DELEGATING** – the ability to organize patient care for a specific period of time and recognizing an individual's ability to render safe and effective patient care.
 - a. Delegating such tasks as may safely be performed by others, are consistent with educational preparation and that do not conflict with the Oklahoma Nursing Practice Act.
 - b. Providing safe and effective nursing care rendered directly or indirectly.
- 7. **POLITICAL ACTIVISM** – to develop the awareness of how, as a professional, they can have a voice in health care changes.
 - a. Is aware that the practical nurse, through political, economic and social activities, can affect nursing and health.

GROUNDS

The students must assume responsibility for maintaining the pleasing appearance of buildings, equipment, and grounds. Trash should be placed in receptacles. The break area must be tidied after use. The classroom and lab **MUST** be neat before class is dismissed.

HARASSMENT, INTIMIDATION, & BULLYING

Harassment, intimidation and bullying means any gesture, written or verbal expression, electronic communication, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation and bullying include, but are not limited to, electronic communication, a gesture or written, verbal, or physical

act. The prevention of and education about harassment, intimidation and bullying to Central Tech students will be addressed on a yearly basis.

SEXUAL HARASSMENT

Sexual harassment is defined as any type of unwelcome conduct directed toward a student or employee because of gender or sex and will not be tolerated. This conduct may include, but is not limited to, inappropriate electronic communication, touching, verbal comments, name calling, spreading sexual rumors, suggestive gestures, suggestive sounds, pressure for sexual activity, or sexual assault. Incidents of sexual harassment should be reported to an Instructor, Counselor, Campus Director or Assistant Campus Director. Anyone alleging that bullying, harassment or intimidation has occurred should contact the Assistant Campus Director. As much written detailed information as possible should be provided. Board policy is available at centraltech.edu or upon request.

HAZARDOUS ROAD CONDITION PROCEDURE

1. If Central Technology Center dismisses classes because of hazardous road conditions (a situation that makes the road treacherous or impassible, e.g., snow, ice, flooding). Practical Nursing class/clinical sessions will **NOT** be held.
2. Cancellation of classes is announced over local and area radio and television stations and posted on the CT web site as well as websites for local radio and television.
3. If Central Technology Center does not cancel classes and weather conditions make it impossible for you to be on time, it is your responsibility to notify your instructor.
4. Clinical Attendance:
 - a. If the school district in which a student lives closes due to hazardous road conditions (a situation that makes the road treacherous or impassible, e.g., snow, ice, flooding). The student will not be required to be at school and will not be counted absent.
 - b. If the school district closes in the town that the student must go to for clinical the student will not be required to attend and will not be counted absent.
 - c. REMEMBER: Just because Drumright or Sapulpa Public Schools are closed, that does not mean that Central Tech is closed.

SCHOOL CLOSING NOTIFICATION

1. Should it be necessary to close school due to hazardous road conditions (a situation that makes the road treacherous or impassible, e.g., snow, ice, flooding)., announcements will be made over local television and radio stations as well as being posted on the CT web site at <http://www.centraltech.edu> as well as radio and television web sites.
2. A voice message will also be placed on the school's telephone line that can be accessed by calling 918-352-2551 (Drumright) or 918-224-9300 (Sapulpa).
3. In addition, an automated call will notify the phone number listed on the student's official record. Listen to the entire message as the closure of one campus does not mean both campuses will be closed.

Please consult one of the following for notification:

TV:	Station	City & Web Sites
	KJRH – Ch. 2	Tulsa
	KFOR – Ch. 4	OKC
	KOCO – Ch. 5	OKC
	KOTV – Ch. 6	Tulsa

	KTUL – Ch. 8	Tulsa
	KWTV – Ch. 9	OKC
RADIO:	KRMG 740 AM & 102.3 FM	Tulsa
	KSPI 780 AM & 93.7 FM	Stillwater
	KTOK 1000 AM	OKC
	KOMA 1520 AM	OKC
	KUSH 1600 AM	Cushing
	KRED 104.9 FM	Bristow

WEB SITES:	Central Tech	www.centraltech.edu
	KFOR TV – Ch. 4	http://kfor.com
	KOCOTV – CH. 5	http://channeloklahoma.com
	KOTV – Ch. 6	http://kotv.com
	KTUL TV – Ch. 8	http://ktul.com
	KWTV – Ch. 9	http://newsok.com

Since CT has campuses in both Drumright and Sapulpa, students should check the listings carefully to be sure the correct campus is specified as being closed. Students should also note whether it is being announced that day or evening classes are being canceled. Students will not be counted absent from CT on days the sending school district in their area is closed due to hazardous road conditions (a situation that makes the road treacherous or impassible, e.g., snow, ice, flooding).

HEALTH POLICIES & STUDENT ACCIDENTS

1. The need for medical and dental care is understood, and students should make appointments and arrangements for health care for themselves or their families as needed. However, CTPN students need to make every effort to avoid a conflict between health care appointments and school activities including class, clinical, or other prescribed activities. Appointments that interfere with classroom, clinical, or other activities may result in the student being counted absent.
2. Students are strongly encouraged to obtain and maintain personal health insurance; a policy is available for purchase through the school that will provide health insurance for students when involved in school related activities.
3. If a student is injured while in the lab or on school property, the instructor and district coordinator must be notified immediately, and the person or persons must complete a CTPN incident report involved with copies placed in the student's file, given to the CTPN District Coordinator, and to the Assistant Superintendent.
4. Each student is expected to seek the services of his or her own doctor. Students are responsible for their own medical expenses resulting from treatment of illnesses or accidents.
5. **Clinical facilities are not responsible for the cost of treating or testing students injured while in the clinical setting.**
6. Students in the clinical area are expected to abide by the policies of each clinical facility with regard to illness. The student must notify their instructor immediately if they become ill at clinical or the CTPN office if they are at an observation or preceptor clinical site. Students asked to leave the clinical site by the instructor due to illness or injury will not be counted absent.

HONESTY PLEDGE

On my honor, all assignments will be completed in good faith and I pledge that I have neither given nor received improper aid in its completion. All information provided by myself in my assignments either for the classroom or from clinical will truthfully represent my experiences.

IDENTIFICATION BADGES

1. At the beginning of the CTPN course, students will be provided with a picture identification badge that is to be worn **at all times** while on the CT campus and while in the clinical setting.
2. Replacement cost for a lost badge is \$5.
3. Students who fail to wear his or her name badge to the clinical site will be asked to leave and will be counted absent for the day.

INTERNET USE

The Internet is to be used for educational purposes only. The Internet is not to be used for obtaining inappropriate or copyrighted material (including music, videos and movies) or disrupting the network. Students are to read and sign the Internet Use policy before using the Internet. Violations of the policy could result in loss of privileges on the Internet, suspension from school or other disciplinary action deemed appropriate by Central Technology Center administration.

JOB REFERRAL SERVICES

Job referral information is available to all students who satisfactorily complete a full-time program.

LIBRARY

1. The Practical Nursing library is intended for use by the Practical Nursing students and faculty. Books are to be checked out according to library guidelines.
2. Lost or marred books must be paid for in full by the student whose signature appears last on the check-out card.
3. All books must be returned before reimbursements or transcripts are released.
4. Guidelines are posted in the library for library usage; please abide by the rules.
5. The internet-based library program EBSCOhost is available on the desktop of all classroom computers, and provides the student with access to approximately 12,000 periodical and journal articles.
6. CTPN provides an internet-based library that may be access through the Evolve Elsevier website.

NATIONAL TECHNICAL HONOR SOCIETY

1. The National Technical Honor Society is available to students who meet a rigorous set of standards that go beyond the normality of daily classwork.
2. A National Technical Honor Society member must be enrolled in a technical program at Central Technology Center.
 - a. A CTPN student eligible to become a member of NTHS shall have:
 - b. Completed a minimum of 1,097.25 hours of CTPN.
 - c. An overall grade of "A" for CTPN, which is defined as 90% and includes both classroom and clinical grades.
 - d. Received no breaches.
 - e. Two (2) or fewer absences (any combination of excused and unexcused).

- f. Never been placed on probation or received a breach of contract.
- g. Members who qualify for NTHS will be honored at CTPN commencement.

PARKING

1. Students must park in those areas designated as Student Parking only.
2. All student vehicles must display a student parking tag from the rearview mirror. This tag must be on your vehicle no later than the first week of class.
3. Failure to park in the appropriate areas may result in penalties as defined by the CTPN Handbook for failure to follow policy and procedure.

PERMANENT RECORD

These forms will be signed and filed in the student's permanent record:

1. OATH OF CONFIDENTIALITY
2. ACADEMIC INTEGRITY PLEDGE
3. CENTRAL TECHNOLOGY CENTER INTERNET USE STATEMENT
4. TERMS AND CONDITIONS FOR INTERNET ACCESS
5. MEDICAL LIABILITY
6. RELEASE OF RECORDS APPROVAL
7. DRUG ABUSE POLICY ACKNOWLEDGMENT
8. STATEMENT OF UNDERSTANDING AND AGREEMENT TO ABIDE
9. OKLAHOMA BOARD OF NURSING INFORMATION

PREGNANCY

1. Students who become pregnant during their training period must notify the Practical Nursing District Coordinator as soon as the pregnancy is suspected.
2. Notification is necessary because certain clinical experiences/exposures could be harmful to the unborn child.
3. Students will not be allowed to enter the room of or care for a patient in airborne isolation.
4. Students will not be assigned to any type of X-ray department.
5. Clinical assignment in surgery department in which nitrous oxide and bone cement are used will be avoided.
6. Students will not be assigned to patients who have been diagnosed with any one of the TORCH diseases (Toxoplasmosis, Hepatitis B, Rubella, Cytomegalovirus, and Herpes Simplex Viruses).
7. Students must be able to lift and move a minimum of 50lbs and have no lifting restrictions to attend clinical. If a student sustains an injury or develops a condition, which causes any lifting restriction to be introduced they will not be able to attend clinical until they receive a full release from a qualified medical provider.
8. Students will not be allowed to return to clinical after delivery until they receive a full medical release with no restrictions from a qualified medical provider.

PROGRESS

1. The purpose for this class is for students to successfully complete all requirements, take, and pass the NCLEX-PN.
2. A student must successfully complete all courses, complete all ATI proctored exams at required levels, and have all tuition and fees paid in full before the school will release the student's transcript to the Oklahoma Board of Nursing.
3. Students will progress through the curriculum according to the timeline of the individually paced completion option chosen. This will be done in coordination during monthly

- contract meetings and signings with the student's assigned academic counselor.
4. The student may continue to progress towards completion of the program by:
 - a. Completing all assignments and attendance designated by the Monthly Learning Contractual Agreement.
 - b. Achieving a minimum GPA of 77% for each individual classroom course, a minimum GPA of 85% for each individual clinical course, achieving a minimum score of 93% on the Pharmacology: Dosage Calculation Skills Examination within a maximum of three (3) attempts and successfully demonstrating competency by return-demonstration of nursing skills as assigned by the student's advisor.
 - c. Completing all assigned examination remediation worksheets by the end of the monthly learning contract.

A DIPLOMA WILL NOT BE ISSUED OR TRANSCRIPT RELEASED TO THE OBN UNTIL ALL PROGRAM REQUIREMENTS HAVE BEEN MET AND ALL FEES HAVE BEEN PAID.

SAFETY and SECURITY

1. **ASBESTOS MANAGEMENT**: The Asbestos Hazard Emergency Response Act of 1986 (AHERA) requires the inspection of all buildings in the school district for asbestos. The Central Technology Center district has complied with this act. An asbestos management
2. plan documenting these inspections is kept on file for public review. To view the plan, please contact the maintenance office at the respective Central Technology Center campus.
3. **CAMPUS POLICE**: Central Technology Center Administration believes in providing safe facilities, surroundings and activities for employees, students and employers with information regarding the services provided by the Campus Police Department. To report a crime or other emergency, contact the Campus Director or Assistant Director who will contact the Campus Police Department.
4. **CAMPUS SEARCHES**: To discourage the use and transportation of any unlawful substances, the Board of Education has authorized searches of campus facilities by a trained dog and handler. Searches may be conducted at any time, without notice. Searches may include classrooms, lockers, shops, and any other school property or students' possessions. Searches may also include student parking lots. All vehicles driven by students on to school property, whether or not owned by said student, will be subject to a search. In the event that the dog "alerts" to indicate that prohibited substances are present, the area will be further searched. Law enforcement officials will be contacted if possession of any unlawful substance is verified. Law enforcement officials will also be contacted if difficulty is encountered with the student(s) in question.
 - a. **DANGEROUS WEAPONS**: The possession or use of dangerous weapons while a student is in attendance at Central Technology Center, at any function authorized by the school, or while in transit to or from Central Technology Center on school transportation, is expressly prohibited.
 - b. **Oklahoma Statutes, Title 21, Section 1280.1** prohibits any person, except a peace officer or other person authorized by the board of education of the district, to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any weapon as defined in Section 1272 below:
 - c. "...any pistol; revolver; shotgun or rifle whether loaded or unloaded; or any dagger; bowie knife; dirk knife; switchblade knife; spring-type knife; sword cane; knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife; blackjack; loaded cane; billy club; hand chain; metal knuckles; or any other offensive weapon."

5. Central Technology Center Administration will determine what constitutes a weapon. Any student who violates this policy will be subject to discipline which may include suspension up to one full calendar year (for firearms) or for any term less than one calendar year (for weapons other than firearms) as determined by the administration.
6. **GUN-FREE SCHOOL**: It is the policy of this school district to comply fully with the Gun-Free School Act. Any student in this school district who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property, including school transportation or school-sponsored transportation, may be removed from school for not less than one full calendar year. Such firearm will be confiscated and released only to a law enforcement authority.
7. **STUDENT SEARCHES**: Students should be free from unreasonable search and seizure by school officials. However, school officials shall have the authority to search a student's possessions and property when there is reasonable suspicion that a student may possess items resulting in violation of school policy including, but not limited to, possible stolen merchandise, drugs, weapons or tobacco. A student who refuses to peacefully submit to a search or who refuses to turn over items discovered because of a search will be subject to disciplinary action, usually resulting in termination from Practical Nursing.

SHARED GOVERNANCE

1. Students will be required to attend mandatory monthly class meetings. Attendance policies apply to the attendance of student meetings.
 - a. Meetings are scheduled as follows:
 - b. **Drumright campus**: First Tuesday of each month at 1000.
 - c. **Sapulpa campus**: First Monday of each month at 0830.
 - d. Student representatives are invited to attend the monthly staff meetings, which are held on alternating campus at 1300 on the first Tuesday of each month (subject to change as needed).

STUDENT ORGANIZATIONS

Participation in a student organization is an extracurricular activity. The activity provides an opportunity for the student to develop leadership skills and work in a team concept environment.

1. The faculty recommends that each class participate in a recognized student organization.
2. Officers or committee chairpersons will be selected to serve one year.
3. Faculty members will serve as advisors.

STUDENT RESOURCES

1. Instructors are available for conference/advisement with students during the school day.
2. A student who feels he or she has a legitimate complaint about a practice, policy or procedure relating to Practical Nursing should come first to the instructor and secondly to the Practical Nursing District Coordinator within five (5) school days of the date the problem arises.
3. If the problem cannot be resolved with the assistance of the instructor or Practical Nursing District Coordinator, the student may make an appointment with the Assistant Superintendent within five (5) days of the meeting with the Practical Nursing staff.
4. If the problem cannot be resolved with the assistance of the Assistant Superintendent, the student may submit a written request to the Superintendent within five (5) school days following the meeting with the Assistant Superintendent. The decision of the Superintendent is final.

5. A counselor is available to help students with attendance, career, educational and personal issues. Students must have permission from their instructor to leave class to talk with a counselor. Appointments with the counselor should be made in advance when possible.

ADMINISTRATION

Superintendent
Assistant Superintendent/ CFO

Ron Dyer
Kent Burris

Drumright Campus:

Camus Director
Assistant Campus Director
Assistant Campus Director

LaDonna Gear
Bruce McKinzie
Shane Bruce

Sapulpa Campus:

Campus Director
Assistant Campus Director

Dr. Kim Howard
Dr. Linda Enlow

NURSING FACULTY

Practical Nursing District Coordinator

Curtis Baker, RN PhD

Drumright Campus:

Instructors

Donna Buchanan, RN BSN
Lori Todd, RN BSN
Jennifer Arnold

Secretary

Sapulpa Campus:

Instructors

Donna Moates, RN BSN
Tiffany Baugus, RN BSN
Tiffany Beem

Secretary

STUDENT RESOURCES

Financial Aid Officer

Angie Piotrowski

Drumright Campus:

Bursar
Adult Counselor

Charlotte Gaunt
Chet Cundiff

Sapulpa Campus:

Bursar
Adult Counselor

Terri Clunn
Diana Plummer

CONTROLLED SUBSTANCE & ABUSE POLICY

Central Technology Center has a vital interest in ensuring safe, healthful and efficient conditions for each employee and student. It also has a duty and a desire to maintain a reputation for the provision of top quality healthcare services to protect the safety and health of patients cared for by our Practical Nursing students and faculty. The unlawful or improper presence or use of illegal or controlled substances during school hours conflicts with these vital interests and therefore is expressly prohibited. CTPN will adhere to the both federal and OK state laws concerning the possession of illegal and controlled substances. Furthermore, all students in Practical Nursing will be required to comply with, and abide by, the rules and regulations of all hospitals and/or clinical sites while performing clinical assignments, including rules and regulations on substance abuse and drug testing. Therefore, the following policies will be enforced:

1. Students will be required to submit to a drug screening upon admission to Central Technology Center, prior to the start of clinical rotations, and randomly throughout the

- program. A positive drug screen will result in immediate dismissal from Practical Nursing.
2. Random Drug Screening:
 - a. **To ensure both the safety of patients and students CTPN adheres to both federal and OK state laws concerning the uses and presence of controlled medications, illegals drugs, and alcohol in both school and clinical settings.**
 - b. **Students will be required to submit to drug screening upon admission to Central Technology Center, prior to the start of clinical rotations, and randomly throughout the program. A positive drug screen, when in compliance with federal and OK state law, will result in the student's offer of acceptance into CTPN being withdrawn or their immediate dismissal from CTPN.**
 - c. **When requested, students will submit to a 10-panel urine drug screen as either a part of a random drug screen or if a screening for cause if the student is suspected of being under the influence or impaired while in the classroom or in the clinical setting.**
 - i. All costs associated with the urine drug screening are the responsibility of the student.
 - ii. A student with a positive drug screen, when in compliance with federal or OK state law, will be dismissed from CTPN.
 - iii. Students, who produce a positive urine screen, are dismissed for cause, and who are certified as a Certified Nurse Aide, Certified Medication Aid, Medical Assistant, Advanced Unlicensed Assistant, or other type of ancillary health care support member will have their positive drug screen results reported to their certifying agency.
 - iv. The choosing of the company or entity, method used, and time of the urine drug screen are at the discretion of CTPN.
 - v. Screening methods may include urine, blood, nails, or hair follicle testing dependent upon the situation and the advice received from the testing company and the MRO concerning the student in question.
 - vi. Any student who refuses or is unable to provide a sample in compliance with this policy at the scheduled time of the drug screen may be dismissed.
 1. Collection and testing urine samples for drug screening will be limited to the entity chosen by CTPN.
 2. Failure to cooperate includes, but is not limited to:
 - a. Provision of a sample that does not meet temperature requirements.
 - b. Inability to provide an adequate sample during the scheduled testing time.
 - c. Failure to follow the directions of the test monitor or test coordinator.
 - d. Requirements of the testing and collection procedures are set by the testing agency contracted by Central Tech, which include but are not limited to:
 - i. Temperature parameters
 - ii. Volume parameters
 - iii. Collection procedure
 - iv. Collection meets industry standards
 - v. Collection Procedures:

3. If a restroom monitor is required for testing, the test monitor shall be of the same gender as the candidate giving the sample.
 4. If at any time during the testing procedure, the test monitor has reason to believe or suspect that a candidate is tampering with the sample; the test monitor may stop the procedure and inform the test coordinator.
 5. If a candidate is determined to have tampered with any specimen or otherwise engaged in any conduct, which disrupts the testing process of any candidate or student, then the candidate will be deemed to have violated this policy and will be subject to being dismissed.
 6. The Medical Review Officer (MRO), who has been contracted by the testing company, is the only person who may determine if an applicant's urine drug test is positive or negative. The MRO's decision concerning if an applicant's urine drug screen is positive or negative is final.
3. **Reasonable Suspicion:** Practical Nursing students may be required to submit to a drug/alcohol screening test requested by the Practical Nursing District Coordinator, based upon reasonable suspicion of drug/alcohol use by the student as reported by the student's supervising instructor. The Practical Nursing District Coordinator is required to notify the Assistant Superintendent when reasonable suspicion is presumed.
- a. Reasonable suspicion involves a judgment made regarding the student's behavior, appearance, speech, body odor, evidence found or reported that suggests that the student may be practicing or is present in an impaired state, and may be based on, among other circumstances, including but not limited to one of the following:
 - i. Direct observation of specific behaviors exhibited by the student that suggest the student's ability to perform his/her job is impaired, or that the student may pose a threat to the safety or health of their patient, staff, or fellow students.
 - ii. Physical on-the-job observation of drug and/or alcohol use by the student.
 - iii. Documented deterioration in the student's job performance that is likely to be attributed to drug or alcohol use by the student.
 - iv. An on-the-job incident or occurrence where there is evidence to indicate the incident or occurrence was in whole or in part the result of the student's actions or inactions and/or the student exhibited behavior indicating drug or alcohol use.
 - b. Any student requested to provide a drug/alcohol specimen under the auspices of reasonable suspicion will be escorted to the testing site. Time away from school and/or the clinical will be counted as an unexcused absence only if the student is found to be under the influence.
 - i. Students may be required to submit to drug/alcohol testing pursuant to the rules and regulations of the hospitals and/or clinics at which clinical rotations are performed.
 - ii. Any Practical Nursing student who fails to comply with this policy or who tests positive to any drug/alcohol test, which is in compliance with both federal and OK state law, and implemented pursuant to this policy, may be terminated from Practical Nursing if found to be impaired or illegally under the influence of any medication, illegal drug, or alcohol pursuant to federal or OK state law.

TELEPHONE CALLS

Only emergency calls are permitted during classroom and clinical hours. All calls must come through the Practical Nursing office at the Drumright campus (918-352-2551, ext. 202), and the Reception Desk at the Sapulpa campus (918-224-9300). We will contact you at the clinical site for emergencies. Please notify family and friends of this telephone procedure in addition to the fact they will be asked to disclose the nature of the emergency.

Cell phones or beepers MUST be turned off in the classroom, lab, or clinical sites. No text messaging is allowed. No telephone photos are allowed. Students violating this cell phone usage policy will receive a verbal warning. Subsequent violations will result in the student being placed on probation, with the possibility of termination from the program.

TOBACCO USE

The use of any tobacco products is specifically prohibited at Central Tech except in specified areas, which includes designated areas in truck driver training and pipeline in Drumright, and the southwest corner of the main building on the Sapulpa campus. CTPN students who are at clinical sites will not be allowed to use tobacco products or tobacco replacement products including e-/vapor cigarettes.

TRANSCRIPTION

At the end of the program, the student will receive a completed official transcript as required by the Oklahoma Board of Nursing. End of program will be defined as the student completing, withdrawing, or dismissed from CTPN. Grades will be recorded in letterform and be determined as follows:

Classroom:	Clinical:
A: 100% - 90%	A: 100%90%
B: 89%-80%	B: 89%-85%
C: 79%-77%	F: 84% - 0%
F: 76%-0%	

Classes begun but not completed: W – Withdraw

Classes not begun: No grade will be assigned

Official transcripts will be provided at no charge for students or former students when hand delivered or sent by regular mail. Students requesting transcripts to be sent by registered mail may be charged a fee to cover the cost of postage. Transcripts will be provided within 14 business days of receipt of request.

TRANSFER

Students desiring to transfer to Central Technology Center Practical Nursing from another program of nursing must have their academic records forwarded directly to the Coordinator of the program. All transfer students must meet admission criteria utilizing the advanced standing enrollment process. See advanced standing policy page 21.

TRANSPORTATION

1. Post-secondary students may ride Central Technology Center school buses on a space-available basis in accordance with the home high school policy and with the permission of the Central Technology Center Campus Director or Assistant Director. Students who drive must display a parking permit on their vehicle. All students must go directly inside the building once they arrive on campus; students are not to remain in vehicles or the parking lot.
2. Transportation will be provided for students to participate in Central Technology Center activities; students must utilize this transportation unless emergency situations are

approved by Central Technology Center administration

STUDENT BEHAVIOR ON SCHOOL BUSES

Students may continue to ride the buses as long as they adhere to the policies regarding student behavior while on the bus. Students must comply with bus driver guidelines at all times. The bus driver is to be respected and obeyed. Central Technology Center buses are equipped with cameras.

Tuition and Fees

In-District

Tuition:	\$2,194.50
Books, Tablet & Resources	\$2,615.00
Level 1 (Includes uniforms, equipment, & fees)	\$1,051.00
Level 2 (Background check & drug screening fees)	\$60.00
Level 3 (Includes graduation, NCLEX-PN Exam, & licensure fees)	\$715.00
Total In-District Costs:	\$6,635.50

Out-of-District

Tuition	\$4,389.00
Books, Tablet & Resources	\$2,615.00
Level 1 (Includes uniforms, equipment, & fees)	\$1,051.00
Level 2 (Background check & drug screening fees)	\$60.00
Level 3 (Includes graduation, NCLEX-PN Exam, & licensure fees)	\$715.00
Total Out-Of-District Costs:	\$8,830.00

FAILURE TO MEET FINANCIAL RESPONSIBILITIES TO THE SCHOOL:

Failure to abide by payment arrangement agreements throughout the course of the program is grounds for termination from Practical Nursing (see "Dismissal", page 46. Students must make tuition payments as agreed. **Transcripts will not be released, and licensure examination applications will not be submitted to the Board of Nursing until all financial obligations are completed.** Students experiencing financial hardships are encouraged to speak to their Career Counselor or Financial Aid Advisor for information about resources, which may be available to them.

FINANCIAL ASSISTANCE

1. Students receiving financial aid must adhere to the classroom/clinical attendance policies and maintain a passing average, or above, in classroom/clinical at all times.
2. Students receiving financial aid of any kind must maintain a "C" (77%) in each theory module and 85% in each clinical module to receive their financial aid.
3. Adherence to the attendance policy is mandatory in order to receive your financial aid monies.
4. Central Tech offers a variety of local scholarship through the:
 - a. Central Tech Foundation
 - b. Otha Grimes Scholarship
 - c. Tarr-Shaw Scholarship
 - d. Creek Nation
 - e. Other opportunities are also possible

PELL GRANT / OKLAHOMA TUITION AID GRANT:

This is a grant program, which provides funding for adult students to obtain post-secondary education. This money does not have to be repaid. The student may apply by obtaining forms from the financial aid advisor's office. The student must fill out and mail the application.

PHYSICIAN MANPOWER TRAINING COMMISSION:

The student may apply for a matching loan. If the student graduates and works in Oklahoma for 1-2 years, the loan is forgiven. If not, the individual has to repay the amount loaned plus interest. Applications may be obtained by writing to:

Physician Manpower Training Commission
Northeast 10th & Stonewall
P. O. Box 53551, Rm 211
OKC, OK 73152

SAS (Support for Adult Students) Scholarships:

These scholarships are reserved for post-secondary students who have initiated formal training to achieve vocational career objectives. They are awarded on a needs basis. Application forms may be requested from:

Scholarship Committee Chairman
Oklahoma Career Tech Foundation
1500 W 7th Ave
Stillwater OK 74074

Other suggestions to check include Rehabilitative Services, Workforce, and Indian resources.

VISITORS POLICY

Visitors may be allowed to visit students during class but only with advance permission of the instructor and the Campus Director. All visitors to campus must check in at the Administration Office. No one dropping off or picking up students is allowed to loiter on campus after classes begin, or arrive to pick up students more than five minutes before the end of class.

SIGNATURE FORMS:**OATH OF CONFIDENTIALITY**

I, _____, do hereby swear and affirm that I will not use the client's name, only initials, and will not discuss, reveal, copy, fax information with the client's name or in any manner disclose the contents of the medical record of any client to whom I have given care or with whom I have come in contact as a result of my being a student.

I understand that medical records, both on paper and in the computer, are confidential, that the information in a medical record is protected by both Federal and State laws and regulations and that reading, discussing, or otherwise utilizing the information within the record for other than legitimate health care purposes is grounds for immediate dismissal and possible legal action.

Student's Signature

Date

ARREST REPORTING REQUIREMENTS

I, _____, hereby state that I have read and understand the arrest reporting requirement associated with the Oklahoma Board of Nursing Criminal History Background Check requirement OBN Statute 59 O.S. §567.5 found on the Central Tech Practical Nursing Student Handbook Pages 36 & 37, Heading: Criminal History Background Check, Number 4, Letter a, Sub i – iii. I also state that I understand the ramifications of not complying in full and kind with the disclosure of arrest requirements of the OBN Application for Licensure Process.

Student's Signature

Date

HONESTY PLEDGE

On my honor, all assignments will be completed in good faith and I pledge that I have neither given nor received improper aid in its completion. All information provided by myself in my assignments either for the classroom or from clinical will truthfully represent my experiences. I have read and agree to abide by the Honesty Policy.

Student's Signature

Date

MEDICAL LIABILITY

I will not hold Central Technology Center staff or any clinical facility responsible for medical expenses or liability incurred due to accidental injury to myself while en-route to or from the school or attending class/clinical or school sponsored function.

Student Signature

Date

Should an injury or illness occur, please: Seek help at the nearest hospital.
 Seek help elsewhere -- Detail below.

My PCP is: _____

Emergency Contact: _____ Phone: _____

Address: _____

DRUG ABUSE POLICY ACKNOWLEDGMENT

I have received and have read the Drug-Free School and Safety Policy regarding the maintenance of a drug free school as outlined in Practical Nursing Program Policy and Procedure Handbook. I understand the possession or use of drugs will result in disciplinary and/or legal action.

Student Signature

Date

STATEMENT OF UNDERSTANDING AND AGREEMENT TO ABIDE

The policies in the Practical Nursing Program Policy and Procedure Handbook and the Central Technology Center Student Handbook have been discussed with me. By my signature I acknowledge understanding and agreement to abide by these policies.

Student Signature

Date

OKLAHOMA BOARD OF NURSING INFORMATION

The following information is from the Oklahoma Board of Nursing. The student is responsible for reading the information and if clarification is needed speaking to the Program Coordinator.

INFORMATION FOR APPLICANTS FOR LICENSURE OR AUA CERTIFICATION WITH HISTORY OF ARRESTS, CONVICTIONS, OR PRIOR DISCIPLINARY ACTION

Applicants for licensure or AUA certification in Oklahoma who have ever been summoned, arrested, taken into custody, indicted, convicted or tried for, or charged with, or pleaded guilty to, the violation of any law or ordinance or the commission of any misdemeanor or felony, or requested to appear before any prosecuting attorney or investigative agency in any matter; **or** have ever had disciplinary action taken against another health-related license or certification; **or** have ever been judicially declared incompetent are required to notify the Oklahoma Board of Nursing. Failure to report such action may be a violation of the *Oklahoma Nursing Practice Act*. All applicants for licensure as a registered nurse or licensed practical nurse must have submitted a criminal history records search conducted by the Oklahoma State Bureau of Investigation not more than three (3) months prior to submission of the application [59 O.S.

§567.5]. Effective November 1, 2003, a candidate for a license to practice as a registered nurse or licensed practical nurse shall submit to the Oklahoma Board of Nursing “certified written evidence that the applicant has never been convicted in this state, the United States or another state of any felony, unless five (5) years have elapsed since the date of the criminal conviction or the termination of any probation or other requirements imposed on the applicant by the sentencing court, whichever shall last occur, or a presidential or gubernatorial pardon for the criminal offense has been received” [59 O.S. §567.5].

Therefore, applicants for licensure in Oklahoma with one or more felony convictions cannot apply for licensure for at least five years after completion of all sentencing terms, including probation and suspended sentences, unless a presidential or gubernatorial pardon is received.

The applicant must submit the following information to the Board:

1. Application for licensure and licensure fee
2. A signed letter from the applicant describing the location and circumstances of the offense, date, court action taken and current status
3. OSBI criminal history search not more than three (3) months old
4. If applicable, **certified** copies of the Affidavit of Probable Cause, Information Sheet, Charges, Judgment and Sentence, and verification that the sentencing requirements are complete (these documents may be obtained from the courthouse in the county in which the arrest took place).

Please ensure that the copies are certified, e.g., they are stamped with the court seal. Failure to submit the above information in a timely manner may result in a delay in processing the application. After Board staff reviews this information, the applicant will be notified of any additional action that must be taken. The applicant may be required to appear before the Board. Additional documentation that may be requested prior to this appearance, includes, but is not limited to, letters of reference from a clinical faculty member, the director/dean of program, a probation officer, employer or others. Please be aware that an applicant may **not** be eligible for licensure or endorsement to surrounding states due to individual states’ restrictions, even if the applicant is able to be licensed in Oklahoma. Individuals who plan to apply for licensure in other states must check with that state’s board of nursing to obtain information on requirements.

Form X02 Revised 6/01, 11/02, 12/04, 4/27/2011

Student Signature

Date

PRACTICAL NURSING STUDENT HANDBOOK AGREEMENT

I affirm that I have received a copy of the Central Technology Center Practical Nursing Student Handbook, and that I have read and understand its content in full. I hereby agree to abide by the rules, practices, and procedures described in the handbook. I understand that my failure to follow the guidelines set forth in the handbook may result in disciplinary action up to and including dismissal from the Central Tech Practical Nursing Program.

Student Signature

Date

CENTRAL TECHNOLOGY CENTER INTERNET USE STATEMENT

The signature at the end of this document is legally binding and indicates the individual who signed has read the terms and conditions carefully and understands their significance.

TERMS AND CONDITIONS FOR INTERNET ACCESS

1. **Acceptable Use:** The purpose of the Internet is to support research and education in and among academic institutions in the United States (U.S.) by providing access to resources and the opportunity for collaborative work. School use must be in support of education, research, and consistent with educational objectives. Use of any other organization's network or computing resources must comply with the rules appropriate for the network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or protected by trade secret. Use for product advertisement or political lobbying is also prohibited. Use for commercial activities is generally unacceptable.
2. **Prohibited Use:** The Internet is a global network, and it is possible to access material which may contain illegal, violent, destructive, defamatory, inaccurate, pornographic, and/or offensive material. Due to the nature of the Internet, the district cannot guarantee that students and employees will not access such material. However, the district is committed to enforcing a policy of Internet safety and monitoring the Internet activities of its students and employees. The deliberate use of illegal, defamatory, pornographic, and/or other offensive material is prohibited.
3. **Privileges:** The use of the Internet is a privilege, not a right, and inappropriate use may result in a cancellation of Internet privileges. Central Technology Center staff will deem what is inappropriate use and their decision is final. Central Technology Center may deny, revoke, or suspend specific user access.
4. **Etiquette:** Central Technology Center Internet users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:
 - a. **Politeness:** Messages must not be abusive to others.
 - b. **Appropriate Language:** Language used will exclude swearing, vulgarities, or other inappropriate language.
 - c. **Personal Information:** Student users will not reveal their personal address, phone number, social security number, credit card number, or the address and/or numbers of other students or Central Technology Center staff members.
 - d. **Electronic Mail:** Users of electronic mail (E-mail) will remember that such mail is not guaranteed to be private and that Internet system operators have access to all mail. Messages relating to or in support of illegal activities may be reported to appropriate government agencies.
 - e. **Illegal Activities:** Illegal Activities are strictly forbidden.
 - f. **Network Disruption:** Users will not use the network in a manner which is disruptive to other users. Users will not change the default settings related to the Internet browser or delete temporary Internet files unless directed to do so by the administration.
 - g. **Intellectual Property:** All communications and information accessible via the Internet should be assumed to be private property.
5. **No Expectation of Privacy:** Users of electronic mail (e-mail) or chat rooms will remember that such information is not guaranteed to be private and that Internet system operators have access to all mail. Messages relating to or in support of illegal activities may be reported to appropriate government agencies.
6. **Filtering:** Central Technology Center will provide filtering of all Internet activities to limit access to web content found inappropriate by the Internet Access, Security and Use

Policy.

7. **Use of Software:** Students are prohibited from installing, copying or downloading any copyrighted material or software on district computer hardware. Employees are prohibited from installing or copying any copyrighted material or software that is not property of the district on district hardware without the express written consent of the copyright holder and the Campus Director.
8. **Damages:** Central Technology Center and its Internet service provider(s) make no warranties of any kind, whether expressed or implied for the service provided. Central Technology Center and its Internet service provider(s) will not be responsible for any damages suffered, including loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by negligence, errors or omission. Use of any information obtained via Central Technology Center or its Internet service provider(s) is at the user's own risk. Central Technology Center is not responsible for the accuracy or quality of information obtained.
9. **Security:** Users of the Central Technology Center Internet system agree to notify our service provider whenever they encounter a possible security problem on the network. Users agree not to use another individual's account. Any user identified as a security risk or having a history of or generating problems for other computer systems may be denied access of the Internet. This includes, but is not limited to the uploading or creation of computer viruses, any attempt to harm or destroy hardware, data of another user, or any agencies of other networks.
10. **Exception of Terms and Conditions:** All terms and conditions as stated in this document are applicable to Central Technology Center and to its Internet service provider(s). These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Oklahoma and the United States of America.
11. I have received and have read the Terms and Conditions for Internet Access as outline in the Practical Nursing Program Policy and Procedure Handbook. I agree to abide by these terms.

Student Signature

Date

STUDENT AFFIRMATION FORM

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

_____ I agree to protect the privacy of faculty, peers, and to maintain HIPAA.

_____ I have/will read the syllabus of the nursing course I am taking this semester and I understand the criteria established for grading my course work. I understand that my average on exams must be 77% or higher in order to attain a passing grade for didactic courses and my clinical grade must be 85% or higher to obtain a passing grade.

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

_____ I will maintain and uphold the academic integrity policy of CTPN and will not condone or participate in any activities of academic dishonesty.

_____ I will not recreate any items or portions of any exam for my own use, or for use by

others during my enrollment in CTPN.

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

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

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

_____ I will not discuss or post any information about faculty, peers, or patients on any type of social media.

Student's Signature: _____ Date: _____

LAB SKILLS PARTICIPATION RELEASE

Skills: Including but not limited to venipuncture, IV starts, head to toe assessment, etc.

I _____ do hereby agree and state that I am willing to participate as a practice patient for the purposes of student skills training for Central Tech Practical Nursing, which includes but is not limited to venipuncture and IV placement. I have been informed and understand that the person performing these procedures is a Practical Nursing student who is being trained under the supervision of a Practical Nursing instructor employed by Central Tech. Furthermore, I have been informed and understand that my participation, which is done of my own free will and my agreement, is to facilitate the learning, practice, and skill check-off in order for the student to gain a level of proficiency in this skill prior to the student performing this skill in the clinical setting. Finally, I have been informed that a potential for personal risk does exist that may include but not be limited to infection, tissue damage, bruising, hematoma, bleeding, thrombosis, embolism, and death.

I have been informed and understand the reasoning for my participation, as well the potential for risk or harm to self that may occur. Of my own free will, I do hereby consent to be a participant and allow the above named procedure to be performed on myself by a Central Tech Practical Nursing student or instructor, and release Central Tech of liability.

Participant Signature

Date

Print Instructor Name

Instructor Signature

Date

APPENDIX I

Medic Veteran to Licensed Practical Nurse Bridge Course

In accordance with the Oklahoma Board of Nursing (OBN) Practice Act, Central Tech Practical Nursing (CTPN) will establish and offer a bridge program for eligible veterans of the United States Military who have completed medical training as a medic or corpsman. The following rules and stipulations will apply to applicants:

1. Eligibility is restricted to veterans who completed Basic Medical Technician Corpsman Program training through the Navy or Air Force, the Air Force Independent Duty Medical Technician training, or the Army Health Care Specialist training.
 - a. Eligibility will be verified per the applicants Joint Services Transcript.
2. Veteran applicants will undergo the same entrance requirements as generic applicants and must meet the same standards for acceptance.
 - a. Hold a current Oklahoma Certified Nurse Aide Certificate
 - b. Complete the ATI TEAS Examination (Applicants must score a minimum of 1 out of 3 possible points on the reading portion of the ATI TEAS to be considered for the Central Tech Practical Nursing Program)
 - c. Meet all deadlines and provide paperwork as needed
3. Once a Medic Veteran has been accepted into CTPN the following academic requirements will be implemented:

Testing	Exemption	Hours
Current OK CNA Unencumbered Certificate	Long-Term Care Assistant	75
ATI Fundamentals (Level 2 required for exemption)	Medical Terminology	45
	Anatomy & Physiology	120
	Fundamentals of Nursing (didactic; skill will be tested)	120
ATI Pharmacology (Level 1 required for exemption)	Pharmacology and IV Skills (didactic; skills will be tested)	58
Medic/Corpsman Training	Areas of Clinical	496
	Total	914

- a. Fundamentals ATI in lieu of Medical Terminology, A&P, and Fundamentals of Nursing Didactic:
- b. The first attempt on the ATI Fundamentals Examination must occur within one week of the beginning of school, with a subsequent attempt, if needed, occurring within one week of the first attempt.
- c. The student will have two attempts to achieve a Level 2 on the ATI Fundamentals Examinations to receive advanced standing for the noted classes.
- d. If students are unable to achieve a Level 2 after two attempts, they will have the option to complete the course in total or attempt the finals for Medical Terminology and A&P.
- e. Students who chose to attempt the Medical Terminology and A&P finals must achieve an 85% on the first attempt to receive advanced standing.
- f. Students who do not achieve an 85% on the first attempt will then be required to complete the course in total.
- g. The Medical Terminology and A&P finals will have to be completed within one of the

- second attempt on the ATI Fundamentals Examination.
- h. The ATI Nursing Fundamentals Examination serves as the final examination for the Nursing Fundamentals course, so there is not a separate final. As such, if the student is unable to achieve a Level 2 after two attempts on the ATI Nursing Fundamentals Examination they will be required to complete the Nursing Fundamentals course in total.
 - i. Pharmacology ATI in lieu of Pharmacology and IV didactic:
 - j. The ATI Pharmacology Examination must attempted within one week of the student beginning the Pharm and IV course with the subsequent test, if needed, taken within one week of the first attempt.
 - k. Students must make a Level 1 to pass the ATI Pharmacology Examination.
 - l. The ATI Pharmacology Examination serves as the final examination for the Pharm and IV course, so there is not a separate final. As such, if the student is unable to achieve a Level 1 after two attempts on the ATI Pharmacology Examination they will be required to complete the Pharm and IV course in total.
4. Class to be completed:

Course	Hours	Testing	Other Requirements
Intro to Nursing	40	No Final	
Maternal Neonatal Nursing	45	ATI Care of the Mother and Newborn	ATI examinations require a Level 2 to pass; if a level 2 is not achieved the exam must be retaken
Pediatric Nursing	45	ATI Care of the Child	ATI examinations require a Level 2 to pass; if a level 2 is not achieved the exam must be retaken
Mental Health Nursing	40	ATI Care of the Mental Health Patient	ATI examinations require a Level 2 to pass; if a level 2 is not achieved the exam must be retaken
Medical Surgical Nursing I	78	No Final	
Medical Surgical Nursing II	78	ATI Adult Health Nursing	ATI examinations require a Level 2 to pass; if a level 2 is not achieved the exam must be retaken
Transition to Practical	15	ATI Management, ATI Predictor	NCLEX-PN Live Review; ATI examinations require a Level 2 to pass; if a level 2 is not achieved the exam must be retaken
Clinical	192		120hrs Med-Surg & 72 Preceptor
Fundamentals of Nursing	12	Skills	Skills as required
Pharmacology and IV	4	Dosage Calculation Skills Exam & skills	Dosage Calculation exam must be passed with a 93%; students are allowed a maximum of 3 attempts to pass the exam; if a student is unable to pass the exam after the 3 rd attempt they are dismissed from the program. Skills as required.
Total	549		

5. Program Costs:

	TUITION	
In-District		Out-of-District
549 hours		549 Hours
X \$1.50 per hour		X \$3.00
\$823.50		\$1647.00

	LEVEL I	
\$50.00	Student Activity Fee	\$50.00
\$35.00	HOSA Dues	\$35.00
\$35.00	Drug Screening	\$35.00
\$60.00	Nat'l Background Check	\$60.00
\$150.00	Clinical/Lab Fee	\$150.00
\$50.00	Malpractice Ins.	\$50.00
\$1.00	Campus Parking Sticker	\$1.00
\$150.00	Uniforms (2 sets)	\$150.00
\$20.00	Jump Drive	\$20.00
\$130.00	Equipment Pack	\$130.00
\$681.00	TOTAL	\$681.00
	LEVEL II	
\$35.00	Drug Screening	\$35.00
	LEVEL III	
\$300.00	Graduation	\$300.00
\$200.00	NCsbn Application	\$200.00
\$155.00	OBN Application	\$155.00
\$60.00	Nat'l Background Fingerprint	\$60.00
\$715.00	TOTAL	\$715.00
	BOOK & RESOURCES	\$700.00
\$700.00	Tablet	\$585.00
\$585.00	ATI Nurse in a Box	\$130.00
\$130.00	LPN Notes Tabers, Lab, Drug Guides	\$40.00
\$40.00	Nursing Process Text	\$105.00
\$105.00	Med-Surg Text & WB	\$95.00
\$95.00	Mental Health Nursing	\$105.00
\$105.00	MNN & Ped Nursing Text & WB	\$70.00
\$70.00	Davis NCLEX-PN Prep	\$30.00
\$30.00	NCLEX-PN Notes	\$130.00
\$130.00	Davis EHR	\$270.00
\$270.00	Live NCLEX Review	\$700.00
\$2,260.00	TOTAL	\$2,260.00
In-District		Out-of-District
\$823.50	TUITION	\$1647.00
\$681.00	LEVEL I FEES	\$681.00
\$35.00	LEVEL II FEES	\$35.00
\$715.00	LEVEL III FEES	\$715.00
\$2,260.00	BOOKS & RESOURCES	\$2,260.00
\$4,514.00	TOTAL	\$5,338.00

6. The hours and costs are approximate based upon the minimum number of hours that a Veteran Medic would be required to complete if accepted into the Veteran Medic/Corpsman to Practical Nurse Pathway. If at any time during the course of the program the student is unable to meet the requirements to receive advanced standing they will switch to the standard pathway of completion, which will increase both the time it takes to complete the program as well as the cost to the student.