

WASHINGTON SCHOOL OF PRACTICAL NURSING
POLICIES AND PROCEDURES
2023-2024



The following information constitutes policies and guidelines, which you, as student nurses, are expected to follow throughout your training.

The Washington School of Practical Nursing is fully approved by the Missouri State Board of Nursing. Four Rivers Career Center is accredited by the Commission of the Council on Occupational Education effective June 10, 2016.

Council on Occupational Education:

7840 Roswell Road, Building 300, Suite 325, Atlanta GA 30350

Phone 800-917-2081

Fax 770-396-3790

www.council.org

Notice of Nondiscrimination

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for admission and/or employment, and all unions or professional organizations holding collective bargaining or professional agreements with School District of Washington are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities.

Any person having inquiries concerning Four Rivers Career Center compliance with regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), or Title IX of the Education Amendments of 1972 (Title IX), Section 504 of the Rehabilitation Act of 1973 (Section 504), or Title II of the Americans with Disabilities Act of 1990 (ADA) is directed to contact the Assistant Superintendent of Human Resources, 220 Locust, Washington, MO 63090 (636-231-2020). The Assistant Superintendent of Human Resources has been designated by the School District of Washington to coordinate the Title VI, Title IX, Section 504 and ADA.

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2023-2024 WSPN STUDENT Calendar

August						
SUN	MON	TUES	WED	THURS	FRI	SAT
		1	2	3	4	5
6	TWD 7	TWD 8	1st day 9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

14

September						
SUN	MON	TUES	WED	THURS	FRI	SAT
					1	2
3	Labor day 4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	TWD 21	22	23
24	25	26	27	28	29	30

14

October						
SUN	MON	TUES	WED	THURS	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	TWD 26	27	28
29	30	31				

17

November						
SUN	MON	TUES	WED	THURS	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	TWD 16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

15

December						
SUN	MON	TUES	WED	THURS	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

14

January						
SUN	MON	TUES	WED	THURS	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	MLK 15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February						
SUN	MON	TUES	WED	THURS	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	TWD 15	16	17
18	PRES 19	20	21	22	23	24
25	26	27	28	29		

15

March						
SUN	MON	TUES	WED	THURS	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31 E	25	26	27	28	29	30

12

April						
SUN	MON	TUES	WED	THURS	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	TWD 25	26	27
28	29	30				

16

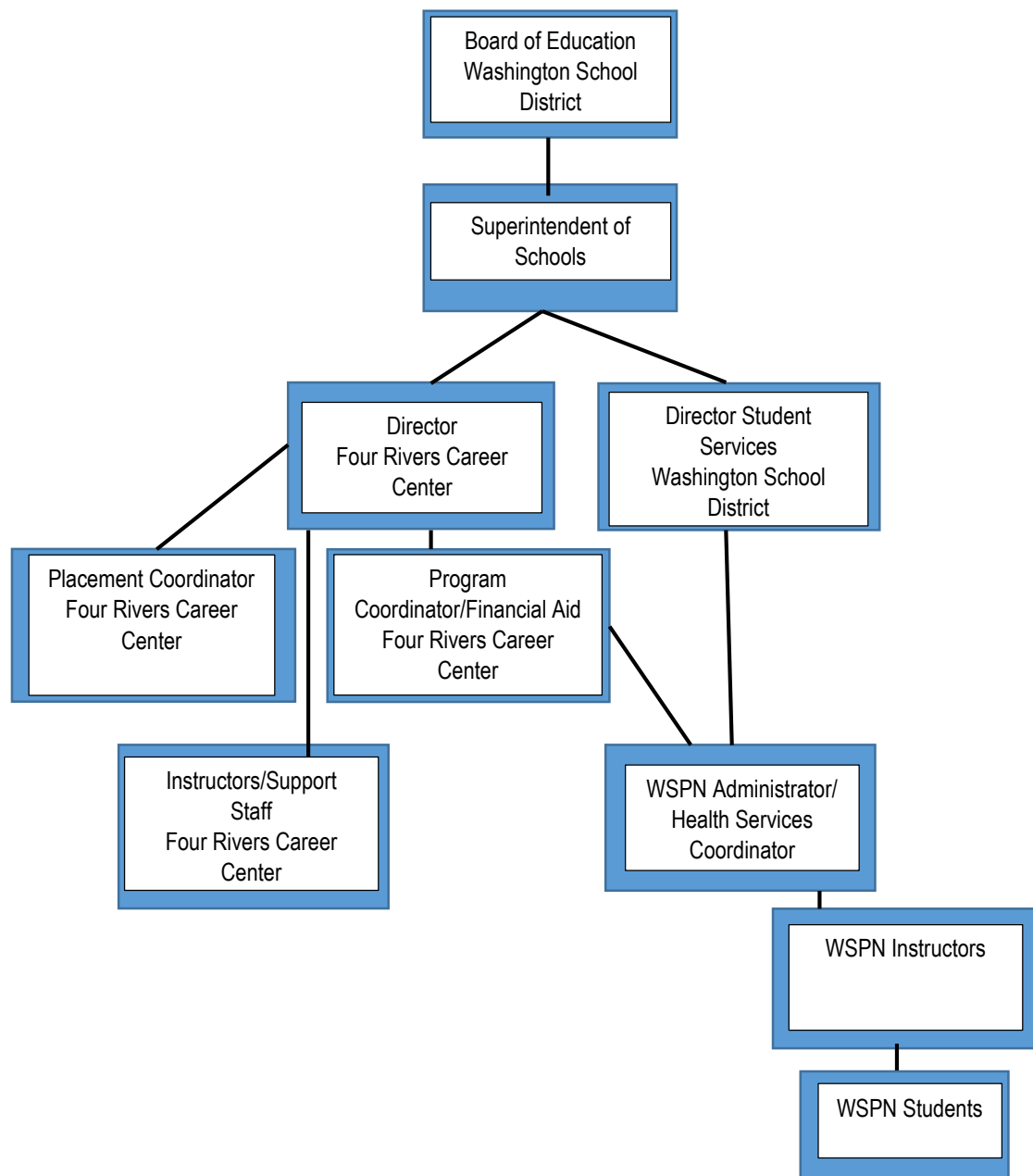
May						
SUN	MON	TUES	WED	THURS	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

17

June						
SUN	MON	TUES	WED	THURS	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	TWD 20	21	22
23	24	25	26	27	28	29
30						

14

July						
SUN	MON	TUES	WED	THURS	FRI	SAT
	1	2	3	4	5	6
7	ATI 8	ATI 9	ATI 10	GRAD 11	TWD 12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



WSPN Faculty

Chris Redd, RN, MSN
Practical Nursing Administrator

Kari Huff, RN, BSN
Practical Nursing Instructor

Dina Vitale, RN, MSN
Practical Nursing Instructor

Heather Foster, RN, BSN
Clinical Nursing Instructor/
Simulation Lab Coordinator/
Retention Specialist

Four Rivers Career Center Mission

In partnership with our communities, Four Rivers Career Center provides a quality education with real life experiences and opportunities to achieve a higher standard of living for a diverse student population using authentic hands-on learning modeled by knowledgeable and caring instructors.

Four Rivers Career Center Vision

To be a premier career and technical institution using current industry technology to assist our students on their path to becoming highly trained professionals

Washington School of Practical Nursing Philosophy

The Washington School of Practical Nursing is within the framework of Four Rivers Career Center and will uphold its belief that all people should have the opportunity to prepare themselves for socially gainful employment and thereby live useful and satisfactory lives.

The faculty of this program is committed to the education of the students entering into it. We will provide current information using a variety of teaching methods. We will also provide a variety of clinical experiences. These experiences will be provided to assist in the development of knowledge, judgement, skills and values necessary to perform effectively as a practical nurse.

The faculty has the following philosophical beliefs:

- We believe nursing is an art. The ability to deliver compassionate care to an individual who has deviated from the normal health status.
- We further believe that nursing is the art of teaching prevention measures to maintain the normal healthy status and teaching measures of prudence to control a chronic illness.
- We believe the practical nurse is a vital part of the health care team. The practical nurse is a client advocate and they work under the supervision of a licensed physician or a registered nurse.
- The practical nurse will uphold a high moral/ethical standard and are accountable for their actions.
- We believe the practical nurse shall possess interpersonal communication skills in order to develop rapport with clients, families, and members of the health care team.
- The purpose of practical nurse education is to provide the foundation for the beliefs above. We believe education is a continuous process and essential to expand expertise in the profession and self-development.

Outcome Criteria

1. Demonstrate personal and vocational growth.
2. Perform the duties and assume the responsibilities of the practical nurse within the nursing team.
3. Exhibit knowledge in the classroom and apply in the clinical setting of practice, maintaining or exceeding minimum program standards.
4. Perform competent nursing care and skills utilizing the nursing process, to all patients or groups of patients in hospitals or other institutions, under the direction of a physician or a registered nurse.
5. Display effective communication with peers, faculty/staff, clients, families, and members of the health care team.
6. Comply with the requirements for licensure as a practical nurse.

Admissions Policy and Procedure

Admission policies and procedures will reflect consideration of the potential for the applicant to complete the program successfully.

Students eligible for admission to the program must meet the following criteria:

- Applicants must have high school diploma or GED certificate
- Submit **completed** application with \$5 application fee
- Submit **completed** TEAS test registration form with \$60 testing fee
 - Register with ATI to obtain TEAS test login and password
- Complete one of the following:
 - ATI TEAS test with a 58% or higher cumulative score
 - ATI TEAS test section score: (all on one test)
 - Reading 47.6% or greater
 - Math 46.7% or greater
 - Science 33.3% or greater
 - English and Language Usage 40.0% or greater
 - HESI exam administered by East Central College and meet the requirements for entrance into their ADN program
- Submit "Why I Want to be a LPN" essay
- WSPN will complete reference checks on previous employment and personal references
- Submit high school and college transcripts
- Attend applicant interview scheduled by WSPN Administrator in May
- Applicants will be notified regarding class selection by June 1
- Complete FASFA prior to orientation night
- Pay \$100 Non-Refundable Deposit no later than New Student Orientation in early June
- Attend New Student Orientation in early June
- Pay tuition and/or make all financial aid arrangements with the Financial Aid Office by July 15
- Obtain clean background check and urine drug screen by the first day of class in August

- Obtain a current physical and all updated immunizations as outlined in student handbook by the first day of class in August
- Obtain BLS/CPR certification by the first day of class in August
- No student is admitted later than 5 days than the established entrance date of the program.
- Non-English speaking and English as second language students will need to meet same criteria for admission as other students. They shall demonstrate a working knowledge of spoken and written English. It is the responsibility of the applicant to provide proof of proficiency in the English language. This must be documented by official results of DMI ATOEFL examination. Information can be obtained at www.toefl.org.

Attendance Policy

Students are expected to attend all classes and to be on time for class in order to get the maximum benefit from the instructional program and to develop the habits of punctuality, self-discipline, and responsibility. There is a direct relationship between poor attendance, class failure, and student drop out. Students who have good attendance generally achieve higher grades, enjoy school more, and are more desirable employees after leaving school.

Should the reason for absence be a medical condition or injury that would impede your ability to perform the activities of nursing in the classroom and/or clinical, a medical authority release stating that there are no physical restrictions will be required to return to class and/or clinical.

Students are allowed a total of 64 hours of absent time for the entire year. If the student misses more than 64 hours, 5 or more consecutive days, or greater than 4 clinical absences, these may be grounds for dismissal from the program. The WSPN faculty and the Adult Education Coordinator will review any student who has met the above criteria.

- If it is necessary for a student to be absent from theory, the student must notify the Administrator prior to 7:00am.
- If it is necessary for a student to be absent from clinical, the student must notify the clinical instructor and clinical site by 6:00am.

Of the total 64 hours allowed, the student is allowed to use 8 hours per trimester as personal time, **this will still count as absent time**, but no points will be lost for missed quizzes or tests. You must state the intent to use personal time when you notify WSPN of your absence.

If absent on a test day, 10% will be deducted from the final test score unless personal time is used or acceptable documentation is provided. The student will need to meet with the instructor(s) on the day of return to make arrangements to take the missed test(s). The test(s) must be taken within one week of the absence.

If a student does not notify the appropriate instructor by the appropriate time, this is considered a “no call no show”. This behavior may be grounds for dismissal at the discretion of WSPN faculty. You must call in person; no phone is an unacceptable excuse. **When arriving late or leaving early, the student must clock in/out in the main office.**

Instructors will not give makeup work or quizzes missed as a result of coming in late to class.

In addition to this absence policy, WSPN will review prolonged, excessive or patterned absences and tardiness to determine if corrective action and/or counseling, up to and including dismissal, is appropriate.

Assignments

Incomplete assignments will not be graded and returned with a score of "0"

Theory

1. All assignments must be neat and legible.
2. All written work must be turned in to the appropriate instructor's mailbox at the start of the day. Assignments not turned in by the assigned time will not be accepted. A grade of "0" will be given for missing assignments.
3. If an absence occurs when the assignment is due, the assignment must be turned in to an instructor at the beginning of the day of return. No assignments will be accepted beyond that point.

Clinical

1. All assignments must be neat and legible.
2. All written work must be turned in to the appropriate instructor's mailbox at the start of the day. Assignments not turned in by the start of the day will not be accepted. A grade of "0" will be given for missing assignments.
3. If absent on a clinical day, a Nursing Case Study Clinical Make Up will be assigned. There will be a case study assigned for EACH missed clinical day. The make-up assignment will be due as stated above.

Grading/Testing

The grading scale is as follows:

- A 93-100%
 - B 85-92%
 - C 78-84%
 - F 77-0%
1. Grades will be entered in Lumen at the earliest possible timeframe. Grades are available to the students anytime through the Lumen system.
 2. Any student who has an 80% or below in any class is encouraged to meet with that instructor to develop a plan for improvement.
 3. A final average below 78% in any theory course or clinical results in automatic dismissal.
 4. Desk tops are to be cleared prior to a test or quiz. Smart watches need to be removed.
 5. No talking during or after tests or quizzes.

6. Quizzes will be made up at each instructor's discretion as curriculum dictates. The student must meet with the instructor upon return to determine the status of the quiz makeup.

Counseling and Guidance

1. WSPN faculty are available on an individual basis or in a group for conference, by appointment. Appointments are to be scheduled during the instructor's office hours.
2. Counseling and guidance is offered continuously throughout the year with WSPN faculty.
3. The Washington School District Student Services Department offers resources and assistance to students and families. The department employs a district social worker that is available to all students for counseling resources. The information for this department is found on the SDOW webpage under "Student Wellness"

Honesty Policy

Honesty is one of the important qualities influencing the character and vitality of a responsible person. Dishonesty is inconsistent within the profession of nursing and cannot be accepted.

Dishonesty is defined to include those acts which would deceive, cheat, or defraud so as to promote or enhance ones' scholastic records. Dishonesty also includes knowingly or actively assisting any person in the commission of an offence of dishonesty. Dishonesty occurs when students obtain or assist others in obtaining credit for work which is not their own.

Dishonesty will not be tolerated and is grounds for dismissal.

Examples of dishonesty include, but are not limited to:

- Using hidden notes or copying from another student during a test/quiz.
- Giving test questions or answers to a class member who has not yet taken the test, or receiving test questions or answers from a class member.
- Submitting another students work as one's own.
- Stealing or accepting stolen copies of tests or answer keys.
- Permitting another student to copy one's homework or assignment, paper project, report or take home test.
- Stealing or copying other student's written assignment, paper project, report, or take home test.
- Falsely claiming illness to avoid taking a test or turning in an assignment.
- Plagiarizing
- Altering grades in the grading system.

Parking

1. Students are to park in designated areas only. Never park in spaces reserved for faculty, staff or visitors.
2. All students are expected to drive in a safe and courteous manner. The speed limit on campus is 10 m.p.h.
3. Students driving on campus are expected to extend all possible courtesies to school buses and students walking.
4. Vehicles parked on school property can be searched for any reasonable purpose.

Inclement Weather

Seldom is WPSN closed in the case of inclement weather. Since nursing is an occupation that must function regardless of the weather, the school mimics this practice.

It is recommended you plan accordingly such as staying with a relative or friend who lives closer, leaving early to allow for safe adequate drive time, or having someone drive you. It is not recommended you travel in conditions you feel would jeopardize your safety. For reasons such as this, a personal or absence day may be used. Should school be cancelled, make-up will occur at the discretion of the WSPN faculty, starting with scheduled days off and if necessary, Fridays.

Withdrawals

Students may voluntarily withdraw from the program at any time. A conference should be scheduled with the Administrator prior to withdrawing. Appropriate written notice shall be given.

The student will need to meet with the Financial Aid office to make arrangements for payment of adjusted balance of tuition and fees.

Dismissal

Reasons for dismissal include, but are not limited to:

1. Failure to adhere to the attendance policy.
2. Failure to achieve 78% or greater in each theory class and clinical.
3. Failure to achieve at least an 80% on the Math Competency final after the Administration of Meds Course. (3 attempts will be allowed)
4. Failure to pass the Fundamentals lab final with an 80%.
5. Dishonesty.
6. Violations of the Code of Conduct.
7. Greater than four clinical absences.
8. Breach of confidentiality.
9. Medical condition or injury that would impede your ability to perform the activities of nursing in the classroom and/or clinical, unless the proper medical release is provided.

10. Failure to follow the Nurse Practice Act or clinical performance jeopardizing the welfare of a patient, staff, family member, or peers.

Student Withdrawal/Dismissal Refund Procedures

- 1) For any student withdrawal or dismissal, staff must complete a Student Withdrawal Form and submit to the Director's Office
- 2) Any refunds due to students will be processed within 45 days

Withdrawal Date

Calendar days 1-7

Calendar days 8-14

Calendar days 15-21

After calendar day 21

Student Refund

100% Refund

75% Refund

50% Refund

0% Refund

Readmission

1. Readmission to the program will not occur if the reason for dismissal was a failure to follow the Nurse Practice Act or clinical performance jeopardizing the welfare of a patient, staff, family member, or peers.
2. No more than one year may lapse between time of withdraw/dismissal and the time of reentry. Students reentering the program after more than a one-year lapse will be required to complete the entire program.
3. Readmission is not guaranteed and is at the discretion of the WSPN administration and faculty. Students will be placed in the selection process for the next year and follow the same selection criteria as the class they wish to re-enter.
4. The student must submit a letter of intent to the WSPN administrator within 4 months of the start date of the school year to be readmitted. The letter must include the reason(s) for failure, dismissal, or withdrawal, and how the situation has been remedied.
5. Readmission will occur in the same order as withdrawals/dismissals occurred as long as enrollment does not exceed the state board approved 35 students.
6. Financial Aid eligibility will be subject to minimum standards set by the Department of Education.
7. The student will be given a comprehensive final of each course they successfully completed. An 85% or higher must be obtained and pass the clinical skills check-off for reentry. This is done to ensure continued competency in their nursing skills and knowledge.
8. The cost of readmission will be prorated based upon the current tuition rate to the amount of hours the student has to complete to meet the standards of the program.
9. All balances must be paid in full prior to readmission.

Transfer

Students that have partially completed a program of training in another accredited school of practical nursing may qualify for transfer into the Washington School of Practical Nursing program if:

- Enrollment permits
- All admission/selection criteria are met
- Curriculum plans and course descriptions are comparable to WSPN program

Students must provide transcripts and course descriptions from courses taken at the previous institution.

WSPN Administration reserves the right to contact faculty from the transferring school about the student's progress in the current program.

If more than one year has lapsed since the student has attended a program of nursing, the student is ineligible for transfer into our program but may apply for admission into the program at a future date.

Student transfers between programs within Four Rivers Career Center does not apply to the Washington School of Practical Nursing due to the difference in nature and structure of the program compared to other FRCC programs.

Advanced Placement Policy

Advanced placement is available for Anatomy and Physiology if the following criteria are met:

- College level Anatomy and Physiology I and II must be completed within the last 3 years. (includes all of the body systems)
- A grade of a "C" or higher must be achieved
- Official transcripts must be on file prior to WSPN granting advanced placement for A&P

Graduation

A student is eligible for graduation if final grades are 78% or greater in each theory and clinical area. All fees must be paid in full.

It will be necessary for graduates to complete and return a post-graduate employment survey, approximately 5 months after graduation.

Grievance/Appeal Policy

Each student has the right to initiate this grievance/appeal procedure if they are not able to resolve an academic or non-academic problem which directly affects them and the circumstances of concern fall under the jurisdiction of the Washington School of Practical Nursing.

1. Within 3 school days of the student becoming aware of the issue, the student should meet with the instructor with whom the matter originated.

The instructor has 3 school days to render a decision

2. If the matter is not resolved to the student's satisfaction in step 1, the student may file a formal written appeal within 3 school days from the conclusion of Step 1. The appeal must describe clearly what the problem is, reasons the student finds the situation unfair, and a proposal for resolution of the problem. The appeal should be filed with the administrator of the Washington School of Practical Nursing and the Adult Education Coordinator.

The Administrator and Coordinator have 3 school days from the receipt of the written appeal to respond in writing. The Administrator and Coordinator's response must outline the reasons for the causative action taken and include a decision statement.

3. If the appeal is not resolved in Step 2, the student may file a written appeal within 3 school days to the Director of Four Rivers Career Center.

The Director has 3 school days from the receipt of the written appeal to respond in writing to the student.

4. If the appeal is not resolved in Step 3, the student may proceed following the School District of Washington grievance procedure.

Four Rivers Career Center is accredited by the Commission of the Council on Occupational Education effective June 10, 2016. The Council may be contacted at:

Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
Telephone (Local): 770-396-3898
Telephone (Toll-Free): 800-917-2081
Fax: 770-396-3790
www.council.org

Emergency Policy

Upon admission into the Washington School of Practical Nursing, each student will be asked to complete the official Medical Emergency Information Record with the following information:

- Name
- Current address
- Current phone number
- Personal physician or health care provider
- Person(s) to be contacted in case of emergency with his/her current phone number(s).
- Any allergies, medications, or health problems the student would like the faculty to be made aware of for the student's safety.

This Medical Emergency Information Record will be kept on file in the Nursing Administrator's office. A copy of the record will also be distributed to each Clinical Nursing faculty member for access in the clinical area.

Students will be asked to update the record at the beginning of the 2nd trimester. If any of the requested information changes during the trimester (for instance, a change of address or person to contact in case of emergency), it is the responsibility of the student to notify the Secretary of the new information as soon as possible.

The purpose of the Medical Emergency Information is to provide a plan for emergency care for the students. It is the responsibility of each student to keep the information in the record current so that the plan may be effective.

Student Services

FINANCIAL AID OFFICER -- The responsibilities of the financial aid officer shall include but not limited to the following:

- Assist adult students in financial aid that is available

PLACEMENT COORDINATOR -- The responsibilities of the admissions/placement coordinator shall include but not limited to the following:

- Develop employer network for job placement.

CAREER RESOURCE EDUCATOR (CRE) -- The responsibilities of the CRE shall include but not limited to the following:

- Provide resource assistance to students and vocational teachers with program course work

STUDENT COUNSELING

- The Washington School District Student Services Department offers resources and assistance to students and families. The department employs a district social worker that is available to all students for counseling resources.

Property Management

Personal Property

The school will make every effort possible to prevent loss or theft of personal property. Generally speaking, large sums of money and other valuable personal property should not be brought to school. Purses, wallets, watches, etc., are the student's responsibility and should be put in a safe place. Any personal property left for greater than 3 months after graduation, dismissal, or withdraw will become property of WSPN.

Desks

Desks and lockers are the property of the Practical Nursing Program and are provided for the convenience of students, and such, are subject to periodic inspection without notice. Property may be searched by school administrators who have a reasonable suspicion that the desks contain drugs, alcohol, material of a disruptive nature, stolen properties, weapons or other items posing a danger to the health or safety of students and school employees.

Students or student property may be searched based on reasonable suspicion of a violation of district rules, policy or state law. Reasonable suspicion must be based on facts known to the administration, credible information provided or reasonable inference drawn from such facts or information. Personal searches and searches of student property shall be limited in scope, based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses and never in front of other students. Students shall not be required to undress, although they may be asked to empty pockets, or remove jackets, coats, shoes and other articles of exterior clothing for examination if reasonable under the circumstances.

Law enforcement officials shall be contacted if the administration reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods or evidence of a crime beneath his or her clothing and the student refuses to surrender such articles. Law enforcement officials may be contacted, in any case involving a violation of law, when a student refused to allow a search or where the search cannot safely be conducted.

Dress Code

As a Student Practical Nurse, you represent a vocation with the profession of nursing. Dress is important to the image, safety and student success at this school.

Frequent visits by employers, guest speakers and community leaders make personal grooming and good hygiene absolutely essential.

Each student should select clothing suitable for school and the day's weather conditions. Styles and types of clothing change from time to time; the school recognizes this fact and will make allowances for such changes within limitations. The limits as to what is considered appropriate dress will be determined in the opinion of the teachers and administration. Matters of personal appearance that are deemed distractions in the classroom will not be allowed. If a teacher feels that a student's dress is provocative or inappropriate, the student may be referred to the office with a conduct referral. The administration will then determine

the appropriate action to be taken with the student.

Guidelines for dress are as follows:

- No undergarments showing
- No short shorts or short skirts
- No midriff showing
- No spaghetti straps
- No tube tops
- No reference to drugs, alcohol, sex, violence, or profanity

Clinical dress code:

- Preplanning will require class specific preplanning shirt, nametag, no jeans, shorts, capris, or open toed shoes
- Clinical uniform is program designated top, pants and/or skirt, and lab jacket
- Uniform shall be neat, clean, wrinkle free, and in good repair
- No smoking in pre planning shirt or clinical uniform
- Shirts worn under clinical top will be white, cranberry, black, or grey.
- Name badge to be worn at all time with program specific badge clip. NO EXTRA adornments to badge (chapstick, tape, etc.)
- Lost name badges are replaced at student expense
- No necklaces.
- Appropriate nursing shoes in good repair are to be worn with the pant uniform.
- Only one ring per hand is allowed.
- A watch with a second hand must be worn. Certain clinical sites do not allow for smart watches.
- Piercings are allowed if tasteful and modest at the discretion of the clinical site. A student may be asked to remove piercings at any time.
- Body art is allowed if tasteful and at the discretion of the clinical site. A student may be asked to cover body art at any time.
- No perfume or aftershave is to be worn
- Fresh conservative make-up is acceptable
- Clear nail polish may be worn. Nails must be kept at a moderate length. No artificial nails allowed.
- No gaudy hair adornments may be worn. Hair is to be worn in a conservative style. If hair is long, it must be contained so that it doesn't fall in to the work area. No flamboyant hair color will be allowed.
- Chewing gum, eating, and drinking is prohibited in the clinical area.
- Cell phones are not to be carried by the students in the clinical setting.
- Any appearance that is unprofessional in nature will be addressed.

Classroom Regulations

- Be in your seats and ready to start on time.
- No sleeping in class.
- Raise your hand and be recognized before speaking. One person talks at a time.
- No obscene language, gestures or put-downs of others permitted.
- Confidentiality will be maintained at all times. What is said and heard in the classroom and in the clinical area must remain there. Breach of confidentiality will result in dismissal from the program.
- Students will be asked to remove smartwatches and phones during testing. If your phone is seen during testing, you will receive a zero on the test.
- Students may not smoke/vape on school grounds or within the school zone of the School District of Washington. If you must smoke/vape, you will be required to leave the campus and not have the option to stand at the stop sign or out in the street.
- Drinking & eating are permitted during class provided excessive noise and spills are eliminated.
- Breaks are scheduled by the instructors. Students are to be seated at their desks and ready to resume at the specified time.
- An appointment is encouraged when planning to conduct business with nursing Instructors, Administrator &/or Financial Aid Officer.

Care of the classroom:

- You will be responsible for keeping the classroom neat and orderly throughout the day. No feet on the desks. Laboratory equipment and supplies must be kept in the storage closet when not in use. Beds are for classroom labs only-not to be sat or laid on. All books, purses, bags shall be kept in the lockers. At the end of the day please remove everything from your desks and place in lockers.
- **All phones are to be off during class hours and put away.** The use of cell phones is limited to the classroom at break or lunch, north foyer area or in your car.

Library Policy

- WSPN students have online access to SDOW Library resources including Ebsco Explora and will be given access codes to online resources during orientation.
 - Books may be checked-out of the Library during breaks, lunch, and before and after school.
 - Books may be checked out for 1 week at a time.
 - All materials are to be checked out with the WSPN secretary.
 - A book may be renewed by the same person only after it has been returned to the library for twenty-four hours.

- A fine of \$1.00 per day will be charged for each late book / magazine.
- The instructor's personal libraries are open to the student at their request.
- Each volume is marked on the spine with the year of publication in order for students to identify the most up to date publications.

Yearly update and inventory is done. Books over 5 years old are reviewed. If no longer current, they are removed.

Kitchen Rules

The kitchen is a privilege for use of the entire class. As a class, it is your responsibility to maintain that privilege.

- All dishes must be washed, dried and put away before you leave for the day. This includes the coffee pot and other appliances.
- The refrigerator is also your responsibility. On Thursday you should check it and remind people to take any leftovers home with them. The refrigerator is to be cleaned monthly. All items in the refrigerator must be marked with name and date. Anything unmarked will be disposed.
- The cabinets should be kept neat and orderly.
- Do not leave food on the counter.
- No liquids in the trash cans.
- The kitchen will be cleaned at designated time only, such as lunch hours, breaks and after school; never during class or lab times.

MOSALPN/MLN

All students will become student members of Missouri State Association of Licensed Practical Nurse (MOSALPN) and Missouri League for Nursing (MLN) and will attend the state convention for the agreed upon number of days in the spring.

Clinical Policies

A clinical orientation will be conducted prior to the nursing home and hospital/outside rotations. You will be provided with a clinical packet explaining the expectations of each rotation.

1. All students must report and be ready to begin on assigned rotation ten (10) minutes prior to the beginning of the shift.
2. Students must be able to drive to all clinical rotations on their own.
3. A pre-conference will be held before any patient care. You will still arrive 10 minutes early to gather any updates or changes that may have occurred since you've preplanned the previous afternoon. At the pre-conference you will make a brief presentation (no more than 5 min.) on your preplanning data.

4. A student will be asked to leave the clinical setting by the instructor for the following reasons:
 - a. Lack of preparation
 - b. Illness
 - c. Appearance not in compliance with nursing dress code
 - d. Inability to meet patient's needs
 - e. Under the influence of drugs and/or alcohol

These instances may be violations of the Code of Conduct. (Refer to the WSPN Code of Conduct).

5. Students will do procedures only under the direction or supervision of an instructor, preceptor, and/or contact person. **NO** invasive procedure will be performed without a Washington School of Practical Nursing faculty member or approved site preceptor. **NO** medication administration will be performed without a Washington School of Practical Nursing faculty member.
6. When the instructor or clinical contact person is not available, the student is to immediately notify the Practical Nursing Administrator.
7. Students are **never** permitted to witness any legal documents.
8. Students should assume responsibility in the proper use and care of equipment. If a student breaks or ruins any article he/she must report the damage to the Charge Nurse and instructor. No equipment is to be taken out of the facility.
9. Confidentiality is to be upheld at all times. Conversations, concerning patients and diseases, between students and/or others (either in the institution or away) would be only those, which are professional and necessary.
10. Opening a chart, paper or computer, of a patient without legitimate clinical reason is a breach of confidentiality.

****BREACH OF CONFIDENTIALITY IS GROUNDS FOR DISMISSAL****

11. The patient's chart is a legal document and **may not be photocopied/printed for any reason.**
12. Patients should be referred to by name, never room number or diagnosis.
13. Incident - Accident Special Report
 - a. If an incident/accident occurs involving a student, it is the responsibility of the student to inform the faculty member in charge of clinical rotation.
 - b. If the student is involved in an incident/accident, the student is financially responsible for any necessary medical care. The student needs to inform the instructor so forms can be completed.
14. ALL medications are to be checked by instructor prior to administration. (Negligence in this area constitutes unsafe practice and eligibility for course failure).

Student Health

Students are responsible for their own health maintenance throughout the nursing program. Neither Washington School of Practical Nursing nor the health care agency where the student obtains clinical experience is responsible for needed medical care. Students are strongly advised to make arrangements for adequate health insurance coverage.

Any student infected with any contagious illness or who has been exposed to the same, shall not be allowed to attend school until the proper medical authorities indicate that he/she may do so. All students are subject to health screenings as directed by local/state health care officials. These screen could include lab draws, vital signs, and questionnaires regarding health, travel and work history.

In order to meet all clinical objectives, students must be able to meet the physical requirements set by WSPNs clinical partners.

Proof of current immunizations and selected diagnostic testing and/or titer levels will be required prior to entering the nursing program. Nursing students are expected to inform faculty of any health problems and/or exposure that might interfere with the educational experience in a timely fashion. The student will be asked to leave the educational setting, if in judgment of the faculty member, the student or patient's health may be compromised. The Washington School of Practical Nursing has the right and obligation to require individual students to have additional tests, examinations, immunizations and treatments to safeguard both the health of the student and patients in health facilities. As soon as pregnancy or any other medical problems are diagnosed or resolved, the student is required to bring a written statement from their doctor permitting them to continue in class and/or clinical.

In the event of an exposure by needle-stick, other puncture wounds, or by other means such as splashes, the students will adhere to the following policy. This policy will be given to students in the first trimester.

Following an exposure, it will be the student's responsibility to:

- Report the incident immediately to the faculty member in charge of the clinical rotation.
- Report the incident to the appropriate person at the health care facility immediately after the exposure occurs.
- Report the incident to the department of infection control and complete the appropriate exposure form.
- Students will be responsible for their health care costs.

The faculty member will:

- Confer with the clinical facility's designated employee risk nurse
- Write a complete report of the incident.

Students should be aware that neither WSPN nor the clinical facility is responsible for any occupational hazards encountered during the course of study. Any treatment or referral to a consulting physician will be at the student's expense.

*** Washington School of Practical Nursing will request a drug screen prior to admission and for suspicious behavior throughout the school year. These are obtained at the student's expense.**

Reporting Off Duty

The student is to report completion of the assignment to the appropriate assigned nurse. A verbal review of the nursing care, which includes charting in all appropriate areas, observations, procedures and treatment, is necessary. Nurses' notes are to be reviewed by the instructor prior to leaving clinical area.

The student is expected to have the daily assignment completed and report **promptly** to the designated area for post-conference.

Clinical Breaks and Lunch

A 15-minute morning break is allowed daily. This is allowed if it can be arranged so that it will not interfere with well-organized and complete patient care.

It is suggested that the number of students taking break at the same time be limited. A 30-minute lunch period is allowed. While in the hospital or nursing home setting, students are not to leave premises for lunch. Report to the appropriate assigned nurse prior to leaving the patient care area for any reason.

A 10-minute break is allowed if it can be arranged and duties are complete at the end of the shift, prior to post conference.

The cafeteria is **NOT** the place to **SHOP TALK!!** There are ears and eyes constantly observing your professional behavior.

Smoking/vaping is **NOT** allowed while in uniform and is not permitted on any property of Mercy Hospital Washington, Hermann Area District Hospital, Missouri Baptist Hospital at Sullivan and most of our outside clinical rotations. This is inclusive to any hospital owned property.

CODE OF CONDUCT

It is the responsibility of Washington School of Practical Nursing, to set standards of conduct to protect the health and safety of all students, faculty/staff, patients and visitors. The orderly and efficient operation of Washington School of Practical Nursing requires that students maintain discipline and proper personal standards of conduct at all times, in order to maintain a high quality of education and patient care and to protect Washington School of Practical Nursing good will and property. It is the student's responsibility to observe the rules

and regulations and standards of conduct expected of all students as contained in the following rules of the handbook as well as the Nurse Practice Act.

These rules are only representative of the types of action that are not conducive to the orderly operation of Washington School of Practical Nursing. Any activity that may not be specifically included in these rules and that may interfere with the maintenance of an efficient, orderly, safe facility may also be considered as a violation of these basic rules of conduct and may also result in disciplinary action. Disciplinary action could be verbal warning, written warning, or dismissal from the program.

These rules are not intended as restrictions of the personal rights or freedoms of individuals but are, in fact, necessary to protect those rights. We expect the student to study these rules carefully, accept them with the proper spirit and cooperate in their observance.

WSPN = Washington School of Practical Nursing, Washington School District, Mercy Hospital Washington, Hermann Area District Hospital, Missouri Baptist at Sullivan, and all clinical sites or educational activity.

Offense Examples but not limited to:

1. Wasting time, loitering or unexcused absence from school or assigned work area or accessing an area where a student has no legitimate business during scheduled hours (includes excessive personal phone calls or unauthorized use or possession of radios or reading materials in school or assigned work area).
2. Failure to demonstrate Washington School of Practical Nursing expectations. This includes inappropriate communications/actions to students, faculty/staff, patients, families, and others, as well as behaviors that may disrupt operations, display a lack of cooperation, or other actions that compromise overall efficiency, effectiveness and productivity.
3. Failure to follow Washington School of Practical Nursing policies or established procedures.
4. Indebtedness to Washington School of Practical Nursing.
5. Improper dress, incomplete uniform, violating accepted personal hygiene standards or other violations of dress code policy.
6. Unauthorized or improper use or care of Washington School of Practical Nursing property or equipment.
7. Interruption or impeding work, including interference with others in the performance of their task(s).
8. Failure to observe established safety rules or procedures where such failure endangers life or property.
9. Leaving the premises during school hours during scheduled time without instructor's permission.

10. Inappropriate/insulting behavior/language, which involves fellow students or faculty/staff.
11. Failure to carry out definite and valid instructions pertaining to duties and responsibilities or failure to carry out established standards of care.
12. Dishonesty other than misappropriation or falsification of records.
13. Entering Washington School of Practical Nursing or working under the influence of illicit drugs, narcotics or any other substances that render a student unfit to work. Washington School of Practical Nursing has the option to request a drug screen for suspicious behavior. This is obtained at the student's expense.
14. Verbal or written falsification or alteration of records.
15. Willful damage or defacement of Washington School of Practical Nursing property or the property of others.
16. Breach of confidential information that compromises students, faculty/staff, patients and visitor's rights to privacy. This can include verbal, written, or electronic form.
17. Deliberate insubordination through refusal to carry out valid instructions pertaining to work duties.
18. Inappropriate behavior/language such as immoral, indecent or disorderly conduct or using profane, abusive, insulting or threatening language to a student, faculty/staff, patient or visitor.
19. Physical, emotional abuse and/or neglect of patients.
20. Physically fighting or assaulting any person on Washington School of Practical Nursing premises at any time.
21. Removing from Washington School of Practical Nursing, or revealing to an unauthorized person, classified, confidential or proprietary information without advance written approval.
22. Possession of drugs or intoxicants, drinking intoxicants or indulging in illicit substances including drugs or narcotics on Washington School of Practical Nursing property. Washington School of Practical Nursing has the option to request a drug screen for suspicious behavior. This is obtained at the student's expense.
23. Dangerous horseplay, practical jokes, or any other behavior that could result in potential or actual injury to personnel or damage to property.
24. Unauthorized possession of dangerous weapons, including firearms, explosives, etc., at Washington School of Practical Nursing.
25. Misappropriation, misappropriation by deceit of property, funds or personal items, or similar conduct.
26. Failure to follow the Nurse Practice Act.
27. Using a social media site as a format for discussing fellow students, faculty, staff or patients is a violation of the WSPN code of conduct.
28. Any form of bullying or retaliation against another student, faculty or staff is grounds for dismissal.

DISCLAIMER

All statements in this publication are announcements of present policy and are subject to change at any time. This handbook is provided to you as the student so you know the expectations, policies and procedures expected while you are a student at Washington School of Practical Nursing.

The student will be tested over this handbook and a copy of the test will be kept in their file.

CURRICULUM PLAN

<u>Course Title</u>	<u>Theory (hrs)</u>	<u>Lab</u>	<u>Clinical</u>
Orientation	6		
Anatomy and Physiology	92		
Fundamentals of Nursing	172	40	
Personal & Vocational Concepts	44		
Growth and Development Across the Lifespan	60		
Orientation to Clinical	8		
Nursing of Adults I	120		
Nursing of Adults II	124		
Nursing of Adults			224
Administration to Medications	80	5	
Maternal and Newborn Nursing	54		48
Nursing of Children	49		16
Nursing of the Elderly			48
Mental Health Concepts	54		
Selected Observational Rotations			120
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TOTALS	863	45	456
TOTAL PROGRAM HOURS	1364		

COURSE DESCRIPTIONS

ANATOMY AND PHYSIOLOGY

This course provides an understanding of the normal structure and function of the human body. This subject area traces the organization of the body from the single cell to the coordinated whole.

FUNDAMENTALS OF NURSING

Fundamentals of Nursing provides the students with a solid foundation of nursing principles to prepare them to meet the challenges of the career. This subject area provides fundamental nursing concepts, skills and techniques of nursing practice. The goal of this subject area is to interrelate principles and skills while developing a critical thinking approach to clinical situations.

GROWTH AND DEVELOPMENT ACROSS THE LIFESPAN

This course provides an understanding of normal growth and development to assess needs and/or problems which may require intervention for all ages of individuals. The subject area covers developmental needs of people of all ages and investigates the community agencies available to those needs.

PERSONAL AND VOCATIONAL CONCEPTS

This course begins on how to adjust to your role as a student nurse and how to continue meeting responsibilities to yourself and to your family while in school. This subject area provides an in depth study of the healthcare system and health-care team. Cultural, social, and ethical concerns related to nurse interactions are also explored. The nursing profession, including legal controls affecting practice and leadership and management skills are also discussed.

ADMINISTRATION OF MEDICATIONS

The purpose of this course is to teach you to apply principles of medication administration for patients of all ages. This includes definitions, basic terms, regulations, responsibilities and principles of administration as well as various routes of administration and safe dosage preparation and calculations.

MATERNAL AND NEWBORN NURSING

This course details physiological changes of the woman and nursing care during the antepartal, intrapartal and postpartal periods including complications which may arise. It explores the process of fetal development through changes during pregnancy and nursing care of the expected family.

MENTAL HEALTH NURSING

This course provides an overview of psychiatric illness and altered mental health. The subject area provides a solid foundation of assessment findings, medical and nursing management and needs met by the collaborative healthcare team for these abnormal behaviors and psychiatric illnesses. Also included are effective therapeutic communication techniques and the stages of various theories of personality development.

NURSING OF ADULTS I

This course provides a solid foundation in understanding the pathophysiology and etiology, assessment findings, and medical/surgical management of adult health disorders. This subject area focuses on the nursing process, nursing management and care of the client, including client and family teaching. Adults I covers the following systems:

<ul style="list-style-type: none">• Nursing Process• Geriatrics• Fluid and Electrolytes/Acid Base balance• Immune system• Pre/Post op care	<ul style="list-style-type: none">• Complications of Post Op• Cancer• First Aid/Emergency• Integumentary• Musculoskeletal
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NURSING OF ADULTS II

This course provides a solid foundation in understanding the pathophysiology and etiology, assessment findings, and medical/surgical management of adult health disorders. This subject area focuses on the nursing process, nursing management and care of the client, including client and family teaching. Adults II covers the following systems:

<ul style="list-style-type: none">• Neurological• Cardiac• Blood Diseases• Gastrointestinal• Urinary	<ul style="list-style-type: none">• Respiratory• Reproductive• Endocrine• EENT
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NURSING OF CHILDREN

This course details conditions affecting child health. The subject includes pathophysiology, etiology, assessment findings, medical-surgical management and nursing care including client and family teaching.

Additional Approximate Out of Pocket Expenses

Item	Cost	Approx. Due Date
Watch	\$30.00	1 st Trimester
Stethoscope and BP Cuff	\$50.00	1 st Trimester
Gait Belt	\$12.00	1 st Trimester
bandage scissors	\$10.00	1 st Trimester
pen light	\$5.00	1 st Trimester
clinical uniforms	\$150.00	1 st Trimester
shoes	\$65.00	1 st Trimester
Fingerprint fee	\$45.00	2 nd Trimester
graduation fees	\$100.00	3 rd Trimester
NCLEX fee	\$200.00	3 rd Trimester
TOTAL	667.00	

The above items are available from other vendors. Therefore, the items are non-institutional costs. Please contact the Practical Nursing Administrator for further vendor information.

PLEASE NOTE: Out-of-pocket expenses are approximate and subject to change based on vendor pricing or program need.

School District of Washington Annual Notices

The 2023 Annual Notices for the School District of Washington are available on the WSPN website. These notices are updated annually by the SDOW district office. Each WSPN student will review these notices online at orientation.

Technical Infrastructure Plan

The FRCC technical infrastructure plan is available on the WSPN website.

Long Term Closure Policy

In the event that WSPN would need to close the campus due to unforeseen circumstances, such as a natural disaster, pandemic, or any other public emergency, WSPN would implement the long term closure policy.

Upon selection into the program, students will be notified that access to a computer with internet will be a requirement for the program.

During orientation, all students will be required to join the online platform being used by WSPN. This will ensure faculty is able to conduct class as well as assign and collect assignments remotely.

Students will be notified by the administrator of the closure.

All students should remain available during scheduled school hours for virtual learning. Students who are not available during scheduled school hours will be held to the current attendance policy, to include clocking in. Students need to be aware that virtual classrooms will have the same expectations of the classroom on campus.

- Take care of personal needs prior to entering
- Posture before the camera must be conducive to active learning and participation, the students full face must be visible in the camera frame.
- Audio will be on mute until you need to speak, as to limit background noise
- Close unneeded applications on your computer to optimize video quality
- Do not work on other tasks, such as checking emails, during class
- Turn off all notifications and make sure cell phones are on silent
- Instructors may ask you to leave the virtual classroom until all distractions in your environment have been addressed
- You should be logged into the virtual classroom from a distraction free, quiet environment.
- You may be viewable or heard by the entire class during a virtual session and should conduct yourself accordingly.
- Classes will be recorded.
- Should closure occur during the time of a proctored exam, students need to be prepared take the exam in view of a webcam.
- Should the closure occur during the time of clinical, WSPN will ensure clinical objectives are met via case studies and virtual learning.

Due to the uncertainty of future closures, this policy is subject to revision to meet the needs of the program and the safety of the students and the community.