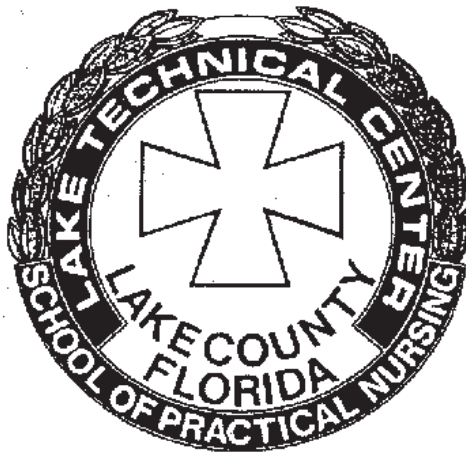




2008 - 2009

Master Plan of Instruction  
Practical Nursing  
Day Division

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MISSION: Lake Technical Center's mission is to meet the educational needs of the community by offering a variety of high quality career-technical training opportunities.

*charting new directions*

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# LAKE TECHNICAL CENTER Practical Nursing Program

## INTRODUCTION

**Welcome** to the Lake Technical Center Health Science Education Department's Practical Nursing (PN) program. Your future holds a rewarding and challenging health career!

This master plan has been prepared to help students orientate to the school, nursing homes and hospitals, and become familiar with the requirements of the Practical Nursing program. We will do everything in our power to make this educational experience both pleasant and profitable. We believe that faculty and students have reciprocal rights and duties toward each other in the education process. We will strive to instruct, motivate, demonstrate, guide, and encourage students and facilitate learning; however, we believe students must desire and seek knowledge, display professional behavior, demonstrate initiative by participating in their own learning and demonstrate understanding by giving a high quality of patient care.

All instructors are registered nurses and certified teachers.

Lake Technical Center encourages people with disabilities to enroll in appropriate career-technical programs. The Center has on staff a Special Populations Coordinator who will assist in arranging appropriate special modifications or accommodations.

Lake Technical Center has both federal and institutional financial aid available for eligible students. Agency support services, which may include childcare, tuition, textbooks and supplies for students who qualify, may also be awarded. Each individual's needs are unique. To determine what assistance you may be qualified to receive, please contact the Financial Aid Office. Even if you think you don't need assistance, apply and apply early. Emergencies arise! Be prepared! [Note: financial aid applications must be made in full at least one month prior to enrollment to allow sufficient time for processing.]

Please feel free to call on us for help at any time.

## HEALTH SCIENCE EDUCATION OBJECTIVE

The objective of the Health Science Education department is to prepare students for productive healthcare careers in a global economy.

## HEALTH SCIENCE EDUCATION PHILOSOPHY STATEMENT

We believe that nursing is an assisting science and art that includes the promotion and maintenance of optimum health standards, as well as the care and rehabilitation of the sick and the teaching of appropriate health care. It is our belief that the practical nurse is an essential and distinct part of the health team. We further believe that qualified students can learn to become beginning practitioners in the following situations:

1. Assessing the nursing needs of an individual in the subacute situation and meeting the patient's needs with skill under minimal supervision.
2. Assisting the professional nurse or physician under direct supervision when the needs of the patient require more complex judgments, skills, and techniques.

We believe the curriculum must have a unified and organized pattern. The educational experiences should be meaningful and build from simple to complex and should provide opportunities to apply new learning directly to real life situations or nursing practice. All facts and concepts drawn from physical, biological, and social sciences should be selected because of direct importance to the process of learning to nurse patients.

We believe that continuous evaluation of a student's progress is necessary in measuring the effectiveness of instruction and in achieving the stated objectives of the program.

We believe that Practical Nursing education is a continuous process that must continue after completion of the program to keep the practitioner accountable for, and alert to, current trends and practices in the health field and to develop leadership potential.

### **TEST OF ADULT BASIC EDUCATION (TABE)**

The Florida Legislature requires that students without an associate's degree or higher be tested using the Test of Adult Basic Education (TABE) to determine levels of reading, math, and language skills. This test is given prior to entering the program and helps staff and student in determining the career fields in which each student can be successful.

According to Florida Department of Education rules, students who fail all or parts of the TABE may only retest using a different TABE version after at least 50 documented hours of remediation in the Vocational Preparatory Instruction (VPI) lab or 6 weeks, whichever is sooner. Students may not retake the same test version for six months. We therefore strongly recommend that students test early, especially for licensure programs, in order to allow time for remediation and retesting should the need arise.

Students who do not meet the State mandated minimum TABE exit scores for their program are considered to be enrolled under "Ability to Benefit" status (see catalog) and must begin attending remediation classes in the VPI lab within two weeks of enrollment, regularly attend VPI classes outside of their program hours and make acceptable progress as determined by the VPI instructor. Students must meet TABE requirements by the time they have completed 50% of their program; failure to do so may result in withdrawal from the program until TABE exit scores are met. Students who do not meet TABE scores may not receive a certificate of completion as per Florida Department of Education rules.

In order to receive a program certificate, students must meet minimum TABE scores: Reading 11 Math 11 Language 11. Due to pharmacology requirements, a math score of 11.5 is strongly suggested. There is a \$20 fee for this test.

### **ADMISSIONS REQUIREMENTS**

The Practical Nursing program admission policy requires that applicants must be at least 18 years of age and must be academically, physically, and emotionally capable of meeting the demands of the program chosen. Applicants make initial application through the Admissions Office. A minimum skills evaluation is part of the entry process and it is recommended that this evaluation occur prior to entry.

The Practical Nursing program has the following minimum admission requirements. Students must:

1. Complete a Lake Technical Center application.
2. Be at least 18 years of age
3. Have a high school diploma or it's equivalent (GED)
4. Take the TABE. Minimum TABE scores must be met to receive a certificate of completion.
5. Meet the definition of Good Moral Character and be able to perform Essential Physical and Emotional requirements.
6. Provide verification of application for financial aid or a signed waiver statement.
7. Meet the minimum levels on the Nursing Entrance Exam. This test will be administered three times prior to the March class (during the day and evening in October) and three times prior to the July class (during the day and evening in March). The test fee is \$23.00. Applicants will be notified of the results. Remediation is available through the VPI lab in daytime and evening classes.
8. May be requested to submit the names and addresses of two character references who may be contacted by the school. References should include previous instructors, employers or other professionals.
9. Submit copies of any postsecondary certificates or transcripts of health related courses taken.
10. Complete an interview with the Health Science Education Committee.

11. Submit proof of a physical exam prior to the start of the program. The physical must document negative Tuberculin test and/or chest x-ray (within one year's time), recent Tetanus inoculation, current MMR immunizations and Hepatitis B vaccination.

When the aforementioned requirements have been met and documented, the applicant's packet is considered complete. Consideration for selection will be based on the applicant's test scores, academic achievement, work experience, references (if applicable) and health-related professional experience. A formal, scheduled interview of the candidates will also influence selection.

Acceptance and continuance in the program is conditional based upon results of a physical exam, FDLE background check, and random drug screen.

### **Florida State Board of Nursing**

In order to sit for the licensure exam, the student must:

1. Be in good mental and physical health
2. Have a high school diploma or equivalent
3. Have comprehension of the English language, written and oral, sufficient to challenge the State Board Exam written in English
4. By law, applicants must notify the State Board of Nursing (SBN) of any previous arrest record in which he/she was convicted and found guilty, regardless of adjudication before being allowed to sit for the State Board exams. Prior to application for examination, convicted felons must obtain a "restoration of their civil rights" in order to be eligible to sit for the examination (NCLEX-PN). If an applicant has been convicted of any offense other than a minor traffic violation, the applicant shall submit arrest and court records stating the nature of the offense and final disposition of the case so that a determination can be made by the Board whether the offense relates to the practice of nursing or to the ability to practice nursing. The SBN reserves the right to take disciplinary action before granting permission to sit for the licensure exam in accordance with Chapter 464.008 and 464.018 of the "Nurse Practice Act."

### **Re-Admission**

At the direction of the practical nursing faculty and the Center administration, students who withdraw from the practical nursing program, in good standing, may be considered for re-admission at a later date. Students will be allowed to repeat only one time. Students exiting for clinical failure will not be considered for readmission. Readmission is contingent upon the following:

1. Applicants for readmission, one year or longer after withdrawal will be required to start at the beginning of the practical nursing program.
2. Students re-applying within six months will be admitted on a space available basis.
  - a. Applicants must reenter the program full time as close to the original point of exit as possible as identified by PN faculty.
  - b. Upon reentry, the student will be responsible for the balance of requirements concurrent with the program schedule.

### **Transfers**

"Transfer" identifies a student entering the Practical Nursing program from another partially completed practical nursing or registered nursing program within a six-month (6) time frame of having exited a previous program. Transcripts are evaluated on an individual basis.

The individual must satisfy all admission criteria required by the school and the PN program. From the previous nursing school, an official transcript of grades and a letter of recommendation from the director and one instructor is required. Credit for courses taken at public institutions will be awarded based upon the state common course-numbering guidelines (see catalog for details). Courses from private or out-of-state institutions will be evaluated based upon curricula and transferred grades (77% minimum) by the chairperson and guidance counselor and/or as a result of proficiency exams. The transfer student must complete at least 50% of the PN

program at Lake Technical Center and satisfy all Department of Education requirements as to “theory” and “clinical”. Transfer students may be accepted on a space available basis.

### **Applicants from Other Health Care Disciplines**

Previous experience and education will be evaluated on an individual basis and credit will be given for courses deemed appropriate based on curriculum content.

## **ESSENTIAL TASKS**

Health related occupations are demanding, both physically and emotionally. Before entering a program in the health field, it is important to review the following tasks which have been established. Their performance is essential for success in the program.

### **Physical Requirements**

- Ability to perform repetitive tasks
- Ability to walk the equivalent of 5 miles per day
- Ability to reach above shoulder level
- Ability to interpret audible sounds of distress
- Ability to project audible verbal communications at a distance of 4 feet
- Ability to demonstrate high degree of manual dexterity
- Ability to work with chemicals and detergents
- Ability to tolerate exposure to dust and/or odors
- Ability to grip
- Ability to distinguish colors
- Ability to lift a minimum of 25 pounds and maximum of 100 pounds
- Ability to bend a knee
- Ability to sit or stand for long periods of time
- Ability to perform CPR

### **Mental and Emotional Requirements**

- Ability to cope with a high level of stress
- Ability to make fast decisions under high pressure
- Ability to cope with the anger/fear/hostility of others in a calm manner
- Ability to manage altercations
- Ability to concentrate
- Ability to cope with confrontation
- Ability to handle multiple priorities in a stressful situation
- Ability to assist with problem resolution
- Ability to work alone
- Ability to demonstrate a high degree of patience
- Ability to adapt to shift work
- Ability to work in areas that are close and crowded

## **GOOD MORAL CHARACTER**

According to Florida Statutes, LPNs must be screened through the Florida Department of Law Enforcement (FDLE) PRIOR to employment and must meet the standards of good moral character. A history of the following offenses DISQUALIFIES AN LPN from employment and the ability of the student to participate in the program’s clinical experiences:

- Murder
- Manslaughter
- Kidnapping
- Obscene literature
- Sexual battery
- Lewd and lascivious behavior
- Child abuse/aggravated child abuse
- Abuse/neglect of disabled adult or elderly
- False Imprisonment
- Negligent treatment of children
- Fraudulent sale of controlled substance
- Theft, robbery and related crimes if the offense is a felony
- Prohibited acts of a person in familiar or custodial authority on a child

- Incest
- Arson
- Prostitution
- Assault to a minor
- Vehicular homicide
- Lewd and indecent exposure
- Aggravated Assault
- Exploitation of disabled adult or elderly
- Sexual performance by a child
- Killing of unborn child by injury to mother
- Drug abuse prevention and control, if offense was a felony or if other person involved was a minor

## **BACKGROUND SCREENING - DRUG TESTING**

The Agency for Health Care Administration requires all employees and other individuals (students) whose responsibilities may require them to provide personal care or services to residents or have access to their living area or personal property to undergo a FDLE background screening. A student whose background screening reveals prior arrest incidents will be counseled regarding a retention program and potential employment opportunities.

The healthcare profession recognizes that substance abuse among its members is a serious problem that may compromise the ability of the abuser and jeopardize the safety of patients entrusted to their care. The Center, in its effort to maintain high standards of education and clinical practice and to comply with requirements mandated by cooperating clinical facilities, has implemented a drug-testing program. The purpose of the drug testing is to identify students who may be chemically impaired and refer them to available treatment resources. If at any time during a pre-clinical screening, random screening or reasonable cause screening, a student refuses to be tested, the student will be withdrawn from the program.

## **INSURANCE**

As a clinical requirement, students must show proof of accident insurance. Any student who does not have proof of private health care insurance coverage may purchase the school accident insurance to fulfill this requirement. This insurance is provided at a very reasonable cost and provides coverage during school hours. Information regarding purchase of school accident insurance may be obtained from in the Admissions Office and at the New Student Orientation.

## **TUITION**

Tuition is charged for adult students at a reasonable rate that may vary slightly from year to year. Current fee information is available from the Admissions Office. Tuition is due prior to the first day of each semester.

## **ATTENDANCE POLICY**

### **Absences**

In Florida, public technical centers are on a clock-hour rather than a credit hour system and are thus required by federal financial aid guidelines to have and adhere to an attendance policy. In addition, students should understand that in-state tuition only pays for approximately 25% of the cost of education, with the state taxpayers contributing the other 75%.

To help develop appropriate work ethics, Lake Tech students are expected to attend all class sessions. As is expected in the workplace, when it is necessary to be absent due to illness or emergency situations, all students are to notify the instructor on or before the date of absence.

The expectation of the Lake Technical Center Board is that all students will be in attendance each day of the school year. The student attendance code for each postsecondary program is consistent with industry standards as recommended by the program advisory committee and approved by the administration of Lake Technical Center.

Excessive absences may result in an unsatisfactory knowledge, skills, and/or work habits grade and can result in termination from the program.

Campus attendance is kept via a computerized system. It is the responsibility of the student to **log in and out** in order to receive credit for class time. This allows the school to keep accurate attendance records for the actual number of hours and minutes attended. Instructors will keep attendance at clinical settings.

Students who are absent for six (6) consecutive class sessions may be withdrawn from membership in their program. Practical Nursing students must re-apply and re-register for the next PN program in order to return to school. A School Intervention Team will review all applications for reenrollment.

Only regularly scheduled class hours will be reported for attendance. Make-up time will not be accepted except as set forth below.

Attendance is very important in the Practical Nursing program. A student who finds it necessary to be absent MUST notify the instructor at least one hour prior to the start of class/clinical that day. Students must notify the instructor as soon as possible if they have to leave early.

Failure of notification will result in:

1. a verbal reprimand at the first no-call, no-show
2. a written reprimand and meeting with the HSE Chairperson for the second no-call, no-show
3. a School Intervention Team meeting (SIT) and academic probation for the third no-call, no-show

### **Excessive Absences**

Any student whose absences exceed 5% of the cumulative number of hours for the grading periods will be placed on probation. The purpose of probation is to formally notify and appropriately document an existing condition that is jeopardizing the ability of a student to successfully complete the Practical Nursing program.

Consequences of probation:

1. jeopardize enrollment in the class
2. become ineligible for the Practical Nursing Assist Loan (PAL)

Probationary status will terminate when the terms of the contract have been satisfied or when the number of hours absent do not exceed the cumulative 5% of the hours to that point in the program.

Students on probation for excessive absences may continue in the program only as long as they are making satisfactory progress in the theory and clinical areas, and that the excessive absences are due to extenuating circumstances such as hospitalization, emergency surgery, or extreme personal hardship. Excessive absences will impact the work habits grade or may result in withdrawal from the program. Any specific requirements attached to the probationary status will be discussed at that time and will become part of the written contract. Students have the right to appeal by following the school Grievance Policy.

Any student whose absences exceed a maximum of 30 hours classroom and/or a maximum of 38 hours clinical will be withdrawn from the program.

Because this is a licensure program, the student must successfully complete 1282 of the 1350 hours in the program. Names will not be submitted to the State Board of Nursing until all requirements of the program are satisfied. If the student does not complete the minimum of 1282 hours, the student will be required to re-enroll in the next PN program to complete the required number of hours and pay tuition for those hours. Re-enrollment positions will be on a space available basis.

### **Tardiness**

Students are expected to be in their seats promptly in the morning, after break, and after lunch. Students must notify the instructor of any expected tardiness and of an expected arrival time. Any student who is tardy and/or leaves early for 20% or more of the number of days scheduled for any given half-semester will be placed on academic probation. Probationary status will terminate when the number of tardies/early departures no longer exceeds 20% of the completed scheduled attendance days.

## **CLASS SCHEDULE**

The Practical Nursing program is an eleven-month, 1350-hour program consisting of 671 classroom hours and 679 clinical hours. Students are in the classroom every day for the first six weeks of the program. Classroom hours in the day LPN program are 8:30 a.m. to 3:00 p.m. Classroom hours in the evening LPN program are 2:30 p.m. to 9:00 p.m. Monday through Wednesday; 1:00 p.m. to 7:30 p.m. on Thursday and Friday 9:00 a.m. to 3:30 p.m. Any necessary schedule changes will be posted well in advance.

When clinicals begin, classroom days will be Thursday and Friday. Hours of clinical instruction will vary but provide eight to twelve hours of instruction per day and may begin as early as 6:30 a.m. or end as late as 11:00 p.m. All schedules will be posted well in advance.

## **SAFETY**

Basic safety standards, which will include fire drills, weather drills, equipment usage, and traffic regulations, will be covered in the program orientation. These basic safety standards will be reinforced throughout the program enrollment. See the current school catalog for additional school safety information.

## **GRADING PROCEDURE**

Lake Technical Center is a postsecondary institution designed to provide trained individuals to industry. The grading scale for the Practical Nursing program reflects industry standards, as recommended by the advisory committee and approved by the administration of Lake Technical Center.

### **Grading Scale for the Practical Nursing Program**

94-100	Outstanding Progress
85-93	Average Progress
77-84	Passing
< 77	Failing

Program grades are based on the three criteria: Knowledge, Skills and Work Habits. Each area counts as one-third of the final grade for the grading period.

- Classroom, laboratory, and clinical performance will be included in grades.
- Delay in meeting graded deadlines will result in loss of points on the grade. Scores for tests not taken at the scheduled time will be reduced by 5 points. Tests not taken on the regularly scheduled date will be reduced by 10 points for each day after the student returns to class.
- To remain in the program a student must maintain an average of 77% or greater in each course/system and in each area of skills and work habits on grading period evaluations.
- In all units, except Pharmacology, unit exams will account for 60% of the grade; written/oral assignments will account for 10% of the grade **and** final exams will count as 30% of the total grade.
- Pharmacology Math requires a grade of 85% and must be attained by the end of the first grading period.  
**PLEASE NOTE:** If a student does not pass pharmacology math with an 85%, **one** retake will be allowed. If unsuccessful the second time, the student will be withdrawn from the program.
- Clinical skills must be passed on the third attempt and must be accomplished prior to the end of the grading period.

### **KNOWLEDGE (33 1/3% of the grade)**

The Knowledge grade is composed of written exams and assignments. A minimum overall KNOWLEDGE average of 77% per unit is required to remain in and successfully complete the PN program.

### **WORK HABITS (33 1/3% of the grade)**

The Work Habits grade is based on personal appearance, attitude, attendance and punctuality. This grade is based on established criteria and reviewed with each student mid-semester and at the end of each grading period. A minimum WORK HABITS grade of 77% per grading period is required to remain in and successfully complete the PN program.

### **SKILLS (33 1/3% of the grade)**

The Skills grade results from performance in the lab and clinical settings. A CLINICAL PERFORMANCE EVALUATION is completed and reviewed with each student mid-semester and at the end of each grading period. A minimum SKILLS grade of 77% per grading period is required to remain in and successfully complete the PN program.

Students must receive at an average of at least one grade for each week of enrollment. Students will receive a written assessment of grades at the end of each grading period. A mid-term progress report will be given for

clinical and work habits grades. If at any time during the grading period a student's grade is below a 77% average, the student will be counseled as to the steps required to bring the grade to a satisfactory level before the end of the grading period.

If a student does not show satisfactory academic progress, the student will be referred to counseling, and, if necessary, to the Assistant Director for Curriculum to review the appropriateness of program placement.

### **Program Progress**

Students are required to complete the program of training within the hours allotted by the State of Florida for completion. Progress must be at a rate that will allow completion of the program within the number of hours stated in the Curriculum Framework (<http://www.fldoe.org/workforce/dwdframe/>).

Failure to progress at this rate may impact financial aid and will require the student to meet with the program instructor, Health Science Education chairperson, a Center counselor and an administrator in order to identify an appropriate completion point or to assist the student in selecting a more appropriate training program.

## **REQUIREMENTS FOR PROGRAM COMPLETION - CERTIFICATION**

Students must meet the following program requirements for certification:

- Meet minimum TABE requirements prior to graduation
- Successfully complete all competencies specified in the program State of Florida curriculum framework
- Maintain at least a 77% average in each area of Knowledge, Skills and Work Habits
- Demonstrate proficiency in all program competencies listed in the Master Plan of Instruction
- Attend at least 1282 of the 1350 program hours.

### **Reasons for Withdrawal**

1. Unsatisfactory academic, lab or clinical work.
2. Lack of aptitude for nursing as demonstrated by unsafe performance and poor professional judgment in the clinical area such as, but not limited to, endangering a patient's safety by:
  - a. Violating standard safety practices in the care of patients
  - b. Delaying care that is within the students realm of ability and/or knowledge
  - c. Performing skills or procedures beyond the realm of the student's ability and/or knowledge
3. Being found in any restricted or unauthorized area.
4. Unethical conduct such as fraud, drug abuse, alcohol abuse, breach of confidentiality (HIPPA violation); inappropriate nurse/patient interaction or interpersonal relation; or aggressive or dishonest behavior to any school or hospital staff member, physician, patient, or other student, defined as follows:
  - a. Aggressive behavior is defined as a forceful, self-assertive action or attitude that is expressed physically, verbally, or symbolically and is manifested by abusive or destructive acts towards oneself or others.
  - b. Dishonest behavior is defined as an untruthful, untrustworthy or unreliable action
5. Cheating in any manner.
6. Withdrawal from a hospital or participating agency as the result of due process proceedings based upon a written request from the agency that the student be withdrawn
7. Violations of the attendance policy.
8. Failure to satisfy identified probationary requirements within the stated time.
9. Failure to comply with requirements as stated in the Master Plan of Instruction.

## **DRESS POLICY**

As stated in the Code of Student Conduct approved by the Lake Technical Center Charter School Board, students who attend Lake Technical Center shall dress in a manner appropriate for the job in which they are receiving training, including any special protective gear and professional uniforms. The postsecondary program student dress code is consistent with industry standards as recommended by the program advisory committee and approved by the administration of Lake Technical Center.

### **Practical Nursing Dress Guidelines**

Appropriate dress for the program shall consist of what is generally acceptable dress in health care facilities in the Lake County area. The uniform is to be worn with pride and dignity, and good grooming must be carefully observed. Appropriate dress will constitute a portion of each student's work habits grade. Specifically, this means all Practical Nursing students will wear:

1. Clean white nurse uniforms with blue LTC pinafore/tunic in the hospital. Uniforms should not be worn for shopping or visiting. All uniforms must be free from wrinkles.
2. Clean plain white socks for men; white hosiery for women with skirt/dress or white socks with slacks.
3. Clean, **all white** polishable, closed heel and toe, oxford or loafer-type shoes. Shoelaces, if applicable, must be clean and white.
4. A watch with a second hand, stethoscope, bandage scissors, pen light and an appropriate pen.
5. Lake Tech emblem attached on the chest 3 inches below the left shoulder seam of the blue pin stripe tunic or men's top.
6. A Lake Tech student picture I.D. whenever the student is in the classroom or in the clinical setting.
7. Scrubs (Navy blue top and white pants) or white uniforms (without pinafores) will be the only acceptable attire for classroom.

#### Special Notations:

1. No jewelry other than a watch, a wedding/engagement ring, or one pair of small pierced ear studs (not to exceed 8mm) type earrings, post style, may be worn. No other visible body piercings or tattoos are acceptable.
2. Nails should be unpolished or polished with a neutral color only. Nails should be no longer than end of fingertip. Artificial nails are not acceptable.
3. No perfume or cologne may be worn in the clinical areas
4. Make-up should be conservative, including minimal eye make-up.
5. Plain white or navy blue cardigan-style sweaters or lab jackets may be worn over uniforms.
6. Male students: If T-shirt is worn under tunic, it must be white with no visible writing and/or design. The tunic must be zipped up at all times.
7. Hair must be worn above the collar and away from the face during clinical experience.
8. No sleeveless uniforms may be worn.
9. Good personal hygiene must be observed.

Students reporting to clinical areas consistently tardy or dressed inappropriately may be dismissed for the day and receive "Unsatisfactory" on the clinical evaluation tool. Repeated violations will result in a SIT meeting and possible program withdrawal.

**REMEMBER – STUDENTS AT THIS CENTER ARE PREPARING FOR EMPLOYMENT IN A POSITION WHERE PUBLIC RELATIONS MUST BE A MAJOR FACTOR IN ONE'S SUCCESS. INDIVIDUAL DESIRES CANNOT ALWAYS TAKE PRECEDENCE.**

### **FINANCIAL AID**

Policies and guidelines for the administration of all financial aid are established according to federal and state law by a financial aid committee and published in the Financial Aid Policies and Procedures Manual. Applicants must complete an application and furnish documentation needed to verify eligibility.

The Financial Aid Office will assist students, when possible, with access to financial support offered by federal agencies (U.S. Department of Education – Pell Grants, Department of Veterans' Affairs), other state and local agencies and local organizations (scholarships).

Financial Aid personnel are available daily to assist students with financial aid needs and requests. The Financial Aid Coordinator is also the liaison for all local agencies. This provides students a person on campus who can assist them with their agency support.

## **PLAN OF INSTRUCTIONAL PRACTICES**

### **Teaching Methods**

Pre- and post-testing, lecture, demonstration and return, discussion, group interaction, audio-visual materials, required reading and written assignments, oral reports, role playing, question and answer, unit examinations, skill practice, anatomical models and charts, individualized instruction, self-directed learning activity packages, clinical experience and field trips are among the teaching methods utilized.

### **Teaching and Instructional Aids**

Textbooks, workbooks, projects, reports, simulations, hands-on computer experience, collaborative learning, video taped instructions, films, guest speakers, board examples, program job shadowing, cooperative on-the-job training, and other methods are used for instruction as appropriate.

### **Provisions for Individual Differences**

Among the provisions made to allow for individual differences are pre-testing to determine entry level; workbooks and study guides for progress at individual rate; progress grading; individual project assignments; and referral for basic skill remediation.

### **Methods of Teaching Safety**

A basic outline of safety standards and practices is covered along with continuous implementation of safety principles. Skills are demonstrated by the student in the lab environment and must meet competency standards prior to performance in the clinical setting.

### **Evaluation**

Class performance, skills performance, pre- and post-testing, unit examinations, practical test evaluation (laboratory and clinical), required written and workbook assignments, clinical observation of performance objectives during clinical experiences, decision making, attendance, work habits, National League for Nursing tests, and achievement of entry-level competencies and other methods are used for evaluation.

### **Clinical Experience**

Students will receive clinical experience under the direct supervision of their instructor and/or preceptor.

### **Job Shadowing**

Job shadowing experiences may be assigned as part of the Practical Nursing program. Volunteer experiences may be available to students as part of their program training. These experiences are designed to give the student actual hands-on experience doing a variety of related tasks. Length and type of experiences may vary. The program instructor determines appropriateness of the experience. Additional information regarding job-shadowing experiences may be obtained from the instructor.

## **JOB DESCRIPTION**

The Licensed Practical Nurse (LPN) is a person with sufficient educational background who, under the supervision of a professional nurse or physician, administers routine services in caring for selected subacute, convalescent, and chronic patients and assists in the care of the acutely ill.

### **Qualifications**

1. Education
  - a. Graduate of an accredited high school or its equivalent
  - b. Graduate of an approved school of nursing
  - c. Current registration with the Florida State Board of Nursing
2. Personal
  - a. Maintenance of optimum physical and emotional well being
  - b. Competence in the area of practice in which the nurse functions
  - c. Evidence of knowledge and ability to use recognized channels of communication

## **Function of the LPN**

1. Patient Care
  - a. Observes, records, and reports symptoms and conditions to proper personnel.
  - b. Administers selected medications under the supervision of the RN. Must have knowledge of the legal aspects of medications, abbreviations used, metric and apothecaries' system, household equivalents, standard dosages, reactions normal and abnormal, and route of administration.
  - c. Checks chart, Kardex, and Medication Administration Records for accuracy.
  - d. Notes administration and reaction of medication on patient's chart.
  - e. Sets up selected treatment trays and administers treatments not allocated to other personnel.
  - f. Assists physicians, if necessary, with making rounds
  - g. Assists and/or administers selected specialized treatments with complicated or specialized equipment.
  - h. Assists with and/or cares for the acutely ill patients (bathes, feeds, etc.).
  - i. Safeguards integrity of the individual and family.
  - j. Applies knowledge of nursing skills and exercises judgment in their application.
  - k. Participates in patient education and rehabilitation.
  - l. Understands the provisions of the State Nurse Practice Act in order to recognize the legal aspects of nursing as it pertains to the individual.
2. Unit Management
  - a. Utilizes approved channels and methods of communication.
  - b. Teaches and directs aides and technicians in selected duties.
  - c. Exercises sound judgment in adapting nursing procedures to individual patient needs.
  - d. Participates in inservice programs including on-the-job learning and unit conferences
3. Supervision
  - a. Works under the direct supervision of the registered nurse or physician
  - b. Assists in the supervision of aides and technicians.

## **Job Opportunities**

The licensed practical nurse may find employment in a varied number of areas such as hospitals, clinics, nursing homes, visiting nurse associations, public health, physicians' offices, school infirmaries, penal institutions, camps, airlines, passenger ships, industry, private duty, the Peace Corps, and the armed services. Salary estimates: \$34,000 to \$51,000 per year or more depending on area of employment.

## **PRACTICAL NURSING GENERAL INFORMATION**

### **Program Length and Hours (1350 hours, 11 months)**

The Practical Nursing program is an 11-month program (671 hours classroom, 679 hours clinical) designed to prepare an individual for employment as a Licensed Practical Nurse. The LPN is generally involved in performing tasks that contribute to the patient's health or recovery, safety, and comfort.

The Practical Nursing program functions under Lake Technical Center. The program is designed to prepare students for employment as practical nurses who administer direct nursing care to patients under the direction and supervision of a licensed physician or registered nurse.

The Florida State Board of Nursing and the Department of Education gives direction to the program. As this program is accredited by both of these agencies, our graduates are eligible to take the State Board of Nursing examination (NCLEX-PN) to become Licensed Practical Nurses and thus become full members of the health team.

The State Board of Nursing reserves the right to deny licensure to any individual who does not meet the qualifications prescribed by the Nurse Practice Act, F.S. 464.

Students convicted of any offense other than a minor traffic violation are required to submit a copy of their arrest and court records to the State Board of Nursing and may be required to appear before the Board prior to being granted permission to sit for the licensure examination.

During the first weeks of the program, the student attends classes at the school to learn the fundamentals of patient care, and basic anatomy and physiology. Upon successful completion of this portion of the program the student begins his/her rotation in the hospitals and nursing homes. During the remainder of the program, students will generally be in the clinical area two to three days and classroom two days per week. Students are expected to spend 3-4 hours per day in preparation for the next class. This is an intensive program and working during the year is strongly discouraged.

### **Personal Qualities/Health Care**

The following qualities are desirable for students studying to become a licensed practical nurse: good health; good citizenship; a desire to help people and to have new experiences; a willingness to accept responsibility; alertness to the needs of others; the ability to get along with peers and the public; adaptability; honesty; dependability; promptness; and kindness.

The student is responsible for his/her health and any health problems. The student must receive any medication or other care from a personal physician and may not consult with a doctor while on duty. The student is to report to the instructor if emergency personal care is needed while on duty. The school reserves the right to require a physician's statement if there is reason to believe that the student or his/her patient's health may be jeopardized in a clinical situation. Any student too ill to perform patient care when reporting to the clinical area will be sent home. Being sent back to the school or to an observational experience is not an option.

### **Clinical Experience**

Clinical experiences will be at sites to include, but are not limited to, the following facilities: Avante at Leesburg and Mount Dora, LifeStream Behavioral Center, Leesburg Regional Medical Center—North and South Campuses; Florida Hospital/Waterman, South Lake Hospital, Children First, Pediatric Health Choice and Ruleme Center, Leesburg Health and Rehabilitation Center, and Waterman Village in Mt. Dora and Westminster Care in Clermont.

These experiences include geriatric care, medical-surgical nursing, psychiatric care, maternal and newborn care, and pediatrics. Other observations may be made at various clinics and doctor offices within the central Florida area.

### **Supply Fee**

Includes: CPR, First Aid, lab kits and assessment testing materials.

### **Textbooks—All prices subject to change**

**approximate prices**

#### **Caring for Older Adults Holistically**

Anderson, Mary Ann, Ph.D, APRN, BC. Caring for Older Adults Holistically. 4<sup>th</sup> ed., **\$67.25**  
Philadelphia: F.A. Davis Company, 2003. ISBN 0-8036-1053-X

*and*

#### **Fundamental Skills WB**

Stright, Barbara R., Ph.D, RN. Study Guide to Accompany Timby's Fundamental Skills and Concepts in Patient Care. 9<sup>th</sup> ed., Philadelphia: Lippincott, Williams and Wilkins, 2005.

#### **Fundamental Skills & Concepts TB**

Timby, Barbara K., RN, C, BSN, MA. Fundamental Skills and Concepts in Patient Care. 9<sup>th</sup> ed., Philadelphia: Lippincott, Williams and Wilkins, 2005. **\$51.02**

#### **Growth & Development**

Journey Across The Life Span: Human Development and Health Promotion. 3<sup>rd</sup> ed., **\$25.30**  
Polan, Elaine and Daphne Taylor  
Philadelphia: F.A. Davis 2007 ISBN 13: 978-0-8036-0949-5

#### **Introductory Pediatric Nursing**

Hatfield, Nancy T., MA, BSN, RN. Broadribb's Introductory Pediatric Nursing. 7<sup>th</sup> ed., **\$37.54**

Philadelphia: Lippincott, Williams and Wilkins, 2003. ISBN 0-7817-7706-2

**Introductory Mental Health Nursing**

**\$34.92**

Womble, Donna M. Introductory Mental Health Nursing. Philadelphia: Lippincott, Williams and Wilkins, 2005. ISBN 0-7817-3685-4

**LPN Notes**

Meyers, Ehren. LPN Notes: Nurse's Clinical Pocket Guide. 2<sup>nd</sup> ed., Philadelphia: F.A. Davis Company, 2004. ISBN 0-8036-1132-3

**\$21.81**

**Maternity Nursing**

Ricci, Susan S., ARNP, MSN, M.Ed., Essentials of Maternity, Newborn and Women's Health Nursing, Philadelphia: Lippincott, Williams & Wilkins, 2007

**\$65.51**

**Math for Meds, 9<sup>th</sup> Edition**

Curren, Anna M., RN, BN, MA and Laurie D. Munday, RN, BN, MN. Math for Meds. 9<sup>th</sup> ed., San Diego: W.I. Publications, Inc., 2005. ISBN 0-918082-09-9

**\$67.21**

**Med-Surgical Textbook**

Timby, Barbara K., RN, BC, BSN, MA and Smith, Nancy E. MS, RN. Introductory Medical-Surgical Nursing. 9<sup>th</sup> ed., Philadelphia: Lippincott, Williams and Wilkins, 2003.

**\$66.42**

*and*

**Med-Surgical Workbook**

Sharon Powell-Laney, RN, MSN, CCRN. Study guide to accompany Timby. Smith's Introductory Medical-Surgical Nursing. 9<sup>th</sup> ed., Philadelphia: Lippincott, Williams and Wilkins, 2003. ISBN 0-7817-6690-7

**Nutrition**

Nutrition Essentials for Nursing Practice. 5<sup>th</sup> ed. Dudek, Susan G. Philadelphia: Lippincott Williams & Wilkins, 2007. ISBN 10: 0-7817-6651-6

**\$43.66**

**Structure & Function TB**

Thibodeau, Gary A., PhD and Kevin T. Patton, PhD. Structure & Function of the Body. 13<sup>th</sup> ed., St. Louis: Mosby, 2004. ISBN 0-323-04966-4

**\$47.56**

**Structure & Function WB**

Linda Swisher, Rn, EdD. Study guide to accompany Structure & Function of the Body. 13<sup>th</sup> ed., St. Louis: Mosby, 2004. ISBN 0-323-04965-6

**\$26.86**

**Taber's Cyclopedic Medical Dictionary**. 20<sup>th</sup> ed., Philadelphia: F.A. Davis Company, 2005.

**\$34.92**

**Drug Book: Choose one from the following**

**Cost varies**

Drug Guide 2006	F.A. Davis Company
Nursing Drug Guide 2006	Lippincott Williams & Wilkins
Nursing Drug Handbook 2006	Springhouse
Nursing PDR 2006	

**General Rules for All PN Students**

1. THERE IS TO BE NO FOOD IN THE CLASSROOM, CAPPED WATER BOTTLES ONLY.
2. A proper uniform must be worn to hospital areas. Proper attire must be worn to class.
3. No student should be lying on or in laboratory beds without the permission of the instructor. All beds used in practice are to be remade with the bedspreads replaced neatly.
4. All laboratory equipment should be returned to its proper place after use. Any broken equipment must be reported to the instructor for repairs.

5. The kitchen facilities are for use in instructional programs. When used for this purpose, the instructor and students are responsible for cleanup.
6. The office telephone is for emergencies only. Please do not use it for other calls.
7. All cell phones are to be turned off or kept on vibrate during class. No cell phones are allowed in the hospital or clinical setting.
8. No student is allowed in the instructors' office without permission.
9. Conflicts – at any time that conflict arises, for any reason, during class time or clinicals the student is to avoid a serious confrontation at all costs. Right or wrong, students should avoid being part of a bad scenario that would have an impact on the program. Students should report to the instructor or department chairperson immediately and allow one of these individuals to disarm the situation.

### **HSE Media Center Rules**

1. There will be NO removal of ANY books from the HSE Media Center unless the card is signed and dated by the student and handed to the Department Secretary. No magazines shall be loaned to students without the instructor's permission.
2. Books may only be checked out for one week. Our supply is limited and all students should be given a chance to read all the books assigned.
3. There is a three book limit per student.
4. All books MUST be returned if a student withdraws from class.
5. Books may not be passed to another student without that student signing the library card. The last name on the card will be responsible for lost books. Damaged or lost books will be replaced at the student's expense.
6. Books must be returned ON TIME to the appropriate deposit box in the media center. A fine of 5 cents per day will be collected on overdue books.
7. All library books must be returned one week prior to the end of the program.
8. Audio-visual material may be viewed in the HSE media center but may not be checked out.

### **Class Officers**

Election for class officers will be held in the third month of the program. This will provide students with the opportunity to learn parliamentary procedure, develop leadership skills, and allow students to assume responsibility for class matters. The duties and responsibilities of each office will be posted prior to selection of a slate of officers. Class meetings will be held once a month and as called by the president and will be approximately 30 minutes in length.

### **Classroom Rules**

Students will:

1. Maintain a neat, clean, appropriate appearance.
  - When in uniform, be dressed according to the dress code
  - When not in uniform, wear standard business attire for class or other occasions
  - Refrain from wearing shorts, midriff tops, etc.; these are not appropriate at any time
2. Demonstrate punctuality.
  - Notify an instructor prior to expected time regarding tardiness or absences
  - Seek permission and follow procedure to leave early when necessary
  - Return from breaks and meal times at the specified time
3. Respect the rights of others.
  - Be attentive and polite
  - Do not talk to neighbors thus preventing others from learning
  - Respect the property of others
  - Be patient and considerate of others
  - Pay attention
  - Think before speaking to avoid misunderstanding
  - Do not talk while others are talking
4. Demonstrate good interpersonal relationships with peers and instructors.
  - Exhibit a congenial and cooperative attitude with others

- Show respect for instructors and peers
  - Accept others for themselves
5. Contribute to a learning atmosphere.
    - Wait for recognition before speaking
    - Do not interrupt class
    - Assist classmates if able and time is appropriate
    - Contribute new or pertinent material on topic when appropriate
  6. Make good use of classroom/laboratory time.
    - Do reading or assignments when no lecture or formal class is in progress
    - Practice procedures and be prepared for requested sign-off on procedures
  7. Take responsibility for own learning.
    - Submit assignments on the specified date. In the event of an absence, submit assignment the first day of the return to class.
    - Come to class prepared by bringing pen, pencil, paper, and books
    - Make up work missed during absence in a timely manner without prompting
    - Complete reading assignments and participate in class discussions
    - Be responsible for all assigned books and equipment
  8. Attempt to do the best possible.
    - Try to achieve full potential
    - Make an effort to answer questions when called upon. There will be no unison responses to questions. The instructor will recognize students before asking a question
    - Use time wisely
    - See the teacher privately to clarify any unclear material
  9. Respect school and clinical facility property.
    - Always leave the classroom, laboratory and conference areas neater than found
    - Do not eat, drink, or smoke except in designated areas
    - Do not deface property of others
    - Be proud of your school and remember to be an ambassador to the public

## **Clinical Rules**

### Part-Time Work

Part-time work is discouraged and should, if possible, be confined to weekends. A student may not work at the hospital in which he/she is receiving clinical experience in a capacity which will conflict with his/her role as a student. Students may practice nursing only within the units of an approved program in which the student is enrolled and only under the supervision of a program instructor.

### Professionalism and Confidentiality

Nurses practice under a code of ethics which safeguards the patient's right to privacy by judiciously protecting information of a confidential nature. As part of the assigned clinical experience, students will be privy to information about patients, their families, physicians and employees, which is to be held in strictest of confidence and discussed ONLY in accordance with professional responsibilities.

**Violation of the "confidential communication" will be grounds for probation or recommendation for dismissal in accordance with program policy.**

### Hospital Assignment

A schedule of hospital rotations will be posted prior to the beginning of the clinical experience. Individual patient assignments are the responsibility of the clinical instructor and are based on the students' ability and classroom learning.

All nursing procedures will be satisfactorily demonstrated in the laboratory prior to attempting them in the clinical area. Performance of specific procedures will always be carried out under direct supervision of the instructor.

A student **MAY NOT** leave the hospital building or assigned facility for any reason without permission of the instructor. Because instructors share the responsibility of the assumed patients it is imperative that the instructor be able to locate the assigned student within the facility at all times. Arrangement of clinical assignments will be the responsibility of the instructor.

#### Reporting On and Off Duty

Each student is expected to arrive promptly and dressed appropriately to perform nursing duties. Each student is expected to arrive prior to the assigned time and to receive report from the nurse in charge. A student may not leave an assignment incomplete. If a student finds it necessary to leave the floor for any reason, permission must be obtained from the instructor who must also be notified upon his/her return.

#### Methods of Address

Students will address each other, the instructor, physician, office staff and patients with respect and consideration. Patients should be addressed in a friendly manner but never in terms of familiarity or endearment.

#### **Smoking and Gum Chewing**

Smoking is strongly discouraged as it reflects on the health care profession. Smoking in the clinical setting is not allowed because students are not permitted to leave the facility. Gum chewing is not allowed during the classroom or clinical experience.

#### **Capping and Pinning**

Upon completion of the program, a capping/stripping and pinning ceremony is to be held. This is a traditional ceremony in which those students who have met the program requirements receive their nursing cap or equivalent and school pin. Students in the companion AM or PM class are expected to attend, host and participate in the ceremony and reception.

#### **Licensure**

Students will make application to the State Board of Nursing to challenge the National Council Licensure Examination for Practical Nurses (NCLEX-PN). This exam is presented in a computerized adaptive testing (CAT) format. A passing score on this exam as well as fulfilling State Board of Nursing requirements allows for licensure as a practical nurse.

#### **Follow-Up**

The instructor assists students with job placement; however, no one can be promised the job or hours desired. It is up to the individual student to actively pursue employment opportunities.

Lake Technical Center is a tax-supported school. In order to receive funding the school must show evidence of placement of graduates in their field. It is the student's professional responsibility to maintain contact with Lake Technical Center through the completion and return of follow-up surveys which are mailed one year after graduation.

## UNIT LISTING

Unit Title	Unit Hours
CORE	90
Vocational Adjustments	23
Anatomy and Physiology	60
Nursing Concepts	44
Advanced Skills	46
Nutrition	30
Growth and Development Across the Lifespan	28
Pharmacology	34
Psychology	24
Psychology Clinical	36
Care of the Sick Child	32
Care of the Sick Child Clinical	30
Obstetrics	40
Obstetrics Clinical	50
Care of Elderly Client	24
Care of Elderly Client Clinical	36
Medical Surgical Nursing	196
Medical Surgical Clinical	527
TOTAL	1350

## COMPETENCY STANDARDS

Numerical grade requirements, hours of attendance, and demonstrated proficiency in the following competency standards are hereby certified in the 1350-hour program in the school of Health Occupations Education (Practical Nursing Program).

### INTENDED OUTCOMES FOR BASIC HEALTH SCIENCE CORE: 1.0-11.0

#### **OCCUPATIONAL COMPLETION POINT – DATA CODE A**

#### **Basic Healthcare Worker-Industry Title**

#### **SOC Code 31-9099 Healthcare Support Worker**

- 01.0 Demonstrate knowledge of the health care delivery system and health occupations
- 02.0 Demonstrate the ability to communicate and use interpersonal skills effectively
- 03.0 Demonstrate legal and ethical responsibilities (*Domestic Violence-2 hours*)
- 04.0 Demonstrate an understanding of and apply wellness and disease concepts
- 05.0 Recognize and practice safety and security procedures
- 06.0 Recognize and respond to emergency situations (*CPR-6 hours, First Aid-4 hours*)
- 07.0 Recognize and practice infection control procedures
- 08.0 Demonstrate computer literacy
- 09.0 Demonstrate employability skills
- 10.0 Demonstrate knowledge of blood borne diseases, including AIDS (*AIDS-4 hours*)
- 11.0 Apply basic math and science skills

### INTENDED OUTCOMES FOR NURSING ASSISTANT MODULE: 12.0 – 22.0

#### **OCCUPATIONAL COMPLETION POINT - DATA CODE B**

#### **Articulated Nursing Assistant - OES 66008445**

#### **SOC Code 31-1012 Nursing Aides, Orderlies and Attendants**

- 12.0 Use verbal and written communications specific to nurse assisting
- 13.0 Demonstrate legal and ethical responsibilities specific to nurse assisting
- 14.0 Perform physical comfort and safety functions specific to nurse assisting
- 15.0 Provide personal patient care
- 16.0 Perform patient care procedures

- 17.0 Apply principles of nutrition
- 18.0 Provide care for geriatric patients
- 19.0 Apply the principles of infection control specific to nursing assisting
- 20.0 Provide biological, psychological, and social support (*Alzheimer's-2 hours*)
- 21.0 Perform supervised organizational functions, following the patient plan of care
- 22.0 Assist with restorative rehabilitative activities

**INTENDED OUTCOMES FOR LICENSED PRACTICAL NURSE: (23.0-43.0)**

**OCCUPATIONAL COMPLETION POINT – DATA CODE C**

**Practical Nurse – OES 32505**

**SOC Code 29-2061 Licensed Practical and Licensed Vocational Nurse**

- 23.0 Demonstrate computer literacy as related to nursing functions
- 24.0 Use appropriate verbal and written communications in the performance of nursing functions
- 25.0 Demonstrate legal and ethical responsibilities specific to the nursing profession
- 26.0 Describe human growth and development
- 27.0 Perform aseptic techniques
- 28.0 Describe the anatomy and physiology of the human body
- 29.0 Perform physical comfort and safety functions
- 30.0 Provide personal patient care
- 31.0 Perform nursing procedures
- 32.0 Administer medication (*Medical Errors-2 hours*)
- 33.0 Apply principles of nutrition
- 34.0 Provide care for medical/surgical/oncological patients, utilizing nursing principles
- 35.0 Provide care for maternal/newborn patients, utilizing nursing principles
- 36.0 Provide care for pediatric patients, utilizing nursing principles
- 37.0 Provide care for geriatric patients, utilizing nursing principles
- 38.0 Apply the principles of infection control, utilizing nursing principles
- 39.0 Provide care for pre-operative and post-operative patients, utilizing nursing principles
- 40.0 Provide bio-psycho-social support
- 41.0 Develop organizational skills
- 42.0 Employability skills specific to practical nursing

**OBJECTIVES**

The student will:

1. Become aware of the rights and obligations to self, to vocation, and to society.
2. Demonstrate a clear understanding of his/her place on the health team, know his/her responsibilities and limitations, and interpret to others his/her role in functioning under minimal supervision in uncomplicated situations and as assistants to the professional nurse, physician, and other health professionals in situations of greater complexity.
3. Demonstrate effective relationships between himself/herself, the patients, and other members of the health team.
4. Demonstrate an understanding of health needs of the patient by preparing care plans.
5. Exemplify good personal habits and hygiene.
6. Demonstrate skills and knowledge needed to give safe, intelligent, patient-centered nursing care in carrying out selected procedures and techniques to meet the needs of the patient.
7. Use problem-solving techniques in meeting personal and patient needs.
8. Demonstrate those traits necessary for successful working relationships in practical nursing with emphasis on good working habits, skills, knowledge, and citizenship that will ultimately lead to self-direction within his/her role.
9. Recognize the health needs of well persons and ways of maintaining optimum health.
10. Realize that learning is an individual responsibility that must be continued beyond the completion of the program to meet the demands of ever changing health needs.

## PROGRAM OUTLINE

Total Hours (Class and lab).....	671
Clinical Hours .....	679
Total Program Hours .....	1350

<b>GRADING PERIOD 1</b>
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### HEALTH CORE

Unit I	Orientation to the school, study skills, time management, stress, self awareness	10 hours
Unit II	Orientation to the health care system	6 hours
Unit III	Emergency situations and safety practices	26 hours
Unit IV	Wellness, disease and infection control	19 hours
Unit V	Communication and employability skills	16 hours
Unit VI	Math skills	11 hours
	Comprehensive final exam	<u>2 hours</u>
	Total	90 hours

### VOCATIONAL ADJUSTMENTS I

Unit I	Nursing past and present	4 hours
Unit II	The law and ethics in the healing arts	5 hours
	Comprehensive final	<u>1 hour</u>
	Total	10 hours

### NURSING SKILLS AND CONCEPTS

Unit I	Assisting patients to meet daily needs	16 hours
Unit II	Introduction to the nursing process	17 hours
Unit III	Measuring intake and promoting elimination	9 hours
	Comprehensive final	<u>2 hours</u>
	Total	44 hours

### CARE OF THE ELDERLY CLIENT

Unit I	Foundations of care for the elderly client	10 hours
Unit II	Clinical assessment and evaluation	12 hours
	Comprehensive final	<u>2 hours</u>
	Total	24 hours
	Clinical	36 hours

### ANATOMY AND PHYSIOLOGY

Unit I	Introduction to the body as a whole	2 hours
Unit II	The muscular and skeletal system	6 hours
Unit III	The nervous system	7 hours
Unit IV	Integumentary and sensory system	5 hours
Unit V	The endocrine system	6 hours
Unit VI	The circulatory system	8 hours
Unit VII	The respiratory system	6 hours
Unit VIII	The gastrointestinal system	7 hours
Unit IX	The urinary system	7 hours
Unit X	The reproductive system	2 hours
	Comprehensive final	<u>2 hours</u>
	Total	60 hours

## GRADING PERIOD 2

### NUTRITION

Unit I	Review of normal anatomy and physiology of the body's use of nutrients	2 hours
Unit II	Introduction to basic principles of nutrition	4 hours
Unit III	Classification of nutrients and their function	10 hours
Unit IV	Principles of diet therapy	4 hours
Unit V	Alternatives in nutritional therapy	8 hours
	Comprehensive final	<u>2 hours</u>
	Total	30 hours

### ADVANCED NURSING SKILLS AND CONCEPTS

Unit I	Preventing infection	4 hours
Unit II	Cancer care	2 hours
Unit III	IV therapy and IV math	4 hours
Unit IV	The surgical patient	6 hours
Unit V	Advanced medical-surgical procedures/lab	28 hours
	Comprehensive final	<u>2 hours</u>
	Total	46 hours

### GROWTH AND DEVELOPMENT ACROSS THE LIFE SPAN

Unit I	The family and the infant	4 hours
Unit II	Early childhood	4 hours
Unit III	Middle and late childhood	4 hours
Unit IV	Adolescence	4 hours
Unit V	Early adulthood	4 hours
Unit VI	Middle adulthood	3 hours
Unit VII	Late adulthood	4 hours
	Comprehensive final exam	<u>2 hours</u>
	Total	28 hours

### CARING FOR THE PATIENT WITH DISORDERS OF CARDIOVASCULAR SYSTEM

Unit I	Review of structure and function of the circulatory system, assessment and diagnostic tests	3 hours
Unit II	Disorders of the heart valves and muscles	6 hours
Unit III	Coronary artery disease and EKG	9 hours
Unit IV	Disorders of the peripheral vascular system	8 hours
Unit V	Disorders of the blood	6 hours
	Comprehensive final exam	<u>2 hours</u>
	Total	34 hours

### PSYCHOLOGY

Unit I	Psychiatric nursing: theories, legal and ethical issues	3 hours
Unit II	Psychiatric disorders	12 hours
Unit III	Substance abuse	4 hours
Unit IV	Management of the child with mental health disorders	3 hours
	Comprehensive final	<u>2 hours</u>
	Total	24 hours
	Clinical	36 hours

**CARING FOR THE PATIENT WITH A RESPIRATORY SYSTEM DISORDER**

Unit I	Review of the anatomy & physiology, assessment, and nursing diagnosis of a patient with a disorder of the respiratory system	3 hours
Unit II	Nursing care of patients with upper respiratory tract disorders	7 hours
Unit III	Nursing care of patients with lower respiratory tract disorders	12 hours
	Comprehensive final	<u>2 hours</u>
	Total	24 hours

**GRADING PERIOD 3**

**PHARMACOLOGY**

Unit I	Definition, names, standards, and information sources, principles of drug action and drug interaction	3 hours
Unit II	The nursing process applied to pharmacology	5 hours
Unit III	Principles and lab practice of medication, preparation and administration	24 hours
	Comprehensive final	<u>2 hours</u>
	Total	34 hours

**OBSTETRICS**

Unit I	Social and family dynamics; adolescent pregnancy	3 hours
Unit II	Human reproduction and fetal development	5 hours
Unit III	Pregnancy and complications of pregnancy	7 hours
Unit IV	Labor, birth, and complications	7 hours
Unit V	Normal newborn infant; newborn at risk	8 hours
Unit VI	Postpartum period and complications; family plan	8 hours
	Comprehensive final	<u>2 hours</u>
	Total	40 hours
	Clinical	50 hours

**CARING FOR THE PATIENT WITH A MUSCULAR SKELETAL DISORDER**

Unit I	Review of anatomy and physiology, assessment and diagnosis of patients with a disorder of the muscular skeletal system	3 hours
Unit II	Nursing care of patients with muscular-skeletal trauma	5 hours
Unit III	Nursing care of patients with muscular-skeletal disorders	6 hours
Unit IV	Nursing care of patients with arthritic and connective tissue disorders	6 hours
	Comprehensive final	<u>2 hours</u>
	Total	22 hours

**CARING FOR THE PATIENT WITH DISORDERS OF THE ENDOCRINE SYSTEM**

Unit I	Review of anatomy and physiology, assessment and nursing diagnosis of patients with a disorder of the endocrine system	2 hours
Unit II	Nursing care of the patient with thyroid and parathyroid disorders	6 hours
Unit III	Nursing care of the patient with adrenal and pituitary disorders	6 hours
Unit IV	Nursing care of the patient with diabetes mellitus and hypoglycemia	8 hours
	Comprehensive final exam	<u>2 hours</u>
	Total	24 hours

### **CARING FOR THE PATIENT WITH DISORDERS OF THE NERVOUS SYSTEM**

Unit I	Review of the anatomy and physiology, assessment, and nursing diagnosis of a patient with a neurological disorder	3 hours
Unit II	Nursing care of patients with intracranial disorders	6 hours
Unit III	Nursing care of patients with cerebral blood flow disorders and spinal cord disorders	7 hours
Unit IV	Nursing care of patients with degenerative neurologic, neuromuscular, and cranial nerve disorders	6 hours
	Comprehensive final	<u>2 hours</u>
	Total	24 hours

## **GRADING PERIOD 4**

### **CARE OF THE SICK CHILD**

Unit I	The child enters the hospital	4 hours
Unit II	Care of the hospitalized child	4 hours
Unit III	A child faces chronic or terminal illness	4 hours
Unit IV	Disorders of newborn	6 hours
Unit V	Disorders of infants and toddlers	6 hours
Unit VI	Disorders of preschool and school age child	6 hours
	Comprehensive final	<u>2 hours</u>
	Total	32 hours
	Clinical	30 hours

### **CARING FOR THE PATIENT WITH A DISORDER OF THE GENITO-URINARY SYSTEM**

Unit I	Review of anatomy, physiology, assessment and nursing diagnosis of patients with disorders of the reproductive and urinary systems	3 hours
Unit II	Nursing care of clients with kidney and urinary tract disorders	7 hours
Unit III	Nursing care of male clients with reproductive disorders	5 hours
Unit IV	Nursing care of female clients with reproductive disorders	7 hours
Unit V	Nursing care of clients with sexually transmitted disease(s)	2 hours
	Comprehensive final exam	<u>2 hours</u>
	Total	26 hours

### **CARING FOR THE PATIENT WITH A SENSORY DISORDER**

Unit I	Assessing and providing care for a client with an ear disorder	5 hours
Unit II	Assessing and providing care for a client with an eye disorder	5 hours
Unit III	Assessing and providing care for a client with a skin disorder	5 hours
	Comprehensive final	<u>1 hour</u>
	Total	16 hours

### **CARE OF THE PATIENT WITH A DISORDER OF THE DIGESTIVE SYSTEM**

Unit I	Review of the anatomy/physiology, assessment, diagnostic tests and nursing diagnosis of a patient with a disorder of the digestive system	3 hours
Unit II	Nursing care of patients with nutritional, oral, and esophageal disorders	2 hours
Unit III	Nursing care of patients with gastric disorders	3 hours
Unit IV	Nursing care of patients with gallbladder, liver and pancreatic disorders	8 hours
Unit V	Nursing care of patients with bowel disorders	8 hours
	Comprehensive final	<u>2 hours</u>
	Total	26 hours

**VOCATIONAL ADJUSTMENTS II**

Unit I	Ethical, legal, and moral responsibilities of the LPN	2 hours
Unit II	Leadership skills for LPN	8 hours
Unit III	Employability skills	<u>3 hours</u>
	Total	13 hours

**LAKE TECHNICAL CENTER  
Health Science Education  
Practical Nursing Program**

**SUBSTANCE ABUSE STATEMENT**

I understand and agree that any student, in possession of, using, or under the influence of alcoholic beverages, any illegal substances or drugs, or any prescription drugs that are not prescribed for that individual on the school grounds or at any assigned clinical facility, will be subject to immediate dismissal from the program or any other disciplinary action that is deemed appropriate by the school board. I also understand that any student, convicted of, pleading no contest, or entering into any form of pre-trial program for the use, possession, manufacture, distribution or being under the influence of any of the above listed items or substances, regardless of where the alleged offense occurs, will be subject to immediate dismissal from the program.

As determined by Lake Technical Center Board policy, law enforcement agencies shall be notified.

Student Name (Print) \_\_\_\_\_

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

Date \_\_\_\_\_

Program Instructor: \_\_\_\_\_

Date \_\_\_\_\_

**LAKE TECHNICAL CENTER  
Health Science Education  
Practical Nursing Program**

**CONFIDENTIALITY STATEMENT**

As a student in the Practical Nursing (PN) program at Lake Technical Center, I realize that while working in any health care facility during the program as part of my assigned clinical experience, I am dealing with “confidential communications”. I am also aware that what I learn about patients, their families, physicians, employees, and faculty/staff during the course of my work is to be discussed only in accordance with my professional responsibilities. As a student, I will access only that information relevant to my assigned patients. I understand that information about any other patient in the facility is not deemed as “need to know” unless otherwise directed by my instructor.

I shall not discuss what I have learned in the provision of my care in any other manner. I understand and assume my responsibility to protect the rights of patients, their families, physicians, and hospital/center employees by maintaining “confidential communication”.

I realize that violation of the above agreement will be grounds for probation or dismissal as determined by program instructor, program chairperson, and administration.

\_\_\_\_\_  
STUDENT NAME (PRINT)

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

**LAKE TECHNICAL CENTER  
Health Science Education  
Practical Nursing Program**

**STATEMENT OF RECEIPT AND UNDERSTANDING OF POLICIES**

I have received a copy of the Practical Nursing Program Master Plan of Instruction.

I have read, asked for clarification if needed, understand, and agree to comply with all policies contained therein.

I understand that failure to comply with these policies results in the termination of my program.

NAME \_\_\_\_\_

DATE \_\_\_\_\_