

PRINCE WILLIAM COUNTY
SCHOOL OF PRACTICAL NURSING
STUDENT HANDBOOK



SY 2025-26

Prince William County Schools
Manassas, Virginia



Student Nondiscrimination Statement

Prince William County Public Schools does not discriminate in employment nor in the provision of 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 including lactation, age, marital status, veteran status, disability, genetic information, or any other basis prohibited by law.

The following individuals will handle inquiries regarding nondiscrimination policies, including Section 504 and Title IX:

Mailing Address

P.O. Box 389, Manassas, VA 20108
Civil Rights, Section 504, Compliance (Employees),
Equal Employment Opportunity,
Americans with Disabilities Act, Grievance Procedures:
Equity and Employee Relations Office
703-791-8764

Section 504 Compliance (Students):
Director of Special Education
703-791-7287

Title IX Compliance:
Title IX Coordinator and Student Equity Office
571-374-6839

Family Educational Rights and Privacy Act (FERPA):
FERPA Officer
703-791-7445

Freedom of Information Act (FOIA):
FOIA Officer
571-402-3150

WELCOME!

Welcome to the Prince William County School of Practical Nursing located at Osbourn Park High School. We are so excited to walk with you as you begin the journey toward your nursing career. My hope is that this journey finds you excited, determined, and ready to take on a whole new challenge. Nursing is a hard, beautiful, life-altering calling. As a nursing faculty team our goal is to be your guides, cheerleaders, encyclopedias, and shoulders to cry on for the hard and happiest times. We are on your side!

The purpose of this handbook is to guide you through the years ahead by giving you a road map for how to be successful. Our students are known for their engagement, passion, and caring. When we go into clinical sites, our students are respected due to their commitment to caring and intentional nursing care. We strive to develop nurses who ensure each patient receives the care that all of us desire to have for our loved ones. Due to this goal, our students who are the most successful are fully committed to being present with their patients, teachers, and studies.

We will be giving multiple surveys throughout the program. Please feel free to let me or the faculty know if there are changes you think should be made in the Program. Your suggestions will be welcomed, and all will be considered. It also helps if you tell the faculty what you find to be particularly helpful. Affirmation of positive behavior is always welcome.

As you begin your journey, please take some time to reflect on your personal learning goals. Consider learning goals that include not only nursing, but also those which will make you a more fully educated person.

One of your best allies in your journey is the faculty. The faculty are committed to providing a meaningful educational experience for you; don't hesitate to use their expertise. I think you will find the faculty to be caring, competent, and empathetic individuals willing to "go the extra mile" to assist you in this journey.

I hope that you find your path in nursing to be as exciting and fulfilling as I do. We welcome you in our program. Thank you for choosing Prince William County School of Practical Nursing for your nursing education journey!!

Please feel free to reach out to me at any time. My door is always open!

Anna Haynes, MSN, RN
Program Director

Health Screenings

Health screenings are required of all adult students and all documents are required to be uploaded into the Viewpoint Health Screenings portal at the student's expense.

Face Coverings

Face coverings are optional in the classroom setting, however, clinical settings will follow the clinical agency's guidelines (must mask if COVID positive).

At all times, proper hand hygiene will be actively promoted and encouraged.

PRINCE WILLIAM COUNTY SCHOOL OF PRACTICAL NURSING ACADEMIC AND DISCIPLINE

Due to the unique characteristics of the Prince William County School of Practical Nursing, special policies of discipline, probation, and dismissal and attendance have been established. This document is subject to annual review.

The purpose of the program is to graduate a member of the health care team who meets the criteria established by the Virginia State Board of Nursing including standards of professional conduct and ethics. The graduate shall be responsible for life and death, and requires the knowledge, judgment, and behavior to function in these situations as well as in less critical ones. One goal of nursing is to benefit the patient. This means to aid the patient toward recovery, convalescence or acceptance in illness. It also means bringing no harm, however slight, to the patient. For these reasons, it is necessary to have policies governing the conduct and discipline of students enrolled in the Prince William County School of Practical Nursing, which supplement the rules and procedures set forth in the Policies and Regulations of the Prince William County School Board and the Prince William County Schools Code of Behavior (PWCSOB).

The faculty has established the following specific rules and regulations in regard to dress code, attendance, and tardiness; and developed guidelines for professional and ethical behavior. These policies are to assist in patterning the students while still in school so that their professional behavior as graduates shall be an integral part of themselves as nurses – a professional habit.

ACADEMIC REQUIREMENTS

Pre Clinical (first 9 months)

- Each individual course shall be passed with at least a 74.5% [C] average (without rounding). If any student earns below a 74.5% the individual course has been failed and the individual may become ineligible for the second year of the program. A HS student may earn graduation credit if the semester is passed with a 60% or greater. An adult student repeating the pre-clinical year must pass all courses with a 74.5% and above, otherwise, the adult student will be removed from the class immediately.
- Academic: Any student whose academic performance grade falls between 74.5% and 79%, at the conclusion of a course, shall be placed on probation for the following course. If a student earns a third probation at any time during this program or any two back-to-back probations will result in dismissal.
- HS students will remain in the class even if dismissed from the program for credit. They may not advance to the second year of the program. Adult students will be removed from the class upon dismissal.
- In order for a pre-clinical student (adult or graduating high school student) to progress to the clinical phase of the program they must maintain the 74.5% average in all six courses, no more than 20 hours of absences and complete 80% or more of the mandatory (as indicated on the skills checklist) nursing skills competently.
- Any student who falls below 74.5% per course, fails both nursing competencies, and/ or exceeds 20 hours of absences may appeal to the program director in writing for further

eligibility consideration. If admitted into the clinical phase of the program, the student will be starting this phase with the number of probations earned in PN I and II.

Clinical (second 9 months)

- Academic: Any student whose academic performance grade falls between 74.5% and 79%, at the conclusion of a course, shall be placed on probation for the following course. If a student earns a third probation at any time during this program or any two back-to-back probations of any clinical or academic combination will result in dismissal.
- Academic performance grade shall be passed with a minimum 74.5% [C], or the student shall be dismissed from the program.
- Clinical grade must be “passing” based on a pass or fail score for performance.
- Students will be graded daily within the direct care clinical setting based on their performance. The following will be used:
 - **E=Exemplary:** The student has gone above and beyond what is expected, has not needed prompting to meet daily goals, has used critical thinking skills to make correct clinical judgments.
 - **A=Accomplished:** The student critically thinks and has done the necessary item as expected. Needs minimal prompting.
 - **D=Developing:** Needs frequent prompting to meet daily goals, but attempts to problem solve, and can answer some questions.
 - **B=Beginning:** Needs constant guidance to meet daily goal, struggles to problem solve and inconsistently answers questions.
 - **N = Not meeting standards:** Is unable to explain concepts to instructor, makes a critical error that may or may not adversely affect the patient. Needs constant guidance and prompting.
 - Students receiving N (Not meeting standards) consistently in 2 or more clinical judgment areas may result in clinical failure for the day. The student will have access to their daily clinical evaluation in an attempt to remediate and improve clinical performance. This will act as a counseling for the student. Failure on more than 50% of clinical days will result in failure of clinical. A student who demonstrates unprofessional behavior pertaining to clinical, will be placed on Clinical Probation for the next course. If the student earns a Clinical (or Academic) Probation in the next course, this is considered back-to-back probation and will result in the student being dismissed from the program.
 - Failure to progress out of the Beginning criteria category as courses progress could result in clinical probation or failure of clinical. If by the beginning of Course D there is still no consistent growth (still rating Beginning in majority of criteria), this could result in dismissal (Simulation grades are not incorporated into overall clinical pass or fail).
 - With regards to critical safety elements of patient care (failure to recognize and/or report abnormal assessment details, failure to recognize and/or report a decline in patient condition, failure to follow safety protocols, an action or inaction that results in a patient injury, making a medication error, giving medication without

the instructor), will result in a “Fail” for the day and could result in dismissal from the program, depending on the severity of the infraction.

- Written clinical assignment grades will be recorded in the “Other homework” academic assignments grades and be graded on the clinical evaluation tool once per rotation based upon the daily performance grade. Grades for clinical assignments will be recorded in the “other assignment” for the course grade. Clinical assignments are a vital part of developing critical thinking and clinical judgement. Students who fail to complete these assignments as evidenced by an N grade will result in being placed on behavioral probation. Refer to Daily Clinical Evaluation for the overall assignment grade.
- Nursing care standards: Any student who shows evidence of being unsafe and/or incompetent in the care of patients shall be counseled/ and or placed on probationary status by the clinical instructor and may be removed from the clinical area and/or dismissed from the program. Subsequent unsafe acts and/or incompetence shall warrant immediate dismissal from the program without probation. The purpose of counseling/ and or probationary period is to identify any such problem(s) and assist the student in recognizing and correcting the problem. An example of an unsafe act includes but is not limited to: leaving bed in a high-position, side rails left down, no call bell within reach, etc.

BEHAVIORAL REQUIREMENTS

- All students in the Practical Nursing Program shall comply with each of the following:
 - All requirements of the Code of Virginia applicable to students enrolled in the Practical Nursing Program, including any requirements or standards established by the Virginia Board of Education and the Virginia Board of Nursing;
 - Prince William County School Board Policies, Regulations, and Code of Behavior;
 - Prince William County School of Practical Nursing Program Regulations;
 - Rules and procedures established by the administration of Osbourn Park High School; and
 - Policies and procedures of cooperating agencies as appropriate.
- Discipline of high school students shall be governed by this policy, PWCS Regulation 673-1 and all applicable Prince William County School Board Regulations including those set forth in Section 700. Students will also be disciplined in accordance with the Prince William County Schools Code of Behavior (PWCSCOB). The procedures set forth in School Regulations 744-1, 745-1 and 745-4 contain the procedures applicable to the suspension and expulsion of PWCS students.
- Discipline of adult students, including suspension and dismissal, shall be governed by Regulation 673-1, the Prince William County Schools Code of Behavior (PWCSCOB), and Prince William County School Board Regulation 680-1 which addresses Adult Education Instruction and this policy. Adult students who are granted admission to the Practical Nursing Program do not have the same rights as high school students since adult students’ participation in the Program is voluntary and a privilege. Adult students have no constitutional, statutory, or property right to such enrollment.

- All pre-clinical students participating in the Practical Nursing Program are subject to this policy governing tardiness and/or absenteeism, rather than Regulation 724-1. A total of 20 pre-clinical hours of tardy and/or absences (excused or unexcused) is the maximum allowable hours. If a student exceeds the 20 hours of allowable absences, the student may request in writing a waiver from the director of the program to be eligible for the second year of the program. Any student post waiver who exceeds 20 hours of absences will be ineligible to advance.
- During the clinical phase of the program a total of 60 hours of tardy and/or absences whether excused or unexcused shall warrant dismissal from the program. If a student exceeds the 60 hours of allowable absences, the student may request in writing a waiver from the director of the program to be eligible to remain in the second year of the program. Any student post waiver who exceeds 60 non-waived hours of absences will immediately be dismissed and ineligible to appeal as this would be deemed a behavior dismissal.
 - In order to ensure non-disruptive testing, on test days in the clinical phase of the program (2nd 9 months), any student arriving 15 minutes after the test starts will not be admitted into the testing environment. Student will report to the director of the program and test will be given at teacher's discretion. Grades will not be posted until all students have taken the exam. Student is not guaranteed the same version of the exam administered.
 - If a test is not taken at scheduled time, 10% will automatically be deducted from the test score unless waived by director with valid documentation.
- All clinical students will not work the overnight shift prior to clinical experience, must have the opportunity for a minimum of 6 hours of rest prior to clinical rotation.
- All clinical students shall be in compliance with immunizations, a clear background check and clear 10 panel drug screen in accordance with our affiliating agencies requirements. Falsifying or withholding information that might affect admission into the program shall warrant immediate dismissal for unethical behavior. Any student whose use of alcohol or drugs and/or physical and/or mental health interfere with safe, competent nursing care shall be dismissed from the program. Written documentation from a physician shall be required before the student can be considered for readmission.
- All adult students in the first 9 months shall be in compliance with clinical immunizations. High school students will be in compliance with PWCS regulations.
- If at any time in the program there is suspicion that a student is under the influence of drug or alcohol use during school/clinical time:
 - If the suspected infraction is an adult student, they will be asked to leave immediately and perform a drug/alcohol screen via Viewpoint Screening at their own expense and have the report sent directly to the director of the program.
 - If the suspected infraction is a HS student, the student will be reported to the school security officer immediately for further action.

- In accordance with the Virginia Board of Nursing all adult students must complete a criminal background check. Affiliating agencies require a 10 panel drug screen before clinical year of the nursing program. HS students will complete their criminal background check and 10 panel drug screen at the end of the first year if advancing to the second year of the program. Admittance into the second year of the program will be contingent upon the results.
- In the event of virtual learning, the expectation is that all students will have camera on and participate in planned activities during the class.

Cellphone policy

Cellphones and earbuds/headphones are not permitted during instructional time unless instructed by the instructor. During all tests all cell phones will be secured in the classroom cellphone lock box. No SMART watches may be worn during testing. Failure to comply with these rules will result in the following consequences:

- 1st offense: Verbal/written warning in the form of a counseling letter
- 2nd offense: Written warning in the form of a counseling letter
- 3rd offense: Behavioral probation

All high school students will comply with the PWCSCOB

DISCIPLINE PROCEDURES

The following discipline procedures shall apply in addition to those discipline procedures applicable to high school students set forth at Regulations 744-1 and 745-1 and those discipline procedures applicable to adult students set forth in Regulation 680-1.

- When a student has earned probation or dismissal, the instructor shall notify the student and the Director of the School of Practical Nursing of any recommendation for such action.
- The appropriate instructor(s) shall have a conference with the student to discuss the reasons for the student earning a probation or dismissal.
- The instructor shall present the proper documentation to the Nursing Director including the reasons for the recommended disciplinary action and, if appropriate, any corrective measures desired and a timetable for accomplishing these measures.
- Any appeal by a high school student of a disciplinary action shall be processed according to School Board Regulations 731, 744-1, and/or 745-1. Adult students are subject to the appeal procedures set forth in Regulation 680-1 for the following school year, **unless the adult student was dismissed for behavioral reasons at which there is no appeal.**

- If a student requests a waiver for attendance issues, the written waiver must be submitted to the director of the program. **There are no appeals for behavioral issues.** If a student requests an appeal for academic or clinical reasons, it must be received to the Supervisor of Career and Technical Education (CTE) in writing no later than three business days. If a student requests an appeal, **it will be to return to the program the following school year at full tuition rate, no refunds will be made for the dismissal year. Appeal for re-admittance within the same year of the dismissal will be granted on a case-by-case basis.**

It is understood that the reason for probation and/or dismissal shall be documented and that the instructors shall have worked with the student in an attempt to correct the situation. If the student fails to improve his/her performance during the probation period, dismissal from the program shall be necessary. The Director of the School of Practical Nursing shall notify the student in writing of probation and/or dismissal and the justifications for this action. If a student earns a third behavioral probation for the same category at any time during this program or any two back to back behavioral probations of the same category will result in a dismissal. If a student receives a third probation any combination of academic or clinical at any time during this program or any two back to back combination of clinical or academic will result in a dismissal notice being given.

The Prince William County School Board provides appeal procedures for the resolution of a wide range of student complaints. One of the goals of site-based management is to resolve issues at the school level, or, if necessary, at the administrative level. If a student has a grievance against the school once they have exhausted the reporting authority chain as stated in PWCS Practical Nursing handbook and resolution isn't to the student's standard, they may do so by contacting the Virginia Department of Education or the Virginia Board of Nursing.

PRINCE WILLIAM COUNTY PUBLIC SCHOOLS STUDENT CODE OF RIGHTS AND RESPONSIBILITIES

The purpose of this program is to prepare the student for employment in an entry level profession of nursing. All employers require certain levels of behavior and performance from their employees. This is especially true of nursing. Based on the expectations of employment, areas of student responsibility have been identified. Also listed are requirements that are needed to aid in the development of attitudes and behaviors of a professional nurse. While in harmony with these policies, entry into the nursing program entails further clarification and expansion of these general expectations to the health care environment and professional nursing standards. These include professional responsibilities for safe and accountable practice, respect for self and others, and active participation in the learning process. Clinical Evaluations are based on professionalism and application of knowledge from classroom to the care of patients and recorded in the clinical evaluation tool. In addition to the outlined behaviors below all students are required to comply with the PWCS Code of Behavior, this can be located on the PWCS.edu website.

A student will assume responsibility for their own learning and development by:

- **Students will check their PWCS email and CANVAS announcements daily.**
- Students will respond to PWCS email and any electronic form of communication provided by PWCS with 24 hours. Failure to respond to communication when warranted can result in a letter of counseling (3 letters of counseling for a reoccurring behavior = behavioral probation).
- Being prepared for class, lab, zoom classes/meetings, and clinical activities and assignments.
- Regularly attending class, lab, zoom classes/meetings and clinical as scheduled and within attendance guidelines.
- Actively participating in active/collaborative learning activities.
- Completing CANVAS and in class assignments on time with written work being done legibly and in proper format.
- Accepting constructive criticism and supervision by others, utilizing suggestions for growth/improvement.
- Utilizing chain of command when applicable
- Conducting all communications in a respectful, professional manner.
- Making arrangements for and completing make-up assignments within specified time frames after any class, lab, or clinical absence.
- Monitoring own progress in meeting course competencies and seeking out needed learning experiences and instructor assistance.
- Using appropriate resources and references to increase knowledge base and improve performance.
- Scheduling appointments with instructor(s) for assistance with class work, assignments, and other materials.

A student will accept accountability for their own judgments, actions, or failure to act.

A student will use sound principles from nursing and the natural and behavioral sciences to support actions and judgements.

A student will safeguard the client by:

- Recognizes self-limitations.
- Seeking out the instructor when unsure of self or when unable to follow directions/guidelines given.
- Reporting errors, mistakes, or injuries in care and following through with the needed action for remedy.
- Arranging for client needs to be met before leaving the unit for breaks, lunch etc.
- Researching and preparing one's own assignments for class and clinical as directed (meds, treatments, diagnostic tests, pathophysiology, psychopathology, and social dynamics).
- Adhere to program, agency policies, procedures, and routines.
- Accurately and timely recording and reporting patient care data while respecting confidentiality guidelines.
- Maintaining and providing documentation for program requirements including immunization, blood borne pathogen and HIPAA.

A student will complete assigned nursing care, including charting and reporting, as designated by instructor and within clinical hours.

A student will demonstrate professional conduct, integrity, and respect for one's self and others by:

- Completing clinical facilities' orientations as directed by the individual facilities
- Protecting the client's right to privacy (HIPAA) by maintaining strict confidentiality at all times.
- Respecting the human dignity and uniqueness of others regardless of social or economic status, personal attributes, or nature of health problems.
- Promoting and maintaining therapeutic relationships with clients
- Listening attentively and courteously when others are speaking
- Putting client's needs before those of self.
- Verifying facts and information before making judgements or drawing conclusions.
- Exercising poise, tact, and self-control when communicating with others.
- Expressing one's self clearly and accurately both verbally and in written work.
- Offering assistance to others rather than waiting to be asked.
- Notifying appropriate people (instructors, staff, peers, and clients) when unable to keep commitments made to them.
- Projecting a professional image/attitude during class, lab, and clinical activities.
- Reporting acts of dishonesty and professional misconduct.
- Performing invasive procedures on another person(s) only under the supervision of a PWCSNP Nursing Faculty or designated preceptor.

I. ATTENDANCE

It is the goal of the Prince William County School of Practical Nursing (PWCS PN) to prepare students for the workplace. Professionalism is essential and excessive tardiness is not professional. Regular attendance and consistent study habits are essential to success in the program and are expected of all students in the PWCS PN program. The director shall decide whether the tardy/absence is excused through a written waiver after the student exceeds the total allowed number of hours (20 total hours for the pre-clinical student and 60 total hours, clinical and didactic, for the clinical student). The legitimacy of the reason for the absence in no way minimizes the loss incurred. Whether or not the absence is excused by the director the time remains to count for total allowable absences/tardiness. If a student exceeds the total allowable hours and desires to remain within the program by having the hours waived or eligible to continue onto the second year of the program the student will be required to appeal the excessive hours in writing to the program director.

On clinical days the student shall email to report any tardy to the appropriate instructor and director. It is at the instructor's discretion whether the student shall report for their clinical assignment that day. If the student arrives 15 minutes late or greater, the clinical experience for that student may be cancelled and recorded as missed hours. This shall result in the student missing clinical experience and not being able to make up this time or assignments associated with the clinical experience. Time shall be deducted for the day. If a student is absent/tardy 10% of assigned clinical hours for each course, the student will be allowed to attend the graduation ceremony but will be required to make-up the missed clinical time in the two weeks' post-graduation ceremony. If the time to be made-up isn't fulfilled within the two weeks post the graduation ceremony, the student will need to return at the beginning of the following school year to finish making-up the missed hours at the discretion of the program director.

Students will not be allowed to attend clinical if they have worked the shift prior to the clinical experience. Students must be well rested in order to ensure client safety. Failure to comply will result in student being sent home and hours missed.

Clinical Instruction/Virtual Simulation/Simulation- Clinical may consist of some virtual simulation. The virtual simulation will have strict guidelines for completion and count toward part of the required 400 direct patient care hours, not to exceed 25% of total direct patient care hours. In order to receive time for direct patient care the student must complete pre-assignments, participate in simulation to receive the benchmark grade for the simulation and be present and participative in the post-simulation debrief. Participation within the debrief will be graded as your pass/fail for application and nursing concept map on the patient within the scenario will be graded as part of your clinical assignment's grade.

If a student misses any classroom work due to tardiness, she/he shall be able to make up the missed work as directed by the instructor. The responsibility for completing course requirements lies with the student. No absence negates the student's responsibility for completing all assigned work. Any amount of time the student misses for tardiness shall be added to hours missed in increments of 15-minute intervals to the hour (1-15 minutes late results in 15 minutes recorded as absent, 16-30 minutes late results in 30 minutes recorded as absent, etc.) An attendance

record shall be maintained in the classroom. Students shall document their absences and tardiness on the attendance record. If a student is tardy, regardless of the situation, she/he shall enter the room **QUIETLY** without disrupting the class. If the student arrives in a disruptive manner, she/he may be asked to leave for the day.

Timely notification is essential regardless of the reason for tardiness/absence. Student will notify all of the instructors and director via email for all absences and tardies. If the tardy or absence is to be considered as excused a professional note may be required, examples but not limited to are: citation, court document, doctor excuse. Note should be presented upon return to the instructor/director.

If the student has an expected absence, it is the student's responsibility to arrange with the instructor for makeup assignments. Students shall turn in any assignments due for a planned absence per instructor direction. **Appointments shall be scheduled at times other than class/clinical time whenever possible.**

For unexpected absences, the student shall email all the instructors and director. This must be done **at least 15 minutes prior** to the class or clinical start time, or as soon as possible, and explain the reason for the absence. Either during the absence or immediately upon return, the student shall obtain material missed from other students and discuss makeup assignments with the instructor. If notes are unclear, it is the student's responsibility to make an appointment with the instructor to obtain any needed clarification.

The student will be expected to bring a note from parents or a physician in regard to absences. A note from the physician shall be required for two or more consecutive days of absence due to illness. In the case of excessive absences or if a student develops a pattern of absences, a physician's note will be requested for each absence to be recorded as excused. Regardless of reason for absence, excessive/patterned absences may result in ineligibility to continue to PN III.

Students are expected to attend all scheduled class, lab, zoom and clinical sessions. Regular attendance and participation provide students opportunity to learn the knowledge and skills most current in the nursing profession and to practice using those skills.

Student attendance patterns may also be reflected on the clinical evaluation, and final program evaluation for prospective employers.

To evaluate attainment of course competencies, students are expected to attend and participate in all scheduled clinical experiences. Failure to meet course competencies, due to lack of attendance, may result in an unsatisfactory evaluation, and may result in failure of the course or ineligibility to move forward in the program.

In order to be eligible for graduation, each clinical phase students must have completed a minimum of 400 direct patient care hours with 25% of those hours allowed as simulation as designated by the Virginia Board of Nursing Regulations. These 400 hours are accumulated across all content areas.

II. INSTRUCTOR ABSENCES

When the pre-clinical instructor is absent from school, there will be a substitute instructor provided and/or a self-study assignment.

When the clinical instructor is absent from the assigned clinical area for a short time period, the following procedure will be followed:

- The instructor may notify the students via email or LMS Announcement of the absence.
- The instructor will deliver the message to the nursing students regarding the instructor absence. If a student missed their notification and reported to the clinical facility as scheduled, **Students may not remain in the clinical area without instructor supervision.**
- If an instructor is absent and a substitute nursing instructor for that clinical day is unavailable, then, all clinical for the day would be cancelled and the students would be assigned a 6-hour V-Sim and replacement package in the course area of study. This would only count as simulation hours for direct patient care if the students would be within the 50% of total clinical hours for any one course and no more than 25% total simulation hours for simulation in general. Otherwise, the V-Sim would be counted as experience only, not clinical hours. If the instructor will be absent for an extended length of time (greater than 3 days), schedule would be adjusted to accommodate replacing the current instructor with a qualified substitute nursing instructor.
- If, for any reason a student is unable to follow the above directions, it will be considered an absence from their clinical experience. For longer periods of instructor illness/leave, a qualified substitute will be obtained or students reassigned to another clinical group.

III. ASSIGNMENTS AND TESTS

All assignments are due on the designated date. If a student is absent, the assignment will be turned in the day of return; except for electronically assigned assignments, the dates will not be adjusted due to illness or inclement weather, unless preauthorized by assigned instructor. Students who expect to miss an exam must notify the instructor prior to the start of the exam. Tests are to be made up the day of return, prior to attendance of class. Make-up tests are subject to a 10% penalty. A different test will be administered with the same concepts. The format of the make-up exam is left up to the discretion of the instructor.

Extended absences shall be handled on an individual basis worked-out with the given instructor.

The first day the assignment is late, 10% of the total points shall be deducted from the total points possible for the paper/assignment. All papers/assignments will be considered excessively late at the beginning of class/clinical of the second day. After the beginning of class on the second day, no papers/assignments will be accepted, and a zero (0) grade will be posted for that paper/assignment.

Projects shall be treated as special assignments in that they will be due on the date assigned. No late submissions will be accepted.

Class Preparation Assignments (Pre-Assignments) shall be due prior to the beginning of class. **No late assignments will be accepted.**

In order to simulate NCLEX style testing all cell phones will be required to be turned off and secured in the cell phone locker until the end of the exam period. No unauthorized computers/electronics will be allowed in the testing area. No food or drink will be permitted in the testing area. Backpacks will be placed in designated area.

IV. DRESS CODE GUIDELINES

The dress code for students shall follow PWCS Code of Behavior/PWCSPN guidelines (to include zoom classes). Although fashion trends in dress, accessories, hair color, and hairstyles are part of a student's personal life, these same trends can be seen as less than professional by the public and detract from their perception of the student's capability to practice safely. Therefore, nursing student's dress and appearance for clinical must be professional (ex: hair color must be of a natural shade). Grooming and uniform dress code policies are based on the following standards:

- **Client Safety:** Tissue Integrity- patients are to be protected from tissue damage from fingernails, jewelry, etc.. Infection Control- patients are to be protected from known sources of infection, actual or potential.
- **Professional Demeanor:** Nursing students are expected to represent themselves, PWCSPN, and nursing in a professional manner.
- **Compliance:** We have an obligation to comply with the dress code standards of any of the agencies with which we contract for experiences. ***Cell phones are not permitted by students in the clinical areas.***

The following list is not meant to be all-inclusive, and any questions or concerns are to be brought to the program director. **Agency policy supersedes school policy. The more stringent policy will be followed.**

- Uniforms are not to be worn outside of the clinical setting except for designated school functions.
- Meticulous grooming and daily personal hygiene are essential within the classroom and clinical areas due to the close proximity to the client and others. Clean and odor-free clothing and person is expected within the class and clinical setting.
- Uniforms shall be clean, non-wrinkled, in good repair, and **properly fitted**. Dress lengths shall be at the knee or just below the knee. Pant lengths shall be at the top of the heel of the shoe. **Skin tone undergarments** (men and women) shall be worn under all white uniform items. Proper underclothing will be worn to maintain the individual's modesty.
- Required Uniform:
 - A. Pre-Clinical: Royal blue pant or skirt identified from the appropriate vendor, white top with school logo embroidered on the upper left chest.

- B. Clinical: White pant or skirt identified from the appropriate vendor, white top with school logo embroidered on the upper left chest
- C. Optional: Royal blue scrub jacket may be worn as part of the uniform. Sleeve length shall not exceed the heel of the hand. A school logo must be embroidered on the left upper chest of scrub jackets.

- White hose (without runs) with dress uniform or white socks with slacks/pants uniform shall be worn. **Socks must extend above the ankle.** Socks or hosiery must be worn with uniform pants so that when the student is sitting, no skin on the legs or ankles will be exposed.
- White closed-toe nursing shoes and shoelaces shall be clean. No clogs, no open toe or back shoes are allowed. Athletic shoes are permitted **ONLY** if completely white without colored manufacturer logo and **MUST** be a leather type material, non-porous. Identifiable nursing or medical manufacturer logo is permitted with any white nursing shoe. Example: permitted, Nursemate white closed toe and back shoe with blue Nursemate logo. Not permitted, white athletic shoe with blue athletic logo.
- A name badge and/or hospital ID is required at all times for PN I, PN II, and PN III in the classroom and laboratory area, and PN III in the clinical area. A PWCSNP name badge must be worn by all students who enter the main school building.
- Hair must be clean, worn off the face and controlled. Long hair must be tied or pinned back and up it shall be off the collar, away from the face and without decorative accessories. No visible unnatural hair colors permitted in clinical experience assignments. Hair accessories should be inconspicuous and neutral in color.
 - Religious head coverings will be solid white, royal blue, or of the student's natural hair color.
- Facial hair of men shall be clean and neatly trimmed and worn in such a manner that it will not obstruct nursing activities.
- Makeup shall be lightly applied natural and subtle in appearance. Odors of any kind may be offensive to clients or classmates. No cologne, aftershave or perfume in the classroom or clinical areas. Tobacco, vaping, and body odors are unacceptable. Students should be aware of household smells permeating uniforms (ex: pungent food smells, tobacco, vaping, etc.).
- For Clinical experience students: Fingernails shall be no longer than fingertip length, clean and natural. Fingernails must be natural nails, no polish, no gel, shellac, acrylic or artificial in any manner.
- Tattoos must not be visible. If they are visible, they must be covered per clinical agency policy during all clinical practicum and lab.
- For the safety and comfort of the client and student, jewelry, with the exception of a wedding ring set and wristwatch. SMART watches are not to be worn in clinical. For pierced ears, one small (no more than 6 mm) simple post may be worn per ear in clinical. No jewelry, safety pins, etc., will be worn in pierced, visible body parts- including the tongue, eyebrow, nostril, ear cartilage and other facial decorations are not permitted during clinical or lab and may not be worn under a mask.
- If a student has ear gauging/tunneling the only accepted option is to wear flesh colored "hider" plugs (typically made of silicone) during all clinical practicum and lab.
- The following items are required by the PWCSNP for PN III: hemostat, tri-colored pen, bandage scissors, penlight, stethoscope, black permanent marker, small calculator, and a watch (no SMART watches) that measures seconds. Preclinical students on their designated

uniform day are required to wear a watch with a second hand as part of their required uniform.

- Optional item for clinical year is a royal blue or white fanny pack of a washable material. Plain royal blue or white headband smaller than 2 inches may be worn in addition to hair being pulled back and off the collar in the clinical setting.
- Head coverings may be worn for religious purposes only. They must be solid white, black or royal blue and without any adornments.
- Masks will be worn per CDC/hospital protocol.
- Gum or tobacco is not to be chewed in clinical or the classroom. Smoking or Vaping is not permitted. Students who have a smoking odor on clothing may be asked to go home and change into a clean, odor free uniform.
- When attending field trips, professional attire shall be worn with their assigned PWCSNP nametag, unless instructed otherwise.

Failure to abide completely by the above guidelines shall result in disciplinary action. Failure to be in uniform on designated days shall result in counseling, removal from clinical site, and could lead to behavioral probation and dismissal from the program.

V. GRADING

The following is the grading scale for Prince William County Public Schools:

A	90-100
B+	87-89
B	80-86
C+	77-79
C	70-76
D+	67-69
D	60-66
F	0-59

For minimum grade requirements, see the Academic Requirements section of this policy.

VI. PROGRAM AND AFFILIATING AGENCY EVALUATIONS

Program improvement can be accomplished through constructive suggestions from the students. Students shall be required to complete course/teacher evaluations throughout the program. Grades and/or student evaluations shall be distributed at the end of each grading period and/or course. A final evaluation and/or conference shall be scheduled for each student at the end of the pre-clinical and clinical years. Surveys will be sent to graduates and the graduates' employer in accordance with the Board of Nursing Regulation for nursing schools.

VII. LIBRARY POLICY

There are some nursing resources available for student use and checkout within the nursing department. All books shall be signed out with their respective nursing instructor for a period no longer than 3 school days or otherwise arranged with instructor.

Journal access is provided through Prince William County Public library access. Every students is recommended to obtain a PWC Public Library card. The OPHS librarian will provide an in-service within the first few weeks of school on how to access the online journal search engine through Prince William County Public Library to obtain full-text journal articles which pertain to Health and Medical Sciences.

VIII. CLASS AND STUDENT ORGANIZATIONS

Pre-clinical class (PN I & II) duration is physically 2.0 hours and asynchronous online 0.5 hours Monday through Friday. Clinical class (PN III) expectation of student involvement is approximately 7 hours for didactic per day consisting of synchronous and asynchronous work. The Prince William County Schools pedagogy is active and collaborative learning. Clinical length varies based on the affiliating facility. Clinical length can be from 4-12 hours in length, a schedule will be given in advance for appropriate planning. Breaks may be given for a class of 2 hours or longer. Breaks are scheduled at the discretion of the instructor. Synchronous and Asynchronous class and clinical times may range from 0630-1930 Monday through Friday, times and locations will be communicated. Preceptorship days and hours may vary. Students shall be permitted to have food/drink in the classroom as long as the instructor approves and masks are no longer required, and it is not disruptive to academic instruction or peers.

Class officers shall be elected for pre-clinical and clinical classes. The organization remains within the student body. The student organization is Health Occupations Students of America (HOSA). State and national membership is optional. Instructors serve as advisors. Time for class/HOSA meetings shall be planned and added to the academic calendar and allowed as needed. It is required for each PN class to participate in at least 5 approved hours community service project per school year. It is expected the lines of communication between pre-clinical classes and the clinical class be established and maintained. HOSA meetings will be centered around community/global health services.

It is recommended all students become student affiliates of the Virginia Licensed Practical Nurse Association and/or other professional nursing associations.

IX. GRADUATION

This function is a required school function, attendance is mandatory for graduating students. Scholarship recipients from PN I/II will be required to attend to receive their award. Awards will be re-allocated if failure to attend both graduation and second year of the program. Community service hours will be awarded to those who attend from PN I/II and assist with the ceremony.

X. ACADEMIC DISHONESTY BEHAVIOR

The Academic Dishonesty Behavior code for students shall follow PWCS Code of Behavior/PWCSPN guidelines. Students are responsible for neither giving nor receiving assistance (written, orally, or otherwise) on tests, examinations, final evaluations, class or clinical assignments (even if same patient assigned) that are to be graded as the work of a single individual. Cheating includes but is not limited to the giving or receiving of a picture, a computer file, program, part of a program, or other computer-based information without specific teacher direction or approval. It also includes but is not limited to actively engaging in any type of communication regarding any test/quiz/competency validation/ simulation content with or by individuals who have yet to be tested, looking at the answer sheet or computer screen of another student during a test/quiz. Accessing test banks is strongly discouraged as it does not promote critical thinking nor application of knowledge. Cheating encompasses any violation of rules where the violation involved dishonesty or use of technology products for gaining information to be communicated during a time where all technology products are supposed to be docked. Examples of dishonesty in nursing include falsifying or fabricating records or reports (vital signs, meds, procedures, date/observations, etc.) and caring for clients when inadequately prepared. These actions lower professional standards and adversely affect nursing's professional and public image. Negligent or dangerous clinical practice, which puts client safety at risk, can also lead to legal action against the nurse and the institution.

The International Center for Academic Integrity defines academic integrity as a commitment, even in the face of adversity, to six fundamental values: honesty, trust, fairness, respect, responsibility, and courage.

The student shall receive a zero for the assignment, exam, test, or final exam, etc. In the case of a high school student a parent will be contacted, and the student may be disciplined up to and including expulsion. In the case of an adult student, the discipline will take place immediately. The student will be notified of the zero for the particular assignment, exam test, or final exam, etc., and shall be disciplined up to and including expulsion.

Plagiarism is a form of cheating. Students are responsible for giving due recognition of sources from which material is quoted, summarized or paraphrased, as well as to persons from whom assistance has been received.

High School Students Academic Integrity:

Cheating and Plagiarism – Students are to neither give nor receive assistance (written, orally, or otherwise) on tests, examinations, final evaluations, or class assignments that are to be graded as the work of a single individual. Cheating includes the giving or receiving of a computer file, program, part of a program, or other computer-based information without specific teacher direction or approval. Cheating encompasses any violation of rules where the violation involves dishonesty.

The parent will be contacted, and the student will receive an intervention or consequence for academic violations. Schools shall incorporate the use of an honor pledge in their efforts to emphasize the importance of honesty.

Plagiarism is a form of cheating. Students are responsible for giving due recognition of sources from which material is quoted, summarized, or paraphrased, as well as to persons from whom assistance has been received. Submitting the intellectual work of another author or student as one's own, e.g., copy and pasted, copy and pasted with minor adjustments, or without explicit permission from the author, constitutes cheating.

Unauthorized usage of AI without citation will be treated as academic dishonesty.

Consequences for Academic and Behavioral Infractions of the PWCS Code of Behavior will be disciplined in accordance with the PWCS Code of Behavior and/or the PWCS Practical Nursing Handbook.

XI. STUDENT DRIVING BETWEEN BASE SCHOOL AND PWCS PN PROGRAM

In accordance with PWCS Regulation 610.06 students may drive between Osbourn Park High School (OPHS) Practical Nursing program and their base school as long as they and their parents have read and signed the attachment to Regulation 610.06. An express bus will be made available to all students not based at OPHS. Arrangements for the express bus will be performed by PWCS transportation annually for PWCS students. If an OPHS student drives to school, they must purchase a parking pass from security. All non-OPHS high school students who will be driving must purchase their parking pass at their **base school**. All driving adult students must purchase parking permits from the program director. All travelers and adult student drivers will be required to park in the faculty parking lot against the fence row. All OPHS students will be required to park in the student parking lot.

Students who do not comply with the parking and driving regulations will have their parking and driving privileges revoked without a refund, if this occurs, behavior disciplinary action within the program will also occur and could jeopardize your position within the program.

XII. GENERAL RESPONSIBILITIES

Effective study habits are essential for successful completion of the program. The student shall seek instructor guidance as needed regarding performance in the program.

The student is expected to utilize resources in the school and community to foster personal and professional growth.

The student is expected to assist in maintaining the classroom in a clean, neat, and orderly manner.

The student is expected to **listen respectfully and refrain from outward gestures of disrespect when others are talking**; whispering and other disruptive behaviors are inconsiderate to the speaker and fellow students and shall not be tolerated.

It is the student's responsibility to have her/his files complete at the beginning of each school year.

It is the student's responsibility to have access to a computer with internet and the ability to access the teacher's class webpage to keep current with assignments.

Clinical students must provide their own transportation to and from clinical sites. School transportation is not provided to adult students.

It is the student's responsibility to contribute to a positive learning environment. Students will refrain from and report instances of bullying or other PWCSOB infractions.

During inclement weather, learning will continue at the discretion of the instructor and per PWCS direction.

The nursing profession requires a certain level of responsibility and moral turpitude. The student is viewed as a member of the nursing profession; therefore, discretion in all types of behavior is necessary. The use of drugs not prescribed by a physician or abuse of alcohol or marijuana may warrant dismissal from this program. The student shall attempt to maintain good personal health and seek assistance for any alterations of good health. If a student's status changes before completion of the program in regards to criminal infractions, misdemeanors, DUI's, or any other offense the director of the program must be notified in writing within three business days of the incident. Certain infractions could prohibit the student from being eligible to take the NCLEX exam.

XIII. MEDICATION ERRORS

1. Determine contributing and causative factors and document the incident.
2. If a medication error is made, the student will immediately inform the instructor. The student and the instructor shall then notify the nurse-in-charge, who then notifies the nursing supervisor and the physician.
3. The student and the instructor will fill out an incident report. This shall be channeled in accordance with the affiliated agency's policy.
4. If any student makes or potentially makes a medication error, the current nursing instructor will inform the Director of the PWCSOB. An investigation and review of the student's performance will be performed. The Director of the PWCSOB program will determine whether disciplinary action or dismissal is warranted depending on the circumstances and/or gravity of the error. Immediate dismissal could be imminent.
5. If a student has earned a probation for a medication error, the length of time for probation will be decided by the director.

6. The student who is placed on probation for a medication error will only prepare and administer medications with the clinical instructor, not a designee. Exceptions to this rule is preceptorship.

XIV. TUITION POLICY

All tuition payments are **non-refundable** for The Prince William County School of Practical Nursing program.

- If a student is dismissed from the program due to academic, clinical, or behavioral reasons, there will be no refund of tuition.
- If a person chooses to withdraw from the program after payment of the deposit or tuition, there will be no refund.
- If a person chooses to withdraw from the program due to medical reasons, this may be reviewed per written request within three business days by the Supervisor of Career and Technical Education on a case by case basis. It is not guaranteed there will be a refund of any kind for any reason.
- If a student would like to return to the program the following year all debt must be paid in full in order to be considered for readmission.
- All residents outside of Prince William County School District attending Prince William County School of Practical Nursing will be assessed a \$200 out of resident fee to all tuition fees each year.
- Financial aid is not available, a non-refundable tuition deposit of \$1,000 is required by all adult students upon acceptance into the program for both 9 month periods and all remaining fees for each 9 month period are due the first day of school each year, there is no payment plan.
- All payments will be made through the RYCOR payment system accessed with your student ID.

XV. INCLEMENT WEATHER and LEARNING MANAGEMENT SYSTEM

When Prince William County Schools are closed due to inclement weather, it is the student's responsibility to check the LMS for daily assignments/announcements. **Students will be responsible for assigned work on closed or inclement weather days.** It is the intent to continue with the set calendar as scheduled. It is the **student's responsibility** to communicate with their instructor if there are any extenuating circumstances prohibiting the student to complete the work, i.e., loss of electricity/internet.

The Prince William County School of Practical Nursing follows the PWCS school closure codes.

Pre-Clinical delays- when PWCS has a delayed opening, the non-OP students must report to their base school counseling department. No express busses will run.

Clinical students (PN III)- when PWCS has a delayed opening of two hours on a clinical day, the student's clinical will be cancelled and all students are to report to the classroom at OPHS, unless otherwise directed by their clinical instructor. On a one-hour delay on a scheduled clinical day,

the student is to report to the clinical site at normal time unless reported to instructor it is unsafe to travel at which it will be considered an excused absence.

XVI. BRING YOUR OWN DEVICE (BYOD)

Regulation 295-1, "Computer Systems and Network Services - PWCS Acceptable Use and Internet Safety Policy," and the PWCS Student Code of Behavior both reflect the use of personally owned computing devices in school. All students who choose to participate will continue to adhere to revised Regulation 295-1 and the PWCS Student Code of Behavior.

Student reminders based on Regulation 295-1 and the PWCS Student Code of Behavior:

- Possession of communication devices by students or staff on PWCS grounds is a privilege, not a right, and any staff member or student who brings a communication device on PWCS property consents to these rules and to the School Division's right to confiscate and/or search such devices;
- All devices must be set to silent, with audible signals disabled during all in-school use and secured in designated space as instructed by faculty;
- Students will not wear airpods and/or headphones during classroom instruction or tests unless indicated by instructor;
- Students will not wear SMART watches during classroom instruction;
- Students will not access cell phones during instruction time in accordance to PWCS COB;
- Speaker settings must be turned off. Audio content must be delivered by means of earphones or handsets to prevent any disruption of school activities;
- For each specific testing situation, Principals and/or classroom teachers will establish and state specific rules governing the use of devices
- Students will access only files and Internet sites that are relevant to the curriculum.

Each PWCS PN instructor will review with their students the rules and responsibility of BYOD for their classroom.

BYOD permissions may temporarily be suspended at any time in keeping with rules surrounding the implementation of standardized tests or other specialized school activities. Students and staff should be cautioned BYOD connectivity cannot be guaranteed at any location all the time.

PWCS High School students will be expected to use assigned device issued by base school.

XVII. PN III COMPUTER BASED LEARNING: ASSESSMENT

Computer software is purchased for as a student fee to PN III students to use as an assessment, remediation, and review tool to assist with curricular requirements throughout the year. Students are **required to complete all scheduled exams**. If a student/s misses an end of course exam it is the student's responsibility to reschedule the missed exam.

In the graduation year, students will be required to purchase a NCLEX Review program as one of their projected expenses as mandated by the VA BON and indicated by the program.

XVIII. Social Networking/ Social Media

Social Media is a way for people to use technology for social interaction through the use of words, images (pictures), audio and video. The Nursing Program views Social Media sites positively and respect the rights of students and employees to use them as a medium of self-expression.

However, posts made to Social Media sites may become viral or may be publicly available for a long time, potentially permanently, even if they are deleted from the website to which they were originally posted. Postings of Social Media sites have the potential to reflect negatively, as well as positively, on the Nursing student and their future employment. This is the case regardless of whether a student specifically identifies him/herself as a PWCS PN student. PWCS PN and its employees and students have ethical and legal obligations with respect to these communications. In order to ensure that ethical and legal obligations are adhered to, students are expected to comply with regulation 910-2 PRINCE WILLIAM COUNTY PUBLIC SCHOOLS OFFICIAL WEBSITES AND SOCIAL MEDIA PLATFORMS. The intent of this policy is not to restrict the flow of useful and appropriate information, but to provide guidelines for professional conduct.

In addition to the regulation the following student conduct in any form of Social Media is considered unprofessional and may result in negative consequences:

- Posting or discussing confidential patient information or any information or photographs concerning patients and or their families. Maintaining the confidentiality of our patients and their families is of the utmost importance to the Nursing program and the PWCS PN. Any inappropriate disclosure of patient information, whether direct or indirect disclosure, is subject to disciplinary action, up to and including dismissal.
- Posting or discussing information about PWCS PN, PWCS PN services, clients, employees or anyone associated with the program that is disparaging in nature.
- Posting or discussing false or defamatory information about PWCS PN, program services, clients, employees or anyone associated with the program.
- Discriminatory or harassing postings or discussions concerning anyone associated with the program. Students are prohibited from using Social Media to harass, bully or intimidate other students or anyone associated with the program. Behaviors that constitute harassment or bullying include comments that are derogatory with respect to race, color, creed, religion, national origin, ancestry, genetic information, sex, age, disability, sexual orientation, marital status, veteran status, political beliefs or any other protected class or status recognized by federal, state or local law; sexually suggestive, humiliating or demeaning comments; and threats to intimidate or physically injure another employee or anyone affiliated with the program.
- Speaking or posting on behalf of the program, without explicit permission from the program director.
- Posting work-related pictures of PWCS PN employees, students or anyone associated with the program.
- Students are not permitted to access Social Media during classroom or clinical hours. Students found to be accessing these sites for non-school related purposes and without the direct permission of their instructor will be subject to discipline.

Student Use of Social Media- Additional requirements for person who identify themselves as a PWCSPN student:

- Student will not identify him/herself as a student at PWCSPN on Social Media sites, some readers of such websites or blogs may view the student as a representative of the program. In light of this possibility, students who identify themselves in this manner are required, as a condition of enrollment, to observe the additional guidelines in this section when referring to the program, its program or activities, its employees, in Social Media sites.
- Persons who identify themselves as PWCSPN students must be respectful in all Social Media communications referencing the program, program employees or anyone associated with the program.
- Obscenities, profanity or vulgar language or actions are prohibited. Inappropriate language or images are also prohibited.
- Discussions about engaging in conduct prohibited by the program's policies, including use of alcohol and illegal drugs, sexual behavior, sexual harassment and bullying, are prohibited.
- Photography within the clinical areas is absolutely forbidden, there should be no postings to social media sites using any of the clinical sites, names, patient identifiers, etc....

Failure to comply with these Social Media guidelines may result in disciplinary action, up to and including, dismissal from the program.

Further information can be found at the following:

1. **American Nurses Association** website
<http://www.nursingworld.org/functionalmenucategories/aboutANA/Social-Media/Social-Networking-Principles-Toolkit>
2. **National Council of State Boards of Nursing** website:
https://www.ncsbn.org/NCSBN_SocialMedia.pdf
3. **Prince William County Schools Website**
<https://www.pwcs.edu> (See Regulation 910-2)

NETIQUETTE-

Netiquette is a way of defining professionalism and expectations of conduct through network communication, The following rules will guide you in our expectations of internet communications.

FOR POSTINGS:

- Do not dominate any discussion. Give other students the opportunity to contribute to the discussion.
- Do not use offensive language. Present you positions and thoughts appropriately.
- Never make fun of someone's ability to read or write.
- Use simple English and use correct spelling and grammar.
- Avoid using vernacular and/or slang language. This could possibly lead to misinterpretation of your message.
- Don't use coarse, rough, or rude language.

- Popular emoticons, gifs, and emojis can be helpful to convey your tone but do not overdo or overuse them. See website list of emoticons at <http://netlingo.com/smileys.php> and <http://www.robelle.com/smugbook/smiley.html>
- Share your tips with other students. However, use your judgment; some conversations should be shared privately.
- Use original thoughts and wording, don't use someone else's thoughts or words as your own...remember to cite your professional source!!!!
- Keep an "open-mind." Be willing to express your minority opinion and to respect minority opinions.
- Using humor is acceptable but be careful that it is not misinterpreted. Ask yourself: are you being humorous or sarcastic?
- Be cautious in using internet language. For example, do not CAPTIALIZE ALL LETTERS, this called, "flaming" and it is the equivalent to shouting and it is offensive.
- Think before you click the "Send" button.
- Do not hesitate to ask the instructor for feedback.
- Be aware of the program's academic misconduct policy regarding plagiarism.
- When in doubt, always check with your instructor for clarification.
- Be aware of HIPPA, do not break confidentiality rules.

Zoom Guidance:

- Students are expected to abide by the PWCS Code of Behavior during all virtual lessons and during participation in virtual office hours.
- During all virtual lessons and office hours, the room(s) that students participate from become part of the classroom environment. As such, students need to ensure that there is nothing visible in the background (signs, posters, televisions, etc.) that disrupt the learning environment.
- Participation in chat rooms will be monitored by teachers and administrators and all conversations must be respectful and appropriate and relevant to the lesson. Any instances of bullying or harassment in chat rooms will not be tolerated.
- Students should participate in Zoom lessons using only their legal name or preferred nickname. Inappropriate names will be referred to school administration.
- Students shall be appropriately dressed during virtual lessons and office hours as determined by the dress code. Student dress and overall appearance must meet basic standards of health, safety, cleanliness, and decency. Students are not permitted to wear or display items which represent drugs, alcohol or tobacco products, gang membership, or which promote violence. Dress/appearance/hygiene which disrupts or interferes with the virtual learning environment will not be tolerated.
- It is **required** for camera's to be on during instruction
- Success is being engaged, be ready to be called on at anytime.
- No pictures of the screen displaying student pictures or names are allowed
- Zoom recordings should NOT be posted on any public place (including YouTube, Facebook, etc).
- Chats can visible to all in the Zoom, please use appropriate language.
- Do not operate heavy machinery while engaged in zoom call.

XIX. Laboratory

Activities that provide opportunities for demonstration and practice of nursing interventions, decision making, and critical thinking through the use of low and /or medium fidelity simulation to meet program outcomes. This is usually scheduled once a week, please refer to calendar for schedule and skill. Completion of pre-lab assignments and uniform will count towards 5% of your Course Grade.

Guided Practice- student centered peer learning strategy utilized in the PN I & II laboratory. Students assist one another by providing feedback to peers in order to develop proficiency in technical nursing skills utilizing established criteria.

- Objectives:
 - Increase the student's preparedness, proficiency, and knowledge of technical skills
 - Increase the student's likelihood of success during skills performance evaluation and clinical during the second year of the program.
 - Enhance self-evaluation and constructive peer group interactions.
- Student Roles:
 - Demonstrator-performs the skill while being guided or assisted by the peer guide.
 - Peer-guidance:
 - Charge Student contacts instructor for skills to be prepared to teach 1 week prior to the day in lab (when able).
 - Assigns roles to other peer-guides for the day.
 - Offer input in debriefing to peer-guides as well as instructors input
 - Set up lab for the day
 - Guides the demonstrator as they perform the skill.
 - They are only able to sign-off on practice not on check-offs
 - Evaluator observes the demonstrator and the peer guide, have the opportunity to ask questions and assist the peer guide as needed.
- Faculty Roles:
 - Evaluator- will review the nursing skill with students, will intervene only if an error goes unrecognized by peers.
 - Faculty Feedback-debrief group what went well, what didn't go well, what need to work on. Critical thinking.
 - Faculty are the only authorized individuals to check competency level of required individual skills.

PRE-Clinical Laboratory Rules:

- No food or drink is permitted in the Pre-Clinical Lab.
- No markers, pens, adhesives, or adhesive removers are to be used on or near the manikins.
- If you are not practicing Pre-Clinical skills, you are not to be near the manikins.
- **No sitting on the beds/wheelchairs/stretcher or "playing" with the manikins.**
- Do not rearrange the furniture. This includes bedside tables and chairs.

Expected Behavior During Lab

- Lab is considered hands-on pre-clinical experience. This means that the same rules that apply to clinical in the nursing home, hospital, and offices also apply in Lab. Activities not permitted by a student in a clinical setting are similarly not permitted in the Pre-Clinical Lab.
- DO NOT refer to the manikin as “The Dummy”. For simulation purposes, your Patient will be given the same consideration as any patient in a clinical setting. This includes privacy, confidentiality, and safety.
- What happens in the lab stays in the lab! You are allowed to make mistakes in the lab, so active learning can take place. Everyone should be allowed to learn from the lab experiences in the same manner, without concern for emotional and/or physical safety.
- You are expected to be in your school uniform and have all necessary nursing tools on scheduled lab days.
- You are expected to arrive on time. If you will be absent or tardy, please email the PN I/II instructor ahead of time.
- You are expected to be prepared for the simulation experience by completing the lab notebook and viewing skills videos ahead of time.
- **Address the Patient directly when communicating.** Do not talk about the Patient to family members or nursing staff unless you are directly discussing health care matters and the Patient is unable to speak.
- There should be no talking or actions that interrupt or influence the simulation. If you are observing (not an active participant in the simulation scenario) your role is to listen and observe the simulation.
- Observers are expected to take notes regarding questions or issues you wish to discuss with your instructor. Skills lab is part of Nursing Arts, and information learned during lab may appear on later exams.
- No backpacks or purses in the Pre-Clinical Lab. They may be placed in the classroom during the simulation.
- All SMART products (phones, watches, etc...) should be placed in the classroom and turned off (or placed on silence/vibrate) prior to the beginning of the simulation.
- Leave the Pre-Clinical Lab in order. Please dispose of any trash, clean work areas when finished, and put equipment back in its proper place when you are done using it.

XX. Simulation Clinical Experiences: Clinical Simulation Experiences: As a teaching methodology, “a clinical simulation experience is an active event in which students are immersed into a realistic clinical environment or situation. During this authentic clinical experience learner are required to integrate and synthesize core concepts and knowledge and apply appropriate interpersonal and psychomotor skills. Students must incorporate critical thinking and decision making skills using a process (e.g., nursing process) involving assessment, diagnosis, planning, implementation or intervention and evaluation (Virginia State Simulation Alliance, 2008).”

The clinical scenario design includes components in accordance with the Virginia Board of Nursing:

- **Pre-assignments:** Students will complete assignments in CANVAS prior to arrival to the Simulation experience. These assignments are designed for the student to be prepared to render care to the client for that scenario.

- **Pre-briefing (Briefing):** An information or orientation session held prior to the start of a simulation-based learning experience in which instructions or preparatory information is given to the participants. The purpose of the pre-briefing or briefing is to set the stage for a scenario and assist participants in achieving scenario objectives.
- **Clinical Scenario:** The plan of an expected and potential course of events for a simulated clinical experience. The clinical scenario provides the context for the simulation and can vary in length and complexity, depending on the objectives. During simulations the scenario may be recorded for learning purposes to be utilized in the debriefing phase of simulation.
- **Debriefing:** An activity that follows a simulation experience and is led by a facilitator. Participants' reflective thinking is encouraged, and feedback is provided regarding the participants' performance while various aspects of the completed simulation are discussed. Participants are encouraged to explore emotions and question, reflect, and provide feedback to one another. The purpose of debriefing is to move toward assimilation and accommodation to transfer learning to future situations.
- **Evaluation:** After each simulation event, include an evaluation of the overall experience by both the educator and student for lessons learned to utilize for simulation improvement. Each day students will be graded on their participation in all components of a simulation day.

LPN Skills List

All skills must be observed by an instructor and given approval by the instructor to be able to perform on own after the instructor has observed and given approval.

PN Students can perform the following skills independent of the instructor:

ADLs

Head to toe physical assessment on adult, pediatric, post-partum and newborn patient		
Bathing	Oral Hygiene	Grooming
Dressing	Specimen Collection	Feeding
Bedmaking		

Mobility

Transfer to bed to chair	Transfer Bed to Stretcher	Log Roll
Turning	Assist with Crutch Walking	Cane Walking
Weight Bearing	Assist with Walker	ROM (Active and Passive)

Vital Signs (to include height, weight, and Spo2)

Intake and Output monitoring, calculating, and documentation

PN Students can perform the following skills ONLY when the instructor is present:

Medication Administration

Oral Meds	Eye Drops	Nasal Sprays/Drops
Rectal Meds	Transdermal Meds	Subcutaneous
Intradermal	Intramuscular	IV Piggybacks
Saline Flushes of Peripheral Lines		

****Students may not administer any IV Push medications at anytime. Students may not hang meds via central lines.**

Documentation

***All documentation must be pre-approved before documenting in the patient's medical record.**

***All documentation must be signed by the nursing instructor or the RN/LPN that the student is shadowing for the day.**

Treatments (Done with Supervision)

Sitz Baths	Suctioning	Pre and Post-Operative Treatments
IV Dressing Changes and D/C IV's		
Dressing Changes R/T Wounds	Insertion of Foley Catheters	
Irrigation of Foley's	D/C Foley Catheters	
Tracheostomy care and changing		
Tube feeding and care (G-Tube, NG Tube, J-Tube)		
Assist with Administration of IV Fluids		
One Touch Blood Glucose Monitoring		
Medication Administration		

...and any other regularly performed duties of a beginning LPN staff member on the assigned unit per facility policy and procedure manual.

Admission, Discharge and Interdepartmental Transfer of patients will only be done with the assistance of assigned hospital personnel.

PRINCE WILLIAM COUNTY SCHOOL OF PRACTICAL NURSING MEDICATION ADMINISTRATION POLICY

- All medications administered by a student will be administered according to school and facility policies.
- Medications **may not** be administered by a student until she/he has passed the Pharmacology test with a score of 90%. The first two tests are scheduled by the instructor (during Course A). Anyone without a 90% by the end of the second exam, any extra tests will be scheduled by the instructors. The pharmacology test may be taken as many times during COURSE A to obtain a 90%, however, the best of the first 2 test scores will be recorded for the pharmacology grade.
- If by the end of Course A, the student has not received a 90% or better on a pharmacology exam, the student will have earned a Clinical Probation for Course B. If the student does not pass the exam by the end of Course B, the student earns a second probation and therefore will be dismissed in accordance with the dismissal policy.

A pharmacology test will be administered in Course B, C, D, and E.

- Students may administer medications, using standard precautions, only after the following information is obtained:

1. DRUG KNOWLEDGE:

Generic/ Trade Name

Classification of the area of study for assigned drug

*Dosage, Route, and Frequency

*Action

*Uses

Side Effects or Adverse Effects

Contraindications/Interactions/Incompatibilities

*Nursing Considerations- pre and post monitoring

Evaluation/Effectiveness

*Patient Teaching

*Denotes specific information regarding the area of study. Why would you be giving this specific medication for a specific area of study? Example: In cardiovascular unit, why would you be giving Lidocaine for a heart issue, even though another use is as a topical anesthetic? So if in cardiovascular, explain the cardiovascular effects of Lidocaine versus the topical effects.

- Students administering medications will observe the NINE RIGHTS of medication administration:
 - **RIGHT PATIENT**
 - **RIGHT DRUG**
 - **RIGHT ROUTE**
 - **RIGHT TIME**
 - **RIGHT DOSE**
 - RIGHT DOCUMENTATION
 - RIGHT REASON
 - RIGHT RESPONSE
 - RIGHT TO REFUSE
- Medications may be administered by students under the supervision of a Prince William County School of Practical Nursing Instructor by the following routes:
 - Oral
 - Buccal
 - Sublingual
 - Inhalation
 - Intramuscular
 - Subcutaneous
 - Intradermal
 - Peripheral intravenous
 - Plain solutions
 - Pharmacy prepared solutions
 - Piggybacks

- Saline Lock Flushes
 - Rectal
 - Vaginal
 - Otic
 - Nasal
 - Ophthalmic
 - Nasogastric/Gastrostomy tube
 - Transdermal
- Students may **NOT** administer any **IV push medications**.
 - Students may **NOT** administer any medications or flushes via a **central venous catheter/PICC Line**.
 - Students' medication administration **will be supervised** and evaluated by a Prince William County School of Practical Nursing Instructor during each clinical rotation.
 - If anyone passes medication without an instructor or prior approval of passing medications with a facility RN – possible **DISMISSAL** may result.

XXI. Clinical Patient Assignments: Clinical patient assignments are made based upon patient census and acuity, assessment and evaluation of the student's clinical knowledge and skills. Supervisors (Instructors) shall also monitor clinical performance and intervene if necessary for the safety and protection of clients.

Student's Typical Clinical Day:

- Patient assignments will be given to students the day of the experience.
- Expectations will be presented to the student prior to listening to patient report (pre-conference).
- Students will be expected to sit-in on "huddle."
- Students will obtain shift report from assigned patient's nurse.
- Student will be expected to obtain information to perform safe patient care for this patient before starting any care.
- Quick Visual Check will be obtained, A, B, C, I & O and Pain and Safety.
- Quick Exit Check for safety: bed low, side rails up, call bell/possessions in reach.
- Report given to instructor with review of "brain sheet" for correctness.
- Assessment and care given to assigned patient
- Documentation and evaluation of assessment/ implementations will be discussed with your clinical instructor.
- Everyone will break at the same time, report will always be given to the nurse in charge of the patient assigned to the student.
- No one leaves the clinical area until the instructor gives permission
- Daily attendance at post-conference is required

XXII. Professional Boundaries:

Your professional role at Prince William County School of Practical Nursing is “student nurse”. Students in the Nursing Program must function in the role of student nurse in all clinical settings. Performing skills from your present job or previous certifications, including but not limited to unit secretary and EMT, will not be allowed in the clinical setting. You will always function under the guidance of the Nursing instructor or Nursing preceptor. For your protection and your client’s safety, you may not perform skills before they are covered in the Nursing Program, regardless of your previous experience, unless under direct supervision of your clinical instructor.

To become friends with clients and their significant others you meet in the Nursing Program is non-therapeutic. Clients are vulnerable during treatment and a new social relationship with a professional person will create added problems for them. If a client asks for your personal information such as address, phone number, or e-mail address, DO NOT GIVE IT OUT. Explain with respect and encourage the patient to seek out his or her own support system. Under no circumstances do you transport a client in your car or ride in theirs. If you encounter a friend or relative on the unit where you are assigned, please inform your staff and instructor so you may receive assistance in dealing with the situation. Additionally, as a student nurse at Prince William County School of Practical Nursing, you are required to maintain professional boundaries with clients, clinical site employees, and faculty. This includes the use of all forms of electronic communication, online social networking, and texting (see Social Networking/ Media).

To be professional, you must be able to objectively evaluate your own strengths and weaknesses and demonstrate initiative for furthering your own learning. You must also accept and profit from constructive criticism and past experiences and be able to adapt to various situations. Professional Conduct Standards The Nursing Faculty of Prince William County School of Practical Nursing believes standards of professional conduct are an inherent part of professional socialization and expect students enrolled in the Nursing Program to adhere to the standards.

These standards include:

- Confidentiality: Respects the privacy of clients and respects privileged information.
- Accountability: Is answerable for one’s actions; answers to self, the client, the profession, the Nursing Faculty, the clinical facility and Prince William County Schools.
- Responsibility: Executes duties associated with the student nurse’s role.
- Agency’s Policies and Procedures: Reads and adheres to the agency policies and procedures.
- Honesty: Practices fairness and straightforwardness of conduct; displays moral excellence and truthfulness.
- Punctuality and Promptness: Is on time for classroom and clinical assignments.
- Dependability: Is trustworthy and reliable.
- Respect: Treats others with consideration and courtesy.
- Professional Appearance: Adheres to the established dress code in all clinical and professional activities.
- Professional Boundaries: Maintains professional relationship with clients and faculty.
- Ethical: Adheres to the Nurse’s Code of Ethics.
- Legal: Operates within the standards of practice related to the student nurse role.

- Safety: Prevents or minimizes risks for physical, psychological, or emotional jeopardy, injury, or damage.

XXIII. HESI Testing/ Adaptative Quiz Policy Statement

Purpose:

Standardized exams provide formative and summative evaluation to assist the student nurse in evaluating his/her proficiency in subject areas and in preparing for the NCLEX-PN. The exams will also aid in determining gaps in the curriculum, comparing student achievement with like populations, and achieving consistently high NCLEX-PN pass-rates. All students are required to complete assignments as outlined in the policy below.

Policy:

EOC: Students will complete a HESI Specialty exam (EOC) at the beginning of Courses A, B, D and E and near the end of Courses A, C, D and E. Students are required to fully complete remediation including all remediation packets and case studies. Remediation packet completion will be graded as part of the Remediation 5% of overall course grade. Each packet will be assigned a due date in the testing program. **No late remediation packets will be accepted.**

For those students who have met benchmark of 850 on the EOC Fundamentals, Mental Health and Geriatrics (A), Comprehensive (B), Med Surg (C), OB (D), Pediatrics (E) may be excused from their final exams for those courses so long as the remediation packet from the first HESI exam (when applicable) is completed to its entirety. If excused from the final exam and choose to take the final exam, the best score out of the two will be recorded as the final exam score. If people above 850 choose not to take the final exam score then, the score which will be recorded for the final exam for course A, B, C, D or E, would be the percentage on the HESI EOC exam, i.e., **if 908 converts to 77.7% it would be the 77.7% recorded as the final exam score.** The score is generated by the HESI program.

HESI Scoring Interval	Performance Level
	ALL will Re-test no matter what the score
≥1001	Outstanding Performance Remediation Mandatory
1000-950	Recommended Performance Remediation Mandatory
900-949	
875-899	Acceptable Performance Remediation Mandatory
850-874	

800-849	Below Acceptable Performance: Remediation Mandatory
750-799	
700-749	Needs Further Preparation: Remediation Mandatory
≤699	

Students must complete remediation on their own based on their EOC test results. Sharing of information and working with other students is considered academic dishonesty and can lead to student dismissal when dealing with testing.

Remediation will consist of: (see steps below)

1. Completing a remediation study guide generated by the HESI testing software on the student's own time.
2. Remediate utilizing HESI tools and textbooks.

Adaptive Quizzing:

Adaptive quizzing is there to assist you in success. Studies show the more questions and rationale you complete before taking the NCLEX-PN means the more chances of success. Therefore, we have put together a **reward system** for your time you put into using the Adaptive Quizzing. Points will be assigned to the academic assignments. You will have an **opportunity to earn a total of 6 out of 4 points each week** for time within Adaptive Quizzing. ASSIGNMENT IS DUE SUNDAY at 1159, there is no late option. ***IF YOU OPT NOT TO PARTICIPATE, YOU WILL NOT BE COUNSELED, YOU WILL NOT BE AWARDED THE POINTS WHICH COULD JEOPARDIZE YOUR SUCCESS*** as multiple zeros for weeks on end will add up in the end. This program is here to help *you* be successful. This will also help you to achieve the 850 benchmark on the EOC HESI Exams.

Requirement per week of each course: Points will be calculated each week, 4 points every week could help boost your overall course grade or harm your course grade. This is MANDATORY!!!

Assignments: You will be assigned by your instructor an area of study in which you will take questions. The goal is for you to “level up.” Your grade will be calculated based on your ability to level up.

Course A/B Grade Allocation:

Novice= 4/4 points earned
Intermediate= 5/4 points
Proficient= 6/4 points

Course C forward Grade Allocation:

Novice= 3/4 points earned
Intermediate= 4/4 points
Proficient= 6/4 points

By the start of Preceptorship, you will be required to reach proficient in all PN Content Area categories as a clinical assignment during Clinical D and E. This is a chance for you to work towards that goal and “lighten your load” and be NCLEX ready.

XXIV- CANVAS LEARNING MANAGEMENT SYSTEM:

All students will have access to Canvas learning management system, assignments and class pages and modules will be accessible to all students for learning the proper information to allow the student to be competent in the level of nursing they are learning. Canvas courses at Prince William County Schools will be accessed through PWCS Office 365.

Canvas is an intuitive system, and typically the instructions provided to you by your instructors will be more than enough information for you to be able to access course information and submit assignments.

INSTRUCTION

Prince William County Public Schools School of Practical Nursing Program

The Prince William County Public Schools (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 Services and Post Secondary Success (or designee) is responsible for implementing and monitoring this regulation.

The Associate Superintendent for Student Services and Post Secondary Success (or designee) is responsible for reviewing this regulation in 2023.

Attachment

Prince William County Public Schools
School of Practical Nursing Program

Program Regulations

****This document is currently under review**

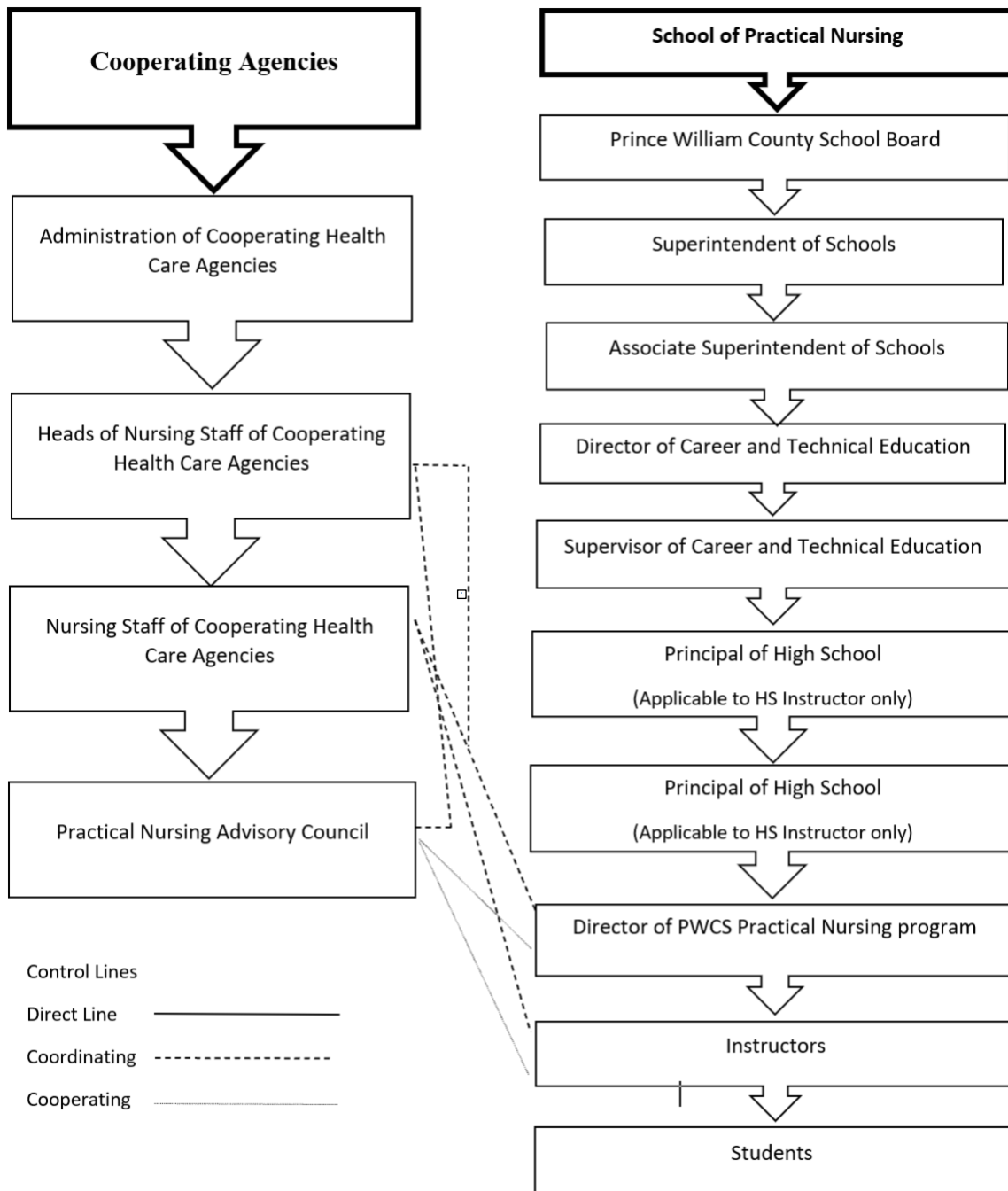


Prince William County Public Schools
School of Practical Nursing
Program Regulations

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Prince William County Public Schools
School of Practical Nursing
Organizational Chart



Prince William County Public Schools
School of Practical Nursing
Philosophy Statement

The Prince William County School Board and faculty of the Prince William County Public Schools 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 2023 **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 Prince William County Public Schools 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 learning and achievement for all that shall meet the needs of all students as an individuals and as citizens;
 - Provide equitable opportunities for all students to achieve at high levels;
 - Prepare all students for post-secondary education and the workforce;
 - Prepare all staff members to support and challenge all students;
- 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 working collaboratively with community agencies and business partners to increasing the supply of qualified nursing personnel available to promote wellness and care for the sick and injured;
- 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;
- Promote positive climate and culture by providing a welcoming, supportive, and safe environment for teaching and learning which fosters inclusivity, and connectedness to facilitate the academic journey for students;
- Work towards convergence, operating as a unified school system with shared accountability for school and Division goals.

Program Description

The Practical Nursing Program prepares students with the skills and knowledge to become an entry-level Licensed Practical Nurse (LPN). Upon successful completion of the program, students qualify to take the National Council Licensing Examination for Practical Nurses (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:

1. The first nine-month course of study is the high school extended program and is open to high school seniors and adult students; and
2. 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 course work)

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 minimum of 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:

1. Identify normal anatomical structure and physiological functioning of the body as a whole;
2. Demonstrate ethical, legal, and professional attitudes in the practice of nursing;
3. Recognize normal growth and development;
4. Utilize proper communication skills in both the workplace and in assessing and meeting patient needs;
5. Develop a knowledge and understanding of normal nutrition;
6. Demonstrate knowledge of and competence in performance of basic nursing arts skills in the laboratory setting;
7. Demonstrate knowledge of basic pharmacology and the action of drugs on each system of the body; and
8. Administer medications in the laboratory setting;
9. Achieve 80% competent completion of mandatory skills on PN I and II skills checklist;
10. Participate in active and collaborative learning.

Content Areas:

- A. **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.

- B. **Personal and Vocational Adjustment:** Personal and vocational adjustments orients 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.
- C. **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.
- D. **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.
- E. **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.
- F. **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 of synchronous and asynchronous instruction and Clinical= 4-12 hours/day as directed by the affiliating agencies)

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 National Council Licensure Examination-Practical Nurse (NCLEX-PN) as determined by the Commonwealth of Virginia, Nursing Statutes 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:

1. Provide nursing care and administer medications to the medical-surgical, geriatric, mental health, obstetric, and pediatric patient;
2. Demonstrate ethical, legal, and professional attitudes in the practice of nursing;
3. Utilize proper communication skills in both the workplace and in assessing and meeting patient needs;
4. Apply the nursing process through the clinical judgement measurement model as a systematic problem solving method to enhance prioritization, delegation, and clinical judgement within the framework of NCLEX-PN examination;
5. Provide effective care to culturally diverse individuals, families, and groups;
6. Use nursing theory and theory from other disciplines as a basis for the nursing process to promote health and healing;
7. Utilize components of the nursing process in planning and implementing individualized patient care;
8. Demonstrate safety and effectiveness in performance of nursing skills;
9. Employ critical thinking to provide the highest level of nursing care from patient assessment to evaluation;
10. Demonstrate understanding of boundaries and the legal scope of professional practice as a licensed practical nurse;

11. Communicate effectively using interpersonal skills combined with information technology;
12. Integrate the best evidence with one's clinical expertise and patient preference and values in making a practice decision or change;
13. Evaluate outcomes of the practice decision or change based on evidence with nursing practice;
14. Apply knowledge and skills of basic in-patient nursing and family education; and
15. 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 Mental Health; and
- F. Nursing Leadership and Preceptorship.

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

Each day of class, simulation, and clinical study is a minimum of 7 hours synchronously and asynchronously 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 IV 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, behavioral 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, IV 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 hours of clinical experience in the hospital.

- E. **Nursing Care in Pediatrics and Mental Health:** 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 15-20 clinical days in 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 Prince William County School nurses.

- F. **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 comprehensive test. A preceptorship experience prepares the student for the workplace in an area of his/her interest. A NCLEX-PN Review will be given during this course. The student will work on comprehensive remediation throughout this course to better prepare them for the NCLEX-PN examination.

Completion of this course requires approximately two-weeks didactics with 144 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.

- 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 uniform or as designated by the facility for clinical instructors, nametag, white socks (above the ankle) or stockings (without runs), and clean, non-permeable, solid colored nursing shoes when in the clinical area;
 - 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;
 - 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 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 white thigh length lab coat 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, and extended medical and surgical insurance coverage. It is the responsibility of the faculty member to record their requested leave in accordance with the PWCS time and attendance system and approved by supervisor.

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 Prince William County Public Schools are closed, classes are canceled.
- B. If Prince William County Public Schools open late, report to base school.

II. Clinical

- A. If Prince William County Public Schools are open, Prince William County Public Schools School of Practical Nursing is open.
- B. If Prince William County Public Schools are closed, Prince William County Public Schools School of Practical Nursing is closed.
- C. If Prince William County Public Schools are open two hours late on a class or clinical day, report to the classroom two hours late.
- D. If Prince William County Public Schools are 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 Prince William County Public Schools close early, all evening clinical activities are canceled.
- F. All school closures will follow the Prince William County Public Schools closure codes.

Information for Prospective Students

The Prince William County School Board and other affiliated agencies sponsor the Prince William County Schools (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 licensed practical nurse (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 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 2½ 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 6 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 National Counsel Licensure Examination (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 U.S. education, a General Educational Development (GED) certificate, or a transcript showing the awarding of a degree from a four-year U.S. 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 U.S. 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 the start of 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 LPN job description of the affiliated agencies.
- VIII. The applicant shall be competitive with admission score 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 Counsel shall make all decisions regarding admission and re-admission and such decisions shall be reviewed with the Admission Committee and implemented.

There is a tuition fee each year for adults. PWCS high school seniors are exempt from payment of tuition during the first year. High school students and adults are expected to pay for books, uniform and uniform accessories. 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.

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 student a nursing program diploma which allows the students the ability to complete the NCLEX-PN

Prince William County Public Schools does not discriminate in employment nor in the provision of 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 including lactation, age, marital status, veteran status, disability, genetic information, or any other basis prohibited by law.

The following individuals will handle inquiries regarding nondiscrimination policies, including Section 504 and Title IX:

Mailing Address

P.O. Box 389, Manassas, VA 20108
Civil Rights, Section 504, Compliance (Employees),
Equal Employment Opportunity,
Americans with Disabilities Act, Grievance Procedures:
Equity and Employee Relations Office
703-791-8764

Section 504 Compliance (Students):
Director of Special Education
703-791-7287

Title IX Compliance:
Title IX Coordinator and Student Equity Office
571-374-6839

Family Educational Rights and Privacy Act (FERPA):
FERPA Officer
703-791-7445

Freedom of Information Act (FOIA):
FOIA Officer
571-402-3150

Student Application and Review Procedures

I. Who May Apply

- A. Any high school student in the Prince William County Public school system 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:
 - i. PWCS student applicants for the morning class;
 - ii. Employees of our affiliating agencies;
 - iii. Prince William County adult residents; and
 - iv. Out-of-county residents by date of arrival of application.
- B. Student potential is considered throughout the admissions procedure based on an admission rubric's criteria of the admission process.

III. How to Apply

- A. Go to <https://www.pwcs.edu/practicalnursing> web page, November 1-February 1 each year.
- B. Click on the blue navigational bar on the left side of the screen "Application Instructions."
- C. Fill in the demographic information.
- D. Click on submit.
- E. The specialty coordinator will send an email to the applicant to choose an admission test date. The student will click on the link to schedule admission test date.
- F. Adult students, when received link to schedule test date, will also have to open the links below and print out and send completed forms to the practical nursing program:
 - i. application;
 - ii. three letters of recommendation forms;
 - iii. transcript, GED or International high school evaluation form.
- G. Once the three letters of recommendation forms and application are completed, all applicants will report to testing location on the date scheduled. No reminders will be sent.
- H. Adult students: Mail your package to the Director of the School of Practical Nursing, 8909 Euclid Ave, Manassas, VA 20111, no later than February 1,
- 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 Counsel shall consist of the selected members of PWCS School of Practical Nursing faculty, representatives from the affiliating agencies, from the PWCS Office Career and Technical Education, and from the administration and counseling departments of each county high school.
- B. The Medical and Health Science Admission 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. All students 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 for acceptance into the clinical year of the program. Students will also be required to complete a affiliating agency’s health screening form at their own expense.

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 Career and Technical Education Supervisor 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 is based on, for adults, 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 November 1- February 1 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 November 1-February 1 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 the 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 74.5 percent or higher.
- E. The student shall demonstrate clinical proficiency and pass each course's final examination with a 74.5 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 74.5 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 74.5 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 60 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 the student's transcript will be released to the Virginia Board of Nursing to make the student eligible to take the NCLEX-PN examination.