

# **Central Tech**



## ***Practical Nursing Student Handbook*** ***July 1, 2025–June 30, 2026***

**[www.centraltech.edu](http://www.centraltech.edu)**

**Drumright Campus: 3 CT Circle  
Drumright, OK 74030  
918-352-2551**

## **WELCOME**

The instructors, staff, and administrators of Central Tech and Central Tech Practical Nursing welcome you! We have a sincere interest in you as an individual and in helping you to obtain your goal of becoming a Licensed Practical Nurse.

Your primary responsibility during this program will be to learn to be a safe, skilled, and responsible practical nurse. This handbook is designed to acquaint you with the policies and procedures of Central Tech Practical Nursing and to answer many of the questions which will arise during the upcoming months. Please keep this handbook accessible and use it as a reference for challenges that may arise, or questions that you may have. You are responsible for familiarizing yourself with the policies and procedures of both Central Tech Practical Nursing and Central Technology Center as it is your responsibility to function within these policies.

You will be held responsible for the policies contained within this handbook throughout your academic journey. As a student of this educational facility, you must also adhere to the policies and procedures outlined within the Central Tech Student Handbook.

We wish you great success in your pursuit and ultimately the achievement of your goal to become a Licensed Practical Nurse!

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Practical Nursing District Coordinator

### Drumright Campus

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Practical Nursing Instructor

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## **Table of Contents**

Central Tech Practical Nursing Calendar	6
Approvals	8
Memberships	8
Disclaimer	8
Commentary	8
Statement from the OBN	8
Central Tech Practical Nursing Mission	9
Central Tech Practical Nursing Philosophy	9
Student PN Code of Ethics	9
Practical Nursing Pledge	9
Central Tech Vision	10
Central Tech Mission	10
Central Tech Core Values	10
Central Tech Purpose	10
Central Tech Philosophy	10
Academics	10
Academic Completion Contract	10
Breach of Academic Completion Contract	10
Required Activities	11
Consequences for Breach of the Academic Completion Contract	11
Grades	11
Completion Requirements	12
Pinning Ceremony	13
Pinning Awards	13
Skills Laboratory Participation	14
Academic Integrity	14
Preceptor	14
Breaches for Returning Students	15
Advanced Standing	15
Assessment Technologies Institute (ATI)	16
Attendance	17
Breaks	18
Chain of Command	19
Change of Name and Address	19
Classroom Hours and Testing	19
Classroom and Clinical Supplies	19
Clinical	20
Code of Conduct	20
Personal Transportation	21
Client Privacy & HIPPA	21
Dress Code	22
Community Service	22
Conceptual Framework	23

Central Tech Practical Nursing Organization Chart	24
Counseling Services	25
Course & Program Descriptions	25
Courses	25
Curriculum Plan	27
OBN Criminal History Background Check Policy	27
Requirements for Background Check for Initial Licensing	28
Denial of Licensure	28
Inability to Set for NGN NCLEX	28
Requirements for Person with a Positive Criminal Background	29
Discipline/Termination Policy	34
Withdrawal	34
Withdrawal In Lieu	35
Reapplication to the Program	35
Probation	35
Suspension	36
Lack of Adjustment to the Student Role	36
Unacceptable Grades	37
Unsafe Nursing Practice	38
Unprofessional Conduct	39
Nondiscrimination Policy	40
Due Process & Grievance Policy	40
Distance/Hybrid Learning	41
Electronic Communication Devices	42
Employment Policies	42
Equipment Care	43
E-Use & Resources	43
Evaluations	43
Food & Drink	43
General Plan of Instruction	44
Expected Outcomes	44
Grounds	45
Harassment, Intimidation, & Bullying	45
Sexual Harassment	46
Hazardous Road Conditions	46
School Closing Notifications	46
Health Policies & Student Accidents	47
Honesty Pledge	47
Identification Badges	48
Internet Use	48
Job Referral Services	48
Library	48
National Technical Honor Society	48

Parking	48
Permanent Record	49
Pregnancy	49
Progress	49
Safety & Security	50
Asbestos Management	50
Campus Police	50
Campus Searches	50
Dangerous Weapons	50
OK, Title 21, Section 1280.1	50
Gun Free School	50
Student Searches	50
Shared Governance	51
Student Organizations	51
Student Resources	51
Administration	51
Nursing Faculty	52
Administrative Staff	52
Controlled Substance & Abuse Policy	52
Vaping/Smoking	55
Telephone Calls	55
Tobacco Use	55
Transcription	56
Transfer	56
Transportation	56
Student Behavior on School Buses	56
Tuition & Fees	56
In-District	56
Out-of-District	57
Failure to Meet Financial Responsibilities	57
Financial Assistance	57
Pell Grant/ OK Tuition Aid Grant	58
Physician's Manpower Training Commission	58
SAS	58
Visitors Policy	58
Signature Forms	59
Appendix I	65

## CENTRAL TECH PRACTICAL NURSING CALENDAR 2025-2026: DRUMRIGHT

Class Meeting @ 0900 - 07/01/2025
Independence Day Holiday – No School – 07/04/2025
Summer Break: No School – 07/14/2025-08/11/2025
Central Tech Practical Nursing Classes Resume – 08/12/2025
Class Meeting @ 0900 – 08/12/2025
Labor Day Holiday – No School – 09/01/2025
Class Meeting @ 0900 – 09/02/2025
Class Meeting @ 0900 – 10/07/2025
Fall Break – No School – 10/16-17/2025
Class Meeting @ 0900 – 11/04/2025
Thanksgiving Day Holiday – No School – 11/24-28/2025
Class Meeting @ 0900 – 12/02/2025
Christmas Break – No School – 12/22/2025-01/05/2026
Staff In-service Day – No School – 01/05/2026
Central Tech Classes Resume – 01/06/2026
Class Meeting @ 0900 – 01/06/2026
Martin Luther King Day – No School – 01/19/2026
Class Meeting @ 0900 – 02/03/2026
Central Tech Open House – Attendance Required – 02/15/2026
President's Day – No School – 02/16/2026
Class Meeting @ 0900 – 03/03/2026
Spring Break – No School – 03/16-20/2026
Class Meeting @ 0900 – 04/07/2026
Class Meeting @ 0900 – 05/05/2026
Central Tech Last Day of School – 05/22/2026
Memorial Day – No School – 05/25/2026
OBN Meeting – OKC, OK – TBD
Staff In-service – No School – 05/29/2026
Class Meeting @ 0900 – 06/02/2026
Variety of required activities
Skills labs are required attendance
Date and activities may be subject to change including addition or deletion

**OPEN HOUSE AND ALL PN CLASS MEETINGS ARE MANDATORY**

## CENTRAL TECH PRACTICAL NURSING CALENDAR 2025-2026: SAPULPA

First Day Sapulpa Campus – 09/17/2025
Class Meeting @ 0900 – 10/06/2025
Fall Break – No School – 10/16-17/2025
Class Meeting @ 0900 – 11/03/2025
Thanksgiving Day Holiday – No School – 11/24-28/2025
Class Meeting @ 0900 – 12/01/2025
Christmas Break – No School – 12/22/2025-01/05/2026
Staff In-service Day – No School – 01/05/2026
Central Tech Classes Resume – 01/06/2026
Class Meeting @ 0900 – 01/12/2026
Martin Luther King Day – No School – 01/19/2026
Class Meeting @ 0900 – 02/02/2026
Central Tech Open House – Attendance Required – 02/15/2026
President's Day – No School – 02/16/2026
Class Meeting @ 0900 – 03/02/2026
Spring Break – No School – 03/16-20/2026
Class Meeting @ 0900 – 04/06/2026
Class Meeting @ 0900 – 05/04/2026
Central Tech Last Day of School – 05/22/2026
Memorial Day – No School – 05/25/2026
OBN Meeting – OKC, OK – TBD
Staff In-service – No School – 05/29/2026
Class Meeting @ 0900 – 06/01/2026
Variety of required activities
Skills labs are required attendance
Date and activities may be subject to change including addition or deletion

**OPEN HOUSE AND ALL PN CLASS MEETINGS ARE MANDATORY**

## **PROGRAM APPROVAL**

Central Tech Practical Nursing has received approval from the following agencies:

### **Oklahoma Board of Nursing**

2501 North Lincoln Blvd, Suite 207 Oklahoma City, OK 73105 [www.state.ok.us/nursing](http://www.state.ok.us/nursing)

### **Oklahoma Department of Career and Technology Education**

500 West 7<sup>th</sup> Avenue Stillwater, OK 74074 [www.okcareertech.org](http://www.okcareertech.org)

## **MEMBERSHIPS**

### **Health Occupation Students of America (HOSA)**

6021 Morris Rd, Suite 111 Flower Mound, TX 75028 (800)321-4672

### **Tulsa Area Deans and Directors for Nurses and Nurse Education (TADDNE)**

## **DISCLAIMER**

Central Tech Practical Nursing takes matters of policy, procedure, and process seriously and has attempted to ensure that all literature concerning Central Tech Practical Nursing is consistent. Still, in matters of policy and procedure concerning Central Tech Practical Nursing, this handbook overrides all other documents.

## **COMMENTARY**

The Central Tech Practical Nursing Student Handbook is constructed with input from members of Central Tech Administration, Practical Nursing Instructors, Practical Nursing District Coordinator, and Central Tech Practical Nursing Students (current and past).

## **STATEMENT FROM THE OKLAHOMA BOARD OF NURSING**

The Central Tech Practical Nursing Program is approved by the Oklahoma Board of Nursing. Graduates of this state-approved program are eligible to apply to write the National Council Licensure Examination (NCLEX) for practical nurses. Applicants for Oklahoma licensure must meet all state and federal requirements to hold an Oklahoma license to practice nursing. In addition to completing a state-approved nursing education program that meets educational requirements and successfully passing the licensure examination, requirements include submission of an application for licensure, a criminal history records search including fingerprinting, and evidence of citizenship or qualified alien status [59 O.S. §§567.5 & 567.6]. To be granted a license, an applicant must have the legal right to be in the United States (United States Code Chapter 8, Section 1621). In addition, Oklahoma law only allows a license to be issued to U.S. citizens, U.S. nationals, and legal permanent resident aliens. Other qualified aliens may be issued a temporary license that is valid until the expiration of their visa status, or if there is no expiration date, for one year. Applicants who are qualified aliens must present to the Board office, in person, valid documentary evidence of:

1. A valid, unexpired immigrant or nonimmigrant visa status for admission into the United States;
2. A pending or approved application for asylum in the United States;
3. Admission into the United States in refugee status;
4. A pending or approved application for temporary protected status in the United States;
5. Approved deferred action status; or
6. A pending application for adjustment of status to legal permanent resident status or conditional resident status.

The Board has the authority to deny a license, recognition or certificate; issue a license, recognition or certificate with conditions and/or an administrative penalty; or to issue and otherwise discipline a license, recognition or certificate to an individual with a history of criminal background, disciplinary action on any professional or occupational license or certification, or judicial declaration of mental incompetence [59 O.S. §567.8]. These cases are considered on an individual basis at the time application for licensure is made. Potential applicants to state-approved education programs, with a criminal history, may obtain a determination of eligibility for licensure or certification from the Oklahoma Board of Nursing for a fee. The *Petition for Determination of Eligibility for Licensure or Certification* form can be accessed at: <https://oklahoma.gov/nursing/criminal-history.html>

## **CENTRAL TECH PRACTICAL NURSING MISSION**

The mission of Central Tech Practical Nursing is to provide Central Tech Practical Nursing students with the education that is needed to prepare them to become safe and competent practitioners of practical nursing. Passing the NGN NCLEX and active employment for all graduates as Licensed Practical Nurses are the primary focus of the Central Tech Practical Nursing staff.

## **CENTRAL TECH PRACTICAL NURSING PHILOSOPHY**

1. Nursing is a comprehensive service of care that addresses the holistic needs of the client.
2. Services of care are based upon the physical, social, emotional, cognitive, and spiritual needs of the client regardless of gender, gender identity, sexual orientation, race, age, ethnic origin, creed, or socio-economic status.
3. The goals of nursing are developed using the nursing process.
4. Nursing care involves the application of the scientific method and the nursing process in conjunction with a holistic view of the client's needs to promote health, prevent illness, and provide care for the well, ill, injured, and/or terminal client.
5. The health state of the individual is in a constant state of change.
6. Education and learning are life-long processes.

## **STUDENT PRACTICAL NURSING (SPN) CODE OF ETHICS**

1. The SPN will practice the profession of nursing with integrity.
2. The SPN will be loyal to their clients, their classmates, their instructors, and the school.
3. The SPN will strive to recognize and identify personal limitations and practice within the boundaries of those limitations.
4. The SPN will remain sincere in the performance of their duties and will be generous in rendering services.
5. The SPN considers no duty too menial when providing care for a client.
6. The SPN will not accept monetary compensation while performing any clinical rotation except in the case of a preceptorship when a clinical partnership is in place.
7. The SPN will hold all information entrusted to them in confidence (HIPAA).
8. The SPN will be a good steward of the community.
9. The SPN will participate and shares in meeting all health care needs of the client.
10. The SPN will faithfully carry out the orders of the instructor, supervising nurse, or physician.
11. The SPN will refrain from sharing personal information with the client.
12. The SPN will not self-medicate or divert medications from the client or facility.
13. The SPN will not use alcohol, illegal drugs, or illegally use prescription medications prior to or during clinical or class time.
14. The SPN will not attend clinical or class in an impaired state.
15. The SPN respects the dignity of the uniform and will always maintain a professional appearance.
16. The SPN respects the belief systems of all clients.
17. The SPN abides by the Golden Rule in daily relationships with all persons with whom they come into contact.
18. The SPN may give credit to a product of use but does not promote products for personal gain.

## **PRACTICAL NURSING PLEDGE**

Before God and those assembled here, I solemnly pledge to adhere to the Code of Ethics of the nursing profession; To cooperate loyally with the other members of the nursing team; To carry out faithfully and the best of my ability the instructions of the physician or nurse who may be assigned to supervise my work; I will not do anything evil or malicious. I will not knowingly give any harmful drug or assist in malpractice. I will not reveal any confidential information that may come to my knowledge in the course of my work. I pledge myself to do all in my power to raise the standards and prestige of Practical Nursing. May my life be devoted to service and to the high ideals of the nursing profession.

**CENTRAL TECH VISION**

Everyone achieves success.

**CENTRAL TECH MISSION**

Central Tech changes lives through education, workforce development, and business support services.

**CENTRAL TECH CORE VALUES**

Application of Knowledge, Integrity, Community, Relationships

**CENTRAL TECH PURPOSE**

Elevate-Educate-Empower

**CENTRAL TECH PHILOSOPHY**

The broadening view of education indicates the need to provide an institution for the purpose of training individuals to become employable with skills essential to the demands of society, its institutions, and its industry. Central Technology Center proposes to provide quality technical education and training for any person who has the initiative, desire, and ability to profit from such training. An integral part of the educational program is to prepare persons to become employed and participate in the free enterprise system that is essential to our democratic society.

**ACADEMICS**

The Central Tech Practical Nursing curriculum has been designed and constructed to provide the tools necessary for students to achieve success through taking and passing the NGN NCLEX-PN Licensure Examination and entering the workforce as a safe and competent novice Licensed Practical Nurse. All aspects of the Central Tech Practical Nursing curriculum have come into being because of the experience, hard work, and dedication of the Central Technology Center and Central Tech Practical Nursing administration, instructional, and ancillary staffs. In addition, former students and members of the Central Tech Practical Nursing Advisory Committee have contributed through providing survey information concerning courses, course work, curriculum, as well as providing pertinent information for this handbook. As such, you are encouraged to familiarize yourself with all curricular content and resources. The Central Tech Practical Nursing Student Handbook serves as the Central Tech Practical Nursing student's written guide concerning student expectations, as well as the policies and procedures that govern Central Tech Practical Nursing.

**ACADEMIC COMPLETION CONTRACT**

The Central Tech Practical Nursing program has 1463 hours of curriculum, which includes classroom, skills lab, and clinical courses. Central Tech Practical Nursing is a controlled-entry, open-exit, self-directed program designed to provide the student with more flexibility to better integrate school into their personal and work lives. Each student will be assigned an academic advisor (one of the Central Tech Practical Nursing instructors), who will monitor the student's academic progress. A student's academic pathway is developed via the academic completion contract, which is typically one calendar month. The completion contract hours for attendance as well as curriculum will be assigned based upon the calculation of 4.8hrs per day times the number of days within the contract period.

1. Curriculum hours will be adjusted to ensure that students will not be required to take more than 18 examinations during a one-calendar month contract period.
2. Students are encouraged to sign the contract early in the month to ensure they are aware of their monthly obligation. However, students, no matter when they sign their completion contract, are responsible for the entirety of their contract.

**BREACH OF ACADEMIC COMPLETION CONTRACT**

A Breach of Contract may be earned for the following reasons; however, this list is not exhaustive:

1. The student is in violation of the Central Tech Practical Nursing Student Handbook.

2. The student is in violation of the Central Tech Student Handbook.
3. The student is in violation of a clinical site's policies and procedures.
4. The student does not pass a minimum of 50% of **ALL** attempted examinations during the contract period, which includes both module and final examinations.
5. The student does not complete a minimum of 90% of the assigned curriculum hours (classroom and clinical) by the end of an academic completion contract period.
6. The student does not attend class for a minimum of 90% of the assigned attendance hours during an academic completion contract period.
7. The student breaches or has a potential breach of HIPPA.
8. The student is no call/no show for any required activity, e.g., clinical, lab, etc.
9. Smoking/Vaping in areas other than designated smoking areas.
10. The student is warned three times about parking violations for failure to adhere to the stated parking rules of the campus or clinical facility.

### **REQUIRED ACTIVITIES**

Required activities included but are not limited to:

1. Lab
2. Clinical
3. Monthly Class Meetings
4. Other activities as scheduled by Central Tech Practical Nursing Instructional/Administrative Staff
5. **Attendance:** Attendance will be taken for required activities, and students will be counted present, tardy, receive an early dismissal, or be counted absent as the situation required.

### **CONSEQUENCES FOR BREACH OF THE ACADEMIC COMPLETION CONTRACT**

1. Breach # 1: Counseling – The student who receives a first breach will be counseled by District Coordinator or the student's advisor concerning the reason for the breach and the consequences of further breaches.
2. Breach # 2: Warning – The student who receives a second breach of the academic completion contract will receive a written warning concerning the reason for the breach, which may be delivered by either the District Coordinator or the student's advisor as well as counseled concerning the consequences of further breaches.
3. Breach # 3: Probation – The student who receives a third breach of contract meet with the District Coordinator and their advisor and be placed on probation for the remainder of their time in the program as well as they will be counseled concerning the consequences of the receipt of a fourth breach.
4. Breach # 4: Dismissal – A student who receives a fourth breach will meet with the District Coordinator and the advisor and be dismissed from the program.
5. Student Dismissal: Students dismissed from Central Tech Practical Nursing have the right to due process and of appeal (See Due Process Policy, p. 40)

### **GRADES**

1. **Classroom Grades:**
  - a. Examination grades will count as 70% of the course grade and homework as 30%.
  - b. **To pass a classroom course, a student must:**
    - i. Earn an exam grade average of 77%.
    - ii. Earn an overall average grade of 77% (combination of exam and homework grades).
    - iii. Homework grades will not be averaged into the grades until after all exams are completed. Homework grades cannot help a student pass a course; however, poor homework grades may cause a student to fail a course.
  - c. **To pass a clinical course, a student must:**
    - i. Earn a clinical performance grade average of 85%.

- ii. Earn an overall average grade of 85% (combination of clinical performance grades and homework grades).
- iii. A grade of 0% will be assigned for any absence
- iv. Homework grades will not be averaged into the grades until after all clinical are completed and a grade has been assigned. Homework grades cannot help a student pass a course; however, poor homework grades may cause a student to fail a course.
- d. **To pass the skills lab course, a student must:**
  - i. Earn a skills lab grade average of 85%
  - ii. A grade of 0% will be assigned for any absence.
  - iii. Students are responsible for the content of all labs and will need to address any absence with the skills lab instructor to receive directions on how best to make-up the lab.
  - iv. Once completed, the Skills Lab grade will be added into the student's Nursing Fundamentals Grade as a standalone grade.
  - v. Failure to pass the Skills Lab will result in the student being dismissed from the program.
- e. **To pass the Dosage Calculation Examination, a student must:**
  - i. Earn a minimum grade of 93%.
    - i. Students may take the dosage calc exam a **MAXIMUM** of three times. There are three versions of the exam, and the student will take a different version on each attempt.
    - ii. Failure to earn the minimum grade after three attempts will result in the student being dismissed.
- f. **Grading Scale:**

Classroom:	Clinical and Lab:
A: 100% - 90%	A: 100% -90%
B: 89% - 80%	B: 89% - 85%
C: 79% - 77%	F: 84% - 0%
F: 76% - 0%	

### **COMPLETION REQUIREMENTS**

1. Payments:
  - a. Prior to the beginning of classes ALL students must complete a FAFSA, meet with the Central Tech Financial Aid Officer, and make payment arrangements with the campus bursar.
  - b. Accounts should be paid in full prior to a student completing the program.
  - c. Late Payments:
    - i. Students will be notified by the bursar when they have a payment, which is 30 days late.
    - ii. Students who have missed two payments (60-days late) will receive a second notification and be placed on probation for non-payment for 10-days.
    - iii. If the account is not paid in full by the end of the 10-days (all monies owed), the student will be suspended for non-payment from class and clinical for five days. Clinicals missed during the time a student is suspended may not be made up and students will receive a grade of 0% for each day missed. If the account is not paid in full after five days (all monies owed), the student will be dismissed for non-payment.
    - iv. Students receiving CH 31 and CH 33 VA education benefits will not be penalized for late payments from the VA.
2. Until the Oklahoma Board of Nursing has received an official copy of student's transcript from Central Tech, they cannot schedule the NGN NCLEX-PN.

3. A copy of your official transcript can only be released after the following requirements have been met:
  - a. All classroom, lab, and clinical curriculum have been completed.
  - b. All Assessment Technologies Institute examinations have been completed as required.
  - c. Your examination and licensure applications to the Oklahoma Board of Nursing and National State Council of Boards of Nursing have been completed and submitted along with any extra paperwork required.
  - d. You have obtained and submitted your fingerprinting for your national criminal background check.
4. A student who does not test within 2 years of completion of a nursing program will be required to attend and pass a refresher course before being allowed to take the test. Currently, the cost of a state refresher course is approximately \$2,500.00.
5. The final curricular experience slated for students is the preceptor clinical rotation, which will not be scheduled until all other curricular course work, ATI Testing and retakes, and clinical experiences have been completed.
  - a. The preceptor rotation must begin within 10 days of completion of all other curricular activities. Failure to do so may result in the student facing dismissal.

### **PINNING CEREMONY**

1. Pinning ceremonies are scheduled based on the number of students eligible to walk in the ceremony. Target months for pinning ceremonies are June and December. However this may vary.
2. Because of the structure of the program, students who have not completed the programs as well as those who have completed, may walk in the same ceremony.
3. Students who have not yet completed the program must be within 145-hours of program completion by the end of the graduation month to be eligible to walk.
4. Because students will complete coursework at different times this may mean that students from the same cohort may not have the opportunity to walk together.
5. Students must be current on payments to be eligible to walk.
  - a. Students receiving CH 31 and CH 33 VA education benefits will not be penalized for late payments from the VA.
6. During the pinning ceremony, students will receive a nursing cap, a Central Tech Nursing Pin, and a diploma cover.
  - a. Students will be capped, pinned, and receive their diploma cover by a member of the Central Tech Practical Nursing instructional/administrative staff.
  - b. Students will receive their diploma after successful completion of all Central Tech Practical Nursing course requirements.
7. It is possible to walk at the pinning ceremony and not successfully complete the program.

### **PINNING AWARDS**

Central Tech Practical Nursing students have an opportunity to qualify for a variety of awards designed to honor those students whose performance goes beyond the stringent and rigorous requirements of the Central Tech Practical Nursing course and clinical work. To be eligible for one of the cohort's awards the student must be present at the pinning ceremony and have completed a minimum of 75% (1097hrs) of the curriculum. These awards include:

1. **Clinical Student of the Cohort:** A student's clinical grade is comprised of instructor evaluations concerning a student's performance in the clinical area as well as their homework grades. The award is given to the student with the highest GPA for clinical rotations.
2. **Classroom Student of the Cohort:** A student's classroom grade is comprised of examination grades and assignment grades. The award is given to the student with the highest GPA for classroom courses.
3. **Student of the Cohort:** The student of the year award is given to the student who has the highest overall GPA in combination of clinical and classroom grades.

4. **National Technical Honor Society:** National Technical Honor Society is a national award. To qualify as a member of the National Technical Honor Society, a Central Tech Practical Nursing student must:
  - a. A student must have an overall "A" average (90% - didactic and clinical combined).
  - b. A student cannot have more than 2 absences.
  - c. A student must have completed a minimum of 75% or 1097.25hrs of the program.
  - d. A student can never have been placed on probation, received a breach of contract or suspension for any.

### **SKILLS LABORATORY PARTICIPATION:**

Students may be asked to participate in several invasive skills acting as a client for their fellow students who are performing the skill. These invasive skills include but are not limited to venipuncture, IV starts, and injections. **Students who do not wish to allow another student to perform an invasive procedure upon them have the right to refuse and may do so without fear of retribution or discrimination.**

### **ACADEMIC INTEGRITY:**

Central Tech and Central Tech Practical Nursing do not condone or tolerate academic dishonesty in any form. Any student found guilty of academic dishonesty or misconduct is subject to disciplinary action up to and including dismissal from Central Tech Practical Nursing. Academic dishonesty includes but is not limited to the following 1) plagiarism, 2) unauthorized collaboration on projects, 3) cheating on examinations or assignments including downloading, copying, purchasing, or accepting any test bank associated with Central Tech Practical Nursing curriculum, 4) unauthorized advance access to exams, 5) fraud or misrepresentation of assignments, 6) intentional alteration of academic material, 7) altering time sheets (school or outside entity), 8) misrepresentation of clinical assignments and experiences, or 9) knowingly cooperating with another person in an academically dishonest undertaking.

### **PRECEPTOR**

The role of the preceptor is an invaluable asset to Central Tech Practical Nursing. Central Tech Practical Nursing adheres to the Preceptor Policy as set forth by the Oklahoma Board of Nursing. Many of the preceptors used by Central Tech Practical Nursing are graduates of Central Tech Practical Nursing or have provided this service for Central Tech Practical Nursing students over the years. The following policies are used to select and pair students with preceptors:

1. Preceptors may be used for supervision of students only after students have demonstrated knowledge and skills that are required for the clinical situation.
2. Preceptorships may constitute only a small percentage of a student's total clinical experiences. The decision to provide a clinical experience through a preceptorship shall be made after evaluation of the student's individual learning needs and must be justified by the nature of the experience required.
3. When the preceptorship is provided in a setting in which the student is employed, the faculty must ensure that both the student and the preceptor understand the difference in the student's role during the preceptorship experience versus their role while employed at the facility.
4. A clinical preceptor must meet the following qualifications:
  - i. At least one-year experience in nursing
  - ii. Have a current unencumbered licensure as an RN or LPN
  - iii. Hold a nursing license with comparable or greater educational preparation.
5. The following items must be completed prior to the student beginning their preceptor rotation:
  - i. Students must provide the name of their preceptor to their advisor so the preceptors qualifications may be verified.
  - ii. Students must have their preceptor contract signed and turned in prior to their first day of their preceptor rotation.
  - iii. Students must post their five preceptor objectives to Moodle prior to beginning their

- preceptor rotation.
- iv. Students must turn in their preceptor schedule prior to their first day of their preceptor rotation.
- v. **Failure to complete any one of these steps will result in the student being required to redo any completed preceptor day!**

### **BREACHES FOR RETURNING STUDENTS**

1. Breaches for Students Returning after any withdrawal, e.g., personal, withdrawal in lieu, or dismissal:
2. Students who returns after withdrawing from Central Tech Practical Nursing for any reason will be allowed the number of breaches upon return:
  1. 1463hrs-1097hrs: 4 Breaches (verbal, written, probation, termination)
  2. 1096hrs-730hrs: 3 Breaches (written, probation, termination)
  3. 729hrs-363hrs: 2 Breaches (probation, termination)
  4. 362hrs-completion: 1 Breach (termination)

### **ADVANCED STANDING**

Students may be eligible to receive advanced standing credit for courses completed prior to being enrolled into Central Tech Practical Nursing including Long-Term Care, Anatomy and Physiology, Medical Terminology, and Introduction to Nursing. Each course has a list of requirements that must be met for advanced standing to be awarded. The requirements are found below for each course.

1. Long-Term Care Aide (75hrs clock hours) Prerequisite: Applicant must hold a valid and current Certified Nurse Aide Certificate verifiable through a state nurse aide registry prior to completion of the application completion date to be considered for enrollment. The above requirement may be waived for students who have been trained in a Central Tech LTC/HHC class, have been working in the medical field as a MA/Phlebotomist, and whose certificate has been expired for one year or less.
2. Anatomy & Physiology (120hrs clock hours): Advanced standing requirements include:
  - a. College Level Human Anatomy Course w/ Lab 4 or 5 credit hours – minimum exam grade “B” & College Level Human Physiology Course w/ Lab 4 or 5 credit hours – minimum grade “B”.
  - b. College Level Human Anatomy/Physiology Course w/ Lab 4 or 5 credit hours – minimum grade “B or 80%”
  - c. Oklahoma Career Tech Health Education Core Anatomy and Physiology course with a minimum of 120 clock hours and a minimum transcribed course grade of “B”.
  - d. To receive advanced standing a student must have a verified transcribed course grade, as well as taking the Practical Nursing A&P final and making a minimum score of 77% on their first attempt. If the student is unable to achieve this requirement they will be required to take the course in total.
  - e. Courses must be verifiable and be no more than 5 years old.
3. Medical Terminology (45hrs): Advanced standing requirements include:
  - a. College level Medical Terminology – minimum 2 or 3 credit hours with a minimum grade of “B”.
  - b. Complete an Oklahoma Career Tech Health Education Core Medical Terminology – 45 clock hours a minimum grade “B”.
  - c. Homework grades cannot be used to pass a student who has a failing exam average, but failing homework grades can cause the student to fail once they are combined with the exam grades.
  - d. To receive advanced standing a student must have a verified transcribed course grade, as well as take the Practical Nursing Med Term final and making a minimum score of 77% on their first attempt. If the student is unable to achieve this requirement they will be required to take the course in total.
  - e. Courses must be verifiable and be no more than 5 years old

4. Introduction to Nursing: Advanced standing requirements include:
  - a. Complete an Oklahoma Career Tech Practical Nursing Concepts of Nursing Course with a minimum of 40 clock hours and a minimum grade of "B".
  - b. Homework grades cannot be used to pass a student who has a failing exam average, but failing homework grades can cause the student to fail once they are combined with the exam grades.
  - c. Courses must be verifiable and be no more than 5 years old
5. Nursing Fundamentals: Oklahoma Career Tech Practical Nursing –
  - a. Nursing Fundamentals Course – 160 clock hours including theory and skills lab with a minimum exam grade of "B".
  - b. Homework grades cannot be used to pass a student who has a failing exam average, but failing homework grades can cause the student to fail once they are combined with the exam grades.
  - c. To receive advanced standing a student must have a verified transcribed course grade, as well as take the ATI Nursing Fundamental Examination and make a minimum score of Level 1 on their first attempt. If the student is unable to achieve this requirement they will be required to take the course in total.
  - d. Completed courses can be no older than 5 years.
  - e. Courses must be verifiable and be no more than 5 years old

### **ASSESSMENT TECHNOLOGIES INSTITUTE (ATI)**

Central Tech Practical Nursing participates in the Assessment Technologies Institute Content Mastery assessment-examination program. Assessment Technologies Institute examinations are similar in content and questioning style to that used for the NGN NCLEX-PN Licensure Examination. The Assessment Technologies Institute Nurse in a Box offers a combination of physical textbooks, online textbooks, online resources, online practice testing, tutorials, and online proctored testing.

Students will take Assessment Technologies Institute area specific examinations upon completing a content area. If the student does not earn a passing grade on the first attempt, the student will be required to remediate and complete a second attempt before moving on to the next course. These examinations will provide the student with a study guide to increase their understanding and ability within the content area.

Each content area contains two non-proctored examinations and one proctored examination. To complete the Assessment Technologies Institute testing process the student will:

1. Complete both non-proctored examinations prior to taking the proctored exam. Students must make a minimum score of 85% on both examinations before they will be allowed to take the proctored examination.
2. When a student takes a non-proctored examination the score they make, e.g., 40%, 60%, etc. will be recorded as an assignment grade. To increase the score to a 100%, students must complete the following:
  - a. A grade of 40%-50% will require students to complete 4-5hrs of remediation.
3. Students may take the non-proctored examinations as often as they would like from either home or at school.
4. Proctored examinations must be taken in the classroom.
5. Students must achieve a minimum score of Level 2, on all proctored examinations with the exception of the Assessment Technologies Institute Pharmacology and Maternal Neonatal Nursing, which requires a grade of Level 1, and the Assessment Technologies Institute NCLEX-PN Predictor, which requires a grade of 85%.
  - a. Attempts one and two (if required) will need to be completed prior to the student moving on to the next course, unless otherwise noted.
  - b. Each of the Assessment Technologies Institute proctored examinations may be taken a maximum of 4 times.
  - c. Unless passed on the first attempt, proctored exams will be taken a

- minimum of 2x's.
- d. If required to repeat a proctored examination:
  - i. The student will be required to remediate the exam.
  - ii. The student must wait a minimum of 24 hours to take the second version.
  - iii. A student who is unable to achieve the required grade on any attempt will be required to complete a written remediation with written rationales, and retake both un-proctored examinations and receive a minimum score of 85%.
  - iv. A student who is unable to achieve the required grade on attempt 4 will be required to review course work and complete a series of NCLEX-PN prep questions/exams.
- e. Students are financially responsible for proctored examinations #'s 3 and 4. The charges may be added to your school account.
- 6. Each proctored examination is worth curriculum hours, will serve as finals for courses, and the grades for the proctored examination will be assigned as follows:
  - a. Level III – 100%
  - b. Level II – 85%
  - c. Level I – 77%
  - d. Below Level I – 69%
- 7. Students will receive the percentage grade they achieve on the Predictor as their grade.

## **ATTENDANCE POLICY**

1. **Definitions:**
  - a. An absence is defined as inability or failure to attend a required event.
  - b. A tardy is defined as being late for a required event, and three tardies will equal one absence.
  - c. Leaving early is defined as leaving prior to the instructor dismissing students from a required event, and if a student leaves early three times that will equal one absence.
  - d. A No call/No show is defined as failure to inform the instructor more than 30 minutes after the event starts to inform the instructor that they will be late to a required event. Or the student arriving at the required event after the instructor has completed pre-conference, started the event, or taken the other students to the floor to begin a clinical rotation.
  - e. Seat or attendance hours are the amount of time physically spent in the classroom, in clinical, or any required event.
2. **The effects of attendance/curriculum hours on financial aid:**
  - a. A financial aid period is defined as the completion of 450 curriculum/seat hours. Students are expected to complete an average of 4.8 curriculum/seat hours per day based on the school days available.
  - b. To maintain eligibility during a financial aid period, students must: Complete a minimum of 450 curriculum hours and be in attendance for at least 90% (405 seat hours) during the designated period.
  - c. A student's breach status does not affect the required curriculum or attendance hours necessary for financial aid eligibility. All students are subject to the same hours and attendance requirements regardless of disciplinary standing.
  - d. Students who fail to meet the required curriculum and attendance hour thresholds will lose financial aid eligibility. In such cases: The student must submit a formal appeal to request reinstatement of financial aid. Reinstatement can only be granted once during the student's enrollment.
  - e. Students who fail to meet financial aid attendance and curriculum hour requirements will lose their financial aid eligibility and be required to appeal to have their financial aid reinstated. Reinstatement can only occur one time.
3. **General Attendance policies for Central Tech Practical Nursing are as follows:**
  - a. Attendance time will be assigned at a rate of 4.8hrs per day, times the number of school days available within a contract period.

- b. Absences will be designated as either excused or unexcused.
    - a. Excused absences will be considered in the instances of death in the immediate family, illness of self or immediate family, etc. with appropriate documentation.
    - b. Unexcused absences will be considered failure of student to notify staff, no call/no show, lack of proper documentation, etc.
  - c. Contracts will only be adjusted to decrease attendance hours when the school is closed.
  - d. Students are responsible for completing a minimum of 90% of the assigned hours with failure to do so resulting in a breach of contract.
  - e. Attendance for the assignment of absences, tardies, or early withdrawal will only be taken for required events, e.g., clinical, lab, etc.
  - f. Students are required to sign in and out on the class time sheet with the failure to do so resulting in students not receiving their hours.
  - g. Students are required to sign out if they will be out of the classroom for more than 15 minutes or if they leave campus.
  - h. Failure to follow these policies may result in disciplinary action up to and including dismissal.
4. **Attendance policies per clinical level:**
- a. **Clinical Level I-Basic Adult (80hrs):**
    - a. Students who are absent once during Clinical Level I will be placed on probation.
    - b. Students who are absent two times during Clinical Level I will be dismissed from the program.
  - b. **Clinical Level II-Med-Surg I (224hrs):**
    - a. Students who are absent once during Clinical Level II will be counseled concerning the absence and the ramifications of further absences.
    - b. Students who are absent two times during Clinical Level II will be placed on probation for the remainder of Clinical Level II.
    - c. Students who are absent three times during Clinical Level II will be dismissed from the program.
    - d. This will include all absences incurred while the student is in Clinical Level II.
  - c. **Clinical Level III-Med-Surg III (232hrs):**
    - a. Students who are absent once during Clinical Level III will be counseled concerning the absence and the ramifications of further absences.
    - b. Students who are absent two times during Clinical Level III will be placed on probation for the remainder of Clinical Level III.
    - c. Students who are absent three times during Clinical Level III will be dismissed from the program.
    - d. This will include all absences incurred while the student is in Clinical Level III.
  - d. **Clinical Level IV-Leadership/Preceptor (120hrs):**
    - a. Students who are absent once during Clinical Level IV will be placed on probation.
    - b. Students who are absent two times during Clinical Level IV will be dismissed from the program.

### **BREAKS**

1. Each class is provided with a designated break time.
2. Student ID badges must always be worn at all times when students are on campus, at clinical, or at an off-campus function.
3. Failure to wear your student ID badge can result in disciplinary action being taken up to and including dismissal from the program.
4. Students may take a break in the commons area.
5. Students may not sit in their cars during break time.
6. Tobacco use is **NOT ALLOWED** at clinical sites.
7. **Tobacco Use on Campus:** Central Tech Practical Nursing is an all-adult program, as such, students over the age of 21yrs can smoke and vape on campus in designated areas **ONLY**: Drumright – north side of Truck Driver Training and the north side of Phil Waul Pipeline Building. Sapulpa – smoking area on the southwest corner of the main building.

### **CHAIN OF COMMAND**

The chain of command will be a very important concept for all students to learn, understand, and employ during their time as both a nursing student and during their career as a nurse. Chain of command refers to the pattern you should follow to address questions, concerns, problems, or complaints during your time at Central Tech Practical Nursing. The following decision tree demonstrates the chain of command.

**Student → Classroom/Clinical Instructor → Academic Advisor → Practical Nursing District Coordinator → Assistant Superintendent → Superintendent → Central Tech Board of Education**

The chain of command is designed to deal with questions, concerns, problems, and complaints in an expedient and concise manner. If you bypass a step within the chain of command, you will be directed to return to the person bypassed.

### **CHANGE OF NAME AND ADDRESS**

1. The program secretary and campus registrar must be notified immediately when a student:
  2. Changes their name.
  3. Changes their mailing address.
  4. Changes their email address.
  5. Changes their phone number.
    - a. Home
    - b. Cell
    - c. Contact information.
6. Names and contact information must match the student's NCSBN and OBN Applications and their photo ID to be allowed to sit for the NGN NCLEX-PN. Per Pearson Vue, the company that provides the NGN NCLEX-PN examination, if the information on a student's ID varies from the information on their NGN NCLEX documents the student will not be allowed to enter the testing facility or take the NGN NCLEX-PN. If this occurs, it will be the student's financial responsibility to pay any extra charges incurred, which at a minimum will likely cost the student at least \$200.00 for a new application fee.

### **CLASSROOM HOURS & TESTING TIMES**

1. Classroom: The classroom is open M-F, 0800-1600 (exceptions may occur).
2. Clinical: Varies per facility and department.
3. Instructors will be available to students: **0830-1115** and **1300-1600**.
4. **Testing Times: 0930 & 1400**. Students will need to be at their desks ready to start at these times. Students will not be admitted to a testing time after testing begins. Students may take as many exams as they choose but may not leave their computer in between exams.

### **CLASSROOM AND CLINICAL SUPPLIES**

Upon the student's receipt of any equipment or supplies to be used in the learning process, the student will be financially responsible and obligated for the payment of said equipment and supplies.

### **CLINICAL**

1. COVID VACCINATIONS:
 

While COVID requirements have eased or in most situations been done away with, some of our clinical partners continue to track vaccinations, require previous vaccinations, or require an exemption. Central Tech Practical Nursing is required to honor these information requests of our clinical partners.
2. Central Tech Practical Nursing students **MAY NOT**:
  - a. administer any type of IV medication unless supervised by an instructor or licensed nurse.
  - b. access or establish medication administration through a central line,

- portacath, or PICC line unless approved by the facility.
- c. administer any type of cardiogenic or cardiotonic medications by IV push or IV piggyback unless approved by the facility.
- d. administer any type of chemotherapy drug unless approved by the facility.
- e. accept client orders either verbally or by phone from a physician or mid-level practitioner.
- f. enter the room or care for clients who are under airborne precautions.
- g. perform any skill in clinical until they have undergone training and have been checked off in the skills laboratory.
- h. Facility rules restricting medication administration or skills performance by a student will override Central Tech Practical Nursing student medication administration and skills performance policies.
- i. Students must be able to lift and move a minimum of 50lbs and have no lifting restrictions to attend clinical.
- j. Late clinical homework will receive a deduction of 10% per day. After the 3<sup>rd</sup> day the student will receive 0% for the clinical homework assignment.
- k. Clinical Objectives for journals: 1 for Level I, 2 for Level II and 3 for Level III.
  - i. Pre-journal is due by 0630 prior to clinical.
  - ii. Post journal is due 0900 the day following clinical.
  - iii. Post journal should reflect if and how objectives were met or address the reason(s) why the student was unable to meet their objective(s) and address any other pertinent subject concerning the clinical rotation being referenced.

### **CENTRAL TECH PRACTICAL NURSING CODE OF CONDUCT**

Central Tech Practical Nursing students are expected to:

1. Always behave in a professional and exemplary manner both on and off campus
2. Follow the policies of Central Tech and Central Tech Practical Nursing as stated in the respective handbooks.
3. **Maintain Professional Boundaries:**
  - a. Students should avoid:
    - i. Public displays of affection
    - ii. Use of inappropriate, foul, or vulgar language
    - iii. Abusive behavior – physical, emotional, or verbal
    - iv. Inappropriate client or resident interactions, e.g., fraternization with those for which they are providing care is unethical and potentially illegal.
4. Be punctual.
5. Assume responsibility for your learning.
6. Bring all needed equipment for your learning experience:
7. Be cognizant of surroundings and work in a safe manner in the classroom, lab, and clinical facilities.
  - a. Report accidents or mishaps to your instructor immediately.
  - b. Complete an incident report.
8. Cell phones are not to be turned on in clinical areas. Students who are caught with their cell phones out when on duty at a clinical facility will receive a 0% and be sent home.
9. Cell phones in the classroom:
  - a. Cellphones can be a distraction to other students. If you need to make a call or text step out into the hall.
  - b. A student caught with a cellphone out during a test will receive a 0% on the exam and will face disciplinary action up to and including dismissal from the program for cheating.
10. Do not bring children to school.
11. Follow the Honesty Policy: See Academic Integrity Policy p. 14.

12. Students will not self-medicate or divert medications from the client or facility.
13. Students will not use alcohol, illegal drugs, or illegally use prescription medications prior to or during clinical or class time.
14. Students will not attend clinical or class in an impaired state.
15. Students will not sleep in class, clinical, or while in uniform.
16. Students will not wear class uniforms to their job or work in their class uniforms at their job.

### **PERSONAL TRANSPORTATION:**

1. It is the student's responsibility to ensure they have reliable transportation to and from required attendance events no matter their location.
2. Students must exit their vehicles upon parking on school grounds.
3. The school contracts with a company to check the school building, grounds, and vehicles in the schools parking lots for contraband using search dogs. If the dog alerts any of your property or your vehicle, the campus police and administration will ask you to submit to a search. Refusal to comply will result in dismissal from the school.
4. Transportation via school vehicles to clinical or other events will only be available when instructors are available to ride in, or drive said vehicles.
5. Students are required to follow the parking rules of both Central Tech and clinical facilities. Students who fail to follow established rules are subject to disciplinary action up to and including dismissal from the program.
6. Students who fail to follow the rules concerning the use of motor vehicles on Central Tech property, at clinical sites, or in transport to or from an educational experience may lose their privilege to bring their vehicle onto Central Tech property.

### **CLIENT PRIVACY & HIPAA:**

1. The Health Insurance Portability Assurance and Accountability Act of 1996 is federally enforced and persons who violate a client's confidentiality can be charged with criminal and/or civil crimes.
  - a. Fines include \$100 - \$250K per incident.
  - b. Jail time includes sentences up to 10 years in federal prison per incident.
2. To maintain client confidentiality, avoid:
  - a. Talking about clients outside the nurse's station
  - b. Accessing client information for a client you are not assigned.
  - c. Looking up your own medical records or medical records of your family or friends or asking a colleague to access the records for you.
  - d. Do not talk about clinical experiences outside of the clinical or the classroom.
  - e. Clinical experiences may only be talked about as a part of the clinical and classroom experience for learning.
3. DO NOT TALK ABOUT CLINICAL EXPERIENCES ON ANY SOCIAL MEDIA OUTLET
4. **NEVER USE A CLIENT'S NAME**
  - a. Do not remove any client materials from clinical site.

### **DRESS CODE**

1. Clinical Dress Code: Student will dress appropriately for clinical, or their grade will be negatively impacted up to being sent home and receiving a grade of 0% for the clinical experience. Students should be dressed as follows:
  - a. Central Tech Scrubs: clean and wrinkle free.
  - b. White or black under shirt (optional)
  - c. Lab or black Central Tech Practical Nursing jacket in clinical area or classroom (optional)
  - d. White or black solid color impermeable shoes
  - e. Jewelry: 1 ring; 1 pair of stud earrings; NO NECKLACES; NO OTHER VISIBLE PIERCINGS; NO LANYARDS.

- f. NO VISIBLE TATOOS
  - g. Hoodies, sweatshirts, sweaters, etc. may not be worn with the Central Tech Practical Nursing uniform.
  - h. Central Tech Practical Nursing uniforms will be worn Monday through Thursday in the classroom and in clinical.
2. Central Tech Practical Nursing t-shirts may only be worn as a part of the alternative clinical uniform or in class on days when relaxed dress is approved.
  3. Professional Dress: Students may be required to dress professionally at different times. Jeans are not considered professional dress. Professional dress includes dress shirts, polo shirts, slacks, dresses, skirts, suits, and lab jackets.
  4. When clinical uniforms are worn in the classroom, clinical dress rules and consequences will be observed.
  5. Students who do not follow the dress code may be sent home from the classroom or clinical for the day receive no attendance hours and a grade of 0% for their clinical day.
  6. Students who are out of compliance with the dress code and receive a written warning may be placed on probation for Failure to Adapt to the Student Role.
  7. Students who are placed on probation for Failure to Adapt to the Student Role twice during their tenure in Central Tech Practical Nursing will receive a breach.
  8. Relaxed Dress: On occasion the classroom dress code may be relaxed. Still, students will dress appropriately and avoid the following. The following is not an exclusive list.
    - a. Short skirts or short shorts (skirts and shorts should be no more than 2"-3" above the knee).
    - b. Halter, tank, crop, or low-cut tops
    - c. Clothing that exposes body parts including the abdomen, low back, or cleavage
    - d. Body piercing or tattoos
    - e. Excessively loose or baggy clothing. Sagging is not allowed.
    - f. Visible undergarments
    - g. Clothing with depictions of inappropriate, explicit, innuendo, insensitive, discriminatory, bigoted, death, violence or biased pictures, words, or phrases.
    - h. Students may donate \$1.00 to the class fund on Fridays to participate in relaxed dress.
  9. Nails: Fingernails must be kept short, clean, and groomed.
    - a. Nails can be no longer than the tip of the finger.
    - b. Light colored polish and shellacs may be worn but must be in good repair.
    - c. No acrylics or fake nails will be allowed.
  10. Hair must be kept clean, neat, and pulled back.
  11. Hair must be a natural color.
  12. Males may wear facial hair that is well groomed, or they must be clean shaven.

### **COMMUNITY SERVICE**

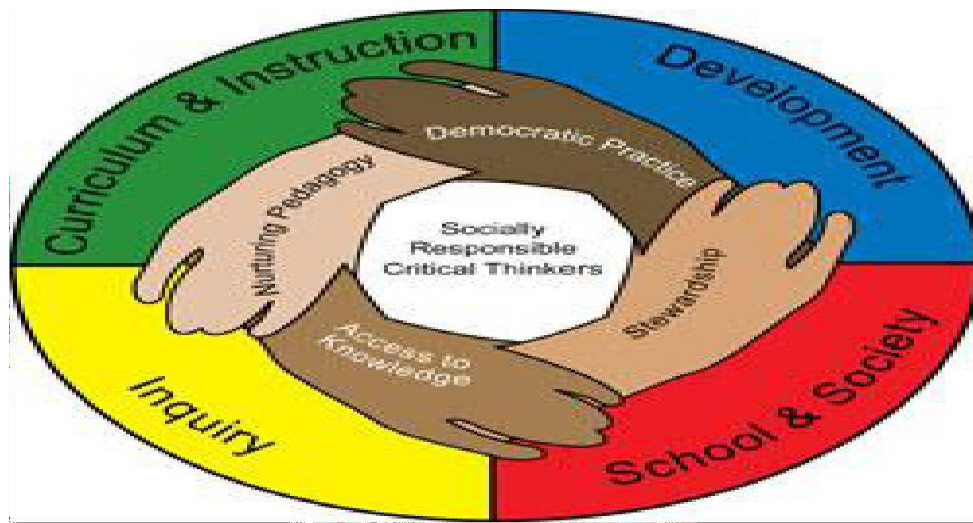
1. Central Tech Practical Nursing requests and encourages that each student be willing to become involved in a variety of community projects both within and outside the school.
2. Community service hours, which must be approved by the District Coordinator, will provide students with the opportunity to earn seat hours. However, curriculum hours cannot be earned for community projects.

### **CONCEPTUAL FRAMEWORK**

1. The concepts, which form the framework for the Practical Nursing Program, are depicted graphically by a circle surrounding a triangle. The concepts are depicted on the steps located inside the triangle. The circle represents the program curriculum, which is presented from the simple to complex and is based upon human needs, caring, and human relations.
2. Human needs, on which the program is designed, are depicted on the steps within the triangle and include Teaching and Learning, the Nursing Process, and Health. Teaching and Learning includes knowledge, skills, leadership, and contribution. The Nursing

Process incorporates assessment, planning, implementation, and evaluation. Health includes health promotion, maintenance, and restoration.

3. Caring, human needs, and human relations are taught and modeled by the nursing faculty throughout all levels of instruction. Knowledge, proficiency in performing skills, and safety are emphasized throughout all Levels of instruction.
4. The nursing process, introduced in Level I, is introduced through a simple problem-solving approach, which is client oriented and stresses basic physiologic needs. It is then expanded and applied to the nursing care of clients during the student's clinical experience in Level I. The concept of the nurse as a contributor to the planning and implementation of nursing care as a member of the health care team is introduced in Level II and continued throughout the remaining levels of instruction and clinical experience. Leadership content and experiences are provided in Level 5.



## CENTRAL TECHNOLOGY CENTER

## PRACTICAL NURSING PROGRAM ORGANIZATIONAL CHART

**BOARD OF EDUCATION**

SUPERINTENDENT

ASSISTANT SUPERINTENDENT

PRACTICAL NURSING  
DISTRICT COORDINATORPRACTICAL NURSING  
INSTRUCTORS & ANCILLARY STAFF

PRACTICAL NURSING STUDENTS

CENTRAL TECH  
PRACTICAL  
NURSING  
ADVISORY  
COMMITTEECLINICAL  
AFFILIATEOKLAHOMA BOARD  
OF NURSINGOKLAHOMA  
DEPARTMENT OF  
CAREER TECH

## **COUNSELING SERVICES**

A full-time counseling staff is available to help students with attendance, career, educational, and personal issues. Students must have permission from their instructor to leave class to talk with the counselor. Appointments with the counselor should be made in advance when possible.

## **COURSE and PROGRAM DESCRIPTIONS**

1. The Central Tech Practical Nursing curriculum, which combines didactic, laboratory, and clinical content, prepares the Central Tech Practical Nursing student to safely deliver entry level nursing care under the supervision of a registered nurse or physician. The structure of the Central Tech Practical Nursing curriculum is designed to provide the student with a solid foundation on which to build and expand their knowledge of the profession and practice of nursing.
2. Level I: The student will begin with courses in basic sciences, medical terminology, basic care skills, and provide the student with their first clinical experiences.
3. Level II: The student will add basic Medical-Surgical nursing, and begin the study of Pharmacology, and Intravenous Therapy.
4. Level III: The student will add intermediate Medical-Surgical nursing principles and skills. The student will branch into the study of nursing care in the specialty areas of Maternal-Newborn Nursing, Pediatric Nursing, and Mental Health Nursing.
5. Level IV: Finally, the student enters the Transition to Practice. Included are clinical experiences designed to bring all the previous work together by focusing on leadership and caring for a team of clients. In addition, classroom and an NGN NCLEX-PN live review are coordinated to help the student make the final preparation to ready them for taking the NGN NLCEX-PN Licensure examination.
6. Graduates will be eligible to take the NGN NCLEX-PN Examination to become a Licensed Practical Nurse.

## **COURSES:**

1. **LONG TERM CARE ASSISTANT**: This course is based upon the curricular requirements set by the Oklahoma State Department of Health for Long Term Care Nurse aide curriculum (Prerequisite).
2. **MEDICAL TERMINOLOGY**: Medical Terminology is designed to develop in the students a working knowledge of the language of medicine. Students acquire word-building skills by learning prefixes, suffixes, roots, and abbreviations. By relating terms to body systems, students identify proper uses of words in a medical environment. Knowledge of medical terminology enhances students' ability to successfully secure employment or pursue advanced education in healthcare.
3. **ANATOMY AND PHYSIOLOGY**: Anatomy and Physiology is the study of the structures and functions of the human body. The areas studied will be an integration of biology and chemistry and will include but are not limited to: Organization of the Body; Chemical Basis for Life; Cells & Tissues; Integumentary System; Skeletal System; Muscular System; Nervous System; Endocrine System; Blood, Circulatory System; Lymphatic and Immune System; Respiratory System; Digestive System and Metabolism; Urinary System, and Reproductive System. The course may include laboratory experiences.
4. **INTRODUCTION TO NURSING**: This course focuses on the use of nursing and related concepts by practical nurses as providers of care and members of the discipline in collaboration with other health team members. Emphasis is placed on the Concepts of Adult Learning; Communication; Professionalism; Nursing Ethics and Law; Wellness; Holistic Care; and Health Care Delivery Systems.
5. **FUNDAMENTALS OF NURSING**: This course is an introduction to nursing care. Topics include safety; asepsis; focused assessment; documentation; nursing process; admission, transfer, and discharge; pain, comfort, and sleep; geriatric care; basic nutrition; mobility; care of the dying client; therapeutic procedures and surgery; wound care; heat and cold; phlebotomy; respiratory care; urinary care; digestive care and skills competency. Emphasis will be given to the practical nursing student developing critical

thinking skills, recognizing legal/ethical responsibilities, acting as a client advocate, maintaining positive client/colleague relationships, and by implementing appropriate standards of care.

6. **CLINICAL I: BASIC ADULT NURSING:** Clinical Nursing I is an introduction to the clinical setting. It provides an opportunity for the student to apply knowledge and skills acquired in theory and skills lab to the holistic care of the client. Care will be provided to clients across the lifespan with a focus on the geriatric client. Supervised clinical experiences may be provided in long-term care, acute care, and extended care facilities. These experiences include mastery of basic nursing skills.
7. **PHARMACOLOGY AND INTRAVENOUS THERAPY SKILLS:** This course provides instruction in basic pharmacology and medication administration skills, including IV therapy, as well as skills needed for safe and effective medication administration. A brief introduction to fluid and electrolyte balance will be included. Content includes components of medication preparation, dosage calculation, and medication administration including the essential knowledge needed to adequately contribute to the assessment and evaluation of the effect of medication on clients across the lifespan.
8. **MEDICAL SURGICAL NURSING I (THEORY):** The Medical Surgical I course addresses disorders while incorporating concepts from previous courses. This course focuses on deviations of health in adults. Students will learn how the nursing process guides the holistic care of the individual. The body systems included in this course are: Integumentary; Musculoskeletal; Respiratory; Cardiac; Vascular; Hematology and Immune.
9. **MENTAL HEALTH NURSING:** This course presents an introduction to Mental Health and Psychiatric Nursing. The course provides an introduction into mental health care and prevalent mental health disorders.
10. **CLINICAL II - MEDICAL SURGICAL NURSING (PART I):** Clinical Nursing II focuses on holistic nursing care within a diverse client population across the lifespan. It provides an opportunity for the student to apply knowledge and skills acquired in previous theory and clinical courses. Clinical rotations may include long-term care, community health, and acute care. The clinical experiences may also include maternal-newborn, pediatric and mental health nursing.
11. **MEDICAL SURGICAL NURSING II (THEORY):** Medical Surgical Nursing II continues to address disorders while incorporating concepts from previous courses. This course focuses on deviations of health in adults. Students will learn how the nursing process guides the holistic care of the individual. The body systems included in this course are: Sensory: Neurology; Digestive; Endocrine; Urinary; Reproductive and Oncology.
12. **CLINICAL III-MEDICAL SURGICAL NURSING (PART II):** Clinical Nursing III focuses on holistic nursing care within a diverse client population across the lifespan. It provides an opportunity for the student to apply knowledge and skills acquired in previous theory and clinical courses. Clinical rotations may include long-term care, community health, and acute care. The clinical experiences may also include maternal-newborn, pediatric and mental health nursing.
13. **MATERNAL – NEWBORN NURSING:** Maternal Newborn Nursing is designed to familiarize the student with the holistic approach to care for the antepartum, intrapartum, postpartum client and the neonate. The normal processes of conception, fetal development, labor and delivery, postpartum period, and family involvement will be included. The course includes the care of the normal client and newborn as well as those with complications.
14. **PEDIATRIC NURSING:** Pediatric Nursing course expands upon the concepts learned in Medical Surgical Nursing to address disorders specific to pediatric clients. The student will be able to relate normal growth and development,

concepts of wellness and the needs of the hospitalized child. The physical, emotional, and social needs of the pediatric client and their family will be explored.

15. **TRANSITION TO PRACTICE (THEORY)**: This course provides concepts related to the transition from student nurse to a licensed practical nurse.
16. **CLINICAL IV – LEADERSHIP AND PRECEPTORSHIP**: Leadership and delegation skills are enhanced as the student functions in the role of team leader. The course assists the student to prepare to independently assume the role of the LPN in professional practice. A preceptor rotation assists in the completion of this transition.

#### **CURRICULUM PLAN for 2025-2026**

<b>LEVEL I</b>	Theory	Lab	Clinical	<b>TOTAL HOURS</b>
Medical Terminology	45			
Anatomy and Physiology	120			
Long Term Care Assistant (Pre-requisite)	59		16	
Introduction to Nursing	40			
Fundamentals of Nursing	100	60		
Clinical I - Basic Nursing			80	
<b>TOTAL HOURS LEVEL I</b>				520
<b>LEVEL II</b>				
Pharmacology and IV Therapy	51	15		
Medical Surgical Nursing I	78			
Maternal-Newborn Nursing	45			
Pediatric Nursing	45			
Clinical II – Med-Surg I			224	
<b>TOTAL HOURS LEVEL II</b>				458
<b>LEVEL III</b>				
Medical Surgical Nursing II	78			
Mental Health Nursing	40			
Clinical III – Med-Surg II			232	
<b>TOTAL HOURS LEVEL III</b>				350
<b>LEVEL IV</b>				
Transition to Practice	15			
Clinical IV – Ldrshp/Prcpt			120	
<b>TOTAL HOURS LEVEL IV</b>				135
<b>TOTAL PROGRAM HOURS</b>	716	75	672	1463

The above curriculum plan is meant as a guide only for a student's curricular progress. As such, a student's advisor may assign curriculum, as they deem appropriate. This means that courses may be assigned in a different order from the above guide.

#### **CRIMINAL HISTORY BACKGROUND CHECK POLICY: Statement from the Oklahoma Board of Nursing** <http://www.ok.gov/nursing/nclex9.pdf>

**Oklahoma Board of Nursing 2915 North Classen Blvd., Suite 524 Oklahoma City, OK 73106 (405) 962-1800**

Applicants for licensure...in Oklahoma who have ever been summoned arrested, taken into custody, indicted, convicted, or tried for, or charged with, or pleaded guilty to, the violation of any law or ordinance or the commission of any misdemeanor or felony, or requested to appear before any prosecuting attorney or investigative agency in any matter; **or** have ever had disciplinary action taken against another health-related license or certification; **or** have ever been judicially declared incompetent are required to notify the Oklahoma Board of Nursing. Failure to report such

action may be a violation of the *Oklahoma Nursing Practice Act*. All applicants for licensure as a registered nurse or licensed practical nurse must have submitted to a criminal history records search conducted by the Oklahoma State Bureau of Investigation not more than three (3) months prior to submission of the application [59 O.S. §567.5]. Effective November 1, 2003, a candidate for a license to practice as a...licensed practical nurse shall submit to the Oklahoma Board of Nursing “certified written evidence that the applicant has never been convicted in this state, the United States or another state of any felony, unless five (5) years have elapsed since the date of the criminal conviction or the termination of any probation or other requirements imposed on the applicant by the sentencing court, whichever shall last occur, or a presidential or gubernatorial pardon for the criminal offense has been received” [59 O.S. §567.5].

Applicants who have been convicted of a felony, without the advantage of a gubernatorial or presidential pardon, may not take the NGN NCLEX-PN until five-years have lapsed from them completing all aspects of their sentencing.

**485:10-8-1: REQUIREMENTS FOR CRIMINAL BACKGROUND CHECKS FOR INITIAL LICENSURE/CERTIFICATION IN THE STATE**

1. All applications for...PN licensure by examination or endorsement...shall include a state and national criminal history records search.
2. Each applicant for licensure shall have a fingerprint-based background check no more than 90 days old at the time of submission of the application for initial endorsement or higher level of licensure.
3. The fingerprint images will be accompanied by an electronic payment, money order or cashier's check made payable to the OSBI or the Board's designated vendor for the fee established by the OSBI and/or vendor.

**485:10-11-1: DENIAL OF ...LICENSURE...**

1. Deceit or Material Misrepresentation:
  - a. False representation of fact in connection with an application for licensure...
2. Engaging in Conduct that violates the security of licensure/certification examination...
  - a. Copying, disseminating, or receiving a portion of an examination.
  - b. Having unauthorized possession of any portion of a future, current, or previously administered examination.
  - c. Violating the standards and/or rules of test administration.
  - d. Permitting an impersonator to take the examination on one's behalf.
  - e. Impersonating an examinee.
  - f. Possessing unauthorized items and/or materials during the examination.
  - g. Any other conduct that violates the security or integrity of the examination.
3. Unprofessional Conduct:
  - a. Inaccurate recording, falsifying, altering or inappropriate destruction of patient records.
  - b. Verbally or physically abusing patients.
  - c. Falsely manipulating drug supplies, narcotics, or patient records.
  - d. Appropriating without authority medications, supplies, or personal items of the patient or agency.
  - e. Falsifying documents submitted to the Board of Nursing.
  - f. Leaving a nursing assignment or patient care assignment without properly advising appropriate personnel.
  - g. Violating the confidentiality of information or knowledge concerning the patient by any means.
  - h. Conduct detrimental to the public interest.
  - i. Discriminating in the rendering of nursing services or patient care assignment.
  - j. Aiding and abetting the practice of practical nursing...by any person not licensed as an LPN...
  - k. Impersonating any applicant or acting as proxy for the applicant in any examination required for the issuance of a license or certificate.
  - l. Impersonating another licensed or certified practitioner or permitting another person

- to use their license...for any purpose.
- m. Aiding, abetting, or assisting any other person to violate or circumvent any law or rule or regulation intended to guide the conduct of a...LPN...
- n. Forging a prescription for medication, drugs, or supplies or equipment.
- o. Presenting a forged prescription.
- p. Selling or attempting to sell drugs or controlled substances or otherwise making such drugs available without authority to self, friends, or family members.
- q. Engaging in conduct with a patient or key party, inside or outside health care setting that is sexual or may reasonably be interpreted a sexual, or in any verbal behavior that is seductive or sexually demeaning to a patient or key party or engaging in sexual exploitation of a patient or key party.  
Patient or key party consent to, or initiation of, a relationship is not a defense.
- r. Obtaining money, property, or services from a patient, other than reasonable fees for service provided to the patient, through undue influence, harassment, duress, deception, or fraud.
- s. Engaging in fraudulent billing practices, including violations of federal Medicare and Medicaid laws or state medical assistance laws.
- t. Failure to maintain proper custody and control of controlled dangerous substances of the patient or agency.
- u. Diversion or attempts to divert drugs or controlled substances.
- v. Failure to cooperate with a lawful investigation by Board of Nursing staff.
- 4. Conduct which jeopardizes a patient's life:
  - a. Failure of the LPN...to supervise adequately the performance of acts by any person working at the nurse's direction.
  - b. Delegating or accepting the delegation of a nursing function or a prescribed health care function when the delegation or acceptance could reasonably be expected to result in unsafe or ineffective patient care.
  - c. Unauthorized alteration of medications.
  - d. Failure to utilize appropriate judgment in administering safe nursing practice or patient care assignment based upon the level of nursing for which individual is recognized.
  - e. Failure to exercise technical competence in carrying out nursing care of patient care assignment.
  - f. Performing new nursing techniques, procedures, or patient care activities without proper education and preparation.
  - g. Failure to report through channels the unsafe or illegal practice of any person who is providing nursing care or patient care.
- 5. Conduct that violates professional boundaries is behavior that jeopardizes or could impair the relationship of trust that should exist between nurse and patient. Nurses must be able to recognize the appropriate interpersonal boundaries in all places and at all times for the duration of a therapeutic relationship. It is immaterial whether the boundary violation is instituted by the nurse or the patient; the nurse is the professional in the nurse-patient relationship.

#### **485:10-11-4. Licensure or certification of individuals with criminal history**

1. This section establishes the criteria utilized by the Board in determining the effect of criminal history on eligibility for nursing licensure or Advanced Unlicensed Assistant (AUA) certification and implements the requirements of Oklahoma Statutes Title 59 Sections 567.1 et seq. and 4000.1 (2022). This section applies to:
  - a. all currently licensed nurses and holders of an AUA certificate;
  - b. all individuals seeking to obtain a nursing license or AUA certificate; and
  - c. all individuals seeking a determination of their eligibility for nursing licensure or AUA certification.
2. The felonies listed below in subsections (d) and (e) disqualify an individual from retaining licensure or becoming licensed as a nurse or retaining certification or becoming certified

as an AUA in Oklahoma. When making a determination the Board will give consideration as set forth within 59 O.S. § 4000.1(B). Subsections (d) and (e) are not an exhaustive or exclusive list of crimes, both felonies and misdemeanors resulting in a conviction or a deferred sentence, that may result in discipline from the Board of Nursing, up to and including revocation. The felonies listed in subsections (d) and (e) disqualify an individual because they substantially relate to the practice of nursing and pose a reasonable threat to public safety for the reasons stated below.

3. **The practice of nursing is a unique profession.** Licensees and certificate holders practice nursing autonomously in a wide variety of settings and provide care to patients who are, by virtue of their illness or injury, physically, emotionally, and/or financially vulnerable. These patients often include the elderly, children, those with mental or cognitive disorders, sedated or anesthetized patients, and/or disabled or immobilized individuals. Individuals who have engaged in criminal conduct place patients, healthcare employers and employees, and the public at risk of harm.
4. **Crimes involving fraud and/or theft.** Licensees and certificate holders often have unfettered access to patients' privileged information, financial information, and valuables, including but not limited to medications, money, jewelry, credit cards/checkbook, and/or sentimental items. The practice of nursing continues 24 hours per day in all healthcare settings, including those where there is often no direct supervision of the individual. Patients in these healthcare settings are particularly vulnerable to the unethical, deceitful, and illegal conduct of a licensee or certificate holder. When an individual has engaged in criminal behavior involving fraud and/or theft, the Board is mindful that similar misconduct may be repeated in healthcare settings, thereby placing patients, healthcare employers and employees, and the public at risk. As such, crimes involving any type of fraud and/or theft are highly relevant to an individual's ability to provide safe nursing care.
5. **Crimes involving sexual misconduct.** Licensees and certificate holders frequently provide nursing care to partially clothed or fully undressed patients, who are particularly vulnerable to exploitation. Due to the intimate nature of nursing care, professional boundaries in the practice of nursing are extremely important. When an individual has engaged in criminal behavior involving any type of sexual misconduct, the Board is mindful that similar misconduct may be repeated in healthcare settings. As such, crimes involving any type of sexual misconduct are highly relevant to an individual's ability to provide safe nursing care.
6. **Crimes involving lying, falsification, and/or deception.** Licensees and certificate holders are required to accurately and honestly report and record information in a variety of places, such as medical records, pharmacy records, billing records, nursing notes, and plans of care, as well as to report errors in their own nursing practice. When an individual has engaged in criminal behavior involving lying, falsification, and/or deceptive conduct, the Board is mindful that similar misconduct may be repeated in healthcare settings, thereby placing patients, healthcare employers and employees, and the public at risk of harm. As such, crimes involving any type of lying, falsification and/or deception are highly relevant to an individual's ability to provide safe nursing care.
7. **Crimes involving drugs and/or alcohol.** Licensees and certificate holders have a duty to their patients to provide safe, effective nursing care and to be able to practice safely. Individuals who have a substance use disorder may have impaired judgment and motor skills and are at risk of harming their patients and/or the public. Licensees and certificate holders have access to many medications and drugs and those with substance use disorders may misuse or steal drugs. Individuals affected by a substance use disorder may be unable to accurately assess patients, make appropriate judgments, or intervene in a timely and appropriate manner, thus putting their patients at risk. This danger is heightened when the licensee or certificate holder works in an autonomous setting where other healthcare providers are not present to intervene for the patient or the public. As such, crimes related to the use or possession of drugs or alcohol are highly relevant

- to an individual's fitness to practice.
8. **Crimes involving violence and/or threatening behavior.** Licensees and certificate holders provide care to the most vulnerable of populations, including patients who often have no voice of their own and cannot advocate for themselves. Further, patients are dependent on the caregiver- patient relationship for their daily care. When an individual has engaged in violent or threatening criminal behavior, the Board is mindful that patients may be at risk for similar behavior in a healthcare setting. As such, crimes involving violence and threatening behavior are highly relevant to an individual's fitness to practice.
  9. All crimes listed in this subsection (d) and (e) are as described in Titles 21, 47 and 63 of the Oklahoma Statutes. In addition, the Board recognizes and gives similar treatment to similar offenses charged in other jurisdictions.
  10. Felony convictions that disqualify an individual from retaining licensure or becoming licensed as a nurse, or retaining certification or becoming certified as an AUA in Oklahoma include:
    - a. Crimes involving fraud, theft, lying and/or falsification
    - b. Robbery 21 O.S. § 791 et seq.
    - c. Crimes involving sexual misconduct.
    - d. Human Trafficking 21 O.S. § 748.
    - e. Trafficking in children 21 O.S. § 866.
    - f. Incest 21 O.S. § 885.
    - g. Forcible sodomy 21 O.S. § 888.
    - h. Indecent exposure, indecent exhibitions, obscene material or child pornography, solicitation of minors 21 O.S. § 1021.
    - i. Procure, cause the participation of a minor in any child pornography, buys, or knowingly possesses, procures, manufactures, or causes to be sold or distributed child pornography 21 O.S. §§ 1021.2 and 1024.2
    - j. Commercial sale or distribution of pornography 21 O.S. § 1040.13.
    - k. Soliciting/offering sex with minor 21 O.S. § 1040.13a.
    - l. Offering or transporting one under 18 for sex 21 O.S. § 1087.
    - m. Child Prostitution – unlawful detainment in prostitution house 21 O.S. § 1088.
    - n. Lewd or indecent proposals to minor, sexual battery of minor 21 O.S. §
  11. Crimes involving drugs and/or alcohol. Aggravated trafficking in subsection C of 63 O.S. § 2-415.
  12. Crimes involving threats, violence and/or harm to another individual.
    - a. Assault, battery, or assault and battery with a dangerous or deadly weapon or by other means likely to produce death or great bodily harm 21 O.S. §§ 645 and 652.
    - b. Aggravated assault and battery 21 O.S. § 646.
    - c. Aggravated assault and battery on a law officer 21 O.S. § 650.
    - d. Murder, first or second degree 21 O.S. §§ 701.7 and 701.8.
    - e. Manslaughter, first degree 21 O.S. § 711.
    - f. Kidnapping 21 O.S. § 741.
    - g. Extortionate kidnapping 21 O.S. § 745.
    - h. Child endangerment by permitting child abuse 21 O.S. § 852.1.
    - i. Rape by instrumentation and Rape, first or second degree 21 O.S. §§ 1111.1 and 1114.
    - j. Mistreatment of a mental patient, as provided for in 21 O.S. § 843.1.
    - k. Abuse of a vulnerable adult as defined in 43A O.S. § 10-103.
    - l. A felony involving domestic assault, domestic assault and battery, or domestic abuse as defined in Section 644 of Title 21 of the Oklahoma Statutes.
    - m. Poisoning with intent to kill, as provided for in Section 651 of Title 21 of the Oklahoma Statutes.

13. Crimes involving harm to property.
  - a. Violation of Oklahoma Antiterrorism Act 21 O.S. §§ 1268 et seq.
  - b. Arson, first degree 21 O.S. § 1401.
  - c. Burglary, first degree 21 O.S. § 1431.
14. Felony convictions that disqualify an individual from retaining licensure or becoming licensed as a nurse, or retaining certification or becoming certified as an AUA in Oklahoma if a conviction or plea of guilty or nolo contendere for which less than five (5) years has elapsed since the date of conviction, plea, or release from incarceration, whichever is later, include:
15. Crimes involving fraud, theft, lying and/or falsification.
  - a. Falsely personating another to gain money or property 21 O.S. §1532.567.2. Identity theft 21 O.S. § 1533.1.
17. Crimes involving sexual misconduct. Knowingly engaging in acts likely to spread Human Immunodeficiency Virus 21 O.S. § 1192.1.
18. Crimes involving drugs and/or alcohol.
  - a. Causing, aiding, abetting minor to commit controlled dangerous substance crimes 21 O.S. § 856.1.
  - b. Drug trafficking 63 O.S. § 2-415.
19. Crimes involving threats, violence and/or harm to another individual.
  - a. Aggravated assault and battery on medical personnel with firearm or other dangerous weapon 21 O.S. § 650.5.
  - b. Malicious intentional intimidation or harassment based on suspect classification 21 O.S. § 850.
  - c. Desertion – abandonment of child under ten 21 O.S. § 851.
  - d. Rape in the second degree 21 O.S. § 1114.
  - e. Mistreatment of a mental patient, as provided for in 21 O.S. § 843.1.
  - f. Abuse of a vulnerable adult as defined in 43A O.S. § 10-103.
  - g. Endangering or injuring a person during arson or attempt 21 O.S. § 1405.
  - h. Failure to stop after fatal accident 47 O.S. § 10-102.1.
  - i. Mingling poison, drugs, or sharp objects with food, drink 21 O.S. § 832.
20. Crimes involving harm to property. Arson, second or third degree 21 O.S. §§ 1402, and 1403.
21. To obtain a Determination of Eligibility pursuant to 59 O.S. § 4000.1(G-J), the required form shall be completed and filed with the Board. The fee for a Determination of Eligibility shall be \$95.00 and shall be submitted with the required form.
22. **The Executive Director is authorized to close a file requesting determination of eligibility when the person seeking determination of eligibility for licensure or certification has failed to respond to a written request from the Board for information, within sixty (60) days of the written request.**

#### **REQUIREMENTS FOR PERSONS WITH A POSITIVE CRIMINAL BACKGROUND HISTORY**

1. Having a positive criminal background check does not automatically disqualify any student from completing, graduating, and sitting for licensure. Still this situation must be addressed as quickly as possible because:
  - a. Clinical sites have the right to refuse a student with a positive criminal background from being present in their facility.
2. Each student will have a minimum of two (2) national criminal background checks completed while enrolled in Practical Nursing. The first will be to satisfy school and clinical site requirements and the second will be so the student may set for the NCLEX- PN examination.
3. The Practical Nursing District Coordinator will review the criminal history background report. The candidate will be notified if a positive criminal background check has been obtained.
  - a. Each positive criminal background history report will be handled on an individual basis, and will be handled as follows:

**4. THE OBN APPLICATION FOR LICENSURE REQUIRES ALL APPLICANTS TO DISCLOSE IF THEY HAVE EVER BEEN ARRESTED FOR ANY OFFENSE OTHER THAN A MINOR TRAFFIC VIOLATION.**

- a. Applicants must reveal all arrests of any type (except for minor traffic violations), follow designated disclosure procedures, and complete any required resolution procedures required by the OBN.
- b. A decision of the district attorney not to charge, receipt of a deferred sentence, expunged record, or pardon does not change this requirement. All arrests (except for minor traffic violations) must be revealed to the Oklahoma Board of Nursing.
- c. Failure to disclose an arrest may result in the applicant having to appear before the Oklahoma Board of Nursing, receive a judgment (which may include completing required classes, fines, paying investigative fees, and receive a reprimand, suspension, or be required to undergo supervised practice), or, most seriously, be prevented from sitting for the NCLEX- PN Examination.
- d. Students will be required to provide official court and police documentation of the arrest and outcome to the Central Tech Practical Nursing District Coordinator
- e. Copies will be kept in the student's confidential personal file in the Practical Nursing office with only the District Coordinator, Practical Nursing Instructors, and program secretary having access to these records.
  - i. Exception:
    1. Copies of all felony convictions will be provided to the Campus Director and Assistant Superintendent per the Central Tech Security Protocol.
    2. Positive criminal background checks will be shared with clinical sites. Clinical sites retain the right to bar students with positive criminal backgrounds from practicing in their facility.
5. If a student is not allowed to attend a clinical facility providing care to the elderly or pediatric clients, they will not be able to complete or pass the program.
6. The applicant with a positive arrest history (except for minor traffic violations) must provide the following information to the OBN:
  - a. A signed letter from the applicant describing the circumstances of the offense, date, court action taken, and status of disposition including sentencing, restitution, community service, fines, etc.
  - b. If applicable, **certified** copies of the Affidavit of Probable Cause, Information Sheet, Charges, Judgment and Sentence, and verification that the sentencing requirements are complete (these documents may be obtained from the courthouse in the county in which the arrest took place).
7. Please ensure that the copies are certified, e.g., they are stamped with the court seal.
  - a. Failure to submit the above information in a timely manner may result in a delay in processing the application.
  - b. Process can include the following steps:
    - i. An OBN investigator will review all information provided.
    - ii. If required, the applicant will be notified of any further actions that they must complete, which include but not be limited to:
      1. Provision of further documentation
      2. Meet with the investigator or investigation team.
      3. Appear before the Board.
- 23. Please be aware that an applicant may not be eligible for licensure or endorsement to surrounding states due to individual states' restrictions, even if the applicant is able to be licensed in Oklahoma. Individuals who plan to apply for**

**licensure in other states must check with that state's board of nursing to obtain information on requirements.**

### **DISCIPLINE/ TERMINATION POLICY**

1. Disciplinary action may be initiated for, but not limited to, the following reasons and be addressed with the following penalties including receipt of a breach, being placed on probation, receiving a suspension from school, or you may be terminated from the program:
  - a. Failure to follow the policies of Central Tech, Central Tech Practical Nursing, or the clinical site.
  - b. Receipt of a fourth breach of contract (automatic dismissal) (p. 10).
  - c. Unacceptable Grades (p. 37).
  - d. Unprofessional conduct (p. 39)
  - e. Unsafe nursing practice (p. 38)
  - f. Non-compliance with the attendance policy (p. 17).
  - g. Lack of adjustment to the student role (p. 36)
  - h. Breach of the Central Tech Practical Nursing Code of Conduct (p. 20)
  - i. Breach of the Student Practical Nursing Code of Ethics (p. 9)
  - j. Failure to meet financial obligations to the school (p. 57).
  - k. Other such acts as identified in the discipline policy.
  - l. Breach of HIPAA or potential breach of HIPAA
  - m. Students who are guilty of offenses involving the use of alcohol, illegal drugs, illegally using prescription medications, or being positive for THC, even if the student is in possession of an Oklahoma Medical Marijuana Card, while at school or in the clinical setting are subject to immediate dismissal (p. 52).
2. Actions:
  - a. The Nursing Instructors will review the student record and make recommendations regarding disciplinary actions up to and including dismissal to the Practical Nursing District Coordinator.
  - b. The Practical Nursing District Coordinator in compliance with Central Tech and Central Tech Practical Nursing policies and consultation with the assistant superintendent will make the final decision concerning the determination of the student's punishment.

### **WITHDRAWAL**

A student who deems it necessary to withdraw from Central Tech Practical Nursing may begin the application process for re-admittance at any time after they withdraw from the program. Re-admittance will be based upon the following:

1. Withdrawal process:
  - a. The student has presented a letter stating their intent to withdraw from Central Tech Practical Nursing.
  - b. The letter of withdrawal must include:
    - i. The date that the withdrawal will become effective.
    - ii. The reason the student plans to withdraw.
    - iii. Includes interest concerning re-admittance; and,
    - iv. Any other information which the student considers pertinent to the situation.
  - c. Students who withdraw from Central Tech Practical Nursing related to personal, financial, or health reasons may be considered for readmission 6-months after their withdrawal.
  - d. A student who withdraws from Central Tech Practical Nursing may apply and be re-admitted one time no matter the reason.

### **WITHDRAWAL IN LIEU**

In some instances, students who are facing dismissal may be allowed to withdraw in lieu of dismissal. The determination for offering this option to a student will be based upon the reasoning for the potential dismissal.

1. Offenses that fall into a category that is considered egregious will not be provided with this option.
2. A student who withdraws from Central Tech Practical Nursing in lieu of dismissal may apply and be re-admitted one time no matter the reason.
3. Students who withdraw in lieu may not be reconsidered for re-admittance for a minimum of 9-months.
4. Students who withdraw in lieu will be required to go before a re-admittance committee.
5. Students who withdraw in lieu do not have the right of appeal.

### **REAPPLICATION TO THE PROGRAM**

Students who have left the program related to dismissal, withdrawal, or withdrawal in lieu may reapply for reentry into the program using the following guidelines:

1. Students must submit a new application and update any required paperwork.
2. Students will meet with a three-person panel to state their case for being allowed back into the program. This panel will have the final word on reinstatement.
3. Information concerning the reasons why the student left the program as well as their history while in the program will be presented to the panel by a representative from the PN department.
4. The following timeline will be followed:
  - a. Withdrawal – 6-months from date of withdrawal
  - b. Withdrawal in Lieu - 9-months from date of withdrawal
  - c. Dismissal – 12-months from date of termination
5. Applications will only be taken during regular/scheduled application times.
6. Returning student will be required to:
  - a. Pass a dosage calculation test (minimum grade 93%; 3 attempts provided).
  - b. Complete any didactic classes in total that were not completed at the time of their departure.

### **PROBATION**

1. A student may be placed on probation at any time during the program.
2. Probation Associated with the Completion Contract:
  - a. A student is placed on probation when they receive a third breach of contract. The probation will last for the remainder of their time at Central Tech Practical Nursing.
  - b. Probation Associated with Academic Progression:
    - i. Academic probation is defined as a failure to maintain a minimum examination and course GPA of 77% for any classroom curriculum or a minimum clinical performance and course GPA of 85% for any individual clinical course. Failure to do so will result in the student being placed on academic probation until GPA meets minimum standard.
    - ii. If the student completes the course with an exam average below 77% the student will be dismissed from the program.
3. Probation Associated with Breach of School and Facility Policies:
  - a. Failure to adhere to the policies of the Central Tech and/or Central Tech Practical Nursing student handbooks.
  - b. Failure to adhere to the policies of clinical facilities.
  - c. Probation associated with disciplinary actions will last for a minimum of 2 weeks up to a maximum of 6 weeks.

4. Students who are placed on probation 3 or more times for the same or similar offenses may face further disciplinary action up to and including dismissal from Central Tech Practical Nursing.

### **SUSPENSION**

1. A student may be suspended for a specified time from Central Tech Practical Nursing in association with a breach of policy or failure to meet a program requirement.
2. Students who are under suspension may not attend class or clinical.
3. Attendance hours assigned for a completion contract will not be adjusted related to the suspension.
4. Clinical days missed during a suspension will not be made up.
  - a. A grade of 0% will be assigned for missed clinical days associated with a suspension.
5. The student will receive an absence for required events missed during a suspension.

### **LACK of ADJUSTMENT to the STUDENT ROLE:**

Shall include, but is not limited to:

1. Failure to turn in assigned work.
2. Failure to comply with the Central Tech Practical Nursing attendance policy.
3. Failure to notify Central Tech Practical Nursing staff concerning the intent to be out of class for an extended time.
4. Sleeping during class or clinical.
5. Disrespect toward instructors, staff, classmates, and/or clinical staff.
6. Use of inappropriate, foul, or vulgar language.
7. Failure to adhere to the Central Tech Practical Nursing Code of Ethics for practical nursing students.
8. Failure to adhere to the Central Tech Practical Nursing Code of Conduct
9. Failure to follow the Central Tech or Central Tech Practical Nursing dress codes.
10. Failure to provide prior notification of absence to instructors or clinical staff.
11. Leaving a clinical assignment or area without notifying the clinical instructor
12. Failure to follow classroom sign-in and sign-out procedures.
13. Taking more than one 15-minute morning and one 15-minute afternoon break or taking breaks that last longer than 15-minutes.
14. Use of alcohol, illegal use of prescription medications, or illegal drugs prior to attendance in any classroom or clinical setting.
15. Self-medicating or diverting medications from the client or facility.
16. Attending clinical or class in an impaired state.
17. Being impaired, consuming alcohol, or engaging/participating in inappropriate behavior, while receiving attendance/curriculum hours or wearing any part of the Central Tech nursing uniform.
18. Distribution of alcohol, illegal drugs, or prescription drugs (illegally) in association with any school activity.
19. Assault and/or battery upon another student as well as school or clinical personnel.
20. Creation of a disturbance in the classroom or clinical setting
21. Disrespect toward or molestation of school property.
22. Falsification of any paperwork submitted to Central Tech or Central Tech Practical Nursing
23. Possession or use of any weapon or explosive device in the classroom or clinical environment.
24. Cheating, stealing, or extortion.
25. Participation in the publication or distribution of any printed school material not approved by the Coordinator of Practical Nursing
26. Reckless driving or improper use of a vehicle on school property
27. Plagiarism
28. Misrepresentation of clinical assignments or experiences.

## **UNACCEPTABLE GRADES**

### **1. Classroom Grades:**

- a. To begin, students must earn a minimum exam average of 77% to pass a classroom course.
- b. Then, students must earn an overall course GPA of 77% to pass a classroom course.
- c. Homework grades will not be averaged into the course grade until after all exams are completed. Homework will not be used to allow a student to pass any course.
- d. Examination grades will count as 70% of the course grade and homework as 30%.
- e. Failure to complete homework assignments could result in the student failing the course.

### **2. Clinical Grades:**

- a. To begin, students must earn a minimum daily performance grade of 85% to pass a clinical course.
- b. Then, students must earn an overall course GPA of 85% to pass a clinical course.
- c. Homework grades will not be averaged into the grades until after all clinical days have been completed. Homework will not be used to allow a student to pass any course.
- d. Clinical performance grades will count as 70% of the course grade with journaling and homework will count as 30%.
- e. Failure to complete homework assignments and journaling could result in the student failing the course.

### **3. Skills Lab Grade:**

- a. To pass the Skills Lab a student must earn a minimum grade of 85%.
- b. A grade of 0% will be given for any absence, and the student will be responsible for the content of the lab and make up any aspects of the lab as required by the instructor.
- c. Once completed, the Skills Lab grade will be added into the student's Nursing Fundamentals Grade as a standalone grade.
- d. Failure to pass the Skills Lab will result in the student being dismissed from the program.

### **4. Dosage Calculation Examination:**

- a. Students are required to take and pass the dosage calculation competency examination.
- b. Passing this examination requires a minimum grade of 93%.
- c. Students will be allowed a **MAXIMUM** of three (3) opportunities to take a different version of the examination each time to achieve a passing score on the dosage calculation competency examination.
- d. Students who must retake the dosage calculation competency examination must wait a minimum of 24hrs in between examinations.
- e. Students unable to achieve a minimum score of 93% after three (3) attempts will be dismissed from the program.

### **5. Students who fail any course will be dismissed from Central Tech Practical Nursing Grading Scale:**

Classroom:	Clinical:
A: 100% - 90%	A: 100% - 90%
B: 89% - 80%	B: 89% - 85%
C: 79% - 77%	F: 84% - 0%
F: 76% - 0%	

## **UNSAFE NURSING PRACTICE**

1. Unsafe nursing care is a risk to the client and other nursing staff. Students must understand that at no time is it acceptable for a client's safety to be jeopardized because of being cared for by a student nurse. This includes activities which would create an unsafe environment for staff or peers as well. Students are held to the same level of accountability as licensed nurses regarding safety. The instructor and/or clinical facility staff may remove a student displaying unsafe nursing from contact with clients.
2. Unsafe nursing care is defined as, but not limited to the following behaviors:
  - a. Failure to recognize negative self-attitudes and their effect on others.
  - b. Falsifying legal documents.
  - c. Failure to carry out manipulative or communicative nursing procedures safely.
  - d. Taking a clinical assignment in an impaired state, or while under the influence of narcotics or alcohol. An impaired state may include but is not limited to being under the influence of a narcotic, medication, herb, alcohol, or mind-altering substance, being sleep deprived, suffering from physical, emotional, or cognitive exhaustion, cognitive or emotional disturbance, etc.
  - e. Engaging in activities that do not fall within the scope of practical nursing practice.
  - f. Engaging in activities for which the student is not prepared.
  - g. Engaging in nursing care activities or practices as defined by the facility, Central Tech Practical Nursing, or the Oklahoma Board of Nursing as outside the scope of practice for the Licensed Practical Nurse.
  - h. Failure to effectively utilize the nursing process.
  - i. Lying or deliberately giving inaccurate information.
  - j. Failure to communicate effectively.
  - k. Divulging confidential information about clients, their condition or treatment with anyone not professionally involved with the client's care and treatment.
  - l. Failure to anticipate, identify, or meet clients' needs within the student's scope of practice.
  - m. Avoidable medication errors.
  - n. Malpractice, defined as follows: Failure to possess and exercise on behalf of the client the knowledge and skills ordinarily possessed and exercised by a reasonable and prudent nurse in similar circumstances.
  - o. Negligence, defined as follows: Failure to do what a reasonable person with comparable training would do or doing what a reasonable person would not do.
    - i. EXAMPLES: Abandonment, sleeping on the job, failure to give medication as prescribed.
  - p. Engaging in care of a client while the students' physical, mental, or emotional condition is a threat to others (i.e., but not limited to, communicable disease, drug abuse, intoxication, or emotional disorder).
  - q. Failure to utilize effective critical thinking and problem-solving skills.
  - r. Failure to demonstrate sound clinical judgment.
  - s. Self-medicating or diverting medications from the client or facility.
  - t. Use of alcohol, illegal drugs, illegal use prescription medications prior to or during clinical.
  - u. Attendance of clinical in an impaired state.
    - i. Behaviors or symptoms exhibited by chemical impairment/abuse (including but not limited to):
    - ii. increase in errors.
    - iii. personality changes, mood swings, changes in behavior and

- mental status, excessive drowsiness
- iv. increased absenteeism, inability to meet schedule requirements,
- v. physical changes including (but not limited to) skin lesions, changes in skin color, flushed face, dental deterioration, unkempt appearance, slurred speech.
- vi. unsteady gait
- vii. alcohol on the breath
- v. Behaviors or symptoms exhibited by emotional/mental disorder: (including but not limited to)
  - i. failure to recognize self-neglect.
  - ii. failure to recognize signs and symptoms of depression or other emotional disorders in self.
  - iii. verbalization of thoughts of self-harm or harm to others
  - iv. demonstration of signs and symptoms of self-harm (including but not limited to self-mutilation and/or suicidal attempts)
- w. Students exhibiting signs of chemical abuse will be removed from any situation involving client care and required to offer proof of a chemical free status. Students exhibiting signs of mental/emotional impairment will be removed from any situation involving client care until the student is able to undergo a psychiatric evaluation and produce documentation that they do not pose a threat to themselves or others. Students may also be removed from the classroom setting if the situation warrants such action.
- x. Distribution of alcohol, illegal drugs, or prescription drugs (illegally) in association with any school activity.
- y. Leaving a clinical site without informing a clinical instructor or preceptor.
- 3. The District Coordinator may make a recommendation for dismissal from Central Tech Practical Nursing for any student that fails to exhibit safe and effective nursing practice, within the appropriate scope of practice.

### **UNPROFESSIONAL CONDUCT**

Shall include but is not limited to:

1. Inaccurate recording, falsifying, or altering client records.
2. Administering medications and/or treatments in a negligent manner
3. Misappropriating supplies, equipment, or medications
4. Leaving a nursing assignment without properly advising appropriate personnel
5. Breach or near breach of HIPAA
6. Conduct detrimental to the public interest.
7. Use of inappropriate, foul, or vulgar language.
8. Fraternization with clients or facility staff
9. Cheating on examinations or assignments
10. Assisting other students to cheat on examinations or assignments.
11. Falsification of school- and non-school related documents
12. Sleeping in class or the clinical area
13. Open or persistent defiance of authority.
14. Assault and/or battery upon any individual in the classroom or clinical environment.
15. Creating or attempting to create a disturbance in the classroom or at clinical.
16. Disrespect toward or molestation of school property.
17. Willful disobedience, use of profanity, or vulgarity.
18. Possession of any weapon or explosive device on school or clinical grounds
19. Stealing, cheating, lying, extortion, or the commission of plagiarism
20. Any violation of federal, state, or local ordinance or law.
21. Self-medicating or diverting medications from the client or facility.
22. Use of alcohol, illegal drugs, illegal use prescription medications prior to or during

- clinical or class time.
23. Attending clinical or class in an impaired state.
  24. Use of alcohol or illegal drugs while wearing any part of the Central Tech nursing uniform.
  25. Distribution of alcohol, illegal drugs, or prescription drugs (illegally) in association with any school activity.
  26. Possession of drug paraphernalia
  27. Non-compliance with the policies of Central Tech, Central Tech Practical Nursing, or clinical facilities
  28. Misrepresentation of clinical assignments or experiences.

### **NONDISCRIMINATION POLICY**

**Central Technology Center**, in compliance with Title VI of the Civil Rights Act of 1964, Title VII and Title IX of the Education Amendments of 1974, Section 504 of the Rehabilitation Act and the American with Disabilities Act (ADA), does not discriminate on the basis of race, color, national origin, sex, disability, and age in any of its policies, practices or procedures, and specifically prohibits discrimination on the basis of race, color, national origin, sex, disability, and age in any of its policies, practices or procedures. These equal opportunity provisions include but are not limited to, admissions, employment, financial aid, educational services, treatments, or access to programs or activities. Students are admitted to programs based on their interests, indicators of ability to succeed in their chosen occupation, aptitude and prior performance in school and work. Other factors may be considered that affect the student=s ability to fully participate or complete a program or to obtain professional credentials at the program=s conclusion. Career training is organized through the National Career Clusters Framework and is offered in Agriculture, Food & Natural Resources; Architecture & Construction; Arts, Audio/Video Technology & Communications; Business, Management & Administration; Education & Training; Energy & Power; Health Science; Human Services; Information Technology; Law, Public Safety, Corrections & Security; Manufacturing; Science, Technology, Engineering & Mathematics; and Transportation, Distribution & Logistics. Questions, complaints, or requests for additional information regarding these laws may be forwarded to:

- Title VII Coordinator, Assistant Superintendent, FedPrograms@centraltech.edu
- Title IX District Coordinator, Assistant Superintendent, TitleIX@centraltech.edu
- Title IX Coordinator for Drumright campus, Drumright Campus Director, TitleIX@centraltech.edu
- Title IX Coordinator for Sapulpa, Sapulpa Campus Director, TitleIX@centraltech.edu
- Section 504 Coordinator for Drumright campus, Counselor, Section504@centraltech.edu
- Section 504 Coordinator for Sapulpa campus, ESC Coordinator, Section504@centraltech.edu
- ADA Coordinator, Assistant Superintendent, FedPrograms@centraltech.edu
- Compliance Coordinator, Assistant Superintendent, FedPrograms@centraltech.edu

### **DUE PROCESS & GRIEVANCE PROCEDURES**

1. Due Process: When a student has been dismissed from Central Tech Practical Nursing, the following process shall apply:
  - a. When provided with a written notice of termination from Central Tech Practical Nursing in person, the student shall have three school days from the date of the termination to advise the assistant superintendent/campus director of their intent to appeal the termination.
  - b. When provided notification of termination from Central Tech Practical Nursing by certified mail, the student shall have five school days from the date they received the notification of termination to advise the assistant superintendent/campus director of their intent to appeal the termination.
  - c. All notifications concerning the intent to appeal must be presented in writing to the assistant superintendent/campus director.
  - d. Drumright Campus: Intent to appeal must be submitted in writing to LaDonna Gear, Assistant Superintendent Central Tech, 3 CT Circle Drumright, OK 74030 [ladonna.gear@centraltech.edu](mailto:ladonna.gear@centraltech.edu)
  - e. Sapulpa Campus: Intent to appeal must be submitted in writing to Kim Howard, Campus Director 1720 S. Main, Sapulpa, OK 74066 [kim.howard@centraltech.edu](mailto:kim.howard@centraltech.edu)

- f. After receiving the notice to appeal from the student, the assistant superintendent/campus director will convene a Hearing Committee composed of three members of the Central Tech staff who will hear arguments for reinstatement from the terminated student and arguments to maintain termination from the Central Tech Practical Nursing District Coordinator or their representative.
  - g. The hearing will be scheduled within ten days of the initial termination.
  - h. If the Hearing Committee upholds the termination, the student may request an appeal before the Superintendent.
  - i. An appeal of the Hearing Committee's ruling must be submitted to the Central Tech Superintendent in writing within five school days of the decision of the Hearing Committee.
  - j. If the Central Tech Superintendent upholds the decision of the Hearing Committee, that decision may be appealed to the Central Tech Board of Education.
  - k. An appeal of the Central Tech Superintendent's decision must be submitted in writing to the Central Tech Board of Education through the Central Tech Superintendent's office within three working/school days of the Central Tech Superintendent's decision.
  - l. The decision of the Central Tech Board of Education will be final.
2. Grievance Procedure: A grievance is a complaint set forth by any student enrolled at Central Tech whereby the student alleges a violation concerning the non-discrimination clause. This includes any violation concerning discrimination based on race, color, religious creed, national origin, age, sex/gender, gender identity, disability, sexual orientation, disability, or status as a veteran. The procedure to file a grievance with Central Tech will be as follows:
- a. The student shall communicate the grievance in writing to the Campus Director. If the Campus Director is unable to resolve the problem, the grievance will be forwarded to the campus compliance officer.
  - b. The compliance officer shall present the complaint to a Grievance Committee, appointed by the Assistant Superintendent, for evaluation and thorough investigation of the grievance.
  - c. Should the committee determine the grievance does not warrant a hearing, the student shall have the right to appeal the decision to the Superintendent. This appeal must be in writing and made within five days of the decision being rendered.
  - d. Should the committee determine the grievance does warrant a hearing, a date for the hearing shall be set within ten days from the receipt of the complaint. The compliance officer, members of the Grievance Committee, the student, and parents of a student under 18 years of age shall be present at the hearing.
  - e. The Grievance Committee shall make recommendations toward a resolution of the grievance. If the student is satisfied, the complaint shall be dismissed. If not, the student shall appeal to the Superintendent for further action.
    - i. Compliance Officer Drumright: LaDonna Gear, Asst. Superintendent, 3 CT Circle, Drumright, OK 74030 [ladonna.gear@centraltech.edu](mailto:ladonna.gear@centraltech.edu)
    - ii. Compliance Officer: Sapulpa: Kim Howard, Campus Director, 1720 S. Main, Sapulpa, OK 74066.

### **DISTANCE/HYBRID LEARNING**

Distance/Hybrid learning is defined as the replacement of on-site classroom experiences with the use, in all (distance learning) or in part (hybrid learning), with the use of a virtual classroom. Central Tech Practical Nursing does not offer Distance Learning or Hybrid Learning Options, as a normal course of its educational process, nor is Central Tech Practical Nursing authorized to by the Oklahoma Board of Nursing, Oklahoma Department of Career Tech, Oklahoma Department of Education, or the U.S. Department of Education. However, the potential does exist that during times of crisis Central Tech Practical Nursing may be forced to offer classes using either a Distance Learning format or a Hybrid Learning format. This policy is intended as primarily

informational and will only become active when and if the OBN and other authorizing agencies enact emergency rules that allow Central Tech Practical Nursing to use either of the educational delivery formats. Several stipulations will be enforced when distance learning is being used including:

1. Students on academic probation will not be allowed to use distance learning unless required by the school because school grounds are closed.
2. Per the Central Tech Practical Nursing Student Handbook, a student will be placed on academic probation once their exam average goes below 77%. At that point, the student would lose the privilege of using distance learning.
3. If students do not meet the requirements of their learning contract, the policies concerning Breach of the Learning Contract and Consequences will still be enforced based upon required hours.

### **ELECTRONIC COMMUNICATION DEVICES**

Electronic communication devices are to be used for educational purposes only and are not to interrupt or hinder the educational process. Electronic devices (including computers and the Internet) are not to be used for obtaining or storing inappropriate or copyrighted material (including music, videos, and movies) or disrupting the network. Students are to read and sign the Internet Use policy before using the Internet. Violations of the policy could result in loss of privileges on the Internet, suspension from school, or other disciplinary action deemed appropriate by Central Tech administration.

### **EMPLOYMENT POLICIES**

Student employment is discouraged while enrolled full-time in Practical Nursing due to the intensive study necessary for the program. If it is unavoidable, the following guidelines are suggested:

1. Central Tech Practical Nursing suggests that students work no more than 16 hours per week, and that their work shift should not extend past 2100.
2. Student **MAY NOT** wear their Central Tech Practical Nursing student uniform when acting as an employee and receiving financial compensation for their time, except when the student is participating in clinical partnership experience for preceptor.  
Student **MAY NOT** receive financial compensation when attending clinical or while representing Central Tech Practical Nursing as a student, except when the student is participating in clinical partnership experience for preceptor.
3. Students desiring to work in a health care facility should work in accordance with the **“GUIDELINES FOR THE EMPLOYMENT OF NURSING STUDENTS”** as specified by the Oklahoma Board of Nursing. The Oklahoma Board of Nursing has adopted the following policy relating to the employment of students in nursing programs:
  - a. Employment of Nursing Students or Non-Licensed Graduates Guidelines
    - i. A nursing student or a recent graduate of a nursing education program may be employed as a Nurse Technician, or a Practical Nurse Technician as follows:
    - ii. After evaluation of competency and as defined in the employing facility's job description, the Nurse Technician and the Practical Nurse Technician are allowed to perform all duties of a nursing assistant, as well as other technical skills which have been learned in a nursing education program and for which competency has been previously demonstrated under the supervision of a faculty member. Delegation of nursing functions must fall within the Oklahoma Board of Nursing Policy, #P-02, *Delegation of Nursing Functions to Unlicensed Persons*.
    - iii. Exceptions include but are not limited to the following: The Nurse Technician or Practical Nurse Technician may not administer medication (including but not limited to blood products and intravenous fluids), perform assessments, act in a supervisory position, take verbal orders from any person authorized by state law to so prescribe [59 O.S. §567.3a (2)], or develop the plan of care.

- iv. Registered Nurse is directly responsible at all times for the Nurse Technician/Practical Nurse Technician, who is functioning as an unlicensed person with a defined job description. The RN must be physically present in the institution, not, however, providing direct supervision for every activity.
- v. **The Practical Nurse Technician:**
  - 1. is currently enrolled in a program of practical nursing; or
  - 2. has completed a program of practical nursing and has applied to write the licensure examination. The graduate may continue to be employed in a Practical Nurse Technician role until licensed in any state, territory, or country, provided that the first licensure examination is taken within 90 days after graduation and the examination is passed within 6 months of graduation, on either the first or the second attempt.
- vi. Job Description and Identification:
  - 1. A written job description for the Nurse Technician/Practical Nurse Technician must be developed by the employing facility and provided to the Nurse Technician/Practical Nurse Technician. The job description may be more restrictive than the Board policy but may not be less restrictive.
  - 2. The Nurse Technician/Practical Nurse Technician shall not wear a patch, uniform, or nametag that identifies him/her as a student of the nursing education program.

### **EQUIPMENT CARE**

Students are responsible for the care of all school-owned equipment assigned to them for their use. Normal wear and tear or the resulting damage are understandable in the educational process. If items are stolen, lost, or destroyed through irresponsible action, the student will be charged the purchase price for replacement.

### **E-USE and RESOURCES**

The Central Tech Practical Nursing curriculum delivery method relies heavily upon the use of the internet and electronic resources and tools. As such, each student will be provided with a Central Tech email address through which Central Tech and Central Tech Practical Nursing staff, instructors, and administration will communicate with the students. In addition, Central Tech Practical Nursing uses the Moodle Online Curriculum Management System for communicating and providing curriculum requirements, assignments, information, and testing, so students will have their own Moodle account. A student's Central Tech email, Moodle, and Assessment Technologies Institute accounts are specifically for use during the time the student is an actively enrolled student in good standing, so upon dismissal, withdrawal, or graduation student's access to their Central Tech email, Moodle, and Assessment Technologies Institute accounts will be rescinded from further use. The accounts will be closed upon the day a student is dismissed, the administration receives a letter of withdrawal, or when the student's transcript is signed and sent to the Oklahoma Board of Nursing.

### **EVALUATIONS**

Evaluation of each student's progress is an ongoing process, which culminates at the end of each course, after which a student will receive the grade earned for theory and clinical course work. Students who do not meet the previously stated grading and evaluation criteria are subject to student/instructor/coordinator conferences to discuss academic, clinical, and attendance standing as needed with appropriate actions taken including discussion, counseling, probation, or dismissal.

### **FOOD & DRINK**

**Food and drinks** are available in the commons area. Everyone is responsible for keeping the

commons area clean. Food and drinks ARE NOT permitted in the classrooms, shops, laboratories, or Seminar Center without prior approval from the Central Tech or Central Tech Practical Nursing staff.

### **GENERAL PLAN OF INSTRUCTION**

1. Basic biological and social sciences are the foundation for Practical Nursing. The curriculum provides theoretical knowledge and clinical experiences needed for the development of the proper attitudes, skills, and understanding of nursing needed to provide safe and equitable nursing care.
2. The program is offered in a self-directed format.
3. The Central Tech Practical Nursing coursework is divided into four levels of instruction.
4. Required attendance and curriculum completion hours are determined by multiplying 4.8hrs per day times the number of days within a contract period or roughly 24hrs per week.
5. Central Tech Practical Nursing instructional staff employ a variety of instructional methods.
6. Books are provided in a hard-copy format.
7. Examinations are computer based.
8. Students will demonstrate skills competency using a return-demonstration format.

### **EXPECTED OUTCOMES**

Upon completion of Central Tech Practical Nursing, the graduate will be able to:

1. **DATA COLLECTION:** the ability to perform needed focused assessment skills that will provide needed information to support, identify, and determine the best methods to best meet the health needs of both the individual and groups.
  - a. Assess clients in a manner that supports the ability of the nurse to provide holistic care in conjunction with other members of the health care team taking into consideration a client's physical, social, emotional, cognitive, and spiritual dimensions as well as the client's socioeconomic, cultural, ethnicity, gender, gender identity, and life preferences.
  - b. Collect data within established protocols, guidelines, and scope of practice using various sources including:
    - i. Client interviews
    - ii. Observations/measurement
    - iii. Health care team members, family, and significant others, and
    - iv. Health care records
  - c. Better understand the health status of the client using established normal values and ranges versus abnormal values and ranges including the known normal values and ranges for the client, which will help the nurse to better identify health deviations and disease processes effecting the client.
  - d. Accurately document all findings from data collections.
  - e. Appropriately communicate health care findings to the members of the health care team.
2. **PLANNING:** efficiently and effectively participate in the development and medication of the client's established plan of care.
  - a. Contribute to the development of the client's plan of care based upon established nursing diagnoses based upon an understanding of the client's health needs using the ideals of holistic nursing care.
  - b. Prioritize nursing care of the client in a health care, community, or home environment.
  - c. Assist the registered nurse in the review and revision of the client's plan of care to meet the changing health care needs.
3. **IMPLEMENTATION:** the application of the client's plan of care, prioritization of the nursing care, and the documentation of the application of nursing interventions.
  - a. Provide nursing care according to:
    - i. prioritization of care according to client needs,
    - ii. the nurse's scope of practice,
    - iii. using accepted methods to perform needed nursing skills, and
    - iv. staying within facility practices and protocols.
  - b. Utilize therapeutic and effective communication techniques and practices:

- i. with therapeutic communication techniques with the client, family members, or significant others,
  - ii. to better establish and maintain therapeutic relationships with clients, family members or significant others,
  - iii. during the recording and reporting of client information to other members of the health care team, clients, family members, or significant others,
- c. Collaborate with members of the health care team to better coordinate the delivery of nursing care.
- d. Use therapeutic communication techniques when instructing clients concerning health maintenance according to the client's health care needs and their level of knowledge concerning their health status, disease process, and ability to access needed resources.
- 4. **EVALUATION:** the use of clinical judgement to determine and gain understanding concerning the effectiveness and the client's response to nursing interventions.
  - a. seek guidance from fellow staff members as needed when determining the effectiveness of nursing care.
  - b. modifying the care plan, nursing care, as well as the approach taken when providing nursing care based upon clinical judgement and the client's response to nursing care.
  - c. use clinical judgement and collected data to work with other members of the health care in the revision of the nursing care plan.
- 5. **PROFESSIONAL GROWTH:** identified continued self-development, learning, and development of clinical judgement.
  - a. comply and remain within the identified scope of practice as outlined in the Oklahoma Nurse Practice Act as well as the Oklahoma Nurse Rules.
  - b. be able to describe and define the role of and scope of practice for the Licensed Practical Nurse with the realm of Oklahoma law and facility policy and procedure.
  - c. search out and participate in educational opportunities to support continued personal and professional growth.
  - d. identify personal potential, goals, and preferences that may help with decisions concerning career mobility options.
  - e. identify personal strengths and weaknesses to better guide personal growth and improving performance.
  - f. adhere to the nursing code of ethics.
  - g. function as an advocate for all clients.
- 6. **DELEGATION:** the ability to organize and manage the care of clients throughout the shift and assigning nursing tasks based upon the person's experience and ability in care of clients for which you are responsible in a manner that does not interfere or refute the Oklahoma Nurse Practice Act or the Oklahoma Board of Nursing Rules.
  - a. only delegate such tasks that are appropriate to the person's scope of practice, experience, and ability and that are consistent with facility policy and procedures, the Oklahoma Nurse Practice Act, and the Oklahoma Board of Nursing Rules.
  - b. provide safe, ethical, equitable, empathetic, and compassionate care whether rendered directly or indirectly.

## **GROUND**

The students must assume responsibility for maintaining the pleasing appearance of buildings, equipment, and grounds. Trash should be placed in receptacles. The break area must be tidied after use. The classroom and lab MUST be neat before class is dismissed.

## **HARASSMENT, INTIMIDATION, & BULLYING**

Harassment, intimidation and bullying means any gesture, written or verbal expression, electronic communication, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, and bullying include, but are

not limited to, electronic communication, a gesture or written, verbal, or physical act. The prevention of and education about harassment, intimidation and bullying to Central Tech students will be addressed on a yearly basis.

### **SEXUAL HARASSMENT**

Sexual harassment is defined as any type of unwelcome conduct directed toward a student or employee because of gender or sex and will not be tolerated. This conduct may include, but is not limited to, inappropriate electronic communication, touching, verbal comments, name calling, spreading sexual rumors, suggestive gestures, suggestive sounds, pressure for sexual activity, or sexual assault. Incidents of sexual harassment should be reported to an Instructor, Counselor, Campus Director, or Assistant Campus Director. Anyone alleging that bullying, harassment, or intimidation has occurred should contact the Assistant Campus Director. As much written detailed information as possible should be provided. Board policy is available at [centraltech.edu](http://centraltech.edu) or upon request.

### **HAZARDOUS ROAD CONDITION PROCEDURE**

1. If Central Technology Center dismisses classes because of hazardous road conditions (a situation that makes the road treacherous or impassible, e.g., snow, ice, flooding). Practical Nursing class/clinical sessions will **NOT** be held.
2. Cancellation of classes is announced over local and area radio and television stations and posted on the Central Tech website as well as websites for local radio and television stations.
3. If Central Tech does not cancel classes and weather conditions make it impossible for you to be on time, it is your responsibility to notify your instructor.
4. Clinical Attendance:
  - a. If the school district in which a student lives closes due to hazardous road conditions. The student will not be required to be at school or clinical and will not be counted absent.
  - b. If the school district closes in the town that the student must go to for clinical the student will not be required to attend and will not be counted absent.
  - c. REMEMBER: Just because Drumright Public Schools or Central Tech Sapulpa are closed, that does not mean that Central Tech Drumright is closed.
5. Completion Contracts will be adjusted whether the student had a classroom day or clinical day scheduled (4.8hrs classroom or 8hrs for a clinical day) as well as whether the student missed a clinical day or a classroom day) to reflect hours missed related to school closure.

### **SCHOOL CLOSING NOTIFICATION**

1. Should it be necessary to close school due to hazardous road conditions (a situation that makes the road treacherous or impassible, e.g., snow, ice, flooding), announcements will be made over local television and radio stations as well as being posted on the Central Tech website at <http://www.centraltech.edu> as well as radio and television websites.
2. A voice message will also be placed on the school's telephone line that can be accessed by calling 918-352-2551 (Drumright).
3. In addition, an automated call will notify the phone number listed on the student's official record. Listen to the entire message as the closure of one campus does not mean both campuses will be closed.

Please consult one of the following for notification:

TV:	Station	City & Web Sites
	KJRH – Ch. 2	Tulsa
	KFOR – Ch. 4	OKC
	KOCO – Ch. 5	OKC
	KOTV – Ch. 6	Tulsa
	KTUL – Ch. 8	Tulsa
	KWTV – Ch. 9	OKC

RADIO:	KRMG 740 AM & 102.3 FM	Tulsa
	KSPI 780 AM & 93.7 FM	Stillwater
	KTOK 1000 AM	OKC
	KOMA 1520 AM	OKC
	KUSH 1600 AM	Cushing
	KRED 104.9 FM	Bristow

WEB SITES:	Central Tech	<a href="http://www.centraltech.edu">www.centraltech.edu</a>
	KFOR TV – Ch. 4	<a href="http://kfor.com">http://kfor.com</a>
	KOCOTV – CH. 5	<a href="http://channeloklahoma.com">http://channeloklahoma.com</a>
	KOTV – Ch. 6	<a href="http://kotv.com">http://kotv.com</a>
	KTUL TV – Ch. 8	<a href="http://ktul.com">http://ktul.com</a>
	KWTV – Ch. 9	<a href="http://newsok.com">http://newsok.com</a>

Since Central Tech has campuses in both Drumright and Sapulpa, students should check the listings carefully to be sure the campus the student attends is closed. Students should also note whether it is being announced that day or evening classes are being canceled. Students will not be counted absent from Central Tech on days their home school district is closed due to hazardous road.

### **HEALTH POLICIES & STUDENT ACCIDENTS**

1. The need for medical and dental care is understood, and students should make appointments and arrangements for health care for themselves, or their families as needed. However, Central Tech Practical Nursing students need to make every effort to avoid a conflict between health care appointments and school activities including class, clinical, or other prescribed activities. Appointments that interfere with classroom, clinical, or other activities may result in the student being counted absent.
2. Students are strongly encouraged to obtain and maintain personal health insurance; a policy is available for purchase through the school that will provide health insurance for students when involved in school related activities.
3. If a student is injured while in the lab or on school property, the instructor and district coordinator must be notified immediately, and the person or persons must complete a Central Tech Practical Nursing incident report involved with copies placed in the student's file, given to the Central Tech Practical Nursing District Coordinator, and to the Assistant Superintendent.
4. Each student is expected to seek the services of his or her own doctor. Students are responsible for their own medical expenses resulting from treatment of illnesses or accidents.
5. **Clinical facilities are not responsible for the cost of treating or testing students injured while in the clinical setting.**
6. Students in the clinical area are expected to abide by the policies of each clinical facility regarding illness. The student must notify their instructor immediately if they become ill at clinical or the Central Tech Practical Nursing office if they are at an observation or preceptor clinical site. Students asked to leave the clinical site by the instructor due to illness or injury will not be counted absent.

### **HONESTY PLEDGE**

Nursing has long been one of the most respected and trusted professions; therefore, it is requisite that nursing students maintain a high level of honesty and trust. The honesty pledge for Central Tech Practical Nursing is:

On my honor, all assignments will be completed in good faith, and I pledge that I have neither given nor received improper aid in its completion. All information provided by myself in my assignments either for the classroom or from clinical will truthfully represent my experiences.

## **IDENTIFICATION BADGES**

1. At the beginning of the Central Tech Practical Nursing course, students will be provided with a picture identification badge that is to be always worn while on the Central Tech campus and while in the clinical setting.
2. Replacement cost for a lost badge is \$5.
3. Students who fail to wear his or her name badge to school or the clinical can be asked to leave which will result in the student being counted absent for the day.

## **INTERNET USE**

The Internet is to be used for educational purposes only. The Internet is not to be used for obtaining inappropriate or copyrighted material (including music, videos, and movies) or disrupting the network. Students are to read and sign the Internet Use policy before using the Internet. Violations of the policy could result in loss of privileges on the Internet, suspension from school or other disciplinary action deemed appropriate by Central Technology Center administration.

## **JOB REFERRAL SERVICES**

Job referral information is available to all students who satisfactorily complete a full-time program.

## **LIBRARY**

1. The Practical Nursing library is intended for use by the Practical Nursing students and faculty. Books are to be checked out according to library guidelines.
2. The internet-based library program EBSCOhost is available on the desktop of all classroom computers and provides the student with access to approximately 12,000 periodical and journal articles.
3. Central Tech Practical Nursing provides an internet-based library that may be accessed through the Evolve Elsevier website.

## **NATIONAL TECHNICAL HONOR SOCIETY**

1. The National Technical Honor Society is available to students who meet a rigorous set of standards that go beyond the normality of daily classwork.
2. A National Technical Honor Society member must be enrolled in a technical program at Central Technology Center. To be eligible for NTHS a student must meet the following requirements:
  - a. A student must have an overall "A" average (90% - didactic and clinical combined).
  - b. A student cannot have more than 2 absences in any combination of absences, tardies, early dismissals. Any combination of 3 tardies and/or early dismissals count as 1 absence.
  - c. A student must be  $\frac{3}{4}$ 's completed with the program (1097.25hrs).
  - d. A student can never have been placed on probation for any reason or suspended for any reason, any length of time, or received a notification of suspension.
  - e. A student may have **NO BREACHES**; and,
  - f. Members who qualify for NTHS will be honored at Central Tech Practical Nursing pinning.

## **PARKING**

1. Students must only park in those areas designated as Student Parking.
2. All student vehicles must display a student parking permit on the front left windshield. This permit must be on your vehicle no later than the first week of class.
3. Failure to park in the appropriate areas may result in penalties as defined by the Central Tech and Central Tech Practical Nursing Handbooks for failure to follow policy and procedure.
4. If a student is warned three times about parking violations, they will receive a breach of contract for failure to adhere to the stated parking rules of the campus.

5. If a student has received four warnings for parking in the wrong area, they may lose the privilege to drive onto the campus.

### **PERMANENT RECORD**

These forms will be signed and filed in the student's permanent record:

1. OATH OF CONFIDENTIALITY
2. ACADEMIC INTEGRITY PLEDGE
3. CENTRAL TECHNOLOGY CENTER INTERNET USE STATEMENT
4. TERMS AND CONDITIONS FOR INTERNET ACCESS
5. MEDICAL LIABILITY
6. RELEASE OF RECORDS APPROVAL
7. DRUG ABUSE POLICY ACKNOWLEDGMENT
8. STATEMENT OF UNDERSTANDING AND AGREEMENT TO ABIDE
9. OKLAHOMA BOARD OF NURSING INFORMATION

### **PREGNANCY**

1. Students who become pregnant during the program are encouraged to notify their Practical Nursing Advisor and District Coordinator as soon as the pregnancy is suspected.
2. Notification is necessary because certain clinical experiences/exposures could be harmful to the unborn child.
3. Students will not be allowed to enter the room of or care for a client in airborne isolation.
4. Students will not be assigned to any type of X-ray department.
5. Clinical assignment in surgery department in which nitrous oxide and bone cement are used will be avoided.
6. Students will not be assigned to clients who have been diagnosed with any one of the TORCH diseases (Toxoplasmosis, Hepatitis B, Rubella, Cytomegalovirus, and Herpes Simplex Viruses).
7. Students must be able to lift and move a minimum of 50lbs and have no lifting restrictions to attend clinical. If a student sustains an injury or develops a condition, which causes any lifting restriction to be introduced, they will not be able to attend clinical until they receive a full release from a qualified medical provider.
8. Students will not be allowed to return to clinical after delivery until they receive a full medical release with no lifting restrictions from a qualified medical provider.

### **PROGRESS**

1. The purpose of this class is for students to successfully complete all requirements, as well as take, and pass the NCLEX-PN.
2. A student must successfully complete all courses, complete all Assessment Technologies Institute non-proctored and proctored exams at required levels, before the school will release the student's transcript to the Oklahoma Board of Nursing.
3. Students will progress through the curriculum according to the timeline of their self-directed contract. This will be monitored in coordination during monthly contract meetings during which time the student will sign their contract with their assigned academic counselor.
4. The student may continue to progress towards completion of the program by:
  - a. Completing all assignments and attendance designated by the Monthly Learning Contractual Agreement.
  - b. Achieving a minimum exam GPA of 77% for each individual classroom course, a minimum clinical performance GPA of 85% for each individual clinical course, achieving a minimum GPA of 85% in the clinical skills lab course, and achieving a minimum score of 93% on the Pharmacology: Dosage Calculation Skills Examination within a maximum of three (3) attempts (taking a different version each time) and successfully demonstrating competency by return-demonstration of nursing skills as assigned by the student's advisor.
  - c. Completing all assigned examination remediation worksheets by the end of the monthly learning contract.

## **SAFETY and SECURITY**

1. **ASBESTOS MANAGEMENT:** The Asbestos Hazard Emergency Response Act of 1986 (AHERA) requires the inspection of all buildings in the school district for asbestos. The Central Technology Center district has complied with this act. An asbestos management plan documenting these inspections is kept on file for public review. To view the plan, please contact the maintenance office at the respective Central Technology Center campus.
2. **CAMPUS POLICE:** Central Technology Center Administration believes in providing safe facilities, surroundings and activities for employees, students, and employers with information regarding the services provided by the Campus Police Department. To report a crime or other emergency, contact the Campus Director or Assistant Director who will contact the Campus Police Department.
3. **CAMPUS SEARCHES:** To discourage the use and transportation of any unlawful substances, the Board of Education has authorized searches of campus facilities by a trained dog and handler. Searches may be conducted at any time, without notice. Searches may include classrooms, lockers, shops, and any other school property or students' possessions. Searches may also include student parking lots. All vehicles driven by students on to school property, whether owned by said student, will be subject to a search. If the dog "alerts" to indicate that prohibited substances are present, the area will be further searched. Law enforcement officials will be contacted if possession of any unlawful substance is verified. Law enforcement officials will also be contacted if difficulty is encountered with the student(s) in question.
  - a. **DANGEROUS WEAPONS:** The possession or use of dangerous weapons while a student is in attendance at Central Technology Center, at any function authorized by the school, or while in transit to or from Central Technology Center on school transportation, is expressly prohibited.
  - b. **Oklahoma Statutes. Title 21. Section 1280.1** prohibits any person, except a peace officer or other person authorized by the board of education of the district, to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any weapon as defined in Section 1272 below:  
 ".... any pistol; revolver; shotgun or rifle whether loaded or unloaded; or any dagger; bowie knife; dirk knife; switchblade knife; spring-type knife; sword cane; knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife; blackjack; loaded cane; billy club; hand chain; metal knuckles; or any other offensive weapon."  
 Central Technology Center Administration will determine what constitutes a weapon. Any student who violates this policy will be subject to discipline which may include suspension up to one full calendar year (for firearms) or for any term less than one calendar year (for weapons other than firearms) as determined by the administration.
4. **GUN-FREE SCHOOL:** It is the policy of this school district to comply fully with the Gun-Free School Act. Any student in this school district who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property, including school transportation or school-sponsored transportation, may be removed from school for not less than one full calendar year. Such firearms will be confiscated and released only to a law enforcement authority.
5. **STUDENT SEARCHES:** Students should be free from unreasonable searches and seizure by school officials. However, school officials shall have the authority to search a student's possessions and property when there is reasonable suspicion that a student may possess items resulting in violation of school policy including, but not limited to, possible stolen merchandise, drugs, weapons, or tobacco. A student who refuses to peacefully submit to a search or who refuses to turn over items discovered because of a search will be subject to disciplinary action, usually resulting in termination from Practical Nursing.

## **SHARED GOVERNANCE**

1. Students will be required to attend mandatory monthly class meetings. Attendance policies apply to the attendance of student meetings.
  - a. Meetings are scheduled as follows:
  - b. The class meeting is the first Tuesday of each month at 0900.
  - c. Student representatives are invited to attend the monthly staff meetings, which are held at 1300 on the last Tuesday of each month (subject to change as needed).

## **STUDENT ORGANIZATIONS**

Participation in a student organization is an extracurricular activity. The activity provides an opportunity for the student to develop leadership skills and work in a team concept environment.

1. The faculty recommends that each class participate in a recognized student organization.
2. Officers or committee chairpersons will be selected to serve for one year.
3. Faculty members will serve as advisors.
4. The student organization designated for PN is HOSA (Health Occupations Students Association).

## **STUDENT RESOURCES**

1. Instructors are available for conference/advisement with students during the school day.
2. A student who feels he or she has a legitimate complaint about a practice, policy or procedure relating to Practical Nursing should come first to the instructor and secondly to the Practical Nursing District Coordinator within five (5) school days of the date the problem arises.
3. If the problem cannot be resolved with the assistance of the instructor or Practical Nursing District Coordinator, the student may make an appointment, in writing, with the Assistant Superintendent within five (5) days of the meeting with the Practical Nursing staff.
4. If the problem cannot be resolved with the assistance of the Assistant Superintendent, the student may submit a written request to the Superintendent within five (5) school days following the meeting with the Assistant Superintendent. The decision of the Superintendent is final.
5. A counselor is available to help students with attendance, career, educational, and personal issues. Students must have permission from their instructor to leave class to talk with a counselor. Appointments with the counselor should be made in advance when possible.

## **ADMINISTRATION**

Superintendent

Kent Burris

Assistant Superintendent

LaDonna Gear

Assistant Superintendent

Mark Cotner

Drumright Campus:

Campus Director

Shane Bruce

Assistant Campus Director

Pam Whittenburg

Assistant Campus Director

Daniel McEntire

Sapulpa Campus:

Campus Director

Kim Howard

Assistant Campus Director

Mike Baugus

**NURSING FACULTY**

Practical Nursing District Coordinator  
**Drumright Campus:**  
 Instructors  
  
 Secretary  
**Sapulpa Campus:**  
 Assistant Practical Nursing Coordinator  
 Instructor  
 Secretary

Curtis Baker, PhD RN  
  
 Stacey Meloy, MSN RN  
 Pilar Luna, BSN RN  
 Mari Ann Medlock  
  
 Haley Morgan, MSN RN  
 Reena Heilmann, BSN RN  
 Megan Parker

**ADMINISTRATIVE STAFF**

Financial Aid Officer  
**Drumright Campus:**  
 Bursar  
 Adult Counselor  
**Sapulpa Campus:**  
 Bursar  
 Counselor/Recruiter

Angie Piotrowski  
  
 Charlotte Gaunt  
 Chet Cundiff  
  
 Morgan Baker  
 Sheila Stewart

**CONTROLLED SUBSTANCE & ABUSE POLICY**

Central Technology Center has a vital interest in ensuring safe, healthful, and efficient conditions for each employee and student. It also has a duty and a desire to maintain a reputation for the provision of top-quality healthcare services to protect the safety and health of clients cared for by our Practical Nursing students and faculty. The unlawful or improper presence or use of illegal or controlled substances during school hours conflicts with these vital interests and therefore is expressly prohibited. Central Tech Practical Nursing will adhere to both federal and OK state laws concerning the possession of illegal and controlled substances. Furthermore, all students enrolled in Central Tech Practical Nursing will be required to comply with, and abide by, the rules and regulations of all hospitals and/or clinical sites while performing clinical assignments, including rules and regulations on substance abuse and drug testing. Therefore, the following policies will be enforced:

1. Students will be required to submit to a urine drug screen upon admission to Central Technology Center, prior to the start of clinical rotations, and randomly throughout the program. A positive drug screen will result in immediate dismissal from Practical Nursing.
2. Oklahoma Medical Marijuana Card: Neither an applicant or student will be discriminated against for applying for and/or possessing an Oklahoma Medical Marijuana Card.
  - a. However, all applicants and students are subject to drug testing related to the clinical contracts Central Tech Practical Nursing maintains with its clinical partners. Based upon those contracts, applicants and students will undergo 10-panel urine drug screens both prior to the beginning of the program and throughout their time in the program.
  - b. The urine drug screen used by Central Tech Practical Nursing is required by our clinical partners and includes testing for the presence of THC, which is the active ingredient in marijuana. When a drug screen is positive for THC the Medical Review Officer will contact the contributor to determine if they have an Oklahoma Medical Marijuana Card. If the contributor has an Oklahoma Medical Marijuana Card, the drug screen will be marked positive with an Oklahoma Medical Marijuana Card. In such cases the following will be applicable:
    - i. Even though the use of marijuana in OK is legal when a person has an Oklahoma Medical Marijuana Card, Federal law continues to list marijuana as a Schedule 1 drug.
    - ii. All positive drug screens, including those marked as positive with an Oklahoma Medical Marijuana Card will be reported to our clinical

partners per our clinical contracts.

- iii. According to our clinical partners, because marijuana, per federal law is a Schedule 1 drug and illegal to possess, persons who test positive for THC, no matter if they have an Oklahoma Medical Marijuana Card, will be considered to have a positive drug screen and will not be allowed to enter the facility for clinical.
    - iv. Therefore, a student with a positive drug test for marijuana will be dismissed from the program and/or have their offer of acceptance withdrawn because they will not be able to participate in clinical and will not be able to complete the program.
  - c. Students may not bring any marijuana products onto the Central Tech campus at any time, even if they possess an Oklahoma Medical Marijuana Card, and if caught with marijuana products on campus they are subject to dismissal.
  - d. Students who are suspected of attending class or clinical under the influence of marijuana will undergo a random drug screen and if found to be positive will be dismissed.
3. Random Drug Screening:
- a. **To ensure both the safety of clients and students, Central Tech Practical Nursing adheres to both federal and OK state laws concerning the uses and presence of controlled medications, illegal drugs, and alcohol in both school and clinical settings.**
  - b. **Students will be required to submit to drug screening upon admission to Central Technology Center, prior to the start of clinical rotations, and randomly throughout the program. A positive drug screen, when in compliance with federal and OK state law, will result in the student's offer of acceptance into Central Tech Practical Nursing being withdrawn or their immediate dismissal from Central Tech Practical Nursing.**
  - c. **When requested, students will submit to a 10-panel urine drug screen as either a part of a random drug screen or as a screening for cause if the student is suspected of being under the influence or impaired while in the classroom or in the clinical setting.**
    - i. All costs associated with the urine drug screening are the responsibility of the student.
    - ii. A student with a positive drug screen will be dismissed from Central Tech Practical Nursing. Students who produce a positive urine screen, will be dismissed for cause, and those who are certified as a Certified Nurse Aide, Certified Medication Aid, Medical Assistant, Advanced Unlicensed Assistant, or other type of ancillary health care support member will have their positive drug screen results reported to their certifying agency.
    - iii. The choosing of the company or entity, method used, and time of the urine drug screen are at the discretion of Central Tech Practical Nursing.
    - iv. Screening methods may include urine, blood, nails, or hair follicle testing depending upon the situation and the advice received from the testing company and the Medical Review Officer concerning the student in question.
    - v. Any student who refuses or is unable to provide a sample in compliance with this policy at the scheduled time of the drug screen will be considered to have a positive drug screen and will be dismissed.
      - 1. Collection and testing urine samples for drug screening will be limited to the entity chosen by Central Tech Practical Nursing.
      - 2. Failure to cooperate will be defined as but not limited to:
        - a. Provision of a sample that does not meet temperature requirements.
        - b. Inability to provide an adequate sample during the scheduled testing time.

- c. Failure to follow the directions of the test monitor or test coordinator.
- 3. Requirements of the testing and collection procedures are set by the testing agency contracted by Central Tech, which include but are not limited to:
  - i. Temperature parameters
  - ii. Volume parameters
  - iii. Collection procedure
  - iv. Collection meets industry standards.
  - v. Collection Procedures:
- 4. If a restroom monitor is required for testing, the test monitor shall be of the same gender as the candidate giving the sample.
- 5. If at any time during the testing procedure, the test monitor has reason to believe or suspect that a candidate is tampering with the sample; the test monitor may stop the procedure and inform the test coordinator.
- 6. If a candidate is determined to have tampered with any specimen or otherwise engaged in any conduct, which disrupts the testing process of any candidate or student, then the candidate will be deemed to have violated this policy and will be dismissed.
- 7. The Medical Review Officer who has been contracted by the testing company, is the only person who may determine if an applicant's urine drug test is positive or negative. The Medical Review Officer's decision concerning an applicant's urine drug screen is positive or negative is final.
- 4. **Reasonable Suspicion:** Central Tech Practical Nursing students may be required to submit to a drug/alcohol screening test requested by the Central Tech Practical Nursing Coordinator, based upon reasonable suspicion of drug/alcohol use by the student as reported by the student's supervising instructor. The Central Tech Practical Nursing District Coordinator is required to notify the Assistant Superintendent when reasonable suspicion is presumed.
  - a. Reasonable suspicion involves a judgment made regarding the student's behavior, appearance, speech, body odor, evidence found or reported that suggests that the student may be practicing or is present in an impaired state, and may be based upon, among other circumstances, including but not limited to one of the following:
    - i. Direct observation of specific behaviors exhibited by the student that suggests the student's ability to perform his/her job is impaired, or that the student may pose a threat to the safety or health of their client, staff, or fellow students.
    - ii. Physical on-the-job observation of drug and/or alcohol use by the student.
    - iii. Documented deterioration in the student's job performance that is likely related or attributed to drug or alcohol use by the student.
    - iv. An on-the-job incident or occurrence where there is evidence to indicate the incident or occurrence was in whole or in part the result of the student's actions or inactions and/or the student exhibited behavior indicating drug or alcohol use.
  - b. Any student requested to provide a drug/alcohol specimen under the auspices of reasonable suspicion will be escorted to the testing site. Time away from school and/or the clinical will be counted as an absence only if the student is found to be under the influence.
    - i. Students may be required to submit to drug/alcohol testing pursuant to the rules and regulations of the hospitals and/or clinics at which clinical

rotations are performed.

- ii. Any Practical Nursing student who fails to comply with this policy or who tests positive to any drug/alcohol test, which follows both federal and OK state law, and implemented pursuant to this policy, may be terminated from Central Tech Practical Nursing if found to be impaired or illegally under the influence of any medication, illegal drug, or alcohol pursuant to federal or OK state law.

### **VAPING/SMOKING**

Central Tech complies with both OK and Federal Law concerning the use of tobacco products within the confines of the school buildings and grounds. To comply with state law and school policy, Central Tech has installed Vape Detectors in the restrooms throughout the school and on both campuses. The detectors are set to alert the administrative offices when vaping is detected. The detectors will alert in the presence of vape vapor, nicotine, and THC among other substances. In addition, whenever the vape detectors are activated, security cameras will be used to identify students exiting that particular restroom. PN instructors, staff, and administration will be notified if the student who exits the restroom near the detector alerting is identified as a PN student. Students identified will be interviewed concerning the incident and disciplinary action may be taken to include the following:

1. The student will receive a breach of contract.
2. If a vape detector alerts to THC, the student will be asked to take an immediate urine drug screen for cause.
  - a. Refusal to comply will be deemed a positive drug screen and result in immediate dismissal.
  - b. A student testing positive for THC will result in immediate dismissal.
  - c. Dismissal will occur even if the student holds an OK Medical Marijuana Card.
  - d. Students having a THC product in their possession on campus are subject to criminal charges.
3. Adult students may vape and/or smoke in designated smoking areas only within the Central Tech campus grounds. These areas are located on the north side of the Phil Waul Pipeline Building and the Northeast corner of the Truck Driver Training Building. On the Sapulpa Campus the smoking area is located on the southwest corner of the main building. These areas are the only designated areas that can be used for vaping and/or smoking.
4. Students who are caught vaping and/or smoking outside of the designated areas are subject to disciplinary action including Breach of Contract, probation, suspension, and up to dismissal.
5. Students who face dismissal may be allowed the option to withdraw in lieu of dismissal for vaping/smoking unless the product contains THC in which case the student will face immediate dismissal.

### **TELEPHONE CALLS**

**Only emergency calls are permitted during classroom and clinical hours.** All calls must come through the Central Tech Practical Nursing office at the Drumright campus (918-352-2551, ext. 202) or the Sapulpa Campus (918-224-9300, ext. 180). The department secretary will contact you at the clinical site for emergencies. Please notify family and friends of this telephone procedure in addition to the fact they will be asked to disclose the nature of the emergency.

**Cell phones or beepers MUST be turned off in the classroom, lab, or clinical sites. No text messaging is allowed.** No telephone photos are allowed. Students violating this cell phone usage policy will receive a verbal warning. Subsequent violations will result in the student being placed on probation, with the possibility of termination from the program.

### **TOBACCO USE**

Tobacco Use on Campus: Central Tech Practical Nursing is an all-adult program, as such, students over the age of 21 years of age can smoke and vape on campus in designated areas **ONLY**, which are located at Drumright – north side of Truck Driver Training and the north side of

Phil Waul Pipeline Building or the southwest corner of the main building on the Sapulpa Campus.

### **TRANSCRIPTION**

At the end of the program, the student will receive a completed official transcript as required by the Oklahoma Board of Nursing. The end of the program will be defined as the student completing, withdrawing, or dismissed from Central Tech Practical Nursing. Grades will be recorded in letterform and be determined as follows:

Classroom:	Clinical:
A: 100% - 90%	A: 100%90%
B: 89%-80%	B: 89%-85%
C: 79%-77%	F: 84% - 0%
F: 76%-0%	

Classes begun but not completed: W – Withdraw

Classes not begun: No grade will be assigned.

Official transcripts will be provided at no charge for students or former students when hand delivered or sent by regular mail. Students requesting transcripts to be sent by registered mail may be charged a fee to cover the cost of postage. Transcripts will be provided within 14 business days of receipt of request.

### **TRANSFER**

Students desiring to transfer to Central Technology Center Practical Nursing from another program of nursing must have their academic records forwarded directly to the Central Tech Practical Nursing District Coordinator. All transfer students must meet admission criteria utilizing the advanced standing enrollment process. See advanced standing policy p. 15.

### **TRANSPORTATION**

1. Post-secondary students may ride Central Technology Center school buses on a space-available basis in accordance with the home high school policy and with the permission of the Central Technology Center Campus Director or Assistant Director. Students who drive must display a parking permit on their vehicle. All students must go directly inside the building once they arrive on campus; students are not to remain in vehicles or the parking lot.

### **STUDENT BEHAVIOR ON SCHOOL BUSES**

Students may continue to ride the buses if they adhere to the policies regarding student behavior while on the bus. Students must always comply with bus driver guidelines. The bus driver is to be respected and obeyed. Central Technology Center buses are equipped with cameras.

### **TUITION AND FEES**

#### **In-District**

Tuition: In-District – \$2.25 per clock hour .....	\$3,291.75
Books, Tablet & Resources .....	\$3,515.00
Level 1 (Includes uniforms, equipment, & fees).....	\$806.00
Level 2 (Background check & drug screening fees, TB, Flu).....	\$105.00
Level 3 (Includes graduation, NCLEX-PN Exam, & licensure fees).....	\$765.00
<b>Total In-District Costs:.....</b>	<b>\$8,482.75</b>

**Out-of-District**

Tuition Out-of-District - \$4.50 per clock hour .....	\$6,583.50
Books, Tablet & Resources .....	\$3,515.00
Level 1 (Includes uniforms, equipment, & fees).....	\$806.00
Level 2 (Background check & drug screening fees, TB, Flu).....	\$105.00
Level 3 (Includes graduation, NCLEX-PN Exam, & licensure fees).....	\$765.00
<b>Total Out-Of-District Costs: .....</b>	<b>\$11,774.50</b>

**FAILURE TO MEET FINANCIAL RESPONSIBILITIES TO THE SCHOOL:**

Failure to abide by the payment agreement agreed to between the student and the school can be grounds for probation, suspension, and ultimately termination from Central Tech Practical Nursing (see "Discipline/Termination, p. 34).

1. Students must make tuition payment arrangements prior to the beginning of classes.
  - a. Students will be notified when they become 30 days late on their tuition payment (one payment behind).
  - b. Students will receive a second notice once they are 60 days late on their tuition payments (two payments behind).
  - c. Students receiving a second late notice will be placed on probation for 10 school days during which time they will be expected to pay their past due bill in full.
  - d. Students who fail to pay their late payments in full by the end of the 10-days will be placed on suspension, during which time they will not be allowed to attend class or clinical, for five school days.
  - e. Students who fail to pay their late payments in full by the end of the five days will be dismissed from Central Tech related to non-payment of bills.
2. **Licensure examination applications will not be submitted to the Oklahoma Board of Nursing, the National Council of the State Boards of Nursing, or Pearson Vue until all financial obligations are met.**
3. Students experiencing financial hardships are encouraged to speak to their Career Counselor or Financial Aid Advisor for information about resources which may be available to them.

**FINANCIAL ASSISTANCE**

1. Students receiving financial aid must adhere to the classroom/clinical attendance policies and maintain a passing average, or above, in classroom/clinical always.
2. Students receiving financial aid of any kind must maintain a "C" (77%) in each theory module and 85% in each clinical module to receive their financial aid.
3. During a financial assistance period, which is approximately 94 school days, students must complete a minimum of 450 curriculum hours and 405 attendance hours.
  - a. Failure to meet this criterion will result in the students losing their financial aid.
  - b. Students may apply to have their financial aid reinstated one time.
  - c. Receipt of a breach of contract or lack thereof will have no effect upon the ability of the student to keep or lose their financial aid.
4. Adherence to the attendance policy is mandatory to receive your financial aid monies.
5. Central Tech offers a variety of local scholarships through the:
  - a. Central Tech Foundation
  - b. Otha Grimes Scholarship
  - c. Tarr-Shaw Scholarship
  - d. Creek Nation
  - e. Oklahoma Work Force

- f. Other opportunities are also possible.

**PELL GRANT / OKLAHOMA TUITION AID GRANT:**

This is a grant program, which provides funding for adult students to obtain post-secondary education. This money does not have to be repaid. Students may apply for federal and state financial aid online on the StudentAid.gov website, which is free.

**PHYSICIAN MANPOWER TRAINING COMMISSION:**

The student may apply for a matching loan. If the student graduates and works in Oklahoma for 1-2 years, the loan is forgiven. If not, the individual must repay the amount loaned, along with any accrued interest. Applications may be obtained by writing to:  
Physician Manpower Training Commission, Northeast 10th & Stonewall, P. O. Box 53551, Rm 211, OKC, OK 73152

**SAS (Support for Adult Students) Scholarships:**

These scholarships are reserved for post-secondary students who have initiated formal training to achieve vocational career objectives. They are awarded on a need's basis. Application forms may be requested from:

Scholarship Committee Chairman, Oklahoma Career Tech Foundation, 1500 W 7th Ave, Stillwater OK 74074

Other suggestions to check include Rehabilitative Services, Workforce, and Indian resources.

**VISITORS POLICY**

Visitors may be allowed to visit students during class but only with advance permission of the instructor and the Campus Director. All visitors to campus must check in at the Administration Office. No one dropping off or picking up students is allowed to loiter on campus after classes begin or arrive to pick up students more than five minutes before the end of class.

**SIGNATURE FORMS:****Central Tech****OATH OF CONFIDENTIALITY**

I, \_\_\_\_\_, do hereby swear or affirm that I will not use the client's name or initials, and will not discuss, reveal, copy, fax information with the client's name, or in any manner disclose the contents of the medical record of any client to whom I have given care or with whom I have come in contact because of my being a student. I understand that medical records, both on paper and in the computer, are confidential, that the information in a medical record is protected by both Federal and State laws and regulations and that reading, discussing, or otherwise utilizing the information within the record for other than legitimate health care purposes is grounds for immediate dismissal and possible legal action.

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Student's Signature

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Date**ARREST REPORTING REQUIREMENTS**

I, \_\_\_\_\_, hereby state that I have read and understand the arrest reporting requirement associated with the Oklahoma Board of Nursing Criminal History Background Check requirement OBN Statute 59 O.S. §567.5 found on the Central Tech Practical Nursing Student Handbook Pages 36 & 37, Heading: Criminal History Background Check, Number 4, Letter a, Sub i – iii. I also state that I understand the ramifications of not complying in full and kind with the disclosure of arrest requirements of the OBN Application for Licensure Process.

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Student's Signature

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Date**HONESTY PLEDGE**

On my honor, all assignments will be completed in good faith, and I pledge that I have neither given nor received improper aid in its completion. All information provided by myself in my assignments either for the classroom or from clinical will truthfully represent my experiences. I have read and agree to abide by the Honesty Policy.

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Student's Signature

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Date

**MEDICAL LIABILITY**

I will not hold Central Technology Center staff or any clinical facility responsible for medical expenses or liability incurred due to accidental injury to myself while in-route to or from the school or attending class/clinical or school sponsored function.

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 Student Signature

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 Date

Should an injury or illness occur, please: ☐ Seek help at the nearest hospital.  
☐ Seek help elsewhere -- Detail below.

My PCP is: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**DRUG ABUSE POLICY ACKNOWLEDGMENT**

I have received and have read the Drug-Free School and Safety Policy regarding the maintenance of a drug free school as outlined in Practical Nursing Program Policy and Procedure Handbook. I understand the possession or use of drugs will result in disciplinary and/or legal action.

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 Student Signature

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 Date
**STATEMENT OF UNDERSTANDING AND AGREEMENT TO ABIDE**

The policies in the Practical Nursing Program Policy and Procedure Handbook and the Central Technology Center Student Handbook have been discussed with me. By my signature I acknowledge understanding and agreement to abide by these policies.

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 Student Signature

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 Date
**OKLAHOMA BOARD OF NURSING INFORMATION**

The following information is from the Oklahoma Board of Nursing. The student is responsible for reading the information and if clarification is needed speaking to the Program Coordinator.

**INFORMATION FOR APPLICANTS FOR LICENSURE OR AUA CERTIFICATION WITH HISTORY OF ARRESTS, CONVICTIONS, OR PRIOR DISCIPLINARY ACTION**

Applicants for licensure or AUA certification in Oklahoma who have ever been summoned, arrested, taken into custody, indicted, convicted or tried for, or charged with, or pleaded guilty to, the violation of any law or ordinance or the commission of any misdemeanor or felony, or requested to appear before any prosecuting attorney or investigative agency in any matter; **or** have ever had disciplinary action taken against another health-related license or certification; **or** have ever been judicially declared incompetent are required to notify the Oklahoma Board of Nursing. Failure to report such action may be a violation of the *Oklahoma Nursing Practice Act*. All applicants for licensure as a registered nurse or licensed practical nurse must have submitted a criminal history records search conducted by the Oklahoma State Bureau of Investigation not more than three (3) months prior to submission of the application [59 O.S. §567.5]. Effective November 1, 2003, a candidate for a license to practice as a registered nurse

or licensed practical nurse shall submit to the Oklahoma Board of Nursing “certified written evidence that the applicant has never been convicted in this state, the United States or another state of any felony, unless five (5) years have elapsed since the date of the criminal conviction or the termination of any probation or other requirements imposed on the applicant by the sentencing court, whichever shall last occur, or a presidential or gubernatorial pardon for the criminal offense has been received” [59 O.S. §567.5].

**Therefore, applicants for licensure in Oklahoma with one or more felony convictions cannot apply for licensure for at least five years after completion of all sentencing terms, including probation and suspended sentences, unless a presidential or gubernatorial pardon is received.**

The applicant must submit the following information to the Board:

1. Application for licensure and licensure fee
2. A signed letter from the applicant describing the location and circumstances of the offense, date, court action taken and current status.
3. OSBI criminal history search not more than three (3) months old
4. If applicable, **certified** copies of the Affidavit of Probable Cause, Information Sheet, Charges, Judgment and Sentence, and verification that the sentencing requirements are complete (these documents may be obtained from the courthouse in the county in which the arrest took place).

Please ensure that the copies are certified, e.g., they are stamped with the court seal. Failure to submit the above information in a timely manner may result in a delay in processing the application. After the Board staff review this information, the applicant will be notified of any additional action that must be taken. The applicant may be required to appear before the Board. Additional documentation that may be requested prior to this appearance, includes, but is not limited to, letters of reference from a clinical faculty member, the director/dean of program, a probation officer, employer, or others. Please be aware that an applicant may **not** be eligible for licensure or endorsement to surrounding states due to individual states’ restrictions, even if the applicant is able to be licensed in Oklahoma. Individuals who plan to apply for licensure in other states must check with that state’s board of nursing to obtain information on requirements.

Form X02 Revised 6/01, 11/02, 12/04, 4/27/2011.

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Student Signature

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Date

### **PRACTICAL NURSING STUDENT HANDBOOK AGREEMENT**

I affirm that I have received a copy of the Central Technology Center Practical Nursing Student Handbook, and that I have read and understand its content in full. I hereby agree to abide by the rules, practices, and procedures described in the handbook. I understand that my failure to follow the guidelines set forth in the handbook may result in disciplinary action up to and including dismissal from the Central Tech Practical Nursing Program.

---

Student Signature

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Date

## **CENTRAL TECHNOLOGY CENTER INTERNET USE STATEMENT**

The signature at the end of this document is legally binding and indicates the individual who signed has read the terms and conditions carefully and understands their significance.

### **TERMS AND CONDITIONS FOR INTERNET ACCESS**

1. **Acceptable Use:** The purpose of the Internet is to support research and education in and among academic institutions in the United States (U.S.) by providing access to resources and the opportunity for collaborative work. School use must be in support of education, research, and consistent with educational objectives. Use of any other organization's network or computing resources must comply with the rules appropriate for the network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or protected by trade secret. Use for product advertisement or political lobbying is also prohibited. Use for commercial activities is generally unacceptable.
2. **Prohibited Use:** The Internet is a global network, and it is possible to access material which may contain illegal, violent, destructive, defamatory, inaccurate, pornographic, and/or offensive material. Due to the nature of the Internet, the district cannot guarantee that students and employees will not access such material. However, the district is committed to enforcing a policy of Internet safety and monitoring the Internet activities of its students and employees. The deliberate use of illegal, defamatory, pornographic, and/or other offensive material is prohibited.
3. **Privileges:** The use of the Internet is a privilege, not a right, and inappropriate use may result in a cancellation of Internet privileges. Central Technology Center staff will deem what is inappropriate use and their decision is final. Central Technology Center may deny, revoke, or suspend specific user access.
4. **Etiquette:** Central Technology Center Internet users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:
  - a. **Politeness:** Messages must not be abusive to others.
  - b. **Appropriate Language:** Language used will exclude swearing, vulgarities, or other inappropriate language.
  - c. **Personal Information:** Student users will not reveal their personal address, phone number, social security number, credit card number, or the address and/or numbers of other students or Central Technology Center staff members.
  - d. **Electronic Mail:** Users of electronic mail (E-mail) will remember that such mail is not guaranteed to be private and that Internet system operators have access to all mail. Messages relating to or in support of illegal activities may be reported to appropriate government agencies.
  - e. **Illegal Activities:** Illegal Activities are strictly forbidden.
  - f. **Network Disruption:** Users will not use the network in a manner which is disruptive to other users. Users will not change the default settings related to the Internet browser or delete temporary Internet files unless directed to do so by the administration.
  - g. **Intellectual Property:** All communications and information accessible via the Internet should be assumed to be private property.
5. **No Expectation of Privacy:** Users of electronic mail (e-mail) or chat rooms will remember that such information is not guaranteed to be private and that Internet system operators have access to all mail. Messages relating to or in support of illegal activities may be reported to appropriate government agencies.
6. **Filtering:** Central Technology Center will provide filtering of all Internet activities to limit access to web content found inappropriate by the Internet Access, Security and Use Policy.

7. **Use of Software:** Students are prohibited from installing, copying, or downloading any copyrighted material or software on district computer hardware. Employees are prohibited from installing or copying any copyrighted material or software that is not property of the district-on-district hardware without the express written consent of the copyright holder and the Campus Director.
8. **Damages:** Central Technology Center and its Internet service provider(s) make no warranties of any kind, whether expressed or implied for the service provided. Central Technology Center and its Internet service provider(s) will not be responsible for any damages suffered, including loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by negligence, errors, or omission. Use of any information obtained via Central Technology Center, or its Internet service provider(s) is at the user's own risk. Central Technology Center is not responsible for the accuracy or quality of information obtained.
9. **Security:** Users of the Central Technology Center Internet system agree to notify our service provider whenever they encounter a possible security problem on the network. Users agree not to use another individual's account. Any user identified as a security risk or having a history of or generating problems for other computer systems may be denied access to the Internet. This includes but is not limited to the uploading or creation of computer viruses, any attempt to harm or destroy hardware, data of another user, or any agencies of other networks.
10. **Exception of Terms and Conditions:** All terms and conditions as stated in this document are applicable to Central Technology Center and to its Internet service provider(s). These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Oklahoma and the United States of America.
11. I have received and have read the Terms and Conditions for Internet Access as outline in the Practical Nursing Program Policy and Procedure Handbook. I agree to abide by these terms.

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Student Signature

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Date

### **STUDENT AFFIRMATION FORM**

I understand that as a nursing student I am a member of a profession which places me in a position of confidence requiring the utmost discretion and professionalism to protect those with and for whom I work. I acknowledge that as a member of the nursing profession I have a responsibility to act in a manner consistent with the essential attributes of the profession. In this regard:

\_\_\_\_\_ I agree to protect the privacy of faculty, peers, and to maintain HIPAA.

\_\_\_\_\_ I have/will read the syllabus of the nursing course I am taking this semester and I understand the criteria established for grading my course work. I understand that my average on exams must be 77% or higher to attain a passing grade for didactic courses and my clinical grade must be 85% or higher to obtain a passing grade.

\_\_\_\_\_ I agree that I will conduct myself in a manner that exhibits professional values and is in accordance with the LPN Code of Ethics.

\_\_\_\_\_ I will maintain and uphold the academic integrity policy of Central Tech Practical Nursing and will not condone or participate in any activities of academic dishonesty.

\_\_\_\_\_ I will not recreate any items or portions of any exam for my own use, or for use by others during my enrollment in Central Tech Practical Nursing.

\_\_\_\_\_ I will not accept or access any unauthorized information related to any exam administered during my enrollment in Central Tech Practical Nursing.

\_\_\_\_\_ I will sign my own papers and other documents and will not sign any other student's name to anything, including class rolls.

\_\_\_\_\_ I will not allow any student access to any of my paperwork for the purpose of copying.

\_\_\_\_\_ I will not discuss or post any information about faculty, peers, or clients on any type of social media.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **LAB SKILLS PARTICIPATION RELEASE**

Skills: Including but not limited to venipuncture, IV starts, head to toe assessment, etc.

I \_\_\_\_\_ do hereby agree and state that I am willing to participate as a practice client for the purposes of student skills training for Central Tech Practical Nursing, which includes but is not limited to venipuncture and IV placement. I have been informed and understand that the person performing these procedures is a Practical Nursing student who is being trained under the supervision of a Practical Nursing instructor employed by Central Tech. Furthermore, I have been informed and understand that my participation, which is done of my own free will and my agreement, is to facilitate the learning, practice, and skill check-off for the student to gain a level of proficiency in this skill prior to the student performing this skill in the clinical setting. Finally, I have been informed that a potential for personal risk does exist that may include but not be limited to infection, tissue damage, bruising, hematoma, bleeding, thrombosis, embolism, and death.

I have been informed and understand the reasoning for my participation, as well the potential for risk or harm to self that may occur. Of my own free will, I do hereby consent to be a participant and allow the above-named procedure to be performed on myself by a Central Tech Practical Nursing student or instructor and release Central Tech of liability.

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Instructor Name

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date

## **APPENDIX I**

### **Medic Veteran to Licensed Practical Nurse Bridge Course**

In accordance with the Oklahoma Board of Nursing (OBN) Practice Act, Central Tech Practical Nursing will establish and offer a bridge program for eligible veterans of the United States Military who have completed medical training as a medic or corpsman. The following rules and stipulations will apply to applicants:

1. Eligibility is restricted to veterans who completed Basic Medical Technician Corpsman Program training through the Navy or Air Force, the Air Force Independent Duty Medical Technician training, or the Army Health Care Specialist training.
  - a. Eligibility will be verified by the applicants Joint Services Transcript.
2. Veteran applicants will undergo the same entrance requirements as generic applicants and must meet the same standards for acceptance.
  - a. Hold a current Oklahoma Certified Nurse Aide Certificate
  - b. Complete the Assessment Technologies Institute TEAS Examination (Applicants must score a minimum of 1 out of 3 possible points on the reading portion of the Assessment Technologies Institute TEAS to be considered for the Central Tech Practical Nursing Program)
  - c. Meet all deadlines and provide paperwork as needed.
3. Once a Medic Veteran has been accepted into Central Tech Practical Nursing the following academic requirements will be implemented:

<b>Testing</b>	<b>Exemption</b>	<b>Hours</b>
Current OK CNA Unencumbered Certificate	Long-Term Care Assistant	75
Assessment Technologies Institute Fundamentals (Level 2 required for exemption)	Medical Terminology Anatomy & Physiology Fundamentals of Nursing (didactic; skills will be tested)	45 120 120
Assessment Technologies Institute Pharmacology (Level 1 required for exemption)	Pharmacology and IV Skills (didactic; skills will be tested)	58
Medic/Corpsman Training	Areas of Clinical	496
	<b>Total</b>	<b>914</b>

- a. The Assessment Technologies Institute Fundamentals Examination will be taken in lieu of Medical Terminology, A&P, and Fundamentals of Nursing Didactic:
- b. The first attempt on the Assessment Technologies Institute Fundamentals Examination must occur during the time between orientation and the first day of class.
- c. Students must score a Level 1 to receive advanced standing, but must achieve a Level 2 to meet course requirements. Subsequent attempts will be required to achieve a Level 2.
- d. If students are unable to achieve a Level 1 on their first attempt, they will have the option to complete the course in total or attempt the finals for Medical Terminology and A&P.
- e. Students who chose to attempt the Medical Terminology and A&P finals must achieve 77% on the first attempt to receive advanced standing.
- f. Students who do not achieve an 77% on the first attempt will then be required to complete the course in total.

- g. The Assessment Technologies Institute Nursing Fundamentals Examination serves as the final examination for the Nursing Fundamentals course, so there is not a separate final. As such, if the student is unable to achieve a Level 1 on their first attempt on the Assessment Technologies Institute Nursing Fundamentals Examination, they will be required to complete the Nursing Fundamentals course in total.
- h. Pharmacology Assessment Technologies Institute in lieu of Pharmacology and IV didactic:
- i. The Assessment Technologies Institute Pharmacology Examination must be attempted within one week of the student beginning the Pharm and IV course with the subsequent test, if needed, taken within one week of the first attempt.
- j. Students must make a Level 1 to pass the Assessment Technologies Institute Pharmacology Examination.
- k. The Assessment Technologies Institute Pharmacology Examination serves as the final examination for the Pharm and IV course, so there is not a separate final. As such, if the student is unable to achieve a Level 1 after two attempts on the Assessment Technologies Institute Pharmacology Examination, they will be required to complete the Pharm and IV course in total.

4. Class to be completed:

Course	Hours	Testing	Other Requirements
Intro to Nursing	40	No Final	
Maternal Neonatal Nursing	45	Assessment Technologies Institute Care of the Mother and Newborn	Assessment Technologies Institute examinations require a Level 1 to pass; if a level 1 is not achieved the exam must be retaken
Pediatric Nursing	45	Assessment Technologies Institute Care of the Child	Assessment Technologies Institute examinations require a Level 2 to pass; if a level 2 is not achieved the exam must be retaken
Mental Health Nursing	40	Assessment Technologies Institute Care of the Mental Health Client	Assessment Technologies Institute examinations require a Level 2 to pass, if a level 2 is not achieved the exam must be retaken
Medical Surgical Nursing I	78	No Final	
Medical Surgical Nursing II	78	Assessment Technologies Institute Adult Health Nursing	Assessment Technologies Institute examinations require a Level 2 to pass; if a level 2 is not achieved the exam must be retaken
Transition to Practice	15	Assessment Technologies Institute Management, Assessment Technologies Institute Predictor	NCLEX-PN Live Review; Assessment Technologies Institute examinations require a Level 2 to pass, if a level 2 is not achieved the exam must be retaken
Clinical	192		120hrs Med-Surg & 72 Preceptor
Fundamentals of Nursing	12	Skills	Skills as required
Pharmacology and IV	4	Dosage Calculation Skills Exam & skills	Dosage Calculation exam must be passed with 93%; students are allowed a maximum of 3 attempts to pass the exam; if a student is unable to pass the exam after the 3 <sup>rd</sup> attempt, they are dismissed from the program. Skills as required.
Total	549		

## 5. Program Costs:

	<b>TUITION</b>	
In-District		Out-of-District
549 hours		549 Hours
X \$2.25 per hour		X \$4.50
<b>\$1,235.25</b>		<b>\$2,470.50</b>
	<b>LEVEL I</b>	
\$35.00	HOSA Dues	\$35.00
\$60.00	Drug Screening	\$60.00
\$60.00	National Background Check	\$60.00
\$50.00	Malpractice Ins.	\$50.00
\$1.00	Campus Parking Sticker	\$1.00
\$180.00	Uniforms (2 sets)	\$180.00
\$20.00	Jump Drive	\$20.00
\$150.00	Equipment Pack	\$150.00
<b>\$556.00</b>	<b>TOTAL</b>	<b>\$556.00</b>
	<b>LEVEL II</b>	
<b>\$105.00</b>	Drug Screening, Flu, TB	<b>\$105.00</b>
	<b>LEVEL III</b>	
\$350.00	Graduation	\$350.00
\$200.00	NCSBN Application	\$200.00
\$155.00	OBN Application	\$155.00
\$60.00	Nat'l Background Fingerprint	\$60.00
<b>\$765.00</b>	<b>TOTAL</b>	<b>\$765.00</b>
	<b>BOOK &amp; RESOURCES</b>	
\$1,200.00	Tablet	\$1,200.00
\$780.00	Assessment Technologies Institute Nurse in a Box & Skills Modules	\$780.00
\$40.00	Mosby's Drug Guide	\$40.00
\$200.00	Cooper & Gosnell Adult Health Nursing & EAQ	\$200.00
\$165.00	Varacolis: Foundations Psych-MH Nursing & EAQ	\$165.00
\$155.00	Leifer: Maternal-Ped Nursing &EAQ	\$155.00
\$50.00	Saunders: NCLEX-PN Prep &EAQ	\$50.00
\$255.00	SimChart 18Month	\$255.00
\$300.00	Live NCLEX Review	\$300.00
<b>\$3,145.00</b>	<b>TOTAL</b>	<b>\$3,145.00</b>
<b>In-District</b>		<b>Out-of-District</b>
\$1,235.25	TUITION	\$2,470.50
\$556.00	LEVEL I FEES	\$556.00
\$105.00	LEVEL II FEES	\$105.00
\$765.00	LEVEL III FEES	\$765.00
\$3,145.00	BOOKS & RESOURCES	\$3,145.00
<b>\$5,806.25</b>	<b>TOTAL</b>	<b>\$7,041.50</b>

6. The hours and costs are approximate based upon the minimum number of hours that a Veteran Medic would be required to complete if accepted into the Veteran Medic/Corpsman to Practical Nurse Pathway. If at any time during the course of the program the student is unable to meet the requirements to receive advanced standing they will switch to the standard pathway of completion, which will increase both the time it takes to complete the program as well as the cost to the student.