Mineral County Technical Center

About the Practical Nursing Program

Thank you for your interest in our practical nursing program.
Please read this document carefully before applying to the program.

GENERAL INFORMATION

Mineral County Technical Center's Practical Nursing is operated by the Mineral County Technical Center as an Adult Preparatory Program and is funded by the Bureau of Adult and Technical Education of the West Virginia Department of Education. The program is a comprehensive 12-month course of instruction in practical nursing accredited by the West Virginia State Board of Examiners for Licensed Practical Nurses and the Council on Occupational Education.

Students receive classroom and clinical instruction in a variety of settings. The school is affiliated with area hospitals, nursing homes, and other healthcare facilities. These agencies are an integral part of the educational program, with more than half of the program hours spent in these locations. Students provide their own transportation to school and to the clinical sites.

Each January, a class of 25 students is admitted. Applications are accepted May 1 through July 31. Applicants must have a high school diploma or GED/TASC, are required to take a pre-admission examination, and must be interviewed by faculty. Once accepted into the program students will take mandatory PreLPN coursework in academic success and mathematics. This coursework is offered online through our Adult Education Instructor over a 10-week period (from late September to early December) at no additional cost to accepted students.

It is recommended, particularly for students currently attending high school, to take the following courses: anatomy and physiology, chemistry, nutrition, advanced math, and any health science courses.

MISSION

The mission of the Mineral County Technical Center is to serve secondary, adult, and postsecondary students, including all special populations, in Mineral County and the immediate areas, in order to provide the necessary career and life skills for the workforce and educational demands of a changing society.

ACCREDITATION

The Mineral County Technical Center's Practical Nursing program is approved and supported by the:

Mineral County Board of Education
Mineral County Technical Center Practical Nursing Advisory Committee
West Virginia Board of Licensed Practical Nurses
West Virginia Department of Education

The Mineral County Technical Center is accredited by the:

Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, Georgia 30350
(800) 917 – 2081 or (770) 396 – 3898
www.council.org

TERMINAL OBJECTIVES

Upon completion of the Practical Nursing Program, the graduate will:

1. Assess basic physical, emotional, spiritual, and cultural needs of the client.
2. Collect data from available resources, including client, family, health care records, health care team members, established protocols, and guidelines.
3. Utilize information technology in client care.
4. Document collected data accurately and concisely.
5. Utilize effective communication as a member of an interdisciplinary team in reporting and recording observations to appropriate health care professional.
6. Safeguard the client's and his family's rights to dignity and privacy.
7. Utilize knowledge of normal values and to identify/intervene to control deviations in health status.
8. Assist the client and significant others in the normal expected stages of growth and development from conception through advanced old age.
9. Provide safe and effective client care and comfort, according to accepted standards of nursing practice, including but not limited to client education, appropriateness of health care provider's orders, environment, acknowledgement and documentation of practice error, equipment, security alerts, and immunizations.
10. Provide evidence-based care to clients with acute, chronic, or life-threatening physical problems and/or mental illness, collaborating with health care team members to coordinate
    delivery of nursing care.
11. Make clinical decisions using knowledge of norms and data from various sources, and, if necessary, in collaboration with clinical supervisor.
12. Facilitate the client's ability to cope, adapt, and/or problem solve situations related to illness or stressful events.
13. Administer medications, according to current standard of practice including safety checks and evaluation of client's response to medication.

14. Contribute to the development and/or update of the client plan of care utilizing established nursing diagnoses for clients with common, well-defined health problems.
15. Prioritize nursing care needs of client.
16. Recognize the client's potential and initiate preventive measures for complications related to treatments, procedures, or existing conditions.
17. Modify nursing approach based on evaluation of client's response.
18. Supervise and evaluate activities of assistive personnel.
19. Respond to the unsafe practice of a health care provider by following regulation/policy for reporting specific issues.
20. Instruct client, based on client's needs and nurse's level of knowledge, about health promoting and disease preventive practices, and early detection of health problems.
21. Comply with the scope of practice as outlined in the West Virginia State Board of Examiners for Licensed Practical Nurses Law and Rules.
22. Describe the role of the Licensed Practical Nurse in the health care delivery system.
23. Demonstrate responsibility for continuous personal and professional growth and education.
24. Recognize personal potential and consider career mobility options.
25. Demonstrate the ability to evaluate self for the purpose of improving work performance.
26. Demonstrate professional standards in dress, behavior, language, and attitude.
27. Subscribe to the essential components of the nurse's code of ethics.
28. Function as an advocate for the health care consumer.

PHILOSOPHY

Man is a complex integrated whole with biological, psychosocial, and spiritual needs. Man's behavior is a result of his interactions with his environment and is representative of his needs.
Man is a finite being with varying capacities to function in society. He is a unique individual who has defined systems of daily living that reflect his values, cultures, motives, and lifestyles. Additionally, each individual has the right to make decisions regarding his/her health care needs and to participate in meeting those needs. The profession of nursing makes a unique contribution in helping clients, families, and groups achieve an optimal level of health in a variety of settings.

"Health is a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity" (WHO, 1971). Health is described as a dynamic continuum, with wellness being the highest level of functioning relative to the individual's internal and external environment. Illness is an individual state in which one's ability to function is recognized as impaired.

Nursing is both an art and a science, founded on a professional body of knowledge that integrates concepts from liberal arts and biological, physical, psychological, and social sciences. It is a learned profession based on an understanding of the human condition

across the life span and the relationship of an individual with others and within the environment. Nursing is a dynamic, continually evolving discipline that employs critical thinking to integrate increasingly complex knowledge, skills, technologies, and client care activities into evidence-based nursing practice. The goal of nursing for client care is preventing illness; promoting comfort; protecting, promoting, and restoring health; and promoting dignity in dying.

The Licensed Practical Nurse is an integral member of the interdisciplinary health care team. The practical nurse uses "specialized knowledge and skills which meet the health care needs of people in a variety of settings under the direction of qualified health professionals" (NFLPN, 2003). The practical nurse uses the nursing process to collect and organize relevant health care data, assists in the identification of health needs/problems throughout the client's life span, and contributes to the interdisciplinary team in a variety of settings. The entry-level practical nurse demonstrates the essential competencies needed to care for clients with commonly occurring health problems that have predictable outcomes. "Professional behaviors, within the scope of nursing practice for a practical nurse, are characterized by adherence to standards of care, accountability of one's own actions and behavior, and use of legal and ethical principles in nursing practice" (NAPNES, 2007).

Practical nurse education recognizes the need for trained and competent individuals. The program of instruction is designed to assist the student in acquiring the skills to administer evidence-based nursing care to individuals, families, and communities. Individualized patient care is emphasized to encourage the development of knowledge, attitudes, and skills essential to nursing.

Faculty view learning as a process of knowledge acquisition attained through exposure to multiple stimuli, occurring at any time and place and leading to changes in knowledge, behavior, and attitude. Learning is a continuous process that spans a lifetime. As one ages and matures, that person's ability to grasp ideas from his environment changes. Learning can occur as a result of a deliberate effort or unconsciously in a formal or informal setting. The ability, readiness, motivation, and responsibility to learn are seen as characteristics of the adult learner.

The outcome of education is a change in behavior. The process of education is the provision of experience within a positive learning atmosphere. The Practical Nursing exists to educate students of any age, color, sex, race, creed, or marital status, who meet the admission criteria. The curriculum is constructed on basic principles and developed through guided clinical experiences. Such principles and experiences should proceed from known to unknown, simple to complex, and normal to abnormal. Graduates of this program are eligible to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN) and may apply for endorsement to practice in other states. The graduate realizes continuing education is essential to adapt to the changing patterns of health care.

ELIGIBILITY REQUIREMENTS

1. Age 18 or older
2. High school diploma (from a state-accredited school) or GED/TASC
3. Successful completion of the pre-admission examination
4. Stable physical and mental health
5. Sincere interest in providing health care

EDUCATIONAL REQUIREMENTS

1. Applicants must have a recognized (accredited/state-approved) high school diploma, or results of the General Education Development (GED) Test/Test Assessing Secondary Completion (TASC) showing satisfactory performance.
2. Applicant must obtain a 60 in both Math & Reading on the TEAS exam to pass the preadmission exam.
3. Official transcripts from secondary and postsecondary schools attended must be on file in the school office. High school diploma and/or GED/TASC results will be verified as needed.

HEALTH REQUIREMENTS

1. Immunizations as recommended by the Mineral County Health Department Medical Director: two-step PPD test, Tetanus and Diphtheria vaccine/Tdap, MMR, Varicella, Hepatitis B. Influenza vaccine upon admission is also required. The student will be required to have a second influenza vaccine in September/October while enrolled in the program.
2. Pre-entrance dental examination and clearance by family dentist.
3. Pre-entrance physical examination and clearance by a healthcare provider.

ADMISSION PROCEDURE

1. Interested persons obtain application by contacting or visiting school.
2. Applicant registers for the pre-admission examination. The cost of this exam is $85.00.
3. Applicant takes the pre-admission examination.
4. When the pre-admission test results are returned:

a. Applicant who did not make acceptable score is notified.

b. Applicant with satisfactory score is notified and an interview is scheduled.

5. Applicant makes an appointment for an interview.
6. Applicant has three professional reference forms and official high school/GED/TASC and college transcripts mailed to the school.
   Note: Three professional reference forms must be provided to the school prior to the interview. Persons completing references must not be related to the

applicant. Appropriate individuals to complete these reference forms include teachers and/or employers.

7. Applicant interviews with the coordinator or member of faculty. Please note: If the applicant is a no call/no show for the interview appointment, the applicant will not be interviewed for that year. The school does not send reminders; it is the applicant's responsibility to accurately and carefully document the date and time of his/her interview.
8. Selection committee evaluates the applicant's record.
9. Applicant is notified of the decision of the selection committee.
10. Applicant writes and submits a letter of intention to the coordinator with payment of $100.00 fee to hold seat in class. This payment is non-refundable and is applied as payment toward the student's tuition.
11. Applicant recommended for admission completes prerequisite coursework at the Technical Center.
12. Applicant recommended for admission will receive the following forms:
    a. History and Physical Examination – requires the following diagnostic tests: Complete Blood Count, RPR, Urine Drug Screen testing, immunity titers, and any other tests or x-rays that may be necessary to clear health status. The exam is to be completed by the applicant's primary care provider and must be returned by the date requested by the school.
    b. Immunization/Titers form – to be completed by the applicant's primary care provider and must be returned by the date requested by the school.
    c. Dental record – to be completed by the applicant's dentist and must be returned by the date requested by the school.
13. Applicant will complete fingerprints and background check form and submit payment to WV Cares, by the deadline.
14. Applicant submits completed:
    a. Physical Examination Form, which states applicant is physically and emotionally able to participate in all classroom and clinical experiences;
    b. Immunizations/Titers Form, which indicates that immunizations are up to date/titers are positive; and
    c. Dental Form, which indicates that dental health is satisfactory or that repairs are scheduled.
15. Acceptance into the program is contingent upon documentation of physical/immunization/dental requirements, the results of the criminal background checks, and successful completion of the practical nursing-prep course.
16. Applicant attends orientation meeting.

DRUG TESTING POLICY

Criteria for Admission

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

Any individual who is on methadone/buprenorphine/other dependence maintenance treatment must disclose this to the coordinator of the program at the time of application. This individual will be instructed to contact the LPN Board office to discuss implications of participation in methadone/buprenorphine/other dependence maintenance treatment on enrollment and progression through the practical nursing program, as well as implications with regards to disciplinary action by the Board at the time the individual may request licensure by examination. Factors to be considered with regards to the individual's acceptance into the program include, but are not limited to, the nature of the drug dependence which led to the methadone/buprenorphine/other dependence maintenance treatment, length of time receiving the methadone/buprenorphine/other dependence maintenance treatment, stage of methadone/buprenorphine/other dependence maintenance treatment, acceptance of the individual by clinical agencies for clinical experience, and medical opinion of the individual's treating physician with regards to his/her ability to function in the capacity of a student practical nurse.

Drug Testing Following Admission

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

In addition, the faculty or administration of the practical nursing program has the right to request the student to submit to testing if reasonable cause exists. The student shall agree to submit to drug and alcohol screen testing to determine whether alcohol, any controlled substances, or substances which are mood altering in any way are present in his/her blood and/or urine. Said testing shall be performed as soon as possible following proper chain of custody procedures. Testing pursuant to probable cause shall be at the expense of the student. Failure to submit to such a reasonable request shall be prima facie evidence of the presence of the aforementioned substances, and shall be grounds for immediate dismissal from the practical nursing program.

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

Any student who utilizes a non-prescription substance which may contain alcohol, cause drowsiness, or in any way impair their ability to perform nursing functions safely shall inform the coordinator or her designee on any instructional day on which the substance is utilized, and prior to the student's submission to any drug/alcohol screen which may be requested in accordance with the above policies. At no time shall the student engage in direct patient care if the ability to perform nursing functions is impaired as determined by the coordinator or her designee following the use of a non-prescription substance.

Any student on methadone/buprenorphine/other dependence maintenance treatment shall agree to monthly drug and alcohol screening at their expense. Any drug screening on the student, whether at the time of admission or after enrollment in the nursing program, shall specifically test for methadone/buprenorphine/other dependence maintenance treatment and differentiate any positive results for opiates and other substances. Further, the student on methadone/buprenorphine/other dependence maintenance treatment must have his/her treating physician submit a written statement to the program coordinator on a monthly basis verifying the student's compliance with the methadone/buprenorphine/other dependence maintenance treatment and ability to function safely as a practical nursing student. Any individual on methadone/buprenorphine/other dependence maintenance treatment will submit results of any drug screening conducted by the individual's treating physician to the coordinator of the practical nursing program. Any evidence of non-compliance with treatment and/or a drug screen which is positive for any substance other than the methadone/buprenorphine/other dependence maintenance treatment for which the individual has no valid prescription and has not declared prior to the drug screen shall be grounds for immediate dismissal from the nursing program.

Receipt of results indicating the presence of any amount of any substance for which the student has no legal, valid prescription or for a non-prescription substance not declared prior to the drug/alcohol screening shall be grounds for immediate dismissal from the practical nursing program.

Procedure:

Note: If the student fails to submit to random or probable cause urine testing, their actions will be considered insubordination and reason for immediate dismissal from program.

1. The student will be notified of his/her selection.

2. The student will declare, in writing, all medicated substances that he/she has put in or on his/her body within the past month.

3. The student will be directed to the testing area.

4. The student will be given the collection kit for the drug screen and will submit the urine sample as directed.

5. Any test results positive for a substance or with an abnormal temperature, pH, urine creatinine, or specific gravity, will be retested by the lab and may be cause for the student to submit to a repeat drug screen test immediately.

In the event that the student is unable to produce a urine sample while the collector is at the school and the collector is not able to wait or return to the school later that day, the student will immediately be accompanied by a faculty member to Potomac Valley Hospital: WVU Medicine for testing. For this testing, the student will register and be seen through the emergency department to receive urine drug screening, and will do so at the expense of the student. Refusal to do so will be considered grounds for immediate dismissal from the nursing program

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COST OF THE PROGRAM AND REFUND POLICY

Students are responsible for their own living and transportation arrangements and costs. The total cost of the program is $7000.00 (see *Current Tuition and Fees* for itemization of costs) and is due in full on or before the first day of classes. Tuition, fees, and other costs shall be refunded on a prorated basis. A refund is calculated when a student withdraws/is withdrawn/is dismissed from the program. The student's charges are adjusted based on hours completed (see below). If a student withdraws before the first day of class, all fees will be returned to the student. The refund procedure is as follows:

Hours Attended	Refund Rate
Start – 60 Hours	90%
60 – 120 Hours	50%
Thereafter	No Refund

Note: The following items are not refundable and are not calculated in the refund rate:

1. Administrative costs/curriculum development
2. Uniforms (these become the property of the student on the first day of class)
3. Textbooks/Laptop, lab supplies, and supplies (these become the property of the student on the first day of class)

NOTE: Any money owed to Federal Pell Grant will be returned first, before any refund is given to any other agency or the student.

FINANCIAL AID

1. Pell Grant: Available to those who meet income and attendance criteria; apply at fafsa.gov
2. WorkForce West Virginia: Available to those who meet criteria set up by the agency.
3. Western Maryland Consortium: Available to those who meet criteria set up by the agency.
4. Veteran's Administration: Available to those who meet criteria set up by the agency.
5. Division of Rehabilitation Services: Available to those who meet criteria set up by the agency.

Note: The Mineral County Technical Center does not participate with guaranteed student loan or Stafford loan programs.

SUBJECTS COMPRISING THE PRACTICAL NURSING PROGRAM

Fundamentals of Nursing
Students learn the technical procedures used in direct patient care. The course is designed to progress from simple to complex and to enable students to understand the rationale for various procedures and treatments. Students are introduced to the nursing process as a method of problem solving and delivery of client care. Students apply knowledge of skills and related principles in administration of treatments and procedures encountered in the healthcare setting, within the scope of practical nursing.

Anatomy
Students study the structures of the body and their functions. The basic organization of the body is first presented; then each system is discussed, examining the normal function of each organ. Students will demonstrate their understanding of anatomy during the delivery of care, including the administration of medication.

Growth & Development (Theory Integrated into Fundamentals, OB, & Peds)
Students learn the basic concepts of growth and development of an individual from infancy through adulthood. Emphasis is placed upon basic needs of the family and the individual developmental tasks. Information is presented for specific age groups. Students apply the theoretical concepts during the assessment and care of patients.

Nutrition
Students learn the foundations of nutrition. Topics explored and explained include national health care goals; the functions and sources of nutrients, minerals, and vitamins; energy balance; digestion and metabolism; food supply; and eating disorders. Students demonstrate their knowledge of basic nutritional requirements to maintain health during patient care and patient teaching.

Pharmacology
Students study medications and their safe administration to patients. Aspects of drug administration included in the course are basic terminology associated with pharmacology, calculation of dosages, basic classifications of drugs, their therapeutic use, common adverse effects and precautions related to their administration. Students demonstrate their ability to safely and accurately administer medications to patients in various clinical settings.

Social Concepts of Nursing
This course assists students in becoming members of the nursing team by providing them with a definition of nursing; basic history of nursing; an understanding of the needs of an individual when ill and well; and the ethical and legal responsibilities of the Licensed Practical Nurse. This course also aids students in the transition to graduate nurses by enhancing self-understanding, clarifying dynamics of the health professional-patient relationship, and developing awareness of the larger societal and healthcare context in which the relationship takes place. Concepts of professionalism, communication, delegation, leadership, organization, time management, and critical thinking are emphasized.

Medical-Surgical Nursing
Students study common diseases and disorders of the adult, including symptoms of illness and methods of diagnosis, treatment, and prevention. The content is presented according to bodily systems and taught through lecture, discussion, audiovisuals, case studies, demonstration, and supervised live and virtual clinical experiences. Emphasis is placed on meeting needs of individual patients as determined by the nursing process and patient teaching. Students must perform basic nursing procedures with 100% accuracy. Students will develop nursing care plans based on individual patient needs and complete medication summaries to learn about commonly administered medications. Students demonstrate their comprehension of classroom theory by performing appropriate nursing assessments, identifying common signs and symptoms, identifying patient problems associated with assigned patient's diagnosis, delivering and documenting appropriate care, and patient teaching.

Obstetrics
Students learn the physiological and emotional aspects of pregnancy, including physical development of the fetus, importance of prenatal care, complications of pregnancy, progression of labor, delivery of infant, and care of the newborn. Students apply this knowledge by assisting with the admission of a patient in active labor and providing emotional and physical support to the patient utilizing techniques discussed in class; using various monitors to track fetal heart tones and time uterine contractions; and observing vaginal and/or cesarean deliveries. Students provide care for post-partum patients, which includes performing assessments, monitoring for complications, and assisting parents with infant care with the use of teaching films. Students provide and document care of a newborn, including assessment of vital signs and feeding.

Pediatrics
Students learn the symptoms, diagnosis, and treatment of diseases and disorders that commonly occur in children. Students are taught the care of young patients based on

the nursing process. The information is presented through lecture and discussion, audiovisuals, case studies, demonstrations, and live and virtual clinical experiences. Students develop plans of care based on individual patient needs and complete medication summaries to assist in their learning about medications commonly administered to children. Students also learn to calculate safe dosages of medications for children. Students demonstrate their comprehension of classroom theory by performing nursing assessments, identifying signs and symptoms and patient problems commonly associated with the assigned patient's medical diagnosis, delivering and documenting appropriate care, and patient/parent teaching.

Behavioral Health

Students study the behavior exhibited by persons on the continuum of mental health and illness, including personality development and adjustment to society. This course provides students with knowledge of principles of mental hygiene and the opportunity for students to better manage stress and understand their behavior and that of others. Students are familiarized with community agencies that provide support and/or therapy for those with mental illness and their families. Students interact with and observe the behaviors of clients with various behavioral health disorders, including substance abuse. Students attend and participate in various group activities and patient-focused meetings in inpatient and outpatient settings.

Geriatric Nursing (Theory Integrated into Fundamentals, Medical-Surgical Nursing, & Social Concepts of Nursing)

Students are introduced to the aging process. The course begins with an overview of the aging population and age-related disorders. Students discuss the adjustment of the gerian to degenerative changes, nursing home placement, and alternatives to placement in long-term care facilities. Concepts relevant to ethical and legal responsibilities, pathophysiology, nutrition, pharmacology, and psychosocial development are emphasized. Students are assigned to two clients (one in a skilled nursing facility and the other living at home), and are expected to work with the clients to collect a thorough medical history and physical examination, including a psychosocial life history. In addition, students complete other assessments including pressure ulcer risk, discharge planning risk, and functional screening.

FOR MORE INFORMATION

Stop in or write to us…
Mineral County Technical Center
Practical Nursing Program
981 Harley O. Staggers Sr. Drive
Keyser, West Virginia 26726

Call or fax us…
Phone (304) 788 – 4240, ext. 4 or 5
Fax (304) 788 – 4243

Check out our website…
http://boe.mine.k12.wv.us/o/mctc/page/practical-nursing-program

Email our secretary…
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MCTC
Practical Nursing

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