



Giles County Technology Center

Program of Nursing
Student Handbook

**Giles County Technology Center
Program of Nursing
Student Handbook**

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Mission Statement Giles County Technology Center

The mission of Giles County Technology Center is to cooperatively work with business, industry and community to prepare individuals to enter a career, to further their education and to acquire the personal skills and strong work ethics to succeed in the 21st century workforce.

Description of the Practical Nursing Program

Giles County Technology Center School of Practical Nursing has been a part of the Giles County Public School System since the Technology Center opened in 1968, and is one of ten programs taught at the center. The Practical Nursing program and the Giles County Technology Center were developed out of a strong commitment from the Giles County School Board, Board of Supervisors, and the local community, to build a training facility that would be beneficial to our community, local business and industry, and economic framework. That dedication and strong commitment between all three entities remains strong today. The student who successfully completes Phase I of the program will advance to the Phase II of the program.

The student entering Phase I will gain clinical knowledge, direct patient care experience at Carilion Giles Community Hospital, Heritage Hall Rich Creek, and the Adult Day Care in Pearisburg. Observational experiences are conducted at Carilion Family Practice.

Clinical rotations for Phase II of the program are held in a variety of places: Radford Health & Rehab; Lewis Gale Montgomery; Blue Ridge Cancer Center; various Carilion Family Medicine offices; Heritage Hall Blacksburg; Carilion St. Albans; Giles County Public Schools; NRV Jail; Heritage Hall Rich Creek; Warm Hearth; Pulaski Health & Rehab; Recovery Center; Highland Ridge Rehab Center, Fairview Home, Good Sam hospice, Kindred Home Health, and English Meadows. We are constantly looking for and requesting new clinical sites that may be beneficial to our students.

The faculty of the nursing program at Giles County Technology Center believes that clinical experience and observation is of utmost importance and will promote efficiency, and productivity of the practical nurse. Volunteerism is encouraged as a part of the nursing program and students are encouraged to continue to become actively involved in their own communities.

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Giles County Technology Center's Practical Nursing Program is certified to operate by The State Council of Higher Education for Virginia.

Giles County Technology Center
1827 Wenonah Avenue
Pearisburg, VA 24134

Program Schedule

Length of the Practical Nursing Program

Phase I 540 hours (36 weeks)

Monday through Friday 12:00 – 3:00

Tuesday (12:00 – 3:00) Clinical / Skills lab

August through June (GCTC follows the Giles County Public School System Calendar)

Phase II - 1110 hours (36 weeks)

Monday through Friday

Monday, Tuesday, and Friday – Classroom/Lecture – 8:30 – 2:00 PM

Wednesday and Thursday – Clinical Rotation – 6:30 – 2:00 PM - * See Note
August – May

Note: Clinical hours, day and site may vary with each specialized rotation.
Inclement weather conditions will change the schedule with alternative days scheduled.

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**Giles County Technology Center Program of
Practical Nursing Objectives**

Student Performance Objectives

Upon successful completion of Phase I the student will possess skills and knowledge to successfully enter Phase II of the practical nursing program and will continue to master theory and fundamental skills as a beginning health care team member.

Student Achievement

The student will be able to:

- display knowledge of the allied health fields;
- interpret the role of the practical nurse as a health care team member while fulfilling legal and ethical responsibilities;
- assist with assessing, planning, implementing and evaluating patient care and patient outcomes;
- improve communication skills through the use of proper medical terminology;
- display knowledge of the human body in health and disease;
- demonstrate effective critical thinking skills.

Graduate Performance Objectives

Upon successful completion of the program the graduate will possess skills and knowledge to successfully complete the NCLEX – PN exam and practice as a beginning health care team member.

Graduate Achievement

The graduate will be able to:

- demonstrate knowledge to successfully complete the state board licensure;
- demonstrate knowledge to assist with assessing, planning, implementing and evaluating client care and outcomes;
- communicate with other health care team members in a competent manner;
- demonstrate professionalism through image, and knowledge;
- continue with the educational process to achieve a higher level of functioning on the health care team.

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**Philosophy
Practical Nursing**

The faculty believes the practical nursing program will prepare the student with the basic knowledge and skills required to perform as a beginning practitioner in the field of Practical Nursing.

Career and Technical education is an important part of the total educational program. It is an integral part of the student's education toward preparation in the competitive work force of today. Education is a continuous process of learning resulting in changing the individual's behavior and standard of living.

The faculty believes that students regardless of race, sex, color, or national origin and those that have a genuine desire to meet measurable objectives should be allowed an opportunity to experience career and technical education.

Nursing is an art and science, which administers assistance to humanity through its preventative, rehabilitative, and personal resources. Through a structured program of instruction and experience, the student will be adequately prepared to successfully complete the NCLEX – PN exam.

The student entering into the health care arena will be able to function as an essential member of the health care team.

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**Giles County Technology Center
Philosophy and Statement of Objectives**

The faculty at Giles County Technology Center believes in a balanced development of technical skills, academic competency, and personal desire in both secondary and adult education, which will enable individuals to function in high performance organizations. Educational experiences provided through technology center programs prepare students with the technical skills that are necessary for entry-level employment in related occupations. Realizing that learning does not stop upon graduation from high school, the faculty believes in encouraging youth and adults to pursue lifelong learning activities whether through post-secondary institutions or work related training programs.

Developing personal qualities such as punctuality, attendance, following directions, and instilling a team concept are goals of the technical education program. Total Quality Management programs are implemented in business and most specifically in health care and require responsible employees capable of solving problems and participating in decision-making processes. In addition to developing the skills to enter the workforce or to continue educational activities, the faculty believes in the development of leadership skills applicable to both work and citizenship. Through structured competency based programs and co-curricular student organizations, the technical education program at Giles County Technology Center strives to meet the needs of students as well as prepare them for future endeavors in life.

In support of this philosophy, Giles County Technology Center has established the following objectives:

1. Preparing students with the knowledge and skills for entry-level employment.
2. Providing local, regional, and national industry with a work force possessing basic skills for successful job placement.
3. Assisting in developing pride and workmanship in the chosen occupational area and to perform tasks effectively and safely.
4. Providing opportunity for students to become quality citizens and potential leaders of their communities.
5. Offering a variety of programs for the training, re-training, or enhancement of skills for adults.
6. Encouraging students and adults to seek advanced education or to further their technical training as they advance through a high technological society.
7. Fostering a wholesome understanding of the functions of the health care industry and management.
8. Fostering respect for work, which brings forth dignity of character.

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Selection of Students

**Admission, Promotion, Advance Placement, Transfer, Retention
and Graduation of Students**

Standard: Requirements for admission, transfer, progression, promotion, retention and graduation will be formulated for the practical nursing education program and shall not be less than the requirements as stated in 54.1-3020 of the Code of Virginia that will permit the graduate to be admitted to the appropriate licensing examination. (PN) The Giles County Technology Center does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. (See Giles County Public Schools Continuous Non-Discrimination Policy, pg.27 of the student handbook or online at: <http://sbo.gilesk12.net>)

Policy

The principal, nursing director, and instructors will evaluate students for admission to the nursing programs through the use of an interview if deemed necessary, review of transcripts, references, test scores, and the Criminal History Background Check data.

Enrollment is limited to 15 students.

Procedure

Practical Nursing

Admission of a Student

Pre-Requisites and requirements for admission to the program are given to the student in written form with the application process.

APPLICATION PROCESS

(Adult Learner)

- a. Have a completed application on file which includes:
 1. All transcripts from educational facilities attended or attending
 2. Adult learners must have a high school diploma or GED
- b. Must obtain at least Basic (55%) in the adjusted reading score on the Test of Essential Academic Skills, (TEAS) as determined by nursing instructors and principal.
 1. The Test of Essential Academic Skills, (TEAS) can be taken one more time a year if not passed the first time. However, there is no guarantee that we will be holding extra testing for this here at GCTC. (\$65.00 charge for the test)

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- c. Complete a Criminal History Record Background Check* (expense of the applicant);

**Note:* In the event of a positive criminal background history, the background will be evaluated *according* to Board of Nursing requirements for licensure and Title 18.2, Code of Virginia criminal offenses. The Background Verification report shall indicate an applicant that is respectful of rules, regulations, people, and property. Admission into the program can be denied according to criminal background history.

- d. Consent to an interview with faculty.
- e. Pay tuition deposit by the deadline communicated to the applicant during orientation
- f. Complete a physical examination prior to entering the program and obtain a PPD, Hepatitis, MMR, and Varicella vaccination or provide proof of immunity by a titer level.
- g. A DTAP must have been administered within the past 10 years
- h. Must be fully vaccinated against COVID (2 immunizations). This is not a school requirement, but is a clinical requirement. The school relies on the relationships with our clinical sites and will follow their instructions.
- i. All adult learners must have dependable transportation available for clinical hours. Absences due to transportation issues are not excused.

PROGRESSION AND PROMOTION OF A STUDENT

- a. The student in Phase I of the program must maintain 80% in Fundamentals/A&P I, II, and III, and Nutrition as well as complete all competencies in a satisfactory manner in order to be recommended and advance to Phase II of the program. Students who maintain 80% in each subject area of Phase II, demonstrates competency of tasks taught, and are deemed clinically competent, will graduate from the program.

Phase I and/or Phase II students who fail to complete each subject area with an 80% will not advance to the next subject area. Students must demonstrate competency of fundamental tasks, and successfully complete clinical rotations and requirements with a Satisfactory in each clinical area, to be considered clinically competent and continue in the program. If a student does not meet these requirements, he or she will be withdrawn from the program for that year.

GRADUATION OF A STUDENT

- a. The student must complete each subject area with 80%, complete the skills checklist, and be deemed clinically competent to graduate from the program.

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- b. The student who successfully completes Phase II and meets all the requirements of the Practical Nursing program and Board of Nursing will be eligible to take the NCLEX - PN EXAM.

READMISSION OF A STUDENT

- a. Phase I and Phase II
 1. Re-admission will be based upon vacancies within the program.
 2. The student will only be readmitted into the program in August of each year. If the student did not complete Phase I, they are to repeat the whole first year in Phase I. If the student did not complete Phase II, they may re-enter at the beginning of Phase II at the instructor's discretion. If any of the instructors feel that the student would be at risk for passing the NCLEX-PN, they may decide to only re-admit the student to Phase I. Re-admission is not guaranteed. In the case of being dismissed due to a positive drug screening, the student will not be readmitted.
 4. The student must request readmission into the program in March of the year the student wants to be readmitted. The student may contact the instructor, clinical instructor, and/or the director of the program with the intent of being readmitted.
 5. The student must pay full or partial tuition even if the student originally began the program as a high school student without tuition responsibilities.

*Note: A student is permitted to re-enter the program one time regardless of entering Phase I or Phase II.

TRANSFER OF COURSES

- a. Transfer of courses will be reviewed by the nursing faculty and principal of the Giles County Technology Center. A determination will be made based on the following factors: student achievement, length of course, alignment of competencies, rigor of course, and alignment of clinical experiences and hours.
- b. Transfer of courses completed at the Giles County Technology Center will be at the discretion of the school the student is transferring to. The Giles County Technology Center cannot guarantee that any courses or certificates will be transferable.

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Curriculum

Standard: Curriculum shall reflect the philosophy and objectives of the nursing education program and shall be consistent with the law governing the practice of nursing, as well as incorporate the competency list with the associated courses provided by the VDOE.

Policy

Curriculum content will be evaluated annually and revised as needed by the instructors with advice from the advisory board.

Procedure

Giles County Technology Center nursing education programs prepare the Nursing Assistant and Practical Nursing student for certification/licensure.

Practical Nursing Program Curriculum Includes the Following:

1. Principles and practices in nursing encompassing the attainment and maintenance of physical and mental health and the prevention of illness for individuals and groups throughout the life cycle.
2. Basic concepts of the nursing process
3. Basic concepts of anatomy, physiology, chemistry, physics, and microbiology
4. Basic concepts of communication, growth and development, interpersonal relations, patient education, working within the interdisciplinary team, and cultural diversity.
5. Basic concepts of ethics, nursing history, and trends, vocational and legal aspects of nursing, including regulations and sections of the Code of Virginia related to nursing, patient rights and the prevention of patient abuse, neglect and abandonment.
6. Basic concepts of pharmacology, nutrition and diet therapy.
7. Basic concepts of maternal and child health nursing
8. Basic concepts of Geriatric nursing
9. Basic concepts of Psychiatric nursing

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10. Basic concepts of Medical Surgical Nursing

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Description of Curriculum

Phase I

Practical Nursing I (8357)

Fundamentals of Nursing I 9 Week Course (135 hours)

Personal and Vocational Relationships and Basic Nursing Skills

(Prerequisite and must pass with at least 80% before taking Fundamentals II)

Course content will assist the student to develop an understanding of the individuality of people. Personal and vocational relationships will allow the student to explore his/her relationship with other health care team members. Emphasis is placed on the role of the practical nurse as he/she begins his/her career in the health care arena. The legal and ethical aspects of nursing are discussed. Applicable anatomy & physiology will be discussed. Clinical emphasis will be placed on learning the basic nursing skills needed to begin clinical rotations.

Fundamentals of Nursing II 9 Week Course (135 hours)

(Prerequisite and must pass with at least 80% before taking Fundamentals III)

Course content is designed to introduce the student to the basic principles of nursing care and the nursing process. Fundamental skills are taught in this course as well as an introduction to basic emergency measures. Content includes related anatomy & physiology. Assessment skills will be developed as well as continued advancement of clinical skills. Clinical Rotations will begin.

Practical Nursing II (8358)

Fundamentals of Nursing III 9 Week Course (135 hours)

(Prerequisite and must pass with at least 80% before taking Nutrition

Course content is designed to introduce the student to increasingly advanced principles of nursing care and the nursing process. Content includes related anatomy & physiology. Assessment skills will be developed as well as continued advancement of clinical skills. Introduction to math computation as related to medication administration will begin. Clinical Rotations will continue as well as beginning medication administration skills.

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Nutrition 9 Week Course (135 hours)

(Prerequisite to Phase II and must pass with at least 80% to successfully complete Phase I subject areas.)

Course content is designed to introduce the student to the science and fundamentals of human nutrition. Content includes nutritional requirements related to changing individual and family needs, cultural considerations, food choices, health behaviors, food safety, types of nutrition, nutrition and chronic diseases, and nutrition-related public health in the United States and globally.

HOSA – Co-Curricular

All students entering Phase I and II of the Practical Nursing program join the state and the National HOSA – Future Health Professional Organization. This organization promotes participation in school and club activities, which strengthens citizenship and promotes positive character qualities. Standard: Giles County Technology Center will offer opportunities to demonstrate citizenship and expose quality characteristics of the student.

Phase II

Practical Nursing III (8359)

Medical Surgical Nursing 18 Week Course (550 hours)

(Prerequisite and must pass with at least 80% before taking Maternal and Child Nursing)

Course content is designed to allow the student to learn about concepts and treatments in health and disease of the human body and the effects on the Geriatric population. This will include the drugs specific for the system being studied. Course content is designed to introduce the student to pharmacodynamics as it relates to medication administration. Content continues to direct the student to efficient, correct medication administration. Course information introduces the student to classifications of medications as they relate to disease management.

Maternal and Child Nursing 5 Week Course (155 hours)

(Prerequisite and must pass with at least 80% before taking Pediatric Nursing/Growth and Development)

Course content is designed to assist the student to learn ante-partum and post-partum principles. The student will develop skills needed to care for the ante-partum and postpartum mother as well as care for the newborn. Pharmacology for the maternal patient will be introduced at this time.

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Pediatric Nursing/Growth and Development 5 Week Course (160 hours)

(Prerequisite and must pass with at least 80% before taking Psychiatric Nursing)

Course content is designed to assist the student to learn various aspects of caring for the pediatric patient. This course will allow the student to explore normal growth and development and illnesses and diseases found in the pediatric client. Pharmacology for the pediatric client will be introduced at this time.

Psychiatric Nursing 6 Week Course (180 hours)

(Prerequisite and must pass with at least 80% before taking Capstone)

Course content is designed to assist the student to learn various aspects of caring for the psychiatric patient. This course will allow the student to recognize various mental health disorders. Psychiatric medication will be introduced in this unit.

The Capstone Practicum 2 Weeks (65 hour clinical rotation)

The capstone rotation is a project which integrates and synthesizes the knowledge students' have gained throughout the program. The project will focus on providing the student a chance to practice concepts and knowledge, integrating critical thinking, and the ability to practice at the highest level of professional, clinical practice while completing patient care alongside the preceptor. It is an opportunity to use their newly gained clinical judgment skills and to do so in real time, in an unpredictable, complex, real-world environment. It is based on the individual student's interests and will allow the student to prepare for the transition from student to practice. At the completion of capstone, a NCLEX review will be conducted to assist the student in taking their licensure exam.

Texts for Phase I

1. Williams, Patricia MSN, RN, CCRN, (2022) Fundamental Concepts and Skills for Nursing (6th. Edition), St. Louis, Missouri: Elsevier
2. Herhily, Barbara, (2022). The Human Body In Health and Illness (7th. Edition), St. Louis, Missouri: Elsevier
3. Nix, S. (2022). Williams' Basic Nutrition and Diet Therapy (16th Edition), St. Louis, Missouri: Elsevier
4. Evolve Resources (www.evolve.elsevier.com) Includes: Adaptive Quizzing, HESI Case Studies and Practice tests, and HESI Assessment Next Gen and more
5. CJSims – www.learning.nursethink.com

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Texts for Phase II

1. Linton, A. and Matteson, M. (2023). Introduction to Medical Surgical Nursing (8th Edition), St. Louis, Missouri. Elsevier.
 2. Leifer, G. (2023). Introduction to Maternity and Pediatric Nursing (9th Edition), St Louis, Missouri. Elsevier.
 3. 3. Workman, M. and LaCharty, L. (2023). Understanding Pharmacology: Essentials for Medication Safety, 3rd. Edition, St. Louis, Missouri. Elsevier
 4. Morrison-Valfre. (2023). Foundations of Mental Health (8th Edition), St. Louis, Missouri. Elsevier
 5. Evolve Resources (www.evolve.elsevier.com) Includes: Adaptive Quizzing, HESI Case Studies and Practice tests, and HESI Assessment Next Gen and more
1. CJSims – www.learning.nursethink.com

Library Resources

The Nursing Program at the Giles County Technology Center maintains a small library that includes, but is not limited to, medical dictionaries, medical terminology resources, drug books, nursing diagnosis texts, lab diagnosis reference books, and various other texts.

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***Program Components
Description with Program Breakdown.***

The program outlines the required number of hours of instruction and is approved by the Virginia State Board of Nursing. Excessive absenteeism in any part of the program may result in withdrawing the student from the program. It is the belief of the faculty that in order to function as Licensed Practical Nurse; the student must be in class to learn the skills and theory to become a Licensed Practical Nurse. It is the responsibility of the instructor and the principal of the school to monitor that students are providing safe, efficient care to clients.

Phase I

Course Title	Total Hours
Fundamentals of Nursing I	135
Fundamentals of Nursing II	135
Fundamentals of Nursing III	135
Nutrition	135
HOSA	Co-Curricular
TOTAL HOURS	540

Phase II

Course Title	Total Hours
Medical Surgical Nursing	550
Maternal and Child Nursing	155
Pediatric Nursing/Growth and Development	160
Psychiatric Nursing	180
The Capstone Practicum	65
HOSA	Co-Curricular
TOTAL HOURS	1110

Note:

Anatomy & Physiology is included throughout Fundamentals in Phase 1. Pharmacology is included throughout all of Phase II. The total number of hours includes clinical and observation rotations for Phase I and Phase II.

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Performance Evaluation Methodologies

Grading Scale for Phase I and Phase II

- A 94-100
- B 93 - 87
- C 86 – 80
- D 79 and below

Standard

Grading systems are instituted and followed by faculty members.

Policy

Grades will be determined from written tests, skill lab demonstration, projects and clinical assignments. Grading periods occur with completion of each subject area of instruction. It is the responsibility of the student to submit assignments to the instructor on the date due. (Refer to Absenteeism policy for requirements associated with grades on pages 18-21.)

Conferences will be held with each student to discuss student progress as deemed necessary by the instructor or student. The student must meet the 80% standard to continue in the program. (See Promotion of the Student in this handbook on page 8.)

Scholarships and Awards

Standard: Giles County Technology Center will award scholarships to students based on availability. The director and instructors will provide scholarship information to the students as they receive it.

Policy

Students who have demonstrated exceptional academic and clinical performance and who possess quality characteristics will be evaluated to receive scholarship/s.

Procedure

1. Scholarships are available and are presented to students that maintain a 3.0 average and have demonstrated exceptional personal characteristics throughout his/her nursing program of instruction.
2. Scholarships are awarded to students annually.

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3. Financial aid is available through various job training, and government programs. The counselor of the school can offer counseling relating to these programs.

Student Services

Standard: Giles County Technology Center assures teaching and learning environments are conducive to student academic achievement and lifelong learning.

Policy

Services are available to students wishing to pursue a career in a health care related field.

Procedure

1. Students have access to support services administered by qualified individuals that include but are not limited to:
 - a. health counseling
 - b. academic advisement
 - c. career placement
 - d. financial aid
2. Students may be required to meet periodically with the counselor or principal to assist with transition from Phase I to Phase II of the program. Students may contact the principal or counselor at the school during the hours of 9:00 AM – 3:00 PM, Monday through Friday.

**HOSA
(Health Occupations Students of America)
www.hosa.org**

All students entering the Phase I and II of the Practical Nursing program join the state and the National HOSA – Future Health Professional Organization. This organization promotes participation in school and club activities, which strengthens citizenship and promotes positive character qualities. Standard: Giles County Technology Center will offer opportunities to demonstrate citizenship and expose quality characteristics of the student.

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Absenteeism Policy

Standard: Giles County Technology Center will evaluate the behavior of the student in regard to attendance.

It is the philosophy of the Giles County Technology Center that in order to become a nurse an individual must commit to be in a structured learning environment for that profession. Our goal is to get you ready to enter the workforce of today.

The Commonwealth workplace readiness skills' state;

- Positive work ethic: consists of coming to work every day on time
- Integrity: abides by workplace policies

This enhances the expectations of the absenteeism policy.

Attendance is required to meet the objectives of the program as well as requirements for the Board of Nursing. All absences verified or unverified will be monitored closely.

Policy:

GCTC recognizes two types of absences: verified and unverified.

Verified Absence: Any absence documented with a doctor's note saying that you must stay out of school, documented required court appearance, or absence due to death in the immediate family. There is no limit to the number of verified absences a student may have in a semester but due to safety and instructional concerns excessive absenteeism for any reason may result in the student being withdrawn from the program.

Unverified Absence: All other absences not described under the definition of a verified absence. An unverified absence includes days absent due to personal reasons, minor illness, and any absence outside the definition of a verified absence. Students are permitted **three days of unverified absence within each semester** to use in case of minor illness or to take care of personal business. Any unverified absence beyond the three days allotted will result in a grade reduction for unsatisfactory class participation in all subject areas in which the absence occurs.

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Procedure

1. It is the responsibility of the student to notify the instructor either via email, text, or phone that he/she will be absent from class.
2. Students will provide documentation from their doctor or court appearance to the instructor upon return to school after the absence, and within three days of that absence. If required documentation is not received within three days of the absence, time will be counted as unverified.
3. Late arrival/leaving early: A late arrival or leaving early from class or clinical equal to three (3) or more hours will be counted as an absence for Phase II. For Phase I, one-half ($\frac{1}{2}$) of class or clinical time (1 $\frac{1}{2}$ hrs.) will be counted as an absence.
4. Class Room: It is the responsibility of the student on the first day he/she returns to class to schedule all make-up work. All assignments and test/quizzes that were scheduled to be due on the day of absence must be completed on the first day the student returns to class. All assignments scheduled on the day missed due to absence will also be due as scheduled or at the instructor's discretion. Class time is not taken to complete missed work. Missed work will be completed before or after school. Any assignments not completed within scheduled time will result in a "0".
Clinical: If absence occurs on day before scheduled clinical, all assignments and test/quizzes that were scheduled to be due on the day of absence, must be completed on the first day the student returns from absence after their clinical rotation. Student must contact instructor either via email, text, or phone to schedule a time to complete assignments after the clinical rotation. Any assignment, test/quiz not completed on the first day of returning from absence will result in a "0". All assignments scheduled on day missed due to absence will continue be due as scheduled or at the instructor's discretion. If the student knows that he or she will be absent on the day that clinical paperwork is due, the student is responsible for either turning the paperwork in early, or bringing it to the Tech Center during normal working hours.
3. It is expected that students will schedule appointments and other obligations after class hours or clinical rotations when possible. This includes annual exams, dental exams, child care appointments, etc. It is not acceptable to miss class due to child-care issues. Students should have plans in place for alternative child care when it is necessary.
4. **Upon the fourth unverified absence and each subsequent unverified absence, a 50% reduction will be taken in all assignments for that day missed – or if there are no graded assignments scheduled for that**

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date, the next graded assignment will receive the 50% reduction. (This includes tests, quizzes, class participation, work books, scheduled assignments, and weekly clinical grade.)

5. It is the responsibility of the student to submit assignments to the instructor on the date due. Late assignments will result in a 0.

Excessive absenteeism (more than total of 6 verified and or unverified absences per semester) for any reason may result in the student being withdrawn from the technical program

Arriving Late/Leaving Early from Practical Nursing Program

Standard: Giles County Technology Center follows state guidelines in teaching: Work Place Readiness Skills. One of the emphasis is being on time to work and working your assigned shift.

Policy:

Each student may have three unverified incidents combined of late arrival or leaving early from class without penalty in a semester. Any incidents of late arrival or leaving class early beyond three unverified shall result in a grade reduction with potential to be placed on academic probation which can result in withdrawal from the program.

Procedure:

If the student is late to the clinical site or leaves early from the clinical site the clinical instructor shall report this to the class room instructor.

If the reason for arriving late or leaving class early falls under the definition as "Verified Absence", the student shall provide documentation upon return to school. Documentation will only be accepted if received within three school days after being late or leaving early.

Upon the fourth through the sixth unverified incident of arriving late or leaving class early, the student's grade(s) for that day shall be reduced by 10%. If there are no grades on the day the incident occurs, the deduction will be taken on the next graded assignment. The student will receive an academic warning.

Upon the seventh unverified incident of arriving late or leaving class early, the student shall be placed on academic probation and the grade for incidents through nine will result in a 20% grade reduction for all grades that day. If there

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are no grades on the day the incident occurs, the deduction will be taken on the next graded assignment.

Upon the tenth unverified incident of arriving late or leaving class early the student will be withdrawn from the Practical Nursing Program.

Worked missed due to arriving late or leaving class early:

If a student's late arrival to class cause her/him to miss completing a class assignment such as: a test, quiz, etc., the student must make up the assignment after class that **day**. All other rules for making up work during a full day absence apply when a student misses class time due to leaving class early.

Excessive absenteeism from class either full day or part of the day for any reason can result in the student being withdrawn from the program.

Inclement Weather

If due to weather it appears schools may be delayed or closed, students should not leave for clinical prior to 0600. Normal notice for delay or canceling of school should be received between 0530 and 0600, and will be communicated by television, radio, and phone tree. Indications that there may be travel problems include Montgomery and Pulaski Counties for delays or closure, even though there may be little to no snow in parts of Giles County. If Giles County Schools has called a two hour delay, clinical students should not leave home prior to 0830. Delays are sometimes called first when the weather is iffy, while road conditions continue to be monitored, and if they do not improve then schools will be closed. School closing announcement should be received by 0815 due to buses beginning their runs. Students leaving at 0830 should not rush to make up time. **No student will be penalized for using caution before leaving home on inclement weather days. Your safety comes first.**

Communication Devices

Students may possess a cell phone on school property provided that the device must remain off and out of sight during instructional time.

Adult Students are required to follow the policy concerning communication devices and kept out of site during instructional time. Consequences will result in grade reduction.

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Professional Disposition and Image

Introduction: Nursing and Therapeutic Service personnel are role models within patient care settings. The manner of dress, personal hygiene, appearance and general behavior, verbal and non-verbal will be appropriate for a professional setting. The studies related to professionalism indicate that a neat, clean appearance is a key to being seen as a professional. This policy is designed to provide flexibility to meet the needs of today's patient care provider for practicality, safety, and comfort.

Standard: Students entering into the nursing program of instruction will maintain a professional appearance and will demonstrate professional behavior.

Appearance and Image Policy

Students represent Giles County Technology Center and are expected to maintain a professional appearance and conduct themselves in a professional manner.

Procedure

Nursing students will:

1. Wear his/her complete school uniform when in a clinical setting and as determined by the instructor.
2. Uniforms are to be laundered, without stains and ironed. (Includes Lab coats)
3. Maintain white nursing shoes or white tennis shoes designated for the program.
4. Wear hair off the collar. If hair is long must be pinned in a controlled style off the collar and off the face. Hair should be neatly controlled.
5. Refrain from **chewing gum** in the clinical area and professional atmospheres.
6. Refrain from wearing nails long. Nail length should be at the end of the finger. Nails are to be free from dirt and debris. Unchipped white or pink polish is allowed. Acrylic or gel nails are not allowed.
7. Refrain from wearing jewelry except nursing watch, engagement ring, wedding band.
8. Avoid contusions of the skin "monkey bites" that are visible. If visible they need to be covered.

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9. Wear make-up that is complementary to your appearance. Avoid the use of heavy make-up and bold colors.
 10. Wear white knee-hi hose or white socks with pants. **No anklets or footies.**
 11. Cover Tattoos that are visible.
 12. Avoid facial and tongue piercing. Facial piercings to include tongue piercing or piercing of any sort are not allowed in the clinical setting. Two pair of pierced earrings is acceptable. Avoid dangling jewelry, this is a safety hazard.
 13. Beards and/or mustache must be kept clean and trimmed.

 14. Maintain personal hygiene. The body is to be free from odor and from heavy perfumed scents. Breath should be free from a malodor; teeth and gums are to be clean.
 15. Wear professional dress while on school/clinical activities outside of school. No shorts, jeans, miniskirts, low cut tops, or tight form fitting clothing is to be worn.
 16. Maintain acceptable school dress while in classroom study.
 17. Wear appropriate under-garments; color or design is not to be visible.
 18. Multi-colored hair is discouraged.
- It is expected that the above elements will be followed. A student who does not adhere to the policy will be asked to leave the clinical setting and will receive a zero for the clinical day.

Professional Behavior

The student will:

1. Refrain from arguing, using obscenities, and antagonizing each other.
2. No smoking while on hospital or school property.
3. Refrain from lying, cheating, and stealing.
4. Refrain from alcohol and drug use.
 - a. a random drug screen is required after admission and before clinical rotation (at the student's expense).
 1. If the student is unable to produce the required urine sample during Phase I class period, the student will be required (*at student's expense*) to have a drug screen completed at a Quest Diagnostics Location within 24 hours. If unable to produce a urine sample, a complete blood toxicology screen will be required within that same 24 hour period. If instructor has not received **proof** of the drug screen being completed after that 24 hour period, the student will be withdrawn from the program at that time.
Note: In the event of a positive drug screening report the student will be withdrawn from the program at that time.
 2. At any time the faculty or clinical personnel believe a student is impaired, a drug screening will be required (at the student's expense). Student must leave the classroom or clinical site and obtain the drug

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screening within 2 hours. If results are positive, or the student fails to obtain drug screening within allotted time, the student will be withdrawn from the program.

5. Conduct him/herself with dignity and respect ***outside of classroom*** and clinical areas of instruction.
6. Treat others with respect and dignity outside of classroom and clinical areas of instruction.
7. Meet financial obligations in a timely manner.

Failure to follow these guidelines and guidelines found in the Giles County Technology student handbook could result in a reduction of grades, suspension and/or withdrawal from the program of nursing. The instructor has the right to remove a student from the class or clinical setting at any time the instructor feels the student could cause harm to their self or others due to their behavior.

Physical Examination

Standard: It is the responsibility of the nursing program to enroll students that do not predispose a risk to the resident/patient.

Policy

All students entering the Nursing Assistant and Practical Nursing program of instruction will obtain a physical examination prior to entering the program.

Procedure

1. The physical form is to be completed prior to the first day of class. The student will not be admitted to class due to failure following instructions relating to physicals.
2. See Physical Form for GCTC.
3. Students that have entered the Nursing Assistant program and have advanced to Phase I of the Practical Nursing program as well as Phase II Students are required to get an updated PPD only. Adult students entering Phase I of the program are to obtain a complete physical.
4. Students who fail to bring proper documentation to Phase II will not be allowed to enter the clinical setting until all necessary documentation has been received.

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Standard: It is expected that the student entering the nursing program of instruction will obtain the necessary equipment to perform specific job tasks in the clinical area.

Policy

The student will receive written instructions relating to the need for specific equipment in order to enter in to the nursing program of instruction. (See Welcome Letter and Expense Sheet)

1. White Nursing Shoes or white tennis shoes.
2. White Hose/Socks
3. Stethoscope (Recommended)
4. BP Cuff (Optional)
5. Scissors Bandage (Required)
6. Pen Light 2 (Required)
7. Tote/Book Bag
8. Name Badge
9. Textbooks
10. Liability Insurance
11. Additional Uniforms if needed
12. Tuition (Adult Students)
13. Note Pad for Pocket/Black Pens
14. Binder for Clinical Rotations
15. Pocket folders (3)

PN Graduates

1. School Nursing Pin
2. Fee for Nursing Cap
3. Nightingale Lamp
4. Fee for NCLEX Exam
5. Board of Nursing License Application fee
6. Fee for fingerprinting through the Virginia BON

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Resources, Classroom Facilities, School Activities

Phase I and Phase II classroom experiences are held at Giles County Technology Center. The center houses a complete nursing lab and classroom. The lab design is a representation of the clinical setting providing opportunities for students to practice and simulate procedures necessary in caring for patients. Each classroom is equipped to provide the necessary instruction for students.

Phase I clinical rotation is completed at Heritage Hall, Rich Creek, and Carilion Giles Community Hospital. Phase II clinical rotation includes Radford Health & Rehab; Lewis Gale Montgomery; Blue Ridge Cancer Center; various Carilion Family Medicine offices; Heritage Hall Blacksburg; Carilion St. Albans; Giles County Public Schools; NRVJail; Heritage Hall Rich Creek; Warm Hearth; Pulaski Health & Rehab; Recovery Center; Highland Ridge Rehab Center, Kindred Home Health, and Good Sam Hospice. We are constantly looking for and requesting new clinical sites that may be beneficial to our students.

Standard: Giles County Technology Center will provide facilities that meet federal and state requirements to include comfortable temperatures, clean, safe conditions, adequate lighting, adequate space to accommodate all students, and equipment needed including audio-visual equipment needed for learning and practicing client health care.

Policy

The director and staff will conduct an annual evaluation of equipment needs, and the director will submit information to the principal of the school.

Procedure

1. The director will discuss program needs with other faculty members and with the professional advisory committee. This will be done annually and as needed.

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2. A list will be compiled and sent to the principal of the school.
3. The principal will approve or deny requests based upon financial status of the program.
4. Emergent needs are discussed as needed with the principal.
5. The library shall have resources that are current, pertinent and accessible to students and faculty, and sufficient in number to meet the needs of the students and faculty.
6. Secretarial and other support is available to the nursing education program.
7. A faculty member will be available between the hours of 2:00-3:15 daily for any academic or course advising.

Clinicals

Students will be required to complete a minimum of 400 hours of direct client care supervised by qualified faculty. The 400 clinical hours are part of the approved curriculum and a written training plan will be created. Clinical experiences will be monitored by the clinical instructor during the entire period. Clinical students will not be used to provide labor or as a replacement for a permanent employee. A specific schedule will be released each academic year with a completion date. An individual training plan will be created for each student. A student will not be considered complete with the Practical Nursing program until all clinical hours are complete.

Conflict Resolution/Grievance Procedure

Standard: A record will be maintained which includes documentation relating to the complaints against the program.

Policy

Complaints will be reported to the director of the program and the principal. Complaints will be investigated and a plan of correction will be implemented as needed.

Procedure

1. A form will be completed as to include the specific complaint, who is involved, and the details of the event.
2. An investigative report will be completed.
3. A plan of action implemented as needed.

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4. In the event that the Director cannot resolve the conflict, the student may contact the State Council of Higher Education for Virginia (SCHEV) as a last resort.

State Council for Higher Education Complaint Contact Information:

<https://www.schev.edu/students/resources/student-complaints>

Students will not be subjected to adverse actions by any school officials as a result of initiating a complaint.

For veterans and other eligible persons to report a grievance against the school to the Virginia State Approving Agency and US Department of Veterans Affairs. The Virginia State Approving Agency (SAA), is the approving authority of education and training programs for Virginia. Our office investigates complaints of GI Bill ® beneficiaries. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>.

While most complaints should initially follow the school grievance policy, if the situation cannot be resolved at the school, the beneficiary should contact our office via email saa@dvs.virginia.gov.

Giles County Public Schools Non-Discrimination Notice

Giles County Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Title IX Coordinator
Director of Special Education
151 School Road
Pearisburg, VA 24134
(540) 921-1421 X21

Section 504 Coordinator
Assistant Superintendent of Curriculum
151 School Road
Pearisburg, VA 24134
(540) 921-1421 X16

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For further information on notice of non-discrimination, visit <http://wdcrobcop01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.
6/201

All expenses are an estimate except tuition cost.

-Tuition payments: Upon receiving notification for admission to the program, the applicant will be required to pay a \$100 deposit that will be applied toward the total tuition cost. This will be due in August of each year. The rest of the fees will be due on the first day of the new semester. (August and January of each year.) The deposit for Phase I of the program is non-refundable.

First Semester (August)

Tuition - \$600.00 (\$100 due August)
Textbooks – \$ 170.00 (Fundamentals and Anatomy & Physiology)
Name Pin - \$5.00 (\$5.00 – Replacement fee)
Stethoscope (depends on the quality of the stethoscope) \$100.00
School Uniform/Watch with Second Hand - \$100.00
Nursing Shoes - \$65.00
Liability Insurance - \$25.00
Random Drug Screen - \$75.00
Technology Resource Fee - \$150.00
CPR – \$10.00 – (If needed)
Parking Fee – First Year -- \$20.00

Second Semester (January)

Tuition - \$600.00
Textbooks - \$80.00 - March
Technology Resource Fee - \$150.00

Third Semester (August)

Tuition - \$600.00 (\$100 due August)
Textbooks - \$270.00 (\$185 – June/July - \$85.00 – Dec)
Liability Insurance - \$25.00

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Updated PPD - \$25.00
Technology Resource Fee - \$150.00
Parking Fee – Second Year -- \$20.00

Fourth Semester (January)

Tuition - \$600.00
Textbooks - \$65.00
Graduation Pin & Lamp - \$60.00
Technology Resource Fee - \$150.00
Nursing Cap - \$22.50

May

Board of nursing license fee	\$ 170.00	– Virginia
	\$ 70.00	W. V.
NCSBN – NCLEX fee	\$200.00	
Fingerprints	\$ 40.00	

NCLEX Prep – Archer Review – 140.00

VA Delayed Payment Compliance Addendum

Giles County Technology Center permits any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill benefits to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veteran Affairs' (VA) website- eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Giles County Technology Center will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

The covered individual may be required to provide the following:

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- Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education.
- Submit a written request to use such entitlement.
- Provide additional information necessary to the proper certification of enrollment by the educational institution.
- GCTC may also require additional payment or impose a fee for the amount that is the difference between the amount of the student's financial obligation and the amount of the VA education benefit disbursement.

REFUNDS, CREDITS, AND REINSTATEMENT AS A RESULT OF MILITARY SERVICE

Giles County Technology Center provides for the tuition relief, refund, and reinstatement of students whose service in the uniformed services has required their sudden withdrawal or prolonged absence from their enrollment. Service in the uniformed services is defined as service (whether voluntary or involuntary) on active duty in the Armed Forces, including such service by a member of the National Guard or Reserve, for a period of more than 30 days under call or order to active duty of more than 30 days.

A. Tuition and Required Fees

Should a student be ordered to active duty (for reservists) or be mobilized (active military) as described in the Code of Virginia, Section 23.1-207, and the State Council's Virginia Tuition Relief, Refund, and Reinstatement Guidelines, and he/she requests to be withdrawn from the program after the start date, the student may elect to be awarded a full refund of the paid tuition if withdrawn from the course. The student must provide written notice to the administration within 30 days of the call to active duty or mobilization requesting a refund. A copy of the student's military orders is required as documentation. The request may be submitted by mail or by fax.

B. Deposits

The tuition deposit may be refunded in full up to the due date of the deposit. After the due date, no deposit will be refunded.

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C. Academic Credits and Grades

Students who are called to active duty or are mobilized, meaning serving in the uniformed services, as described in Virginia Tuition Relief, Refund, and Reinstatement Guidelines have the opportunity to receive an incomplete grade ("I") until released from active duty (for reservists) or mobilization (for active military personnel). All course requirements shall be completed within one year from the date of release from active duty or mobilization. Students may be given the option of taking their examinations prior to regularly scheduled times in accordance with the Virginia Tuition Relief, Refund, and Reinstatement Guidelines. Students receiving veteran's benefits will have their active duty or mobilization status considered when evaluating their progress and promotion, and appeals will be considered on a case-by-case basis.

D. Reinstatement

Students who are called to active duty or are mobilized are assured a reasonable opportunity to be reinstated in the same programs of study without having to re-apply for admission if they return to the same program of study after a cumulative absence of not more than five years so long as the student provides notice of intent to return to the institution not later than three years after the completion of the period of service. Notice of

intent to return must be provided in writing to the Director of Nursing prior to the beginning of the semester in which the student wishes to return. Notice may be provided by mail or fax, and must include a copy of the student's military orders.

Refund policy will follow the requirements of 38 CFR § 21.4255.

Tuition and other charges.

The exact proration of the unused portion of tuition, fees, and other charges will be determined on the ratio of the number of days of instruction completed by the student to the total number of instructional days in the course. Refunds will be given within 40 days of change in status.

STUDENT'S RIGHT TO CANCEL

Rejection: An applicant rejected by the school is entitled to a refund of all monies paid.

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Three-Day Cancellation: An applicant who provides written notice of cancellation within three (3) business day, excluding weekends and holidays, of executing the enrollment agreement is entitled to a refund of all monies paid, excluding the \$100 non-refundable registration fee. Date by which the student applicant must cancel is

Other Cancellations: An application requesting cancellation more than three (3) days after executing the enrollment agreement and making an initial payment, but prior to the first day of class is entitled to a refund of all monies paid, less a maximum tuition fee of 15% of the stated cost of the course or \$100, whichever is less.

Withdrawal Procedure:

- A. A student choosing to withdraw from the school after the commencement of classes is to provide a written notice to the Director of the school. The notice must include the expected last date of attendance and be signed and dated by the student.
- B. If special circumstances arise, a student may request, in writing, a leave of absence, which should include the date the student anticipates the leave beginning and ending. The withdrawal date will be the last date of attendance.
- C. A student will be determined to be withdrawn from the institution if the student misses seven consecutive instructional days and all of the days are unexcused.
- D. All refund must be submitted within 45 days of the determination of the withdrawal date.

Tuition refunds will be determined as follows:

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Percentage of semester complete	Tuition Refund
Less than 25%	50% of the stated tuition for the semester
25% up to but less than 50%	25% of the stated tuition for the semester
More than 50%	Not entitled to a refund

Statement of Student Rights and Responsibilities

The statement of rights and responsibilities is designed to clarify those rights which students may expect to enjoy as members of the student body of a postsecondary institution. It also defines the obligations which admission to the institution places upon students.

Responsibilities and Rights

- A. Submitting an application for admission to a postsecondary institution represents a voluntary decision on the part of the prospective student to participate in the programs offered by the institution pursuant to the policies, rules, and regulations of the State Board for Community Colleges and the Giles County Technology Center's Student Code of Conduct. The school's approval of that application, in turn, represents the extension of a privilege to join the school (faculty, students, and administration) and to remain a part of it so long as the student meets the required academic and behavior standards of the Giles County Technology Center.

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- B. All students are guaranteed the privilege of exercising their rights without fear or prejudice. Such rights include the following:
1. Students are free to pursue their educational goals through appropriate opportunities for learning in the classroom and on campus provided by the school through its curricular offerings.
 2. No disciplinary sanctions may be imposed upon any student without due process.
 3. Free inquiry, expressions, and assembly are guaranteed to all students provided their actions do not interfere with the rights of others or the safe and effective operation of the institution.
 4. Academic evaluation of student performance shall be neither arbitrary nor capricious.
 5. The school and members of the school community have the right to expect safety, protection of property, and the continuity of the educational process.

Student Records and Transcripts

All transcripts and pertinent student academic records will be kept on file at the Giles County Technology Center indefinitely.

**Director of Nursing Education
Practical Nursing Instructor**

Blevins, Connie M. RN BSN – Graduate of Jefferson College of Health Sciences with a Bachelor's Degree in Nursing, Roanoke, Virginia. Graduate of New River Community College with an Associate's Degree in Nursing, Dublin, Virginia.

**Phase I Practical Nursing Instructor
Nurse Aide Instructor**

Justin Olinger RN – Graduate of New River Community College with an Associate's Degree in Nursing, Dublin, Virginia.

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**Clinical and Lab Instructor
Phase I and II, and Nursing Assistant Program**

Sizemore, Heidi M. RN BSN. – Graduate of the Eastern Mennonite University with a Bachelor's Degree in Nursing, Harrisonburg, Virginia.

Principal/Administrator

Kevin White – Graduate of Bridgewater College with a Bachelor of Science in Instrumental Music Instruction K-12, Bridgewater, Virginia.
Graduate of Radford University with a Master's Degree in Educational Leadership.

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**Giles County Technology Center
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