



2025-2026

Practical Nursing Handbook

Inspiring and Empowering all to Dream,
Believe and Achieve

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Welcome

Welcome to the Practical Nursing Program at The Washington County Career Center! We are thrilled to have you join us as you embark on this rewarding journey toward becoming a licensed practical nurse.

Throughout this program, you will gain essential skills and knowledge that will prepare you for a fulfilling career in healthcare. Our dedicated faculty and staff are here to support you every step of the way, providing guidance, resources, and encouragement.

As you begin this exciting chapter, please keep the following in mind:

1. **Engagement:** Actively participate in classes and clinical experiences. Your involvement is key to your success.
2. **Collaboration:** Build relationships with your peers. Nursing is a team-oriented profession, and collaboration will enhance your learning.
3. **Communication:** Don't hesitate to reach out to instructors or advisors with questions or concerns. We are here to help!
4. **Self-Care:** Remember to take care of yourself. Balancing studies and personal well-being is crucial.

We look forward to seeing you in class and supporting you on your path to becoming a compassionate and skilled nurse. Welcome aboard!

Melanie R. Matheny MSN, RN

PN Program Administrator

Philosophy

The philosophy of the Practical Nursing Program is consistent with the school's mission to inspire and empower all to dream, believe and achieve. The faculty of the Practical Nurse Program emphasizes the values of respect for all people, dignity and worth of the individual, social justice, community responsibility and academic excellence. The Washington County Career Center's Practical Nurse Program will be a leader in the preparation of practical nurses for the communities of Southeastern Ohio. We believe the paradigm of nursing includes the individual, society, health and nursing. The individual is a unique bio-psycho-social and spiritual being characterized by inherent similarities and individual differences. Human behavior is motivated toward human needs fulfillment. The individual is a dynamic being capable of changing and shaping the world to meet these needs. Individuals have both the ability and the right to make choices which are affected by beliefs, values, and culture. The choices affect one's life, health, and future. Society is a multi-cultural, pluralistic, open system. It is composed of individuals, families, and communities possessing rights and responsibilities. Society influences the life and health of human systems, and individuals have the potential to influence the environment. Society has a responsibility to provide health care to individuals in a manner that is accessible, feasible, high quality, and cost effective. Health is a state of human functioning whereby continual adaptation occurs in a dynamic continuum composed of wellness and illness potentials. It is influenced by heredity, environment, and lifestyle. Individual and societal choices influence health and wellness potentials and as such can be maximized, impaired or depleted at any time throughout the lifespan. Nursing is a dynamic process that promotes, assists and supports individuals in their efforts to achieve maximum health and wellness potentials. It links biological, psychological, and social functioning along with physical, emotional, and spiritual comfort. It utilizes the nursing process as a scientific, interactive approach aimed at promoting, maintaining, and restoring health. Nursing practice is a goal-directed and action-oriented process which assists human beings to maximize their health potential. Learning is a dynamic, life-long process characterized by individual initiative to acquire the necessary knowledge and skill to function in the environment. Individuals use prior education and experience as a foundation for learning new knowledge and skills. The process of education provides for reinforcement of past learning and attainment of new knowledge which encourages individuals to reach their potential. The nursing education program is responsible to the individual student and to the community of interest to conduct a program of learning based on an organized curricular hierarchy. Implementation of the curriculum will develop skillful nurses that practice their vocation consistently within the Licensed Practical Nurse Scope of Practice as defined by the rules and laws of The Ohio Board of Nursing.

Practical Nurse Program Objectives

Upon successful completion of this practical nursing education program, the graduate will be able to:

1. Apply scientific principles to provide safe, direct care for clients in various health care settings within their scope of practice.
2. Contribute to data collection, planning, implementation and evaluation of nursing care, using the nursing process, within the legal scope of practice for a practical nurse.
3. Communicate effectively with clients, families, peers and those from other healthcare disciplines to ensure that effective, seamless care is provided.
4. Use critical thinking skills to apply knowledge from the biological and behavioral sciences in the delivery of safe, competent, effective care to clients across the life span.
5. Demonstrate professional, ethical behavior that follows the legal scope of practice of the Practical Nurse and includes taking personal responsibility for their nursing actions.
6. Identify learning needs of clients assigned to them and assist other members of the health care team in presenting the necessary information.
7. Identify the need for professional growth and learning, both as mandated by Ohio Nursing Law and to ensure that their practice reflects the most recent concepts of health care.
8. Apply to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN).

Program Description

The program of learning for the Practical Nursing Education Program is designed to enable the student to provide safe, direct care for assigned clients of all ages in various structured health care settings. Supervision by qualified faculty, as required by Ohio Administrative Code 4723-5-11, "Qualifications of administrative, faculty, and instructional personnel for a practical nursing education program ..." is provided.

This program is competency-based and consists of three components:

- Theoretical or classroom experience
- Laboratory practical experience
- Clinical experience

This program is designed to progress from general to specific skills. The program's philosophy and organizing theme guides the curriculum. There is emphasis for each student to function in a mature, consistent manner that reflects an understanding of ethical conduct, personal responsibility, and accountability for behaviors and actions. Course content includes all areas of study, as mandated by Ohio Administrative Code 4723-5-14.

General Curriculum Plan

The curriculum is designed to assist each student in learning basic principles of human growth and development and the milestones that are typically achieved at the various stages of life cycle events. The curriculum additionally includes ways to promote health and wellbeing for clients during the various stages of the life cycle while considering cultural and ethical backgrounds and individual health belief systems. Initially, the curriculum explores common alterations of health that may occur during the various stages of the life cycle. Focus is then placed on the nursing care and skills that are necessary to assist these individuals to achieve optimal health. The laboratory and clinical experiences are planned to reinforce the curriculum threads to solidify each student's understanding and provide opportunity for skill mastery.

Washington County Career Center Practical Nursing Curriculum Plan

<u>Course</u>	<u>Theory Hours</u>	<u>Laboratory Hours</u>	<u>Clinical Hours</u>
Term I			
Transition to Nursing	22	0	0
Nursing Fundamentals	82	60	18 Adult
Communications	32	0	0
Nursing Science I	36	0	0
Total Hours	172	60	18
Term II			
Nursing I	68	6	12 Adult
Maternal/Child Nursing	74	3 Maternal 3 Child	6 Maternal 2 Child
Nursing Science II	48	6	0
Nursing Review I	22	0	0
Total Hours	212	18	20
Term III			
Nursing II	72	6	30 Adult
Mental Health	50	0	6 Adult
Nursing Science III	50	6	0
Nursing Review II	30	0	0
Total Hours	202	12	36
Term IV			
Nursing III & Junior/Adolescent	86	16 Adult 2 Jr/Adol	12 Adult 4 Jr/Adol
Geriatrics	40	0	12 Adult
Nursing Science IV	48	0	0
Nursing Review III	30	0	0
Total Hours	204	18	28
Total Hours	790	108	102
Total Program Hours	1000		

Admission Criteria

Preadmission

1. A Washington County Career Center application
2. A high school transcript or High School Equivalency Transcript
3. Pre-Entrance Examination with a basic level test score or higher as determined by the testing company/Program Administrator.
4. State Tested Nurse Aid Training Program STNAP (75-hour course) if the applicant does not have proof of the STNAP (either a certificate or registry number) it must be taken prior to start of class. *** (The individual does not need to be active on the nurse aid registry).
5. If an applicant has completed Nursing Theory and clinical and received a “B” grade in theory and a passing grade in clinical, the requirement for the 75-hour Nurse Aide (STNAP) program may be waived

After acceptance and before the first clinical experience

1. An orientation to the program must be attended on the first day of class. Each student will receive written notification of the start date and time of this meeting.
2. Current Cardiopulmonary Resuscitation course is required.
3. BCI/FBI background (Reports that contain “excluding documentation” will result in the student not being able to attend clinical rotations)
4. Health Examination that confirms ability to participate in program without limitations (good for 12 months from date of examination)
5. Immunizations that include:
 - a. 2 Step Mantoux Tuberculin Skin Test, as necessary a chest x-ray or Q Gold
 - b. Hepatitis B series or a signed waiver declining immunization
 - c. History of 2 MMR and varicella vaccinations or titer showing immunity
 - d. DTaP vaccine
 - e. COVID vaccines or an Exemption
 - f. Annual flu vaccine beginning in October

Readmission Policy

Each applicant desiring readmission to the practical nursing program will be considered on an individual basis. Program Administrator/Faculty will consider the following criteria:

1. The applicant must notify the Administrator of the Practical Nursing Education Program of a desire to return to the program.
2. Once readmission is determined to be a possibility, the former student may need to test out of previous skills and demonstrate competencies as determined by faculty and Coordinator.
3. The applicant must meet all curriculum requirements effective at the time of readmission.
4. Each applicant must demonstrate financial responsibility by having his/her account paid-in-full prior to readmission.
5. Tuition and fees will be payable in accordance with those in effect at the date of readmission.
6. The applicant will meet all admission criteria regarding the physical examination, CPR, vaccinations, BCI/FBI checks.
7. An applicant will be considered for readmission depending on availability of an opening in the program.
8. There will be a time limit of one calendar year from the last attendance date to readmission unless there are extenuating circumstances.
9. Specific requirements for readmission may be required for any individual as deemed necessary by the Program Administrator and or faculty.

Advanced Standing Policy

Each applicant will be considered on an individual basis. Applicants who desire to transfer from another nursing education program will be considered for admission based on the following criteria:

1. A nursing transcript must be received and reviewed by the Administrator or faculty.
2. The applicant must supply all information necessary for application as determined by the Administrator and/or faculty.
3. The applicant must have achieved a theory grade of a “C” or higher and a satisfactory grade in all clinical work that will be awarded advanced standing.
4. The applicant will meet all admission criteria regarding the physical examination, CPR, vaccinations, BCI/FBI checks.
5. If an applicant has completed Nursing Theory and clinical and received a “B” grade in theory and a passing grade in clinical, the requirement for the 75-hour Nurse Aide (STNAP) program may be waived.

For Individuals with experience in the armed forces of the United States, or in the National Guard or in a reserve component, the program administrator will review the military education and skills training that may be applicable to the practical nursing program. If the military education and or skills are substantially equivalent to content required in the practical nursing curriculum transfer credit will be awarded and noted on the transcript as Military Credit.

Student Progression

Requirements for each course must be completed with a grade of 80% or better, and each clinical experience must be completed satisfactorily before progressing to the next term or clinical experience.

1. Students in the program are expected to show consistent progress in their ability to utilize learning opportunities effectively, acquire and retain essential content with pertinent application in clinical practice, evaluate their own strengths and needs with respect to their educational goals, and seek appropriate assistance when indicated.
2. Each course must be completed with a grade of 80% or better and laboratory and clinical experience completed satisfactorily before progressing to the next term.
3. In the event that safety for the assigned client is an area of concern, the focus for IMMEDIATE improvement is imperative. Each incident of a safety violation will be reviewed by the faculty.
4. Any student found to be cheating on an assignment, quiz, or test will be disciplined immediately. Concerns in this area may result in dismissal from the program.

Completion Policy

The Practical Nursing student must:

- Have successfully completed (grade of 80.0% or better) all nursing related courses
- Satisfactorily completed all laboratory and clinical experiences including the IV therapy and medication administration content
- Must achieve a passing score on an exit assessment exam determined by the provider of the examination. Three (3) attempts to pass the examination are permitted. After three attempts a structured review must occur prior to subsequent attempts.

- All financial obligations must be met, as verified by the Financial Aid Coordinator prior to receiving the Certificate of Completion.

Notification of Changes to Policies

The student will be notified if any program policy is changed or altered, in writing 30 days prior to the expected change.

Further, the program, will not implement changes to policies for student progression, or requirements for completion of the program, for students enrolled in the program at the time the changes are adopted, to comply with Rule 4723-5-12 (B), OAC.

Program Tuition/Fees/Expenses/Refunds

Tuition

Please refer to the Tuition Sheet from Admissions and Financial Aid (a copy was provided with the acceptance letter and also upon request).

Additional Supplies/Fees

STUDENT IS RESPONSIBLE FOR (NOT INCLUDED IN STUDENT TUITION)

- Physical Examination
- Leather or Vinyl Duty Shoes
- Watch with secondhand
- Uniforms
- Textbooks and study supplies
- Immunizations/Titers:
 - Hepatitis B vaccinations or signed waiver
 - 2 MMR and varicella vaccinations if not immune
 - DTaP vaccine, if not on record
 - Seasonal flu vaccine (when available)
 - Two-step TB Mantoux (chest x-ray if necessary) or Q Gold
 - COVID vaccines

Refunds

Refunds are made per the schedule from Admissions and Financial Aid. Please see your financial aid packet. Further, a copy will also be provided upon request.

Student Illness Classroom/Clinical

Prior to admission to the Practical Nursing Program, it is recommended the student obtain health insurance. This assures that all obligations will be met should an instance arise that requires medical attention.

A student who becomes ill during the school day, whether on school premises or off site at a clinical, should advise the instructor of his/her decision to leave. A determination will be made by the instructor, to the best of their ability and in collaboration with the student, if applicable, if the student needs immediate attention (i.e. EMS). Students with a potentially communicable disease should not participate in clinical activities. Students exhibiting symptoms of communicable diseases in the clinical setting may, at the discretion of the instructor, be removed from the clinical site.

Emergency care only will be rendered at the school (classroom) and health care facility (clinical site) in the event of illness or accident. Any illness or injury during class/clinical time, regardless of degree, must be reported to the instructor at the time of the illness or accident occurs. An Incident Report Form for an accident must be completed and placed in the student file.

If an illness or injury requires the use of an ambulance for transportation to a hospital or medical center, the cost for such transportation and follow up care shall be the responsibility of the injured/ill student.

Guidance and Counseling

The faculty and Program Administrator are available for academic advising. Any problem affecting the student's performance in the program may be identified and discussed. However, students with social, emotional and psychological problems of an ongoing nature will be referred to community resources.

Grievance and Appeals

The nursing program adopts the Policy to resolve complaints of alleged discrimination based on religion, creed, age, sex, race, color, national origin, physical disability, ancestry, or place of birth. The following procedural outline is to be used to file a complaint. Such complaints will be received and dealt with in a confidential manner. It is important that the aggrieved comply with the time limitations. The aggrieved student shall immediately inform the teacher most directly concerned with all the circumstances as they relate to any action

which would be prohibited by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. If a mutually satisfactory solution is not agreed upon, the student shall arrange for a conference with the nursing administrator, at which time s/he will again relate all details as it pertains to the complaint.

The nursing administrator responsibility is to:

- A. investigate (within one (1) week) the circumstances of the complaint
- B. render a decision within two (2) weeks after receipt of the complaint and notify the complainant of that decision in writing
- C. provide the complainant one (1) week to react to the decision before it becomes final

The complainant's responsibilities are to:

- A. Accept the decision in writing, addressed to the nursing administrator, within one (1) week of receiving the written decision
- B. Disagree with the decision in writing, addressed to the nursing administrator, within one (1) week of receiving the written decision. In this case, the Level Two procedure will be initiated.

Level Two - The nursing administrator requests the Director of Adult Education to review the complaint. A meeting will be scheduled within one (1) week of the receipt of request for review. The participants shall be the complainant, the Director of Adult Education. The Director of Adult Education will make the decision within one (1) week, which shall be final. The complainant and the nursing administrator will receive copies of the decision.

Level Three - If the student is not satisfied with the outcome the student has the right to file a complaint/grievance to the Superintendent of the Washington County Career Center.

Faculty Responsibility Related to Supervision of Students Rule 4723-5-20 OAC

A faculty member of the nursing program will be responsible for planning the student's clinical experience and for evaluating the student's performance based upon objectives and student learning needs. Faculty and teaching assistants shall supervise student practice by providing guidance, direction, and support appropriate to the clinical situation. Supervision of the student shall be provided for each clinical experience involving the delivery of nursing care to an individual or group of individuals. All experiences for a nursing

student in a clinical setting involving the delivery of nursing care to an individual or group of individuals shall be performed under the direction of a faculty member who functions only as a faculty member during the nursing student's clinical experience. The faculty member providing direction shall: Establish clinical objectives or outcomes within the framework of the course in which the student is enrolled; Communicate clinical objectives or outcomes to: The student; The teaching assistant and the staff at the clinical site; Provide for orientation of each student to the clinical site, including introduction to staff; Make assignments, in conjunction with the teaching assistant for the student's experience, consistent with the specific objectives or outcomes of the course in which the student is enrolled; Provide for supervision of each student and evaluate the student's experience, achievement, and progress in relation to the clinical objectives or outcomes, with input from the teaching assistant if utilized. The ratio shall be no greater than 1 instructor to 10 students in the clinical setting (or less as appropriate for safe delivery of nursing care).

The teaching assistant providing supervision to the student shall at least: Have competence in the area of clinical practice in which the teaching assistant is providing supervision to a student; Design, at the direction of a faculty member, the student's clinical experience to achieve the stated objectives or outcomes of the nursing course in which the student is enrolled; Clarify with the faculty member: The role of the teaching assistant; The responsibilities of the faculty member; The course and clinical objectives or outcomes; The clinical experience evaluation tool; and contribute to the evaluation of the student's performance by providing information to the faculty member and the student regarding the student's achievement of established objectives or outcomes.

Evaluation by Faculty of Each Students Progress in Each Course and Program

The faculty and Administrator of the Practical Nursing program believe that evaluation is a means of determining the performance of the student at a given point in time in relation to a predetermined standard. Evaluation is meant to be a tool to assist the student in development and growth toward specific objectives.

Course and Program Evaluation

In course work, a student must maintain an 80.0 percent (C) average in each course to remain in the program, progress to the next term and complete the curriculum. The student must also achieve a satisfactory in the laboratory and clinical areas as required by individual courses.

Grading Scale

The grading scale is as follows:

A = 94-100

B = 93-87

C = 86-80

F = 79.99 or below

- ❖ Upon request a progress report will be given to the student at the completion of each term. This includes the letter grades and percentages the student has achieved for the term in the course work.

Examinations

It is expected that students **will complete examinations on the scheduled day**. In case of an extreme emergency, arrangements may be made with the faculty member teaching the class. If an exam is missed, it will be made up at the discretion of the faculty which *may include* a 5% penalty and an alternate examination may be required.

Clinical Evaluation

Clinical evaluation is carried out through the use of clinical performance evaluation tools. At the end of term, the student and faculty evaluate the student's performance using the tool. Feedback will be provided to the student at any time the clinical performance requires improvement. A conference may be scheduled for sharing the evaluation. All evaluations will be placed in the student's file and remain in the file while the student is current/active in the program.

The clinical experience is graded in the following manner:

S - Satisfactory-consistently performs objectives competently.

N- Needs improvement

U - Unsatisfactory-consistently needs supervision to perform objectives competently or performs objectives incompetently.

More than two unsatisfactory clinical evaluations in a term may result in an unsatisfactory for the course associated with the clinical and may result in failure of the course.

Laboratory Evaluation

Students are expected to be present for all skills demonstration and to practice skills prior to presenting for checkoffs with instructors. The skills laboratory can be scheduled for practice. Each student must practice prior to presenting for check-off. It is recommended peers practice and critique each other in order to be prepared. Each student is permitted three attempts to demonstrate proficiency in the required skill. In the event that the student requires an additional attempt to perform any procedure, a written learning contract will be developed with specific dates for the procedure to be satisfactorily completed. It will also require documentation of a peer evaluation to prepare for the fourth attempt. All procedures must be satisfactorily performed by the student to progress in the Practical Nursing Program. The faculty will determine if a student is unsuccessful after the fourth attempt.

Code of Conduct

Policy for Practical Nursing Students

The student is expected to abide by the appropriate attitude and behavioral patterns expected of all nursing students in the program and which have implications for retention in the program over and above the meeting of individual course requirements.

The faculty of the Practical Nursing Program believes that there are certain attitudes and patterns of behavior that students of nursing must demonstrate for the competent and ethical practice of nursing. These attitudes and behaviors are expected of all students as they progress through the program; they are not germane to any one particular course in the curriculum. They are described below in order that students understand that failure to meet the requirements - even though all curricular objectives are met - may be grounds for dismissal anytime during the program. Students must acknowledge the validity of these requirements from the time of entry into the program and give evidence of fulfilling them from the beginning.

Students will be accountable for:

1. Assuming responsibility for own learning as evidenced by:
 - i. Participating in theoretical and clinical assignments.
 - ii. Initializing questions and discussions with the instructors for clarification and validation of the results of their independent study.
 - iii. Seeking new learning experiences in the classroom, practice laboratory and clinical settings.

- iv. Accepting and implementing constructive criticism and suggestions.
 - v. Integrating the objectives of each term and continually applying previously learned concepts in each new situation.
 - vi. Maintaining own grade points for each learning activity in each course.
 - vii. Arriving at class/clinical on time and returning from breaks at designated time.
2. Displaying integrity in personal, educational and professional activities as evidenced by:
 - i. Honesty - including, but not limited to, following the program policy on cheating and plagiarism.
 - ii. Adherence to community laws, rules and regulations of the program and policies and procedures of all clinical sites.
 - iii. Respect for the dignity and rights of all persons - peers, patients, personnel and faculty.
 - iv. Assume responsibility to provide only that nursing care for which the student is adequately prepared and seek supervision for those activities in which he/she lacks experience.
 3. Demonstrating responsibility for own behavior as evidenced by:
 - i. Consistent and prompt attendance at all scheduled learning experiences.
 - ii. Consistent and prompt completion of all assignments.
 4. Following the dress code.
 5. Maintaining good health habits.
 6. Consistently displaying respect and a collegial attitude toward all students and staff.

In the event that a student displays inappropriate conduct or unprofessional behavior, including sexual harassment, that is disruptive to the educational process or if he/she performs potentially unsafe practices, the faculty and Program Administrator may deem probation to be necessary for the involved student(s).

Some violations may be severe enough for the student to be on probation for the remainder of the program. In the event there is any display of misconduct during this period of probation this may result in termination from the Practical Nursing Program.

The student will maintain confidentiality as directed on the Confidentiality Form. Students will be required to sign documents regarding confidentiality and HIPAA regulations. These documents are extremely important and, in part, define the legal boundaries of nursing

practice. If at any time it is determined that confidentiality has been breached the student may be dismissed from the program without a probationary period.

Copied from the OBN Website

*****Further, a student of the Washington County Career Center Practical Nursing Program must adhere to the following standards and rules of safe nursing practice, set forth by the Ohio Board of Nursing in Chapter 4723-5-12 (C) of the Ohio Administrative Code available at www.nursing.ohio.gov**

- (1) A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the patient, and the patient's response to that care.
- (2) A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.
- (3) A student shall not falsify any patient record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports, time records or reports, and other documents related to billing for nursing services.
- (4) A student shall implement measures to promote a safe environment for each patient.
- (5) A student shall delineate, establish, and maintain professional boundaries with each patient.
- (6) At all times when a student is providing direct nursing care to a patient the student shall:
 - (a) Provide privacy during examination or treatment and in the care of personal or bodily needs; and
 - (b) Treat each patient with courtesy, respect, and with full recognition of dignity and individuality.
- (7) A student shall practice within the appropriate scope of practice as set forth in division (B) of section 4723.01 and division (B)(20) of section 4723.28 of the Revised Code for a registered nurse, and division (F) of section 4723.01 and division (B)(21) of section 4723.28 of the Revised Code for a practical nurse;
- (8) A student shall use universal and standard precautions established by Chapter 4723-20 of the Administrative Code;
- (9) A student shall not:

(a) Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient;

(b) Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.

(10) A student shall not misappropriate a patient's property or:

(a) Engage in behavior to seek or obtain personal gain at the patient's expense;

(b) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's expense;

(c) Engage in behavior that constitutes inappropriate involvement in the patient's personal relationships; or

(d) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient's personal relationships. For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.

(11) A student shall not:

(a) Engage in sexual conduct with a patient;

(b) Engage in conduct in the course of practice that may reasonably be interpreted as sexual;

(c) Engage in any verbal behavior that is seductive or sexually demeaning to a patient;

(d) Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a patient. For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to sexual activity with the student.

(12) A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:

(a) Sexual contact, as defined in section 2907.01 of the Revised Code;

(b) Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.

(13) A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section 4729.01 of the Revised Code, in any way not in accordance with a

legal, valid prescription issued for the student, or self-administer or otherwise take into the body any drug that is a schedule I controlled substance.

(14) A student shall not habitually or excessively use controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.

(15) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of the use of drugs, alcohol, or other chemical substances.

(16) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability.

(17) A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance.

(18) A student shall not misappropriate or attempt to misappropriate money or anything of value by intentional misrepresentation or material deception in the course of practice.

(19) A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.

(20) A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board. (21) A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion.

(22) A student shall not assist suicide as defined in section 3795.01 of the Revised Code.

(23) A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its administrators, faculty, teaching assistants, preceptors, or to the board.

(24) A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing or any other form of communication.

(25) To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.

(26) For purposes of paragraphs (C)(5), (C)(6), (C)(9), (C)(10), (C)(11) and (C)(12) of this rule, a student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the student's assigned clinical responsibilities.

Student Responsibilities

Attendance

The student's presence in all classes, labs, and clinicals is important. Therefore, the following rules shall be followed:

Theory (Lecture) Days

The student is to be present for all scheduled lectures, examinations, and projects. Student may be excused for up to 10% of their total program hours, excluding clinical time. The student will notify the instructor via email if an absence occurs. The instructor must be notified of the absence prior to the beginning of class. All missed assignments and examinations must be made up the next theory day or as required by the instructor. Make-up examinations may be different than the original and a 5% penalty may occur at the discretion of the instructor.

Practice Lab

Students are expected to be present and prepared for all scheduled practice labs. All procedures and assignments are required to be made up as determined by faculty. All assignments and activities are required to be made up satisfactorily in the term in which they are missed. Missing more than one scheduled laboratory check-off may result in an unsatisfactory which may lead to failure of the course.

Clinical

It is an expectation that students attend all scheduled clinical experiences. Students missing clinical may result in the students not meeting course objectives that may lead to failure of the course. In the event of an extreme emergency where the student is going to be absent, it is required that the student call the instructor to

report off prior to the clinical start time. All clinical time is required to be made up prior to the end of the current term.

Probation

In the event that a student displays inappropriate conduct or inappropriate behavior that is disruptive to the educational process, or performs potentially unsafe practice, the faculty or Medical Programs Manager may deem a probationary period or dismissal from the program. Probation is a trial period in which the student must improve or be withdrawn from the program. It is a measure utilized to encourage realistic self-evaluation of progress in the program and to adjust behavior accordingly. Probation may only begin following a conference with the student and a signed probationary form. During the conference the student will be informed of the behaviors expected for satisfactory termination of the probationary period.

Reasons for probation include, but are not limited to:

1. Academic failure at mid-term
2. Failure of any nursing course
3. Unsatisfactory performance in the classroom/laboratory/simulation/clinical setting.
4. Unsafe or unprofessional practice
5. Inability to maintain physical and mental health necessary to function in the program
6. Lack of attendance
7. Tardiness
8. Breach of confidentiality
9. Poor conduct as defined in the Adult Technical Training Student Handbook
10. Failure to bring assigned books and materials to class
11. Not in uniform
12. Cheating on tests, homework, or clinical papers
13. Having a poor or unprofessional attitude in the classroom/laboratory/simulation/clinical setting

Dismissal

Dismissal from the program may occur for any of the following reasons:

1. Unsafe performance in the clinical area, exhibited by behavior that might prove injurious to self, patient, coworker, and/or visitor.
2. Unsatisfactory performances on practice skills lab or simulation.
3. A grade average below 80% in any one course at the completion of the course.
4. Failure to meet the objectives of the program.

5. Evidence of chemical substance abuse.
6. Cheating or falsification of assignments.
7. Unreported absences and/or excessive absences.
8. Violation of rules and regulations.
9. Unprofessional behavior/attitude or disruptive conduct.
10. Failure to be alert and engaged in nursing activities in the classroom/laboratory/simulation/clinical setting.
11. Violation of HIPAA

Computer and Internet Access

Computer and internet access are required for the Practical Nursing Program.

Students are responsible for familiarizing themselves with the technology and software they plan to use for the program. This includes understanding of the operating systems of their personal equipment. Instructors will assist students in becoming familiar with the school's platforms at the beginning of the program, however, instructors are not IT support specialists. Students must take the initiative in resolving technical issues with their chosen programs and personal devices.

Email

Students are responsible for checking both their Schoology and their WCCC student email daily.

Faculty will respond to student emails within 48 hours. Emails sent after 5 p.m. or on the weekend will be addressed the next business day.

Dress Code

The student dress code is enforced with the goal to assure a high standard in professional self-presentation. It is important for Practical Nursing Program students to recognize their role as representatives of the profession of nursing in all settings. Appearance and self-presentation must correspond with professional expectations.

Adherence to this dress code will be monitored by the faculty. Failure to comply with the dress code may result in disciplinary action up to and including dismissal from the program. Students who are not in compliance will be sent home and will be considered absent.

Any adaptations to this policy due to cultural or health reasons are to be approved by the Medical Programs Manager or Program Administrator in advance.

1. The WCCC ID badge must be worn at all times when in uniform and be clearly displayed above the waist. Lanyards and name badge jewelry/trinkets are not permitted.
2. Good personal hygiene is necessary. Body, hair, clothes, and shoes must be kept clean, and the use of deodorant is expected. Severe skin problems must receive professional attention.
3. Pewter gray scrubs are to be worn in the laboratory, simulation, and clinical settings. Uniforms should be clean and wrinkle free.
4. Lab jackets may be worn over the uniform if necessary and are to be pewter gray in color.
5. Undershirts may be worn. Colors are restricted to black, white, pewter gray, or red and must be solid in color.
6. Closed toe and heel shoes are to be worn at all times. Shoes should be solid in color, clean, and in good condition. Leather or simulated leather is highly recommended.
7. Socks are to be solid in color and cover the ankle. White hose shall be worn with skirts or dresses.
8. Jewelry is restricted to one plain pair of stud earrings (one stud per ear), one stud nasal piercing no bigger than 2mm in diameter, one plain band ring, and one watch.
9. Offensive visible tattoos must be covered.
10. Perfumes or colognes are not permitted in the clinical area.
11. Fingernails must be natural, unpainted, well-manicured, clean, and kept at a short length. Artificial nails and polish of any type are not permitted.
12. Hair must be cut, fastened, or arranged in such a manner that it does not hang below the eyebrows, fall in the face of the student, interfere with work, or touch the patient. Hair that is shoulder length or longer should be restrained to that it is above the shoulder level. Ponytail styles must be contained.
13. Facial hair is to be neat and trimmed and cannot hang below the chin.
14. Unnatural hair coloring is not permitted.

Smoking

Practical Nursing students are not permitted to smoke, vape, or use tobacco/e-cigarettes while in uniform. Smoking is prohibited at the WCCC campus and at all clinical sites.

Cell Phones

All cell phones must be turned off during learning activities, including class and practice lab. Cell phones are prohibited during simulations. No cell phones are permitted at any

clinical sites. Failure to comply is considered a breach of the Code of Conduct and will result in an unsatisfactory for the clinical day.

Student Representatives

One Student Representative will be selected by the student body as a representative of the class. The Student Representative will serve as a liaison for communication between the faculty and student body, will facilitate identification of problems and suggest constructive alternatives to them, and may attend faculty meetings at designated times. The Student Representative must be in good standing in all aspect of the program. In the event that the Student Representative is on probation for any reason, the position will be reassigned.

Background Check Law

The law (SB 160) requiring certain employer/providers to obtain a criminal record check through the Bureau of Criminal Identification and Investigation persons under final consideration for employment became effective January 27, 1997. Th provisions apply only to individuals who seek employment on or after the effective date of the law.

The providers covered under the law include nursing homes, hospital units certified as a skilled nursing facility or as nursing facility, county or district home, home health and any other provider that participated in PASSPORT. Any potential employee that will be providing direct care to a person aged 60 or older must have the background check. Each facility will evaluate which positions are considered “direct care.” The law applies to part-time and temporary employees but not volunteers. In addition, it does not appear that students who are providing direct care as a part of their nursing education program fall within the law’s reach.

When the background check reveals that the potential employee has been convicted of certain specific offenses or when the information needed to perform the background check is not provided, the individual cannot be hired or must be terminated if conditionally employed, pending the results of the check. Conditional employment may not exceed 60 days.

The law does not contain a provision allowing individuals with an unacceptable background check to be employed under certain circumstances. The Ohio Department of Health and the Ohio Department of Aging have been directed to develop rules that identify “character standards” an individual must meet to become employable. Those standards have not as yet been finalized.

The Washington County Career Center holds no liability to financially refund fees or other related school expenses in the event that the student completes the program of learning but is denied employment.

Health Emergencies and Accidents and Insurance

Students attending WCCC are required to have accident insurance. To meet this requirement a student must be covered under themselves, a spouse, a parent or legal guardian. If for any reason a student does not fulfill this requirement, WCCC cannot accept responsibility in the event of an accident. All students must report accidents or injury to your instructor immediately. The instructor is required to complete the Accident Form obtained in the office. If you have sustained a minor cut or burn, you will be given first aid supplies. (Instructors are not authorized to administer medical aid.) The WCCC, Adult Technical Training does not maintain a health center. Students who are ill should return home. In case of an emergency, dial 8 then 911 then call the WCCC, Adult Technical Training Office at extension 2011. Students may not transport other students to the emergency room. The instructor and the WCCC, Adult Technical Training Director/Supervisor must be notified of all school related injuries. Students assigned to a clinical site shall be responsible for any personal injury/illness sustained during the clinical experience. NOTE: WCCC, Adult Technical Training does not insure students or part-time instructors.

Administration

Evaluation of Program

Ongoing evaluation of the program is essential. Periodically, students are asked to complete an evaluation of the courses. At the end of each term students will be expected to evaluate the theory, laboratory, simulation, and clinical experience. Students also evaluate the total program prior to graduation. This data is analyzed and utilized in the planning of future courses and learning experiences as part of the systematic plan of evaluation.

Student Records Policy

An individual file containing information concerning each student will be maintained in the office of the Practical Nursing Education Program. The records will be available to the faculty and authorized persons for use in selection, evaluation, and guidance throughout

the program. The following items are included in each file: application for admission, physical examination and immunization records, high school transcript, entrance exam results, evaluation of clinical/laboratory/simulation experiences, and other records as necessary.

In accordance with Section 438 of Public Law 93-380, known as the “Family Educational Rights and Privacy Act of 1984” adult students have the right to inspect and review all official school records directly related to themselves and must, with certain exceptions, give written consent if any information is released by the school.

Graduation

Upon satisfactory completion of the entire curriculum, and meeting all financial obligations, the student will receive a certificate in Practical Nursing.

Graduate Record

The graduate record will include a complete transcript which indicates that a certificate in Practical Nursing was granted and the date that the student completed the program. Other records are shredded after the student completes the program.

Transcripts will be available to the graduate upon written request. The fee for transcripts will be based upon the current fee

Graduate Survey

Each graduate will be contacted approximately six months after graduation to complete a graduate survey. The information obtained from this survey is invaluable to the nursing program and provides a venue for systematically evaluating and planning for program improvement.

Further

Be advised that the handbook serves only as guidelines and should situations occur not addressed specifically in the handbook the building administrator and/or designee shall have discretion to address any and all situations not defined or clearly defined in the handbook.

I have read and reviewed the 2025-26 Practical Nurse Handbook and agree to abide by the requirements outlined within.

Student Signature_____ Date_____

Printed Name_____