

Wytheville Community College

Practical Nursing Program

2025 – 2026 Student Handbook



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HEALTH & OCCUPATIONAL PROGRAMS FACULTY & STAFF CONTACT INFORMATION

ADMINISTRATION & STAFF		
Ewell Vernon <i>Dean</i>	evernon@wcc.vccs.edu	(276) 223-4729
Andrea Altizer <i>Division Secretary</i>	aaltizer@wcc.vccs.edu	(276) 223-4818
Jessica Phillips <i>Administrative Assistant/CREI</i>	jphillips@wcc.vccs.edu	(276) 744-4974
FULL-TIME PRACTICAL NURSING FACULTY		
Jacqueline Evans <i>Professor, Program Director</i>	jevans@wcc.vccs.edu	(276) 744-4984
G. Marie Thomas <i>Assistant Professor</i>	gthomas@wcc.vccs.edu	(276) 744-4978
Rachel Porter <i>Assistant Professor/SIM Coordinator</i>	aporter@wcc.vccs.edu	(276) 620-6096
Dual Credit:		
Jessica Vaughn <i>Carroll County High School</i>	jvaughn@ccpsd.k12.va.us	(276) 236-4455
Tammy Hawks <i>Grayson County High School</i>	tammy.hawks@grayson.k12.va.us	(276) 773-2951
Sue Copley <i>Wythe Technical Center</i>	sue.copley@wythek.12.org	(276) 920-4129
ADJUNCT PRACTICAL NURSING FACULTY		
Natalie Boyer	nab2782@email.vccs.edu	(276) 768-0696
Ashley Busick	ab61252@email.vccs.edu	(276) 768-8937
Arielle Wilder	Ad29914@email.vccs.edu	(276)730-5452
Melissa Cuoghi Young	melissacuoghi@gmail.com	(276) 233-0771

INTRODUCTION

This handbook presents information and policies related to the Wytheville Community College (WCC) Practical Nursing Program. It is presented to you as part of the informational orientation to the program. You will be asked to sign a statement that verifies that you understand the contents and agree to comply with the conditions contained in the packet while you are a student in the WCC Practical Nursing Program.

It is important you understand and accept that you are entering a career that requires discipline, mature behavior, a professional attitude, and responsible decision making. Personal flexibility is essential to meet the needs and demands of the nursing program. Be prepared for possible changes in class or clinical schedules that may necessitate adjusting your personal schedule. It may become necessary for the college to schedule clinical or class hours during the evenings or on the weekends.

Completion of the WCC Practical Nursing Program lends itself to career opportunities and personal satisfaction. If you have problems meeting the expectations of the program, consult your faculty advisor or the instructor. Faculty members want to help you acquire the necessary knowledge and skills to be a nurse and will work with you to accomplish your educational goals. Students and faculty work together with mutual respect to make your educational experience a positive one.

Catalog Policy

The Practical Nursing faculty of Wytheville Community College reserves the right to change, delete, supplement or otherwise amend rules and policies at any time. The WCC faculty will distribute copies of changes and will post changes at/on appropriate sites.

WYTHEVILLE COMMUNITY COLLEGE MISSION STATEMENT

The Practical Nursing faculty supports the Wytheville Community College Mission Statement:

“Wytheville Community College is committed to providing access to lifelong learning within an environment of academic excellence.”

To achieve its mission, Wytheville Community College is guided by the following principles, all of which are related to teaching and learning. The “Guiding Principles” are:

- to provide programs and courses of instruction, through the associate-degree level, encompassing occupational-technical education, college transfer education, general education, developmental education, continuing education, and workforce development
- to offer a comprehensive program of student development services
- to provide a broad range of instructional technologies, methods, materials, facilities, and instructional support services that accommodate students of varied backgrounds, interests, and abilities
- to create an educational environment that facilitates learning through a curriculum that broadens perspectives, leads to responsible citizenship, and sets standards that support the highest level of performance
- to serve as an important linkage between secondary education and four-year colleges and universities
- to enrich local communities, by making available resources in people, facilities, libraries, and programming
- to take a leadership role in helping shape the future direction of our communities
- to present diverse cultural opportunities while promoting the heritage of Southwest Virginia

- to enhance economic, cultural, and educational partnerships between WCC and the communities we serve
- to ensure a healthful and safe environment on campus
- to be fiscally responsible and accountable
- to promote accessibility and affordability; and
- to ensure quality in all programs and services.

NCLEX-PN PASS RATES

2024-100%
2023-100%
2022-92%
2021-72%
2020-80%
2019—84%
2018—80%
2017—95.45%
2016—88%
2015—89%

EDUCATIONAL FACILITIES

The Practical Nursing program is taught at the Crossroads Institute in Galax, Virginia. Dual-credit offerings of the first-year practical nursing classes are held at Carroll County High School in Hillsville, Virginia; Grayson County High School, in Independence, Virginia; and Wythe Technical Center in Wytheville, Virginia.

STUDENT ACTIVITIES & SERVICES

Student Services Department is located on lower Bland Hall on the WCC Campus. In addition, members of Student Services staff are available by appointment at Crossroads. Student Services exists to help students with their adjustments to college life and to aid them in the selection of careers and goals. Among the responsibilities of this office are counseling, testing, Veteran's Affairs, TRIO programs, and student conduct. Students may call 1-800-468-1195, ext. 4758 or (276) 223-4758 for the Wytheville office. Students may call (276) 744-4974 at the Crossroads site for information and appointment scheduling.

CERTIFICATE IN PRACTICAL NURSING CURRICULUM

Course Number	Course Title	Course Credit
<i>First Semester</i>		
PNE 141	Nursing Skills I	3
PNE 155	Body Structure & Function	3
SDV 100 ¹	Orientation	<u>1</u>
	<i>Suggested Credits for Semester</i>	7
<i>Second Semester</i>		
PNE 142	Nursing Skills II	3
PNE 173	Pharmacology I	2
HLT 105 ²	Cardiopulmonary Resuscitation	<u>1</u>
	<i>Suggested Credits for Semester</i>	6
<i>Third Semester</i>		
PNE 161	Nursing in Health Changes I	<u>6</u>
	<i>Suggested Credits for Semester</i>	6
<i>Fourth Semester</i>		
ENG 111	College Composition I	3
PNE 162	Nursing in Health Changes II	11
ITE 152	Basic Computer Literacy	<u>3</u>
	<i>Suggested Credits for Semester</i>	17
<i>Fifth Semester</i>		
PNE 130	Maternity Nursing	4
PNE 157	Pediatrics	5
PNE 158	Mental Health/Psychiatric	2
PNE 181	Clinical Experience	<u>5</u>
	<i>Suggested Credits for Semester</i>	16

Total Minimum Credits Required for this Curriculum.....52

¹Students may also take SDV 101 or SDV 104.

²HLT 105 or any other general education elective approved by the program.

COURSE DESCRIPTIONS

PNE 130 Maternity Nursing - Teaches knowledge, understanding, and nursing skills related to the needs of women and other family members during all phases of childbearing. Presents abnormal conditions of pregnancy.

PNE 141-142 Nursing Skills I-II - Studies principles as well as the performance of the procedures that are essential to the basic nursing care of patients.

PNE 155 Body Structure and Function - Studies the structure and function of the body.

PNE 157 Pediatrics - Teaches skills related to the needs and care of the newborn, well and sick children, and other family members. Discusses abnormal conditions of infants and children of all ages.

PNE 158 Mental Health and Psychiatric Nursing - Recognizes emotional needs of patients. Provides knowledge of the role that emotions play enabling students to understand their own behavior as well as patient behavior.

PNE 161-162 Nursing in Health Changes I-II - Focuses on nursing situations and procedures necessary to assist individuals in meeting special needs related to human functions.

PNE 173 Pharmacology - Studies history, classification, sources, effects, uses and legalities of drugs. Teaches problem-solving skills used in determining doses of drugs. Emphasizes major drug classes and specific agents within each class. Presents preparation and administration of medications.

PNE 181 Clinical Experience I - Provides guided nursing experiences in the hospital setting. Practices skills and applies principles of nursing in basic areas. Includes supervision in administration of medicines. Encourages students to develop basic skills in analyzing patient needs and making nursing decisions.

ENG 111 College Composition I - Satisfactory scores on appropriate placement examination or satisfactory completion of appropriate English developmental courses. Introduces students to critical thinking and the fundamentals of academic writing. Through the writing process, students refine topics; develop and support ideas; investigate, evaluate, and incorporate appropriate resources; edit for effective style and usage; and determine appropriate approaches for a variety of contexts, audiences, and purposes. Writing activities will include exposition and argumentation with at least one researched essay.

ITE 152 Introduction to Computer Applications & Concepts - Covers computer concepts and internet skills and use a software suite which includes word processing, spreadsheet, database, and presentation software to demonstrate skills required for computer literacy. Recommended prerequisite keyboarding skills.

SDV 100 College Success Skills - Assists students in transition to college. Provides overviews of college policies, procedures, curricular offerings. Encourages contacts with other students and staff. Assists students toward college success through information regarding effective study habits, career and academic planning, and other college resources available to students. May include English and math placement testing. Strongly recommended for beginning students. Required for graduation.

HLT 105 Cardiopulmonary Resuscitation - Provides training in coordinated mouth-to-mouth artificial ventilation and chest compression, choking, life-threatening emergencies, and sudden illness.

WYTHEVILLE COMMUNITY COLLEGE
PRACTICAL NURSING PROGRAM EXPENSES
(Approximate—all prices are estimates)

	<u>FIRST YEAR</u>	<u>SECOND YEAR</u>
Clinical Supplies	\$150.00-\$250.00	0.00
Board Fees Application/NCLEX-PN		
a. Vendor	0.00	\$200.00
b. Virginia State Board of Nursing	0.00	\$170.00
c. Criminal Background check		\$35.00
Test Fees (NCLEX-PN Review)	0.00	\$455.00
Nursing Pin (optional)	0.00	\$75.00-\$90.00
Clinical Eligibility Form (Rubella, TB Skin Test, Td Chicken Pox x2, COVID)	\$100.00-\$150.00	0.00
Hepatitis Vaccination x 3	\$150.00	0.00
Criminal Background Check/Drug Screen	\$120.00	0.00
HOSA Dues (optional)	\$5.00-\$15.00	\$5.00-\$15.00
TOTAL EXPENSES	\$525.00-\$685.00	\$940.00-\$965.00

TUITION

Effective Summer 2025, tuition will be \$171.80 per credit hour for in-state tuition and \$388.90 for out-of-state tuition. This includes the tech fee, facility fee, and student activity fee. Tuition rates could increase in August.

FINANCIAL AID

WCC's Financial Aid Office offers information about eligibility for aid, types of aid available, financial aid forms, and applications for student loans. Contact the WCC Financial Aid Office at 1-800-468-1195, ext. 4706 or (276) 233-4706. You may visit <http://www.wcc.vccs.edu/prostudents/financialaid/contact.php>

Please refer to the academic calendar for withdrawal with tuition refund deadlines.

PRACTICAL NURSING TEXTBOOK LIST

First Year:

Gray-Morris, D. (Latest ed.). *Calculate with Confidence*. St. Louis: Mosby. **(Spring)**

Rosdahl, C. B., Kowalski, M. T. (Latest ed.). *Study Guide to Accompany Textbook of Basic Nursing*. Philadelphia: Lippincott, Williams, and Wilkins. **(Fall)**

Rosdahl, C. B., Kowalski, M. T. (Latest ed.). *Textbook of Basic Nursing*. Philadelphia: Lippincott, Williams, and Wilkins. **(Fall)**

Venes, D., Taber, C. W. (Latest ed.). *Taber's Cyclopedic Medical Dictionary (Indexed)(w/DVD)*. Philadelphia: F. A. Davis. **(Fall)**

Second Year:

Deglin, J. H., Vallerand, A. H. (Latest ed.). *Davis Drug Guide for Nurses (w/CD and Bind In Access)*. Philadelphia: F. A. Davis. **(Summer)**

Leifer, G. (Latest ed.). *Introduction to Maternity and Pediatric Nursing*. St. Louis: Mosby. **(Spring)**

Leifer, G. (Latest ed.). *Study Guide for Introduction to Maternity and Pediatric Nursing*. St. Louis: Mosby. **(Spring)**

Myers, E., Hopkins, T. (Latest ed.). *LPN Notes*. Philadelphia: F. A. Davis. **(Summer)**

Neeb, K. (Latest ed.). *Fundamentals of Mental Health Nursing*. Minneapolis: F. A. Davis. Philadelphia: Lippincott. **(Spring)**

Timby, B. K., Smith, N. E. (Latest ed.). *Introductory Medical-Surgical Nursing + Prep U 12 Month Access Package*. Philadelphia: Lippincott. **(Summer)**

VanLeeuwen, A. M., Poelhuis-Leth, D. J. (Latest ed.). *Davis's Comprehensive Handbook of Laboratory and Diagnostic Tests with Nursing Implications (w/Bind-In Access)*. Philadelphia: F. A. Davis. **(Summer)**

PHILOSOPHY

The faculty believe that education is a continuous process of learning by which knowledge, skills, and attitudes are acquired, resulting in modification of behavior.

The faculty believe that nursing is an art and science, which administers assistance to humanity through preventive, rehabilitative, and personal resources. We believe that practical nursing is a profession and an integral part of nursing in which the practitioner, under the supervision of a qualified health professional, is expected to recognize and meet the health needs of individuals.

The faculty accept the responsibility of providing a planned program of instruction in which the student is prepared for the beginning role in practical nursing. We recognize that each student is responsible for his/her own learning and agree to facilitate that process which will encourage and enable the student in meeting his/her goals.

The faculty will strive to motivate the student to develop to the highest individual potential that may successfully fulfill the nursing needs of the community.

The faculty recognize the need for continuous evaluation and revision of the curriculum to meet the changing needs of society.

OBJECTIVES

Under the direction of the Practical Nursing Faculty, the graduates of the program shall be expected to:

1. Obtain and maintain licensure to practice nursing according to state law.
2. Demonstrate the application of the nursing process in client care activities.
3. Communicate and document effectively and professionally within a healthcare system.
4. Strengthen interest in and develop sense of responsibility for personal, client, and community health.
5. Enhance personal professional growth by seeking continuous learning, engaging in community service, and promoting the positive image of the nursing profession.

PRACTICAL NURSING PROGRAM DESCRIPTION

The Practical Nursing Program is a five-semester course divided into a pre-clinical and clinical phase. The pre-clinical phase consists of a fall and spring semester and is offered at The Crossroads Institute and in partnering area high schools as dual credit. The clinical phase consists of a summer, fall, and spring semester and is provided in area health-care facilities. Clinical and classroom hours will vary according to instructional needs. A successful graduate will receive a certificate from WCC and is educationally qualified to take the NCLEX-PN licensure exam. Those who pass and meet eligibility requirements of the Virginia State Board of Nursing can assume the title of Licensed Practical Nurse.

OCCUPATIONAL OBJECTIVES

Graduates will be able to obtain a position in health-related facilities such as hospitals, clinics, nursing homes, physicians' offices, or other health-related agencies.

ADMISSION REQUIREMENTS

To enter the Certificate Practical Nursing Program, the student must be a rising senior at a high school that has a dual-credit agreement with WCC, or be a high school graduate or the equivalent. High school courses must include one unit of biology with a grade of “C” or above and one unit of algebra. Students who do not meet the above requirements or those whose placement scores on writing and reading placement tests indicate the need for remediation must enroll in the College’s Developmental Studies Program to gain required proficiency. Developmental classes must be completed before enrolling in PNE 162. Dual-credit students who must co-enroll in ENF 3 and ENG 111 may take these classes with PNE 162 **if they have completed their other general education courses (SDV 100 and ITE 152)**; otherwise, they must be taken prior to PNE 162.

All applicants should be advised that the Commonwealth of Virginia Board of Nursing Statutes and Regulations (54.1-3007) state the following:

Regarding refusal, revocation, or suspension, censure or probation. The Board may refuse to admit a candidate to any examination, refuse to issue a license or certificate to any applicant and may suspend any license or certificate for a stated period or indefinitely, or revoke any license or censure or reprimand any licensee or certificate holder or place him on probation for such time as it may designate for any of the following reasons:

- Fraud or deceit in procuring or attempting to procure a license;
- Unprofessional conduct;
- Willful or repeated violation of any of the provisions of this chapter;
- Conviction of any felony or any misdemeanor involving moral turpitude;
- Practicing in a manner contrary to the standards of ethics or in such a manner as to make his practice a danger to the health and welfare of patients or to the public; use of alcohol or drugs to the extent that such use renders him unsafe to practice, or any mental or physical illness rendering him unsafe to practice;
- The denial, revocation, suspension, or restriction of a license or certificate to practice in another state, the District of Columbia, or a United States possession or territory; or
- Abuse, negligent practice, or misappropriation of a patient’s or resident’s property.

PROGRAM REQUIREMENTS

WCC is required to share your name and college email in order to complete your clinical rotations.

Prior to clinical, all students must complete the following:

1. Clinical eligibility form, including:
 - a. Current two-step PPD (within 30 days) with negative results, or appropriate follow-up care with a positive finding.
 - b. Proof of immunity of rubella by an immune titer or documentation of two MMR vaccinations.
 - c. Evidence of current Td immunization within ten years.
 - d. Documentation of Hepatitis B series (3) or positive titer.
 - e. Influenza vaccine in season.
 - f. Documentation of two varicella vaccinations or positive titer.
 - g. COVID-19 vaccine (fully vaccinated status per CDC) will be required to participate in clinical.

- h. Current AHA CPR for Healthcare Providers or Red Cross Professional Provider certification.
 2. Negative criminal background check and drug screening (see Criminal Background Check Policy).
 3. The Virginia Board of Nursing Regulations (18VAC 90-20-120) require that nursing education programs for practical nurses shall provide a minimum of 400 hours of direct patient care.
- Students must earn at least a “C” grade in each of a given semester’s PNE prefix courses to continue into the next semester. Students who receive a grade lower than a “C” will not be eligible to continue in the program.

****THIS ADMISSION POLICY IS SUBJECT TO CHANGE****

PROGRAM PROGRESSION

To progress through the Practical Nursing Program, a student must make a “C” or better in all PNE courses. There is no advanced standing status. If a student is withdrawn from a PNE course because of a breach of the honor code, the student will be withdrawn from all concurrent PNE courses.

GRADUATION REQUIREMENTS

To graduate from the Practical Nursing Program, a student must complete all required courses with a “C” or better and have a GPA of 2.0 or better.

PROGRAM READMISSION

All Students who wish to return to the Practical Nursing Program must contact the program head in writing at least one semester in advance of desired reentry.

Students who withdraw or make a grade less than a “C” in PNE courses must reenter the program and retake the affected course or courses the next time the courses are offered. Before readmission, students must have a cumulative GPA of 2.5 or better, complete all developmental courses, update clinical eligibility forms, have a current Healthcare Provider CPR card, complete criminal background and drug screens, complete a drug dosage and calculation review, and pass exams for all previous courses. Extenuating circumstances may be considered by the Practical Nursing faculty committee, and the faculty may create an individualized developmental plan with additional requirements. Readmission to the second year will be contingent on available clinical slots. Students must reapply by March 15 for the summer, May 15 for the fall, and spring deadlines are established by the program head. Students are not eligible for readmission after two attempts; only extenuating circumstances may be considered by the Practical Nursing faculty committee. Any student who is eligible for readmission and has been out of the program for more than a year must repeat all PNE courses. Students who are withdrawn because of honor code violations are ineligible for readmission.

Students who are withdrawn because of honor code violations are ineligible for readmission.

WCC CRIMINAL BACKGROUND CHECK POLICY

- Policy:** Criminal Background Checks are required for students enrolled in Wytheville Community College Practical Nursing Program.
- Purpose:** To meet VA State Board of Nursing Regulation 18VA9027-70:D. Except for high school students, all students enrolled in a nursing education program shall be required to submit to a criminal background check prior to a clinical experience involving direct patient care.
- Procedure:** Criminal background checks and drug screens are required by clinical agencies used by Wytheville Community College for all Practical Nursing Program students. A criminal background check will be required by all non-high school students before entering the PNE classes. The criminal background check and drug screen will be performed by an approved third party vendor as designated by Wytheville Community College. Prospective students are responsible for completing the necessary forms and payment for the background check and drug screen. Anyone who does not pass the background check or drug screen will not be eligible to enroll in the PNE Program. If a change occurs at any time while the student is still enrolled in the program, the student will agree to resubmit, and incur the cost of, a background check and drug screen to the third party utilized by Wytheville Community College (Castlebranch.com). If the student fails to comply with this agreement, the student may not be eligible to sit for the NCLEX-PN exam according to the Virginia Board of Nursing Regulations. Criminal background checks and drug screens must be performed every year while enrolled in the PNE Program. For high school students, a criminal background check and drug screen will be required before entering clinical practicum.

Criminal Convictions for Enrolled Students

A student convicted of a criminal offense while enrolled in a Health and Occupational Programs Division program with clinical placement must report the conviction to the Program Head/lead faculty member within five days of the conviction. The term conviction for these purposes includes probated sentences and deferred adjudications. Such convictions are likely to render the student unable to participate at any clinical site, in which case the student will be removed from the Health Sciences clinical program in which he or she is enrolled.

Note: If a student is convicted of a criminal offense while enrolled in a Health Sciences clinical program and succeeds in completing the program because he or she did not disclose this conviction, he or she will be subject to disclosure of the conviction prior to testing for licensure and may be prevented from ever becoming licensed.

Any student who has any concerns about drug screening, criminal background checks, or criminal convictions is encouraged to contact the Dean of the Health and Occupational Programs Division for confidential advising.

WCC DRUG & ALCOHOL POLICY

- Policy:** No student shall be under the influence of, use, consume, possess, purchase, sell, dispense, distribute, manufacture or display any illegal drugs or alcoholic beverages while on duty. No student shall violate any federal or state criminal drug statute at any time. No student will perform duties under the influence of prescription or recreational drugs which may affect the student's ability to perform safely or effectively. Violation of this policy will result in dismissal from the program.
- Purpose:** The Health Professions Programs at Wytheville Community College are firmly committed to maintaining an environment free of the influence of illegal drugs and alcohol. This commitment provides for the health and safety of students, patients, and faculty.
- Composition:** Violations of any of the requirements listed in the policy may result in dismissal from the program in which the student is enrolled.
- The term "on duty" includes class time, clinical time, break time, and meal time on any site in which a Wytheville Community College class or clinical is taught.
 - The term "under the influence" includes not only obvious impairment but also having a level of illegal drugs, or alcohol in the body that would produce a positive result in a drug or alcohol screening test.
 - The term "illegal drugs" used in this policy includes not only any drug which is not legally obtainable, but controlled substance for which the student does not have a lawful prescription or which the student is using in a non-prescribed manner.
 - No student shall engage in any off-duty involvement with illegal or recreational drugs, including but not limited to cocaine, marijuana, heroin, methamphetamines, or any hallucinogenic agent. While marijuana is now legal in Virginia, it is crucial to remember that cleared background checks and drug screens are required for participating in required clinical. Clinical agencies have zero tolerance policies.
- Procedure:** Drug/alcohol testing is required as part of the entrance process to all Health Programs curricula at Wytheville Community College.

If the student wishes to be accepted into a Health Professions program, he/she must consent to the testing and sign the acknowledgement form indicating he/she has read and understood the Drug/alcohol policy.

All Health Professions programs maintain the right to require any student to undergo the appropriate kinds of testing at any time during the program to determine that the student is capable of duty.

If a student refuses to be tested for drugs or alcohol as requested or if a student attempts to alter or tamper with a sample or any part of the testing process, he/she will be subject to dismissal.

Any student taking prescribed medication or an over-the-counter medication which may affect the ability to perform his/her duties safely and effectively is expected to discuss the situation with a full-time faculty member.

It is not possible to describe all the situations that may result in drug testing. Examples include but are not limited to the following:

- A. Post-Accident: The Health Profession program may require testing any time an on-duty accident results in an injury requiring medical treatment or examination by a medical care provider or results in significant damage to property.
- B. Physical Indications: The Health Profession program may require testing when there is detectable odor of alcohol; drug use; or other observable indications of possible drug or alcohol use (i.e., significant disorientation or lack of coordination.)
- C. Possession: If a student is found to possess drugs or alcohol on duty, the Program Head/faculty may conclude there are reasonable grounds to believe the student may be under the influence of drugs or alcohol.
- D. Erratic Behavior: Program Head/faculty may require testing when a student's behavior indicates the possibility of being under the influence. Such indications could include repeated failure to follow instructions, procedures, or safety rules or behavior that nearly causes an accident.

Students are subject to disciplinary action, including course or program suspension or dismissal, under certain circumstances. These circumstances include, but are not limited to the following: coming to clinical and demonstrating behavior that reflects impairment of judgment and/or ability to perform patient care responsibilities—such as, but not limited to, being under the influence of drugs or alcohol, or being mentally or physically ill.

Students are responsible for all costs associated with drug/alcohol testing.

Students who have a positive drug screen will not be admitted to the PN program for one full year and must retest prior to re-admission. If the second drug screen is positive you will not be allowed future re-admission.

REQUIREMENTS FOR CLINICAL PARTICIPATION POLICY

Nursing, as a practice discipline, deals with cognitive, affective, and psychomotor functioning and performance. Students entering the nursing program need to advise the nursing faculty, nursing advisor, and the program head of any potential difficulties in meeting one or more of the essential performance standards so as to receive possible accommodation assistance and appropriate guidance. The Dean of Student Services may also assist the student with accommodations.

The WCC Practical Nursing Program has adopted guidelines necessary for students to meet requirements for the program. Listed below are the essential elements, standard level, and example requirements taken from Southern Council on Collegiate Education for Nursing.

Despite the foregoing standards, a qualified person with a disability who can perform those functions with reasonable accommodation will be considered for admission along with other qualified applicants.

Core Performance Standards for Admission & Progression

Issue	Standard	Some Examples of Necessary Activities (not all inclusive)
Critical Thinking	Critical thinking ability sufficient	Identify cause-effect relationships in clinical situations, develop nursing care plans
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds	Establish rapport with patients/clients and colleagues
Communication	Communication abilities sufficient for interaction with others in verbal and written form	Explain treatment procedures, initiate health teaching, document and interpret nursing actions and patient/client responses
Mobility	Sufficient to move from room to room and maneuver in small spaces	Move around in patients rooms, work spaces, and treatment areas; administer cardiopulmonary procedures
Motor Skills	Gross and fine motor abilities sufficient to provide safe care	Calibrate and use equipment; position patients/clients
Hearing Acuity	Ability sufficient to monitor and assess health needs	Hear monitor alarms, emergency alarms, auscultatory sounds, and cries for help
Visual	Visual ability sufficient for observation and assessment necessary in nursing care	Observe patient/client responses
Tactile	Tactile ability sufficient for physical assessment	Perform palpation, functions of physical examination and/or those related to therapeutic intervention, e.g., insertion of a catheter

CLINICAL ASSIGNMENT POLICY

Practical Nursing students will sign an agreement to care for all assigned patients while in the WCC PNE program.

To ensure students will care for all assigned clients regardless of race, gender, age, ethnic background or communicable disease, the students will:

- A. Be informed about and understand what constitutes standard blood and body fluid precautions.
- B. Understand that assigned patients/clients include those individuals having a communicable disease or a compromised immune system health problem (HIV/HBV).
- C. Agree to use standard precautions at all times in the care of each patient/client.
- D. Agree to care for any patient/client assigned by a WCC faculty member/clinical instructor throughout the practical nursing program from the time of program entry to graduation.

NAME PIN WILL BE PROVIDED BY PN PROGRAM DURING SUMMER SEMESTER. THE PIN IS TO BE WORN ON THE LEFT BODICE OF SHIRT. IF THE OPTIONAL JACKET IS WORN, THE PIN WILL BE PLACED ON THE LEFT BODICE OF THE JACKET.

WATCH SHOULD BE NEUTRAL COLORED, NON-ORNAMENTAL WITH A SECOND HAND (SMART STUDENT UNIFORM POLICY

1. **SHIRTS (Cherokee Workwear)** may be purchased from approved uniform vendors.

Color – Pewter

Style # – Ladies 4700

Style # – Men 4876

A short sleeved OR long sleeved white tee shirt OR optional MED sleeve (neutral colors – white, black, gray only) may be worn under the uniform top.

2. **TROUSERS (Cherokee Workwear)** need to be an appropriate length so that the student is not walking on the hem. Pants should fit at the waist so that the hips and abdomen are covered. These items may also be purchased from approved vendors.

Color – Pewter

Style # – Ladies 4200

Style # – Men 4000

3. A **WHITE UNIFORM SCRUB JACKET** is also required. The jacket is to have a white collar and long sleeves. The campus bookstore will carry some of these white articles, or they may be purchased elsewhere.
4. **WHITE or BLACK NURSING SHOES** with white/black stockings. White/black socks may be worn if wearing trousers. Shoes are to be non-skid, low-heeled with closed toe and heel, and soft soles. Plain white OR black leather, non-mesh athletic shoes are acceptable. No open toes or mesh.
5. watches are not allowed).

The nursing student uniform is to be worn for all clinical experiences, unless agency policy dictates otherwise.

WHILE IN PROFESSIONAL ATTIRE:

- A. Uniforms are to be clean and wrinkle free.
- B. Hair must be clean, neat, and restrained with plain clip, headbands or non-ornamental clasp. Hair and eye color must be of natural color. No extremes in hair styles or unnatural colors will be accepted.
- C. Fingernails are to be natural nails (no artificial nails/extendors including gel nails or gel polish) which are clean, short, and polish-free or clear polish only.
- D. Jewelry is limited to a plain wedding band and one pair of small plain stud earrings (worn in the lower earlobes), if earlobes are pierced.
- E. Other visible body piercings should be removed while in uniform. All tattoos must be covered while in clinical.
- F. Fragrances (perfumes/aftershave) are not to be worn.
- G. Mustaches and beards are to be clean, well-trimmed, and not to exceed 2 inches beyond chin. All other males will be clean shaven.
- H. Chewing gum is not permitted. Breath mints are acceptable.
- I. Students must comply with clinical agency dress code policies.
- J. During clinical experiences that require dress clothes instead of uniforms, the following dress code applies:
 - a. No jeans, capris, jogging pants, or hoodies.
 - b. No flip-flops or open toe/heel shoes are allowed.
 - c. Dress clothes will neat, clean, and non-provocative.
 - d. No inappropriate lengths.
 - e. No low-cut tops.
- K. No smoking on clinical campuses will be permitted. Body odor, loud perfume, and smoke breath is offensive to clients in the clinical setting. Students will be asked to correct the issue. If not corrected, you will be instructed to leave the clinical experience and receive an “Unsatisfactory” for the clinical experience.
- L. No electronic devices, including phones, tablets, laptops, and smart watches will be allowed in the clinical setting. Possession of electronic devices in clinical will result in **removal from the PN Program on the first offense**. All pre-clinical information must be compiled on paper.

CLINICAL COMPETENCE POLICY

Students who do not meet clinical objectives in a Practical Nursing course will not pass the course and will not progress to the next course. Students who are not clinically competent may be dismissed from the program.

To follow the Virginia State Board Regulations and any state, federal or regulatory mandates regarding revocation, suspension, or issuance of your license and/or right to practice in the designated field. The WCC faculty support the Board of Nursing and regulations governing other Health Profession curricula, and therefore, use these regulations as standards of conduct in the Health Professions Programs. These regulations may be viewed at www.dhp.state.va.us. Any unsafe clinical performance will be handled according to this clinical competence policy and may be grounds for failure of a course and/or dismissal from the program. Students who receive three “Needs Improvement” ratings or two “Unsatisfactory” ratings must meet with the PN faculty to develop a plan for improvement or to discuss other action, which may include removal from the program.

FAILURE TO PRACTICE IN A SAFE MANNER INCLUDES THE FOLLOWING:

- A. Regulatory Deficiencies
 - 1) Exceeding the bounds of the regulatory agency of the specific Health Professions Program (information available at www.dhp.state.va.us)
 - 2) Failing to safely perform procedures or follow policies as specified in the Policy and Procedures Manuals of the affiliated institution or health care agency.
 - 3) Failure to correctly administer a medication according to accepted standards.
- B. Ethical Deficiencies
 - 1) Delegating responsibilities for clinical duties.
 - 2) Failing to follow the Code of Ethics and Standards of Practice for the designated curriculum.
 - 3) Failure to report errors of commission or omission by self or other health care personnel.
 - 4) Failure to report any biological, psychological, social or cultural problem related to the student's emotional and physical stability which might compromise the student's ability to perform in a satisfactory manner in the clinical setting and/or failure to institute means to correct these problems.
 - 5) Breach of confidentiality
- C. Deficiencies in Accountability:
 - 1) Failure to use the proper process for preparation, documentation, and care of patients to ensure appropriate, safe care, as well as continuity of care and documentation. Accountability for use of the process shall include written, verbal, and non-verbal communication.
 - 2) Failure to notify either staff or clinical instructor or both of any circumstances which would require the student to practice beyond the scope of his/her preparation.
 - 3) Fraud or deceit shall mean, but not be limited to:
 - a. Filing false credentials;
 - b. Falsely representing facts on an application
 - c. Giving or receiving assistance in any individual assignment.
- D. Unprofessional conduct shall mean but not be limited to:
 - 1) Performing acts beyond the limits of the practice of the profession.
 - 2) Assuming duties and responsibilities within the practice of the profession without adequate training, or when competency has not been maintained.
 - 3) Obtaining supplies, equipment or drugs for personal use or other unauthorized use.
 - 4) Assigning unqualified persons to perform functions that require a licensed and/or certified practitioner of the profession.
 - 5) Falsifying or otherwise altering patient records
 - 6) Abusing, neglecting, or abandoning patients or clients.
- E. Conviction of any felony, or any misdemeanor involving moral turpitude.
- F. Practicing in a manner contrary to the standards of ethics or in such a manner as to make his/her practice a danger to the health and welfare of patients or to the public.
- G. Use of alcohol or drugs or any mental or physical illness rendering him/her unsafe to practice.
- H. Abuse, negligent practice or misappropriation of a patient's or resident's property.
- I. Being untruthful about any aspect of class or clinical.
- J. Having contact or communication with clients or families other than assigned clinical times.

IMPLEMENTATION OF THE CLINICAL COMPETENCE POLICY

If a problem arises with regard to a student's unsafe practice, the faculty member (if adjunct faculty, in conjunction with a full-time faculty member) identifying such unsafe practice will have a conference with the student to allow opportunity for the student to explain the situation. Continued participation in clinical will be

at the discretion of the Practical Nursing Faculty, as delineated in the Health Professions Program Student Expectations Agreement. In addition:

- A. The faculty member will document the incident as observed and review it with the student.
- B. The faculty member and the student will write an account of the incident and will meet again in attempt to resolve the incident.
- C. If there is no resolution, the issue will be brought before the faculty.
- D. The student will be allowed to present an explanation to this committee.
- E. The student will be unable to attend clinical until the issue is resolved.
- F. If the student does not agree with the decision of the faculty committee, the student may discuss the issue with the Dean of Health and Occupational Programs.

If the student does not agree with the decision by the Dean of Health and Occupational Programs, such dissatisfaction may be resolved through the existing college grievance procedure. (see WCC Student Handbook)

COURSE REQUIREMENTS

Concept Maps & Learning Objectives & Simulation Lab

- Concept maps and learning objectives will be completed and turned in the Monday morning following the clinical experience.
- Simulation lab admission tickets must be turned in the day of sim lab prior to entrance. If not turned in at that time, the student will not be allowed to participate and will receive a clinical unsatisfactory.
- If the concept map or objectives are not turned in at that time, the student will not be allowed to participate in the next scheduled clinical experience.
- This will result in a clinical unsatisfactory for each day of clinical missed.
- Three unsatisfactory ratings will result in dismissal from the program.
- All objectives, simulation tickets and concept maps must receive a grade of “satisfactory” in PNE 161, 162, and 181 to complete the PNE program.

Group Teaching Projects

- Each student will participate in a group teaching project that encourages promotion of health life styles for clients and populations.
- Projects will include concepts of communication, growth and development, nurse-client interpersonal relations, and client education including:
 - A. Development of professional socialization that includes working in interdisciplinary teams; and
 - B. Conflict resolution
- Mrs. Evans will assign group members and teaching topics.
- Each group will compile a list of meeting dates (all members must attend each meeting), times of each meeting, works cited reference page in APA format for articles and resources used, and group evaluation (each member will evaluate all members of the group). This material must be turned in the day of the teaching project.
- Teaching projects must be completed and receive a grade of “satisfactory” to successfully complete PNE 162 and 181.

Community Event Hours

- Community event hours are obtained by attending educational health related topics outside of the classroom setting. History and trends in nursing and healthcare will be examined.
- Community event hours **may not be obtained during scheduled class or clinical times**. Examples may include: educational fairs at local hospital, diabetic education, and breast feeding in-services.
- 12 community event hours are required to complete the PNE program.
- 6 hours must be completed (attended, summary completed **and** turned in to Ms. Evans) by the last day of the Fall Semester. If not completed by this date, student will not be allowed to continue into the Spring Semester of the PNE program.
- The remaining 6 hours will be completed by the last day of the Spring Semester. If not turned in by this date, student will not complete PNE 181 and will not be allowed to complete the PNE program.

HEALTH PROFESSION PROGRAM STUDENT EXPECTATIONS AGREEMENT 2025 – 2026

I understand that information addressed in this document covers general program guidelines. Specific information related to a Health Professions Program will be addressed in the student handbook, the course syllabus, or the clinical manual for the specific program.

I understand that as a Health Professions Program student (including dual-credit students), I am entering into a career which requires a person to behave in a professional and responsible manner. I also recognize that it is important for me to accept responsibility for my actions. In order to demonstrate that I am prepared for a health care career, I agree to meet the following expectations:

I. PROFESSIONAL BEHAVIOR
A. I will maintain a high level of integrity (honesty and trustworthiness).
B. I will demonstrate dependability and accountability (complete tasks assigned or tasks I volunteer to perform).
C. I understand that the college attendance policy will be the expected norm for class.
D. I understand that punctuality to class and presence throughout the class is expected. Tardiness is defined as not being present when class begins. Repetitively being tardy for class or leaving class early demonstrates a lack of professionalism. Three incidents equal 1 absence and may result in a student having to meet with the Program Faculty to create improvement plan.
E. I also understand that timely submission of written work is expected. If I identify a problem with being able to meet this expectation, I will contact the instructor prior to the date due.
F. I understand that for clinical I must complete all clinical hours/requirements in order to satisfactorily complete the course.
1. Absence without contacting an instructor is a “U” (Unsatisfactory). If an absence must occur, I will notify my clinical instructor and the agency at least one hour in advance, and I will assume responsibility for contacting my instructor to determine if additional work is indicated to fulfill my clinical requirements. If more than two clinical absences occur, I will be asked to meet with Program Faculty to discuss my problem with absenteeism and create a success plan or be withdrawn. Five clinical absences will result in dismissal from the program. Students are allowed a maximum of one (1) clinical makeup day per fall semester (1) clinical makeup day per spring semester , with a total of two (2) makeup clinicals permitted throughout the entire program.

Students may miss up to **four (4) clinical days** in total (including those made up). **Upon the fifth (5th) clinical absence, the student will be dismissed from the program**, regardless of the reason for the absences.

It is the student's responsibility to communicate promptly with faculty regarding any absence and to arrange for an approved makeup day, if eligible.

Exceptions may be considered on a case-by-case basis and require a written appeal to the Practical Nursing Program Director.

2.If I am going to be late for a clinical experience, I will notify the appropriate person(s) as soon as I realize that I am going to be late. I realize that repeated tardiness and/or leaving clinical early is not acceptable. Occurrences of tardiness and/or early departures may result in an unsatisfactory evaluation.

3.I will submit all written work on the date specified. In the case of an absence, I will assume responsibility for completing all assignments and submitting them on the first returning day. Any quiz/test missed which is allowed to be made-up must be made-up on the first returning day, unless prior arrangements are made with the instructor. A different test (usually essay) may be used as a make-up test.

G. I understand that if I am found to have falsified any document, I will be required to meet with the Program Faculty and dismissal from the program may result.

H. As an individual, I recognize that I may have some personal or academic problems during the year. I am responsible for seeking assistance from faculty and counseling before the problem reaches a crisis level.

I. I understand that it is professional behavior to make an appointment with an instructor when I need to discuss an issue or concern.

J. I understand that possessing unauthorized electronic devices in the classroom or in clinical is unacceptable, and **I will be removed from the PN Program on the first offense. Personal calculators are not allowed. Calculators will be provided.**

II. CLINICAL SKILLS

A. I will meet my program's requirements for CPR certification and medical screening/immunizations.

B. I recognize that providing safe client care is my primary responsibility. Thus, I will consistently strive to provide safe care.

C. I recognize that I will be caring for clients with various types of health care problems. I understand that I cannot share the information that I learn about a person with anyone other than my clinical instructor or clinical staff. Inappropriate release of information (breach of confidentiality) would be a HIPPA violation and would be punishable by federal law.

D. I will follow all federal and state guidelines (ex. OSHA, CDC, etc.).

E. I realize that I will be taking care of patients from different cultural and socioeconomic backgrounds. I will respect each client's rights, and I will treat each person with respect and dignity.

F. I will consistently utilize standard precautions. If I inadvertently fail to follow these guidelines, I will discuss the event with my instructor/preceptor immediately.

G. I recognize that verbal or physical abuse or sexually inappropriate behavior is unacceptable. Any infraction of this rule will result in review by the faculty and may result in dismissal from the program.


H. I understand that in order to have clinical experiences in many agencies I will be required to obtain a criminal background check and/or drug screen. Agencies may also request a repeat of these procedures while I am enrolled in clinical experiences at the agency. If reports are

<p>returned positive of illegal drugs or for barrier crimes, I will be required to have the incident reviewed by the Program Faculty and I may be dismissed from the program.</p>
<p>I. I understand that violence to another person or to property or removal of equipment or supplies is not acceptable and may result in dismissal from the program.</p>
<p>J. I will follow the dress code guidelines outlined by my program.</p>
<p>K. I will not leave the clinical floor/site during a clinical experience unless given special permission by my instructor/supervisor. I will not have contact with patients or their families other than clinical.</p>
<p>L. I will strive to utilize correct grammar in order to gain credibility as a professional provider.</p>
<p>M. I recognize that as a health professional I am providing an example to the public; therefore, I will not smoke, use inappropriate language or exhibit inappropriate behavior while participating in a clinical experience or wearing a WCC uniform.</p>
<p>N. If I receive three “Needs Improvement” ratings or two “Unsatisfactory” ratings on a clinical component, I will have to meet with the PN faculty to develop a plan for improvement or discuss other action. Three “Unsatisfactory” ratings may result in dismissal.</p>
<p>III. CLASSROOM ASSIGNMENTS AND TESTING</p>
<p>A. Integrity in test taking and assignment completion will be demonstrated by NOT:</p> <ul style="list-style-type: none"> ❖ Giving or receiving any unauthorized assistance from any person, paper, or object on any test paper, examination, or project. ❖ Plagiarizing written work (paraphrasing statement or using direct quotations without giving credit to the source of information). Copying and pasting of any information will not be allowed. ❖ Talking during a test for any reason. ❖ Utilizing any unauthorized electronic devices (ex. cell phone, etc.)
<p>B. I realize that the grade scale for the Health Profession Programs does not follow the same scale as Wytheville Community College’s grade scale because students are required to pass a national licensing exam.</p>
<p>C. I understand that I must maintain a “C” average in all science and Health Profession Program courses in order to continue in the program. If I make a “D” grade, I must re-take that course before continuing in the curriculum. If I make a “D” or lower in a repeated course, I will not be able to re-enter the designated program. (Rare extraneous circumstances will be considered by the Program Faculty.)</p>
<p>D. When taking tests and exams that utilize a Scantron or answer sheet, the answer on the Scantron, answer sheet, test, or assignment will be accepted as my answer. This policy is being utilized to emphasize the need for health care professionals to attention to detail.</p>
<p>E. I understand that test papers are the property of the college. They are not to be removed from the test review room and cannot be duplicated.</p>
<p>F. I understand that no extra assignments will be given to enhance my final grade.</p>
<p>G. I understand that if I have a learning disability, it is my responsibility to seek assistance. I must provide official documentation from a licensed specialist related to the learning disability and the recommended accommodations Recommendations for reasonable accommodations from a specialist in this area will be honored. I understand that accommodations on licensure exams are evaluated by the licensure board at the time of the application. The provision of special accommodations by Wytheville Community College does not guarantee that the licensing board will allow accommodations.</p>
<p>IV. PROFESSIONAL CONDUCT IN DEALING WITH A PROBLEM</p>
<p>A. Whenever a problem occurs between myself and faculty, administration, or my peers, I will address the problem with that individual directly.</p>

	B. Whenever a problem occurs in a clinical agency, I will discuss the problem with the appropriate faculty member.
	C. If a problem is not resolved, I will follow the grievance policy in addressing the ongoing problem. This policy requires me to utilize the chain of command as stated in the Grievance Policy (see WCC Student Handbook for Grievance Policy).
V.	PROGRAM FACULTY
	Program Faculty will meet whenever necessary to address any concerns referred to this group. The student/faculty member is encouraged to share his/her views of the circumstances and events leading up to the meeting. The committee will make recommendations for resolution of the problem. Depending on the frequency and the severity of the infraction, dismissal of the student from the program may be recommended. If a concern is identified and is unable to be resolved on the discipline level, the student or faculty member will contact the Dean of Science and Health.

SOCIAL MEDIA POLICY

Wytheville Community College Practical Nursing Program Social Media Policy

Subject: Social Media Policy	Department: Health Programs
Division: Health and Occupational Programs	Effective Date: 08/11
Responsible Dept./Division: Jamie Edwards, Division Dean	Issued: Revised Date: 8/14, 8/16, 7/17
Signature: 	

- A. Wytheville Community College (WCC) nursing students will use social media in a responsible and professional manner which is consistent with the mission of the college and the health programs.
- B. Purpose: The purpose of this policy is to ensure the appropriate, responsible, and safe use of social media by WCC nursing students.
- C. Procedure:
 - 1) Definitions: Social-media includes, but is not limited to blogs, podcasts, discussion forums, online collaborative information and publishing systems that are accessible to internal and external audiences Including but not limited to: (i.e., Wikis), RSS feeds, video sharing, and social networks such as SnapChat, Facebook, You-Tube, Twitter, Flickr, TikTok and Instagram.

- 2) Students must not post confidential or sensitive information about Wytheville Community College or its community affiliates including clinical facilities, patients, staff, faculty, or other students. Even if an individual or organization is not identified by name within the information the student wishes to disclose, if there is a reasonable basis to believe that the person or organization could still be identified from that information, then its use or disclosure could constitute a violation of the Health Insurance Portability and Accountability Act (HIPAA) and/or this policy.
- 3) Students are not to post comments, photos, or other material that could reflect poorly on themselves, the college, the nursing program or clinical affiliates. Students are representatives of themselves, the college and the nursing program.
- 4) Students should communicate with faculty regarding class, clinical or the nursing program via VCCS email or Canvas; not through social media.
- 5) Students should think before posting. Use privacy settings when appropriate. Even though there are privacy controls on social media, students should assume that anything that is posted on a website can be seen by the general public. Students do not have the college's permission to use the Wytheville Community College name or logo. What students write is the student's responsibility and so are the repercussions. The consequences of violating this policy may include disciplinary action up to and/or including dismissal from the nursing program.
- 6) Prior to making posts on social media, students should consider:
 - a. Does the discussion positively promote the individual's role as a student at Wytheville Community College?
 - b. Does the discussion reflect positively on the individual's fellow students, the faculty, staff, and/or administration? The nursing program? The college?
 - c. Does the discussion conflict with the college's mission, culture, or values?
 - d. Does the discussion reveal any information that could be damaging to individuals, the program, or the college?
- 7) Nothing in this policy is intended to restrict whatever rights individuals may have under Federal, State, or local laws.

GUIDELINES ON HIV & HEPATITIS INFECTION

To ensure the safety of the student and patients, nursing students will receive information on HIV and HBV care and protection before they begin clinical experience.

The following statements serve as the framework of WCC policies and guidelines.

- A. Nursing school policies on HIV and HBV provide information regarding protection from risk while also recognizing individual rights, equal opportunity, voluntary testing, and confidentiality of test result and health records. (AACN Guidelines)
- B. "Nursing students/faculty believing themselves to be at risk for HIV antibody or HBV, have an ethical obligation to be tested." (AACN Guidelines)
- C. Nursing faculty believe that as a standard of care, Standard Precautions must be followed and will reduce the risk of transmission of blood and body fluid transmission of disease.
- D. WCC students are to receive oral and written instruction relating to: (1) CDC standard precautions for blood and body-borne infections; and (2) personal health habits, HIV prevention, and risk behaviors.
- E. Students who are HIV positive and assigned to a clinical setting are to follow the CDC guidelines and use standard precautions while involved in direct/indirect patient care.
- F. Individuals, faculty members, or students exposed to HIV as a result of a needle stick or other accidents are to comply with agency policies and protocols. The incidence is to be reported to the program head, and a written summary completed.
- G. If a patient is exposed to blood from a fellow student or faculty member, the incident will be reported to the charge nurse or other designated person.
- H. Students are expected to care for assigned patients having infectious diseases whether HIV, HBV or another conditions.
- I. Inquiries about HIV status are not part of the application process, nor shall qualified candidates be denied admission to the program based on HIV status.
- J. Students are required to present valid documentation of a series of HBV vaccinations on admission to the program and before beginning clinical experience.
- K. Testing is to be a voluntary decision for each individual who is at risk for HIV or HBV. Confidentiality will be maintained. Referrals to appropriate persons for pre- and post-testing counseling can be arranged.

VIRAL HEPATITIS

Five types of viral hepatitis have been identified (see table below); and others are being studied. They have similar clinical features, but vary significantly in modes of transmission, prevalence and outcome.

Types of Hepatitis					
Types of Hepatitis	Mode of Transmission	Incubation Period	Serological Tests	Complications	
A	Fecal/oral	15 to 50 days	Available	Fulminant hepatitis relapse	Primarily transmitted by fecal/oral, person-to-person contact; also by uncooked shellfish, fruits, vegetables and contaminated water. Pre-exposure prophylaxis: immunoglobulin (IG) given before exposure; recommended for certain international travelers; responsible for 50% of reported cases of hepatitis in the US in 1988
B	Parenteral, Sexual, Perinatal	40 to 180 days	Available	Fulminant hepatitis Chronic liver disease Cirrhosis Primary hepatocellular carcinoma	Transmitted via blood or body fluids at birth or during early childhood, through sexual contact and by contaminated needles. Sequelae of chronic hepatitis B infection include chronic liver disease, cirrhosis and primary liver cancer. An estimated 300,000 people in the US are infected with Hep B virus annually, more than 10,000 require hospitalization and an average of 250 die of fulminant disease
C	Blood	38 to 75 days	Available	Chronic liver disease Cirrhosis Primary hepatocellular carcinoma	Parenterally transmitted non-A, non-B hepatitis virus; traditionally associated with blood transfusions, but parenteral drug users and dialysis patients are considered at-risk groups. This type accounts for 20% to 40% of acute viral hepatitis in the U.S.
D	Parenteral, Sexual, Perinatal	21 to 49 days	Available	Chronic liver disease	May cause infection only in the presence of active HBV infection; co-infection with delta-agent intensifies the acute symptoms of Hep B. Prevention of HBV infection also prevents HDV infection, since HDV is dependent on HBV for replication
E	Fecal/oral	28 to 42 days	Not available	High mortality in pregnant women with fetal demise	First identified through waterborne epidemics in developing countries. Sporadic cases also occur; mild disease except in women in the 3 rd trimester of pregnancy in whom the mortality rate is high. Neither a carrier state nor chronic liver disease has been reported.

**KNOW THAT HEPATITIS B, THE MOST SERIOUS OF THE HEPATITIS VIRUSES,
IS VACCINE-PREVENTABLE**

KNOW THE RISK OF HEPATITIS B

1. **HEPATITIS B VIRUS IS STRONG.** The virus can survive for more than 7 days in dried blood or on exposed surfaces-increasing the chances for infection.
2. **HOW YOU CAN GET IT:** Hepatitis B virus is easier to catch than you realize. The virus is found mainly in blood, semen and vaginal fluid, but has also been found in saliva, urine and sweat. Your risk increases with:
 - Exposure to blood through accidental needle sticks
 - Other contact with blood or body fluids-the virus can enter your body through an opening in the skin or through your eyes or mouth
 - Sexual contact
3. **IT CAN MAKE YOU VERY SICK.** Hepatitis B attacks your liver and can make you extremely ill-sick enough to affect your job and your personal life. In a small percentage of patients (less than 1%) hepatitis B is the direct cause of early death. The disease can lead to cirrhosis of the liver or liver cancer.
4. **THERE IS NO CURE.** Once you get hepatitis B, only supportive treatment is available. But there **is** a way to prevent it.
5. **HELP PROTECT YOURSELF WITH VACCINATION:**
 - Three shots of vaccine usually provide protection.
 - The newer vaccines are not made from blood products. You cannot get AIDS or hepatitis B from the vaccine.
 - Soreness, swelling, or redness at the site of vaccination are the most common side effects. For more information about the safety of hepatitis B vaccination, ask your doctor.

HIV

- Human Immunodeficiency Virus (HIV) is a virus that infects the immune system's T4 blood cells in humans and renders them less effective in preventing disease.
- It is the virus identified as being responsible for Acquired Immunodeficiency Syndrome (AIDS).
- Symptoms of HIV might include night sweats, weight loss, fever, fatigue, lymphatic pain or swelling, and muscle or joint pain.
- People with HIV may feel fine and not be aware that they have been exposed to HIV for as much as 8 to 10 years.
- It may take as long as a year for a blood test to become positive for HIV antibodies. Therefore, more than one test may be required to determine if a person has been infected.

See <http://www.cdc.gov/hepatitis/HBV/index.htm> for updated information.

BLOOD & BODY FLUID EXPOSURE POLICY

To ensure the safety of the student and patients, students who have been exposed to blood/body fluids will report the exposure and complete appropriate medical care.

If a WCC practical nursing student is exposed through unusual incident to blood/body fluids from any patient by means of a needle stick, mucous membrane exposure or other means:

- A. The student has the responsibility to report the exposure to the clinical instructor who, in turn, reports this to appropriate hospital personnel.
- B. An incident form of the involved agency will be completed according to the procedure/protocol. Documentation of the incident is to be completed. This record will become part of the WCC student's permanent file within Admissions and will be held/treated as confidential information.
- C. WCC will inform students:
 - 1) While performing their clinical education tasks, it is reasonably anticipated that, as the result of performing the required duties, a student may have contact with blood and other potentially infectious materials. Infectious materials include semen, vaginal secretions, cerebrospinal fluid, and amniotic fluid, saliva in dental procedures, any bodily fluid visibly contaminated with blood and all body fluids in situations which is difficult or impossible to differentiate between bodily fluids. Also included are any unfixed tissue or organ other than intact skin from a human (living or dead) and human immunodeficiency virus containing cell or tissue cultures, organ cultures and HIV or Hepatitis B containing culture medium or other solutions, as well as blood organs and other tissues from experimental sources infected with HIV or HBV.
 - 2) Risks among health care professionals vary during the training and working career of each individual, but are often highest during the professional training period. For this reason, when possible, HBV vaccination should be completed during enrollment in schools of allied health professions BEFORE workers have their first contact with blood.
- D. A completed Hepatitis B vaccine series of 3 immunizations is required by various clinical agencies for students working in patient care areas.
- E. All student vaccinations and documentation of immunity will be kept in the student's file at the Crossroads site. This documentation will be furnished upon request to administration of a clinical agency, when indicated. Each student will receive oral and written information about current standard precautions and will have the opportunity to ask questions.

Please refer to the Centers for Disease Control and Prevention Web site at http://cdc.gov/ncidod/dhqp/pdf/bbp/Exp_to_Blood.pdf

Also refer to textbooks for Standard Precaution Guidelines.

STANDARD PRECAUTIONS

Standard precautions include, but are not limited to the following procedures:

1. **HANDS** should always be washed before and after contact with patients. Hands should be washed even when gloves have been used. If hands come in contact with blood, body fluids or human tissues, they should be immediately washed with soap and water.
2. **GLOVES** should be worn when contact with blood, body fluid, mucous membranes or non-intact skin of patient is anticipated and also when contact with contaminated surfaces is anticipated.
3. **GOWNS OR PLASTIC APRONS** are indicated if blood splattering is likely.
4. **MASKS AND PROTECTIVE GOGGLES** should be worn if aerosolization or splattering are likely to occur such as in certain dental suctioning and invasive surgical procedures, wound irrigations, post-mortem examination, bronchoscopy and any other occasion where splattering is likely.
5. To minimize the need for emergency mouth-to-mouth resuscitation, mouth pieces, resuscitation bags, or other ventilation devices are strategically located and available for use in areas where the need for resuscitation is predictable.
6. Sharp objects, such as needles and scalpels, should be handled in such a manner to prevent accidental cuts or punctures. Used needles should not be bent, broken, recapped into their original sheath or unnecessarily handled. They should be discarded intact immediately after use into a puncture-resistant needle disposal box. All needle stick accidents, mucosal splashes or contamination of open wounds with blood or body fluids should be reported immediately.
7. Blood spills should be cleaned up promptly with a disinfectant solution such as 1:10 dilution of bleach.
8. All patients' blood specimens should be considered biohazardous.
9. All collected LABORATORY specimens are to be sealed in a Zip lock plastic bag.
10. Healthcare workers who have exudative lesions or weeping dermatitis should refrain from all direct patient care and from handling patient-care equipment until the condition resolves.

The use of standard precautions does not negate the need for other isolation precautions as identified in the Centers for Disease Control (CDC) Guidelines for Isolation Precautions in Hospitals, such as infectious diarrhea or tuberculosis.

Advantages in applying standard precautions include:

- Minimize contact with blood and body fluids by healthcare workers (HCWs)
- Minimize likelihood of transmission of specific organisms, such as, Hepatitis B or Human Immunodeficiency Virus (HIV)
- Consistent needle and sharp disposal practices
- Increased confidentiality for patient, i.e., these same precautions for all patients
- Consistent application of infection control principle

The CDC has reported the routes identified for transmission of HIV. **Transmission occurs via four modes:**

1. Sexual contact involving the exchange of body fluids (blood, semen, or vaginal secretions):
2. Sharing of contaminated needles and syringes;
3. Transfusion of blood or blood products contaminated by HIV or contact with HIV contaminated blood to mucous membranes or non-intact skin;
4. Transmission from infected mothers to their infants.

HIV infection is not easily transmitted. There is no evidence that HIV is spread by casual contact. Although health care associated transmission is a rare event, emphasis is placed on the health care worker's rigorous adherence to existing infection control recommendations for minimizing the risk of exposure to BLOOD AND BODY FLUIDS OF ALL PATIENTS REGARDLESS OF THEIR ISOLATION PRECAUTION STATUS OR DIAGNOSIS.

Basic aseptic techniques practiced by healthcare workers in conjunction with routine practices to limit blood contact can prevent HIV transmission in the healthcare setting.

Please refer to CDC website for additional information.

WCC PRACTICAL NURSING PROGRAM ACKNOWLEDGMENTS/CONSENTS/REFUSALS

I. HEPATITIS-B VACCINE

I have received information and training in class on the dangers of exposure of Hepatitis-B and on the purpose and advisability of the Hepatitis-B vaccine. I have discussed my advisability with my healthcare provider, and I fully understand the benefits and risks of the vaccine.

I understand that, due to the possibility of exposure to blood and other potentially infectious materials during my clinical experience, I may be at risk of acquiring Hepatitis-B virus (HBV) infection. Vaccination with the Hepatitis-B vaccine is part of the required expectations of the WCC Practical Nursing program for participation in the clinical experience. I will receive this vaccination series from my healthcare provider.

II. CHICKENPOX EXPOSURE DECLARATION

Chickenpox is a common disease caused by the varicella-zoster virus (VZV). A two varicella vaccination series is required for clinical participation. For individuals who have had exposure to varicella-zoster, the infection can reactivate later in life as a disease known as shingles. Varicella-zoster virus spreads in the air through coughs or sneezes or through contact with fluid from inside the chickenpox blisters. The virus is very contagious - if exposed to an infected family member, about 80% to 90% of those in a household who have not had chickenpox will get it. An unexposed individual working in a health care environment is at risk of contracting this infection if they have not been previously exposed or vaccinated and the disease has a significantly higher rate of complications if contracted by an adult. The Advisory Committee on Immunization Practices (ACIP) recommends that all health care workers ensure that they are immune to varicella, since nosocomial (in the hospital) transmission of varicella is well-recognized. Varicella immunization is particularly recommended for susceptible health care workers who have close contact with persons at high risk for serious complications. **Data available to date indicate that in the health care setting, a positive history of disease is a reliable predictor of positive immune status.**

III. CONFIDENTIAL INFORMATION RELEASE

This statement authorizes the Practical Nursing Department at Wytheville Community College to release pertinent information to appropriate inquiring individuals/agencies for the purpose of furthering education or for potential employment.

IV. HAZARDOUS CHEMICAL RIGHT-TO-KNOW LAW

The HAZARDOUS CHEMICAL RIGHT-TO-KNOW LAW requires employers to provide information on hazardous chemical to employees who work with such chemicals and train employees on the physical and health hazards. More information is available during clinical orientation to healthcare facilities.

STUDENT RELEASE & HOLD HARMLESS POLICY

To ensure appropriate responsibility is assigned in the event of liability, damages, loss, expertise, injury or death while students are engaged in clinical activities, nursing students will sign a “Release and Hold Harmless Agreement” upon admission to the practical nursing program.

In consideration of being allowed to participate in the clinical activities of the basic skills lab and assigned clinical agencies, practical nursing students will release, indemnify and agree to hold the clinical agencies, WCC, VCCS, and the Commonwealth of Virginia, their agents and employees harmless for any liability, damages, loss, expertise, injury, or death which may incur or cause while participating or engaged in clinical portions of the nursing program. Students shall be responsible for their own health while participating in clinical education at clinical facilities and the cost of any emergency medical services provided by the facilities shall be the sole responsibility of the student.

OTHER INFORMATION

GRADING SYSTEM

The scholastic rating of the student may be determined through quizzes, examinations, reports, class participation, clinical performance and other class activities. Evaluations are made at regular intervals.

The system of grading:

94—100 = A

87—93 = B

80—86 = C

70—79 = D

69 and below = F

The student is encouraged to seek assistance and guidance from the instructor whenever needed. Students will be evaluated and given a grade on academic and clinical performance.

Specific grading policies are included in each course outline.

ABSENTEEISM

Practical nursing students are expected to attend all class sessions. If the student is absent, all assignments and work must be made up. Any quiz, test, or assignment which an instructor allows make-up must be made up on the first day of returning to class. The student should keep in mind that make-up work in certain areas can be done only during the next academic year and then only if there is a vacancy in that class. It is the student's responsibility to complete all assignments in the allotted time. Noncompliance may result in an incomplete grade or failure.

If the student is going to be absent or tardy, the student must notify the instructor at least one hour before class or clinical assignment. Failure to do so may be recorded as an “Unsatisfactory” for the daily grade.

HONOR CODE

Honesty is one of the greatest attributes of a nurse. From the time of entrance into the program, the student is expected to be honest in clinical performance as well as classroom activities. The student is expected to neither give nor receive help on written individual assignments and he/she is placed on honor to fulfill these expectations. Failure to comply makes the student subject to withdrawal by the practical nursing faculty and school administration. (See WCC Student Disciplinary Procedure)

PATIENT CONTACT

Visiting clients during clinical time is allowed only with permission of the instructors. Students will not have contact with patients other than assigned clinical times.

Students are not permitted in the client areas of the hospital except where assigned for clinical experience or with special permission.

TELEPHONE CALLS

Only emergency calls will be allowed for the student. Please inform all friends, relatives, and employees of this fact.

Please instruct your family in case of an emergency, someone should call the clinical area and ask for your instructor. The instructor will relay the message to the student.

Clinical facility telephones are not to be used for personal calls.

No cell phones or unapproved electronic devices are allowed in clinical. **The student will be removed from the PN Program on the first cell phone offense.**

SMOKING POLICY

No smoking is permitted in high schools. Smoking in health care facilities will be allowed according to policy of the individual agency. Smoking is permitted in designated areas at WCC and Crossroads Institute.

PARKING

Students should park in designated areas at clinical sites.

INTERPERSONAL REGULATIONS

Students are reminded that client confidentiality is the legal right of each client. Students should not discuss clients except with appropriate individuals. To do so makes the student subject to dismissal. Students should speak quietly, distinctly, and courteously.

Because client cases may be discussed in class, no tape recorders will be allowed in class.

Each is reminded that in a group, one must not monopolize class time. A student should feel free to ask any necessary questions and is encouraged to participate in discussion, but should use discretion and give other classmates an opportunity to participate.

All personal problems should be left outside the classroom and outside the clinical situation.

Cell phones and unauthorized electronic devices are not allowed in classroom or clinical.

Students may not bring children to class.

HOSA—(Health Occupations Students of America)

All students are encouraged to participate.

The Health Occupations Students of America is an organization of students interested in careers in the allied health fields. The purpose of this organization is the education of its members to develop leadership qualities by planning and implementing well-rounded programs in the maintenance of wellness, prevention of illness and care of illness within their home, school, and community.

1. **Transfer Credit:** If you have taken courses at other colleges, you must request that an official transcript be sent to the registrar so that the course can be evaluated and proper credit granted. Courses with grades lower than “C” will not transfer (Ex: If you made a “D” in ENG 111 at another college, you would need to repeat the course).
2. **Dropping a Course:** If you plan to drop a course, you should see your advisor first. If you stop attending a class without withdrawing properly, your grade becomes an “F”. This may jeopardize your ability to continue your education at a future time. Any student receiving financial aid must notify the financial aid office also.
3. **College Catalog:** Read the college catalog for the year that you are admitted into the practical nursing program. It has essential information that you will need to know under various circumstances. If you have questions about program requirements or any other information regarding the policies of the practical nursing program, seek clarification from the practical nursing faculty.
4. **Student Information:** Students are responsible for checking notices on a daily basis. Announcements will be posted on the college’s electronic Blackboard. HOSA information will be posted on the bulletin board by the nursing lab. Students are also responsible for information distributed on his/her WCC e-mail account. Students need to check their WCC e-mail accounts **at least** once per week.
5. **Tutoring:** If you find that you are having difficulty with any subject matter, please speak to an instructor early in the semester. She will assist you to make arrangements for tutorial assistance, if available.
6. **Health Insurance:** All students are encouraged to carry their own health insurance. If an accident occurs in the clinical setting or the nursing lab, the student is responsible for his/her own medical costs.
7. **WCC Instructor Withdrawal Policy:** Students who have registered but who have never attended class the “last day to drop a class and receive a refund” **must** be dropped and reported to the Financial Aid Office for appropriated action. If a student’s absences exceed twice the number of weekly class meetings, the instructor may withdraw the student from the course. If the student is withdrawn within the first 60% of the semester, he/she will receive a “W”. After 60% of the semester, the student will receive an “F” or a “U”. Please check the college academic calendar for dates to withdraw from a class and receive a grade of “W” instead of a grade of “F”.
8. **Illness—Return to Clinical:** Faculty and Clinical Agencies reserve the right to require a physician’s “return to class and clinical” note in the event of student illness.