



*TRI COUNTY TECH*

*Practical Nursing  
Program Policy & Student  
Handbook*

*2025-2026*



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## *Accredited By:*

### **Accreditation Commission for Education in Nursing (ACEN)**

3390 Peachtree Road NE, Suite 1400  
Atlanta, GA 30326  
404-975-5000  
[www.acenursing.org](http://www.acenursing.org)

## *Approved By:*

### **Oklahoma Board of Nursing**

P.O. Box 52926  
Oklahoma City, OK 73152  
425-962-1800  
[www.ok.gov/nursing](http://www.ok.gov/nursing)

### **Oklahoma Department of Career and Technology Education (ODCTE)**

1500 West Seventh Avenue  
Stillwater, Oklahoma 74074-4364  
800-522-5810  
[www.okcareertech.org](http://www.okcareertech.org)

“The Tri County Tech Division of Practical Nursing Program is approved by the Oklahoma Board of Nursing. Graduates of this state approved program are eligible to apply to write the National Council Licensure Examination (NCLEX) for practical nurses.”  
OBN Policy/Guideline #E-05

The Student Handbook is reviewed annually and revised as needed. Policies are subject to change without notice.

Tri County Tech’s website: [www.tricountytech.edu](http://www.tricountytech.edu) \*

\*TCT Student Handbook can be found under “Adult, Student Resources, and Student Handbook”  
TCT Practical Nursing Program Policy & Student Handbook can be found under “Adult, Programs, Practical Nursing, and Program Handbook”

## **Non-Discrimination Statement**

There will be no discrimination in the technology center because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs, services, activities and employment. The following individual is designated to handle inquiries regarding the technology center’s non-discrimination policies, including Title IX: Tara Stevens, Chief People Officer | 6101 Nowata Road, Bartlesville, OK 74006 | 918-331-3248 | [Tara.Stevens@TriCountyTech.edu](mailto:Tara.Stevens@TriCountyTech.edu). According to the State of Oklahoma Sex Offenders Registration Act, registered sex offenders must self-disclose their status before admissions. View our privacy policy. View our full non-discrimination policy. Title IX Training provided by: OSSBA Workshop Resources

## *Dear Student:*

Welcome to the Tri County Tech Practical Nursing Program! You have chosen a career in a field that demands much of its practitioners. Nursing demands sacrifice, willingness to serve, and selflessness of its members. Nursing is hard work, but very rewarding. Pursuing a career in nursing will allow you a great deal of personal satisfaction, community recognition and appreciation, better care and protection for family and self, and financial gain over a period of time.

Your course of study will be concentrated, but this is necessary to provide you with the basic knowledge and skills necessary to enter the field of practical nursing. You must study and learn to the best of your ability all of the material presented to you in this program.

Our major goal is to help you become a qualified, safe practitioner of practical nursing. This Student Handbook is designed to acquaint you with the policies and practices of the nursing program and answer some of your questions. The philosophy and objectives of the program are contained in this handbook. In addition, an explanation of the Conceptual Framework, or the structural arrangement of the entire program is included.

Although you will fall under the general policies of Tri County Tech (located in the Tri County Tech Student Handbook), there are some specific policies for the nursing program listed in this handbook. Be sure to familiarize yourself with both handbooks.

Refer to your handbook often, and please feel free to discuss with the faculty individual problems associated with your program of study. We are here to help you. We are happy that you have selected Tri County Tech. We wish you success.

## *Administration:*

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Tara Gotwalt, Chief Instructional Officer  
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# *Tri County Tech Practical Nursing General Program Information*

## *Section I*





# Philosophy of Tri County Tech and the Practical Nursing Program

## Vision

Inspiring Success Through Life Changing Learning Experiences

## Mission

Provide Superior Training

## Values

AUTHENTIC: Together, we are bravely genuine.

FIERY: Together we make the impossible happen.

HONOR: Together, we value each other as we'd want to be valued.

PRINCIPLED: Together, we persistently pursue integrity.

EXCELLENT: Together, we strive to be better today than we were yesterday.

## Conceptual Framework

The Tri County Tech Practical Nursing Program functions within the general parameters of the program philosophy. The primary concepts within the philosophy provide a conceptual framework foundation which the program is structured. The concepts of the framework work together to fulfill the vision of the program.

Nurses develop skills and understanding of patient care over time through a sound educational base, as well as a multitude of experiences. Our faculty believes educational preparation builds on previous knowledge to facilitate career mobility. We employ the application of Patricia Benner's humanistic model of nursing theory– Novice to Expert. Students enter the program as Novices. As students make connections between learning experiences and clinical practice, watching for recurring themes, their climb to Expert begins. Graduates will be competent entry-level nurses and will be eligible to apply for the National Council Licensure Exam- Practical Nursing (NCLEX-PN). Graduates will continue to build upon Benner's model as they persist in their life-long learning.

In the development of this curriculum, three major concepts became evident. These concepts form the foundation for the practical nursing curriculum. The concepts are:

1. Body Systems
2. Nursing Process
3. Holistic Care

**Body Systems** approach encourages a systematic organization of the curriculum. This provides the student with a structured learning format.

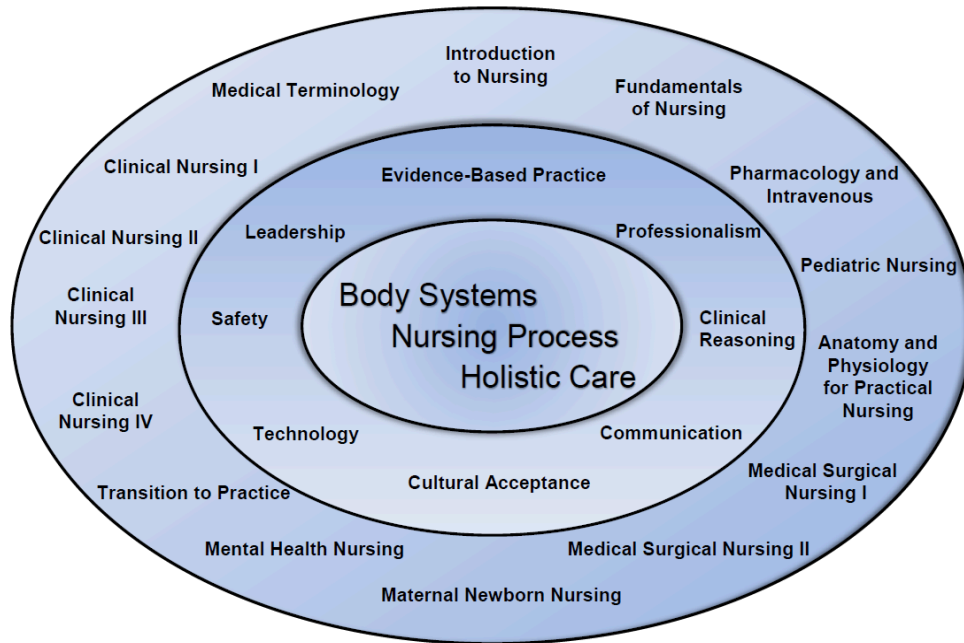
**Nursing Process** is a problem solving method. This process assists the student in the development of critical thinking skills, which promotes clinical reasoning.

**Holistic Care** recognizes that the individual has many aspects of self. These aspects include body, mind, spirit and self. The nurse providing holistic care honors each individual's experiences, beliefs and values



and provides culturally accepted holistic care.

### Practical Nursing Conceptual Framework Model



### Curriculum Threads

In the development of this curriculum, several threads are woven into each course of the practical nursing program. Utilizing guidelines from the Oklahoma Department of Career and Technology Education (ODCTE), the following Curriculum Threads are utilized:

- **Safety** means to be free of danger, risk or injury and is a condition of being safe. The nursing student will provide safe, competent care in order to promote client safety and optimal client outcomes.
- **Evidence based practice** is a quality indicator driven by the synthesizing of research findings. The nursing student will integrate the best practices into their nursing interventions.
- **Communication** means the exchange of thoughts, feelings, needs, preferences, messages and information. The nursing student will utilize therapeutic skills such as active listening, silence, verbal and nonverbal behaviors in conveying information through appropriate channels.
- **Clinical reasoning** involves utilizing the nursing process and technologies. The student will utilize clinical reasoning for the improvement of client outcomes.
- **Leadership** means the ability to influence others. The nursing student will develop leadership qualities including delegation, communication, negotiation, prioritization, organization, conflict resolution, multi- tasking and advocacy of health care.
- **Cultural acceptance** is the ability of a person to interact with another whose culture may be different, recognizing the similarities and acknowledging the differences. The nursing student will develop the ability to provide culturally accepted care to a diverse population.
- **Professionalism** includes behaviors, which foster trust and respect. These behaviors affect the relationship between the nurse-patient/family and nurse-interdisciplinary health care team. The nurse's appearance, words and actions are a reflection of the nurse's professionalism.
- **Technology** is the application of science. The nursing student will utilize computer science,



information science and informatics to manage data and information to support nursing practice.

## *Practical Nursing Definition*

### *Oklahoma Board of Nursing (OBN), Oklahoma Nurse Practice Act, 2020*

“Licensed practical nursing” means the practice of nursing under the supervision or direction of a registered nurse, licensed physician or dentist. This directed scope of nursing practice includes, but is not limited to:

1. contributing to the assessment of the health status of individuals and groups,
2. participating in the development and modification of the plan of care,
3. implementing the appropriate aspects of the plan of care,
4. delegating such tasks as may safely be performed by others, consistent with educational preparation and that do not conflict with the Oklahoma Nursing Practice Act,
5. providing safe and effective nursing care rendered directly or indirectly,
6. participating in the evaluation of responses to interventions,
7. teaching basic nursing skills and related principles,
8. performing additional nursing procedures in accordance with knowledge and skills acquired through education beyond nursing preparation, and
9. delegating those nursing tasks as defined in the rules of the Board that may be performed by an advanced unlicensed assistive person

## *Nursing Competencies of the Practical Nurse*

### *OBN, Oklahoma Nurse Practice Act, 2020*

The following are the competencies and roles identified by the OBN for the practical nurse (Oklahoma Nurse Practice Act, 2020). <http://www.ok.gov/nursing/ed-goals.pdf>.

#### **Competency #1: Providing Client-Centered Care**

- **Caregiver**- Assists in the implementation of established plans of care for clients. Provides client-centered care with sensitivity, empathy and respect for the diversity of human experience.
- **Advocate**- Protects the health, safety and rights of the client.
- **Teacher**- Provides basic health teaching for clients, using established teaching plans.
- **Communicator/Counselor**-Communicates with clients incorporating interpersonal and therapeutic communication skills observing client confidentiality and professional boundaries.
- **Decision Maker**- Uses problem-solving skills to make decisions and prioritize basic health care needs.

#### **Competency #2: Work in Interdisciplinary Teams**

- **Collaborator**- Shares an interdependent relationship with other health care team members for the purpose of improving client outcomes
- **Manager**-Supervises care provided by unlicensed assistants
- **Facilitator**- Participates in group process to promote the provision of nursing care
- **Ethicist**- Complies with the ethical, legal and regulatory frameworks of nursing and the scope of practice that is consistent with the *Oklahoma Nursing Practice Act*. Incorporates moral concepts and respect for diverse values and beliefs. Identifies and communicates ethical dilemmas

#### **Competency #3: Employ Evidence-Based Practice**

- **Scholar**- Maintains competence and professional growth through life-long learning.
- **Researcher**- Participates in collecting client outcomes data.

#### **Competency #4: Safety**



- **Safety-** Participates as a team member in implementing nationally recognized safety standards to reduce risk of harm to self and others. Reports errors and supports members of the health care team to be forthcoming about errors and near misses.

**Competency #5: Apply Quality Improvement**

- **Quality Care-** Implements principles of quality improvement in carrying out basic care.

**Competency #6: Utilize Informatics**

- **User of Information Technology-** Utilizes information technology to provide care, reduce medical errors and support health care interventions.

***End of Program Student Learning Outcomes***

The End of Program Student Learning Outcomes are aligned with ODCTE Curriculum Threads, the OBN Practical Nursing Definition, the NCLEX-PN test plan, and the OBN Competencies of the Practical Nurse. Upon completion of the program, the student will be expected to:

**1. GATHER DATA TO IDENTIFY NEEDS OF HEALTH CONSUMERS:**

- a. Identify basic physical, emotional, spiritual, and socio-cultural needs of the health care client
- b. Collect data within established protocols and guidelines from various sources:
  - (1) client interviews;
  - (2) observations/measurements;
  - (3) health care team members, family, and significant others;
  - (4) health records
- c. Utilize knowledge of normal values to identify deviations in health status
- d. Document data collection
- e. Communicate findings to appropriate health care personnel

**2. PLANNING NURSING CARE:**

- a. Contribute to the development of nursing care plans utilizing established nursing diagnoses for clients with common, well-defined health problems
- b. Prioritize nursing care needs of clients
- c. Assist in the review and revision of nursing care plans to meet the changing needs of clients

**3. IMPLEMENTING NURSING CARE:**

- a. Provide nursing care according to:
  - (1) accepted standards of practice;
  - (2) priority of client needs;
  - (3) individual and family rights to dignity and privacy
- b. Utilize effective communication in:
  - (1) recording and reporting;
  - (2) establishing and maintaining therapeutic relationships with clients, families, and significant others
- c. Collaborate with healthcare team members to coordinate the delivery of nursing care
- d. Instruct clients regarding health maintenance based on client needs and nurse's knowledge level

**4. EVALUATING NURSING CARE:**

- a. Seek guidance as needed in evaluating nursing care
- b. Modify nursing approaches based on evaluation of nursing care



- c. Collaborate with other health team members in the revision of nursing care plans

**5. MEMBER OF THE HEALTHCARE TEAM:**

- a. Comply with the scope of practice as outlined in the *Oklahoma Nursing Practice Act*
- b. Describe the role of the licensed practical nurse in the health care delivery system
- c. Utilize educational opportunities for continued personal and professional growth
- d. Identify personal potential and consider career mobility options
- e. Identify personal strengths and weaknesses for the purpose of improving performance
- f. Adhere to a nursing code of ethics
- g. Function as an advocate for the health care consumer

**6. MANAGING AND SUPERVISING IN THE HEALTH CARE TEAM:**

- a. Assume responsibility for managing his/her own actions when providing nursing care for individuals and groups of clients
- b. Be accountable for nursing care delegated to unlicensed health care providers

## Curriculum

### *Curriculum Organization, Instructional Methods, and General Plan of Instruction*

The Practical Nursing Program is implemented in a traditional format that is designed for completion in 10 months. The academic year is divided into two semesters. The activities in each semester are directed toward learning basic facts, nursing concepts, and nursing skills. Basic biological and social sciences are the foundation for this program. Medical terminology is integrated into all courses.

Throughout the program various methods of teaching are utilized: lecture, discussion, small group conferences, large group discussions, role-playing, audio-visuals, independent study, demonstrations, supervised laboratory practice, simulated laboratory experiences, clinical experiences, field trips, guest speakers, oral presentations, group projects, and patient case studies. Students are also encouraged to add to the discussions from their own life-experiences to enhance instruction and meet the needs of the adult learner. Students are encouraged to use **clinical judgment** to direct their decision-making process.

All students are required to attend a series of orientation sessions to include Tri County Tech policies and services, Practical Nursing policies and requirements, and policies and procedures for each clinical facility as mandated by the clinical facility. Clinical practice with supervision is an integral part of learning. Varied clinical learning experiences provide a means of introduction to the health care team concept, to include team nursing, primary nursing, and medication administration. A preceptor program is included to ease the transition from school to nursing practice.

Our goals are to connect today's preparation to tomorrow's careers; to connect academic, technical and employability skills; and to connect educational systems. All courses within each Semester build upon or enhance each other. Graduates are eligible to apply for the NCLEX-PN.

### *Cooperating Agencies*

There is much community support for the Practical Nursing program. Because of this, there are many clinical rotations which are available to students. It is very important to safeguard these experiences and



clinical relationships by practicing safe, efficient and professional care. Clinical agencies include, but are not limited to, the areas of Acute Care, Long Term Care, Skilled Nursing Facilities, Primary Care Providers, Hospice, Home Health, Public School Nursing, Pediatrics, Dialysis, and Emergency Medical Services.

## Course Descriptions

Total Program Hours: 1463

<b>Semester One</b>						
<b>Course #</b>	<b>Course Name</b>	<b>Theory Hrs</b>	<b>Lab Hrs</b>	<b>Clinical Hrs</b>	<b>Simulation Hrs</b>	<b>Total</b>
<b>PN 1401</b>	<b>Medical Terminology</b>	<b>45</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>45</b>
<i>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.</i>						
<b>PN 1402</b>	<b>Anatomy &amp; Physiology for Practical Nursing</b>	<b>120</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>120</b>
<i>Anatomy and Physiology for Practical Nursing is the study of the structures and functions of the human body. The areas studied are an integration of biology and chemistry and include, but are not limited to: Organization of the Body; Chemical Basis for Life; Cells &amp; 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.</i>						
<b>PN 1403</b>	<b>Introduction Into Nursing</b>	<b>40</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>40</b>
<i>This course focuses on the use of nursing related concepts by practical nurses as providers of care and members of the discipline in collaboration with health team members. Emphasis is placed on the Concepts of Adult Learning; Communication; Professionalism; Nursing Ethics and Law; Wellness; Holistic Care; and Health Care Delivery Systems.</i>						
<b>PN 1404</b>	<b>Long Term Care Nursing Assistant</b>	<b>59</b>	<b>0</b>	<b>16</b>	<b>0</b>	<b>75</b>
<i>This course and a valid Oklahoma State Certification are a prerequisite for entry into the TCT PN Program.</i>						
<b>PN 1502</b>	<b>Pharmacology &amp; IV Therapy Skills</b>	<b>49</b>	<b>17</b>	<b>0</b>	<b>0</b>	<b>66</b>
<i>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</i>						



essential knowledge needed to adequately contribute to the assessment and evaluation of the effect of medication on clients across the lifespan.						
<b>PN 1405</b>	<b>Fundamentals of Nursing</b>	<b>77.75</b>	<b>61.25</b>	<b>0</b>	<b>21</b>	<b>160</b>
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.						
<b>PN 1406</b>	<b>Clinical Nursing I</b>	<b>0</b>	<b>0</b>	<b>48</b>	<b>32</b>	<b>80</b>
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 and community health. These experiences include mastery of basic nursing skills.						
<b>PN 1503</b>	<b>Clinical Nursing II</b>	<b>0</b>	<b>0</b>	<b>176</b>	<b>48</b>	<b>224</b>
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. A portion of Clinical II hours are completed within Semester Two.						
<b>Semester Two</b>						
<b>Course #</b>	<b>Course Name</b>	<b>Theory Hrs</b>	<b>Lab Hrs</b>	<b>Clinical Hrs</b>	<b>Simulation Hrs</b>	<b>Total</b>
<b>PN 1408</b>	<b>Medical Surgical Nursing I</b>	<b>71</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>78</b>
Medical Surgical Nursing I addresses disorders while incorporating concepts from previous courses. This course focuses on deviations of health in adults. Students 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.						
<b>PN 1410</b>	<b>Medical Surgical Nursing II</b>	<b>74.5</b>	<b>0</b>	<b>0</b>	<b>3.5</b>	<b>78</b>
Medical Surgical Nursing II continues to address disorders while incorporating concepts from previous courses. The course focuses on deviations of health in adults. Students 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.						





<b>PN 1411</b>	<b>Pediatric Nursing</b>	<b>41.5</b>	<b>3.5</b>	<b>0</b>	<b>0</b>	<b>45</b>
<i>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.</i>						
<b>PN 1412</b>	<b>Maternal Newborn Nursing</b>	<b>41.5</b>	<b>3.5</b>	<b>0</b>	<b>0</b>	<b>45</b>
<i>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.</i>						
<b>PN 1413</b>	<b>Mental Health Nursing</b>	<b>33</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>40</b>
<i>This course presents an introduction to Mental Health Nursing. The course provides an introduction to mental health care and prevalent mental health disorders.</i>						
<b>PN 1416</b>	<b>Transition to Practice</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>15</b>
<i>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.</i>						
<b>PN 1504</b>	<b>Clinical Nursing III</b>	<b>0</b>	<b>0</b>	<b>184</b>	<b>48</b>	<b>232</b>
<i>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 will include maternal-newborn, pediatric and mental health nursing.</i>						
<b>PN 1417</b>	<b>Clinical Nursing IV</b>	<b>0</b>	<b>0</b>	<b>120</b>	<b>0</b>	<b>120</b>
<i>Leadership and delegation skills are enhanced as the student completes a preceptorship rotation in the role of Student Nurse. The course assists the student with preparation for assuming the role of the LPN in professional practice.</i>						
<b>Total Program Hours</b>		<b>667.25</b>	<b>85.25</b>	<b>544</b>	<b>166.5</b>	<b>1463</b>
<b>Curriculum Plan Developed by ODCTE 2/93; Plan Revised 6/16; Hour distribution updated 8/24</b>						





## **Oklahoma Board of Nursing Approval Statement**

*Oklahoma Board of Nursing  
2501 Lincoln Blvd., Suite 207  
Oklahoma City, OK 73105  
(405) 962-1800  
Fax: (405)962-1821*

*US Postal Delivery  
P.O. Box 52926  
Oklahoma City, OK 73152*

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

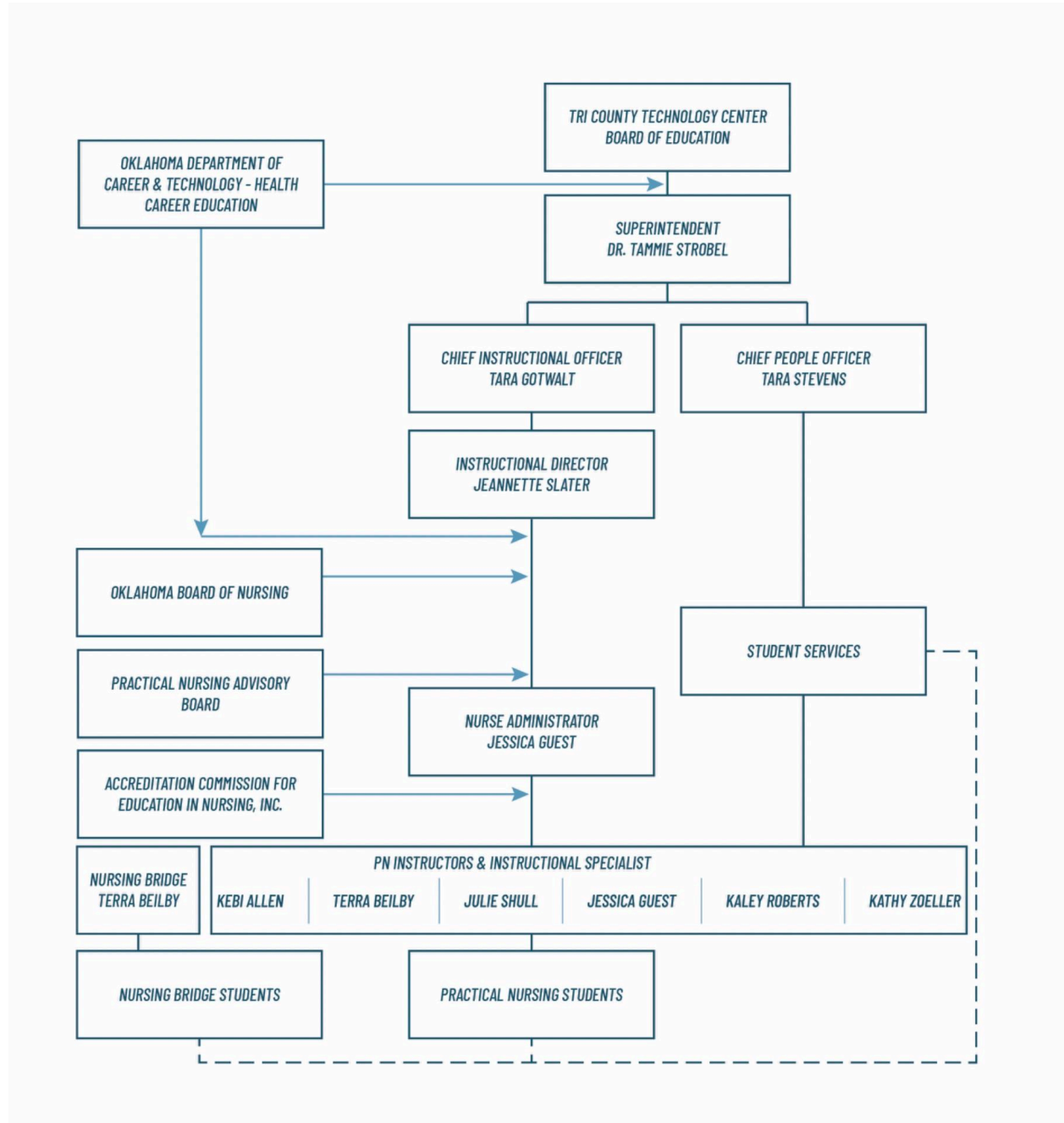
1. A valid, unexpired immigrant or nonimmigrant visa status for admission into the United States;
2. A pending or approved application for asylum in the United States;
3. Admission into the United States in refugee status;
4. A pending or approved application for temporary protected status in the United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

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

**Regulatory Authority** 59 O.S. §567.12 Board Approved: 7/92 OBN Policy/Guideline: #E-05  
Board Reviewed w/o Revision: Page 1 of 2 Revised: 9/01; 5/04; 1/25/05; 11/13/07; 5/25/10  
H:/SELLIS/Executive/Policies/Education/SchlBulletins



## TCT Practical Nursing Program Organization Chart



**Solid black lines:** direct channels of communication, responsibility, and authority that exists between personnel within the institution

**Dashed lines:** supportive services relationships

**Blue arrow lines:** interrelationship of collaboration and cooperation that exists between agencies and governing agencies



## *Tri County Tech Practical Nursing Program Policies*



## Admission Policy

### Entrance Requirements

- Complete application <https://apply.tricountytech.edu/apply/>
- Schedule and take pre-entrance test in reading, math, and writing
- Submit the following documentation
  - High School Diploma or G.E.D. Equivalent
  - Educational Transcripts
  - Proof of active CNA or CMA
  - Letters of professional reference (x3)
  - Evidence of Status Form with supporting documentation
  - Professional Resume
- Interview
- Physical Examination (including a drug and alcohol screening)
- Immunizations (See Immunizations for Nursing Students Section)
- Orientation (If accepted into the PN Program)

### Application Process

**Step I:** Persons interested in entering the Practical Nursing Program are encouraged to complete an online application and contact the adult advisor to schedule a time for testing. Following the testing, those students who have an aptitude or desire to enter the health field and who have pre-entrance exam scores which will allow them to succeed in the program, are able to move on to the next step, which includes submitting the required documents listed above. (Those persons who need to increase their pre-entrance exam scores are given the opportunity to remediate. Following this remediation they may again test for placement in the program).

**Step II:** Qualifying applicants will participate in an interview, where the applicant will be awarded points during their interview. The interview points will be added to the packet points\* and the top 22 students will be awarded a spot in the incoming PN cohort.

\*Packet points consist of points awarded for test scores, GPA, sponsorship, submitted documents, and work experience.

**Step III:** The selected 22 prospective students will be notified concerning a mandatory orientation meeting during which additional paperwork will be provided and a background check will be completed.

Upon successful completion of all steps, the applicants will then become members of the incoming nursing class. There is no discrimination made on the basis of sex, age, race, color, religion, national origin, disability, veteran or marital status in the selection of applicants.

### Persons Convicted of Felonies or Arrests

Persons who have had previous felony charges or arrests may be licensed if certain conditions are met. See the specific requirements on the Oklahoma Board of Nursing website at [www.ok.gov/nursing](http://www.ok.gov/nursing).



### *Readmission to the Nursing Program*

Persons who were in the program and left in good standing, meaning they met financial obligations and checked out through the office, may apply for readmission to the program. The student may be required to sit out for one year before re-applying. If the student was dismissed for a disciplinary reason or a failing grade, there is a chance they may not be readmitted to the program. Each case will be addressed on an individual basis. Previous financial accounts must be paid in full to qualify for re-application to the program.

Persons who were previously enrolled in the TCT nursing program twice without successful completion will be denied readmission to the nursing program.

### *Admission by Advanced Standing*

Applicants wishing to apply for advanced standing will be considered on an individual basis.

A person seeking advanced placement into the Practical Nursing Program shall have been in a formal nursing program within the 2 years prior to placement in the class. Placement will be contingent on there being a slot in the program.

### *Process:*

1. An interested person contacts the Nurse Administrator of the Practical Nursing Program to discuss prior education. This will help to determine if the courses completed match with the nursing program at Tri County Tech.
2. The prospective student may be required to take and successfully pass (76% or greater), the comprehensive examinations for the courses which he/she desires to advance beyond.
3. The prospective student must successfully demonstrate basic nursing skills.
4. A formal copy of the educational transcripts – high school or GED and nursing transcript – must be submitted prior to admission.
5. A copy of birth certificate or passport verifying US citizenship, national or permanent resident alien as required by the Oklahoma Board of Nursing for licensure must be submitted.
6. A completed physical examination including evidence of recent (within 3 months), TB testing or chest X-ray; complete immunization record (See Immunizations for Nursing Students for details) must be submitted.
7. The prospective student must submit the fee for drug testing and a background check. If the drug test is negative and the OSBI check is favorable, a formal admission is completed.
8. The absentee hours allowed will be a percentage of the overall hours allotted per the attendance policy. For example if the prospective student enters the program for the second half of the program he/she will be allowed 35 hours of absence time for the second semester.

### *Employment & Financial Aid*

Evening and/or weekend employment is discouraged due to the intensity and acceleration of the practical nursing curriculum. Before seeking employment, students are encouraged to discuss the matter with the Nurse Administrator or the Financial Aid Officer for other alternatives. Students who work in hospitals or other health care agencies may not wear the student uniform or be identified as a student nurse while at their job.

Financial aid in the form of scholarships is available to students for tuition and educational expenses.



Applications for scholarships can be made by contacting Student Services.

### *Outside Sponsorships*

Students who are sponsored by an outside organization shall provide a letter from that sponsor on or before the first day of class stating the fees for which that organization will be responsible.

## *Alcohol or Illegal Chemical Substance Use*

### *Alcohol or Illegal Chemical Substance Testing*

Any student whose behavior, while on school property, at a clinical site, at a school sponsored event, in school vehicles or going to or from a school sponsored event, creates a reasonable individualized suspicion that the student is under the influence of alcohol or an illegal chemical substance may be required to take an alcohol and/or drug use test. (Over the counter legal substances used for recreational purposes will be treated the same as alcohol or illegal drugs.)

Adult students in nursing are expected to be examples of optimum health. The following policies apply to practical nursing students.

- a. Students will be given drug screens at various times of the year. Students must meet the standards for employees of all clinical facilities to continue to attend the clinical area. It will not be possible to complete the program without the clinical component. A positive drug screen (including THC) will result in dismissal from the program. See Student Agreement For Drug Testing And Clinical Eligibility
- b. The use of alcohol or any illegal or prescription drug that has not been prescribed specifically by a physician for the student before or while in the school, a school sponsored activity, or clinical area, is grounds for immediate dismissal. Inappropriate use of prescription drugs that interfere with competence will also be grounds for dismissal.
- c. Any student suspected of drug/alcohol use can be required to take blood & urine tests at his/her own expense. Should transportation be necessary, provision will be made by the faculty. Refusal to take such a test is grounds for immediate dismissal.
- d. Faculty will document observed behavior.

### *Tri County Tech Policy*

See The Tri County Tech Student Handbook for TCT's policy on Drug Free Schools & Communities.

### *Appeal Process*

The student will have the right to ask that a disciplinary decision be taken to an Appeal Committee before being suspended. The decision of the Appeal Committee will be final. ***See Discipline Appeals Procedures in TCT Student Handbook Appendix V.***



## Articulation

The Tri County Tech Practical Nursing Program is accredited by the Accreditation Commission for Education in Nursing (ACEN). The Oklahoma Board of Regents for higher education has stated that graduates from ACEN accredited schools may receive college credits for previously acquired education therefore, allowing graduates to move into an advanced level of the nursing program at a college or university. The amount of credit granted will be determined by the educational institution granting the advanced credit.

## Attendance Policy

### Attendance

The practical nursing curriculum is an intensive and accelerated program of study in which regular attendance is a necessity and a requirement. Students are encouraged to be in the classroom five minutes prior to the start of each class and at the clinical area station 15 minutes prior to the shift time. **See TCT Clinical Rotation Key for assigned arrival and departure times for all clinical sites.**

1. Students are expected to call in for all absences. The student must call the appropriate instructor to notify them of the absence. Leaving a portion of the day also requires notification of faculty. The first "no call, no show" the student will receive a Performance Improvement Plan (PIP). The student will be considered for dismissal with the second occurrence. Attendance is submitted for each class period (morning and afternoon), therefore it is possible for students who attend a full day to receive multiple tardies in a single day. PN students are allowed 5 full-day absences per semester. The student should provide appropriate documentation if available (i.e.: doctor's note, court order, etc.) to the PN Nurse Administrator upon return to school. If a student exceeds the number of allowable absences, he/she must follow the appropriate procedures for filing an appeal (**Refer to section titled "Loss of Credit Appeals Process"**).
2. When it is necessary for the student to be absent from clinical, the student should notify the assigned instructor at least 1 hour before clinical or as soon as possible. If the student will be absent from independent clinical, she/he must also call the Clinical Site within 15 minutes of the start time for the clinical rotation (**see TCT PN Clinical Rotation Key for contact information for each site**). Notification of absence must be made by the student. Avoid scheduling medical/ dental appointments during class/clinical time.
3. Classroom tardies/absences: A **tardy** is considered an absence less than 30 minutes. An adult student is considered **absent** if he/she misses more than 30 minutes of the class period. Five (5) tardies equal one (1) days absence. Excessive tardies may result in disciplinary measures.
4. Clinical grades are calculated according to student participation in learning activities during the clinical experience, attendance, completion of written learning activities (including Pre-Clinical Homework) and participation during Clinical Conference. During the clinical portion of the program, the student will be scheduled to complete eight hours per day, although the scheduled days of the week will vary. Every effort will be made to schedule the clinical practice during the day shift. During preceptorship experiences, the student may be scheduled during day, evening, night, and/or weekend hours.



5. A student absent for illness requiring hospitalization or three or more consecutive days of absence **must** obtain a release from their physician and notification of diagnosed illness to return to school. The release will be given to the PN Nurse Administrator (or instructor if at clinical) on the first returning day. This ensures health for the student and the clients in the clinical area.
6. The student will be given a written notice once absences have accumulated. At that time the student will be instructed to talk with the PN Nurse Administrator who will explore with the student ways to prevent future absences.
7. Once a student has exceeded the allowed number of absences, he/she may not receive credit and may be dismissed from the program. Policy I-407-B1

### *Inclement Weather*

In case of bad weather, the student will be expected to be present if school is being held. If school is canceled, it will be broadcasted on radio and television channels, the Tri County Tech social media platforms, and through the TCT Emergency Alerts system. It is the student's responsibility to sign up for the TCT Emergency Alerts. (**Text: TCTALERTS to 833-661-0512**) to sign up.

Students who attend or reside in a home school district that is closed due to bad weather will be excused from classes and be allowed to make up all class work. Policy G-505-A1. At all other times students should be in attendance.

In case it becomes necessary to close Tri County, the following radio and TV stations will be notified:

**Television:**

KJRH Channel 2 – Tulsa  
KOTV Channel 6 – Tulsa

**Radio:**

KWON, KYFM, KRIG, KPGM – Bartlesville  
KGGF – Coffeyville

### *Make-Up*

On the day the student returns to class after an absence, it is the **student's** responsibility to meet with the instructor to make-up any missed assignments and/or tests. Failure to meet with the instructor to discuss make-up work will result in forfeiture of opportunity to make-up assignments &/or tests. All testing and/or assignments listed on the course outline must be completed the day the student returns to campus, or as scheduled by the instructor.

## *Clinical Experience*

### *General Information*

The Tri County Tech Practical Nursing Program has an agreement with each agency it uses for student clinical experience. Therefore, faculty and students have certain obligations to the agency personnel regarding attendance, being familiar with the agency's rules and regulations, as well as abiding by these rules and regulations when assigned to nursing care.

The clinical area provides an opportunity for the student to apply the theory and skills learned in the





classroom and practice laboratory and to build upon these principles. The clinical experience begins early in the program, progressing from the simple to the more complex clinical situations. Selection of learning experiences is based upon the student's needs. Client assignments are made by faculty.

Students are responsible to their instructors when in the clinical area. Students are also responsible to the nurse-in-charge of the unit to which they are assigned. If the clinical facility asks that a student not come to their area and this is the major part of the experience, the student may be dismissed from the program.

## Clinical Hours

Clinical hours vary depending upon facility and clinical course. Some facilities have unique schedules that require flexibility. Students assigned to St. John Ascension Jane Phillips will be provided a 30 minute lunch break and are not allowed to leave the campus during their clinical shift. Students assigned to other clinical facilities will be provided a lunch break in accordance with the policy of that facility.

## Conference Attendance and Pre-Clinical Participation

Conference time and Pre-Clinical hours are to be used to prepare for the clinical rotations including:

- Practicing skills which will be necessary during the rotation
- Completing any applicable Pre-Clinical homework assignments and researching information for background knowledge required for the upcoming clinical rotation
- Meeting with the instructor to review grades and to receive feedback regarding the clinical performance and written assignments
- **If a student is absent during Conference time, and/or has not completed learning activities as assigned, a 10% deduction will be applied to the weekly clinical grade.**

## Learning Activities

- All Pre-Clinical homework assignments must be submitted by the assigned due date and time preceding the clinical rotation.
  - **These assignments are designed to prepare the student with knowledge to ensure a successful learning environment during the actual clinical rotation, therefore, they must be completed before the student attends the clinical rotation.**
  - If a student does not submit the Pre-Clinical assignments on time, they will incur a loss of 25 points. In order to attend clinical, **the Pre-Clinical assignments must be submitted, even if it is late and the student will not be receiving credit.**
  - In the event that the student does not submit the Pre-Clinical assignment before the Clinical Rotation start time, the student will not be eligible to attend the clinical experience and will receive a zero for the week.

## Clinical Attendance

- Satisfactory participation in learning activities during each clinical rotation will contribute to points earned for that week's clinical grade. To earn full credit, the student must meet or exceed the clinical objectives outlined in the clinical course syllabus. This includes adhering to the dress code policy.
- Absence/Tardy less than 2 hours:
  - If absent up to 2 hours during the clinical day, **a 10% penalty will be applied for the absence/tardy.**



- Professionalism and punctuality are foundational for the nursing profession, therefore, chronic tardies will be penalized.
- Absence/Tardy greater than 2 hours:
  - If absent from the clinical day for more than 2 hours, **it will be counted as a day's absence of clinical hours and the student will be required to make up the clinical hours.**
  - Makeup of clinical hours will be scheduled with the PN Nurse Administrator. These hours will be completed outside of class time (typically on weekends) at an assigned facility.
  - Makeup Clinical hours must be scheduled and satisfactorily **completed within 4 weeks of the absence (4 week time allotment begins when the student returns to school).**
  - Participation in a variety of clinical settings is foundational for the student nurse, therefore, it is imperative that the student take advantage of learning opportunities at the assigned clinical sites. Excessive absences depreciate the learning experience. OBN requires graduates to have completed a set number of clinical clock hours. **Therefore, the TCT PN Program will allow a student to make up no more than 10% of the total number of required hours per clinical course.**
  - If the student fails to make up the clinical hours within the allotted time frame, or is absent for greater than 10% of the total clinical hours per clinical course, **they will be dismissed from the program.** At the discretion of the PN Nurse Administrator, exceptions may be made for extenuating circumstances.
- Any student leaving any clinical site before the end of the assigned schedule, without notifying their instructor may be dismissed from the program. This is considered Patient Abandonment.

## Grading

Each weekly clinical grade will be averaged into that clinical course's grade. A passing grade of 76% or higher at the closing of the clinical course is required, in order to advance in the program.

## Errors and Accidents

It is extremely important that accidents and errors be reported immediately to the instructor and/or nurse in charge. It is the student's responsibility to fill out the appropriate form used by the health facility according to policy. A copy of the report must be given to the PN Nurse Administrator.

It is strongly advised that all Tri County Tech students carry health and/or accident insurance. A student sustaining an injury should report it to the instructor and complete a Tri County Tech accident report sheet. Students are responsible for their own medical treatment.

## Clinical Dress Code

### Uniform

- During clinical rotations students should wear the school-provided scrub uniform unless otherwise directed. Uniform should fit properly and be in good taste, allowing for safety and modesty.
- Badge, and clean, professional shoes are required during clinical rotations. Open toed shoes are not allowed.
- A lab coat, provided by TCT, can be worn while in clinical areas. No other type of jacket is permitted while at clinical.

### Hair

- Hair will be clean, well groomed and styled so as not to interfere with vision or create a hazard in the workplace. Shoulder-length or longer hair will be tied or pinned back. Hair will be of natural hues only.
- Headbands should be neutral in color. No hats, scarfs, large bows, etc. permitted.



- Facial hair will be well groomed, closely trimmed and may not interfere with personal protective equipment.

#### Jewelry

- Watches with a second hand are required.
- Wedding ring or class ring are the only rings worn during clinical.
- Small earrings for pierced ears are acceptable. (limit of 2 per ear and 0.5" diameter)
- No necklaces or bracelets are permitted while in clinical.
- Facial piercing and ear gauge jewelry will be replaced with clear or matching skin tone retainers during clinical rotations.

#### Nails

- Nails should be well manicured and of short length.
- Polish should be clear or a light neutral shade, without chips.
- No artificial nails, extenders, overlays, shellac, gel nails, etc.

#### Other attire

- Undergarments, breasts, and backsides, must be kept covered at all times.
- No other attire will be acceptable while in the clinical facility. This includes hoodies and jackets.

#### Professional appearance

- Uniforms should be clean and without wrinkles.
- Shoes must be clean.
- Good personal hygiene and use of deodorants are a must.
- Chewing gum is not permitted.
- Avoid the use of strong perfumes, body sprays, and shaving lotions. Makeup should be neutral and professional.
- Tattoos are permissible. Tattoos that contain offensive content must be covered. If the tattoo is questionable, the PN Nurse Administrator will be consulted to determine whether the content can be construed as offensive.

#### Uniform etiquette

- The clinical uniform should not be worn outside the clinical area except when going to and from home.

Other items which should be carried to the clinical area include:

- |  |                                |
|--|--------------------------------|
| • Pens                                 | • Stethoscope                  |
| • Bandage scissors                     | • Penlight flashlight          |
| • Small notebook                       | • BP Cuff (facility dependent) |
| • Appropriate clinical paperwork forms |                                |

## Classroom Conduct Rules & Regulations

Students are subject to the rules and regulations of Tri County Tech and the health facilities in which their clinical experience is obtained. Neat appearance and proper dress have a direct effect on professional behavior. Students are expected to dress appropriately and set an example for others by their appearance. Personality development, grooming, personal cleanliness, and language are important parts of the curriculum of Tri County Technology Center and the Practical Nursing Program. Conduct and clinical performance must meet the standards set by Tri County Tech and the Practical Nursing program.



The practical nursing student is an adult student. As such adult behaviors are expected including:

1. Classroom times are generally 08:15 am - 11:15 am and 12:15 pm -3:15 pm.
2. While at school, the student is expected to be courteous of the other classes in progress and the learning environment of other students.
3. Active participation in learning is encouraged. The student is expected to be courteous at all times in the classroom. The instructor reserves the right to remove any student from the classroom who they feel is disruptive.
4. The student is expected to come prepared for class. Students should bring required supplies which may include the following: pen, notebook paper, course outline, assignments, textbooks, and a laptop/school-issued Chromebook.
5. Instructors will not accept late work. Refer to each course outline for due dates and times.
6. Policy on Academic Misconduct (Cheating and Plagiarism):
  - a. Cheating is considered to include, but is not limited to:
    - Copying from another student's test, a test key, and/or theft of a test
    - Copying from a paper or assignment (including those of fellow students)
    - Cheating also includes changing of answers after a test has been graded/submitted
    - Cheating on an exam includes having additional materials, programs, or files open on the computer or in the student's possession during the exam
    - Cheating also includes accessing unauthorized materials (either digitally or on the student's person) during the exam or assignment (pertains to in-person and virtual examinations).
    - Doing group work on an individual assignment
    - Placing intellectual property (tests or other materials) on study websites
  - b. Plagiarism is defined as, but is not limited to:
    - Copying from a magazine, journal, book , or other source on an assignment without giving appropriate credit to the author.
    - Copying from a magazine, journal, book , or other source on an assignment without synthesizing into the student's own words and properly citing the source.
    - Reusing all or part of one's previous work for a new assignment. All material directly copied must be in quotation marks and appropriately cited. Student work should be rephrased to be unique on written assignments and for disease/pathophysiology summaries. Any written assignment with answers copied directly from the text will result in a zero on that portion. Habitual occurrences will result in a zero on the assignment.
  - c. Academic misconduct will be determined by evidence. Depending on severity, the infraction may result in dismissal from the program or a PIP.
7. No tobacco use is allowed in any building or on any part of the property at Tri County Tech, this includes e-cigarettes and vaporized smoking. Practical Nursing students are not allowed any tobacco usage during clinical hours, which includes e-cigarettes and/or vaporized devices.
8. Cell phone usage is allowed only during lunch and break time. Cell phones are to be turned to silent and left in students' vehicle, bag, or the classroom receptacle at all other times. Repeated occurrence will result in a PIP for failure to follow policy. Please have family members call the PN Nurse Administrator at 918-331-3292 as needed.
9. Use of technological devices to support education is encouraged. Any use during class time for non-educational purposes will result in the loss of the privilege of using the device and the student may be sent home and incur an absence.



10. Breaks will be given each morning and again each afternoon, at the discretion of the instructor. Repeatedly traveling in and out of class disturbs other students and the instructor. Students will remain in the classroom for 1 - 1 ½ hours at a time. Students wishing to request an exemption to this policy must present their request to the PN Nurse Administrator.
11. Class schedules are posted in the classroom and given to students. Anticipate schedule changes, as necessary.

## Classroom Dress Code

TCT PN students are required to wear a school-issued scrub uniform to all class sessions, skills lab sessions, simulation lab sessions, and clinical rotations, unless otherwise directed by the instructor. Uniforms should be clean and without wrinkles. Shoes should be clean. Good personal hygiene and use of deodorants are a must.

## Criteria for Course Completion

Passing each course and graduation from the program is dependent upon:

1. A grade of 76% or better at the completion of each course and clinical. Students are provided a login to the school's Learning Management System to monitor their grades and status within the course.
2. Attendance record in accordance with the attendance policy.
3. Satisfactory clinical performance – the ability to give safe, effective, and skillful nursing care.
4. Conduct compatible with the Code of Ethics for Licensed Practical Nurses as stated by the National Federation of Licensed Practical Nurses, Inc. (Appendix II)
5. Course grades will be utilized to determine the attainment of course objectives.

## Disciplinary Action & Dismissal

Few students will fall into this category. All cases will be considered on an individual basis. A student who fails to attend class regularly; who has an unsatisfactory scholastic record; unsatisfactory clinical performance; or who otherwise demonstrates a lack of appropriate concern for satisfactory progress; or whose health, work, attitude, or conduct is inappropriate (acts which will bring discredit to the school) may be suspended, placed on probation, or dismissed from the program.

A Performance Improvement Plan (PIP) stating the problem and consequences will be completed by the instructor and/or PN Nurse Administrator counseling the student. This PIP should be signed by the instructor and the student. A copy of these documents will then be kept in the student's file and updated regarding progress.

If you have concerns, don't wait until it becomes a big issue. Talk with your instructor. If you can't arrive at a mutual agreement, please address this to the PN Nurse Administrator or the Student Services Adult Advisor. For grievances refer to policies P-336-A1 (discrimination) or I-414-A1 (suspension). The policies are located on the Tri County website at <https://tricountytech.edu/>

The student may be dismissed from the program for any of the following reasons:

### Academic Dismissal



1. Attendance not in accordance with the Attendance Policy including “no call, no show” and over 5 full-day absences (35 hrs) with no documentation of medical necessity and written plan for improvement. The student will be considered for dismissal with the second occurrence of “no call, no show”.
2. Grade average below 76% at the end of any course, including clinical.
3. Cheating/plagiarism (see policy under Classroom Conduct Rules and Regulations)
4. Clinical performance that does not reflect clinical competence for safe client care. This includes any infringement of the Oklahoma Nurse Practice Act such as gross negligence in clinical performance as defined by OBN or evaluated by the nursing faculty as failure to meet nursing practice guidelines appropriate for level of training.
5. Inability to demonstrate competence of nursing skill performance in lab setting. Remediation on the skill must be completed by the student after the first and second failed attempts. The third and final attempt must be successful, or dismissal will occur.

### *Non-Academic Dismissal*

1. Repeated disruptive behavior in class/clinical as defined in the rules of Tri County Tech including Internet access guidelines.
2. Noncompliance with Student Policies of Tri County Tech or the Practical Nursing Program.
  - a. Dismissal will occur if the student incurs **2 PIP's** for the same offense or **3 Generalized PIP's**
3. Unprofessional or unsafe behavior in the clinical area as defined by the Practical Nursing Code of Ethics and the Oklahoma Nurse Practice Act.
4. Violation of a state or federal law impacting health care practice such as HIPAA, Medicare/Medicaid fraud, etc. Students may not place any information regarding a patient, clinical experience, or pictures taken from the clinical area on any media device. This is a breach of confidentiality (HIPAA) and is punishable by fine and/or imprisonment.
5. Incapacitating physical or emotional condition which prevents the student from fulfilling the “Essential Abilities for Successful Participation & Completion of the Practical Nursing Program”.
6. The use of alcohol or drugs as defined by Tri County Tech policy.
7. Conviction of a felony or court ordered admission to a mental institution during the program.
8. Failure to provide written notification to the PN Nurse Administrator of any arrest or legal action occurring during the program. Notification must occur within 3 class days or prior to any clinical attendance.

### *Plan for Improvement (PIP)*

Students not meeting the requirements or behaviors for satisfactory progress will be given a PIP which will include a description of the incident; ways to improve; and positive/negative consequences of improvement. The student and faculty should work together to identify ways to modify behavior for successful improvement.



Activities which will result in a PIP include, but are not limited to:

1. Plagiarism and/or cheating (See Classroom Conduct Rules and Regulations section).
2. Using cell phones during class (including texting). Cell phones are to stay in the designated spot, unless the instructor specifies otherwise. Cell phones can be retrieved at break, lunch, and after school.
3. Using cell phones or texting during clinical experience. Cell phones should remain in the student's car or bag during clinical rotations.
4. Failure to call in to the Instructor or clinical site when absent (No Call No Show).
5. Conduct not compatible with the Code of Conduct.
6. Rude or disrespectful behavior toward instructors, clinical staff, or classmates.
7. Unprofessional behavior or complaint received concerning a student during clinical rotation.
8. Tobacco Violation

## Suspension

During a suspension, students will not be allowed on school property. Suspension hours will be counted against the attendance policy. Suspension may range from one day to the remainder of the semester. Test and homework grades given during the suspension will result in a zero. If a student misses clinical hours due to suspension, the student will be required to complete the hours missed, but will not receive a grade/points for the clinical rotation.

Activities which will result in suspension include:

1. Cheating on tests or assignments (see policy under Classroom Conduct Rules and Regulations)
2. Violation of cell phone use
3. Drug, tobacco, or alcohol violations
4. Pornography on school computer
5. Fighting on TCT campus, clinical, or during school sponsored events
6. Rude/Disrespectful behavior towards TCT staff and/or clinical staff
7. Unprofessional or unsafe behavior toward patient or staff during clinical rotation

## Withdrawal

Although we want every student enrolled in the Practical Nursing Program to complete the program, we understand that for some persons this may not be possible. Students contemplating withdrawal from the program are encouraged to discuss their withdrawal with the PN Nurse Administrator before reaching a final decision.

Students must withdraw through Student Services and the Finance Office in order to maintain a satisfactory status with the school and be eligible for possible readmission.

## Essential Abilities for Successful Participation & Completion of the Practical Nursing Program

Tri County Tech is committed to admitting qualified nursing students without regard to race, color, ethnic or national origin, age, disability, marital status or religion. For successful admission and continuance in Tri County Tech's Practical Nursing Program, a specific set of essential cognitive, sensory, communication, psychomotor and behavioral/ emotional/ spiritual health abilities are required to be performed with or without reasonable accommodations. Students seeking reasonable accommodations





must request them in a timely manner in order to avoid scheduling delays. These essential abilities, which are also referred to as technical standards, include but are not limited to:

- **Cognitive and Sensory:** The student must be able to holistically observe and assess a patient for alterations in health. The student must assimilate knowledge quickly and be able to demonstrate knowledge gained. All data received by the senses must be integrated, analyzed and synthesized in an accurate manner to provide safe patient care. The student must have the problem-solving skills to set priorities in managing patient care. The student will also need to have the mathematical problem solving ability to calculate complex medication dosages and the intellectual and sensory capacity to ensure that the correct medication dosages and treatments are delivered, which involves accurately reading small-print medication labels. Students must be able to work safely with chemicals used in healthcare settings and tolerate noxious odors.
- **Communication:** The student must be able to effectively communicate and illicit information, both verbally and non-verbally. Effective and sensitive communication is required with people across cultural and social backgrounds in a manner that upholds the human dignity of the individual. Students must demonstrate effective communication with patients, families, community members, and colleagues on the healthcare team.
- **Psychomotor:** The student must be able to provide holistic nursing care and be able to protect and care for patients in emergent and urgent situations. The student is expected to maintain astute awareness of patients' conditions and have the stamina and clinical reasoning to respond appropriately, personally or through delegation to other healthcare team members. The student must be able to position and transfer patients and move them from room to room. Additionally, the student must be able to take computerized exams.
- **Behavioral and Emotional:** Students are expected to be able to exercise sound clinical judgment and to function at full cognitive and emotional capacity as they provide safe holistic care for patients. The student must be able to be flexible, respond responsibly and effectively under stress, and take immediate and appropriate corrective action if a mistake has been made or an adverse patient condition arises. Students are expected to demonstrate unconditional positive regard for all patients.

## Evaluation and Testing

### Clinical Area

A clinical grade and evaluation is given each week. See section titled "Clinical Experience" for clinical grade computation and evaluation.

### Progress Evaluation

A comprehensive file will be kept on each student containing such information as grades, attendance, lab and clinical experiences, participation in classroom activities, and progress records. Student files will be kept for three years and then will be shredded. Grades and attendance are entered into the electronic Learning Management System. Students will be furnished a password so they may access their records at any time and check their status.

### Grade Computation

Grades for each course will consist of several different components. Each grade will be consistently and





fairly administered.

When practicing the profession, areas of great concern include: dependability, cooperation, interpersonal relationships, and attitude toward the nursing occupation. Knowledge must also be evident in order to give safe, efficient, and effective nursing care. Knowledge will be measured through written assignments, skill lab competency check-offs, simulated patient care experiences, quizzes, tests, oral reports, and final examinations.

The theory grade will be computed as follows:

15%	homework and oral presentations
10%	quizzes
50%	unit or chapter tests
25%	midterm and final examinations

If a student is absent for an exam, a 5% penalty deduction will be applied to the exam score after it is made up. The student may present a doctor's note or court appointment documentation to waive the 5% penalty. Additional documentation may be accepted, at the discretion of the PN Nurse Administrator.

Any student whose grade falls below an 80% in any course will be put on academic probation and will be required to complete assigned tutoring or remediation. Failure to comply with assigned tutoring or remediation may result in disciplinary action. Once the student's grade returns to an 80% or better, the student will be removed from academic probation. Any student who scores below an 80% on any exam, will be required to complete assigned remediation. Failure to complete the assigned remediation prior to the deadline will result in a 5% penalty deduction to the exam grade.

Some courses may offer the opportunity for extra credit. Extra credit points will only be applied after the final examination is completed, and if the student has achieved a passing grade of 76% or higher prior to application of the extra credit points.

Weekly clinical grades make up 100% of each clinical course. Clinical grades are calculated according to student participation in learning activities during the clinical experience, satisfactorily meeting clinical course objectives, attendance, completion of written learning activities (including Pre-Clinical Homework), and participation during Clinical Conference. Absences during Clinical Conference will result in a 10% penalty deduction on the weekly clinical grade.

## Grading System

The following grading system will be used with the point system indicated for determining grade point average:

A - Excellent	100-92	4 grade points per clock hour
B - Superior	91-84	3 grade points per clock hour
C - Average	83-76	2 grade points per clock hour
F - Unsatisfactory	75-0	0 grade point

## Procedure for Testing



Academic Integrity is of utmost importance when it comes to the profession of nursing. As such, students in the TCT PN program are expected to abide by the following testing procedures:

1. Students are not permitted to bring any personal belongings into the testing room, or have them out or on their person if the test is taken in the classroom.
2. Items prohibited in the designated testing area include, but are not limited to, cell phones, smart watches, notes, books, earbuds or headphones, food/drinks, sunglasses, hats/visors, cameras, recording devices, and blankets. Students will be required to empty pockets.
3. Students may not communicate in any way with other students while any students are taking the exam/quiz (no talking, whispering, hand signals or notes).
4. Students are to keep their eyes focused on their own screen, not on screens around them.
5. Students may not record or share quiz or exam content in any manner.
6. Students are expected to have a high level of academic integrity. If a student personally witnesses cheating or academic dishonesty, they are obligated to report this to the instructor.
7. Bathroom breaks will not be permitted during an exam. If you have a medical condition that makes this difficult, please get a physician note and discuss the possibility of an accommodation with your instructor before testing.
8. Quiz/exam grades will be posted within one business day. Exam review must be scheduled with the appropriate instructor. The student may not record the review, or take notes during the review.

### *Procedure for Remote-Proctored Testing*

To promote test security and support the validity of the assessment materials, additional restrictions are placed on remote-proctored testing in the event that the student is virtual.

1. The student is responsible for supplying stable and adequate internet service that allows for smartphone and laptop usage simultaneously.
2. The student's computer and cell phone must have audio and a front-facing camera installed to allow for monitoring of the testing session.
3. Student's testing environment must be quiet and free from distractions and interruptions including, however not limited to, friends, family members, and children during the testing. Interruptions of testing will result in a grade of zero "0" on the assessment.
4. The student will provide the test proctor with a thorough view of the testing area to ensure that no unauthorized materials are being accessed during the exam. The workspace needs to be cleared of all materials except what is authorized by the instructor.
5. The student will comply with all faculty instructions for sign in, test process, and appropriate logout method. Failure to comply with any and all instructions will result in a grade of "0" on the assessment.

## *Graduation Procedures*

Approximately one month before pinning, students may turn in pictures which they would like to have considered for the Pinning Student Presentation. These pictures should be tasteful – no smoking and nothing which would degrade or offend someone else. The faculty will construct the presentation and approve of any pictures used.

The first semester class members will assist with passing out the programs; serving refreshments; taking



down decorations; and clean up after the ceremony.

### *Eligibility*

Students must maintain a 76% grade average in each class, complete all necessary course requirements, and be recommended by the faculty to be eligible for graduation.

### *Commencement*

Graduation exercises are held annually, in May. December and May graduate cohorts are eligible to attend the commencement ceremony. At the pinning ceremony, each graduate receives a pin and diploma from Tri County Tech. Graduates purchase the school pin within their tuition.

## *Health & Illness*

Students are responsible for their own health and medical care. Medical and dental appointments should not interfere with the student's classroom or clinical schedule. Students may not approach physicians in the clinical area regarding personal illness. If a student becomes ill in the clinical area, the instructor should be notified.

Some cases of infection or illness may require a physician's statement before the student may return to the classroom or clinical area. If a student is absent for an illness that requires hospitalization or if the student is absent three or more consecutive days, the student must obtain a release from their physician and notification of diagnosed illness to be eligible to return to school. The release will be given to the PN Nurse Administrator (or instructor if at clinical) on the first returning day. This ensures health for the student and the clients in the clinical area.

Clinical assignments may involve participation in client care areas that pose a risk to persons with certain medical diagnoses. Student safety is a priority for the TCT PN Program. Therefore, students under the care of a physician, who may have physical restrictions based on a medical diagnosis, may need to obtain a physician's release in order to safely complete the physical requirements of the clinical courses. Please see the "Essential Abilities for Successful Participation and Completion of the Practical Nursing Program".

### *Counseling Assistance*

Faculty members are available for counseling to ensure student success. There will be formal times set up for the instructors to meet with the individual students. If you feel a need to meet with an instructor at other times please talk with the instructor to arrange this.

The administrative personnel and the school counselors of Tri County Tech are also available. Students are encouraged to seek help early when help is needed. TCT is committed to student success and promotes student health and wellbeing. Counseling support and services are provided free of charge. Appointments can be scheduled directly with our licensed counselor, Julie Odell at [Julie.Odell@TriCountyTech.edu](mailto:Julie.Odell@TriCountyTech.edu).

## *Immunizations for Nursing Students*

With the dangers of exposure to various diseases inherent to the patients with whom nursing students will be in contact, the clinical facilities, nursing faculty and administration of Tri County Tech require students enrolling in the PN Program to have evidence of MMR (x2), varicella (x2) or disease documentation/titer,



tetanus (within last 10 years), full COVID-19 vaccination and booster(s) as recommended by the CDC, influenza, and a current TB test (within 3 months). Students may be eligible to apply for religious or medical exemption/declination for required vaccines. This information will be shared with the clinical sites used by the program.

In addition, because of the potential for exposure to the hepatitis B virus, students are further encouraged to obtain the hepatitis B vaccination series prior to starting clinical rotations. Since this vaccine is given in a series of three injections over a six-month time frame, it is necessary for the student to begin the series prior to actual entry into the program. The cost of the hepatitis B vaccinations varies but may be as much as \$150.00 for the series. Students are responsible to ensure all required immunizations are up to date prior to the start of clinical courses.

A copy of the immunization record showing the acquisition of the hepatitis B vaccination, or a signed declination form must be in the student's file. The student must notify the PN Nurse Administrator of the desire to apply for exemption prior to beginning the program (Policy adopted by the Tri County AVTS Board of Education 2/22/93.)

## Infectious Diseases

Within the healthcare industry, there is a risk of exposure to a variety of communicable diseases. Those of particular concern within the industry are the Hepatitis B (HBV) and Human Immuno-deficiency (HIV) viruses. Both of these viruses are found in body secretions, especially blood, and are often referred to as blood borne pathogens.

### Hepatitis B (HBV)

Hepatitis B is a virus which attacks the liver resulting in swelling, soreness and loss of normal liver functioning. Since the liver is a major filter of blood and destroyer of toxic materials, this may cause serious consequences. The symptoms of Hepatitis B infection include: weakness, fatigue, loss of appetite, nausea, abdominal pain, fever, headache and the characteristic jaundice or yellow discoloration of the skin. Symptoms may vary from severe to non-existent. A major concern for the health care worker is the chronic carrier or person who has the virus present at all times. Although the carrier is not ill, the virus may be transmitted to others through contact with blood or body fluids from this person. There is a vaccine available to prevent Hepatitis B infection. It is recommended that persons who are at risk of exposure (including all health care workers) be vaccinated.

### Human Immunodeficiency Virus (HIV)

Human Immunodeficiency Virus (HIV) is a virus which attacks a person's immune system and results in their being unable to fight disease. This virus causes Acquired Immunodeficiency Syndrome or AIDS. The symptoms of HIV infection may take as long as 8 to 10 years following exposure to appear. They may include: night sweats, weight loss, fever, fatigue, gland pain or swelling, and muscle or joint pain. Presently, there is no vaccination against or cure for HIV.

### Standard Precautions

You can protect yourself and patients from disease by using standard precautions. Standard precautions means using precautions and protective devices when there is a potential for exposure to any body fluids.



This is the method used by the clinical facilities in which our students practice.

Throughout this program you will be taught and encouraged to use personal protective equipment and practices to protect yourself and others from exposure to body substances. These will include, but are not limited to: proper hand-washing; practices for disposing of sharps; practices for disposing of materials contaminated with body secretions; and the use of protective equipment such as gloves, gowns, etc. when the potential for exposure is present.

Learn and practice standard precautions at all times to protect yourself and others from infection.

## Exposure

Even when practicing careful technique and proper procedure, exposure to contaminated materials may occur. Pathogens or disease causing organisms may be transmitted through contact with mucous membranes, non-intact skin (including: cuts, abrasions, burns, rashes, paper cuts, hangnails, etc.), or touching contaminated areas or surfaces.

Health care workers must especially be careful to prevent puncture wounds or cuts from contaminated sharps.

### **If exposure does occur:**

1. Immediately wash the exposed area with warm water and soap; if mouth exposure - rinse with water or mouthwash; and if eye exposure - irrigate with water or normal saline.
2. Immediately report the incident to your instructor describing how, when, and where the incident occurred.
3. Your instructor will tell you what procedure needs to be followed. The student is responsible for his/her medical treatment.

All nursing personnel, including student nurses, are professionally and ethically obligated to provide client/patient care with compassion and respect for human dignity. No nursing personnel, including students, may ethically refuse to treat a patient solely because the patient is at risk of contracting, or has an infectious disease such as HIV, AIDS or HBV.

(Position Statement - American Association of Colleges of Nursing, "Policy and Guidelines for Prevention and Management of Human Immunodeficiency Virus and Hepatitis B Virus Infection in the Nursing Education Community")

## Licensure

### Eligibility

The Tri County Tech Practical Nursing Program is approved by the Oklahoma Board of Nursing. Graduates of this approved program are eligible to apply to sit for the National Council Licensure Examination (NCLEX) for Practical Nurses.

### Arrests & Felonies

Please see the Oklahoma Board of Nursing Policy at [www.ok.gov/nursing](http://www.ok.gov/nursing).

### Application



Applications for the examination will be completed and sent to the Board of Nursing approximately 2 months prior to graduation. The final transcript will be submitted after the last scheduled day of class. Once completion of requirements for licensure have been reviewed by the Board, the student will be notified to set a date for the examination. **The application and testing fees are included in the student's tuition/expenses.**

### *Retesting*

Applicants who do not pass the licensing examination may repeat the examination according to policies and procedures set forth by the Board of Nursing. The student will be responsible for any re-testing fees.

## *Parking*

Student parking is provided in the parking lots on the east side of the campus. Do not park in the area provided for faculty, customers or visitors. Students will be instructed to park in designated parking lots during clinical rotations. Any violations may result in a PIP.

## *Resources*

### *TCT Online Database*

<http://www.digitalprairieok.net>

To access, click "Research and Discovery", choose "Health Search All". Note, you must be physically located within the state of Oklahoma to access the online database.

### *Food Services / Osage Room*

Microwaves and snack/drink dispensers are provided on campus. The Osage Market is available on campus for breakfast, lunch and snack foods. Specific menus and days of operation will be posted in the classroom and on school social media accounts. The Student Business and Entrepreneur Center (SBE) is available for meetings, study time and working on assignments.

## *Simulation Laboratory Policy*

### *Introduction*

This laboratory contains realistic adult and infant manikins. Some manikins are computer controlled to present a myriad of physiological states to give the student a realistic and authentic learning experience. Each student is expected to fully participate in all aspects of the laboratory experience.

### *Simulation Scenarios*

Simulating case scenarios in the simulation laboratory involves active participation for all students. Manikins are to be used with respect and treated as if they are live patients. The simulation laboratory is a learning environment. Situations simulated in the lab are to be used as a learning tool and no discussion of the actions of students should take place outside of the lab. A debriefing session will be provided for all simulation experiences.



## Lab Equipment

If a piece of equipment becomes missing or is broken, it is the responsibility of the student to report it to the faculty. Below is the list of rules each student must adhere to concerning equipment:

1. When working in the simulation lab, students must perform hand hygiene upon entering the lab.
2. Always use gloves when working with manikins.
3. Supplies and equipment must not be taken out of the lab unless requested and permission given by an instructor.
4. The medical and disposable equipment within the lab should never be used for clinical purposes. However, it should be treated with the same safety precautions required with actual clinical equipment.
5. Equipment should be disposed of appropriately.
6. Computers and video equipment are for class purposes only.
7. At the end of the scenario, students must return all equipment and supplies to the proper location.
8. Beds should be remade and left in the lowest position with the bed rails up.
9. No betadine will be used on the manikins.
10. No ink pens or markers will be used on the manikins.

## Conduct

Students shall approach all simulators and actors as if they were in a clinical setting. Students will not only be evaluated on their clinical judgment and application of required skills but also on their ability to show empathy, respect, integrity, and diplomacy towards each person involved in the learning experience. At no time shall a student behave in a manner that disrupts the other students' learning environment.

## Student Conduct/Behavior

1. Arrive on time to simulation scenarios fully prepared based on the assigned scenario. Students who come to the simulation experience unprepared will be dismissed and receive a loss of credit.
2. All users of the lab space must act in a manner that does not disturb the academic activities occurring in the lab. Be sure to communicate respectfully with peers and simulation staff.
3. Observe strict patient and peer confidentiality about the scenario, team member actions, and debriefing discussions at all times.
4. No eating or drinking is allowed in the lab.
5. Adhere to the clinical dress code, unless otherwise directed by faculty. Be sure to bring all necessary clinical equipment.

## Skills Laboratory Policy

As part of the requirements of this program each practical nursing student is required to perform specific clinical/ laboratory skills. Students will be required to perform skills in the practice clinical lab to the instructor's satisfaction before being permitted to carry out the various nursing procedures in the clinical area. A few of the skills are invasive and participation is not required, but highly encouraged to enhance each student's learning experience and skill level. During orientation, a release form will be signed by each





student and placed within their student file. In evaluating performance, consideration will be given to organization, accuracy, speed, confidence, preparedness, and attitude. Students are encouraged to practice skills during conference time to increase skill level.

- All students are expected to practice skills in the laboratory to gain skill mastery. An instructor must be present at all times and notified of need for equipment/supplies from the storage area.
- It will be the student's responsibility to be familiar with the skill checklist during skills checkoff sessions. The student is reminded that clinical/laboratory skills are demonstrated for the student in the classroom and/or in the nursing lab, but it is up to the student to practice skills prior to check-off time. Any student who enters the nursing lab for a check-off that is not prepared will be dismissed from the lab as a “failed attempt” and will go to the bottom of the check-off list.
- Students should not use check-off time for practice! Time does not permit instruction time during testing. Comments will be written on the critique sheet to provide guidance for improvement. If the students have questions concerning a skill, the instructor who taught the skill should be contacted prior to testing. Please remember this and don't expect to demonstrate competency if you are not prepared.
- The nursing lab is available to be scheduled for practice. If you need additional lab practice, notify the instructor to schedule the time. You are responsible for learning your clinical/ laboratory skills! Use your time wisely and work on being proficient in nursing skills. These are the basis for a major role of the practical nurse. Other classes use the lab as well, so be considerate.
- Skills may be tested randomly as well as on scheduled dates. Students may be tested at any time on any skill that has been discussed, demonstrated, or had practice time on the skill test.

## Nursing Skill Laboratory Guidelines

The nursing skill laboratory is a place for practicing skills used in nursing careers to be prepared to care for people when going to the clinical area. To help this practice be more realistic the following guidelines should be used in the nursing skill laboratory:

1. Your “patient” should be treated with respect. In the lab this may be a fellow classmate or a manikin. Each is valuable and any action taken toward this “patient” should be the same as toward a patient in the healthcare setting. Manikins that require transfer to another area to allow practice of a different skill should be returned to the bed or chair where found. As “patients”, they deserve the right of privacy and should always be appropriately dressed and covered.
2. Maintenance of equipment should be consistent with the healthcare setting. Each piece of equipment should be returned to its correct place after use. The equipment should be clean and checked for safety precautions. Any cords or parts that do not work should be reported to the instructor.
3. Each student in the laboratory is responsible for the safety of self and others. Risk management practices such as ensuring that sharps containers are available and have sufficient space should be implemented at all times. The lab environment should be kept clean and walkways open. Trash should be put in trash containers. The area should be neat at all times, even when working, since this is an expectation of all nursing staff





- regardless of level. Think safety in the performance of all skills.
4. Consumable supplies should be used conservatively. In the health care facilities of today, your salary is directly affected by the number of supplies needed to give standard care. So that this becomes part of your practice, please consider that this may truly “cost” you to use a large number of supplies.
  5. Supplies are to be used for students in the school. These items are not community supplies. If items are needed for a particular community purpose, it will be necessary to order more supplies. If the items are taken without notifying the practical nursing faculty, shortages can occur that decrease the learning environment for other students.
  6. The supply closet can be thought of as a central supply. It is necessary to contact the practical nursing faculty to obtain equipment or supplies from this area. The supplies in this area have been purchased by the program for the number of students being trained. If additional supplies are needed, they can be ordered if learning activities require them, with administrative approval. This helps have a running inventory to ensure availability of the items needed for learning.
  7. When practicing with linen, only wet or soiled linen is to be placed in the container to be washed. Dry linen should be refolded. Each class using linen is responsible for folding the linen after it is washed and placing it on the linen cart. Please leave the linen cart neat and orderly with all linen folded.
  8. It is standard practice in health care facilities to not have people sitting on empty beds. This is good training for being “on your feet” as you will be in the clinical area. Please, start this habit early. When serving as the “patient” no shoes are to be worn in bed.
  9. Instructors serve as the charge nurse and will be in the lab while students are present. You should notify this person of anything out of the ordinary, anything in which you require assistance, or to accommodate any supply need. No skills are to be performed or supplies obtained without the instructor. No students are allowed in the supply closet.
  10. The laboratory should be regarded as a training area that is similar to clinical. The area should be clean and neat so that it stays similar to a healthcare facility. Groups may be assigned clean-up duty.

## Laboratory Risk Management

To ensure student and personnel safety in the lab the following rules will be implemented.

### **Standard precautions:**

1. All students are to adhere to safe practices of standard precautions expected in health care facilities. Handwashing is an essential component to the practice of nursing. As the number one infection control measure in health care, this is an expectation in the lab for the safety of other students when acting as patients.
2. Sufficient supplies are available to implement all protective devices appropriate for a particular skill as utilized in the healthcare environment.
3. Sharps containers are to be at each bedside. All students in the lab are to utilize this to dispose of sharp devices including all needles. Due to the limited amount of contaminated material, these may also be used for disposal of items with actual blood, i.e. from injured students. If a large amount of contamination occurs, notify an instructor for disposal.

### **Lifting and transfers:**

Lifting also follows recommendations for health care facilities. Lift with knees rather than back, ensure



dry floors, wide base of support and body alignment.

1. Arrange for adequate assistance. Actual lifting of such items as manikins requires two people to ensure safety.
2. Implement draw sheets on all beds to assist with turns and transfers.
3. When utilizing a wheelchair and bed, locking mechanisms must be used.
4. Utilize no-lift equipment when available.

**Hazardous material:**

1. If there is an exposure to a chemical, notify an instructor immediately.
2. If there is a spill of chemicals that are not commonly used in patient contact, notify an instructor immediately and all students are to leave the area.

**Fire safety:**

1. The fire safety plan is posted in the hallway by the faculty bathroom. Follow guidelines for evacuating the facility in the event of an emergency.
2. If you are not in the health wing, exit the building using the nearest exit door.

**Equipment:**

1. All equipment including beds can be dangerous if used improperly. Be familiar with the equipment to prevent injury. Beds should be locked when in use.
2. Bed rails should be handled carefully. Avoid pinching fingers by watching and keeping hands out of the way. Practice with each type of bed to be familiar with the side rails and bed controls.

**Blood and Body Fluid:**

1. All material contaminated with blood or body fluid must be disposed of in the appropriate container (sharps or red bag).
2. An Instructor must be notified of any incident in which real blood or body fluids are contacted.
3. See Blood Borne Pathogen Policy in Program Policy and Student Handbook.

## *Student Expenses & Refunds*

A non-refundable deposit will be due prior to orientation. The deposit is applied toward tuition.

The cost for the practical nursing course for students is approximately \$6,600 in district. (The expense breakdown is included in Appendix I.)

Students are responsible for providing their own health insurance, room and board, and transportation.

## *Student Organizations*



### *Health Occupations Students of America (HOSA)*

Membership in HOSA offers students an opportunity to develop leadership skills and abilities in addition to developing knowledge and skills essential for a health career. HOSA provides students with the opportunity to exchange ideas, information, and fellowship with other students who have the same career interests.

HOSA meetings are part of the curriculum and all students are expected to attend and participate. Attendance and participation may be included in the student's Introduction to Nursing grade or Transition to Practice grade.

HOSA may sponsor social activities, community service activities, special speakers, field trips, and leadership activities throughout the year.

### *National Technical Honor Society (NTHS)*

Qualifications:

- Students who attain a 92% or higher average in the 1st semester courses
- Absent no more than 4 full-days during their 1st semester (equivalent to eight, 3.5 hour class sessions)
- Participate in HOSA
- Participate in 12 hours of community service activities.
- Display the attributes of SKILL, HONESTY, SERVICE, RESPONSIBILITY, SCHOLARSHIP, CITIZENSHIP, AND LEADERSHIP.

Applications will be provided to qualifying students after completion of their 1st semester.

## *Telephone Calls & Messages*

Telephone calls and messages to students at school or in clinical areas are discouraged. Only if an emergency exists will a student be called out of class. All calls to students in the clinical area will be referred to instructors.

Personal calls by students may be made at break time. Cell phones need to be silenced and put away during class and clinical time. Violations will result in a PIP.

Visitors are not permitted in the clinical areas.

## Appendix I

*Tri County Tech*

*School of Practical Nursing*

### TUITION - CLASSROOM SUPPLIES - UNIFORMS

Tuition (approximate)	\$3,395.29
Textbooks (approximate)	216.67
Supplies (approximate)	175.60
Stethoscope	
Bandage scissors	
Penlight flashlight	
School pin	
Lab supplies	
Uniforms (approximate)	130.00
5 uniforms	
1 lab coat	
Competency Testing	308.99
NCLEX Review Course	159.00
Health Occupations Students of America (HOSA)	17.00

### GRADUATION & PINNING CEREMONY

Cap and Gown	86.00
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### STATE LICENSURE EXAMINATION (approximate)

CNA	410.60
National Council Licensure Examination (NCLEX)	
Oklahoma Board of Nursing - license fee	
Federal Background check	
Picture for application	
CPR Card	

### **TOTAL STUDENT TUITION, APPROXIMATELY**

**\$4,899.15**

(These are the approximate costs at the time of printing the handbook. For exact cost refer to tuition voucher)





## Appendix II

### *NAPNES Standards of Practice for Licensed Practical/Vocational Nurses*

**The LPN/LVN follows the NAPNES Code of Ethics. The LPN/LVN shall:**

1. Consider as a basic obligation the conservation of life and the prevention of disease.
2. Promote and protect the physical, mental, emotional, and spiritual health of the patient and their family.
3. Fulfill all duties faithfully and efficiently.
4. Function within established legal guidelines.
5. Accept personal responsibility (for his/her acts) and seek to merit the respect and confidence of all members of the health team.
6. Hold in confidence all matters coming to his/her knowledge, in the practice of his/her profession, and in no way at no time violate this confidence.
7. Give conscientious service and charge just remuneration.
8. Learn and respect the religious and cultural beliefs of his/her patient and of all people.
9. Meet his/her obligation to the patient by keeping abreast of current trends in healthcare through reading and continuing education.
10. As a citizen of the United States of America, uphold the laws of the land and seek to promote legislation which shall meet the health needs of its people.

### *Standards of Behavior*

**We care about each other and the community.**

**We have respect for self and others**

**We treat others as we want to be treated.**

**We contribute to the community.**

**We are responsible for our actions.**



## Appendix III

### Confidentiality

Confidentiality is defined as the principle in medical ethics that the information a client reveals to a health care provider is private and has limits on how and when it can be disclosed to a third party. It is the maintenance of privacy, by not sharing or divulging to a third party privileged or entrusted information. Clients' knowledge that they may safely discuss sensitive matters with their health care providers is necessary for successful, caring, and effective diagnosis and treatment. Matters discussed in confidence are held in secret, except in the rare instances when the information presents a clear threat to the health and well-being of another person, or in cases in which public health may be compromised by not revealing the information. In these instances, it is unethical and illegal not to disclose the information (Taber's Dictionary, 19<sup>th</sup> ed, 2001.)

As a student and a nurse you are going to be aware of very personal and private information about the clients you care for. At all times it is imperative that you maintain the strictest confidentiality within the classroom, simulation and skills laboratories, and clinical setting. This means that you may only discuss the client's condition or treatment with caregivers who are directly engaged in giving care to this client. **At no time is it appropriate to discuss a client's condition, care, or procedures with others not involved with the care of this client.**

For educational purposes you may describe procedures or diagnosis during post conference or in your clinical assignments but do not include client name.

**At no time may the chart or any part of the chart be copied or photocopied.**

If, at any time, you should break confidentiality, you may be asked to leave the program. This is a serious breach and may cause litigation to be raised against you.



## Appendix IV

### Confirmation of Understanding

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

I have read and understand the contents of the Tri County Tech - Division of Practical Nursing Handbook.

\_\_\_\_\_ SPN

I have read and agree to abide by the "Attendance Policy" set forth by the Division of Practical Nursing. Further, I agree to notify my instructor, the attendance desk and if applicable, the clinical site, when I am going to be absent so the necessary class work, assignments, or clinical coverage of patients may be implemented.

\_\_\_\_\_ SPN

I have read and agree to abide by the "Confidentiality Policy" set forth by the Division of Practical Nursing. I am aware that a breach in confidentiality may mean my dismissal from the program.

\_\_\_\_\_ SPN

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

\_\_\_\_\_ SPN

I understand that I will have to go through a background check during the last part of the course in order to apply for licensure.

\_\_\_\_\_ SPN

I understand that within the healthcare industry there is certain risk for accidents and injuries to occur. I further understand that should an accident or injury occur, I will be responsible for the cost of any medical treatment I receive.

\_\_\_\_\_ SPN

I understand that I must submit proof of the required vaccines (If no proof available, student must obtain a titer to show positive immunity): MMR X2, Varicella X2, Tb (within last 3 months), Hep B Series (x3) or declination form, Tetanus (within last 10 years), Flu, and COVID (If obtained) to the TCT PN Program to be approved to participate in my clinical rotations. Failure to do so will result in me receiving zeros until I am fully vaccinated, which may result in me failing my clinical rotation and being dismissed from the program.

\_\_\_\_\_ SPN

This confirmation sheet will be placed in your individual file.





## Appendix V

### *Student Agreement For Drug Testing And Clinical Eligibility*

#### **Purpose:**

This agreement outlines the drug testing policies and clinical eligibility requirements for students enrolled in programs at Tri County Tech. By signing this agreement, students acknowledge their responsibilities and the potential impact of marijuana use on clinical placement and program completion.

#### **1. Drug Testing Policy**

1.1. Students are required to undergo drug testing as a condition of enrollment and prior to clinical placement. Additional testing may be required based on clinical site policies or may be conducted by Tri County Tech at random or if there is reasonable suspicion of impairment.

1.2. A positive drug test for any controlled substance, including THC (the active ingredient in marijuana), will result in further review. Students who test positive for a prescribed medication, including amphetamines or opioids, must provide valid documentation from a licensed healthcare provider.

1.3. Students who test positive for THC and present a valid Oklahoma medical marijuana card will have their drug test reviewed in accordance with school and clinical site policies. Students assigned to clinical sites that prohibit marijuana use, including medical, may be denied admittance to or dismissed from the clinical site upon a positive drug test. It is the responsibility of the student to know their clinical site's policies.

#### **2. Clinical Site Requirements**

2.1. Clinical sites may impose their own drug testing policies, which may differ from the school's policies. Students are responsible for complying with all clinical site requirements.

2.2. If a clinical site denies a student placement due to a positive drug test, the school is not responsible for securing alternative placements. This may impact the student's ability to complete the program requirements.

2.3. Students acknowledge that marijuana and its derivatives are controlled and illegal substances under federal law. Students further acknowledge that they will perform safety-sensitive tasks as part of the clinical experience. Marijuana use, including medical, at any time while working in most healthcare settings is prohibited.

#### **3. Student Responsibilities**

3.1. Students shall report any prescription medications, including medical marijuana, to the designated school official before drug testing.



3.2. Students shall not attend clinicals under the influence of any substance that could impair their ability to provide safe patient care.

3.3. If a student is suspected of being impaired at a clinical site, they may be subject to immediate removal, additional drug testing, and potential disciplinary action, up to and including dismissal from the program.

#### **4. Acknowledgment and Agreement**

By signing below, I acknowledge that I have read and understand the drug testing policies and clinical eligibility requirements. I understand that my use of medical marijuana, even if legal in Oklahoma, may impact my ability to be placed in a clinical setting and to continue in or complete my training at Tri County Technology Center. I accept full responsibility for any consequences related to any positive drug test results and am fully aware of the risks associated with testing positive for an altering substance or substances, including medical marijuana, or associated with being under the influence or in possession of an altering substance.

**Student Name (Print):** \_\_\_\_\_

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

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

**School Representative Name (Print):** \_\_\_\_\_

**School Representative Signature:** \_\_\_\_\_

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



# *Practical Nursing HOSA Handbook*

## *Section II*



## HOSA

### *Health Occupations Students of America*

The last section of the handbook pertains to the student organization HOSA. This acronym stands for “Health Occupations Students of America.” This organization is for all students enrolled in the health related programs.

Originally students of the health field belonged to the VICA student organization. In 1976 the first club exclusively for health related occupations was founded with Mary Randall, a practical nursing instructor from Moore Norman Technology Center as one of the founders and original board members.

The primary **purpose** of HOSA is to serve its members as follows:

- To promote physical, mental and social well being
- To develop effective leadership qualities and skills
- To develop the ability to communicate more effectively with people
- To develop character
- To develop responsible citizenship traits
- To understand the importance of pleasing oneself as well as being of service to others
- To build self-confidence and pride in one’s work
- To make realistic career choices and seek successful employment in the healthcare field
- To develop an understanding of the importance in interacting and cooperating with other students and organizations
- To encourage individual and group achievement
- To develop an understanding of current healthcare issues, environmental concerns, and survival needs of the community, the nation and the world
- To encourage involvement in local, state and national health care and education projects
- HOSA is recognized as an integral part of health occupations education by the US Department of Education and the Health Occupations Division of Career and Technology Education

The official HOSA **Emblem** is represented as:



- The circle represents the continuity of health care.
- The triangle represents the three aspects of humankind (social, physical and mental).
- The hands signify the caring of each HOSA member.
- The colors of the emblem are medical white, navy blue and maroon.

The HOSA **motto** is:

**“The Hands of HOSA mold the Health of Tomorrow!”**



## *HOSA Creed*

I **BELIEVE** in the HealthCare Profession.

I **BELIEVE** in the profession for which I am being trained, and in the opportunities which my training offers.

I **BELIEVE** in education.

I **BELIEVE** that through education I will be able to make the greatest use of my skills, knowledge, and experience in order to become a contributing member of the health care team of my community.

I **BELIEVE** in myself.

I **BELIEVE** that by using the knowledge and skills of my profession I will become more aware of myself. Through fulfilling these goals, I will become a more responsible citizen.

I **BELIEVE** that each individual is important in his or her own right; therefore, I will treat each person with respect and love.

To this end, I dedicate my training, my skills and myself to serve others through  
**HEALTH OCCUPATIONS STUDENTS OF AMERICA.**



## Terms & Conditions

**Health Occupations Students of America (HOSA)** – student organization for students enrolled in Health Occupations Education programs

**Local Chapter Advisor** – person(s) designated by local school administration to advise and provide leadership for the local HOSA chapter

**Secondary member** – secondary student who is enrolled in or has been enrolled in an approved Health Occupations Education program

**Post-secondary member** – student enrolled in Health Occupations Education classes past the high school level

**Alumni member** – former active member who has remained in good standing with the chapter

**State HOSA advisor** – person appointed by the Health Occupations Education state supervisor to advise and provide leadership for the state association

**Voting delegate** – student chosen to represent the local chapter in balloting on questions of business or election of officers at the state or national conferences

**Executive committee** – committee authorized to perform duties such as set the agenda for the meetings and expedite chapter planning – usually made up of the officers

**Active member** – student enrolled in an approved health program and member of the student organization

**OSALPN – Oklahoma State Association of Licensed Practical Nursing** – state organization that allows practical nurses to have a voice in decisions made concerning that profession; provides for continuing education and development

**Agenda** – an organized listing of the order of business for a meeting

**Parliamentary procedure** – set of rules for conducting a meeting in an organized and efficient manner – Robert's Rules of Order



**Program of Work** – written outline of the activities an organization plans to accomplish during the year

**Quorum** – the number of members needed to be present to legally transact business

**Minority** – less than half the membership

**Debate** – formal discussion of a motion

**Adjourn** – to close a meeting

**Meeting** – official gathering of the members in order to transact business

**Committee** – small group of people designated to perform a specific function

**Second** – another member agrees that the motion should come before the assembly

**Majority** – more than half the members



## Parliamentary Procedure

### *Purpose of Parliamentary Procedure:*

- Democracy in action
- Justice to all
- Rule of the majority
- Rights of the minority
- Rights of individual members
- Pursuing only one item at a time

### *Function of the Gavel:*

To exercise authority in support of self-government and orderly procedure

- One tap – a main motion has been passed or rejected or the meeting is adjourned
- Two taps – calls the meeting to order
- Three taps – all members stand during the opening and closing ceremonies

### *Methods of Voting:*

- Voice vote – members vote by saying “aye” or “no”
- Rising vote – members vote by standing
- Ballot vote – members cast a secret, written vote
- Roll call vote – members vote when their name is called
- Voting by mail – members send in their vote by mail
- Proxy vote – a power of attorney given by one person to another to vote in their stead
- Show of hands – an alternate method that can be used in place of rising vote in very small assemblies

### *The “WHY” of Parliamentary Law:*

Parliamentary law is simple in principle. It is based largely on mere common sense and courtesy. It seems technical because it has been necessary to develop a special vocabulary for discussing it. If one knows the vocabulary, the rules come easy.

### *The Purpose of Parliamentary Law:*

1. to enable an assembly to transact business with speed and efficiency.
2. to protect the rights of each individual.
3. to preserve a spirit of harmony within the group.

To achieve these purposes, always consider the five basic principles of parliamentary procedure:

1. Only one subject may claim the attention of the assembly at one time.
2. Each proposition presented for consideration is entitled to full and free debate.
3. Every member has rights equal to every other member.
4. The will of the majority must be carried out, and the rights of the minority must be preserved.
5. The personality and desires of each member should be merged into the larger unit of the organization.





## Chapter Officers & Their Duties

**President** – Presides over all chapter meetings; serves as ex officio member on all committees; coordinates and supervises all efforts of chapter officers and committees

**Vice-President** – Assists the president; presides over chapter activities in the absence of the president; serves as chairman of program committee

**Secretary** – Prepares and reads minutes of all chapter meetings; maintains membership list and record of attendance; answers all chapter correspondence promptly; counts and records all votes; reads all communications at meetings; prepares an agenda for meetings

**Treasurer** – Keeps financial records of the chapter in accordance with local administrative policy on student organization funding

**Sentinel** – Secures and sets up meeting rooms; attends the door during meetings and greets visitors; makes sure room is comfortable; ensures that meetings proceed without outside interruption

**Parliamentarian** – Advises all members on current parliamentary procedure

**Reporter** – Prepares news releases regarding HOSA activities for all media

**Historian** – Gathers and assembles all materials in preparation for the chapter scrapbook



## What is a Motion?

A motion is a proposal that the group take certain action.

Motions are classified:

- **Main motions** – bringing questions, or propositions before the assembly for consideration. Only one main motion can be considered at a given time by the assembly. The motion excludes all other main motions until it has been disposed of.
- **Subsidiary motions** – modification of the main motion that is being considered. Their existence as motions depends entirely upon the principal motion to which they are subordinate. Since they relate to the question before the house, it is “in order” to prepare them when a main motion is still before the assembly and to vote upon them before voting upon the main motion.
- **Privileged motions** – motions of this group have no connection whatsoever with the main motion before the assembly, but are motions of such importance that they are entitled to immediate consideration. These motions have the privilege of setting aside temporarily the main business before the house.
- **Incidental motions** – arise only incidentally out of the business of the assembly.

## How Should a Motion Progress?

### **A member rises and addresses the presiding officer.**

The presiding officer should be addressed by title, as “Mr. (or Madam) President.” If the specific title is not known, it is always correct to use the term “Mr. (or Madam) Chairman.”

### **The member is recognized by the presiding officer.**

The chair recognizes a member by his name, “Mr. (or Ms.) Member” or by a nod. Having thus received formal recognition from the chair, a member is said to “have the floor” and is the only member entitled to present or discuss a motion.

### **The member proposes a motion.**

A motion is always introduced in the form, “I move that” followed by a statement of proposal. This is the only correct phraseology. Aside from very brief explanatory remarks, it is not permissible to discuss the merits of a motion prior to, or immediately following, the formal proposal of the motion. All discussion must wait until the chair has stated the motion to the assembly and has called for discussion.

### **Another member seconds the motion.**

Another member, without rising or addressing the chair, may say, “I second the motion.” Seconding the motion is merely an indication that the member seconding it wishes the matter to come before the assembly for consideration. If no one seconds the motion, the chair may ask, “Is there a second to the motion?” If there is not, the chair may declare, “The motion is lost for want of a second.”

### **The presiding officer states the motion to the assembly.**

When a motion has been properly proposed and seconded, the chair repeats the motion to the assembly, or “states the motion.” After it has been formally stated to the assembly, it may be spoken of as a “question,” a “proposition,” or a “measure.”



**The assembly discusses or debates the motion.**

After the motion has been formally stated by the chair, any member has a right to discuss it. Members must obtain the floor in the same manner as when presenting a motion. Normally the first person who asks recognition is entitled to speak, but when several members wish to speak or present motions at the same time, certain guiding principles should determine the decision of the chair:

- The chair should always show preference to the proposer of the motion.
- A member who has not spoken before has a claim over one who has already discussed the question, or who has proposed another motion.
- If the chair knows the opinions of the various members regarding the measure before the house, he or she should alternate between those favoring the measure and those opposing it.
- The chair should recognize a member who seldom speaks in preference to one who frequently claims the attention of the assembly.

**DISCUSSION MUST BE CONFINED TO THE QUESTION THAT IS “BEFORE THE HOUSE.”**

**The presiding officer takes the vote on the motion.**

When all members who desire to discuss the question have done so, the chair “puts the motion to a vote.” Before taking the vote, the chair may inquire, “Is there any further discussion?” or “Are you ready for the question?” If no one rises, the chair presumes discussion is closed. The chair will then take the vote.

**The presiding officer announces the result of the vote.**

The chair formally announces the result of the vote. Another motion can then be considered.

## *How May a Motion Be Amended?*

The purpose of the motion TO AMEND is to modify the motion that has already been presented in such a manner that it will be more satisfactory to the members.

**Methods of amending:**

- *By addition or insertion* – To add something to the motion which it did not contain.
- *By elimination or by striking out* – To subtract or eliminate something from a motion that was originally a part of it.
- *By substitution* – This method is a combination of the first two methods, since in amending by substitution something is stricken out and something inserted in its place. The substituted portion may consist of a word, a phrase, a clause, or an entirely new motion.

The most important principle to understand in connection with any form of the motion TO AMEND is that an amendment “May be hostile, but it must be germane.”

By “hostile” is meant opposed to the spirit and aim of the motion to which it is applied.

By “germane” means having direct bearing upon the subject matter of the motion; that is, relevant, or relating to it.



An amendment may be opposed to the actual intent of the original motion and, in fact, nullify it, but if it relates to the same subject matter, it is germane.

## ***Watch Your P's & Q's***

*Identify the purpose*

*Plan and prepare*

*Seek a quorum*

*Present sensible information*

*Use parliamentary procedure*

*Ask questions*



## Qualities of Leadership

**Loyalty.** One must be devoted and faithful to the things he or she believes in.

**Energetic.** A leader is energetic when working with others and while accomplishing goals. A leader must never tire of traveling the path to success.

**Assistance.** One who possesses leadership qualities should always be willing to assist others. According to Zig Ziglar, “We can get everything we want out of life if we just help enough other people get what they want.”

**Dedication.** Leaders must commit themselves to each task which they are assigned and work diligently to complete each task to the best of their ability.

**Enthusiasm.** Enthusiasm consists of being eager and having intense feelings for a cause. When a leader is enthusiastic, the people that are in contact with that leader become inspired and thus enthusiastic.

**Responsibility.** One must have the responsibility to make decisions and achieve goals that will be beneficial to all people involved.

**Setting goals.** A leader must be able to set realistic goals and take the necessary steps to successfully achieve those goals.

**Harmony.** A leader must be able to communicate effectively in order to work with others. Leadership does not only consist of leading others but serving them as well.

**Initiative.** Through leadership, one learns the importance of recognizing situations and challenges that need attention and taking the initiative to follow through with the necessary process.

**Positive attitude.** One who is positively motivated will motivate others. A highly motivated group expects to be successful.

### Leadership skills are to be shared; you empower others so pass it on!

- Do leadership skills just happen? Are we born with them? Skills and attitude take training and hard work and lots of practice!
- Don't be afraid to ask questions or admit you're unsure – if you act like you know everything you'll turn others off.
- Sincerely invite input from others, but don't put down their answers; appreciate another person's point of view.
- Traits of a good leader: assumes responsibility; honest; energetic; loyal to the firm; mentally alert; inspires others; cooperates with others; diplomatic; self-confident; open-minded; progressive; sense of humor; tolerant; and tactful.



## Order of Business for a Meeting

### **Call to order**

Begin on time! One rap of the gavel, then say, “The meeting will come to order.”

### **Opening Ceremonies (Optional) (Invocation before pledge to flag)**

### **Reading of the minutes**

“The Secretary will read the minutes of the last meeting.”

(Secretary stands and reads the minutes)

“Are there any corrections?” “If not, the minutes are approved as read.”

(May at this time recess into committees for a given period of time. The business discussed will then be brought back to the assembly when the meeting is called back to order.)

### **Reports of Standing Committees**

“Will the \_\_\_\_\_ Committee please report.”

### **Unfinished Business**

“The next business in order is Unfinished Business and the first item is .....”

\*\*Never say “Old Business” because it is not – it is just unfinished.

### **New Business**

“The next business in order is New Business” or “Is there any new business?”

### **Announcements**

(Be sure that each person tells: What, When, Where, Why, and How Much)

### **Program**

(This may be first so that the speaker may depart early.)

“The program chairman will now introduce our speaker.”

(Never say “turn the meeting over to .....”)

### **Adjournment**

“Is there any further business to come before this meeting?.....”

If not, the meeting is adjourned.” (general consent)

**OR**, if a motion to adjourn has been made and seconded, “It has been moved and seconded to adjourn.

Those in favor, say “Aye”. Those opposed say “No.” The “Ayes” have it and the motion is carried. The meeting is adjourned.”

**NO DECISION SHOULD BE MADE WITHOUT A QUORUM PRESENT.**