



## School of Practical Nursing

### Handbook

2011-2012

This booklet has been prepared to serve as a guide for the proper operation of the school. Each instructor and all students are required to be thoroughly familiar with the contents and retain this handbook for future reference. In the event of questions or problems, do not hesitate to contact the program coordinator.

Joseph J. Johnson  
Executive Director

Kathleen Whitehead, RN, BSN, MHSM  
Nursing Education Coordinator

Peter Mercier  
Adult Education Director

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## **I. INTRODUCTION:**

New Horizons Regional Education Centers is a comprehensive, regional, educational institution serving the localities of Gloucester, Hampton, Newport News, Poquoson, Williamsburg, James City County and York County. The Center includes career and technical programs, the Governor's School for Science and Technology, and special education programs and services. The Center has three campuses - 520 Butler Farm Road in Hampton, 13400 Woodside Lane in Newport News, and The Center for Autism at 1501 Kiln Creek Parkway in Newport News.

The Center has 30 full-time teachers working with more than 900 students.

New Horizons Regional Education Centers additionally facilitates the Center for Apprentice and Adult Training, apprenticeship programs sponsored by the Community College System and the Virginia Department of Labor and Industry, as well as community interest night classes for adults. In addition, special courses are provided to apprentices and other adults as needed. Total enrollment for courses offered in these two programs is approximately 1,200 people annually. The Center has up to 58 part time instructors working with these students.

The New Horizons Regional Education Center does not discriminate in admission to, or access to, or treatment or employment in, its education programs, services, or activities based on race, color, national origin, sex, disability, or age in accordance with state and federal laws. Alternate forms of this document are available upon request.

## **II. HISTORY:**

In the early summer of 1951, the Board of Trustees at Dixie Hospital announced the implementation of an adult level program for the training of African/American women in the vocation of licensed practical nursing. This action was based on the recommendation that the demand for professional nurses exceeded the supply and it was in furtherance of the Hospital's policy of providing the best possible nursing service to the community.

At the time of inception, there were only six schools for practical nursing in the State and only Saint Phillips School at the Medical College of Virginia operated for the training of African/American practical nurses. With its record of more than sixty successful years of training African/American women for professional nursing, the Hampton Training School for Nurses was anxious to be among the first to offer the one year practical nursing course to qualified African/American women of the area. After many hours of planning, the proposed practical nurse education program was presented to the Virginia State Board of Nurse Examiners for approval and on July 21, 1952, the first class was admitted. The course was a one year program and both theory and clinical experience was received in the Hospital with the students maintaining residence in the dormitory.

In 1956, the Hospital and the community were becoming aware of the value of these nurses and the contributions that they were making in the health field. In July 1956, a request was submitted to the Virginia State Board of Nurse Examiners and permission was granted to admit two classes per year to accommodate both Caucasian and African/American students. The first Caucasian graduates received their diplomas on September 11, 1957.

Plans were initiated in the same year to develop a cooperative program with the Hampton City School Board which would offer high school students, in their senior year, practical nursing theory as part of the high school curriculum. Nine months clinical experiences would be obtained at the Hospital following graduation, making this an eighteen-month course. The supervision of the program was to be the responsibility of the Vocational Education Division of the State Board of Education and the Virginia State Board of Nurse Examiners. The Director of Nursing Service at Dixie Hospital was to act as Director of the school under the above named organization. The school was to be called the Hampton City Board and Dixie Hospital School of Practical Nursing.

The Practical Nursing School was moved to the Virginia Peninsula Vocational Technical Education Center in the Fall of 1969. The School was to be called the Peninsula Vocational-Technical Education Center and Dixie Hospital School of Practical Nursing. The School became a regional center at that time serving Hampton, Newport News, Williamsburg, York County, and James City County. On September 16, 1970, all parties agreed to transfer the financial and control responsibilities for the Practical Nursing School at Dixie Hospital to the Virginia Peninsula Vocational Technical School so that the entire program would be under the same supervision. In July of 1973, Dixie Hospital's name was changed to Hampton General and the nursing school name was changed to the Peninsula School of Practical Nursing in 1974.

In the Spring of 1985, the Virginia Peninsula Vocational Technical Education Center's name was changed to New Horizons Technical Center. A new campus was under construction and in May of 1986 the program was relocated to the new campus.

The Nursing program was granted initial accreditation in 1985 for a period of eight (8) years by the National League for Nursing. The program was very proud to become the fifth Practical Nursing School to become accredited in the State of Virginia. The school is also approved by the Commonwealth of Virginia Department of Health Regulatory Board of Nursing.

The school year 1985-86 was a banner year for high school senior student enrollment. The increased enrollment reduced the number of adult admissions. Because of the increase of high school student enrollment and the nurse shortage on the Peninsula, the Board of Nursing granted the school permission to extend its program for adults. August 3, 1987 was the admission of the first class for the school's extension program.

In May 1992 the New Horizons Technical Center Nursing Faculty voted to change the Nursing School name to New Horizons Technical Center School of Practical Nursing. The change became effective upon acceptance by the National League of Nursing and State Board of Nursing in the Commonwealth of Virginia. In 1993, New Horizons Technical Center's name was changed to New Horizons Regional Education Center. During school year 1993-1994 the program name was changed to the present day name: New Horizons Regional Education Center School of Practical Nursing.

New Horizons Regional Education Center School of Practical Nursing meets the standards by the Virginia Department of Education and has conditional approval by the Virginia Board of Nursing. The average National Council Licensure Examination (NCLEX) pass rate for the past five years has been sixty-nine percent.

#### The New Horizons Regional Education Center School of Practical Nursing

- ❖ is an approved Veterans Administration training program.
- ❖ articulates with Thomas Nelson Community College, Tidewater Community College and Norfolk State University.
- ❖ As a licensed practical nurse, the student can enter the LPN to RN program upon meeting the schools admission and prerequisite requirements.

The Directors of the Nursing School have been:

1. Mrs. Lula West, R.N.	1953-54
2. Mrs. Ruth S. Bonning, R.N.	1954-56
3. Mrs. Dorothy M. DeGuts, R.N.	1957
4. Mrs. A. Lucille Tisdale, R.N.	1958
5. Mrs. Mary M. Langley, R.N.	1958-60
6. Mrs. Edna Lee, R.N.	1961-67
7. Mrs. Nina Ogle, R.N.	1968-72
8. Mrs. Dora M. Colaizz, R.N.	1972-73
9. Mrs. Nina Ogle, R.N., M.A.	1973-77
10. Mrs. Mary S. Armstead, R.N., M.A.	1977-98
11. Suzanne K. Bolt, R.N., M.A.	1998-1999
12. Denese A. Gillis, MA, MSN, RN	2000-2010

### 13III. MISSION OF SCHOOL OF NURSING

In keeping with the mission and philosophy of the parent institution and the practical nursing program philosophy the curriculum is planned to enable the student to develop the necessary competencies for providing patient care under the supervision of the licensed health professional authorized by the Commonwealth of Virginia Board of Health Professions Nursing Division. Upon completion of the practical nursing program, the graduate will be able to:

1. Accept the individual as a unique, bio-psycho-social cultural being, existing as an open system constantly interacting with his/her internal and external system.
2. Apply the nursing process in a variety of health settings to help the individual resolve health related problems under the supervision of legislative qualified health providers.
3. Apply verbal and written communication implementing nursing plans of care in the present and emerging role of the practical nurse.
4. Provide safe and effective nursing care to individuals, families, and groups by applying theoretical knowledge, principles, and psychomotor skills derived from the bio-psycho-social-cultural sciences,

- psychomotor procedure skills, and the legislative laws governing nursing.
5. Promote collaborative interdisciplinary interventions in the practical nursing role as to improve the delivery of health care to diverse individuals in society.
  6. Demonstrate accountability for self-decisions made in nursing interventions and their outcomes with diverse individuals, families, and groups throughout the life cycle.
  7. Evaluate self-learning needs for continuous learning career ladder opportunities to promote self-directed personal and professional satisfaction in life and work settings.
  8. Perform practical nursing functions at entry-level position in a health care setting when the individual seeks assistance in restoring health.

#### **IV. ADMISSIONS:**

The New Horizons Regional Education Centers School of Practical Nursing does not discriminate in admission, access or employment in, its education programs, services, or activities based on race, color, national origin, sex, disability, or age in accordance with state and federal laws. Alternate forms of this document are available upon request

Practical Nursing LEVEL II classes for the 2011-2012 School Year will begin August 8<sup>th</sup> 2011.

##### **A. Admission Requirements/Procedures:**

1. Admission for the 2011 -2012 School year was limited to those students currently enrolled in the program. A letter of intent was provided to all Level I students in good academic standing in March 2011.
2. A letter of acceptance was issued to all students that were in good academic standing in May of 2011.
3. Students with one course failure were admitted on probationary status and counseled by the Program Coordinator.
4. Students with attendance issues were admitted on probationary status and counseled by the Program Coordinator.
5. Students pay \$500.00 non refundable deposit to secure their placement in the class.
6. All health/clinical requirements physical exam, PPD, immunizations and CPR must be completed before Aug 1<sup>st</sup>, students who have not completed these requirements are unable to attend clinical.
7. All students will be required to have American Health Association Healthcare provider CPR and AED certification. This is a requirement standard set by our clinical partners.

##### **B. Re-Admissions:**

For School Year 2011-2012 readmission was limited to students enrolled in Level II during the 2010-2011 school year that require remediation.

##### **C. Refunds:**

Request for tuition refunds must be submitted, by letter, to the Director within seven (7) days of the beginning of class. The letter must include the reason(s) for withdrawing, and have the original receipts for tuition payment attached.

##### **D. Student Records:**

New Horizons Regional Education Center School of Practical Nursing will maintain student records at the Butler Farm Campus. Eligible students may review their own record. Transcripts may be received by submitting a completed transcript request with payment. The transcript request form is available on the NHREC.org web page under the Center for Apprenticeship and Adult Training and in the Adult education office. The phone number for the Adult Education office is 757-766-110.

**E. Student Organizations:**

Health Occupation Students of America Student Activities will include only those approved by the Administration. Membership is optional for adult students.

**V: TUITION AND FEES & CLASS HOURS:**

**A. Annual Tuition and Fees:**

1. School Year-2011 tuition/fees charges for Practical Nursing Level II students

Tuition	\$3,975.00
Activity/Technology Fee	\$ 200.00

\*Textbooks are included tuition

2. The amounts listed below are estimates of additional out of pocket expenses for the practical nursing program.

Uniforms	\$260.00
Transportation	\$400.00
NCLEC and Licensing Expenses	\$370.00
(The VA Licensing fee increased July 2011)	

**TOTAL COST OF ATTENDANCE** \$5,165.00

3. The tuition/fees are approved by the Board of Trustees for the school year being entered.
4. Tuition payments are due **no later** than the dates stated on your payment plan agreement.
5. All tuition payments are made in the Adult Education Office during normal business hours. The hours of operation are 8am-7pm Monday – Thursday and Friday 8am-3pm.. During the summer months the office is closed on Fridays. Payments must be paid by **money order, credit card or cashier's check.**
6. **The student whose payments are not made by the established due dates can be dismissed.** All payments are due in full by Sept 15<sup>th</sup> 2011.

**B. Class Hours:**

**Level II - (2<sup>nd</sup> 9 months)**

Clinical - 7:00 a.m. - 2:00 p.m. or 5:00 p.m. - 10:00 p.m. Mon. & Fri.

Classroom – 8:00 a.m. - 2:00 p.m. or 5:00 p.m. - 10:00 p.m. Tues., Wed. & Thursday

**C. Insurance:**

Students are not covered under Workmen's Compensation; therefore, they are required to have hospitalization insurance or sign a waiver form. This insurance coverage verification form is a requirement of the New Horizons Regional Education Center and is to be documented in student file.

**D. Financial Aid:**

We accept the following financial aid; GI Bill, VA benefits, Scholarships, Employer Tuition Assistance and Peninsula Workforce as well as private scholarships. **It remains the student's responsibility to apply in a timely basis for all financial aid and or scholarships.** Tuition due dates are not adjusted. If your financial aid is not received prior to the tuition payment date, it is your responsibility to make the payment on time. **Questions regarding financial aid information are referred to Adult Education Office.**

**E. General Procedures:**

All New Horizons Regional Education Centers policies and procedures are valid for the School of Practical Nursing Program and apply as appropriate to situations not specifically addressed in this handbook.

**VI. PROGRAM REQUIREMENTS:**

**A. Supplies:**

1. The student will furnish transportation, two prescribed uniforms, scissors, name pins, pen light, a watch with second hand, white hose, white shoes, application fee for licensure to practice as Licensed Practical Nurse in the Commonwealth of Virginia, National Council of Licensure Examination (NCLEX) Fee, passport picture, and capping/graduation expenses
2. The school will provide liability insurance, nursing comprehensive competency testing, graduate cap and graduate school pin.

**B. Grades:**

1. Grading system includes:

<u>Numerical</u>	<u>Letter</u>	<u>Quality Points</u>
94-100	A	4
87-93	B	3
80-86	C	2
79 and below	F	0

2. A student must receive 80% on each competency in Level I in order to continue in good standing and be recommended by the Faculty for promotion to Level II.
3. The Faculty will evaluate the student's performance, technology and employability skill achievements throughout the program and counsel the student on the basis of these evaluations.
4. The Faculty Organization will determine disciplinary actions when a student in Level II fails to meet the objectives of the program in technology, performance and employability skills. The student is to maintain an 80% average in academic performance (written & bookwork) (an 80% average in clinical performance), and an 80% average in employability skills (the student's interaction with classmates, instructors, and employees of the clinical sites) and with completion of the computer based instruction in order to remain in good standing.
6. Promotion from Level I into Level II will be based upon but will not be limited to the following criteria:
  - (a) Graduation from high school;
  - (b) Maintenance of 80% in all courses and competencies in Level I.
  - (c) Meeting the attendance policy criteria of the school.
7. All students must be supervised on each competency until the Instructor feels he/she can perform these duties efficiently, at which time the Instructor will issue the appropriate grade for each competency.
8. Employability -
  - ◆ Exhibit personal skills, such as attendance, time management, and individual responsibility.
  - ◆ Maintain professional conduct and appearance.
  - ◆ Use analytical skills to solve problems and make decisions.
  - ◆ Adapt to changing situations.
  - ◆ Upgrade technology skills as needed. Understand various career options and the preparation required for them.
  - ◆ Anticipate needs of clients and coworkers.

**C. Dismissal:**

The Faculty Organization of the practical nursing program reserves the right to dismiss or recommend the withdrawal of any student in the practical nursing program whose conduct, academic achievement or clinical performance \* makes it inadvisable for the student to remain in the program.

1. Any student who has failed two (2) of the core courses within the Practical Nursing Program will be dismissed,
2. A student may be dismissed if his/her conduct is unprofessional and as such creates/sustains conflicts with patients, classmates and clinical representatives
3. Meetings are held monthly throughout the year to discuss the student's progress.

**D. Withdrawal:**

1. Procedure:
  - (a) Confer with instructor and/or Health Education Department Head.
  - (b) Submit a written resignation.

**E. Probation:**

1. When any test is failed (scoring below 80%) the student will be counseled by the Instructor.
2. Should the student again fail, referral to the Nursing Coordinator will take place for additional counseling and guidance.
3. Failing a course automatically places a student on academic probation and a referral to the Health Education Coordinator is made.
4. Failing a second course results in dismissal

**F. Attendance and Tardies:**

1. The attendance policy outlined in this student handbook will be followed. School absences require that the time be made up to ensure we are meeting the hours listed in the curriculum plan. If you have missed days, it is your responsibility to talk with your instructor regarding the number of absences and make up time required. Remember that tardiness and early departures count against your absences
2. **Anyone arriving after class has begun will be counted tardy. If you leave before class is dismissed, your attendance will be counted as an early departure, which is equal to a tardy. Every three (3) combinations of tardies/early departures count as an absence.**

**Class Hours:**

Level II - (9 months)

Clinical - 7:00 a.m. - 2:00 p.m. or 5:00 p.m. - 10:00 p.m. Mon. & Fri.

Classroom – 8:00 a.m. - 2:00 p.m. or 5:00 p.m. - 10:00 p.m. Tues., Wed. & Thursday

3. No days or hours are to be used for vacation or personal reasons since the program adheres to the holiday policy of New Horizons Regional Education Center.
4. Students will not be permitted absenteeism. We realize there may be illness or emergency situations at times; therefore, we have provided an opportunity for you to make up that time. The following policy has been established to aid your success on the State Boards:
  - a) **All class time missed will be made up at New Horizons Regional Education Center. No more than 5 days per year (9 months) can be missed without approval of the Health Education Coordinator.**

- b) **For every absence you are required to complete four (4) hours of study within that subject matter relating to the missed class. You may not makeup time in advance of an absence. You are required to complete the makeup time within two (2) weeks of the absence. You must have your makeup time documented and verified by an a staff member in Adult Education or Nursing Departments.**
- c) **Completing the required makeup time does not erase an absence. It ensures that each student has met the required number of hours for graduation.**
- d) **If you find it impracticable to make up days absent, you will be terminated from the New Horizons Regional Education Center program**
- e) **Leave of absence will not be granted during the program.**

**G. Course Assignments /Classwork Level II**

- a) **There is no make up for class work, assignments, and quizzes missed due to your absence.** At the discretion of the instructor, assignments will be allowed to be made up in special/unusual circumstances. If assignments are allowed to be made up, they must be turned in the next class period following the day you return to class. It is your responsibility to contact your instructor for make-up assignments. You will receive a Zero (0) for all work you choose not to make up.
- b) Tests and projects missed will be made up on the first day of returning to class. If you miss a test/project, it is your responsibility to inform your instructor of your need to take the test. If you do not take the test on the first day back to class, there will not be another make up opportunity.
- c) You are encouraged to pair with a partner. Class work/information, handouts and homework assignments will only be given out once. It is your responsibility to get any information missed from your classmate(s).
- d) Clinical hours are designated by state regulations. Failure to meet state requirement will result in unsatisfactory clinical grade and course failure. Clinical Absences are not permitted due to clinical facility schedules.

**H. Competencies:**

Each student will be required to maintain and complete a list of competencies required for completion of Level II.

**I. Examinations:**

1. All students will take the Arnett Computer Adaptive Test (CAT) Comprehensive Nursing Examination. These examinations determine your strength in the courses you have completed.
2. Assessment Technologies Institute PN Comprehensive Mastery Series with a passing score of 85% average.
3. Assessment Technologies Institute PN Comprehensive Predictor Exam with a passing score of 90%.
4. These examinations are examples of the National Council Licensure Examination (NCLEX) and provide valuable experience in test taking and allaying fears and anxiety. They are essential to your personal success on the NCLEX exam.

**J. Conduct:**

1. Students will be dismissed from New Horizons Regional Education Center School of Practical Nursing for possession of weapons, drugs, and alcohol.
2. Students will be dismissed for the use of controlled substances in the building, on the grounds, and in the cars.
3. **Students may be dismissed for disruptive behavior, stealing, fighting, obscene behavior, insubordination, gambling, and cheating.**
4. Students may choose to follow the grievance Procedure to appeal decisions

**K. Student Grievance Procedure:**

All students have the right to be heard on any problem arising during their educational process. Student grievances must be submitted in writing.

1. Procedure:
  - a. The student grievances will be in writing on the grievance form or attached to the typed statement from the student. The grievance form will allow for tracking of the issue.
  - b. Individual student problems will be discussed with the instructor and results documented on the grievance form.
  - c. The instructor will note his/her decision in writing.
  - d. If the student did not receive a satisfactory solution in 48 hours, the student grievance will be forwarded to the Health Education Coordinator. The coordinator will have seven (7) working days to resolve the concern.. If the grievance is resolved the process ends. If unresolved is forwarded to the Executive Director.
  - e. The Executive Director has fourteen (14) working days to respond to the student issue. and will confer with the Health Education Coordinator The outcome will be documented in writing.
  - f. The grievance process is exhausted once the decision of the Executive Director is documented.
  - g. No student will be reprimanded or disciplined for using this procedure to solve problems. However, the student is expected to follow the proper steps.

**L. Graduation and Capping**

Commencement and Capping exercises are held for students who have successfully met all academic and clinical requirements listed below by April 27<sup>th</sup> 2012. . The Diploma and School Pin are awarded to the students who are eligible for examination for licensure as practical nurses. Graduation is tentatively scheduled for May 3<sup>rd</sup> 2012.

The following criteria for graduation will be required as a minimum only:

1. Completion of all course requirements by April 27<sup>th</sup>, 2012
2. Scholastic achievement of 80%.
2. Clinical Competency achievement of satisfactory.
3. Employability skills of 80%.
4. **Completion of the Arnett Computer Adaptive Test (CAT) and the required NCLEX Question review as indicated by your instructor.**
5. **85% Average competency on the Mastery Readiness Exams in Level II.**
6. **90% Competency on the Comprehensive Predictor Exam. Failure will result in non-completion of Level II.**

7. Meeting the attendance requirement of the school.
8. **All financial and book responsibilities have been cleared with school.**

**M. Rules and Regulations:**

The Practical Nursing student should remember that he/she is a representative of a large group and his/her conduct reflects upon all other students of Practical Nursing. Therefore, the following regulations have been found necessary.

1. There will be no smoking, gum chewing, eating, or drinking in the classroom, bathroom, or patient area. This is a non smoking campus.
2. Gossiping, loud talking, or profanity is not permitted at any time. Lack of discretion in professional conduct or any gross deviation from acceptable standards of behavior gives cause for disciplinary action.
3. **Practical Nursing students do not gather in groups in any area of the Hospital, including nurses' stations, unless so advised by instructors or team leaders.**
4. Any personality conflicts are to be reported to a member of the Faculty. Examples of conflicts are: arguing with coworkers, arguing in the cafeteria, fighting with classmates, disobeying head nurse, etc.
5. The acceptance of responsibility or performance of a procedure not taught in the classroom or prior to being supervised gives cause for disciplinary action.
6. Do not make personal calls from hospital telephones. Pay phones are available for such calls. You are required to discourage incoming personal calls. **Cellular phones are to be off and out of view.** Emergency calls will be relayed to the student as soon as possible. Emergency calls should be directed to the point of contact designated by your instructor.
7. **The honor system is to be followed at all times. ( Testing, Homework, Care Plans, and Reports) Cheating is grounds for dismissal.**
8. Class schedules and clinical assignments will be given to you by your Instructor.
9. Extreme weather conditions or other causes will be justification for emergency school closings. Decisions from the Center will be the determining factor for the day students in Level II. The decision for Night School students will be made in accordance with established Night School procedure.
10. Loitering in the building or on the grounds will not be permitted.
11. Please eat lunch or dinner in the classroom when at New Horizons, and in the Dining Hall or designated area when on clinical sites.
12. Students are to remain on campus during class
13. **During Clinical you may not leave the Facility without permission from the instructor or program coordinator.**

**N. Fire Drills:**

Virginia State Law requires that fire drills be carried out periodically. You must:

1. Learn the fire drill procedure for your shop, laboratory, or classroom.
2. Participate in every fire drill in a serious manner.
3. Know the correct exit for your part of the building.

**O. Classroom Attire**

Students will wear appropriate clothes/uniforms and foot wear on school grounds. All students are required to wear proper shoes, shirts, pants, dresses and skirts at all times on school grounds.

1. Apparel which advertises glorifies or symbolizes any illegal substances, alcohol or tobacco may not be worn.
2. Tank tops, halter tops or other apparel (including rubber flip flop shoes) specifically designed as beach wear may not be worn. Low cut or revealing blouses/tops are prohibited. In addition, see through/sheer material, tights, leggings worn as outerwear, spandex, bike shorts and sleep wear (including pajamas) are not permitted.
3. Shirts must be worn in an appropriate manner.
4. Sunglasses are not to be worn inside the school building
5. The midriff must be covered at all times.
6. Pants and skirts must be worn so that it is evident they are below hip (pelvic) bone. Skirts and dresses must hang at least to the end of the fingertips, with the hands hanging at the side.
7. Clothing which may be deemed offensive to any culture or group of people is not permitted.
8. Clothing colors or items that may be considered as gang related may not be worn on school ground.

**P. Student Uniform Regulations for Level II Students:**

The student uniform is to be worn with pride and dignity. It is to be worn at appropriate times only. Good taste and pride in personal appearance should be your guide in maintaining your appearance as a student. Student will receive a daily uniform grade. All students are required to wear the prescribed uniform.

1. Full female uniform consists of:
  - (a) Student uniform (white short sleeve dress or pantsuit);
  - (b) White hose or white socks and shoes;
  - (c) Appropriate name pin and identification badge;
  - (d) Wrist watch with second hand; and
  - (e) Scissors, pen, small notebook, pen light, and stethoscope.
2. Full male uniform consists of:
  - (a) Student uniform (white trousers and shirt);
  - (b) White shoes and white socks;
  - (c) Appropriate name pin and identification badge;
  - (d) Wrist watch with second hand; and
  - (e) Scissors, pen, small notebook, pen light, and stethoscope.
3. Use of partial uniform or inappropriate use of uniform is not permitted.
4. School uniform is never used as street wear. Do not wear student caps out of the hospital.
5. Students working in special services where surgical gowns are used will follow Hospital policy regarding their use in the Hospital. The surgical gowns must be left at the hospital at the end of the day.
6. Colored handkerchiefs are not to be used as part of the uniform.
7. Chewing gum is never permitted while in uniform.
8. Clean uniforms and are to be worn at all times.
9. Daily laundering of hose is required and these should be free of runs. Designer hose/socks are not permitted.
10. White shoes should be polished daily with clean white laces worn at all times.

11. Full slips are to be worn with the uniform either white or beige in color.
12. The use of perfume or any preparation that might be offensive to the patient is prohibited.
13. Excessive makeup is not to be used.
14. Nails must be cleaned and short. Soft colored nail polish is permitted. Nails should not exceed 1/8 inch in length. You may not wear acrylic nails.
15. Hair must be clean and neatly arranged. Hair must be worn off the collar of the uniform.
  - (a) Hair must be worn up and off the neck if hair is long.
  - (b) Extreme hair styles are not permitted.
16. No jewelry, other than watch with second hand and wedding ring, is to be worn. If ears are pierced, 1 pair of small gold or white studs may be worn on duty. **Rings in other visible areas are not permitted.** One neck chain may be worn.
17. Tattoos that are visible in uniform must be covered during clinical
18. If a sweater is necessary, a laboratory jacket is to be worn.
19. **Any change of name, phone number or address must be reported by email to the program coordinator @ [kathy.whitehead@nhrec.org](mailto:kathy.whitehead@nhrec.org)**

**Q. General Rules:**

1. Accidents or injuries: Any accident or injuries occurring while you are on duty must be reported to the instructors.
2. The affiliating agency will assign parking areas.
3. A calendar for the clinical area will be given to you.
4. Coffee Breaks: Ten minutes are permitted for coffee breaks if it is convenient to leave your area at that time, and you have the permission of your team leader.
5. Resignation: Any student wishing to resign from the school should submit a letter of resignation to Kathleen Whitehead, 520 Butler Farm Road, Hampton, VA 23666, stating the date, reason for resignation and a forwarding address. Those students resigning or dismissed must turn in identification badge, or any other property belonging to the school to their course instructors.
6. A member of the Faculty must be notified of illness. Do not leave messages with the switchboard operator. These calls should be made to the Nursing instructor.

**R. Use of Elevators:**

1. Allow patients priority at all times. Patients going to or coming from Surgery have special priority. Priority should also be given to patients en route to Labor and Delivery or the Intensive Care Complex.
2. Use the elevators only if absolutely necessary, especially during the busiest time of the day.
3. Walk up one or down two flights in going from one floor to another. An exception to this rule is that of a physical disability which makes walking up and down stairs inadvisable.

**VII. NOTIFICATION OF ASBESTOS HAZARD EMERGENCY:**

Response Act (AHERA) Compliance

In 1986 President Ronald Reagan signed the Asbestos Hazard Emergency Response Act (AHERA). This act mandates action in regard to asbestos containing materials in our schools. "AHERA" covers in part, the following General local education agency responsibilities, inspections and re-inspections, sampling, analysis, assessment, response actions, operations and maintenance, training and periodic surveillance, management plans, record keeping, warning labels, and compliance and enforcement.

New Horizons was inspected for asbestos by a licensed inspector. Using federal guidelines, asbestos containing materials survey was compiled. This survey provided the information for writing our management plan. We then satisfied the October 12, 1988 deadline for submitting our management plan to the appropriate state agency for approval. The management plan and the original survey report will be available for inspection at each school's administrative office. Any teacher, parent, or school employee may request access to these documents.

Since all of the New Horizons Regional Education Center buildings have been found to not have any asbestos containing materials, we will not be required to perform periodic surveillance every six (6) months.

Re-inspect the condition of non-friable asbestos containing materials every three (3) years and update our management plan. We will also train our custodial and maintenance staff in accordance with the regulations.

If there are any questions concerning our management plan or asbestos in our school, please contact Building Principal, at (757) 766-1100.

**VIII. Drug Testing:**

All applicants tentatively selected for VA employment in a testing designated position are subject to a urinalysis to screen for illegal drug use prior to appointment. Applicants who refuse to be tested, or who fail to report for testing when scheduled, will be denied employment with the VA. In addition, no tentatively selected applicant will be hired following a verified positive test result.

If you are selected for testing, you will be given the opportunity to submit medical documentation to support a legitimate use for a specific drug. Any such documentation you submit will be reviewed only by the medical review officer to determine whether you are licitly using an otherwise illegal drug.

If you have any questions about the VA drug testing policy for applicants, please contact the drug program coordinator at (804) 722-9961 ext. 2528.

The following is a partial listing of designated occupations that may require drug testing:

Registered Nurse	Optometrist*
Medical Technologist	Podiatrist*
Medical Technician	Pharmacist
Nurse Anesthetist	Pharmacy Technician
Licensed Practical Nurse	Dentist*
Nursing Assistant	Dental Assistant
Psychologist	Dental Hygienist
Physician Assistant	
Physician*	
Diagnostic Radiologic Technologist/Technician	
Certified/Registered Respiratory Therapist	
Nuclear Medicine Technologist/Technician	

\*current VA policy does not require testing of Residents



**Student Grievance &  
Appeal Procedure**

- A. All students have the right to be heard on any problem arising during their educational process.
- B. Procedure:
  - 1. The student grievances will be in writing on the grievance form or attached to a grievance form. This will allow for tracking of the issue.
  - 2. Individual student problems will be discussed with the instructor and results documented on the grievance form.
  - 3. The instructor will note his/her decision in writing.
  - 4. If the student did not receive a satisfactory solution in 48 hours, the student grievance will be forwarded to the Health Education Coordinator. The coordinator will have seven (7) working days to resolve the concern.. If the grievance is resolved the process ends. If unresolved is forwarded to the Executive Director.
  - 5. The Executive Director has fourteen (14) working days to respond to the student issue and will confer with the Health Education Coordinator The outcome will be documented in writing.
  - 6. The grievance process is exhausted once the decision of the Executive Director is documented.
  - 7. No student will be reprimanded or disciplined for using this procedure to solve problems. However, the student is expected to follow the proper steps.

**Attachment 1**

**NHREC School of Practical Nursing  
Student Grievance and  
Appeal Procedure**

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Student Grievance** (must be filed within 2 working day of incident)

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Discussed with Instructor \_\_\_\_\_ (date)

Instructor Response (within 2 working days of grievance)

Date: \_\_\_\_\_

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**Date Grievance Resolved** \_\_\_\_\_

**If grievance is not resolved then forward to the Coordinator within 2 working days**

**Date Forwarded** \_\_\_\_\_

**Attachment 1a**





**NEW HORIZONS REGIONAL EDUCATION CENTERS  
SCHOOL OF PRACTICAL NURSING  
School Year 2011-2012**

<b>CURRICULUM PLAN</b>					
<b>Course - Level I</b>	<b>Theory Hours</b>	<b>Skill Lab</b>	<b>Simulation</b>	<b>Clinical Hours</b>	<b>Total Hours</b>
Structure & Function of the Human Body Including Medical Terminology	84				84
Personal Vocational Relationships for Nurses	45				45
Basic Nutrition & Diet Therapy for Nurses	30				30
Fundamentals of Nursing	76	12	8	40	136
Life Span	50				50
Introduction to Nursing Care of Family	90		8		90
Pharmacology I	60				60
<b>TOTAL HOURS LEVEL I</b>	<b>435</b>	<b>12</b>	<b>8</b>	<b>40</b>	<b>495</b>
<b>Course Level II</b>	<b>XXXXXXXXXX</b>	<b>XXXXXXXXXX</b>	<b>XXXXXXXXXX</b>	<b>XXXXXXX</b>	<b>XXXXXXXXXX</b>
Long Term Care	72			48	120
Mental Health Nursing	72			36	108
Nursing Care of the Child Bearing Family	72		8	12	92
Nursing Care of the Family	294	12		250*	592
NCLEX Preparation ( Mastery Series )	98	XXXXX	XXXXX	XXXXX	98
<b>Total Hours Level II</b>	<b>608</b>	<b>12</b>	<b>8</b>	<b>346</b>	<b>1010</b>
Comprehensive Exam					
<b>TOTAL THEORY HOURS</b>			1043		
<b>TOTAL SKILL LAB HOURS</b>		24			
<b>TOTAL CLINICAL HOURS</b>			386		
<b>TOTAL SIMULATION HOURS</b>			16		
<b>TOTAL PROGRAM HOURS</b>					1505

\*36 hours related to Pediatric clinical

Pharmacology, Diet Therapy, and Nutrition are integrated in all Level II Courses

New Horizons Regional Education Center  
School of Practical Nursing

Legend: A 94 -- 100  
B 87 -- 93  
C 80 -- 86  
F Below 80 failing

NCLEX Prep/Mastery Passing 85%  
Comprehensive Exam Passing 90%

Attachment 2  
Revised 6.11kmw

New Horizons Regional Education Center  
School of Practical Nursing  
Levels II, Revised yearly  
6.11. kmw

NEW HORIZONS REGIONAL EDUCATION CENTERS

SCHOOL OF PRACTICAL NURSING

TITLE	Instructional Computer Curriculum
PLACEMENT	Level II 48 Hours
TIME ALLOTMENT	All Required hours must be completed by January 30, 2012
INSTRUCTOR	Faculty

Description

This Assignment is designed to assist the student to develop their critical and analytical thinking through repetition. The emphasis is to provide a learner-centered instructional environment. The curriculum modality is self-paced within parameters so the student learns in a safe, non-threatening environment to develop the necessary tools for application of content learned utilizing the nursing process.

Students have the ability through remediation and repetition to assess and strengthen their weakness. This will assist students in understanding and to apply nursing concepts.

Performance Objective

Demonstrate ability to analyze and integrate knowledge  
Expand knowledge through the proficient use of resources  
Improve performance on the NCLEX-PN Exam

Requirements

Assessment Technology Inc., LLC. <http://www.atitesting.com/>  
Internet Access  
Medical Terminology Textbook  
Course Textbooks

Method of Evaluation

Level II Students must complete eight (8) hours per month commencing September 1<sup>st</sup> and ending January  
Computer based assignments may be designated by the instructor  
Noncompliance may result in academic probation or program dismissal

Resources

O'Neil, C., Fisher, C., & Newbold, S. (2004). *Developing An Online Course: Best Practices for Nurse Educators*. New York: Springer Publishing Company, Inc.

Rosdahl, C., & Kowalski, M. (2008). *Textbook of Basic Nursing*. Philadelphia: Lippincott Williams & Wilkins.

**Attachment 3**

**New Horizons Regional Education Center  
School of Practical Nursing  
Attendance Policy**

**Practical Nursing Calendar**

August 8 , 2011.....Level II Students Report  
September 5, 2011.....Labor Day (School Closed)  
November 23 - 25, 2011 .....Thanksgiving (School Closed)  
December 22, 2011-January 2, 2012..... Winter Break begins (School Closed)  
January 3, 2012..... (Return to School)  
January 16, 2012..... (School Closed)  
February 20, 2012.... (*weather make up day*)..... President’s Day (School Closed)  
April 2-9, 2012.....Spring Break (School Closed)  
May 3, 2012.....Level II Graduation

Faculty Meetings held the first Wednesday of each Month

*This calendar supplements the New Horizons Regional Education Center Master Calendar and the On-Campus Adult Continuing Education Center.*

Attachment 4