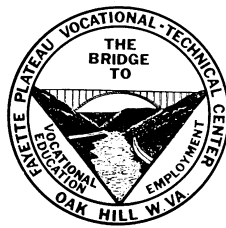


Student Handbook

Fayette Institute of Technology



School of Practical Nursing

2025-26

300 West Oyler Avenue
Oak Hill, WV 25901
Phone Number (304) 469-2911
Extension 3026

**FAYETTE INSTITUTE OF TECHNOLOGY
SCHOOL OF PRACTICAL NURSING**

STUDENT POLICIES/PROCEDURES

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FAYETTE INSTITUTE OF TECHNOLOGY SCHOOL OF PRACTICAL NURSING

Mission Statement

The **mission** of the **Fayette Institute of Technology School of Practical Nursing** Program is to prepare caring, client focused, culturally competent nurses for gainful employment.

OBJECTIVES

The graduate will:

1. Function under the direction of an R.N., licensed physician, or D.D.S.
2. Assess basic physical, emotional, spiritual, and cultural needs of the client.
3. Collect data from available resources, including client, family, health care records, health care team members, established protocols, and guidelines.
4. Document collected data accurately, concisely, and in a timely manner.
5. Collaborate with other health care team members to facilitate effective client care.
6. Protect clients and health care personnel from environmental hazards.
7. Maintain infection control measures consistent with the center of disease control and OSHA guidelines.
8. Promote and maintain health through incorporating knowledge of growth and development.
9. Promote and maintain health through prevention and early detection of disease.
10. Promote the ability of the client and/or significant others to cope, adapt and/or problem-solve situations related to illnesses, disabilities, and stressful events.
11. Participate in recognizing and providing care for clients with maladaptive behavior and assist with behavior management of the client with acute and/or chronic mental illness and cognitive psychosocial disturbances.
12. Promote physical health and well-being by providing care and comfort.
13. Reduce client risk potential for developing complications or health problems related to treatments, procedures or existing conditions.
14. Provide care related to the administration of medications and monitor clients receiving parenteral therapies.
15. Participate in providing care to clients with acute, chronic, or life-threatening physical health conditions.
16. Maintain client trust and confidentiality.
17. Be culturally aware of clients' needs and practices.
18. Provide client teaching at appropriate levels to the individual.
19. Utilize the nursing process as the problem solving approach in caring for clients.
20. Continue his/her education either through appropriate continuing education activities and/or through pursuing an RN degree.
21. Function as an advocate for the health care consumer.
22. Comply with scope of practice as outlined in the Licensed Practical Nurse Practice Act of West Virginia.
23. Subscribe to the essential components of the nurse's code of ethics.

**FAYETTE INSTITUTE OF TECHNOLOGY
SCHOOL OF PRACTICAL NURSING**

PHILOSOPHY

The FAYETTE INSTITUTE OF TECHNOLOGY School of Practical Nursing functions within the administrative framework and philosophy of the Fayette County Board of Education.

The philosophy of the faculty at the FAYETTE INSTITUTE OF TECHNOLOGY School of Practical Nursing is described in relation to its beliefs about man, nursing, and nursing education.

Man is comprised of physiological, psychosocial, and spiritual components that make each person an autonomous being. Man is holistic and strives continually to meet his basic human needs. Each person has the ability to function in varying capacities within their environment. Heredity, environmental, and cultural factors influence people and shape health maintenance behaviors. Each person has the right and responsibility to participate in health care decisions during wellness and in illness. Nursing makes a unique contribution in helping clients whether they are individuals or groups, in a variety of settings to achieve their most healthy state.

Nursing is an art and science that integrates concepts from the humanities and biological, psychological, and social sciences. The nature of nursing is dynamic and constantly changing. The goal of nursing in any setting is to promote health and assist individuals throughout the life-span to attain an optimal level of functioning by responding to the needs, conditions, or events that result from actual or potential health problems (ANA, 1995). Nursing has the knowledge, skills, and abilities to organize care that falls within professional and legal parameters.

Education is an interactive process between learner and teacher. Nursing education should promote responsible, accountable, and professional nurses who will promote wellness and provide care to the acute and chronically ill client. The staff accepts the responsibility to foster student's unique abilities and strong professional character. The faculty will integrate theory into the clinical setting and provide students with a variety of learning opportunities. The student must accept the responsibility to be active in the teaching-learning process.

Practical nurse education recognizes the need for trained and competent individuals. The program of instruction is designed to assist the student in acquiring the skills necessary to administer quality nursing care to individuals, families, and communities. Individualized patient care is emphasized to encourage the development of knowledge, attitudes, and skills essential to nursing. It is recognized that a supportive, open-ended communicative relationship between the faculty and student will enhance the educational and personal development of each student.

The practical nurse functions as a member of the health care team by utilizing the nursing process to collect and organize relevant health care data and assist in the identification of the health needs/problems of clients throughout the clients' life-span and in a variety of settings. In addition, the entry level practical nurse, under appropriate supervision, coordinates and provides care while contributing to the plan for nursing interventions to meet the needs of clients with commonly occurring health problems having predictable outcomes. Beyond the legal obligation, the nurse's desire to maintain a safe and competent level of care should be an incentive to continue her education beyond graduation to adapt to the changing patterns of health-care.

STUDENT POLICIES

Welcome to the Fayette Institute of Technology School of Practical Nursing. These policies are presented to you as guidelines in your program of study. When you select a career in nursing, you know that it is a demanding and responsible profession. The role of the faculty is to direct the learning process and assist you to achieve your goals. The curriculum is planned according to the guidelines as set forth by the West Virginia Board of Examiners for Licensed Practical Nurses. It advances from simple to complex skills with lab practice and planned clinical experiences related to practical nursing theory. You must become actively involved in learning to be successful this year. As you develop good learning skills, you will think critically with a problem-solving approach rather than merely learning some facts. You have already met high standards when you were admitted to this program. We believe that you can succeed!

ADMISSIONS

All applicants must meet the following requirements:

PRE-ADMISSION REQUIREMENTS

1. Commitment to the care of the ill and elderly.
2. Have a completed application on file, have an official high school transcript, or proof of GED or TASK and have 2 references (non-family or friend) on file. (\$25 application fee)
3. Must complete a pre-admission examination chosen by the FIT School of Practical Nursing. (Current Test- ATI-TEAS)
4. Complete a personal interview with the practical nursing program acceptance committee.
5. Be recommended to the selection committee by the faculty.
6. Be selected by the selection committee composed of the faculty and members of the Advisory Committee.

ENGLISH AS A SECOND LANGUAGE

Applicants with English as a second language are required to pass the TOEFL Test with a score of 500.

Apply at TOEFL, Education Test Service, Princeton NJ 08540

ADMISSION CRITERIA

Education Requirements: Applicants must possess either a high school diploma or GED/TASK/WVDE approved high school equivalency.

When the pre-admission test results are determined:

- A. Applicants who did not make acceptable scores are notified.
- B. Applicants with satisfactory scores are notified and interviews are scheduled.

Personal References: Two letters of reference from former employers, supervisors or teachers must be forwarded to the LPN coordinator **before interviews can take place**. Letters from relatives and friends are not acceptable.

Personal Interview: Applicants who have met all the above requirements will be scheduled for an interview. Final selection for class placement is based on a total score of the entire admission process. Discrimination is prohibited. As required by Federal laws and regulations, the Fayette County Board of Education does not discriminate on the basis of sex, race, color, religion, disability, age or national origin.

General Requirements: Students must be able to provide their own housing and **own transportation needs. Must have a valid driver's license.** Applicants must also be in good physical and mental health.

Criminal Background:

Students are required to have criminal background checks prior to starting the program and prior to PN-NCLEX testing.

NOTE: THE WEST VIRGINIA STATE BOARD OF EXAMINERS FOR LICENSED PRACTICAL NURSES RESERVES THE RIGHT TO REFUSE TO ADMIT APPLICANTS TO THE LICENSURE EXAMINATION WHO HAVE BEEN CONVICTED OF A FELONY OR MISDEMEANOR, ARE HABITUALLY INTEMPERATE, ADDICTED TO THE USE OF HABIT FORMING DRUGS, OR ARE MENTALLY INCOMPETENT. THE APPLICANT WILL BE REQUIRED TO CONTACT THE WEST VIRGINIA STATE BOARD OF EXAMINERS FOR LICENSED PRACTICAL NURSES TO DISCUSS THE POTENTIAL IMPACT OF A CRIMINAL CONVICTION ON THE APPLICATION AND LICENSURE PROCESS.

Admission of Students with Law Violations

1. W.Va. Code 30-7A-10 states that the Board may refuse to admit an applicant for the licensure examination, or may revoke, suspend, or otherwise discipline a license based upon satisfactory proof that the person "... (2) is convicted of a felony; ... (5) is guilty of professional misconduct as defined by the Board.." The Board's Legislative Rules, 10

C.S.R. 2, state that the Board can take disciplinary action against an applicant or licensee who "...12.1.e ..11. was convicted of a felony or misdemeanor with substantial relationship to the practice of practical nursing in a court of competent jurisdiction..."

2. Each applicant to the practical nursing program shall submit to a pre-admission criminal history records check. This will be conducted through the West Virginia State Police or an agency approved by Fayette Institute of Technology School of Practical Nursing. The West Virginia State Board of Examiners will also conduct a federal criminal history records check on each applicant at the time of admission to the nursing program. The Board shall notify the program coordinator of any positive results of these records checks for students.
3. Prior conviction(s) do not affect the applicant's eligibility to enroll in the practical nursing program.
4. Failure to disclose any criminal conviction; including neglect and abuse or domestic abuse, felony or misdemeanor, on the application for admission to the nursing program at any other time during the admission process, or during the course of the program is grounds for **immediate dismissal**.
5. A copy of all documentation indicating conviction of a crime received by the nursing program from any law enforcement agency will be forwarded to the West Virginia State Board of Examiners for Licensed Practical Nurses by the program coordinator with the application for licensure.
6. Any applicant to the practical nursing program who has ever been convicted of a felony or misdemeanor should contact the Board office to discuss the potential impact of the prior conviction(s) on his/her application and the licensure process. Applicants to the Board with prior convictions will experience a delay in the processing of their applications while all documentation relating to this matter is reviewed by the Disciplinary Review Committee of the Board for a determination as to issuance of a temporary permit or license, and what restrictions may apply if issued.

Health Requirements

Selected applicants are required to pass a physical examination given by a physician before classes begin, including the following criteria:

1. Dental exam and eye exam with physician signature (any corrective action needs to take place before school begins).
2. Physical exam, including a 2 step non-reactive PPD (if PPD is positive, a chest x-ray is required), serology, tetanus booster, hepatitis B vaccine, fully covid 19 vaccinated, evidence of up-to-date immunizations (MMR booster if 21 years or younger), influenza vaccine (or documentation of allergy) and urinalysis drug screen testing.

3. If on medication of any kind, the applicant must list the medication(s) on the examination form.
4. The Student must be able to lift 50 pounds.
5. Drug Testing as criteria for admission.

Students are responsible for their own health care if they become ill during the school year. It is recommended that each student carry medical and hospital insurance.

The school and/or hospital is not responsible for any illness contracted by the student while performing school/clinical assignments. If the student becomes ill during clinical hours, the student may be seen in the Emergency Room by a physician at the student's expense. Students should not approach physicians for personal medical advice during clinical hours. If a student is injured in the clinical setting he/she is to notify the instructor immediately and the agency's policy and procedure will be followed.

It is the student's responsibility to provide written documentation of any change in his/her health status during the school year. Students who are absent from class or clinical because of back/muscle pain/injury or communicable disease must present written documentation from their physician that they are able to return to the classroom and clinical areas without risk to others and can safely care for patients.

The applicant understands and agrees that he/she shall submit to drug/alcohol screening as a part of the admission criteria for the Fayette Institute of Technology School of Practical Nursing. If drug/alcohol screening is performed on a urine sample rather than a blood sample, the individual shall provide the sample under observation. Appropriate chain of custody procedures shall be followed. The results of the drug screening must be reported directly to the Fayette Institute of Technology School of Practical Nursing by the laboratory performing the test. Receipt of positive results of a drug/alcohol screen for any substance for which the student has NO legal, valid prescription or for a non-prescription substance not declared prior to the screen shall be grounds for denial of admission to the practical nursing program.

Any individual who is on Methadone maintenance must disclose this to the Coordinator of the program at the time of application. This individual will be instructed to contact the LPN Board office to discuss implications of participation in Methadone maintenance on enrollment and progress through the LPN program, as well as implications with regards to disciplinary action by the Board at the time that the individual may request licensure by examination. Factors to be considered with regards to these individuals' acceptance into the program include the nature of the drug addiction which led to the Methadone maintenance, acceptance of these individuals by the clinical agencies for clinical experience, as well as the opinion of the individual's treating physician with regards to his/her ability to function in the capacity of a student practical nurse.

RECOMMENDATIONS AND REQUIREMENTS

Proof of a current CPR and first aid card must be on file with the school **before clinical begin**. It is recommended that you are familiar with computers. It is recommended that

you take a Medical Terminology class, a Medical Math class, and be literate in computer use prior to enrolling in the program.

STUDENT CODE OF CONDUCT

The West Virginia Board of Education recognizes the need for students, teachers, administrators, and other school personnel to have a nurturing, orderly, safe, and stimulating educational environment. The purpose of the West Virginia Student Code of Conduct is to provide West Virginia school districts with a policy that will ensure an orderly and safe environment that is conducive to learning.

Fayette County Schools acknowledges that in order for all students to have a rewarding positive educational experience certain behavior expectations must be in place. The following regulations apply to all students enrolled in Fayette County Schools.

- All students enrolled in West Virginia public schools shall behave in a manner that promotes a school environment that is nurturing, orderly, safe, drug free, and fosters learning as well as personal-social development.
- Students will help create an atmosphere free from bullying, intimidation and harassment.
- Students will demonstrate honesty and trustworthiness.
- Students will treat others with respect, deal peacefully with anger, use good manners and be considerate of the feelings of others.
- Students will demonstrate responsibility, use self-control and be self-disciplined.
- Students will demonstrate fairness, play by the rules, and will not take advantage of others.
- Students will demonstrate compassion and caring.
- Students will demonstrate good citizenship by obeying laws of our state and nation as well as rules of our school, respecting the authorities charged with the enforcement of laws and school rules, and by cooperating with and assisting others in the school community in order to foster an environment of mutual concern.

HARASSMENT AND VIOLENCE POLICY

It is the policy of Fayette County Schools that age, racial, sexual, religious/ethnic harassment and/or violence will not be tolerated under any circumstances. We firmly

believe that all persons are to be treated with respect and dignity. Harassment and violent incidents will be responded to in a manner that effectively deters future incidents.

Age, racial, sexual, religious/ethnic harassment – A student will not engage in sexual, racial, ethnic, or religious harassment that is unwelcome or unwanted and that makes the recipient feel afraid, embarrassed, helpless, angry, or disconcerting in nature.

Harassment and violence is prohibited between staff members, between staff and students, between students, and between staff and students and members of the public on school property or at school sponsored events. Amorous relationships between staff and students are prohibited by this policy.

Some examples of harassment as addressed by these policies may include but are not limited to: unwelcome touching or other physical contact; obscene gesturing; sexual name calling including homophobic references such as gay, faggot, queer; ethnic or racial slurs; or threats, insults, or assaults against someone due to their age, sex, race, religion or ethnic group.

The complete policy is on file at the Fayette County Board of Education office. If you feel you have been harassed, you may file a complaint with your school coordinator or the Title IX coordinator located at the Fayette County Board of Education office.

RE-ADMISSION POLICY

An individual who leaves the program may request re-admission in writing to the program coordinator. The individual for re-admission will be considered by the same standards as any other applicant to that class, except he or she will not need to retake the Pre-Admission Test if he/she has taken the test within two years. Students who have been dismissed from the program for disciplinary reasons and those who have withdrawn from the program a second time are not eligible for readmission. This School has no readmission after unsatisfactory clinical progress.

The following criteria must be met in order to be readmitted to the program:

1. The student must have successfully completed at least one quarter of classroom and clinical instruction.
2. The student must have maintained an 80% in each subject materials completed prior to withdrawal.
3. The student must have had satisfactory clinical performance.
4. The student must have met all school policies regarding absenteeism.
5. There must be adequate space available at clinical sites.
6. Re-entry must be within 12 months of resignation from the program.

Any Readmission will be at the Discretion of the Coordinator, Faculty, and Career and Technical Education Director

RE-ADMISSION WITH ADVANCE STANDING

An individual who desires advanced standing will be considered if the following criteria are met:

1. Successfully completed the foundation courses within two years.
2. Tuition and all other financial responsibilities of previous enrollment have been met.
3. Enrollment must be at the beginning of a quarter, and in the time span of the curriculum. A student must be enrolled a minimum of ninety (90) days before a diploma may be granted.
4. Written record of a reason for withdrawal and the desire to be readmitted with advance standing is submitted and is on file.
5. Transcript of previous enrollment shows:
 - a. Acceptable grades
 - b. Satisfactory clinical performance
 - c. Evidence of the required hours, subject knowledge, and skills prerequisite to the term of placement.
6. Interviews with the coordinator
7. Completion of competency examination of program courses previously completed to demonstrate knowledge and skill of course content with a minimum grade of "C" as defined in the grade policy. If a student is unable to demonstrate this level of competency, he/she will be required to repeat the course requirements by attending lectures and passing the examination of the course with a minimum of 80%.
8. Applicant submits completed:
 - a. Physical examination form, which states applicants are physically and emotionally able to participate in all classroom and clinical experiences
 - b. Immunization form, which indicates that all immunizations are up to date
 - c. Dental form, which indicates that dental health, is satisfactory or that repairs are scheduled.

TRANSFER POLICY

An individual who is *actively* enrolled in a nursing program and desires to transfer to the FAYETTE INSTITUTE OF TECHNOLOGY School of Practical Nursing will be considered if the following criteria are met:

Applicant must have on file in the school office:

- A. Evidence of good health.
- B. Transcript of high school grades.
- C. Evidence of graduation from high school or results of the GED or TASK test showing satisfactory performance.

- D. Evidence of passing a pre-admission examination as part of a program's pre-admission standards.
- E. Transcript from original nursing school showing:
 - 1. Acceptable grades.
 - 2. Satisfactory clinical performance.
 - 3. Evidence of the required hours in theory and clinical performance for each subject.
 - 4. Copies of written clinical evaluations indicating satisfactory performance of clinical skills.
 - 5. Evidence of knowledge and skills prerequisites to the term of placement.
 - 6. Written recommendation from the director/coordinator of the nursing program.

Procedure:

- 1. Interested person applies to the school by phone or letter.
- 2. Application form will be mailed to the individual.
- 3. Applicant will submit to the school:
 - a. Complete application form and \$25.00 application fee.
 - b. Transcript of high school grades with evidence of high school graduation or copy of passing results on the GED or TASK Test.
 - c. Results of pre-admission examination from current nursing program.
 - d. Transcript from current nursing school.
 - e. Health record from current school of nursing.
 - f. Written recommendation from the director/coordinator of the school of nursing.
- 4. Fingerprints taken and criminal background search completed.
- 5. Applicant interview with the coordinator or faculty member.
- 6. Physical exam, if records indicate last physical was done more than 12 months earlier. Physical examination components are the same as for enrollment to the program.
- 7. Completion of competency examination of program courses previously studied to demonstrate knowledge and skill of course content with a minimum grade of "C" as defined by the FAYETTE INSTITUTE OF TECHNOLOGY School of Practical Nursing grade policy.
- 8. Enrollment must be at the beginning of a quarter. A student must be enrolled a minimum of ninety days before a diploma may be granted.
- 9. Applicant will be notified in writing of acceptance or rejection.
- 10. If dismissed from another School of Practical Nursing program for low academic standing, positive drug screen or disciplinary issues, the applicant will be considered on an individual basis by the executive committee of the advisory council, the coordinator of School of Practical Nursing and the principal of Fayette Institute of Technology.

NOTE: Failure to meet the established criteria or policies will constitute reasons for rejection of transfer.

CLASS DAYS AND HOURS

Days: Monday through Friday

Time: Classroom time is scheduled for 8:00 a.m. – 2:30 p.m. (includes 30 minute lunch and two (2) ten minute breaks).

Clinical time may vary due to availability but the usual time will be 8:00 a.m. – 3:00 p.m. (includes 30 minute lunch and two (2) fifteen minute breaks) and may include some evenings and weekends.

The calendar will be based on the Fayette County Board of Education school calendar. The School of Practical Nursing is a 12month program and will continue through the summer months.

One-fourth to one-half of class time is spent in theory and no less than one-half of the class time in clinical. A tentative calendar is given out and will be followed unless unforeseen snow days, absence of an instructor or other unexpected circumstances occur.

Clinical days and times may be changed to meet the needs of clinical facilities and your clinical experience requirements.

CLASSROOM EXPERIENCE

Hours: The scheduled time for classroom and clinical experiences will not exceed 32 hours per week. Additional library time or remediation may be required.

Students who are failing a subject will be required to stay after school for remedial work. Failure to complete required remediation will result in dismissal from the program.

Regular start time on class days will be promptly at 8:00 am. Dismissal time is at 2:30 pm. Lunch break is 11:00-11:30 am. Due to travel time to some clinical facilities, clinical times may vary throughout the year. Some weekend or evening clinicals may be mandated due to limited facility time or space. The regular time for clinicals will be 7:00 am- 2:30 pm with a 30 minute lunch break. All students must go to lunch with his/her instructor at the clinical sites unless otherwise instructed. The student must be in a clean, wrinkle-free uniform with name tag, white shoes and appropriate assessment tools at the appointed time ready to receive their assignment.

Come prepared for class, do your homework, listen, ask questions, and pay attention. These are qualities that should be developed and applied to designated class materials and pre and post conferences. On class days a 10 minute break will be permitted in the morning and one in the afternoon. Students will not be permitted to go to their cars during this break without special permission. If you would like to go to the break room for a snack or beverage, please notify your instructor.

Make up and remedial work can be made up or required at the instructor and/or coordinators discretion. An instructor will be available “by appointment” at any time. You will be notified if an instructor feels you need to stay for remediation. This request is not optional. You will be required to stay for make up or remedial work if your instructor feels it is needed.

CLINICAL EXPERIENCE

Planned clinical learning experiences are designed to complement the classroom theory and are an important part of the practical nursing educational experience. Assignments and supervision of all clinical practice is the responsibility of the instructor that the student is assigned to.

There must be an instructor present except in some observational experiences. Students are not allowed to perform any procedure until that procedure has been covered thoroughly in theory and practiced in lab.

All procedures must be observed by your clinical instructor when performing in clinical area or lab. Clinical objectives for each area will be discussed prior to the clinical experience. Meeting the objectives for each clinical rotation will be the basis for your clinical evaluation per quarter. All written assignments and oral presentations must meet specific criteria for complete credit. A clinical notebook will be kept by the student. **It is the responsibility of the student to keep the clinical notebook up to date.** An instructor will sign or initial after the objective is met.

Students must come prepared for their clinical learning experience. They must be in complete uniform, have a pen with **black ink**, a small notebook that will fit in your pocket, and your fanny pack with assessment equipment. The student must be on time for pre and post conference.

If a student comes unprepared to clinicals, they may be sent home for the day resulting in an unexcused absence. It has been found that students who apply aspects of theory to clinical situations and prepare for discussions each day score higher on national testing.

All students must leave the clinical site as soon as dismissed unless given permission to obtain patient care information related to clinical assignment for the next day.

HOLIDAYS, VACATION AND SNOW DAYS

School will not be in session on designated holidays in accordance with Fayette County Board of Education calendar. Students will not be granted personal time for vacation during the course of the program. If Fayette County Schools are closed due to inclement weather, class/clinical will be cancelled for that day. In the event of a delay due to weather conditions, please report at the appropriate time.

1 hour delay – 9:00 a.m.

2 hour delay – 10:00 a.m.

If you are from another county and school is closed in that county but open in Fayette County, you are expected to be in class. If the roads are such that you cannot attend, this **will** be counted as an absence.

Should a 2 hour delay occur on a time scheduled for a clinical day, the clinical will be cancelled and rescheduled. We will have a class day that day. It will begin at 10:00 am.

CLASSROOM RULES

Quiet must be maintained in the hallways, lab and classroom at all times. Quiet must be maintained following completion of tests until test time is called for all students. When lab practice is in session, certain group discussions or study groups of specific materials will be given by the instructors. Mask wearing may be required.

Effective listening skills are essential communication with parents and co-workers and must be developed. Attention and participation in discussion enhance the learning process which is an integral aspect of your role as a practical nurse.

Cell phones are not permitted in the classroom or the clinical setting. All cell phones are to be placed in the provided box prior to the start of class. If a student is caught with a cell phone during class or clinical, they will receive a grade of “0” for the day and may be asked to leave. If a cell phone is on during testing the student will be suspected of cheating and may be dismissed from the program. Cell phones may be retrieved during breaks and lunch.

The copier is for official business only. It cannot be used by students to copy notes of other students. The office is a place of business. Please do not interrupt the instructors or secretary when the office door is closed unless you knock first.

Conduct

Profanity, abusive or offensive language, rough speaking or actions will not be tolerated. Patient, family, or clinical facility charge personnel complaints will be reviewed by the coordinator and faculty. The student will be given a verbal warning and counseled about the necessity of professional conduct. After a second complaint and review, the student

may be dismissed. A clinical facility may refuse a student for clinical affiliation, thus, resulting in failure to complete necessary clinical work for completion of the program.

BE COURTEOUS AND RESPECTFUL

Students will address each person by his/her name and treat him/her respectfully. Students are not to belittle, harass, or bully one another. Students are not to interrupt when another person has the floor.

BE PUNCTUAL

Learning is disrupted when unnecessary interruptions are made. Please be in your seat and ready to start at the given time. Students are expected to be prompt when going to and returning from lunch or breaks.

BE PREPARED

Preparedness is essential to professional behavior. Students need to make sure they have supplies necessary for class/clinical and that all assignments and homework are completed in accordance with the instructor's directions. If the student comes to class/clinical unprepared he/she will be sent home. It will be counted as 1 day unexcused absence.

ACCOUNTABILITY AND RESPONSIBILITY

As a student, you will be responsible for applying all your knowledge in the clinical setting. It is each student's responsibility to take advantage of learning opportunities. If you are having difficulty with some theory or skill, ask for additional instruction. Involvement in the lecture and class discussions is essential to the teaching-learning process. Never perform any task if you are unsure of the proper skill or technique. Always remember that patient safety comes first.

DRESS

Students are required to follow the dress code policy in the classroom and clinical setting. Remember that appearance has an overall effect on professionalism.

WRITTEN ASSIGNMENTS

If the assignment is a typed paper then the paper is to be typed. Written assignments must be neat and legibly written in **BLACK** ink. The homework policy applies.

LOCKERS/PERSONAL BELONGINGS

Each student will be encouraged to rent a locker. The student will be expected to keep his/her desk and locker clean and neat and do his/her share in maintaining a good physical appearance in the school area. Any nonperishable foods left in the locker must be in closed containers. **No books or personal articles may be left in the classroom but must be returned to the locker at the end of the day. Keep book bags in locker during the day. If personal items are left on desk area, it is considered classroom property and may be shared by all.**

Be advised to keep your personal belongings in the locker and keep it LOCKED at all times. The school or clinical facility will not be responsible for your possessions. The items students must have with them in clinical are to be stored in the area designated by the personnel at the clinical agency. DO NOT carry unnecessary items into clients' rooms.

TELEPHONE USE/MESSAGES

In the case of an emergency, family members may call the School of Practical Nursing office and state that there is an emergency. A message will then be given to the student. The office phone is a business telephone and is not intended for student use. Only in case of emergency or in a matter of school business will students be permitted to use the office phone. Students should not receive calls except of an emergency nature. No calls are to be received in the clinical area except in an emergency. Then, the instructor should be called to relay a message. No phone calls are allowed from patient rooms, even if the room is empty. Students are required to provide a home phone number and an emergency number where they may be reached. Cell phones are not permitted in class or clinical agency. You must keep them off during class/clinical time. You may use them during lunch or break.

FOOD AND DRINK

There will be no food or drink in accordance with the clinical agency guidelines. You are allowed to have a drink at your desk in our classroom. (No food/drinks allowed during tests) with the exception of National Testing. Bring your own cup or glass and store in the locker at the end of the day. Disposable cups are not provided. Empty all ice in the sink before you put cups in the waste can. You are required to clean up your mess. No food or drinks near the computers.

REPORTING ON AND OFF DUTY

All students must report to the instructor any time the work area is left and upon arrival to the work area. Students are to leave the facility as soon as post-conference has ended unless you are instructed to obtain patient information and permission has been given.

ATTENDANCE POLICY

The nature and training of Practical Nursing makes regular attendance mandatory. Each student is expected to attend all scheduled learning experiences. **Thirteen hundred hours** (1300) in the classroom/clinical sites are required for graduation and to be recommended to the State Board of Nursing for the NCLEX.

Acceptable reasons for absences are:

1. Personal illness of a student or child
 2. Death in immediate family (spouse, child, parent, grandparent, sibling)
 3. Act of God (fire, flood, tornado, etc.)
- **Students who miss more than 7 days total will be dismissed from the program. If a student misses 5 or more *clinical* days he/she will be dismissed. The only exception being death in the student's immediate family, as defined above. In that event a 2-day extension will be granted. If you come to clinicals unprepared, you will be sent home, and it will be counted as unexcused absence.**
- *NOTE: ALL ABSENCES ARE DEDUCTED FROM THE 7 DAY TOTAL.*
- If a student misses $\frac{3}{4}$ of a day, it will be counted as 1 day absence.
- In case of an illness or when a student cannot be in attendance, the coordinator must be notified personally **by the student** no later than **½ hour** (30 minutes) prior to the beginning of class/clinical. **Lack of a telephone does not excuse the student from this requirement. Also, this requirement is not met by sending a message with another student.**

Absence is a hindrance to progress and excessive absenteeism is regarded as detrimental to the student's successful completion of the program.

Any absences from the specialty clinical areas such as obstetrics, pediatrics, geriatrics, etc. will result in a failing grade for the assignment.

Students will not meet the clinical objectives and required hours for that area and therefore will be expelled from the program.

Excuses from school with permission from the coordinator must be obtained in advance when a student requests to leave from school or clinicals for any reason except sudden illness.

Appointments must be made after 2:30 in the afternoon or after class or clinical hours.

Any student leaving the classroom or clinical areas during the scheduled day will have the hours absent calculated and deducted at the end of each day. A record of all absences for each student will be kept in the LPN office.

The most important hours in the clinical settings are the first 2. Therefore, do not attempt to attend clinicals if you are going to be late. You must take an absence for the entire day.

Makeup work will be made up at the convenience of the instructor and must be turned in the next day or as designated by the instructor. Work/outside activities of the student must not interfere with assignments. In order to establish continuity, the student must be willing to work with the instructor.

No absences are excused. All count toward total number of hours needed to graduate.

Reporting absences:

1. When on clinical assignment, **call** the instructor at least 30 minutes before the clinical is scheduled to begin. The reason of absence must be given.
 2. When in classroom, **call** the School of Practical Nursing or the instructor at least 30 minutes before class is scheduled to begin. The reason of absence must be given.
 3. **DO NOT REPORT TO DUTY IF ILL.**
 4. The student must notify the instructor EACH day he/she is absent. Failure to do so will result in the student being placed on probation.
 5. If the student is absent two or more consecutive days, a doctors excuse will be required to return to class/clinical.
 6. Any surgery or serious illness must have documentation of release without limitations before return to school or clinicals.
 7. If you show up for class/clinical site unprepared, you will be sent home, and it will be counted as an unexcused absence.
- **MAKEUP WORK:** It is the student's responsibility to inquire about assignments and makeup any work missed. Check with instructors and arrange for make up before class or clinical begins on the day you return to school. Failure to make arrangements upon returning to class may result in a lower grade average. **All tests must be taken the first day back to school.**
 - **AUTO ACCIDENT:** In the event the student has an auto accident on the way to school or clinical, it is recommended that the student be checked (at their expense) by a physician. If a student is in an accident on the way to school and is checked by a physician, the student will be readmitted to class later that day or the next day without attendance penalties (for that day only) with documentation from the physician.
 - **Bereavement leave:** Up to two (2) days may be granted due to death of parent, child, or spouse; one (1) day in the case of grandparents or present in-laws. Within two days of returning to class, a written request to extend this from one day to three may be submitted (in extreme circumstances). Documentation must be provided that substantiates the death.

➤ COUNSELING FOR ATTENDANCE PROBLEMS:

1. A student absent 5 days will have a written warning and conference with the LPN coordinator.
2. A student absent 6 days will have a conference with the LPN coordinator and be placed on probation.
3. A student with 7 days of absences will be **IMMEDIATELY DISMISSED** from the program.
4. A student absent for 2 clinical days will have a written warning and conference with the LPN coordinator
5. A student absent 3 clinical days will receive a written warning and conference with the LPN coordinator will be required to make up missed days and will be placed on probation.
6. A student absent 5 clinical days will be immediately dismissed from the program.
7. After three written warnings a student will be dismissed from the program immediately.
8. Attendance is discussed with each quarterly evaluation.

TARDY POLICY

Learning is disrupted whenever a person enters or leaves the classroom. Tardiness and leaving the classroom prior to dismissal are discouraged and will be recorded on the student's final record. Three (3) tardies or leave earlies are counted as 1 day absence and will result in a verbal warning with LPN coordinator/assistant-principal. After three verbal warnings a written counseling form will be placed in a student's permanent file. After three written warnings a student is dismissed from the program.

All tardies/leave earlies will accumulate and be included in total days missed.

An attendance sheet noting dates, reasons for absence, and hours missed will be located in a notebook in the classroom and must be signed by any student who is tardy or requests to leave early. There will be no opportunity to make up time missed. It is the student's responsibility to request make-up work in accordance with the policy.

GRADING POLICY

Each student must maintain passing scores in all areas of classroom and clinical instruction. Students unable to maintain a final grade of “C” in any course in theory/classroom and satisfactory clinical performance will be required to withdraw from the program. No course may be repeated.

Grading System*

100-94	A
93-88	B
87-80	C

Below 80 is failure

*Decimal fraction will not be rounded up

(Example: 79.9% is failing and 87.9% is a “C”)

Evaluation of performance will be conducted throughout the program on the basis of daily work, homework, quizzes, tests, written exams, self-evaluation, and clinical evaluation. The following are areas used for evaluation; Skill performance, written examination, clinical evaluation and self-evaluation conferences will be held with each student four times per year for general evaluation. The purpose of this conference will be to guide and counsel the student about progress and to suggest methods to aid the student.

Clinical evaluation will utilize evaluation criteria of behaviors of the three domains of learning: Cognitive—Knowledge to recall and comprehend facts and procedures and the ability to employ principles and procedures in particular situation and develop judgment by analyzing, synthesizing and evaluation. Affective—Can be applied to the manner in which the behavior is performed while working in the clinical assignment and the demeanor of the student. The student must convey to the client that he is valued as a person and that the performance is not just a mere task. Psychomotor—Knowledge is utilized in the clinical situation as the student practices with accuracy and precision and adapts procedures to varying clinical situations and methods of different clinical areas.

The student’s progress will be reviewed at the end of each quarter to assure that clinical objectives are being met. Clinical objectives and evaluation of performance will be reviewed with the student by the faculty at the end of each quarter. Students will be counseled and placed on probation if they are not meeting class and/or clinical standards. Any student who’s academic, class or clinical work has not met the required standards during or by the end of each phase will be counseled to improve his/her performance level. Students will not be permitted to remain in the program under any of the following conditions:

1. Failure to maintain a “C” average in any subject area.
2. Lack of satisfactory performance in the clinical experience area after a warning and being on probation.
3. Failure to abide by standards of conduct and appearance.
4. Practice or behavior detrimental to the student and success of the program.
5. Failure to meet requirements of attendance policy.
6. Failure to turn in clinical written work complete and in a timely manner.

Scholastic Standing

The student must maintain a “C” passing scores in each area of clinical and classroom performance. All reading assignments, nursing care plans, written reports, and workbook assignments must be completed by the designated date. The students are advised to plan their time so that they may complete outside assignments. Failure to complete this work will result in a grade of “0”. Warnings/counseling will be given, and probation status will be awarded. Anytime a counseling form is used in an attempt to correct a situation, the student will be considered on probation. If any student fails to complete work assignments on an ongoing basis and having received a warning and probation, a failing grade will result. Anyone unable to maintain this standard must withdraw or be dismissed from the program.

TESTING

Tests are returned to students for their review and identification of academic strengths and weaknesses. Each student’s test is stored in a file for easy student accessibility; however, a student’s grade is private and confidential. Only the student has the right to access his/her own file. A master copy of the test and answer key will be kept in the coordinator’s office and will be accessible only under direct supervision of the coordinator or faculty. If a student believes an error in grading has occurred, the student has ten calendar days to submit a written request to the instructor to consider the item in question. The instructor will notify the student of the final decision within seven days. Test grades become final ten calendar days after a test is returned to the students.

HOMEWORK POLICY

The first quarter: Homework must be submitted on the day and time designated by the faculty. Failure to do so will cause a 10% deduction in grade for each day the assignment is late (including weekends and holidays). The assignment will not be accepted after five days, and the student will receive a grade of “0” for the assignment.

After the first quarter: Homework must be submitted on the day and time designated by the faculty. Failure to do so will result in a grade of “0” for the assignment.

If a student is absent, he/she is expected to turn in the known homework assignment at the beginning of the day he/she returns to class or as directed by the instructor. It is expected for the student to obtain the assignment for the day of absence.

THERE IS NO GUARANTEE HOMEWORK GRADE FOR EACH SUBJECT

Testing Programs and Test Information

Fayette Institute of Technology utilizes ATI (Assessment Technologies Institute, LLC) Contest Mastery Series Review and Testing Modules. It is required each student successfully test and achieve a level 2 or above in each required context discipline prior to graduation. This grade counts as 2 test grades and first attempt grade will not change. After the second attempt the expense will be the student's responsibility. All required ATI must be complete to meet graduation requirements.

The following tests are required for admission to the State board Examination:

Comprehensive Test --- PN Predictors --- administered near the end of the year. Covers all aspects of total nursing care and completion of the provided NCLEX review.

Other tests may be given to identify weak areas if time permits. Students may not leave the classroom during any testing period as this will disqualify them from completing the test.

LIBRARY

The practical nursing program maintains a library for students' use throughout the year. The library contains books, professional journals, and audiovisuals pertinent to nursing. The students may borrow all the materials, except for audiovisuals, for a period of five days. At the time any material is removed from the library, it must be signed out. Any material not returned to the library will be charged to the student.

Tobacco Control

According to the West Virginia Code, there can be **no smoking or tobacco use in any form on school grounds or in vehicles on school property.** For Fayette County Schools, a violation for a first offense will be a three day suspension, which is counted toward the 7 days of absences. A second offense will be a five day suspension, resulting in dismissal due to excessive absences.

Most clinical facilities are smoke free environments. Students are not allowed in any designated smoke areas. Students may not smoke while in school uniforms or while representing the school in any way. A clinical facility has the right to confer immediate dismissal for violation of their policies.

DISCIPLINARY PROCESS AND DISMISSAL PROCEDURE POLICY

Verbal Warning

Verbal warning may be given at any time regarding classroom and/or clinical performance, appearance, attitude, or conduct. Verbal warning will be documented in a student's file. The student will sign this documentation indicating the verbal warning was given. After two verbal warnings for the same offense, a written warning will be given.

Written Warning

A written warning will be given to the student by the coordinator, indicating the violation. This may or may not follow two verbal warnings. A letter or warning is delivered to the student by the coordinator, indicating the violation. The student will sign this documentation indicating the written warning was given. After three written warnings and probation during a school year, the student's file will be reviewed for possible dismissal from the program.

Dismissal

If improvement does not occur within fifteen (15) days following a written warning a conference will be scheduled for the student to meet with the program coordinator and the principal of the FAYETTE INSTITUTE OF TECHNOLOGY. Dismissal from the program may result. When a student is dismissed from the program, all fees paid are refunded in accordance with the refund policy and statutes put forth by the lending institutions.

Immediate Dismissal

Students will be subject to immediate dismissal without prior warning for certain offenses including, but not limited to the following:

- Falsifying information in any student records, data collection, or patient chart
- Cheating/Dishonesty (for example: falsifying information, recording fictitious information on a patient's chart, lying to an instructor, cheating on a test, plagiarism, etc.)
- Refusal to undergo requested drug/alcohol testing
- Reporting to class or clinical intoxicated or under influence of drugs
- Intentional acts of physical or verbal abuse
- Breaching patient confidentiality
- Insubordination (for example: disobedience, using profanity with faculty, students, hospital personnel, or patients)
- Attendance (failing to meet requirements)
- Unsatisfactory clinical or theory evaluation upon completion of a subject
- No Call No Show for the second event
- Failing to abide by policies set forth by each affiliating agency.

- Nonpayment of tuition and fees unless prior arrangements are made with the office for late payment
- Possession of weapons on school grounds or at clinical site
- Engaging in unsafe patient care which can include: administration of a medication without the supervision of an instructor, practicing nursing as a student while the ability to practice may be impaired by alcohol, drugs, or mental disabilities.

GRIEVANCE POLICY

When a student encounters difficulty in the program he/she should take the following steps:

Before a written grievance is filed:

1. Request an informal conference with your instructor within fifteen days from the occurrence or knowledge of the incident.
2. The informal conference shall be conducted within ten days of the request. Attend the informal conference with the instructor and discuss your concern.
3. The instructor will respond to the student's concern in writing within ten days of the conference. The goals and policies of the program, Fayette County Board of Education, and affiliating agency will be considered.

If the problem is not satisfactorily resolved:

1. The student may present his/her written grievance to the School of Practical Nursing Coordinator within ten days of the instructor's response. The appeal shall be on the prescribed form and will be signed by the student.
2. A written decision by the school of practical nursing coordinator shall be made within ten days from the filing date.

If the problem is not satisfactorily resolved:

1. The student may present his/her written appeal to the School Administrator. This must be done within fifteen (15) days after receiving the decision of the school coordinator.
2. The School Administrator or designee shall conduct a conference within ten days of receipt of grievance.
3. The School Administrator shall issue a written decision within ten days following this conference.

If the problem is not satisfactorily resolved:

1. The student may present his/her written appeal on the prescribed form to the Board of Education within fifteen (15) days of the written decision of the school of practical nursing coordinator. The appeal shall be transmitted to the

- county Superintendent who shall, within three days, provide a copy to each Member of the Board.
2. A hearing on the appeal shall be held by the Board of Education, if requested by the student when filing the appeal or if the Board itself determines that a hearing shall be held.
 3. A decision shall be rendered by the Board of Education within twenty-five (25) days following receipt of the appeal.

COUNSELING AND GUIDANCE POLICY

Faculty members may request and are available at the student's request to discuss any concerns related to their academic status, clinical performance or other school matters. If you are receiving low grades, you are aware of this deficiency. Analyze your weakness and discuss positive approaches with your instructor. Do not wait for a warning. However, faculty are not professional counselors or doctors. Personal and complex problems will be referred to qualified persons outside the school.

DRESS CODE

UNIFORM POLICY

The importance of overall appearance cannot be overemphasized. **All students are expected to keep themselves neat, clean, and well groomed.** The student is required to wear the complete uniform in the clinical areas. White leather shoes must be worn at clinical site.

1. The uniform should be laundered every day and pressed to complete the appearance of a well-groomed, professional student practical nurse. No buttons should be missing and the uniform must be repaired, if needed.
2. The uniform consists of the designated clean, unwrinkled uniform, white duty shoes, white hose or socks, name pin, and watch with a second hand.
3. Anytime the student is going to a clinical facility representing FAYETTE INSTITUTE OF TECHNOLOGY. He/she must wear a lab jacket. To conferences, business dress and the lab jacket are required. (Wearing denim, short skirts, blouses above the belly button and low cut shirts are prohibited).
4. The only jewelry to be worn with the uniform is a wedding band, one pair of post earrings, and a watch with a second hand. **NO VISIBLE BODY PIERCING OTHER THAN ONE PAIR OF small stud EARRINGS IS PERMITTED!** Medical Alert ID on a small chain around the neck covered by the uniform is allowed. Tongue rings are not to be worn.
5. The hair shall not touch the collar or be in extreme styling when in uniform. The hair must be clean and away from the face and eyes. Bangs should reach only to eyebrows and no side curls or hair strands should extend into the face. Long hair

- must be secured with clasps, combs, and pins of the hair color. Pony tails and braids may not hang loose. Only a natural hair color is allowed. Beard and mustaches must be clean and trimmed at all times.
6. Fingernails must be short, trimmed and only clear polish is permitted. **NO ARTIFICIAL FINGERNAILS WILL BE PERMITTED!**
 7. Makeup should be used in moderation. **Perfume is not permitted.**
 8. All students must wear the FIT School of Practical Nursing uniform and nametag.
 9. Uniforms should not be worn outside of the clinical agency or hospital. Policy requires a fresh, clean uniform each clinical day.
 10. **Tattoos must be covered.**
 11. When appropriate, a student may wear a plain white turtleneck under the uniform.
 12. All white leather shoes (no canvas tennis shoes) must be clean, polished and in good repair. Shoe laces must be clean. Shoes having any other colored markings must be gray or navy.
 13. Do not chew gum while in uniform.
 14. Smoking is not permitted while in uniform, in accordance with the tobacco policy.
 15. The student must be well-groomed every day by bathing, using deodorant and wearing an immaculate, complete uniform.
 16. No cloth stethoscope covers permitted.

PLEASE NOTE: STUDENTS NOT COMPLYING WITH THE ABOVE POLICY WILL NOT BE ALLOWED TO ATTEND CLINICALS UNTIL THE STUDENT'S PERSONAL APPEARANCE IS CORRECTED AND MAINTAINED. THESE ABSENCES WILL COUNT IN ACCORDANCE WITH THE ABSENTEE POLICY.

CLASSROOM DRESS POLICY

Classroom attire may be casual. However, it is required that students appear neat, clean, and in a manner that speaks well for their profession. Remember that overall appearance is an important aspect of a student's overall effectiveness.

Deodorant is a necessity.

Clothes in the classroom are to be neat and clean with no holes or frayed bottoms. Shirts with inappropriate logos, belly shirts, or short shorts are not permitted. All skirts or dresses must comply with the Fayette County Board of Education dress code. *Note if there are any issues with classroom dress then uniforms may be required each day.

The final decision on any questionable attire will reside with the coordinator. Students who wear improper clothing will be sent home and counted absent.

EMPLOYMENT

Students are advised not to maintain or seek employment during the school year. The course work and clinical requirements are very strenuous. School/Clinicals will not be scheduled around your work schedule.

TEXTBOOKS/WORKBOOKS

Upon admission to the program, students will be given a list of required textbooks/ebooks/workbooks. The student will assume full financial responsibility for their book(s). This includes the clinical notebook and policy manual given to each student. If these are lost, there will be a replacement fee of \$20.00 each to provide a new one. If a student withdraws or is dismissed, he/she may keep the textbooks, provided they have already paid for them in full.

TRANSPORTATION/PARKING

Each student is responsible for his/her own transportation to school and to clinical areas. Parking Permits are required to be displayed in your vehicle while attending classes at school. The permits are \$40.00. Students must conform to speed regulations of the school zone when entering and leaving school grounds. School buses leaving the circle at the main entrance to the building at the close of day have the right of way. The campus of FIT is part of a secondary campus. Students entering and exiting must obey all signs and safety. The school is not responsible for any personal or property damage incurred while parking on their lot. Parking privileges can be revoked for improper or dangerous driving practices while on school property or within the school vicinity.

NOTE: Classroom and clinical experiences will not be planned around car pool agreements.

PREGNANCY

The FIT School of Practical Nursing permits a student to continue in the program while awaiting the birth of her child. This is in accordance with the Pregnancy Disability Amendment of Title VII Rights Act. The student must have written approval of her physician to continue in the program.

Students are advised that the nature and exposure to a variety of illnesses in the clinical experience could pose a potential threat to an unborn baby. Students who become pregnant just prior to or during the school year may, therefore, wish to withdraw from the program and return the following year in accordance with the readmission policy. Should a student who is pregnant choose to continue in the program, the student is required to:

1. Notify the coordinator immediately when pregnancy is suspected.

2. Sign a waiver releasing the school and cooperating agencies from liability should activities relating to the educational program be detrimental to her or her unborn child.
3. Provide a statement from her physician authorizing continuation in the program following each prenatal visit.
4. During pregnancy and if delivery occurs during the school year the absenteeism policy of the school shall apply.

PERSONAL LIABILITY INSURANCE

The FAYETTE INSTITUTE OF TECHNOLOGY, through the state of West Virginia, provides liability insurance for each student while enrolled in school. **Student must purchase** NSO liability insurance. www.nso.com

DRUG/ALCOHOL TESTING POLICY

The student understands and agrees that he/she may be requested to submit to random drug/alcohol screening during the course of the academic year. Screening may be requested at any time by the nursing faculty of the practical nursing program, and shall be performed in accordance with proper chain of custody procedures. If drug/alcohol screening is performed on a urine/saliva sample rather than on a blood sample, the student shall provide the sample under observation. Appropriate chain of custody procedures shall be followed. Random drug/alcohol screening shall be performed at the expense of the Fayette Institute of Technology.

Upon request of the nursing faculty or administration of the practical nursing program, if reasonable cause exists, the students shall agree to submit to testing to determine whether alcohol, controlled substances or substances which are mood altering in any way are present in his/her blood and/or saliva and/or urine. Testing shall be performed as soon as possible; if a saliva/ urine sample is collected it shall be under observation. Appropriate chain of custody procedures shall be followed. Drug/alcohol screening pursuant to probable cause shall be at the expense of the student. Failure to submit to such a reasonable request shall be prima facie evidence of the presence of the aforementioned substances, and shall be grounds for immediate dismissal from the practical nursing program.

Any student who is prescribed any narcotic medication or medication which may be mood altering in any way shall cause his/her physician to document the prescribing of said medication. The student shall furnish documentation to the coordinator of the practical nursing program the next instructional day following the prescribing thereof. At no time shall the student engage in direct patient care in the clinical agency while he/she is under the influence of alcohol, a narcotic drug or other mood altering medication, without a statement from his/her attending physician indicating the students ability to perform nursing functions is not impaired and following evaluation by the coordinator or her designee to determine the student's functional ability.

PROCEDURE FOR RANDOM DRUG TESTING

Students will be selected at random. The student will be notified the day of the testing and will be expected to report for testing immediately to the site designated by FIT. A picture ID is required at the time of testing; therefore it is mandatory that the student be able to present photo ID at all times.

Breath and blood alcohol tests may also be given to students.
Any tests deemed to be positive shall result in immediate dismissal from the program.

RECEIPT OF RESULTS INDICATING THE PRESENCE OF ANY AMOUNT OF ANY SUBSTANCE FOR WHICH THE STUDENT HAS NO LEGAL, VALID PRESCRIPTION OR FOR A NON-PRESCRIPTION SUBSTANCE NOT DECLARED PRIOR TO THE DRUG/ALCOHOL SCREEN SHALL BE GROUNDS FOR IMMEDIATE DISMISSAL FROM THE PRACTICAL NURSING PROGRAM.

GRADUATION REQUIREMENTS

Students receiving a diploma indicating satisfactory completion of an approved course in practical nursing are eligible to take the NCLEX Licensing Examination:

In order to graduate, the student must meet the following requirements:

1. Satisfactorily completed 1300 hours of curriculum
2. Maintained at least an 80% average in each theory subject
3. Satisfactorily completed all required clinical objectives and maintained a 80% average
4. Paid all fees including club dues
5. Returned all library and loaned books to the school or affiliating agencies
6. Exit interview
7. Complete ATI testing with a level 2 in required disciplines.
8. Must complete all required ATI materials.
9. Participate in graduation exercise
10. Must have completed and submitted all requirements to take the WV LPN exam.

STUDENT RECORDS AND TRANSCRIPTS

To ensure the confidentiality of student records, no records will be forwarded from the school without a signed "Release of Information" form from the student. There is a \$5.00 charge for each transcript sent.

TUITION

Upon acceptance to the program, the student will be required to pay a \$100.00 nonrefundable seat-holding fee. FIT will accept financial aid in the form of scholarships, grants, and student loans. For private pay students, tuition payments can be made quarterly. However, if a student's tuition is not paid in accordance to this schedule, then they will not be permitted to attend classes.

Payment Schedule:

\$100.00 nonrefundable deposit due upon acceptance to program (will be applied to tuition)

¼ of remaining tuition due before the first day of class

¼ of tuition due before the first day of the second quarter

¼ of tuition due before the first day of the third quarter

¼ of tuition due before the first day of the fourth quarter

REFUND POLICY

1. Application, entrance exam fee, registration fee and seat holding fees are non-refundable items. Non-tuition items are considered student's expense, not institutional expenses.
2. Tuition is charged by "period of enrollment," with lab fees assessed for the course during the first period of enrollment, unless otherwise noted as a charge per period of enrollment. Periods of enrollment for FAYETTE INSTITUTE OF TECHNOLOGY Licensed Practical Nursing Course are 450 hours each.
3. Tuition will be adjusted on a percentage basis, based upon the scheduled number of course hours in the period of enrollment between the students first day of class and last date of attendance as follows:
 - From class start to 10% of the period of enrollment, 100% refund of the charged tuition.
 - From 10.01% to 25% of the period of enrollment, 50% of the charged tuition.
 - Over 25% of the period of enrollment, No Refund of the charged tuition.
4. All students receiving Federal Pell will have the United States Department of Education's Return of Title IV funds formula applied. Please be aware that student's withdrawal prior to completion may result in the student owing money to Pell Grant. If you withdraw, drop out or are terminated from your class before completing 60% of your payment period, you may be required to repay a portion of awarded funds received.

The amount of Title IV funds earned or unearned is calculated as follows:

- *Number of hours completed + total hours in payment period (450) = % of aid earned*
- *100% - % of aid earned = % of aid unearned*

WITHDRAWAL

A student who wishes to withdraw from the program must notify the coordinator of the program and present a written request stating the reason for withdrawal. Failure to adhere to this procedure will result in the student not being considered for readmission at a future time. Any fees paid will be refunded according to the Refund Policy. Books and uniforms expenses will not be refunded.

**FAYETTE INSTITUTE OF TECHNOLOGY
SCHOOL OF PRACTICAL NURSING**

PREGNANCY FORM

I have been counseled by a faculty member of the school of nursing regarding the pregnancy policy of the school.

I understand that I must have written approval from my physician in order to continue in the program. If anytime during my pregnancy my doctor advises me to discontinue the nursing program, I will notify my instructor immediately and present the coordinator with written explanation from the physician.

I assume all responsibilities for any risk involved in continuing the program.

I understand that if I deliver the baby during the school year, I may need to complete the program at a later date as the absence policy will apply. At that time, I would reapply to the program under the guidelines of the Re-Admission with Advance Standing Policy.

Student's Signature

Date

Coordinator's Signature

Date

Physician approval attached _____YES _____NO

Updated 9/06, 04/08, 12/09, 12/10, 12/11,12/12, 12/13, 12/14,12/15,12/16,12/1712/18,12/19,12/20,12/21,12/22,12/23,12/24

FAYETTE INSTITUTE OF TECHNOLOGY

STUDENT AGREEMENT

The following agreement is made between the FAYETTE INSTITUTE OF TECHNOLOGY School of Practical Nursing and the student of said school.

I have read the policies of the practical nursing program and the handbook. Any or all items I did not understand have been explained to me by a member of the faculty. I understand and will abide by the policies therein.

Student's signature

Date

HONESTY AND TESTING POLICY

It is our belief that all adult students should set the example for the secondary students with whom you share this school. It is imperative that honesty be practiced in all academic and non-academic areas.

Any adult caught cheating, lying, or stealing may be terminated upon completion of an investigation of the incident. We must maintain a proper, honest work ethic in order to be able to recommend a student for employment upon completion of a vocational program.

I have read and understand the testing policy for the FAYETTE INSTITUTE OF TECHNOLOGY School of Practical Nursing. I agree to follow it, and understand the consequences if I choose to practice an unacceptable behavior. My questions about the policy have been answered.

Student's signature

Date

Faculty signature

Date

**Fayette Institute of Technology
School of Practical Nursing**

I, AS A STUDENT OF FAYETTE INSTITUTE OF TECHNOLOGY SCHOOL OF PRACTICAL NURSING, GIVE PERMISSION FOR MY PICTURE TO APPEAR IN LOCAL NEWSPAPERS AND THE SCHOOL/HOSA INTERNET SITE FOR PROMOTIONAL PURPOSES.

NAME

DATE

AS PART OF FOLLOWING THE STUDENT POLICIES, I AGREE TO RETURN THE FOLLOW-UP QUESTIONNAIRE SIX MONTHS AFTER GRADUATION UPON SECURING EMPLOYMENT OR ENTERING HIGHER EDUCATION.

NAME

DATE

**IMPORTANT PHONE NUMBER AND
NUMBERS TO CLINICAL SITES**

FAYETTE INSTITUTE OF TECHNOLOGY
School of Practical Nursing ext.

(304)469-2911
3026

FACULTY

Michele Robinson, BSN, MS
Coordinator

(304)-469-2911 ext.3026
(304)-619-9226 cell

Ceresa Petitt, BSN, MS
Instructor

(304)-469-2911 ext. 3026
(304)-663- 6170 cell

CLINICAL FACILITIES

Plateau Medical Center

(304)-469-8600

Raleigh General Hospital

(304)-256-4100

Beckley Appalachian Regional Hospital

(304)-255-3000

Fayette Continuous Care

(304)-574-0770

Ansted Genesis Center

(304)- 658-5271

Hill Top Genesis Center

(304)-469-2966

Summersville Regional Medical Center

(304)-872-2891

Notes:

Instructors are available for questions until 3:30pm Monday-Friday.

FAYETTE INSTITUTE OF TECHNOLOGY

School of Practical Nursing

300 WEST OYLER AVENUE ♦ OAK HILL, WEST VIRGINIA 25901 ♦ TELEPHONE 469-2911



Fayette Institute of Technology School of Practical Nursing recognizes that the Internet provides unique opportunities to participate in interactive discussions and share information on particular topics using a wide variety of social media such as Facebook, Twitter, Linked In, snap chat, instagram, Tiktok, blogs and wikis. However, the use of social media by students of Fayette Institute of Technology School of Practical Nursing can pose risks to confidential and proprietary information, reputation and can jeopardize compliance with various rules and laws. This Social Media Policy provides guidance on social media communications participation to protect you and the interests of Fayette Institute of Technology School of Practical Nursing and other individuals and businesses whom allow the School of Practical Nursing to participate in educational experiences.

Students are to use good judgement, be respectful, be appropriate and must comply with the HIPPA and confidentiality when using social media. Social media should never be used in a way that violates any Fayette County Board of Education, Fayette Institute of Technology, the School of Practical Nursing policies or policies of any collaborating facility.

It is in the best interest of the Fayette County Board of Education, Fayette Institute of Technology, the School of Practical Nursing and all collaborating facilities for all nursing students to never post clinical sites or any experiences. Failure to comply with this policy will result in immediate dismissal from the program.

If your post or communication violates any policies of the Fayette County Board of Education, Fayette Institute of Technology, School of Practical Nursing policies or collaborating facilities; **you will be dismissed from the Practical Nursing Program.**

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I _____, have received and read a copy of Fayette Institute of Technology School of Practical Nursing's Social Media policy and understand its content. I understand that I will be immediately dismissed from Fayette Institute School of Practical for failure to comply with this policy.

Signature: _____

Date: _____

