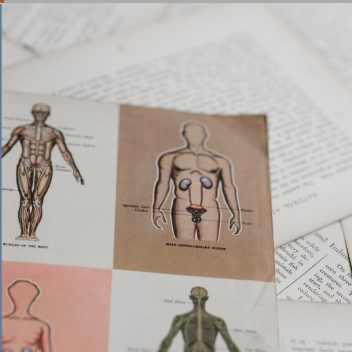
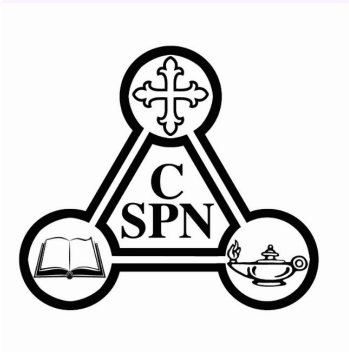
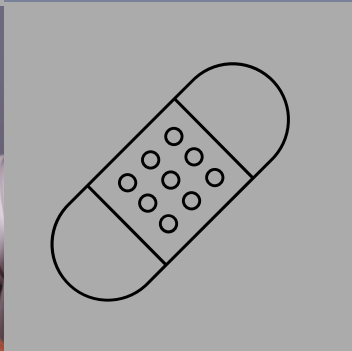


# Central School of Practical Nursing (CSPN)

Norfolk Technical Center  
1330 North Military Highway  
Norfolk, Virginia 23502



» Student Handbook  
2022-2023



# » Welcome

Dear Student,

The nursing faculty of Central School of Practical Nursing welcomes you to the practical nursing program. It is our hope that this program will provide you with many learning experiences that will assist you in preparing for a nursing career and offer you great personal satisfaction. On the pages to follow, you will find a description of the program and its operation.

Nursing is a challenging, but rewarding, profession. By holding yourself personally accountable to the policies and regulations of the program, you are ensuring that you will attain those outcomes that will prepare you for the valued profession of practical nursing.

We wish you well as you embark on your newly chosen course of study and offer ourselves as resources whenever you need us.

The CSPN Faculty

## **ACCREDITING AGENCIES:**

### **Accreditation Commission for Education in Nursing**

3390 Peachtree Road, NE, Suite 1400  
Atlanta, Georgia 30326  
(404) 975-5000

### **Virginia Board of Nursing**

9960 Mayland Drive, Suite 300  
Richmond, VA 23233-1463  
(804) 367-4515

[www.dhp.virginia.gov](http://www.dhp.virginia.gov)

### **State Council of Higher Education for Virginia (SCHEV)**

101 N. 14<sup>th</sup> St., James Monroe Building, 10<sup>th</sup> floor  
Richmond, VA 23210

(804) 225-2600 email: [communications@schev.edu](mailto:communications@schev.edu)

SCHEV has certified CSPN to operate in Virginia since June 2015

### **Va. Department of Education**

P. O. Box 2120  
Richmond, VA 23218-2120  
(804) 371-2471

### **U.S. Department of Education**

400 Maryland Ave., SW  
Washington, DC 20202  
(800) 872-5327



» *Norfolk Public Schools does not discriminate on the basis of age, religion/creed, ethnic/national origin, marital status, race, gender/sex, disability, or veteran status.*

» GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <http://www.benefits.va.gov/gibill>

# » Signature Page

This is your student handbook. It contains all the information you need to be a successful student in the Central School of Practical Nursing. Please keep it handy as all the rules and regulations of the school and its practices are contained within. Each student is held responsible for reading, understanding, and observing these policies during the program.

The school is in compliance with the Civil Rights Act. Age, religion/creed, ethnic/national origin, marital status, race, gender/sex, disability, or veteran status is not used in the admission or evaluation of students or in any aspect of the functioning of the school.

The school reserves the right to change policies as needed, without prior notification, and these changes may become effective immediately. Changes will be announced, posted on bulletin boards in the classroom, and emailed to each student.

After attending orientation and reading the Student Handbook, each student must sign the following statement and turn it in to your instructor for placement in your academic record.

"I have read and understand the materials included in the Student Handbook and have had my questions answered. I agree to abide by the policies while a student in this program. I understand that noncompliance with these rules, regulations, and procedures is the basis for disciplinary action up to and including dismissal from the program."

---

**Student's signature Date**

Central School of Practical Nursing abides by an Honor System. Students are expected to do their own work and report any suspicious behavior to the instructor. Cheating in any form (copying, plagiarism\*, texting, sharing official documents, etc.) is strictly prohibited and will result in disciplinary action up to and including dismissal of the student(s) involved. All students are held to a high standard of conduct with respect to integrity, ethical behavior, and accountability. Students who do not report dishonest or unethical behavior are as guilty as those who behave in that manner.

Please sign the statement below, indicating you have read the Honor System information and turn it in to your instructor for placement in your academic folder.

"I have read, understand, and accept the concepts as stated in the Honor System. I pledge to abide by them while a student in this program. I understand that noncompliance with the Honor pledge is basis for disciplinary action up to and including dismissal from the program."

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**Student's signature Date**

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# » Let's Elaborate "Practical Nursing"

## Definition of Practical Nursing

"Practical nursing program" means a nursing education program preparing for practical nurse licensure that leads to a diploma or certificate in practical nursing, provided the school is authorized by the Virginia Department of Education or by an accrediting agency recognized by the U.S. Department of Education.

18VAC90-27-10

## Code of Ethics

During his/her development as a health professional, the student nurse learns the professional code of ethics. Practical Nurses have 2 organizations that develop these professional standards..the National Federation of Licensed Practical Nurses (NFLPN) and The National Association of Practical Nurse Educators (NAPNES)

## NFLPN

"Each Licensed Practical/Vocational Nurse, upon entering the profession, inherits the responsibility to adhere to the standards of ethical practice and conduct as set forth in this code.The Licensed Practical Nurse shall:

1. Know the scope of maximum utilization of the LP/VN as specified by the nursing practice act and function within this scope.
2. Safeguard the confidential information acquired from any source about the patient.
3. Provide health care to all patients regardless of race, creed, cultural background, disease, or lifestyle.
4. Uphold the highest standards in personal appearance, language, dress, and demeanor.
5. Stay informed about issues affecting the practice of nursing and delivery of health care and, where appropriate, participate in government and policy decisions.
6. Accept the responsibility for safe nursing by keeping oneself mentally and physically fit and educationally prepared to practice.
7. Accept responsibility of membership in the NALPN and participate in its effort to maintain the established standards of nursing practice and employment policies conducive to quality patient care (NFLPN, 2015)

### Reference:

- » <https://law.lis.virginia.gov/admincode/title18/agency90/chapter27/section10/>
- » <http://www.nflpn.org/practice-standards>

## NAPNES:

1. "Consider as basic obligation the conservation of life and the prevention of disease.
2. Promote and protect the physical, mental, emotional and spiritual health of the patient and his family.
3. Fulfill all duties faithfully and efficiently.
4. Function within established legal guidelines.
5. Accept personal responsibility for (his/her) acts and seek to merit the respect and confidence of all members of the health team.
6. Hold in confidence all matters coming to his/her knowledge, in the practice of his/her profession and in no way and at no time violate this confidence.
7. Give conscientious service and charge just remuneration.
8. Learn and respect the religious and cultural beliefs of his/her patient and of all people.
9. Meet his/her obligation to the patient by keeping abreast of current trends in health care through reading and continuing education.
10. As a citizen of the United States of America, uphold the Laws of the Land and seek to promote legislation which shall meet the health needs of its people." (NAPNES, 2004)

### Reference:

» <http://www.napnes.org/standards>

# »» Goals of the Program

1. To provide a program of learning, infused with legal, ethical, and cultural responsibility, that develops both professional and social skills needed to become a successful, productive contributor of society.
2. To provide a teaching-learning program that recognizes the individuality of a student and uses a variety of educational strategies to develop competence.
  - a. CNA pass rate will be  $\geq 85\%$ .
  - b. Graduation rate will be  $\geq 80\%$  of those students who enroll in Level II.
  - c. Graduates will agree ( $\geq 3$  on 4 point Likert scale) that classroom and clinical experiences enabled them to meet Student Learning Outcomes and develop competence.
3. To foster an awareness of the health needs of the community/society and one's responsibility to the health care team.
4. To partner with community agencies to provide educational experiences for students and health care services for patients.
5. To graduate a beginning practitioner who is competent to assume an entry level practical nursing position and function within a variety of health care settings.
  - a. NCLEX-PN pass rate will be  $\geq$  annual national pass rate
  - b. 90% of CSPN graduates seeking employment as LPN are employed within 6 months of graduation (or they have returned to school).
  - c. 90% of seniors completing the End of Program Survey will agree that they met student learning outcomes, that the program prepared them to take NCLEX-PN, and that the program prepared them for entry level practice as a practical nurse.
  - d. 90% of graduates completing the One Year Follow Up Survey will agree that they met student learning outcomes, that the program prepared them to take NCLEX-PN, and that the program prepared them for entry level practice as a practical nurse.
  - e. 90% of employers completing the Employer Survey will agree that CSPN graduates provide satisfactory performance.
6. To promote continual learning and advancement within the profession by encouraging graduates to pursue RN programs or advanced nursing practice

# » Program Philosophy

The philosophy and educational outcomes of the Central School of Practical Nursing are consistent with the philosophy of Norfolk Public Schools and Norfolk Technical Center. The faculty accepts and is committed to the following beliefs:

**PERSON** – Person is a bio-psycho-social-spiritual-cultural-ethnic being. This unique, complex being is in a constant state of adaptation to external and internal stressors. Inherent in the individual is his right to make decisions regarding his well-being.

**SOCIETY** – Society is a multi-cultural complex group of people composed of many subgroups with differences and commonalities functioning within the democratic process.

**HEALTH** – Health is viewed as a dynamic state measured on a wellness-illness continuum. When man effectively adapts to stressors, a state of wellness exists; as adaptive mechanisms fail, illness results.

**NURSING** – Nursing is a profession based on scientific principles in which the practitioner assesses, plans, implements and evaluates a holistic plan of nursing care for individual clients and families using preventive, therapeutic, supportive and rehabilitative measures. Nursing interventions, based on collected data, are administered according to the position of the client on the wellness-illness continuum. Nursing advocates for and helps individuals to regain or maintain their optimal state of health and to maintain their individual dignity.

**PRACTICAL NURSING** – Practical Nursing is a vocation and an integral part of nursing in which the practitioner, utilizing the nursing process under the supervision of a qualified health professional, is expected to recognize and meet health care needs of individuals by:

- (providing direct care in stable nursing situations)
- (performing nursing functions in semi-complex and complex situations)
- (promoting personal and community health)
- promoting and carrying out preventive measures in community health facilities



# »» Program Philosophy

**TEACHING-LEARNING PROCESS** – The faculty believes that citizens prepared for gainful employment are among our country's greatest resources. The teaching learning process, based on educational concepts, is an organized and continuous plan for learning that will affect all facets of the life of the individual. Realizing that each student is uniquely endowed with potential for learning, the faculty accepts the responsibility for providing a competency-based education program, the components of which proceed from simple to complex. New learning experiences are based on previously acquired concepts. The teaching-learning process places the student in the center of the learning process and provides opportunities for him to have the responsibility and accountability of planning, implementing, and evaluating his learning. The student participates in activities by which knowledge, skills and attitudes are acquired, resulting in the expansion of his competence.

**PRACTICAL NURSING EDUCATION** – Practical Nursing education is a planned course of study in a technical education setting. The faculty believes that knowledge, skills and attitudes can best be developed through the correlation of theory and clinical practice and enhanced through the use of technology. Planned learning experiences should prepare the graduate to function safely and effectively as a beginning practitioner of practical nursing. The faculty assumes the responsibility for assisting students in identifying and meeting their personal objectives and attaining the objectives of the program.

**EDUCATION AS A LIFE-LONG PROCESS** – Believing that education is a lifelong process, the faculty encourages the practitioner of practical nursing to assume responsibility for continuous professional growth through active participation in continuing education programs and nursing organizations. The faculty also recognizes its responsibility for continuing self-growth and development as individuals and as a group.

# » Student Learning Outcomes



## » Professionalism

Demonstrate professional behaviors of accountability, professionalism, and leadership while developing competence for practice.

## » Communication

Use effective communication techniques and interpersonal skills to establish therapeutic relationships with clients and collaborative working relationships with members of the HCT.

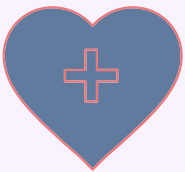


## » Nursing Process

Use the nursing process to provide competent and evidence-based nursing care to meet health needs of patients across the lifespan and in varied settings.

## » Critical Thinking

Engage in problem solving and critical thinking, based on analysis of collected data, to achieve health outcomes for clients and families.



## » Caring Behaviors

Provide dignity and respect for clients and families from diverse backgrounds through the use of safe, ethical, legal, and culturally sensitive interactions.

## » Management

Manage client care through efficient and effective use of time and resources.

# » Conceptual Framework

Concepts	Curriculum concepts	Curriculum Threads
Person	Management	Managing time Managing resources Managing people Managing workload: quality assurance
Society	Communication	Therapeutic communication/interpersonal skills Collaboration with multidisciplinary team: continuity of care Confidentiality Client teaching
Health	Critical Thinking	Maslow's Hierarchy of Needs/Prioritizing Promoting optimal level of functioning Foundational thinking: adapting Evidence-based care Calculating dosages: administering medications
Practical Nursing	Nursing Process	Assess/plan/implement/evaluate Goal oriented Reducing risk potential Promoting/maintaining health across the lifespan: preventive/therapeutic/rehabilitative care
	Caring Behaviors	Safety and infection control Dignity/respect/compassion Ethical/legal/culturally sensitive, coordinated care Building trust: Advocacy
Teaching-Learning	Professionalism	PN role/scope of PN practice Technology Accountability Competence/lifelong learning

The table below presents a visual of the framework on which the CSPN curriculum is based.

- Concepts come from the Philosophy.
- Curriculum concepts flow from the philosophy and are the building blocks of the curriculum and the basis for the Student Learning Outcomes.
- Curriculum threads are the skills by which students attain the Student Learning Outcomes.

# » Curriculum Plan

	Class Hours	Skills Lab Hours	Clinical Hours
<b>Level I: Basic Practical Nursing</b> (class day 5.5 hours; clinical day 5.5 hours)			
Nursing Concepts Learning; communication; teamwork; human development; human promotion; professionalism nursing ethics and law; health care systems	66		
Structure and Function (includes medical terminology)	88		
Nursing Skills Safety; asepsis; managing the environment; vital signs; personal care; moving patients; wound care; respiratory care; digestive care; urinary care; applying heat and cold; decision-making; admitting/transferring/discharging patients; documentation; assessment; pre op and post op care; care of a dying patient; managing pain. Nursing skills for geriatric care	170.5	66	49.5
Pharmacology skills Calculating dosage; researching medication; administering/documenting oral/topical medication; administering/documenting injections	44	11	
<b>Total hours for Level I:</b>	<b>368.5 class hours</b>	<b>77 Skills Lab hours</b>	<b>49.5 clinical hours</b>
(495 hours each for A day and B day)			
<b>Level II: Advanced Practical Nursing</b> (class day 6 hours; clinical day 7 hours)			
Mental Health Nursing (includes 4 hours of Drug Therapy)	60	7	49
Medical Surgical Nursing I (includes 8 hours of Drug Therapy)	90	28 14 hrs- IV therapy skills 14	63
Nursing of Children (includes 4 hours of Drug Therapy)	60	7	49
Medical Surgical Nursing II (includes 8 hours of Drug Therapy)	96	14	63
Maternal Child Nursing (includes 4 hours of Drug Therapy)	60	7	49
Medical Surgical Nursing III (includes 8 hours of Drug Therapy)	90	14	63
Leadership (includes 4 hours of Drug Therapy)	42	14	8 hours with instructor 64 hours with preceptor
<b>Total hours for Level II: 997 hours</b>	<b>498 class hours</b>	<b>91 Skills Lab hours</b>	<b>408 clinical hours</b>
<b>Total program hours: 1492</b>	<b>866.5 class hours</b>	<b>168 Skills Lab hours</b>	<b>457.5 clinical hours</b>

Clock hour = 60 minutes

» *A diploma is awarded for successful completion of this program of study. Any acceptance of coursework or program completion by another institution is at the sole discretion of that institution.*

# » Student Support Services

**Nursing Program Clerical Support** - receives all incoming calls, catalogs, and application packages to prospective students, and schedules preadmission testing. She manages student records, maintains transcripts, and collects fees and tuition payments. Hours of operation are 7 a.m.-3 p.m.

**Program Leader** - is available to all students. She secures clinical sites. She revises all published materials (catalogs, handbook, etc.), provides an orientation to the nursing program, counsels students about academic progress, assists with Financial Aid, and conducts exit interviews regarding withdrawal/ dismissal/probation from class/program. She prepares students for licensure. Hours of operation are 8:00 a.m -4:30 p.m.

**Course Faculty** – provide for classroom and clinical instruction, academic advisement, and counseling with students, and work with employers to coordinate employment opportunities for students. Hours of operation are 7:30 a.m. - 2:30 p.m., unless in clinical.

**Financial Aid Advisor** – assists students with pursuing eligibility for selected financial aid opportunities. Available by appointment: see Liaison for a contact number. Students in the practical nursing program may be eligible for:

- Title IV Funding (Pell Grant). Eligibility for Pell Grants is determined by a process that begins with completing a FAFSA, available at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
- Veterans Educational Assistance Program. Eligibility for veterans and their dependents is determined through a process conducted by the Veterans Administration.
- Individual Training Account (ITA). Eligibility is determined by a process conducted by Hampton Roads' Workforce Development Board.

**Notary Public** – Mrs. Tillery, Office Manager, and Mrs. Fleetwood, CSPN Secretary, are available to assist students with notarizing documents. from the hours of 7 a.m. to 3 p.m. daily..Main Office hours- 7 a.m.-3 p.m.

# » Student Support Services

**Placement Services** - Faculty and the Program Leader invite representatives from local health care agencies, which hire practical nurses, to speak to the nursing students during their last course. The faculty assists students with writing resumes and preparing to interview for jobs. Faculty may provide references upon request. Students complete a 72- hour preceptor rotation during the final clinical course. This provides a unique opportunity for employment if openings are available. While no graduate is guaranteed job placement, each graduate is afforded many opportunities to explore local jobs that are available.

**Counseling/Academic Advisement** - Counseling is a necessary aspect of an individual's development from student to professional. This process gives the student the information he/she needs to deal with academic and personal concerns, to solve problems and to select courses of action. Students are encouraged to seek the assistance of an instructor or the Program Leader especially during the first three months of the program when adjustment to a new environment and heavy schedules may prove difficult. An individual conference with an instructor may very well establish the support, guidance and direction needed by that student during the adjustment to the program. Counseling must be conducted in private without potential risk of student exposure to the public.

## **The objectives of the faculty in their role as academic advisors are to assist students in**

- planning and adjusting to the practical nursing program and academic issues.
- increasing self-awareness and the development of realistic goals.
- developing a healthy self-concept and desirable human relationships.
- developing skills needed to consider alternatives when making decisions.
- reviewing personal, behavioral, and emotional problems within the limits of the abilities of the faculty member and to make appropriate referrals when indicated.

Counseling with students will be ongoing, as in clinical conferences, scheduled evaluations, or spontaneous conversations, where students will be informed of their progress and growth in the program and will be encouraged to become self-directed and to evaluate their performance effectively. Counseling sessions will provide opportunities for faculty to role model positive adult interpersonal relationships with students, while developing and maintaining good teacher-student rapport. Toward the end of the program, faculty will assist students in preparing for employment as a licensed practical nurse. The School Counseling Department at NTC is available to practical nursing students requesting further counseling. Mrs. Lisa Weber is NTC's Guidance Counselor. ( 7:15 am to 2:45 pm.). Counseling will be conducted in private without potential risk of student exposure to the public.

# » School Policies

## **ADMISSIONS REQUIREMENTS**

### **CRIMINAL BACKGROUND/SEX OFFENDER CHECKS**

All candidates must complete the criminal background/sex offender screening process required by the affiliating clinical facilities. The candidate is responsible for the cost, which is \$20, payable by money order to the Department of State Police. The nursing program's clerical support person will provide each student with the application form and instruct him/her through the process. Adult applicants complete the process following the interview and the secondary students do so following completion of the TEAS testing and interview process.

Final acceptance into the nursing program is contingent on the return of a "negative" report. Positive reports are handled by the Program Leader on an individual basis, in accordance with the regulations of the Virginia Board of Nursing, clinical facilities, and may result in not accepting or rescinding acceptance.

### **HEALTH REQUIREMENTS**

CSPN, as part of Norfolk Technical Center and Norfolk Public Schools, does not offer student health services. Health care services are available to students, at their expense, at local physician offices, urgent care centers, or emergency rooms. At the beginning of the CSPN program, students are required to sign a form indicating whether or not they have health insurance. All students are encouraged to carry health insurance.

At NTC, students in all programs are instructed in safety, especially when they handle equipment that could inflict injury to themselves or to others. All safety precautions are taken to prevent accidents; however, accidents do occur occasionally. Norfolk Public Schools offers accident insurance for students who wish to purchase it, which covers the student at school, on the way to and from school, and at all school-sponsored activities. This insurance is optional; parents are required to sign a form indicating rather or not they wish to purchase the insurance.

For accidents/serious complaints, parents are notified to arrange for the student to be transported to an appropriate agency for care. In the case of a serious injury/illness, the Principal will call the paramedics and then the parent/guardian. Post-secondary students are responsible for their health care needs whether in school or clinical. Once clinical rotations begin, neither NTC (CSPN) nor the cooperating clinical agencies accept financial responsibility for treating students.

# » School Policies

Prior to enrollment, students accepted into CSPN sign the Core Performance Standards, indicating that they understand and accept the health requirements necessary to meet program expectations. By September 15th semester of the first year, students submit a health form that includes a physical examination by a healthcare provider and selected immunizations. The healthcare provider is provided with the Core Performance Standards as part of the Physical Form. In addition, when a student is out of school for a period of time, the healthcare provider must sign a Release Form for the student to return to school. The Core Performance Standards are part of that Release Form.

- Physical Examination Form completed *within the past six months* by his/her health care provider, stating that the student is in good health and free of communicable disease. The Core Performance Standards are attached to the Physical Form.
- Tuberculosis screening – Annual screening by Tuberculin skin test (TST) is required on admission. In level II 2nd step PPD (minimum of 2 weeks apart). If a PPD is positive, a chest x-ray is required with doctor's clearance of active TB. Screening by blood test (IGRA), either Quantiferon or T-spot is recommended by CDC guideline.
- Immunizations required with the examination:
  - Tetanus-diphtheria (Td) - within the last 10 years.
  - Oral Polio - verbal history of polio immunization (if applicable) is acceptable.
  - Measles, Mumps, Rubella (MMR) – Two (2) doses of live vaccine, given at least 30 days apart, or a positive titer (of each) to demonstrate immunity.
  - Varicella (chicken pox) vaccine (Varivax) – Two (2) doses of live vaccine, given at least 4 to 8 weeks apart, or a positive titer demonstrating immunity. A verbal history of having the disease as a child requires a positive titer to demonstrate immunity.
  - Influenza – An annual flu shot, due by November 30th.
  - Hepatitis B - vaccine series is strongly encouraged. Three (3) doses of Hepatitis B Recombinant Vaccine or positive titer demonstrating immunity, or waiver. If the vaccine has not already been given, documentation of the first dose should occur at the time of the physical. It is the student's responsibility to obtain the 2nd and 3rd doses as scheduled. Students who elect not to receive the vaccine must sign a waiver; however, this is discouraged due to the risk of exposure.

## Other recommendations

- A Pertussis vaccine (Tdap) is recommended if more than 2 years has lapsed since the last Td immunization.
- COVID-19 vaccination is not a requirement of Norfolk Public School or CSPN but is based on clinical sites rules and regulations. Sites may request current status (vaccine card).



# » School Policies

It is the student's responsibility to maintain a current TB screening, COVID-19 vaccination records and CPR certification throughout the program. Documentation of updates must be provided to the CSPN Secretary. The student will not be allowed in class until all requirements are submitted by due dates. **(Level I, September 15th and Level II, August 15th)**

If a student becomes ill in class or clinical, the instructor will make provision for care or send the student home, as necessary. High school students' parent or guardian will be contacted immediately.

Exposures: In the event of a needle stick/cut or exposure to blood/ body fluids/infectious disease during a clinical rotation, the student must

- Notify the instructor, who will subsequently notify appropriate agency personnel.
- Complete the appropriate risk management report for that facility and submit it to Risk Management. A copy is filed in the student's record.
- Arrange for a visit to his/her health care provider for follow-up. Medical care is the responsibility of the student.

Testing the source patient (and any treatment subsequent to involvement with that patient) is the responsibility of the facility. Continued follow-up with the healthcare provider for the student is recommended.

Infectious Disease: A student who exhibits symptoms of an infectious disease (such as jaundice, loss of taste, smell, cough, rash, draining skin lesions, prolonged upper respiratory infection, fever, or conjunctivitis) must report these symptoms to the instructor. It is the student's responsibility to seek medical attention from his/her healthcare provider immediately. Any student diagnosed by a physician as having a communicable disease will not be allowed to attend class or clinical until a healthcare provider indicates he/she is no longer contagious. The student must present documentation from the healthcare provider indicating that he/she is safe to return to class/clinical and whether or not there are restrictions to student activities/functions.

Maternity: See attendance policy

Hospitalization: See attendance policy

Prolonged absence: See attendance policy

# » School Policies

Students should strive to maintain good mental and physical health and must be able to perform all tasks necessary to meet the requirements of the program. (See Core Performance Standards). Documentation of health requirements should be submitted to the Program Leader by the beginning of Level I. The Program Leader will review these reports and determine whether or not further examination/ documentation may be required. Documentation of tests and immunizations must be submitted with the physical form. Students with known reportable communicable disease will not be allowed to attend clinical until a physician(s) indicates he/she is safe to do so.

## **CARDIOPULMONARY RESUSCITATION (CPR)**

CPR is a prerequisite to beginning classes in Level I. American Heart Association CPR classes will be offered to level I students in the summer prior to enrollment. Any student that missed the class will need to obtain certification at their own expense. Students providing current American Heart Certification are excused from attending the summer CPR session. Students are expected to maintain their certification throughout the nursing program. Students with expired CPR cards cannot participate in clinical experiences.

## **TUITION, FEES, AND REFUNDS**

Tuition and fees for CSPN are reviewed and approved by NTC administration prior to July 1 of each year.

### **FEES**

- The application fee is paid when the student submits the application.
- The registration fee is due 30 days after admission is offered to the student.
- A cost of attendance sheet is given to each student at the beginning of each academic year. Adult and secondary students are expected to pay tuition/fees as outlined on that sheet.
- Norfolk Public Schools pays professional liability insurance for students attending the nursing program.

**TUITION:** Tuition for adult students accepted to CSPN is set by NTC/NPS. Tuition is reviewed annually and subject to change each July 1st. The application and registration fees are discussed under "Admissions". Tuition and fees are listed on the Cost of Attendance Sheet which is provided to each student at the beginning of each academic year. Adult and secondary students are expected to pay tuition/fees as outlined on that sheet.

**CERTIFICATE OF ELIGIBILITY POLICY:** CSPN will permit student who will be using Chapter 31 or 33 VA benefits to attend the nursing program, beginning on the date that the student provides a COE until the earlier date VA provides payment to the school or 90 days after the school certifies tuition and fees.

# » School Policies

CSPN will not impose any penalty, including assessing late fees, denial of access to classes, libraries or school facilities, or require the student to borrow additional funds due to the inability to meet his or her financial obligations to CSPN as a result of delayed payments for education assistance under Chapter 31 or 33, unless the student is less than 100% covered.

- Adult students pay tuition and fees. These include the cost of tuition, books, computer fees (include fee associated with online software), co-curricular club fees, graduation fees, and licensure expenses (CNA and LPN). Not included in tuition is the cost of Criminal History/Sex Offender Background check, scrubs, shoes, watch, clinical tools, physical examination/ immunizations, hose/socks, CPR training, etc.
- Secondary students pay no tuition in Level I and limited tuition in Level II. In Level I, secondary students do not pay for books or computer fees; however, they are responsible for paying for their scrubs, clinical tools, shoes, watch, physical examination/ immunizations, hose/socks, CPR training, criminal history/sex offender background check, co-curricular club fees, and one-half of the licensure exam (CNA). In Level II, continuing secondary students (now post-graduates) pay limited tuition, but full fees for books and supplies.
- Tuition is paid by level and divided into 2 payments/level.
  - In Level I, tuition payments are due: (1) by the first day of class (September) and (2) by December 15th.
  - In Level II, tuition payments are due (1) by the first day of class (August) and (2) by November 15th.
- Deferred tuition will be allowed only for students receiving financial aid. Proof of grant, scholarship, or benefit is required by the tuition payment date. Remaining monies not paid by grant or scholarship are due on the payment dates. Students will not be allowed to attend class without evidence of payment.
- Tuition payments may be made in cash or by cashier's check, money order, or credit card. No personal checks will be accepted. Payment receipts will be provided and placed in the student's record.

**REFUNDS:** Students who pay a semester's tuition and who submit written notification of withdrawal **PRIOR** to the fourth day of class will be granted a refund of monies paid, minus \$100 (application, registration, and administrative fees).

- A student is given 3 business days, excluding weekends and holidays, from the beginning of classes to cancel his enrollment without financial penalty other than the non-refundable fees described above.
- Students who are paying with Pell Grants or Opportunity Inc. funding will not have those monies requested until after the 4th day of class.
- A student who attends a class and then does not return to class (and does not submit a written notification of withdrawal) will be considered withdrawn by the program after 3 consecutive class days. This person is not eligible for a tuition refund.

# » School Policies

A student who attends CSPN does so for two 9-month levels. The following is applicable to either level.

- A student who attends for a minimum of 4 days but withdraws by written notification or is dismissed prior to the end of 25% of the length of the level (end of October for Level I and end of September for Level II) is entitled to a refund of 75% of tuition remitted, minus the non-refundable fee.
- A student who attends the level for a minimum of 25% of the level length, but withdraws by written notification or is dismissed prior to the end of 50% of the level length (end of December for Level I and end of November for Level II) is entitled to a refund of 50% of tuition remitted, minus the non-refundable fee.
- A student who attends the level for a minimum of 50% of the level length, but withdraws by written notification or is dismissed prior to the end of 75% of the level length (end of February for Level I and end of January for Level II) is entitled to a refund of 25% of tuition remitted, minus the non-refundable fee.
- A student who attends the level for a minimum of 75% of the level length but withdraws by written notification or is dismissed prior to the end of the level length is not entitled to any refund.
- Students who receive financial aid from Veteran's Affairs or Opportunity Inc. are required to contact that organization and follow their procedure for reimbursement. CSPN will notify the respective agency when a student withdraws or is dismissed.
- The U.S. Dept. of Education mandates a school to calculate the amount of Title IV funds it must return when a student receiving those funds leaves the program prematurely. If a student leaves before 60% of an award period has been completed, the school must calculate the percentage of the unearned Title IV money that must be returned. If the student has received an "overpayment" \*, he will be held responsible for returning his portion of the repayment.
- Overpayment of tuition costs will be refunded to students in a timely manner.

*\*grant money that exceeds the semester's tuition.*

**APPEALS PROCESS.:** An appeals process is available to students to assist them in resolving problems and to ensure that student problems are handled in a fair and orderly manner. Students are governed by the criteria listed in NPS' Student Pamphlet, Rules, Rights, Regulations and Responsibilities and the Commonwealth of Virginia, Board of Nursing, Statutes and Regulations. **The appeals process is not available to challenge CSPN or NTC policies.**

# » School Policies

## **Definitions:**

**Grievance** – a complaint, difference of opinion, or dispute between students, student(s) and instructor, or student(s) and program leader.

**Appeal** – request for higher authority to review the evidence of an incident.

**Appeals Process** – an internal process used by students to challenge a probation, suspension, dismissal, or final grade if the student perceives it was unjustly awarded.

## **Steps in the Appeals Process:**

**Informal Conference:** Students are encouraged to discuss all problems as they arise with the parties involved and to try to resolve issues on their own. Students are encouraged to seek counsel of faculty, program leader, or school counselor during school hours to resolve problems. Students are assured an opportunity for orderly presentation and review of complaint without fear of reprisal. If the student is unable to resolve the issue on his/her own, he/she must request, in writing, an informal conference with his/her instructor within 5 school days of the incident to discuss the problem or dispute. In the informal conference, the student involved will meet with the instructor and verbally describe the issue and the reasons for disagreement over actions taken. Every reasonable effort should be made to resolve the conflict.

**Formal Conference:** If the student is not satisfied with the results of the informal conference, he/she may submit a written request to the Program Leader for a formal conference.\* This request must be made within 5 school days of the informal conference and must include a written statement regarding the nature of the grievance, a proposed solution, and the names of all individuals involved. The Program Leader will request a non-nursing faculty to attend and record the proceedings.

During the formal conference, the student and any other individuals with knowledge of the dispute will have an opportunity to state his/her views. Within 5 school days following the formal conference, the Program Leader will send the student a written notification of the outcome of the formal conference – the decision on the issues and the reasons for that decision. A copy of the written request for the formal conference and the written notification of the outcome is placed in the student's record and a copy is sent to the Site Coordinator.

***If the grievance directly involves the Program Leader, the letter requesting a formal conference will be sent to the Principal.***

# » School Policies

**COMMITTEE HEARING:** If the student is not satisfied with the results of the formal conference, he/she may submit a written request to the Site Coordinator for a committee hearing. This request must be made within 5 school days of the formal conference. The Site Coordinator will designate a committee to be composed of an odd number of people, which may include one administrator, one nursing faculty, one non-nursing faculty, one level I student, one level II student. The committee must hold a hearing within 10 school days of receiving the written request. Any other individual(s) with knowledge of the dispute will have an opportunity to state his/her views as dictated by the committee. The student may not utilize legal counsel or other representation at the hearing and may not record the hearing. The Site Coordinator may discuss the recommendation with NPS administrative officials as needed. The Site Coordinator will write a summary of the final decision and send a copy to the student and place a copy in the student's record. The Committee Hearing is the final step in the onsite appeals process. If desired, a student may contact the state certifying agency (SCHEV) for a last effort in the appeals process.

## ATTENDANCE

**Special Events** – All students are expected to attend the annual NTC Open House held in February and the graduation exercises in April.

**Since one of the purposes of the program is to prepare students for employment, attendance and punctuality are of utmost importance.**

- NTC Attendance and Tardy Policies pertain to secondary students in Level I only. The CSPN Policy addresses everyone else: adult students in both levels and post-graduate students in Level II.
- Students will receive a monthly calendar of class topics and clinical dates. A copy is posted on the bulletin board of the classroom. Changes will be announced in class and shared by email.
- Students are expected to attend and to be on time for all scheduled course-related activities and are responsible for the consequences when they are absent.
- Students are requested to schedule doctor, dentist, etc. appointments outside of school hours. Students must attend 75% of the day in order to receive credit for the day's attendance.
- Students may not leave a facility (class or clinical) for lunch unless instructed to do so.
- Attendance is documented for classroom and clinical activities and assignments.
- Whenever a student is tardy, absent, or leaves class/clinical early, he/she must submit a completed [Lack of Attendance Form](#) to the course instructor, who will evaluate reasons and determine consequences on an individual basis.

# » School Policies

- Excessive classroom and clinical tardiness or absenteeism, as defined below, will be handled according to the rules of NPS and/or CSPN and may result in failure of the course when class and/or course competencies are not met.
- Students receiving Federal Financial Aid are required to maintain satisfactory progress (attend a minimum of 90% of scheduled class and clinical hours within a semester).
- Class cancellation due to inclement weather will be publicized on the NPS website and local radio/TV stations. (See inclement weather)

## **Absenteeism** is defined as:

- not present for a scheduled class or clinical activities or assignments.
- Attending class for less than 75% of scheduled hours (4.125 hours for level I and 4.5 hours for level II) is considered an absence for the entire day or leaving class or the assigned clinical area without prior approval of the instructor.
- Excused absences are granted for court appearances, emergency hospitalization, and death in the immediate family. Proper documentation is required.
- Once a student has been absent one day in a course, he/she will be placed on academic probation for the remainder of the course. Faculty are required to submit to the CSPN Program Leader the name of the student who is placed on academic probation due to absence on the date the absence occurs. The program leader will submit a probation letter to the student within three business days for signature and facilitate a follow-up meeting.

## **Work related to class absence**

- A student who is absent from class misses valuable learning opportunities and may jeopardize his/her ability to complete all course competencies. The student is responsible for making an appointment with the instructor to make up missed assignments, exercises, and other activities in order to meet course competencies. Students are not allowed to make up daily quizzes, if absent a score of zero will be recorded.
- A student who plans to miss an assigned test, presentation, or project is expected to contact the instructor no later than 24 hours before the class begins. The student is expected to make up that test, presentation, or project on the day of return to school unless the course instructor makes other provisions **PRIOR TO THE DAY OF THE STUDENT'S RETURN.** The highest possible grade attainable will be 70% (Level I) or 77% (Level II). Failure to make up the test on the day of return (or agreed upon date) will result in a 0% test, presentation, or project grade.
- All other assigned work is expected to be turned in on the date assigned and will not be accepted as "late" work. Thus, graded homework, math assignments, journal articles, etc. not received on the due date will be recorded as a zero.

# » School Policies

## Work-related to clinical absence

- All scheduled clinical practice experiences are **REQUIRED!!** Clinicals are necessary in order to achieve and meet the requirement of the Virginia Board of Nursing to be eligible to sit for the Practical Nursing NCLEX. This includes all clinical assignments, patient care experiences, orientations, skills labs, field trips, standardized testing, observational experiences, and other related learning experiences deemed "clinical practice" by the instructor(s). Students who are absent from scheduled clinical practice experiences miss valuable clinical learning opportunities and coaching time with the instructor, jeopardizing his/her ability to achieve weekly objectives/competencies and, potentially facing failure of the course. Absences are documented in the student's record. *(Daily Deficiency Form)*
- A student who is not prepared for the clinical experience or not dressed appropriately will be sent back to school to report to the Program Director. If removed from clinical, the students will be considered absent on that day.
- Students will be required to make up the clinical hours missed for that date.
- A physician's note is required from a student who cannot perform clinical responsibilities indicating the extent of his/her limitations or restrictions, based on the Core Performance Standards (p.30-31) within 24 hours. At no time can the school accept responsibility for the student as a liability. Faculty will assist students, on an individual basis, to see that work is kept current, to the extent possible.
- **WITH** deficiency note, will refer to the school counselor for intervention on a case by case.

**Excessive absenteeism** for adult students in Level I and all students in Level II, related to class or clinical, is defined as missing more than 1 day of clinical, within the entire program. These days are tracked from course to course within the semester, warning notices are issued, and concerns are discussed with the student.

- If the student\*, placed on probation for excessive absence, is absent more than one additional day of class and/or clinical, he/she will meet with faculty.
- Excused absences are granted for court appearances, emergency hospitalization, and death in the immediate family. Proper documentation is required.
- Any student missing 3 consecutive classes and/or clinical practice sessions **WITHOUT** notifying the instructor will automatically be dropped from the program and appropriate authorities notified. Every effort will be made to contact the student to determine his/her intention prior to the dismissal.
- An absence with a doctor's note will be referred to the School Counselor and will be treated case by case.
- The maximum excused class absence allowed is 3 days per year.

*\*adult students in Level I and all students in Level II (Secondary students in Level I will be handled according to the NPS policy on attendance.)*



# » School Policies

**Tardiness** - Students are expected to be in all class/clinical experiences **on time** so as not to disrupt the class/unit. Tardiness to the clinical unit, skills lab, or any assigned clinical experience is defined as not being present and ready to begin the assignment when the clinical experience begins (example: 0630 for Level II clinical).

- For class, when the tardy bell rings, the **classroom door will be closed** and all student entering thereafter will be considered tardy. Tardies are accrued. Three (3) tardies will be considered one classroom absence and the student is placed on probation for the remainder of the course; one additional absence will mean the student meets with faculty to discuss making up the clinical absence or face dismissal from the program.
- Students who notify the instructor, prior to the first bell, that they will be late and provide a prudent reason for being late, will be given consideration.
- For clinical, if the student is not on the unit when the clinical experience begins, the tardiness is documented. Tardies are accrued.
- The consequence of clinical tardiness in excess of an hour may be the loss of the clinical assignment for that day, resulting in a clinical absence.

**Notification** - Students are responsible for notifying the instructor of a scheduled or unscheduled absence or tardiness from a class or clinical experience as soon as possible, but no later than 30 minutes prior to the scheduled arrival time. For class, the cut-off time is 7:30 am for clinical, the clinical start time for Level I is 7:30 am, and for Level II 6:30 am unless notified otherwise. Instructors provide students with cell phone numbers at which messages can be left. This policy is required so that essential changes can be made to avoid unnecessary negative effects for classmates, patients, clinical staff, or the program. Messages will not be accepted from classmates or family members. Failure to notify the instructor is considered a lack of responsibility and will constitute an unjustified absence which will result in clinical probation. **Notification must be done via phone**

**Emergency** - In the event of an emergency or unanticipated personal crisis, the student must notify the instructor as soon as possible. Instructors provide students with cell phone numbers at which messages can be left. The student may contact an NTC secretary (892-3300) to obtain the phone number for the instructor. A student must **not** leave a message with a staff member.

# » School Policies

**Prolonged Absence** - If the absence is expected to extend beyond one scheduled day, the student is required to notify the course instructor daily. In the event of illness necessitating 3 or more consecutive days of absence, the student is required to submit a note from the healthcare provider rendering care, indicating that he/she may return to class or clinical assignments if the reason is not hospitalization. Restrictions, if applicable, must be listed. If the absence is due to prearranged vacation or leave of absence, the request must be written and submitted at least 15 days prior to the first day of absence.

- Hospitalization/medical/maternity
- Vacation or prearranged leave of absence

Submit a written request 90 days in advance. Request an absence approval form from Program Director (**Subject to approval**)

For absence extending beyond one week (examples may include but not be limited to hospitalization or maternity), the student would miss more than 3 classes and 2 clinical experiences and may not be able to make up the work. Faculty will meet with the student once the physician has released him/her to return to school to discuss options, which may include withdrawal and returning the following year.

**Bereavement** leave is up to 3 days will be granted for the death of father, mother, brother, sister, husband, wife, son, daughter, grandparent, or significant other. Permission for additional time or absence for the death of other relatives shall be granted at the discretion of course faculty. To attend funerals or to be with the family for deaths other than those noted above, the student must consult the course instructor BEFORE missing class or clinical. Failure to comply will result in an unexcused absence. (Refer to "Excessive Absenteeism"). *Faculty will handle extenuating circumstances on an individual basis. Faculty are required to submit written academic advisement to the Program Leader for final disposition. Such record must be filed in the student record.*

## CLINICAL AREAS

Clinical experiences are scheduled in various local agencies and hospitals and are subject to change. **The dates and times for clinical experiences may vary from day, evening, night, and weekend shifts. Time ranges from 7:00 a.m. - 7:00 p.m., and 7:00 p.m. – 7:00 a.m..** Assignments to clinical sites are made in the educational interests of students. All students are responsible for their own transportation to school and clinical sites. Neither class nor clinical assignments can be scheduled to accommodate transportation arrangements. "Pay to park" may be required at some clinical facilities. Students are encouraged to carpool. Each clinical facility has a Policy and Procedure Manual, Standards of Care, or Protocols used as guidelines for the care of patients.

# » School Policies

All students are expected to be familiar with the location and use of these references. Specific policies that directly affect students in the clinical area will be reviewed prior to the students entering the clinical site. Students may not leave a clinical area without permission of the instructor.

During scheduled clinical experience, students may not visit hospitalized patients, friends, or relatives. Family members or friends should be informed NOT to call or visit students during clinical experiences. Students may return to a hospital clinical unit during scheduled visiting hours to visit friends or relatives; however they must not visit while wearing the student nurse uniform.

## COMMUNICATION

In case of an **emergency**, students should inform family members to call Norfolk Technical Center, 892-3300, and request a secretary to contact the instructor. The secretary will locate the instructor and pass the message to the student. Telephones are available in the classroom should the student need to return a call. A telephone is available in the main office for use before and after school and during lunch. A 5 minute limit is enforced. Family members or friends should be informed NOT to call or visit students during class hours or clinical experiences.

Students may possess a cell phone on school property, but it cannot be displayed or used during the instructional day and during testing. Text messaging is considered a form of cheating during exams. Sole usage of electronic equipment must be with permission of instructor and instructionally related. It is important that students report in writing to the CSPN secretary **any changes** of address or phone number within 48 hours of the change.

## CONDUCT

At the beginning of each academic year, students receive and review the Code of Student Conduct pamphlet from Norfolk Public Schools as well as the conduct infractions listed in this document. It is the policy of NPS to encourage student conduct that will promote good health, reasonable standards of behavior, effective citizenship, and a favorable atmosphere for learning. Students are expected to be mature and responsible, respectful of the rights and feelings of others, and respectful of school property and the property of others. Students attending CSPN are under the jurisdiction of the School Board of the City of Norfolk while going to and from school and while engaged in any school-sponsored activity. Therefore, students in Levels I and II are required to follow the rules, which are established to achieve these objectives. Student attitude is considered to be a reflection of interest, cooperation, and dependability.

# » School Policies

Included in the Code of Student Conduct pamphlet:

**Student rights:** to expression, to assembly, to freedom from discrimination, to flag salute/moment of silence, to school records, to administrative inspection, and to due process.

**Disciplinary rules** involving: unexcused absences, attendance, computer access, disrespect, disruption, electronic devices, fighting, harassment, hazing, insubordination, misrepresentation, personal property, profanity, repeated violations, and student attire.

In accordance with NPS policy, smoking of tobacco products on school property is prohibited. Smoking at a clinical agency is also prohibited. It is the responsibility of students nurses to exhibit behavior which is a model for health living.

The Nursing Program has expanded these rules to specify conduct that is inappropriate, non-professional, and unacceptable for nursing students in either the classroom or clinical setting. Some of the "infractions" listed below come from the healthcare facilities where students complete their clinical training.

1. Failure to achieve or maintain theory or clinical objectives after appropriate probation/remediation.
2. Failure to follow the policies/procedures: of CSPN or of the clinical agencies being used (ex, dress code, tardiness/absenteeism, universal precautions, HIPPA, etc).
3. Behavior that endangers the safety of patients, visitors, hospital/agency staff, peers, or instructors, including but not limited to, acts of violence, physical/verbal abuse, breach of confidentiality, inappropriate sexual conduct, failure to implement safety measures, negligence, unethical or unprofessional conduct (vulgar language, disrespect for others).
4. Inability to work cooperatively or to take direction from preceptors, faculty, hospital/agency staff, including refusal to follow reasonable requests (insubordination).
5. Making false or malicious statements concerning peers, faculty, preceptors, patients, visitors, or agency staff.
6. Using the computer (or other electronic devices) to make attacks/threats to individuals enrolled in or working in the program.
7. Accepting money or gifts from patients.
8. Unauthorized possession, distribution, or consumption of alcoholic beverages or drugs on clinical site property, during school sponsored activities, or reporting to school under the influence of intoxicants or drugs, legal or illegal.
9. Leaving a clinical site without permission or notification of instructor.
10. Unauthorized disclosure of confidential patient, agency, program, or computer information.
11. Unauthorized absence of 3 or more consecutive classroom or clinical days without notifying faculty or school.
12. Altering, misuse, or falsification of school or agency records.

# » School Policies

13. Inappropriate use of ID badge.
14. Cheating – copying another’s work during quizzes, tests, assignments or providing/receiving information including but not limited to written, spoken or electronic format to assist another student on quizzes, tests, or assignments.
15. Plagiarism – academic cheating. Submitting written work that contains direct quotes, ideas or phrases that are not one’s own and are not attributed to the rightful author. This also applies to group work in which one student does not participate but expects to benefit from the work of others.
16. Refusal to accept responsibility for own actions.
17. Theft, removal, unauthorized possession/use or intentional damage to the property of the program, agency, staff, patients, visitors, faculty, or peers.

When a violation of these rules occurs, school officials and nursing faculty are authorized and obligated to take appropriate action to ensure more responsible student behavior. In the classroom, instructors strive to develop a positive climate for learning. If the situation warrants, a referral will be issued.

The first step is for the student to meet with the Program Leader and be made aware of the conduct infraction. The student is given an opportunity for due process. After consideration, the Program Leader may issue a written warning or place the student on probation. If it is deemed that the student has violated a NPS rule, he/she is subject to disciplinary action and referred to NTC administrators. The student will receive written notification of the disciplinary action and a copy filed in his/her record.

**Probation:** Probation (academic, clinical, or behavioral) is defined as a trial period during which the student is expected to correct a stated problem. The student will be given written notification of probation which states the reason(s) for the probation, the dates when the probation will begin and end, and requirements of the student during the probationary period, including, but not limited to weekly meetings with the Program Leader. The student continues to attend classes and clinicals while on probation. At the conclusion of the probation, a conference will be held with the student, faculty, and Program Leader. If the terms of the probation have not been met, the student may be dismissed. The student may appeal probation through the appeals process.

**Suspension:** Suspension is defined as removal from the program for a designated period of time. The student will be given written notification of suspension which states the reason(s) for the suspension and the dates when the suspension will begin and end. Suspensions may be from 1 to 3 days. Students on suspension are not permitted to attend class or clinical experiences, are given zeroes for work missed, and will not be allowed to make up missed work.

# » School Policies

At the conclusion of the suspension, a conference will be held with the student, faculty, and Program Leader. If the student returns from suspension and continues to violate conduct rules, he/she will be dismissed. The student may appeal suspension through the appeals process.

**Dismissal:** Students are dismissed from the program for academic or clinical failure, repeated or serious conduct violations, or breaking Federal law. The student will be given written notification of dismissal within 3 school days of the decision. The written notification will state the reason(s) for the dismissal and the effective date. The student who is dismissed is expected to complete the exit interview with the Program Leader, satisfy financial obligations, and return borrowed materials before leaving the school. Transcripts will be withheld until all obligations have been satisfied. Students may appeal dismissal through the appeals process.

## **CONFIDENTIALITY**

CSPN complies with the regulations of the Health Insurance Portability and Accountability Act (HIPPA). Students must sign a confidentiality agreement prior to each clinical experience. Students are not to share pictures, confidential information, or records related to the treatment of patients with anyone. Patient care may be discussed with instructors or in a clinical conference, but not in public places (examples: hallways, elevators, parking lots, cafeteria, social media) or with colleagues outside the clinical unit. Patient identifying information must be removed from any document before it can be taken from any healthcare facility. Students are expected to shred all printed documents at the facility they assigned at the end of their shifts. A student may be dismissed from the nursing program for sharing information about a patient.

## **CORE PERFORMANCE STANDARDS**

Nursing is a practice discipline, with cognitive, sensory, affective, and psychomotor performance requirements. The following CORE Performance Standards identify essential eligibility requirements for participation in the nursing program. Students must be able to perform all tasks necessary to meet the requirements of the program. A copy of the Core Performance Standards, signed by the student, is placed in each student's academic record. Students with disabilities are afforded reasonable accommodations needed so that they may successfully pursue their studies. Students requiring special assistance will be required to obtain a vocational assessment from the Commonwealth of Virginia Department of Rehabilitative Services. In this circumstance, the school reserves the right to discuss this issue with the professional making the evaluation.

## Core Performance Standards Essential Eligibility Requirements for Participation in the Nursing Program

Functional Ability	Standard	Examples of Necessary Activities (Not all inclusive)
<b>Motor Skills</b>	Gross and fine motor abilities to provide safe and effective nursing care	Calibrate and use equipment; keyboarding skills; lift, position, and transport clients; administer injections; perform vital signs, physical assessment, CPR
<b>Physical Endurance and Strength</b>	Physical stamina to provide client care for length of work role and strength to perform full range of required client activities	Stand and walk for long periods, lift clients
<b>Mobility</b>	Ability to move from place to place and maneuver to perform nursing activities	Move about in client's room, work spaces, treatment areas, clinical facilities, and NTC. Administer CPR
<b>Hearing</b>	Auditory ability sufficient to monitor and assess client health care needs	Hear normal speaking voice, faint voices, and situations when cannot see lips. Auscultation of BP, breath sounds, heart sounds, bowel sounds; hear call bells, alarms in units; conversing with patients, family and staff
<b>Visual</b>	Visual ability sufficient for accurate observation and performance of nursing care	Observes client responses. Reading patient charts/flow sheet/monitors; drawing up and administering medications; assessing patient skin color; reading thermometers.
<b>Tactile</b>	Tactile ability sufficient for physical assessment	Feel vibrations, detect temperature of skin, feel differences in surface characteristics, sizes and shapes
<b>Smell</b>	Olfactory ability to detect environmental and client odors	Detect smoke, gases and odors from client
<b>Critical Thinking</b>	Ability to exercise sound nursing judgment	Identify cause-effect relationships, plan and control activities from others, perform mathematical functions and use analytical skills. Competent assessment of patient in timely manner; correct interpretation of assessment; readily respond with appropriate interventions, treatment plans; ability to work alone and to make correct independent decisions, as needed.
<b>Interpersonal Skills</b>	Interpersonal abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural, intellectual and spiritual backgrounds	Establish rapport with clients and co-workers, respect differences in others Establish rapport with families stressed by condition of loved one. Respond to demanding behaviors with tact and patience, protecting the patient's safety.
<b>Communication Skills</b>	Communication abilities sufficient for interaction with others in oral and written form	Able to teach client/family about health care, explain procedures, give oral reports, interact with others, speak appropriately on telephone, direct activities of others, documents therapeutic procedures and care. Able to follow verbal and/or written instructions;

**Latex:** The use of latex/latex-based products, may exist in health care universal precautions and in environments such as, but not limited to classrooms, skills labs, hospitals, nursing care facilities, and medical offices. Individuals with latex allergies should seek expert advice from a health care provider so that they may receive information to make an informed decision regarding exposure to latex in the health care field. ***Students with known latex allergy must notify in writing the instructor and Program Leader of this condition.***

# » School Policies

## **DRESS CODE**

Norfolk Public School dress regulations are published in the Code of Student Conduct - Student Handbook, distributed annually to students. CSPN has expanded these dress standards to enhance the student's perception of a professional environment and to specify dress appropriate to both class and clinical settings. Students are reminded that they are being prepared for employment and that the health profession maintains high standards for professional appearance and grooming. Jewelry rule applies to be considered compliant with the dress code.

## **CLASSROOM and/or SKILLS LAB**

- Level I students will wear matching top/bottom solid, ceil blue scrubs. Students may wear a white shell or turtle neck under the top for warmth or to promote modesty. They may wear a white scrub jacket for warmth. Scrub tops and scrub jackets must have embroidered insignia on the left chest. Solid white leather nursing shoes should be worn with white socks (not ankle socks).
- Level II students will wear matching top/bottom solid, royal blue scrubs. Students may wear a white shell or turtle neck under the top for warmth or to promote modesty. They may wear a white scrub jacket for warmth. Scrub tops and scrub jackets must have embroidered insignia on the left chest. Solid white leather nursing shoes should be worn with white socks (not ankle socks).
  1. Scrubs must be in good condition (devoid of slits, rips, or holes), well maintained, and clean, non-stained, wrinkle-free. They should be properly hemmed so as not to require cuffs. Scrub pants must fit properly, not sag below the waistline or appear too tight.
  2. Tattoos, body art, body piercing (tongue, lip, eyebrow, ear gauges, etc) must be removed/concealed when in class or at school-related activities.
  3. One pair of small, round, silver, gold or pearl earrings (not to exceed 5 mm in diameter) may be worn with scrubs. Other earrings must be removed.
  4. A wedding set, engagement ring, or class ring may be worn with scrubs. Some nursing procedures require the removal of all rings. The school will not be responsible for the loss of stones in rings or any jewelry.
  5. A medic alert bracelet is allowed. Jewelry around the neck is not allowed; religious medals must be worn beneath the shirt.
  6. Fingernails must be short and clean. Colorless polish may be worn. Artificial or acrylic nails are not permitted.
  7. Hair must be professional in color and style, neatly arranged up and off the collar. Hair accessories are to be the same color as the hair and approved by faculty.
  8. Head covering is limited to religious practice. Hats, caps, scarves, stocking caps, etc. are not permitted.
  9. Chewing gum is not permitted.
  10. Eye makeup is limited to mascara. Heavy eyeliner and artificial eyelashes are not permitted.



# » School Policies

## **CLINICAL SETTING:**

Students must be in complete uniform while in the clinical agency. The health profession maintains high standards for professional appearance and grooming. Students are reminded that any dress code begins with personal hygiene. Be aware that smoke odor clings to hair and clothes and may be offensive to patients. The use of perfume or cologne is not permitted use to the potential hazards to patients. Shower, brush teeth, wash hair and launder uniforms daily.

- **Female:** clean scrubs with name badge and pictured ID (worn on left chest) and white nursing shoes\*. White support hose is recommended.
- **Male:** clean scrubs with a name badge and pictured ID (worn on left chest), white nursing shoes, and white socks.

Nursing shoes only; no sneakers, clogs, crocs, open-back shoes, etc. Shoes and laces must be clean and in good repair

**Essential Accessories:** Pen with black ink, watch with sweep second hand, note pad, bandage scissors, stethoscope, BP cuff, and penlight.

- A white full-length lab coat may be worn with the uniform (or over street clothes) on hospital property when not giving direct patient care. Sweaters are not permitted in patient care areas.
- A wedding set, engagement ring, or class ring may be worn with the uniform. Some nursing procedures require the removal of all rings. Neither the school nor the facility will be responsible for the loss of stones in rings or jewelry.
- A medic alert bracelet is the only bracelet permitted.
- One pair of small, round, silver, gold or pearl earrings (not to exceed 5 mm in diameter) may be worn with the uniform. Other earrings must be removed.
- Tattoos, body art, body piercing, and ear gauges must be removed/concealed during clinical activities.
- Perfume, cologne, and excessive make-up are not permitted.
- Fingernails must be short and clean. Colorless polish may be worn. Artificial or acrylic nails are not permitted on healthcare workers giving direct patient care.
- When in uniform, hair must be professional in color and style, clean and neatly arranged up and off the collar. Hair accessories are to be the same color as the hair and approved by faculty. (Ribbons, bows, headbands, sequined clips, etc. are not allowed.)
- Beards, mustaches, and sideburns must be neatly trimmed and in good taste.
- Chewing gum is not permitted.
- Eye makeup is limited to mascara. Heavy eyeliner and artificial eyelashes are not permitted.

The clinical instructor may dismiss a student from the clinical unit for failure to comply with these dress regulations.

# » School Policies

## EMPLOYMENT

Students may elect to work while attending the nursing program as long as it does not affect their health, academic achievement, or progress. The demands of the program are great and many students find it difficult to maintain their grades and work even part time. Students are expected to schedule their working hours so as not to conflict with regularly scheduled class or clinical times. ***Students may not leave early or arrive late to accommodate employment requirements.*** This is especially important if the student is receiving Federal Financial Aid as attendance is mandatory. If a conflict arises, the faculty or Program Leader will counsel the student to discuss strategies to reduce employment before the student faces academic or financial aid difficulties.

## FIRE SAFETY

NTC conducts a fire drill once each month. All students are expected to exit and return to the building as instructed.

## GRADING POLICIES

### TESTING PROCEDURES

- The faculty has the right to seat students for exams as needed.
- Students are expected to take tests with #2 pencils. Eraser marks are the responsibility of the student.
- No access to documentation, written, oral, or via technology, is allowed during testing.
- Other than a pencil, the instructor will provide anything needed to complete the test.
- Students are not allowed to talk during a test, unless speaking directly to the proctor.
- Any student observed to cheat will receive a zero score for that test and be subject to the Honor Policy.
- Any test concern or question must be handled within one week of receiving the test grade. After one week, the test score stands as recorded.
- Failure to adhere to the testing procedure will result in a conduct violation.

## GRADING SCALE

Grades for course work and final grades for courses are awarded using the following scale:

Level I (10 point scale)	Level II (8 point scale)
A 90-100	93-100
B 80-89	85-92
C 70-79	77-84
D 60-69*	69-76
E less than 60	less than 69

During Level I of the program, secondary students will be given units of high school credit for a semester grade of 60-69%, as allowed by Norfolk Public Schools, but will not be promoted to Level II. The minimum passing grade of "70% ("C") in each course in Level I and passing the ATI Fundamentals of Nursing test (2 attempts) is required to progress to Level II. (see Progression Policy)

# » School Policies

## Grading Procedures

### A. Class

- Methods of evaluation (tests, quizzes, etc.) are determined for each course by the instructor(s) of that course and approved by the Curriculum Committee. The various methods of evaluation are weighted according to course and/or hours taught.
- Students complete scheduled course tests during designated times identified in the course syllabus/calendar. Students are expected to make up tests before or after school, **NOT DURING A SCHEDULED CLASS TIME. Leaving before taking a scheduled test is not acceptable and will result in a loss of full point value for that test.** (Exceptions may be considered for illness or emergency.)
- When an item analysis is performed on a test and it is deemed appropriate to eliminate a question, the point value for that question will be reissued to the remaining number of questions, thus increasing the value of each remaining question.
- Grades on tests and assignments within a course may be recorded as whole numbers or using decimals. Final grades are recorded as whole numbers.
- A student who has a final grade of  $\geq 70\%$  (Level I) or  $77\%$  (Level II) in a nursing course, but who has not attained a  $\geq 70\%$  (Level I) or  $77\%$  (Level II) test average will be placed on academic probation. Faculty must notify Program Leader of change of student status immediately. If this occurs in a second nursing course, the student may be dismissed. Nursing students must attain a minimum grade of C (minimum  $70\%$  Level I;  $77\%$  Level II) in each clinical nursing course to progress in the program. (See Progression Policy.)
- A grade of D may be awarded to a course assignment (quiz, test, project); however, a final course grade below  $70\%$  (Level I) or  $77\%$  (Level II) in a nursing course will be recorded as a failure of the course.
- *Note: In Level I, secondary students will be given units of high school credit for grades of 60-69% as allowed by NPS, but shall not be promoted to Level II.*

### B. Clinical

Satisfactory clinical performance (where applicable) is a necessary component of course completion.

- Methods of clinical evaluation use clinical objectives/competencies.
- Students are responsible for identifying their strengths and learning needs in the clinical setting. They are responsible for working with the instructor to meet learning needs. Self-evaluation and clinical feedback are shared between student and instructor, both verbally and in writing, on a weekly basis and in a final evaluation.

# » School Policies

- The student and instructor complete a clinical feedback form indicating strengths and weaknesses observed during each week of clinical activity. The purpose of clinical feedback is to:
    - 1) help students further self-awareness by validating identified strengths and learning needs and
    - 2) build self-confidence by affirming satisfactory progress toward achieving clinical competencies.
  - The student completes a self-evaluation (nursing care, strengths/weaknesses, and grading in 10 areas of performance) which is followed by the written evaluation by the instructor in which the faculty does the same and also identifies the degree to which that student has shown improvement from week to week and is meeting the course competencies set forth in the course objectives. Failure to show improvement from week to week or to meet course objectives will result in clinical failure of the course.
  - The decision for dismissal (clinical failure) in each instance is the responsibility of the Faculty and will be made in accordance with objectives of the course, demonstrated ability of the student, and the recommendations of the course instructor(s)
  - The grading scale for clinical performance on the final evaluation is 0 to 5, with 0 = not prepared; 1 = needs remediation; 2 = minimal guidance; 3 = functions at expected level; 4 = above expectations; and 5 = exceeds expectations. A rubric is provided to guide the student and faculty in selecting a score.
  - Evaluations from observational experiences are also shared between student and instructor.
  - Once a student has successfully met the competency for a given course, he/she is expected to sustain that competency throughout succeeding courses in the program. If, at any time, the student fails to sustain the competency, he/she will be redirected to a practice setting for remediation in order to validate the competency again. Repeated failure to maintain competency may result in clinical failure. (See Progression Policy)
  - Evaluations are part of the student record until five years after completion of the program. At that time, they are destroyed.
  - Transcripts are updated at the end of each grading period. A current copy is always on file in the student's academic record. Unofficial copies may be sent to the student's home at the end of each semester.
- C.** Evaluations are part of the student record until five years after completion of the program. At that time, they are destroyed.
- D.** Transcripts are updated at the end of each grading period. A current copy is always on file in the student's academic record. Unofficial copies may be sent to the student's home at the end of each semester.

# » School Policies

## GRADUATION

To be awarded a certificate and pin from CSPN, a student must:

- a. have successfully met the theoretical and clinical requirements of all courses within the curriculum plan. This includes attaining the benchmark score on the ATI Comprehensive PN Test. (See Progression Policy)
- b. possess all official documents in his / her file.
- c. have resolved all financial obligations to the school.
- d. have returned photo ID badge, all library books, and other school materials.

Students are encouraged to strive for academic excellence. Those who have achieved an average of ninety-three percent (93%) or above in Level II courses will be recognized at graduation and identified on the program as having graduated with honors. Students who have not met the requirements for completion of the program may not participate in the graduation exercises.

Level I and Level II students are expected to attend graduation exercises. A student experiencing extenuating circumstances must speak to the Program Leader.

A graduate of CSPN receives a diploma issued by Norfolk Public Schools and Norfolk Technical Center and is qualified to apply for state licensure as a practical nurse and to sit for the NCLEX-PN. Licensure fees are included in Level II second semester tuition and fees. The graduate sends a completed application to the Virginia Board of Nursing and a completed application to the National Council of State Boards of Nursing. CSPN administration sends the appropriate fees to the Virginia Board of Nursing and to the National Council of State Boards of Nursing for each graduate. Prior to graduation, CSPN administration sends documentation to the Virginia Board of Nursing, indicating that the graduate has met all requirements for graduation. Once the documentation and the fees have been received, the Virginia Board of Nursing contacts the graduate about scheduling the test.

The Virginia Board of Nursing reviews all applicants for licensure and may deny licensure for a variety of reasons. Students who have concerns related to possible licensure denial should speak to the Program Leader who may assist or refer the student to a contact at the Board.

# » School Policies

## HONOR SYSTEM

An honor system represents the ideas and thoughts concerning integrity, respect for self and others, honesty, and the assumption that an individual is capable of self-government. Enrollment in CSPN carries with it obligations with regard to personal conduct in the classroom and skills lab, at school functions, and in the hospital. Students are expected to conduct themselves in such a manner as to be a credit to themselves, to CSPN, and to the profession.

CSPN abides by an Honor Code. Students are expected to do their own work and report suspicious behavior to the instructor. Cheating in any form (copying, plagiarism, texting, sharing official documents, etc.) is strictly prohibited and will result in disciplinary action up to and including dismissal of the student(s) involved. All students are held to a high standard of conduct with respect to integrity, ethical behavior, and accountability. Students who do not report dishonest or unethical behavior are as guilty as those who behave in that manner.

A grade of "0" may be given for any work that an instructor deems to have involved plagiarism, cheating, dishonesty, tardiness or unprofessional behavior. Giving or receiving help, giving or receiving answers to questions, sharing/discussing test questions, looking at another student's work, any collaborative effort without the specific permission of the instructors, or any other act determined to be dishonest or cheating by the instructors may be deemed a violation of the Honor Code and subject to immediate disciplinary action up to and including failing the course.

## LABS

A skills lab and a computer lab are available for practice on a daily basis per posted schedule or by appointment with instructor.

**Skills Lab:** The skills lab is a professional environment. It is a simulated patient care area with 8 beds and mannequins. When students are in the lab, they must conduct themselves as they would in a patient's room.

- **The lab is to be left clean and neat. Supplies are to be returned to a designated place or discarded per instructor guidance.**
- No food or drink is allowed in the lab during practice.
- Notify a nursing instructor at least 2 hours in advance in order for the door to be open and supplies set out for you.
- Sign the clipboard in the lab to indicate the date and time and what you practiced.
- Be good stewards of resources and reuse trays and supplies whenever possible.
- If assistance is needed, the student must plan ahead to consult a nursing instructor.

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**Computer Lab:** During school hours, the lab is reserved using the calendar on the door. Beyond school hours, the lab is opened to any student wishing to complete an assignment, use the Internet, or practice a test. If assistance is needed, the student must plan ahead to consult a nursing instructor.

## MATERNITY

A student who becomes pregnant is encouraged to make arrangements for prenatal care. Physician visits should be scheduled when the student is not in class or clinical; however, if unavoidable, the visit should be scheduled so that the student does not leave class or clinical prior to 1:00 p.m. It is incumbent on the student to provide her healthcare provider with a copy of the CSPN Core Requirements. The student must keep the nursing program (and course instructor) informed by obtaining from her healthcare provider: 1) a written statement regarding her estimated date of confinement and 2) a monthly update indicating any restrictions to her activities or functions. These documents will be kept in the student's permanent record. Without documentation from the healthcare provider, the student is expected to perform all functions required of any nursing student, according to the CSPN Core Requirements.

The faculty is prepared to make reasonable accommodations for a student who is pregnant or has recently delivered. Following delivery, it is required that the student provide a *written statement* from the healthcare provider that her condition permits her to return to class or clinical. Without documentation from the healthcare provider, the student will not be permitted to return to class or clinical. See Attendance Policy

## MEDIA CENTER

The media center maintains a number of reference books and periodicals, which are required reading for nursing courses, and computers for research and assignments. Books can be checked out through the media center personnel. The media center hours are 7:30 AM to 3:00 PM, Monday through Friday; however, the media center can be open on request for students needing to work on special projects.

## PARKING

Students are asked to park in the South lot. Students may not park in the front of the building, as spaces there are for guests only. Parking lot is decal controlled and placard must be displayed at all times. Parking decals can be obtained from the CSPN secretary. The cost of parking decal is included in tuition but replacement decals will cost \$10.

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## PROGRESSION

A student's academic standing is reviewed at the end of each course. In order to pass each course, a student must receive a minimum academic grade of C (70% in Level I and 77% in Level II) and, when a clinical component exists, meet clinical course objectives. Thus, failure in any one or combination of these course components will constitute failure of the course. In order to progress from one course to the next, a student must pass each course with a minimum grade of C and pass the ATI Content Mastery Test (where applicable). *For failing ATI Content Mastery Test on the first attempt, the student will be placed on Academic Probation for the next course.*

*Note: During Level I of the program, the grading scale is that of Norfolk Public Schools.*

- o A = 90-100
- o B = 80 – 89
- o C = 70 – 79
- o D = 64- 69
- o E = 68 and below

To pass a nursing course, a minimum grade of 70% (C) is required. Secondary students will be given units of high school credit for grades of 64-69 %, as allowed by NPS, but shall not be promoted to Level II. In most cases, the student will complete Level I in order to qualify for high school credit.

During Level II of the program, the grading scale is set higher.

- o A = 93-100%
- o B = 85 - 92%
- o C = 77 -84%
- o D = 70 -76%

To pass a nursing course, a minimum grade of 77% (C) is required. To progress from one course to another, a student must earn a C and pass the ATI Content Mastery Test (where applicable). A grade of 76 or below or failure of the Content Mastery Test will result in dismissal from the program with one option to reapply. (See Standardized Testing below)

### Theory only courses

- The first two courses in the Level I curriculum are theory only courses. The passing score for these courses is 70% to progress to the next course.
- Failure (in 2 attempts) of the Content Mastery Test (where applicable) will result in dismissal from the program with one option to reapply. (See Standardized Testing below)



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## clinical nursing courses

- Beginning with Nursing Skills in Level I, each course has a clinical component.
- Students who fail to meet the theory requirements of a course (70% in Level I; 77% in Level II) will not pass that course despite satisfactory attainment of clinical requirements.
- Students who fail to meet the clinical objectives of a course will not pass that course despite satisfactory attainment of the theory requirements.
- A student who has a final grade of  $\geq 70\%$  (Level I) or 77% (Level II) in a nursing course, but who has not attained a  $\geq 70\%$  (Level I) or 77% (Level II) test average will be placed on academic probation. Counseling and problem solving will occur and tutoring offered. If this occurs in a second nursing course, the student may be dismissed. The GI Bill® benefits will stop on the students last day of attendance.
- A student who is not meeting clinical competencies, is struggling with safe physical or emotional interventions, or has more than one clinical absence during a clinical course will be placed on clinical probation for the remainder of the next course. Counseling and problem solving will occur and the student will be given every opportunity to succeed by the end of the course. Such counseling record must be submitted to Program Leader for final disposition.
- Failure in one or two nursing course results in dismissal from the program with one option to apply for readmission.
- Secondary students in Level I who earn a grade between 60-69 ("D") in a course will be allowed to finish the semester but will not progress to Level II.
  - o Secondary students will be given 1.5 verified high school credit for a semester grade of 60-69% in these courses, as allowed by NPS.
  - o Secondary students with a semester grade below 60% will not receive verified credit for that semester.
- Failure (in 2 attempts) of the Content Mastery Test (where applicable) will result in dismissal from the program with one option to reapply for the entirety of the program. (See Standardized Testing below)
- Students receiving federal financial aid must maintain an overall "C" average and must be in attendance 90% of all schedule clock hours.

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## Standardized Testing

- Once in Level I and six times in Level II, an ATI online proctored test will be administered to students. These tests are “content” tests and are given at the conclusion of each course. During the course, students will be provided an ATI book and given information to allow them to take practice tests online to prepare for the proctored test. They will be expected to show evidence of completion of all tutorial modules, quizzes, and exercises before sitting for the proctored test. Students are expected to attain the benchmark score (composite score at or above the national program mean score with a Level II proficiency) on the proctored test in order to progress to the next course. Students who do not reach the benchmark score on the first attempt will be given one retest preceded by remediation and more online practice testing.

*Note: Students who have passed all testing within the course, yet failed the Content Mastery Test in 2 attempts may be reviewed by the faculty committee for disposition.*

- At the conclusion of Level I, students must attain the benchmark score on the Fundamentals test in order to progress to Level II. Students who do not reach the benchmark score on the first attempt will be given one retest preceded by remediation and more online practice testing. A student who fails to attain the benchmark in 2 attempts will not progress to Level II.

*Note: Students who have passed all courses within Level I, yet failed the Fundamentals Content Mastery Test in 2 attempts may be reviewed by the faculty committee for disposition.*

- At the conclusion of the program, students are given the ATI Comprehensive PN Predictor test. This test reveals what the student has learned in the program and prepares him/her for the NCLEX-PN licensure exam. During the final course, students are given information to allow them to take practice tests online to prepare for the proctored Comprehensive PN test. They will be expected to show evidence of significant practice before sitting for the proctored test. Students are expected to attain the benchmark score on the proctored Comprehensive PN test (91% or greater predicted probability to pass NCLEX-PN on the first attempt) in order to graduate. Students who do not reach the benchmark score on the first attempt will be given one retest preceded by remediation and more online practice testing.

*Note: Students who have passed all courses within Level II, yet failed the Comprehensive PN Predictor in 2 attempts may be reviewed by the faculty committee for disposition.*

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## Certification

Students enrolled in the nursing program are expected to take the certification examination at the end of each level.

- At the end of Level I, the student will have completed 368.5 clock hours of theory and 126.5 clock hours of skills lab and clinical. This entitles the student to take the Certified Nursing Assistant Exam (CNA).
- At the end of Level II, the student will have completed 866.5 clock hours of theory and 625.5 clock hours of skills lab/clinical. This entitles the graduate to take the NCLEX-PN licensure exam.

To evaluate the progress of students, the faculty will use the philosophy and objectives of the CSPN, the law governing the practice of nursing in Virginia, and the NPS student pamphlet: "Rules, Rights, Regulations, and Responsibilities". A student, who has repeated problems with rules and responsibilities, has a dramatic violation or fails to meet (by the end of the course) the performance deficits outlined in his/her midterm clinical evaluation, may be placed on probation. In this case, course faculty will work with the student to write an action plan for that probationary period. The faculty committee reserves the right to dismiss a student for continuing noncompliance with rules or with performance requirements.

## WORKING AS CNA BETWEEN LEVELS I AND II

Students completing Level I of the Practical Nursing Program will take the CNA written and practical exam (unless they entered the nursing program as a CNA.) The purpose of this experience will be to have students practice basic nursing skills and gain confidence and organizational skills in nursing practice. Students will be expected to work or volunteer at least 40 hours as a CNA during the summer break between the end of Level I and the beginning of Level II. Each student will provide health requirements and CNA employment documentation, signed by a manager at the facility, to the Nursing Secretary two weeks before the first day of Level II class. The deadline for submission is mid-July. Failure to submit the completion for the 40 hours of work or volunteer will result in dismissal from class the first day to obtain this documentation.

In the event that a student cannot secure employment in a healthcare setting, documentation must be presented for attempts to secure employment for 40 hours and/or volunteer or shadowing experience.

## READMISSION

Students may be readmitted **only once** to the Central School of Practical Nursing. A student seeking readmission after an absence of 5 years will be required to enroll in the entire program. He/she must submit a new application, application fee, and comply with all current admission requirements: preadmission test, transcripts\* (if necessary), letters of recommendation, and the interview.

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- A student seeking readmission after an absence of less than 24 months may submit a letter to the Program Director in which he/she states his/her request for readmission, reasons he/she should be considered for readmission, and goal for program completion. (This would be in lieu of an application, fee, and testing.) The letter must be submitted at least 60 days prior to the requested date of re-admission (May 1st for Level II and August 1st for Level I).
- A student requesting readmission following a dismissal must have fulfilled any conditions set at the time of the dismissal. A letter requesting readmission should address the reasons for dismissal, what actions have been taken to correct the earlier problem, and his/her experiences since leaving the program. Supporting documentation from anyone assisting the student since dismissal (teachers, counselors, physicians, therapists, etc.) should accompany the letter.
- Readmission will not be awarded if: 1) documentation fails to address reasonable resolution of
- issues; 2) a conduct violation was committed that is incompatible with licensure requirements; 3) space is not available in the class.
- A student seeking readmission is doing so to begin at either Level I or Level II. If a student did not successfully complete Level I before leaving, he/she must re-enter at the beginning of Level I.

At the time a student requests readmission, the Program Director will review the applicant's letter (or application), along with his/her former record, prior academic and clinical performance, attendance, and conduct. The student seeking readmission to Level I is required to attend a personal interview with the Program Director. The Admissions Committee will not make a decision for readmission until all data has been collected and reserves the right to deny readmission to any student who has been dismissed from the school or who has not met the requirements for readmission.

If the student is readmitted, the Program Director will notify the student in writing of the date of readmission. Accepted students will be notified of health requirements and orientation date.

An adult student requesting readmission to the School and is accepted is expected to pay the current published tuition and fees by the first day of class. CPR and immunizations must be current and submitted NO LATER than the FIRST day of class. Students who fail to submit the above requirements will be dismissed from class to obtain the required document(s). Once the necessary documentation is acquired they will be allowed to rejoin the class.

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## **RECORDS AND TRANSCRIPTS**

The student record is stored in a locked, fire retardant file cabinet, located in the CSPN office with access limited to the CSPN secretary, program faculty, and the Program Leader. The content of student records varies, depending on whether the student is a secondary or an adult student. Thus, the record may include but is not limited to: transcripts, application, preadmission testing results, correspondence, references, documents signed by the student, criminal history and sex offender authorization, grades, evaluations, and health records. Active student files are kept in the Program Leader's office.

Under the Family Education Rights and Privacy Act (FERPA), students currently in the school have the right to:

- Inspect and review his/her education and financial aid records.
- Amend his/her own record for clerical errors, or request a hearing to amend the record
- File a complaint with the U.S. Department of Education.
- Know who has a legitimate educational interest in his/her education record. (For CSPN, authorized persons may include: Title IV agency, ACEN, VA Board of Nursing, NPS administration, State Education authorities.

Students must make an appointment with the CSPN secretary at least 24 hours prior to viewing. A member of the faculty or staff will sit with the student during the viewing.

Transcripts are kept indefinitely; all other records (including health records) are kept for 5 years following graduation or the student's last date of attendance. During enrollment, there is no charge to obtain a nursing transcript; however, following graduation, the cost to obtain a transcript is \$3.00 and must be accompanied by a signed and dated release from the graduate. Transcripts will not be released until all debts owed to the school are satisfied.

This policy is intended to conform with all state and federal laws dealing with access to information held by the school for both present and former students.

## **SMOKING**

NTC is a non-smoking facility. Smoking is not permitted in the building. Nursing students are encouraged not to smoke to be good role models for healthy living. Students should not smoke while in uniform.

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## **STUDENT ORGANIZATIONS**

The curriculum of Central School of Practical Nursing mandates that nursing students join Health Occupations Students of America (HOSA). This co-curricular club brings students, interested in allied health care careers, together to engage in activities that encourage personal growth, leadership skills, and health care awareness

HOSA provides a means for members to develop leadership skills through planning and implementing programs that give students knowledge of health care issues and concerns and encourage them to promote wellness within the home, school, and community, as well as participating in a variety of charitable events.

Members collect food and clothes for families at Thanksgiving and Christmas. They raise money for student scholarships and to attend the annual State Leadership Conference. They compete in events locally and on the state level.

The national organization was founded in 1979, and the Virginia Chapter of HOSA was established in March 1979. Currently there are local, state, and national organizations. NTC is consistently recognized for having the largest membership.

## **VACATION AND HOLIDAYS**

Vacation is scheduled from mid-June through July. During the regular school year, students enjoy the same holiday schedule as students in Norfolk Public Schools. Students who elect to be away from school during normal educational periods are subject to the attendance policy.

## **VISITORS**

Visitors to NTC must first go to the Administration Office to receive a visitors badge. Visitors are not allowed in the classroom without permission. Students are not to bring children into classes with them or to permit children to wander unsupervised in the building.

## **INCLEMENT WEATHER**

In the event of inclement weather or an emergency, all students must follow the appropriate plan of instruction announced by certain radio and TV stations, Channel 47, and the NPS web site, [www.nps.k12.va.us](http://www.nps.k12.va.us).

- "Norfolk Public Schools Closed on (day of week)." This means that schools are closed to all
- pupils and employees. Students do not report to class or clinical, even if "essential personnel" or

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- "12 month employees" are required to report.
- "Norfolk Public Schools - (# of hours) delay". This means that schools will open (# of hours) later than normal opening time. School buses will run (# of hours) later than normal. Breakfast will not be served. Schools will be dismissed at the normal time.
- When schools are closed due to inclement weather, all activities, extracurricular activities, and evening programs are cancelled.

## WITHDRAWAL

**No show** is defined as "failure to register for the period of enrollment for which the student was accepted."

**Withdrawal** is defined as "a request to drop out or leave the course/program prior to 80% of the published time for the course."

The withdrawal date is determined to be the:

- date the student officially withdraws or is dismissed, or
- the third absence, without notification, after the last recorded date of attendance by the student (as documented by the course instructor) in the case of a student who unofficially withdraws or otherwise fails to complete the program.
- Basis for the return of Title IV funds

A student who intends to withdraw from the school is one who has no intention of returning to the school in the current school year. He/she should submit a written letter of resignation and meet with the Program Leader for an exit interview. At that interview, the Program Leader will discuss with the student and document for his/her record data pertinent to the withdrawal and options related to readmission. An interview with the Financial Aid Officer will be scheduled, if appropriate. No academic credit is awarded and the transcript will reflect a "W". Courses dropped after 80% of the published time for the course will result in a grade of "F" for the course. Students are encouraged to seek assistance from the NTC Counselor, course instructor, program faculty, mentor, or Program Leader prior to withdrawing.

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The following obligations must be completed at the time of withdrawal:

- return all borrowed materials to the media center and pay all fines.
- return CSPN/NTC and hospital ID Badges to CSPN Secretary.
- meet with Program Leader to determine academic and clinical status, review options, return school property, and finalize any financial obligations. The Program Leader will notify NTC administration and an agency providing financial aid (if applicable) of the student's withdrawal.

The US Dept. of Education mandates a school to calculate the amount of Title IV funds it must return when a student receiving those funds leaves the program prematurely. If a student leaves before 60% of an award period has been completed, the school must calculate the percentage of the unearned Title IV money that must be returned and the student is responsible for returning that money.

A final transcript will not be available until all obligations are satisfied. The student receives a "W" on his/her transcript if he/she withdraws.

Should a student decide to reapply, he/she must follow the readmission policy and meet the current admission requirement.

## **EMPLOYER EVALUATION**

CSPN recognizes the importance of systematic evaluation of its courses, graduates, and program. Students are asked to evaluate each course at its completion and the program both at graduation and at one year following graduation. At graduation, students are asked to give their permission for CSPN to contact their employer at the end of a year for an evaluation of their performance as an entry-level practitioner. It is explained that 6 months following graduation, each graduate's employer will receive a survey to be completed and returned that addresses questions related to their preparation for work, and evaluation of their performance. Information received is analyzed and trended by the faculty for program improvement.



# » General Information

## GENERAL INFORMATION

**Central School  
of Practical Nursing (CSPN)**

**CSPN Program Leader**  
Guia Caliwagan, EdS, MAN, RN

**Instructors**  
Nadia Wright, MSN, RN  
Amelita Villarete, BSN, RN

**CSPN Clerical Support**  
Sonya Fleetwood

**Norfolk Technical Center (NTC)**  
1330 N. Military Highway  
Norfolk, VA 23502  
(757) 892-3300  
(757) 892-3305 – fax

Dr. Brandon Bell, PhD.  
**NTC Site Coordinator**

**Norfolk Public Schools (NPS)**  
800 E. City Hall Avenue  
Norfolk, VA 23510  
Phone: 757-670-3945

Dr. Sharon Byrdsong, EdD.  
**NPS Superintendent**

Dr. James Pohl, PhD.  
**NPS Chief Academic Officer**

Kenyetta Goshen  
**Senior Director  
Career and Technical Education & Adult  
Education Services**



**Norfolk Public Schools**  
The cornerstone of a proudly diverse community



**Central School of  
Practical Nursing**



**NORFOLK TECHNICAL CENTER**  
Preparing Globally Competitive Students for College, Careers and Life

# » General Information

## **ACCREDITING AGENCIES:**

### **Accreditation Commission for Education in Nursing**

3390 Peachtree Road, NE, Suite 1400  
Atlanta, Georgia 30326  
(404) 975-5000

### **Virginia Board of Nursing**

9960 Mayland Drive, Suite 300  
Richmond, VA 23233-1463  
(804) 367-4515  
[www.dhp.virginia.gov](http://www.dhp.virginia.gov)

### **State Council of Higher Education for Virginia (SCHEV)**

101 N. 14<sup>th</sup> St., James Monroe Building, 10<sup>th</sup> floor  
Richmond, VA 23210  
(804) 225-2600 email: [communications@schev.edu](mailto:communications@schev.edu)  
SCHEV has certified CSPN to operate in Virginia since June 2015

### **Va. Department of Education**

P. O. Box 2120  
Richmond, VA 23218-2120  
(804) 371-2471

### **U.S. Department of Education**

400 Maryland Ave., SW  
Washington, DC 20202  
(800) 872-5327



# » CSPN Transfer Credit Policy

a) All non-nursing courses will be evaluated for credit

b) Transfer students seeking entrance and application must see the Nursing Academic Advisor during early academic advisement.

c) Students who receive transfer credit in one or more of the required prerequisite courses have the option to request one time only during the first semester of enrollment the removal of transfer credits in one or more of the required prerequisite courses. Students must first see the Nursing Program Director in the Nursing department to be advised regarding the current grade point average (GPA) in the required prerequisite courses for entrance into the nursing program.

d) Transfer students are held to the same criteria as all other students applying to the Nursing Program. Thus, the inclusion of grades earned in the required prerequisite courses ensures equal standing among all students applying for admission into Nursing Program and course description. Students who are requesting credit to be applied to the Nursing curriculum must also submit transcripts from former colleges to the Program Director in the Department of Nursing.

e) A grade of "D" is not transferable into the Nursing Program.

## **Grievance Policy:**

The Virginia State Approving Agency (SAA), is the approving authority of education and training programs for Virginia. That office will investigate complaints of GI Bill® beneficiaries. While most complaints should initially follow the school grievance policy, if the situation cannot be resolved at the school, the beneficiary should contact the SAA office via email [saa@dvs.virginia.gov](mailto:saa@dvs.virginia.gov)