INSTRUCTION

Prince William County Public Schools (PWCS) School of Practical Nursing Program

The PWCS Practical Nursing Program shall be operated in compliance with the applicable provisions of the Virginia Code, the regulations and requirements of the Virginia Board of Nursing and the Virginia Department of Education, and the policies and regulations of the Prince William County School Board. The program shall also conform to all federal laws and regulations applicable to the operation of such educational programs. The Director of the Practical Nursing Program is responsible for developing, implementing, and reviewing program regulations containing statements of philosophy and objectives of the School Board and the Practical Nursing Program, a description of the program, and such other information as required by state regulations.

PWCS students enrolled in the School of Practical Nursing shall conform to all policies and regulations of the Prince William County School Board, the PWCS “Code of Behavior,” and any requirements set forth in the School of Practical Nursing Program regulations.

The Associate Superintendent for Student Learning and Accountability (or designee) is responsible for implementing and monitoring this regulation.

This regulation and related policy shall be reviewed at least every five years and revised as needed.
Prince William County Public Schools (PWCS)
School of Practical Nursing Program

Program Regulations
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PWCS
School of Practical Nursing
Organizational Chart

Cooperating Agencies

Administration of Cooperating Health Care Agencies

Heads of Nursing Staff of Cooperating Health Care Agencies

Nursing Staff of Cooperating Health Care Agencies

Medical and Health Science Advisory Committee

School of Practical Nursing

Prince William County School Board

Superintendent of Schools

Associate Superintendent for Student Learning and Accountability

Director of Student Learning

Supervisor of Career and Technical Education

Principal of Osbourn Park High School

Assistant Principal of Osbourn Park High School

Director of Prince William County Public Schools School of Practical Nursing

Instructors

Students

Control Lines
Direct Line
Coordinating
Cooperating
The Prince William County School Board and faculty of the PWCS School of Practical Nursing believes nursing is an essential and specialized service to society that is based on current science, knowledge, and evidence-based practice. These principles are derived from the biological, psychological, social sciences, and those distinct principles and concepts of the science of nursing. Further, the primary goal of this service is to promote high-level wellness for the individual, family, and community. Through application, each person is recognized as an individual with basic physical, psychosocial, spiritual needs, and the inherent right of access to nursing care. The areas of application vary from the individual activities of daily living to more complex clinical situations. The program philosophy, outcomes, and competencies are based on the recommendations from the Quality and Safety Education for Nurses (QSEN) initiative and the 2017 National Council Licensure Examination for Practical Nurses (NCLEX-PN) test plan. The Licensed Practical Nursing (LPN) program has the specific mission of educating individuals to carry out the role of an entry-level licensed practical nurse.

It is the belief of the faculty that the system’s approach to nursing care shall best achieve these goals. “System” refers to the orderly, logical arrangement of independent parts into an interrelated whole to achieve a given purpose. Nursing care is a continuous process. There shall be coordination of parts along with the individualized care and the ability to attain a high level of wellness. To achieve these goals, patient care shall be deliberate, systematic, and individualized through the use of the nursing process.

A practical nurse is an integral member of the health care team who has the ability to perform entry-level nursing actions and understand the basic rationale for these tasks. Performance is to be guided and/or supervised by a registered nurse, physician, or dentist. The degree of supervision may vary depending upon the complexity of the situation, the level of education of the individual nurse, and previous experience.

The realm of ability stems from a desire to assist the individual across the illness-to-wellness continuum with physical, psychosocial, spiritual, economic, social, cultural, global, rehabilitative needs, and their unique reactions to those needs. In conjunction, it is the responsibility of the practical nurse to be aware of primary health care and to teach the individual and family methods for obtaining and maintaining optimum health.

Part of the professional responsibility of a practical nurse is to update skills, as demanded by the changing health needs of society, and to support the professional society. Increasing technological advances and demands for health services broaden the scope of the practical nurse’s responsibility, thus increasing the need for specialized training.
Education is a process of growth and development. Learning is dependent upon self-motivation with appropriate guidance, reinforcement, and direction. The faculty seeks to serve as role models and resource persons, guiding and instilling in students the principles of becoming a self-directed learner. Faculty members strive to provide education excellence in entry level nursing while also promoting professionalism, just culture, personal accountability, personal and professional development, and lifelong learning. The curriculum, utilizing both problem-solving skills and the nursing process, is organized to provide an orderly sequence of learning experiences from simple to the complex.

The faculty believes in religious, social, racial, gender, and ethnic equality in regard to student selection, education, and patient care. Direction shall be given to the student with an understanding of the privileges and responsibilities of a citizen in society and an appreciation for human worth and the dignity of the individual. Inherent in this philosophy is the recognition of the vital need of the student to achieve personal, physical, mental, and social well-being in preparation for future professional responsibility to nursing, the individual, the patients, the profession, and to society globally.

In keeping with this philosophy, the purpose of the PWCS School of Practical Nursing shall offer a program in practical nursing education to qualified students who desire preparation as entry-level staff nurses in hospitals, extended care facilities, doctors’ offices, home care agencies, schools, and similar institutions.

It is the goal of the faculty that all graduates of this program possess the following characteristics: 1) professional accountability; 2) primacy of client interest; and 3) a strong knowledge base in basic concepts of nursing through principles of evidence-based practice.

Although it is not a goal of this program to prepare the student practical nurse for a leadership role, it is the belief that the graduate may be capable of functioning, after a satisfactory, varied clinical experience, in a leadership role in a non-acute facility under the supervision of a registered nurse.

The major objective of the School of Practical Nursing is to prepare, through guided learning experiences, a practical nurse who can give competent patient care and help meet the community and global health needs. These experiences shall be planned in a manner that shall enable the school to accomplish the following objectives to:

- Provide an educational program that shall meet the needs of the student as an individual and as a citizen;
- Assist the student to acquire the knowledge, skills, and ideals which are essential to the practice of nursing;
- Prepare the practical nurse to make sound nursing judgments;
• Make a contribution to the health needs of the community by increasing the supply of qualified nursing personnel available to promote wellness and care for the sick and injured;
• Prepare nurses who are capable and motivated to continue their personal and vocational development;
• Prepare nurses who are well-acquainted with community health resources; and
• Prepare nurses who understand the roles of individual health care team members and who function effectively as part of the health care team.
Program Description

The Practical Nursing Program prepares students with the skills and knowledge to become an entry-level LPN. Upon successful completion of the program, students qualify to take the NCLEX-PN. Upon successful completion of the program and licensure exam, the student qualifies to be an entry-level nurse.

The 18-month Practical Nursing Program includes:

I. The first nine-month course of study is the high school extended program and is open to high school seniors and adult students; and
II. The second nine-month course of study is the post-high school program offered on a full-day basis.

The Practical Nursing Program shall be operated consistent with the regulations prescribed by the Virginia Department of Education, the Virginia Board of Nursing, and the local education agency. The educational records, and the information contained therein, maintained by the Practical Nursing Program shall be confidential and protected from disclosure consistent with the Family Education Rights and Privacy Act of 1974 and applicable Commonwealth of Virginia law. Lastly, the student organization, Health Occupations Students of America (HOSA), serves a co-curricular function in which students are provided excellent opportunities to reinforce and enhance basic skills and develop leadership skills.

Suggested Grade Level: 12-Adults
Prerequisites: None (recommended concentration in math and science coursework)
Approved Courses: Practical Nursing I and II; Practical Nursing III
Practical Nursing Courses

Practical Nursing I (18 weeks) (2.5 hours/day classroom and online)
Practical Nursing II (18 weeks) (2.5 hours/day classroom and online)

Grade Level: 12-Adult
Credits: 3
Prerequisite: None (recommended concentration in math and science coursework)

Practical Nursing I and II are occupational preparation courses offered at the 12th grade level or to an adult with a high school diploma or a General Educational Development (GED) certificate.

Purpose and Description: Practical Nursing courses I and II introduce the student to the role of the practical nurse in the provision of basic nursing care to diverse populations across the life span. Professional communication, critical thinking, theory concepts, the nursing process, and evidenced-based practices are taught. The concepts introduced and incorporated into the care of individuals are norms for anatomy and physiology, growth and development, and nutrition. They also provide the student with an introduction to personal and vocational relationships in nursing, fundamental skills in nursing arts, and pharmacology which includes administration of medications in a laboratory setting. Developmental skills in nursing arts and pharmacology are assessed, and professional and ethical attitudes fostered. Evaluation of students and competencies are an integral part of the program of study and are completed on a regular basis throughout the courses.

Instructional Objectives: Upon completion of the courses, the student shall be able to:

I. Identify normal anatomical structure and physiological functioning of the body as a whole;
II. Demonstrate ethical, legal, and professional attitudes in the practice of nursing;
III. Recognize normal growth and development;
IV. Utilize proper communication skills in both the workplace and in assessing and meeting patient needs;
V. Develop a knowledge and understanding of normal nutrition;
VI. Demonstrate knowledge of and competence in performance of basic nursing arts skills in the laboratory setting;
VII. Demonstrate knowledge of basic pharmacology and the action of drugs on each system of the body; and
VIII. Administer medications in the laboratory setting.

Content Areas:

I. Anatomy and Physiology: Anatomy and physiology presents the student with a picture of the anatomical and physiological aspects of the healthy body. The study
begins with the most basic structure, the cell, and builds upon this concept to the level of tissues, organs, and ultimately the integration of body systems as a complete functioning unit. Based on this knowledge, the student is expected to recognize alterations occurring in the diseased body and the resulting implications for nursing care. An ongoing usage of medical terminology is stressed as each system is presented and integrated as part of the body. Laboratory facilities, visual aids, technology, and anatomical models are available to enhance the student’s learning experience.

II. **Personal and Vocational Adjustment**: Personal and vocational adjustments orient the student to expectations of this program and to the profession of nursing. During this course, the student identifies ethical and legal components of nursing, explores various health agencies (their structures and delivery systems), and reviews the history of nursing, future trends in nursing, communication skills, and the introduction to nursing evidence-based practice.

III. **Growth and Development**: Growth and development teaches all aspects of growth and development including normal physical and psychosocial development. This course begins at birth, progresses through the aging process, and concludes with death and dying. Death and dying is explored as a part of the life process. The stages of death and dying are taught along with the physical and psychosocial responses to death. At the conclusion of this course, the student shall have gained an understanding of how growth and development relates to nursing practice.

IV. **Nutrition**: Nutrition teaches the basic principles of the science of nutrition. Nutrients, their functions, and their sources are presented as a basis for maintenance of health and for diet planning. The role of diet therapy is presented as an integral aspect of nursing, as applied through the principles of nutrition.

V. **Nursing Arts**: Nursing arts prepares the student for the role of an active participant in the health care team. Nursing techniques are presented, emphasizing the underlying principles, rationale, and evidence for the implementation of these skills. Recognition of the individual’s needs in health and disease and the adaptation of nursing care in meeting these needs, is a main focus of this course. Basic microbiology is presented in conjunction with communicable diseases present in today’s society. Laboratory facilities, visual aids, simulation, and anatomical models are available to enhance the student’s learning experience.

VI. **Pharmacology**: Pharmacology is a course designed to present the nurse’s legal and ethical responsibilities in regards to administration of medications and the use of drugs. A basic review of arithmetic and mathematical problems, apothecary and metric systems, current drug standards and controls, drug classifications, and current procedures and proper techniques of drug administration are presented. Students are
required to administer injections in a laboratory setting on simulators as part of this curriculum.

**Practical Nursing III** (36 weeks) (Didactic=7 hours/day and Clinical= 7-12 hours/day)

**Grade Level:** Adult  
**Credit:** Diploma certifying graduation from a Virginia State Board of Nursing approved School of Practical Nursing  
**Prerequisites:** Practical Nursing I and Practical Nursing II

Practical Nursing III is an all day, nine-month occupational preparation course offered to students who complete Practical Nursing I and II and meet academic, attendance, and skill competency criteria. Classroom and clinical training are given in approved hospitals, licensed extended care facilities, or physician office settings. Emphasis is given to administration of medicines, advanced and complex patient care, and practice with patients across the lifespan. In addition, students learn advanced anatomy, physiology, and human behavior as related to health and disease. Upon successful completion of the total program, the student shall qualify to take the NCLEX-PN as determined by the Commonwealth of Virginia, Nursing Statues and Regulations.

**Purpose and Description:** Practical Nursing III provides for the supervised clinical application of knowledge and skills obtained during Practical Nursing I and II. Students receive instruction and clinical experience in the disease process and patient adaptation to the stresses of daily living and illness. Areas of instruction include medical, surgical, geriatric, psychiatric, critical care, emergency, obstetrical, and pediatric nursing. Evaluation of students and clinical competencies are an integral part of the program and are completed on a regular basis.

**Instructional Objectives:** Upon completion of the course the student shall be able to:

I. Provide nursing care and administer medications to the medical-surgical, geriatric, mental health, obstetric, and pediatric patient;
II. Demonstrate ethical, legal, and professional attitudes in the practice of nursing;
III. Utilize proper communication skills in both the workplace and in assessing and meeting patient needs;
IV. Apply the nursing process as a systematic problem solving method to provide effective care to culturally diverse individuals, families, and groups;
V. Use nursing theory and theory from other disciplines as a basis for the nursing process to promote health and healing;
VI. Utilize components of the nursing process in planning and implementing individualized patient care;
VII. Demonstrate safety and effectiveness in performance of nursing skills;
VIII. Employ critical thinking to provide the highest level of nursing care from patient assessment to evaluation;
IX. Demonstrate understanding of boundaries and the legal scope of professional practice as a licensed practical nurse;

X. Communicate effectively using interpersonal skills combined with information technology;

XI. Integrate the best evidence with one’s clinical expertise and patient preference and values in making a practice decision or change;

XII. Evaluate outcomes of the practice decision or change based on evidence with nursing practice;

XIII. Apply knowledge and skills of basic in-patient nursing and family education; and

XIV. Successfully complete application procedures to sit for the NCLEX-PN.

Content Areas:
A. Nursing Care in Fundamentals, Gerontology, and Mental Health;
B. Nursing Care in Medical/Surgical, Gerontology, and Mental Health;
C. Nursing Care in Medical/Surgical, Gerontology, and Mental Health;
D. Nursing Care in Reproductive Health/Obstetrics, and Newborn;
E. Nursing Care in Pediatrics; and
F. Nursing Leadership and Preceptorship.

NCLEX-PN Review: Two-day NCLEX review shall be provided prior to graduation.

Each day of class and clinical study is a minimum of seven hours with an occasional evening clinical.

A. **Nursing Care in Fundamentals, Gerontology and Mental Health:** This course includes summer packet assignment, class, and clinical study in the following areas: nursing process, evidence-based practice, critical thinking, health care systems, health care agencies, cultural diversity, communication, legal/ethical considerations, assessment, pain, diagnostics, documentation, pharmacology, gerontology, death and dying, mental health, integumentary, communicable disease and bioterrorism, fluid and electrolyte balance, and intravenous therapy.

Completion of this course requires eight weeks with approximately 11-13 days of clinical practice in an extended care facility and/or hospital, community health clinics, school nurse offices, and/or physician offices.

B. **Nursing Care in Medical/Surgical, Gerontology and Mental Health:** This course builds on the preceding course and includes class and clinical study in anesthesia/surgical care, fluid and electrolyte balance, intravenous therapy, endocrine, diabetes, musculoskeletal, neurologic, and neurosensory.
Completion of this course requires seven weeks with approximately 12-15 days of clinical practice in hospitals, mental health agencies, community health clinics, school nurse offices, and/or physician offices.

C. **Nursing Care in Medical/Surgical, Gerontology and Mental Health:** This course builds on all preceding courses and includes class and clinical study in the following areas: respiratory, cardiovascular, genitourinary, blood and immune system, oncology, gastrointestinal, emergency, and bioterrorism.

Completion of this course requires seven weeks with approximately 12-15 clinical days in extended care facilities, hospitals, community health clinics, and/or physician offices. Upon availability, a fieldtrip to INOVA Heart and Vascular Institute is included in this course.

D. **Nursing Care in Reproductive Health/Obstetrics and Newborn:** This course builds on all preceding courses and includes class and clinical study in the following areas: reproductive health, obstetrics, and newborn nursing care.

Completion of this course requires three weeks with approximately 12-14 clinical days in hospitals, community health clinics, school nurse offices, and/or physician offices.

E. **Nursing Care in Pediatrics:** This course builds on all preceding courses and includes class and clinical study in the following area: pediatric nursing care (to include the exceptional child).

Completion of this course requires two weeks with approximately 12-14 clinical days in hospitals, community health clinics, schools (exceptional child program), and school nurse offices, and/or physician offices. Direct care of the pediatric patient is accomplished by mini preceptorships with PWCS nurses.

**Nursing Leadership and Preceptorship:** This course builds on all preceding courses and includes class and clinical study in the following areas: leadership skills, job interviewing, writing a resume, and completion of an NCLEX-PN predictor test. A preceptorship experience prepares the student for the workplace in an area of his/her interest. NCLEX-PN Review will begin at the beginning of this course. A live NCLEX Review course will be provided prior to graduation.

Completion of this course requires approximately two-weeks didactics with approximately 160 clinical hours at hospitals, extended care facilities, community health clinics, school nurse offices, adult detention centers, and/or physician offices.
Faculty Policies

The faculty and staff of the School of Practical Nursing who are employed by the Prince William County School Board shall comply with all policies and regulations of the School Board, just as other employees of the Division. However, such employees are also subject to the requirements of these Program Regulations which are intended to supplement the policies and regulations of the School Board.

Substitute Teachers

I. Planned Absences
   A. Planned absences shall be taken in accordance with the personnel policies and regulations of Prince William County School Board.
   B. Each faculty member is responsible for providing an academic plan to cover the classes for the days absent.
   C. A registered nurse (R.N.) shall be employed as a substitute teacher in the clinical setting.
   D. The R.N. substitute teacher shall have an active R.N. license in the Commonwealth of Virginia. This registration number shall be on file with the School of Practical Nursing and the cooperating agency in which the substitute teacher is to work.
   E. The R.N. substitute teacher working in the clinical setting shall have had clinical experience within the past year in the practice of nursing. Prior to the date of substitution, the Director of the PWCS School of Practical Nursing shall interview the R.N. substitute teacher scheduled to work in the pre-clinical or clinical setting.
   F. The R.N. substitute teacher working in the clinical setting shall comply with the rules and regulations regarding faculty uniform dress code.
   G. When possible, it is desirable that the R.N. substitute teacher planning to work in the clinical area spend at least one day working with the clinical instructor prior to the day of substitution.
   H. The Director of Nursing of the Cooperating Agency in which the substitute teacher will be working shall approve the R.N. substitute instructor.
   I. No medications shall be administered by student practical nurses while under the supervision of a substitute instructor unless special authorization is granted by the PWCS Director of the School of Practical Nursing based on the instructor’s previous experience in this area.
   J. The faculty member shall comply with school policy regarding substitutes.

II. Unplanned Absences
   A. Faculty members are responsible for acquiring coverage for their absence. The instructor shall notify the nursing office of cooperating agency (hospital) of coverage.
   B. The faculty member shall notify the PWCS Director of the School of Practical Nursing when it becomes obvious the instructor shall be unable to work. The instructor shall at that time inform the PWCS Director of the School of Practical
Nursing. The instructor shall state if contact has been made with the nursing office of the cooperating agency to which the teacher is assigned to inform them of the teacher’s absence and subsequent substitute instructor.

C. In the event the instructor is unable to arrange for a substitute teacher, the PWCS Director of the School of Practical Nursing shall plan coverage, as deemed necessary.

D. In the event a substitute teacher is not available, a student practical nurse shall be assigned independent study.

Faculty Dress Code

I. Pre-clinical: Faculty members shall comply with guidelines of the base high school to which they are assigned. Faculty members shall be neat, clean, well groomed, and properly clothed at all times. In the event a uniform is worn, the clinical guidelines shall be followed.

II. Clinical: Faculty members are required to:

- Wear a white uniform, nametag, white socks (above the ankle) or stockings (without runs), and clean white shoes when in the clinical area;
- White shoes worn with the uniform shall not include clogs, open-toed, or open-heeled varieties;
- Uniforms shall be in good repair, neat, clean, and knee length or longer. Uniform pantsuits may be worn;
- White or royal blue scrub jackets may be worn in accordance with the base hospital policy to which each clinical instructor is assigned. On occasion, it is permissible for the instructor to wear street clothes in the clinical area if a white lab coat and nametag are used;
- Nylons or socks are to be worn with street clothes in the clinical area, and no open-toed shoes are permitted;
- When in uniform, it is expected each faculty member shall have hair off the collar, wear no jewelry (except engagement and wedding rings), and a watch with second hand timing. Silver, gold, or pearl studs (round balls no larger than 6mm) may be worn if ears are pierced; and
- Nails shall be short and clean. Nail polish, if worn, shall be in good repair; only clear nail polish is permitted when in uniform. Fingernails must be natural nails. Extremes in makeup and perfume shall be avoided.

It is required that each faculty member shall assume the responsibility for purchasing a long-sleeved or ¾ length sleeved professional white dress uniform to be worn for formal school functions.
Leave for Faculty Members

Faculty members shall abide by all personnel policies of the Prince William County School Board, including vacation, sick time, funeral leave, educational leave, personal leave, employee sick-leave bank, grievance procedures, retirement, extended medical, and surgical insurance coverage.

Faculty members may refer to the policies and procedures of the Prince William County School Board, by visiting the PWCS website or contacting the PWCS Department of Human Resources.
School Closings

I. Pre-Clinical
   A. If PWCS is closed, classes are canceled.
   B. If PWCS opens late, report to base school.

II. Clinical
   A. If PWCS is open, PWCS School of Practical Nursing is open.
   B. If PWCS is closed, PWCS School of Practical Nursing is closed.
   C. If PWCS is open two hours late on a class or clinical day, report to the classroom two hours late.
   D. If PWCS is open one hour late on a clinical day, report at the regularly scheduled time, unless road conditions are dangerous and prohibit safe travel. Allowances shall be made for those traveling a distance. If open one hour late on a class day, report to the classroom one hour late.
   E. If PWCS closes early, all evening clinical activities are canceled.
Information for Prospective Students

The Prince William County School Board and other affiliated agencies sponsor the PWCS School of Practical Nursing. The purpose of this program is to provide qualified applicants the opportunity to train in a career that provides a needed service to the community.

The work of the LPN is an entry-level nurse which is an integral part of the health care team. Under the direction of a qualified health professional, the licensed practical nurse is a recognized entry-level nurse and performs nursing functions commensurate with their education, preparation, and demonstrated competencies. On a selective basis, this shall include the performance of a wide range of nursing skills.

Description of the Program

The program is primarily for high school seniors, but adults are accepted as the size of the class permits.

The program is 18 months in length. The pre-clinical instruction runs for nine months and follows the PWCS calendar for school days, holidays, and vacations. The clinical experience begins at the beginning of the second nine months of the program as an Adult Education Program and predominately follows the PWCS calendar for holidays and vacations.

Pre-clinical experience is offered at Osbourn Park High School as a transport program. Classes meet approximately two and one-half hours each school day. In addition to this, the seniors shall take other required academic courses within the high school they are attending.

The nine-month supervised clinical practice occurs at approved contractual affiliating agencies and begins when PWCS convene each year after successful completion of the pre-clinical course. While students are engaged in this clinical experience, they work seven to 12 hours a day. A cumulative educational record file is kept on each student showing progress in both the pre-clinical and clinical phases. This record is maintained consistent with the confidentiality and disclosures provisions of the Family Educational Rights and Privacy Act of 1974, and related Virginia Commonwealth law provisions.

Students who satisfactorily complete both the pre-clinical and clinical phases of this program qualify to take the NCLEX-PN.
Selection of Students and Admissions Criteria

I. Priority shall be given to certain applicants as designated in Section II of the Student Application and Review Procedures (attachment).

II. The applicant shall be able to work well with others, be interested in people, and be of good moral character.

III. The applicant shall have a sincere interest in nursing.

IV. High school students shall satisfactorily complete the junior year and be entering their senior year.

V. Adult applicants shall have a high school diploma equivalent to 12 completed years of United States education, a GED certificate, or a transcript showing the awarding of a degree from a four-year United States college or university. High school diplomas and college degrees from other countries may be accepted if, after review of the transcript supporting the diploma or degree, it can be certified that the coursework taken to earn the foreign diploma or degree is equivalent to that of a United States high school diploma or college degree.

VI. The applicant shall be in good health and demonstrate an ability to succeed in all aspects of the program. A physical examination and immunization record shall be submitted prior to final acceptance into the clinical phase of the class.

VII. The applicant shall physically be capable of performing all skills expected of the practical nurse in the clinical setting, as set forth in the licensed practical nurse job description of the affiliated agencies.

VIII. The applicant shall score satisfactorily on pre-entrance tests.

IX. A personal interview with the admissions agent may be scheduled if pre-entrance tests scores warrant.

X. The Medical and Health Science Advisory Committee shall make all decisions regarding admission and re-admission and such decisions shall be final.

There is a tuition fee each year for adults. High school seniors are exempt from payment of tuition during the first year. The tuition charge and book fee are subject to change on a yearly basis. Clinical students are assessed a laboratory fee and computer access fee subject to change on a yearly basis. Each student shall purchase the necessary accessories for training to include a uniform, white duty shoes, white hosiery or socks, appropriate scrub jacket, serviceable watch with second hand timing, stethoscope, bandage scissors, hemostats, tri-color pen, and a penlight.
High school seniors shall receive three credits toward their high school diploma upon satisfactory completion of the pre-clinical phase. Upon satisfactory completion of the entire 18-month course, the Prince William County School Board shall award the students a nursing program diploma which allows the students the ability to complete the NCLEX-PN.

PWCS does not discriminate in employment nor in its educational programs, services, and activities on the basis of race, color, religion, national origin, sex, gender identity, sexual orientation, pregnancy, childbirth or related medical conditions, age, marital status, veteran status, or disability. The following individual(s) will handle inquiries regarding nondiscrimination policies, including Section 504 and Title IX: Associate Superintendent for Human Resources, PWCS, P.O. Box 389, Manassas, Virginia 20108.
Student Application and Review Procedures

I. Who May Apply
A. Any high school student in the Prince William County, Manassas City, Manassas Park, or Fauquier County Public school systems who has satisfactorily completed the junior year and is ready to enter their senior year.
B. Any adult who has (or will have) completed high school, acquired a GED certificate, or has completed four years of higher education upon beginning the program.

II. Priorities of Applications
A. Due to the high number of applications received each year, when all admission criteria is considered equal, priorities shall be given in the following order:
   1. PWCS student applicants for the morning class;
   2. Out-of-county high school student applicants for the afternoon class;
   3. Employees of our affiliating agencies;
   4. Prince William County adult residents; and
   5. Out-of-county residents by date of arrival of application.
B. Student potential is considered throughout the admissions procedure.

III. How to Apply
A. Go to https://www.pwcs.edu/practicalnursing web page, any time between December 1 and March 15;
B. Click on the blue navigational bar on the left side of the screen and select “Application Instructions”;
C. Fill in the requested demographic information and choose a test date;
D. Click “Submit”; 
E. Click the download link on the following screen; 
F. Print the documents in the download folder:
   1. The application instructions;
   2. An application;
   3. Three recommendation forms; and
   4. The test admission ticket.
G. Once the three letters of recommendation forms and application are completed:
   1. High school students ask your guidance counselor for an official transcript with an attendance report.
   2. Adult applicants request an official transcript from your high school or GED be sent to Director of the School of Practical Nursing, 8909 Euclid Avenue, Manassas, VA 20111. If you are an international student, please download the instruction sheet from the
Practical Nursing web page on how to get your transcript translated. Translated transcripts must be received by March 15.

H. Mail your package to the Director of the School of Practical Nursing, 8909 Euclid Ave, Manassas, VA 20111, no later than March 15, or give to your guidance counselor for them to submit through interoffice mail.

I. Once your application is complete, and you send it in, please make certain you call 571.598.3907 the following week to verify receipt of your complete packet.

J. The entrance test shall be completed on the date the potential applicant requested or no later than the last date of the test availability.

K. A personal interview may be scheduled if the test scores meet admission criteria. High school student interviews shall include one or both parent(s) or guardian(s).

IV. Admissions Review

A. The Medical and Health Science Advisory Committee shall consist of the selected members of PWCS School of Practical Nursing faculty, representatives from the affiliating agencies, from the PWCS Office of Student Learning/Career and Technical Education Office, and from the administration and guidance departments of each county high school.

B. The Medical and Health Science Advisory Committee meeting shall be held after the application deadline, testing, and interviews have been completed, but no later than May 15.

C. The committee reviews each completed applicant file and makes selections regarding admission, rejection, or waiting list of applicants.

D. Each pre-clinical class shall have a maximum of 28 students.

E. Decisions of the Medical and Health Science Advisory Committee are final.

F. Each student recommendation for admission shall be contingent upon completion of a negative criminal background check and negative 10-panel drug screen (with the exception of high school students). A high school student desiring to attend the clinical phase of the program as an adult student shall successfully complete a negative criminal background check and negative 10-panel drug screen to complete the requirements for acceptance into the clinical year of the program.
V. **Individuals Desiring Readmission**

High school students applying for readmission in the Practical Nursing Program shall be subject to readmission procedures set forth in PWCS Regulation 745-1. High school students shall only be readmitted to the PWCS School of Practical Nursing Program at the commencement of the school year and only after a completed application packet is submitted in compliance with Section III of the Student Application and Review Procedures (attachment).

Adults seeking readmission to the PWCS School of Practical Nursing shall meet all of the admissions criteria (listed above) at the time they submit their request for readmission. However, adult students who have been dismissed from the program for behavioral reasons shall not be readmitted.

If a student requests an appeal for readmission due to attendance issues, the appeal shall be received by the Director of the School of Practical Nursing. If the student requests an appeal for behavioral issues other than attendance, no appeal shall be allowed. If a student requests an appeal for academic or clinical reasons, it shall be received by the PWCS Supervisor of Career and Technical Education (CTE) no later than three business days after dismissal. If a student requests an appeal for anything other than attendance, the appeal shall be for admittance to the program the following school year at full tuition rate, no refunds shall be made for the dismissal year. Appeal for re-admittance within the same year of the dismissal shall be granted on a case-by-case basis.

The following is required:

A. A formal letter requesting re-admission shall be submitted to the Director of the School of Practical Nursing no later than April 1 of the school year prior to re-admission.

B. Individuals who left the pre-clinical class shall be considered for the pre-clinical class as a beginning student.

C. Individuals who left the clinical class for academic reasons shall pass all pre-clinical final course examinations no later than May 1 of the school year for re-admittance to be eligible for placement in the clinical class; otherwise, the individual shall be required to repeat the pre-clinical classes.

D. Appropriate application procedures shall be completed with completion of a negative criminal background check and negative 10-panel drug screen.

E. After satisfactory completion of the above requirements, and if the Medical and Health Science Advisory Committee agrees to admit the student, the student shall be placed at the appropriate level of study to meet the educational requirements of the PWCS School of Practical Nursing Program.
F. The student shall agree to comply with Prince William County School Board policies, regulations, the “Code of Behavior,” and the regulations of the PWCS School of Practical Nursing Program.

VI. Notification of Applicants

A. All applicants with completed files are notified as to tentative acceptance, rejection, or waiting list no later than May 15 of the school term prior to the desired entrance date. Final acceptance for adults is based on payment of tuition. Students shall be informed to purchase the necessary accessories for training.

B. Waiting list applicants shall be moved to acceptance if an accepted student withdraws before or during the first three days of class. Applicants may not be placed into a class following that period of time as program material accumulates too rapidly to permit satisfactory make-up of missed material.

VII. Continuation of Files

A. Students may reopen their file for admission between December 1 and March 15 by written letter to the Director of the School of Practical Nursing. It is the applicant’s responsibility to verify completion of their readmission file.

B. An applicant who was on the waitlist for the previous year may reopen their file between December 1 and March 15 by submitting a letter to the Director of the School of Practical Nursing.
Nursing Program Transfer Request

A. A formal letter requesting admissions as a transfer student shall be submitted to the Director of the School of Practical Nursing. Transcripts and course descriptions from previous school(s) of nursing shall be forwarded to the Director of the School of Practical Nursing before further action can be taken.

B. Availability of space for additional students shall be determined by the Director of the School of Practical Nursing.

C. Appropriate application procedures shall be completed.

D. All pre-clinical final course examinations in which the student seeks advanced placement shall be passed with a score of 74 percent or higher.

E. The student shall demonstrate clinical proficiency and pass each course’s final examination with a 74 percent or higher in each area of clinical study in which the student is seeking placement.

F. After satisfactory completion of the above requirements, the student shall be placed at the appropriate level of study to meet the educational requirements of the PWCS School of Practical Nursing.

G. Successful completion of a negative criminal background check and negative 10-panel drug screen.

Graduation Requirements

A. Successful completion of all pre-clinical courses with a 74 percent or higher;

B. Absences shall not be greater than 20 hours in the pre-clinical phase and successful completion of the nursing competency of 80 percent or higher;

C. Successful completion of all clinical courses with a 74 percent or higher and no more than two back-to-back probations or three total probations for the program;

D. Absences shall not be greater than 80 hours in the clinical phase;

E. Completion of 400 direct patient care hours, no more than 25 percent may be obtained within simulation and no more than 50 percent of those hours being in one specific course;

F. Passing clinical evaluation for all six clinical courses;

G. Competencies completed with 80 percent or higher for entire program; and

H. All monies paid in full prior to graduation.

Transcript Release to the Virginia Board of Nursing

Upon completion of all the graduation requirements.

PRINCE WILLIAM COUNTY PUBLIC SCHOOLS