

# Application Packet Check List

The items listed below must be included in your packet and submitted on the day of testing.

- Completed Application
- OFFICIAL* High School Transcript or *OFFICIAL* GED
- OFFICIAL* College Transcript, if applicable  
(Official transcripts either have a raised seal or are in a sealed envelope issued by the school).

***Submitting an application does NOT guarantee an interview or admission to the program. Please do NOT call the office to check on the status of your acceptance, you will be contacted if you are chosen for an interview.***

The total cost of the Nursing Program is \$3,600.00. The 1<sup>st</sup> installment of \$560 is due on or before **July 9<sup>th</sup> 2010**. (Fees are only estimates and are subject to change without notice.)

The deadline for applications will be Monday **May 10<sup>th</sup>, 2010**. NO EXCEPTIONS!!!

**An entrance exam that includes math will be given at the School Board Office the day you submit your application. NO calculators or cell phones are allowed. Please be prepared to spend 30 minutes to 1 hour for testing.**

Radford City School Board Office  
1612 Wadsworth Street  
Radford, VA 24141

The application packet will **ONLY** be accepted on the dates listed below:

Monday	February 1, 2010	9:00
Monday	February 8, 2010	9:00
Monday	March 1, 2010	9:00
Monday	March 15, 2010	9:00
Monday	March 29, 2010	9:00
Monday	April 12, 2010	9:00
Monday	May 10, 2010	9:00



**Radford City School of Practical Nursing  
 1612 Wadsworth Street Radford Virginia 24141  
 (540)633-9390 (540)267-3298 Fax (540)731-4419**

**Application for Enrollment for the Practical Nursing Program**

**Applicant's full name:**

First name	Middle name	Last name

**Address and personal information:**

Street	City	State	Zip Code
Phone Number	Cell Phone Number		
Driver's Customer Number	Date of Application		
E-mail Address			

Carolyn M. Cochran RN BSN  
 Radford City School of Practical Nursing  
 1612 Wadsworth Street  
 Radford, VA 24141

**Education/Training (Include High School, Technical Courses, & College Experience, list most recent first).**

High School	Address	Dates Attended	Year Graduated
College			

If GED obtained, include the date completed:

**References**

**THIS SECTION MUST BE COMPLETE IN ORDER FOR YOUR APPLICATION TO BE PROCESSED.**

Three names, occupation, complete addresses and phone numbers are required to process the application. Acceptable references are: employers, supervisors, teachers, ministers and/or community leaders. No relatives or friends please.

First and Last Name	Occupation	Mailing Address (street name and number, city, state, and zip code are required) and <u>Email Address</u>	Telephone Number (required)

**Work History**

Describe your work experience, beginning with your most RECENT employment.

Business/Agency or Facility	Dates of Employment	Position Held	Reason for Leaving	Immediate Supervisor (name and telephone number)

***I understand that I may be called for random drug screens. Criminal background checks are a part of the application process and a requirement for continued enrollment in the nursing program. I understand that if at any time I have a positive result on a drug screen, felony, or certain misdemeanors on my criminal background check, I will be dismissed from the nursing program.***

<b>Applicant's Signature:</b>	<b>Date:</b>

Listed below are excerpts from the Statutes and Regulations of the Code of Virginia governing the licensure of practical nurses.

**Article 3 Licensure of Practical Nurses**

**54.-3019. Use of title “licensed practical nurse” or “LPN”**

Any person who holds a license to practice as a licensed practical nurse in Virginia shall have the right to use the title “licensed practical nurse” and the abbreviation “L.P.N.” No other person shall assume such title or use such abbreviation or any other words, letters, signs, or devices to indicate that the person using the same is a licensed practical nurse.

- 54.1-3020. Qualifications of applicant for practical nurse’s license.—**An applicant for a license to practice as a practical nurse shall furnish evidence satisfactory to the Board that the applicant :
1. Has completed two years of high school or its equivalent;
  2. has received a diploma from an approved practical nursing program;
  3. Has passed a written examination as required by the board; and
  4. Has committed no acts which are grounds for disciplinary action as set fourth in this chapter.

**Article 1 Board of Nursing**

- 54.1-3007. Refusal, revocation or suspension censure or probation.--** The board may refuse to admit a candidate to any examination, refuse to issue a license or certificate to any applicant and may suspend any license or certificate for a stated period or indefinitely, or revoke any license or certificate or censure or reprimand any licensee or certificate holder or place him on probation for such a time as it may designate for any of the following causes:
1. Fraud or deceit in procuring or attempting to procure a license;
  2. Unprofessional conduct;
  3. Willful or repeat violation of any of the provisions of this chapter;
  4. Conviction of a felony or any misdemeanor involving moral turpitude;
  5. Practicing in a manner contrary to the standards of ethics or in such a manner as to make his practice a danger to the health and welfare of the patient or public
  6. Use of alcohol or drugs to the extent that such renders him unsafe to practice, or any mental or physical illness rendering him unsafe to practice;
  7. The denial revocation, suspension or restriction of a license or certificate to practice in another state, the district of Columbia, or a United States possession or territory; or
  8. Abuse, negligent practice, misappropriation of patient’s or resident’s property.

<b>Questions:</b>	<b>YES</b>	<b>NO</b>
1. Have you ever been convicted of, pled guilty to or pled Nolo Contendere to the violation of any federal, state, or other statute or ordinance constituting a felony or misdemeanor? (Including convictions for driving under the influence, but excluding traffic violations.) If yes, explain in detail and attach to the application.	<input type="checkbox"/>	<input type="checkbox"/>
2. Do you have a mental, physical, chemical, or any other dependency condition, which could interfere with your current ability to practice nursing? If yes, explain in detail and attach to the application	<input type="checkbox"/>	<input type="checkbox"/>
I have read the above information and answered the questions in an honest manner. I understand that prior to graduation I must apply to the Virginia Board of Nursing for approval or permission to take the NCLEX-PN. I understand that I cannot practice as a licensed practical nurse for greater then ninety days until I have successfully passed the examination.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Signature:</b>	<b>Date:</b>	<input type="text"/>

\*Questions on application for Licensure by examination, Virginia Board of Nursing

An Excerpt from The Code of Virginia Barrier Crimes Law

**Section 32.1-126.01.** Employment for compensation of persons convicted of certain offenses prohibited; criminal records check required; suspension or revocation of license,-- A licensed nursing home shall not hire for compensated employment persons who have been convicted of:

- Murder, abduction for immoral purposes as set out in 18.2-48,
- Assault and bodily wounding as set out in Article 4 (18.2-51 et seq.) of Chapter 4 of Title 18.2,
- Robbery as set out in 18.2-58,
- Sexual assault as set out in Article 7 (18.2-61 et seq) of Chapter 4 of Title 18.2,
- Arson as set out in Article 1 (18.2-77 et seq) of chapter 5 of Title 18.2,
- Pandering as set out in 18.2-355,
- Crimes against nature involving children as set out in 18.2-361,
- Taking indecent liberties with children as set out in 18.2-370 or 18.2-370.1
- Abuse and neglect of children as set out in 18.2-314,
- Obscenity offenses as set out in 18.2-374.1 or 18.2-379,
- Abuse or neglect of an incapacitated adult as set out in 18.2-369.

However, a licensed nursing home may hire an applicant who has been convicted of one misdemeanor specified on this section not involving abuse or neglect or moral turpitude, providing five years have elapsed following the conviction.

Any person desiring to work at a licensed nursing home shall provide the hiring facility with a sworn statement or affirmation disclosing any criminal convictions or any pending criminal charges, whether within or without the Commonwealth. Any person making a materially false statement when providing such sworn statement or affirmation regarding any such offense shall be guilty upon conviction of a Class 1 misdemeanor. Further dissemination of the information provided pursuant to this section is prohibited other than to a federal or state authority or court as may be required to comply with an express requirement of law for such further dissemination.

A nursing home shall within thirty days of employment, obtain for any compensated employees an original criminal record clearance with respect to convictions for offenses specified in this section or an original criminal history record from the Central Criminal Records Exchange. The provisions of this section shall be enforced by the commissioner. If an applicant is denied employment because of convictions appearing on his criminal history record, the nursing home shall provide a copy of the information obtained from the Central Criminal Records Exchange to the applicant.

The provisions of this section shall not apply to volunteers who work with the permission or under the supervision of a person who has received clearance pursuant to this section.

\*Similar language is found in other sections of the Code of Virginia relating to employment in home care organizations (32.1-162.9:1), licensed homes for adults (63.1-173.2), licensed district homes for adults (63.1-195.1).

I have read the excerpt from the Code of Virginia, Section 32.1-126.01.	
Signature:	Date:

**Failure to disclose accurate information on the applications is grounds for termination from the program.**

***Discrimination Policy***

*The Radford City School of Practical Nursing does not discriminate on the basis of sex, race, creed, color, natural origin, age, handicap, or marital status in its educational program, activities, or employment practices.*

Radford City School of Practical Nursing  
Study Guide  
Pre-admission Screening and Math Exam

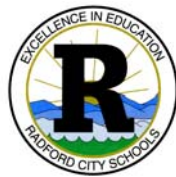
The following tasks are included in the preadmission screening and exam

- Reduce fractions to the lowest terms
- Change mixed numbers to improper fractions
- Identify fractions that are larger and smaller when compared
- Divide and multiply fractions
- Add and subtract fractions and then reduce to lowest terms
- Add and subtract decimals
- Multiply and divide decimals
- Convert percentages to fractions and decimals
- Convert feet to inches
- Convert pounds to ounces
- Convert liters to milliliters
- Convert teaspoons to tablespoons
- Writing assignment
- Assessment tools related to test taking skills and learning styles
- Professional interview

Please review your math skills prior to taking the pre-entrance exam. Self help textbooks are available free of charge at your local library.

# Radford City School Of Practical Nursing

Student Handbook  
School Year 2010-2011  
Career and Technical Education



Radford City Schools  
1612 Wadsworth Street  
Radford, VA 24141  
[ccochran@rcps.org](mailto:ccochran@rcps.org)

Revised December, 2009

RADFORD CITY SCHOOLS  
Radford, Virginia 24141

**PRACTICAL NURSING PROGRAM**

**PHILOSOPHY**

The Radford City School of Practical Nursing faculty believes that education is a continuous process of learning which results in changes in behavior and provides an equal opportunity for all students to achieve.

Career and technical education is an integral part of the total educational program that embraces those experiences which an individual needs to prepare for a useful occupation and to become a productive member of society.

The nursing faculty believes that practical nursing is an integral component of all nursing. It is a career in which the individual functions as an essential member of the health care team under the supervision of a physician and/or registered nurse. The licensed practical nurse assists in assessing, planning, implementing, and evaluating nursing care and patient education.

The nursing faculty believes that practical nurse education is a planned program of instruction through which the student is prepared for the beginning role in nursing. Emphasis is placed on individual responsibility for self discipline, self evaluation, and life learning.

The nursing faculty accepts the responsibility for teaching, supervising, mentoring and evaluating students in personal and career development.

**PROGRAM OUTCOME BASED COMPETENCIES**

**THE SCHOOL OF PRACTICAL NURSING ENDEAVORS TO GRADUATE STUDENTS WHO WILL:**

Demonstrate knowledge and skills required of a practical nurse as evidenced by successfully passing the NCLEX PN.

Be prepared to assume his/her role as a member of the health care team as evidenced by acquiring gainful employment as a practical nurse.

Deliver nursing care based on identified patient needs as evidenced by positive employment survey results.

Perform within the LPN scope of practice as evidenced by employment and licensure within the state or Virginia, or another compact state.

Be a self-disciplined, self-evaluating individual with an ever present desire to learn as evidenced by continued employment and continuing education.

## **THE PRACTICAL NURSING PROGRAM**

The licensed practical nurse works with other medical personnel as a member of the health care team. They assist in the care of the physically and mentally ill and work under the supervision of the professional nurse and physician. They provide much of the bedside care needed by patients whose illnesses are not at the critical stage and assist the professional nurse in the more critical situation.

Licensed practical nurses will continue to be in demand during the years ahead. Employment opportunities include but are not limited to nursing staff positions in hospitals, doctor's offices, long term care facilities, child care centers, health departments, private homes, industry, home health care agencies, school clinics, Red Cross and out-patient clinics and other areas in the future.

### **APPROVAL**

The program is accredited by the Virginia State Board of Nursing and is operated in conjunction with the Virginia State Department of Education.

### **Program Description**

**The Radford City School of Practical Nursing is divided into two nine month sections titled Practical Nursing I and Practical Nursing II.**

#### **Practical Nursing I**

The practical Nursing I phase of the program is conducted at the nursing classroom and nursing arts laboratory at Radford High School. During this nine month phase of the program areas of learning include structure and function of the human body, fundamentals of nursing, nutrition, and dosage calculation. Practical Nursing I will begin in August with the start of the Radford City School year and is complete on the last scheduled school day on the Radford City Schools calendar. Classes are held Monday through Friday from 11:45 a.m. to 2:35 p.m.

#### **Practical Nursing II**

Practical Nursing II includes the clinical rotations and classroom lecture for the second nine month section of the program. Classroom and clinical experiences are scheduled Monday through Friday. Rotations for practical nursing II are conducted at the Carilion New River Valley Medical Center. Other outside experiences may be arranged with physician offices, child care centers, hospice, long term care facilities, assistant living facilities behavioral health facilities and community service organizations. Students must abide by policies and procedures of each clinical facility. The time for clinical experiences and class hours vary depending on the rotation. Some clinical experience starts at 6:20 a.m. and others may not begin until 9:00 a.m. All classroom and clinical hours are complete by 3:00 p.m. Practical Nursing II begins the following August with the Radford City School year and graduation is scheduled in June.

### **INSTRUCTION**

Students are taught and supervised by qualified registered professional nurses.

### **ENROLLMENT/ADMISSIONS**

#### ***HIGH SCHOOL SENIORS***

To enroll in the program while in high school, the student must be a senior with a scholastic background which reflects indicators of potential success in a program of this nature. Registration for high school seniors is made through their high school guidance counselor. Seniors who successfully complete the practical Nursing I must acquire a high school diploma before they are eligible to advance to practical nursing II.

## ***ADULTS***

To apply for enrollment in the program as an adult, an individual must have graduated from high school or have passed the GED test.

### **ENROLLMENT PROCEDURE**

The School of practical nursing selects students on the basis of their application, high school transcripts, professional references, entrance test score and interview. Submission of an application packet does **not** guarantee an interview. Only the top candidates will advance to an interview.

To enroll in the program adult applicants must:

1. Submit a complete application packet to the Radford School Board office during the designated time.
2. Include an official high school transcript, copy of GED certificate, and copies of other post secondary transcripts with the admission packet.
3. Include on the application the names and complete contact information (address and telephone number) of three (3) **professional** references.
4. Take the Competency Pre-Entrance exam that includes a writing exercise and a math exam on the day the application packet is turned in.
5. Folders will be reviewed and interviews granted on the basis of the application, transcript, and pre-entrance exam scores.
6. Each applicant will be notified by letter of acceptance or non-acceptance in the class.
7. No student will be admitted later than three (3) weeks after the beginning date of the school year.
8. Acceptance is conditional until a satisfactory physical examination and immunizations is complete. This includes specific lab test and follow-up testing/treatment as needed.
9. **Any student dismissed from the program is not eligible for readmission.**
10. The Radford City School of Practical Nursing will keep applicant folders of individuals on the waiting list for a period of one year, after one year has elapsed the folder will be destroyed.
11. Incomplete folders and folders of individuals who are not eligible for admission will be retained for one year after receipt of the application. After one year has elapsed the folders will be destroyed.
12. The folders of individuals who resign from the program will be retained for a period of one year if the individual submits a resignation letter stating they wish to be considered for readmission.

### **Expenses**

Nine **nonrefundable** installments will be required throughout the eighteen month program. These installments will cover tuition, textbooks, supplies fees, uniforms, insurance, screening fees, and graduation expenses. The installments will NOT cover the NCLEX-PN application fee, the state licensure fee, or the pre-admission expenses.

Radford City School of Practical Nursing will accept cashiers check or money order for payment. **No cash or personal checks will be accepted.**

## **Fees and Tuition (Approximate)**

### **Pre-admission requirements: (not covered in installment schedule).**

Health physical	\$135.00-\$145.00
Laboratory Fee (Rubella Titer)	\$ 60.00
Dental Exam (if needed)	\$ 50.00-\$100.00

### **Practical Nursing I and II Expenses (included in the installment schedule)**

Adult Tuition (PNI)	\$675.00
(PNII)	\$675.00
Required textbooks, workbooks and Reference material	\$1,250.00
Uniforms	\$175.00
Test Fees (NLN & Kaplan)	\$250.00
Supply Fee	\$150.00
Drug Screen and Background Check	\$150.00
Liability Insurance	\$100.00
<u>Graduation Expense</u>	<u>\$175.00</u>
Total	\$3,600.00

### **Licensure Expenses: (not included in the installment schedule)**

Virginia State Board Application Fee and NCLEX-PN Test Fee (As of 2009)	\$330.00
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(Fees are only estimates and subject to change without notice.)

### **Payment Installment Schedule:**

July	PNI	\$560.00
November	PNI	\$380.00
January	PNI	\$380.00
March	PNI	\$380.00
May	PNI	\$380.00
September	PNII	\$380.00
November	PNII	\$380.00
January	PNII	\$380.00
March	PNII	\$380.00
Total		\$3,600.00

### **Time Off**

During practical nursing I the nursing classes follow the regular calendar for Radford City Schools. There will be a summer break at the end of practical nursing I. Practical nursing II will begin in August with the following school year. The schedule for the clinical phase may vary from the Radford City School calendar at times depending on snow days and/or clinical schedule.

## **ENROLLMENT PROCEDURE FOR TRANSFER STUDENTS, RE-APPLYING STUDENT AND STUDENTS WITH ADVANCED STANDING**

Transfer or re-applying students may be considered for admission on an individual basis. Students may not receive credit for previous clinical work either in our school or another school. A student may re-apply to complete practical nursing II if no more than one year has elapsed since successful completion of practical nursing I. The student must have submitted a letter of resignation and stated a desire to return the following year. Students will be considered for readmission if the student is in good academic standing and demonstrated potential to be successful in the nursing program. Readmission will be dependant upon the availability of an open student space. Students applying for advanced standing will be afforded the same opportunities as transfer or re-applying students. The student would be responsible for any costs incurred.

### **Graduate Records**

All graduate records will be stored in a fireproof vault at the Radford City School Board office located at 1612 Wadsworth Street. Only school board personnel and the program director may have access to these records.

### **Graduation requirements are as follows:**

Upon satisfactory completion of practical nursing I, that requires a "77/C" average in each subject and the successful completion of all nursing competencies, these students then enter practical nursing II, which consist of nine months of lecture and clinical instruction. The clinical experience is gained at Carilion New River Valley Medical Center and other prearranged sites. Upon satisfactory completion of the clinical phase, that requires a "77/C" average in each subject, the student receives the nurse's pin and certificate of completion and becomes eligible to schedule the NCLEX-PN examination.

The total program consists of approximately 1800 hours of classroom instruction and practical application.

### **ABSENCES & DISMISSAL**

Students are expected to be in attendance at all class meetings. **Instructors must be notified if the student is unable to attend class.** If a student is not present for three consecutive days and has not called, e-mailed or notified the instructor of the absence, then the student's name will be removed from the class roster, and the student is not eligible to return to the practical nursing program.

Individuals entering a health care profession should maintain high moral ethics; the following behaviors are grounds for immediate dismissal from the Radford City School of Practical Nursing.

A student who displays dishonesty, lying, cheating, coming to the class or clinical setting under the influence of drugs or alcohol, or threatening or intimidating behaviors or actions to other students or staff.

**Students will not be eligible for readmission to the Radford City School of Practical Nursing if dismissed from the program for any reason.**

### **Practical Nursing I Absence:**

1. During practical nursing I the student may have no more than 10 absences.
2. Absenteeism, tardiness and leaving early shall all count toward total absences.
3. Three consecutive absences with no notification will result in termination from the program
4. Students who miss more than 10 days during practical nursing I will be dismissed from the program.
5. If a scheduled test is missed, it is to be made up on the students return to class.
6. Five points will be deducted from the test score if the student is absence on the day of a scheduled test.
7. An additional 5 points will be deducted for each additional absence until the test is completed.
8. High school seniors will follow RHS testing and attendance policy.

Any exception to this policy will be at faculty discretion.

### Practical Nursing II Absence policy

1. Practical Nursing II includes all classroom and clinical time.
2. Absenteeism, tardiness and leaving early shall all count toward total absences.
3. Students are permitted **10 total absences during practical nursing II**. This includes whole days, half days, late time, and leaving early. Each incidence counts toward the total number of practical nursing II absences. Each practical nursing II absence up to 10 requires a make-up assignment of the instructor's choice after the 4th incidence (leaving early, coming in late, or a total absence for the day). **(Students who miss more than 10 days during practical nursing II will be dismissed from the program.)**
4. **Three consecutive absences without notification will result in termination from the program**
5. Make-up assignments are due within one week of the clinical absence. All make-up work must be complete and turned in on time or the student will receive a **zero (0)** on the next scheduled test.
6. Students must call by 6:00 to their assigned unit if they are going to be late or absent. If the student is on special rotation, they must call the unit where their instructor is located.
7. Student shall be on their assigned unit at the assigned time. Arrival beyond the assigned time will be counted as late time. Students must sign in with the appropriate instructor if they arrive late.
8. Arriving more than 30 minutes late or leaving more than 15 minutes early will count toward the total number of absences and may require make-up work if the student has exceeded four (4) absences/incidences.
9. Make up work for time missed less than 30 minutes due to tardiness or leaving early will be at the instructor's discretion.

### PROGRAM POLICIES

The school reserves the right to dismiss adult students in practical nursing I or Practical Nursing II if their **work, attendance, or conduct is not satisfactory.**

Students in practical nursing I and practical nursing II must maintain a "77/C" average in each subject. At any time a student's grade falls below "77", he/she will be placed on six (6) weeks probation. Special help will be offered by nursing instructors. If the student's grade is below "77" at the end of the probation period, he/she will be terminated from the program.

Grade Scale:	94-100 = A	70-76 = D
	87-93 = B	0 -69 = F
	77-86 = C	

### Student Responsibilities

Excerpts from *Regulations Governing the Practice of Nursing, Virginia Board of Nursing, 18VAV90-2096*  
**Clinical Practice of Students:** A nursing student, while enrolled in an approved nursing program, may perform tasks that would constitute the practice of nursing. The student shall be responsible and accountable for the safe performance of those direct patient care tasks to which he/she has been assigned.

### Faculty Responsibilities:

Faculty members or preceptors providing supervision in the clinical care of patients shall be responsible and accountable for the assignment of patients and tasks based on their assessment and evaluation of the student's clinical knowledge and skills. Supervisors shall also monitor clinical performance and intervene if necessary for the safety and protection of the patient.

**Delegation of Nursing Task and Procedures:**

Definition:

The definition of delegation per *Regulations Governing the Practice of Nursing, Virginia Board of Nursing* 18VAC90-20-420 means the authorization by a registered nurse to an unlicensed person to perform selected nursing task and procedures.

The definition of an unlicensed person per *Regulations Governing the Practice of Nursing, Virginia Board of Nursing* 18VAC90-20-420 means an appropriately trained individual who receives compensation and functions in a complementary or assistive role to the registered nurse in providing direct patient care or carrying out common nursing procedures. With the exception of certified nurse aides, this shall NOT include anyone licensed or certified by a health regulatory board who is practicing within his recognized scope of practice.

**Criminal Records Check**

Each student will be required to have criminal back ground checks performed. The school reserves the right to dismiss students who are not truthful concerning their criminal records. The student may also be dismissed from the program if certain felonies or misdemeanors are present.

**Random Drug Screens**

The Radford City School of Practical Nursing is required per contract with Carilion Health Systems to ensure all nursing students enrolled in the clinical phase of the program are drug free.

Each practical nursing student will be notified about randomly scheduled drug screens. If the student fails to have the drug screen performed as directed or if at any time the student has a positive drug screen result, the student will be dismissed from the Radford City School of Practical Nursing, and is not eligible for readmission.

**Cardiopulmonary Resuscitation:**

Each student is responsible for obtaining certification in CPR prior to the beginning of Practical Nursing II.

Approved course include:

American Heart Association BLS for Health Care Providers

American Red Cross CPR/AED for the Professional Rescuer

The student must present proof of completing one of the above courses prior to the beginning of practical nursing II.

**National Council of State Boards of Nursing: Practical Nurse (NCLEX-PN) Pass Rates**

2002	91.7%	Graduated twelve students
2003	88.8%	Graduated nine students
2004	94.1%	Graduated seventeen students
2005	100%	Graduated eighteen students
2006	100%	Graduated fifteen students
2007	100%	Graduated twelve students
2008	100%	Graduated eleven students
2009	100%	Graduated sixteen students

**RADFORD CITY SCHOOL BOARD POLICY**

Any irregularities, disciplinary measures not stated in this handbook will be based on the rules set forth in the Policy Manual of the Radford City School Board and Radford High School Student Code of Conduct.

**General PN Program Information**  
**SUBJECTS**

**Practical Nursing I**

Structure and Function of Human Body  
Nutrition  
Dosage Calculation  
Fundamentals of Nursing

**Practical Nursing II**

Medical/Surgical Nursing  
Maternal health Nursing  
Pediatric Nursing  
Mental Health Nursing  
Personal Vocational Relations

**Clinical Experiences**

Medical Nursing  
Surgical Nursing  
Progressive Care  
Obstetrical Nursing  
Newborn Nursing  
Pediatrics  
Mental Health Nursing  
Geriatric Nursing

**HOURS**

Classes in the practical nursing 1 phase are held from 11:48 a.m. to 2:35 p.m. daily, August through June in the Career and Technical Education Department's Nursing Arts Laboratory and classroom on the Radford High School campus.

The practical nursing II hours are held from 6:20 a.m. to 3:00 p.m., Monday and Wednesday and 8:00 to 3:00 Tuesday, Thursday and Friday. August through June.

**SENIORS**

High school seniors attend required classes in the practical nursing I phase from 11:48 to 2:35. The high school student attends regular high school classes for the first half of the day. The practical nursing I phase carries three units of credit toward high school graduation.

After graduation, they follow the program as previously indicated for the practical nursing II phase, until completion, allowing the student to take the NCLEX-PN Examination.

**TEXTBOOKS**

The cost of textbooks for the course is approximately \$1,250.00 (subject to change). Adult students will be required to pay installments that will cover all textbooks, tuition and supplies. Text books will be provided for Radford High School seniors.

**SUPPLY FEE**

\$150.00 Included in the payment installment schedule

**UNIFORMS**

The Radford City School of Practical Nursing requires students to purchase their approved uniforms. The cost of two uniforms (pants, tops, and warm-up jackets) is included in the payment installments schedule. Uniforms will be purchase before the practical nursing II phase begins in August.

**TUITION**

No tuition charge is made for high school seniors.

Tuition is \$675.00 for practical nursing I and \$675.00 for practical nursing II. Tuition is included in the installment payment schedule.

Radford City Schools will accept a **cashiers check or money order only.** **No cash or personal checks will be accepted.**

Radford City School does not have a financial aid officer; however, if the individual student wishes to seek financial aid from an independent lending institution or other financial assistance, the Program Director will collaborate as needed with the individual or institution.

### **INSURANCE**

Prior to entering practical nursing II, the student will be required to purchase and maintain liability insurance. The cost of this insurance is approximately \$100.00 and is included in the payment installment schedule.

### **TESTING**

The students will be required to pay for additional education/testing resources to increase NCLEX-PN success. The estimated cost of testing is \$250.00, and is included in the payment installment schedule.

### **LICENSURE EXPENSES**

The licensure expenses are as follows: Virginia State Board Exam application fee \$130 based on 2009 cost, NCLEX Test fee \$200, based on 2009 cost.

### **GRADUATION EXPENSES**

Graduation expenses include a one nursing lamp, one nursing pin gold-klad or sterling silver, one graduation uniform, and twenty five graduation invitations. Graduation expenses listed are included in the installment schedule. Any additions/variations to these expenses will incur additional cost to the student.

### **DISCRIMINATION POLICY**

The Radford City School of Practical Nursing does not unlawfully discriminate on the basis of sex, race, creed, color, national origin, age, handicap, or marital status in its educational programs, activities, or employment practices.

### **INSTRUCTIONAL STAFF**

There are three members of the Radford City School of Practical Nursing faculty. They are Mrs. Carolyn Cochran, Mrs. Fran Scartelli, and Mrs. Patricia Tilley. All members of the faculty are licensed nurses currently registered in the Commonwealth of Virginia.

### **STUDENT SERVICES & ACTIVITIES**

Students of Radford City School of Practical Nursing are members of The Health Occupation Student of America Organization and participate in various service projects.

## **DESCRIPTION OF COURSES**

### **Practical Nursing I**

#### **Course: Structure and Function of the Human Body**

**Course Description:** Structure and function of the human body is designed to describe the normal anatomy and physiology and chemistry of the human body. The sequence of the course begins with cells and proceeds to tissues, organs and systems. The knowledge of normal structure and function will enable the student to assist with the assessment, planning, implementation and evaluation of nursing care and patient teaching. It will provide a basis for the sequential expansion of practical nursing curriculum.

#### **Course: Nutrition**

**Course Description:** Nutrition is designed to assist the student in learning the basic principles of good nutrition. A study of the nutrients, their sources and functions, basic requirements for individual's and a brief introduction to diet therapy are included. This knowledge of the relationship of food to good health will serve as a basis for the application of diet therapy to the nursing needs of the patient.

#### **Course: Fundamentals of Nursing**

**Course Description:** Fundamentals of Nursing is designed to meet the student's needs for knowledge of the principles as well as the performance of the procedures that are essential to the basic nursing care of the patients. Concepts of communication, patient's rights, patient teaching, legal and ethical aspects of nursing, historical overview of nursing and current nursing practice are included in this course. Fundamental Concepts of Nursing includes concepts of growth and development, cultural and spiritual aspects of patient care, Concepts of health, illness and health promotion, delegation, leadership and management, Safe patient environment and bioterrorism. Learning experiences are provided by classroom instruction and laboratory practice.

#### **Course: Dosage calculations**

**Course Description:** Dosage calculation is designed to provide basic information relevant to the preparation and administration of medications prescribed by the physician. Dosage calculation is designed to provide the student with the knowledge needed to safely calculate and administer medications to clients in a variety of settings. Each student must complete the required assignments and pass a comprehensive dosage calculation exam with a grade of 77 (C) or greater in order to complete the program.

### **Practical Nursing II**

#### **Course: Medical-Surgical Nursing**

**Course Description:** The course in Medical-Surgical Nursing is designed to provide the student with basic knowledge of etiology, prevention, symptoms, diagnostic testing, prescribed treatment and experiences in the nursing care of selected adult patients with medical and surgical disorders. The course builds on concepts taught in Structure and Function of the Human Body, Fundamentals of Nursing, Dosage Calculations, and Nutrition. Concepts of anatomy and physiology, chemistry, microbiology, infection control, and patient education are included with each body system. Pertinent information relating geriatric considerations and rehabilitation is included in the course. Planned clinical experiences incorporating related patient care are selected, whenever possible, to correlate with classroom instruction.

**Course: Obstetrical Nursing**

**Course Description:** Maternity Nursing is designed to provide the student with knowledge, understanding and nursing skills related to the needs of women during all phases of childbearing including the welfare and care of the neonate and other family members.

The principles of prenatal, perinatal, postnatal and neonatal care remain constant, and pregnancy and birth are viewed as a part of the normal life cycle. Promotion of a healthy lifestyle to ensure optimal outcome for expecting mother and neonate are the focus of maternal health nursing.

Planned clinical experiences are correlated with theory. The student has the opportunity to observe and participate in the care given the mother in the hospital during labor, delivery, postpartum and the care of the newborn in the hospital and follow-up well baby care in the pediatrician's office. Patient teaching is incorporated in the lecture material and practiced during the clinical experience, prevention and identification and nursing response of domestic violence and abuse of the pregnant women is addressed in lecture. Abnormal conditions of pregnancy and disorders of the newborn are presented and experiences are provided opportunistically. The student is introduced to available community resources that may assist the mother in meeting her needs and solving her problems.

Maternity nursing is built upon theory taught in structure and function of the reproductive system and is correlated with normal nutrition, drug therapy and nursing skills.

**Course: Pediatric Nursing**

**Course Description:** Pediatric Nursing is designed to provide the nursing student with the knowledge and skills to care for the pediatric patient and family. The principles of growth and development serve as the basis for this course. Planned clinical experiences are correlated with theory. The student has the opportunity to observe and participate in the care given to children in a variety of situations. Abnormal conditions of infants and children of all ages are discussed and clinical experiences provided opportunistically. The student is provided with information concerning community resources that may assist the family in meeting their needs as well as the needs of the child. Nursing care of the family in crisis is included in lecture, with a focus on child abuse and domestic violence recognition and prevention. Pediatric Nursing is built upon theory taught in structure and functions of the human body and is correlated to nutrition, drug therapy, and nursing skills.

**Course: Mental Health & Psychiatric Nursing**

**Course Description:** Mental Health Nursing incorporates the concepts of behavior sciences in the care of patients with mental disorders. History and trends in mental health nursing along with legal and ethical aspects of mental health nursing is included in lecture content. Therapeutic relationships, communication and personality development is addressed in didactic content. Classroom lecture focuses on nursing care related to specific psychiatric disorders and knowledge of psychopharmacology. Clinical experience is designed to provide the student with knowledge of current nursing care of the client in a behavioral health care setting. Knowledge and understanding of the role that emotions play will help the practical nurse to understand his/her own behavior as well as patient behavior. The course content is built upon and incorporated into theory taught in all other areas of the practical nursing curriculum. Planned clinical experiences are correlated with theory when possible.

**Course: Personal & Vocational Relationships**

**Course Description:** Personal and Vocational Relationships is designed to introduce the student to practical nursing. Information is provided on the expectations and relationships encountered in nursing practice. Personal and vocational relations includes topics such as working as a team member, conflict resolution, concepts, ethics and the legal aspects of nursing, professional responsibility, and respecting cultural differences.

## **Faculty Roster**

**Carolyn M. Cochran, RN, Director**  
BSN - Radford University

**Fran Scartelli, RN**  
BSN – Radford University  
BS – Mansfield University

**Patricia U. Tilley, RN**  
BSN - Radford University  
AD - Wytheville Community College

I certify the accompanying catalog/handbook to be true and correct in content and policy. The course outline/curriculum for the practical nursing program is included on pages 11-12.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Radford City School of Practical Nursing  
Student Agreement

I have been provided with a copy of the Radford City School of Practical Nursing Student Handbook.

I have read and understand the policies of Radford City School of Practical Nursing. All of my questions have been answered to my satisfaction regarding the content of The Radford City School of Practical Nursing Handbook. I agree to abide by all the content listed therein.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

(Detach and turn in to Instructor)