

**Practical Nursing  
Program**  
Student Handbook  
2019-2020



## **Welcome to Western Dakota Tech's Practical Nursing Program!**

This handbook has been provided to assist you during your time in the Nursing Program at Western Dakota Tech. Make sure to store your handbook in an easy to access location. All policies and procedures will be enforced. Be advised that this handbook is in addition to the **WDT Student Handbook**. Kindly address any questions or concerns with the Nursing Faculty. We are here to facilitate your learning as you work toward achieving your educational goals.

Thank you for choosing WDT's Practical Nursing Program for your training and education.

Practical Nursing Program  
Western Dakota Tech  
800 Mickelson Drive  
Rapid City, South Dakota 57703-4018  
(605) 718-2914

**ADA Accommodations:** Students Rights to Assistance or Accommodations: Western Dakota Technical Institute (hereinafter WDT) does not discriminate on the basis of disability. If you have a disability as defined by federal or state law, including a temporary disability related to pregnancy and/or parenting as a result of a medical necessity due to childbirth, WDT will provide reasonable accommodations including but not limited to architectural access, aids and services necessary for effective communication, and modification of its policies and procedures. Students with a disability who are requesting an accommodation should contact your instructor and the Student Success Director who serves as the disability coordinator as early as possible in the semester.

**Notice of Non-Discrimination:** WDT will not tolerate racism, discrimination, harassment, exploitation or victimization of students, school employees, non-employees, or any person who is an invitee of WDT for any reason, including but not limited to race, color, ethnic background, national origin, pregnancy, marital status, religion, creed, age, sex, citizenship, political affiliation, mental and/or physical challenge, disability, sexual orientation, genetic information, gender identity, status as a veteran, or any other status protected under applicable federal, state or local law. WDT is committed to providing an environment free from harassment and other forms of discrimination for students, employees, non-employees and its invitees. The following person has been designated to handle inquiries or complaints regarding the non-discrimination policies: Student Success Director

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## **WDT MISSION STATEMENT**

Western Dakota Tech is a public institution of higher learning that embraces quality programs, expert faculty and staff, and a commitment to academic excellence to teach the knowledge, skills, and behaviors students need to be successful.

## **NURSING PROGRAM PURPOSE**

The Nursing Program's purpose flows from the institution's mission. The purpose of the Practical Nursing Program is to teach students the knowledge, skills, and behaviors needed of a Practical Nurse entering the workforce as delineated in Section 36-9-4 of the South Dakota administrative rule. The definition of the practice of Practical Nursing per Section 36-9-4 of the South Dakota Nurse Practice Act, states:

Scope of licensed practical nursing practice. As used in this chapter, the practice of licensed practical nursing means:

1. The performance of any acts in the care, treatment, or observation of the ill, injured or infirm
2. Maintenance of health of others and promotion of health care
3. Assisting with health counseling and teaching and
4. Applying procedures to safeguard life and health, including the administration of medications and treatments consistent with the practical nurse's education and preparation under the direction of a physician licensed or exempt from licensing pursuant to chapter 36-4, dentist or registered nurse.

The Practical Nursing curriculum also integrates Chapter 20:48:04:02 of the South Dakota Nurse Practice Act which further delineates the basic role of the Practical Nurse including guidelines regarding healthcare settings, which are: The Licensed Practical Nurse may practice as follows in two general settings:

1. With at least minimal supervision when providing nursing care in a stable nursing situation.
2. With direct supervision when providing nursing care in a complex nursing situation.

## **PRACTICAL NURSING PROGRAM PHILOSOPHY STATEMENT**

The Practical Nursing Program's philosophy supports the purpose of the program. To enable faculty to teach students the knowledge, skills, and behaviors needed of a Practical Nurse, the faculty endorses the current initiative in nursing education which supports an evidence-based curriculum. The faculty believe that to provide safe, quality nursing care in the current healthcare environment, the curriculum needs to be built on current nursing practice as documented in the nursing education and practice literature. A current nursing curriculum is essential for safe practice.

Based on this philosophy, the mission of the Western Dakota Tech Practical Nursing program is to educate graduates to provide safe, quality, evidence-based, patient-centered care as an entry level Practical Nurse in the current healthcare environment.

## CONCEPTUAL FRAMEWORK

The Western Dakota Tech Practical Nursing Program's methods and content of instruction are guided by the Quality and Safety Education for Nurses (QSEN) Institute's pre-licensure competencies. The overall goal for QSEN is to meet the challenge of preparing future nurses who will have the knowledge, skills, and attitudes (KSAs) necessary to continuously improve the quality and safety of the healthcare systems within which they work. This model consists of six competencies (listed below with corresponding definitions) with targets for the KSAs to be developed in pre-licensure programs. This is used to guide the curricular development for the Practical Nursing Program and transition to practice.

**Patient-Centered Care:** Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs.

**Teamwork and Collaboration:** Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.

**Evidence-Based Practice:** Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.

**Quality Improvement:** Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.

**Safety:** Minimizes the risk of harm to patients and providers through both system effectiveness and individual performance.

**Informatics:** Use information and technology to communicate, manage knowledge, mitigate error, and support decision making.

Adapted from: Quality and Safety Education for Nurses Institute (2019). QSEN Competencies. [www.qsen.org](http://www.qsen.org)

## PROGRAM LEARNING OUTCOMES

The outcomes of the Practical Nursing Program are twofold. The nursing program has established program learning outcomes that support current Practical Nursing practice and serve as a basis for lifelong learning. The Program learning outcomes align with its conceptual framework (KSVME) and WDT's core abilities. These core abilities are essential workplace skills all students graduating from the school must possess to be prepared for the workforce and for lifelong learning.

<b>WDT Core Ability</b>	<b>Program Learning Outcomes</b>
<i>Life Skills</i>	<b>Safety</b> The LPN student will demonstrate safety measures and minimize the risk of harm to patients and providers by engaging in system effectiveness and applying individual safety measures.
<i>Analytic Techniques</i>	<b>Quality Improvement</b> The LPN student will improve the quality and safety of health care systems by evaluating data to monitor the outcomes of care processes and using improvement methods to design and test changes.
<i>Communication Skills</i>	<b>Communication</b> The LPN student will demonstrate effective communication skills by practicing therapeutic communication, practicing active listening, and utilizing appropriate terminology.
<i>Technology Skills</i>	<b>Informatics</b> The LPN student will employ informatics to communicate with care teams, manage knowledge, mitigate error, and support decision making.
<i>Teamwork Techniques</i>	<b>Teamwork and Collaboration</b> The LPN student will demonstrate teamwork and collaboration by functioning effectively within nursing and inter-professional teams, engaging in open communication and mutual respect, and applying shared decision-making to achieve quality patient care.
<i>Social Values</i>	<b>Patient-Centered Care</b> The LPN student will be able to provide patient-centered care by recognizing the patient or designee as a source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs.
<i>Employability</i>	<b>Evidence-Based Practice</b> The LPN student will deliver optimal health care by integrating best current evidence with clinical expertise, and integrating evidence-based practice with patient/family preferences and values.

Another major outcome for each cohort of the program is passing of the NCLEX-PN. The nursing program prepares graduates to be eligible for application for writing the NCLEX-PN for licensure as a Practical Nurse.

## **THE TEACHING/LEARNING PROCESS AND RESPONSIBILITIES**

- The faculty believes learning is a lifelong process.
- Learning has occurred when there is a change in behavior, thought, attitude, and/or knowledge.
- The student must actively participate in the learning process.
- Practice in life-like situations enables a learner to increase retention of skills and facts.
- Clear and timely feedback enables correction and leads to more efficient learning.
- It is the joint responsibility of the instructor and student to establish and maintain an environment conducive to learning.
- Teaching includes establishing objectives, organizing materials, designing learning activities, selecting and presenting content, and evaluating performance of students.
- The student has the ultimate responsibility for his/her own learning.

## **PROFESSIONALISM**

The ability to understand and demonstrate sufficient respect for others in non-verbal, verbal, and written communications in the classroom, lab, clinical settings, WDT community, and public settings is important. Please refer to the WDT Student Handbook and the specific instructor syllabi for further expectations.

## **UNPROFESSIONAL/ILLEGAL BEHAVIOR**

The following behaviors are considered unprofessional and/or illegal:

- Violation of the American Nurses Association Code of Ethics
- Inaccurately recording, falsifying, or altering records or assignments
- Photocopying patient medical records or removing medical records from clinical sites
- Reporting to the clinical site unprepared
- Performance impairment due to lack of sleep, illness, emotional instability,
- Administering medication/treatment in a negligent manner or without permission
- Disclosing confidential information
- Violation of dress codes
- Leaving clinical sites during assigned time without faculty permission

## **SPECIAL CONSIDERATIONS**

If you are or have been convicted, pleaded guilty or no contest to, or received a suspended imposition of sentence for a felony or certain misdemeanors, you are advised that you may not be able to complete all course requirements for your chosen program, you may be prevented from taking required certification/licensure examinations in your chosen program field, and you may be prevented from gaining employment in your program field.

Clinical, practicums, and internships may include, but are not limited to, differential shifts (evenings, nights, weekends, and holidays) to meet industry expectations. This may require travel outside of the Rapid City area.

## **Re-Admission Policies**

A student may choose to withdraw from a course at times stated by the WDT academic calendar. Withdrawal in good standing with WDT and the Nursing Program allows the student to be eligible for re-admission to courses according to WDT policies. Students may reapply into the nursing program one additional time.

## **Progression**

The WDT Nursing Program follows the WDT Student Handbook for all transfer credits. The student must complete the curriculum coursework in sequence including pre-requisites.

Grading for Nursing Courses as follows:

100-94%	A
93-87%	B
86-79 %	C
78-73%	D
72 - 0%	F

Participation in live clinical rotations requires a minimum grade of “C” in nursing courses. Any grades lower than a “C” may result in a failure to progress in any nursing courses. Grades are available 24/7 online. A grade of “C” or greater is required in each nursing course in order to progress to the next semester. If failing to progress, students may continue to take any non-nursing coursework while waiting to re-apply for admission.

## **Policy and Procedure**

Adherence to attendance policies and make up work for individual courses will be followed. See individual course syllabi for further information.

## **Additional Clinical Attendance Guidelines**

Clinical absences/tardiness may result in a lower clinical grade and the need to make up clinical time at a \$25 per hour charge to the student and only if there is a site and faculty available. See individual course syllabi for further information.

If excused absences are permitted per the syllabi, the excused absences will result in make-up days that must be scheduled outside of clinical or classroom times. Absences related to illness may require a written healthcare provider release in order to return to clinical the next semester.

No make-up clinical time is required if WDT is closed due to weather.

## **Cell Phone Policy**

Cell phone use is forbidden during clinical time. Cell phone policies will be addressed in the individual course syllabi. Offenses to this policy will put you at risk for disciplinary action. Emergency calls can be directed to the Nursing Program office at 718-2914. In an emergency situation, you will be notified by WDT faculty.

## **Health, Illness, And Injury Policies and Procedures**

Students incurring any injury in the clinical or lab setting must report immediately to an instructor or preceptor for the necessary policies and procedures of the facility. Required emergency treatment and appropriate report forms must be completed. If the facility assesses cost for this

treatment, the student is responsible to pay those charges. WDT is not responsible for those charges.

If a student sustains an injury at WDT, it must be reported, and an accident report must be completed.

In the event of exposure to a communicable disease or a needle sharps/stick during a clinical rotation, adherence to the policy of treatment for that facility is required. If the facility assesses cost for this treatment, please bring record of the charges to WDT HR.

Timely reporting of any incident to the Director of Practical Nursing or designee is required by the clinical instructor or nursing personnel.

## **Appearance and Conduct Policy and Procedures**

- Uniform
  - The full uniform is worn during clinical experiences.
- A full uniform consists of black pants with black uniform top.
- Students need to wear appropriate undergarments under scrubs for clinical and labs.
- Jeans or “jean type” materials are not allowed.
- Patterned tops, logos, or insignias are not allowed.
- Neutral colored, closed toed shoes must be worn.
- Students may wear a black lab jacket with the black scrubs as part of their uniform.
- White or black long sleeve knit shirt may be worn under the uniform top.
- Uniform pants must also be hemmed appropriately.
- Uniforms may have no tears or stains and must fit appropriately. i.e., not overly snug and of a length that allows full patient care without exposure or hazard.
- Events requiring professional attire rather than a uniform necessitate professional business dress. Non-denim pants and a nice shirt are acceptable.
- A picture ID name badge (either WDT student badge or specific site badge) must be worn at all times (worn above the waist) when in a clinical area.
- When in uniform, students must have in their possession:
  - A watch with a second hand
  - Bandage scissors
  - Stethoscope
  - Black pen
  - Pen light
  - Readily visible picture ID
- No sharps or stethoscope to be worn with uniform at Mental Health clinical.

Students whose appearance is not within the expected guidelines may be asked to leave the clinical site or lab. This will be considered an unexcused absence.

## **Daily Dress Code**

- No suggestive, lewd, or inappropriate patterns may be worn.
- Appropriate undergarments are required.

## **Clinical Appearance**

- All tattoos must be covered with either clothing or make-up (per clinical site policy). No bandages or other adhesive type covering will be used.
- Students must have hair color that occurs naturally on a human. For example, no blue or green.
- Hair should be clean, neatly combed/brushed and styled so it does not fall forward. Long hair must be worn up.
- Mustaches or beards are to be neatly trimmed.
- Jewelry is limited to a watch, wedding band and/or engagement ring. Some clinical sites may require removal of all jewelry. Pierced ears no more than 1 small, plain post in each ear. No other piercings are allowed.
- If make-up is worn, it should be at a minimum.
- Personal cleanliness, use of deodorant and good oral hygiene are required, but strong odorous products and all perfumes are restricted.
- Nails must be clean and no longer than the tip of the finger. Nail polish, artificial nails, nail overlays, et cetera are not allowed.

## **Conduct**

Evaluation of professional and ethical behavior by nursing program faculty is ongoing throughout the semester.

- WDT Conduct Policies will be followed at all times. Students are responsible to know and abide by the policies in the WDT Student Handbook.
- Clinical Site policies and procedures will be followed when in the clinical setting-with the exception of dress code (the WDT Nursing Program dress code must be followed).
- A therapeutic relationship with patients is expected.
- Confidentiality is expected at all times in both the classroom and clinical settings. This includes, but is not limited to, information obtained electronically, verbally, and in written format. Students are permitted to access records pertaining only to patients currently under his/her care. Any breaches of confidentiality including any HIPAA violation such as using patient identifiers in submitted work will be grounds for immediate disciplinary action. Students must sign an agreement, specific to each clinical site, to maintain confidentiality.
- Social Networking Guidelines:
  - Privacy does not exist in the work of social media.
  - Search engines can turn up posts years after they were created, and comments can be forwarded or copied.
  - If you would not say it to an individual face-to-face, then don't post it.
  - Confidential, trademarked, and student/faculty/patient information may not be posted.
  - Do not disclose information that may be used to identify classmates, faculty, or patients. Remember, even de-identified information may be recognized by classmates, faculty, patients, their families, or their employers.

- Students must educate themselves about the proper way to use social networking sites and how to avoid the pitfalls afforded by technology.
- Misuse of social networking is a violation of professional conduct and will result in disciplinary action.
- Because of the distraction, social networking is prohibited in the classroom.
- Students will be dismissed from clinical for/if:
  - They are under the influence of drugs or alcohol
  - Dress code violations either incomplete or inappropriate
  - Unprofessional conduct toward a patient, visitor, staff member, clinical instructor, or other students
  - Providing patient care outside the scope of practice
  - Working overnight the previous night
  - Infectious disease
  - Emotionally unfit to care for patients
  - Performing procedure without instructor being present/permission
  - Any violation of confidentiality
  - Use of cell phone during clinical time. Also no use of clinical site phone unless authorized by clinical instructor
  - Other inappropriate conduct at the discretion of faculty or preceptor.

If asked to leave, students must do so in a respectful and courteous manner. The issue will be discussed at a later time on campus with the instructor and Nursing Program Director.

### **Medication Test**

All students are required to achieve 100% on a medication/dosage calculations exam. The exam is split into two sections. There is a section given during each semester. Each section must be passed with a 100% to advance to the next semester or complete the program. Students have three opportunities to achieve 100% on each section. Remediation will be required between each test for students that do not achieve 100%.

### **Documents**

All documents you provide to the nursing program administrative assistant should be copies. Keep the originals for your own personal records. Copies of CPR certification, and all vaccinations must be kept current and on file with the Nursing Administrative Assistant.

### **Clinical Experience**

- All students participating in clinical rotations will need to provide their own transportation to clinical sites. Proof of insurance, registration, and valid driver's license is required for access to clinical sites located on military installations. The driver and all passengers in a vehicle must have a pass from the visitor center to get on a military installation.
- Clinical sites may require students be screened for drug use and may require a background check and fingerprinting prior to clinical rotations. This may be at the student's expense.
- Students are responsible to meet all of the clinical site requirements.

## **Nursing Department Academic Integrity Policy**

Honesty and integrity are essential qualities in the profession of nursing. Lack of integrity in the classroom or clinical setting may result in failing a course or removal from the program.

Students are expected at all times to uphold standards of integrity and perform honestly and work in every way possible to eliminate cheating by any member of the program.

### **Academic Honesty**

Refer to the WDT Student Handbook for school wide policies about academic dishonesty and cheating. Areas of academic honesty concerns specific to nursing include but are not limited to:

- Covering up or not reporting a clinical error
- Charting something that was not done
- Altering any legal documentation

### **Disciplinary Policy and Procedure**

The following may result in disciplinary action

- A student violation of the WDT Student Code of Conduct as described in the WDT Student Handbook.
- A student who exhibits wanton or negligent behavior that jeopardizes the safety of others.
- A student who demonstrates behavior which conflicts with safety essential to nursing practice.
- A student who demonstrates conduct that is not in accordance with the ethical standards of licensed practical nurses. Misconduct related to professional nursing includes, but not limited to substance abuse, misuse and/or abuse, abandonment, breaching confidentiality, and falsifying records.

Disciplinary actions will be applied following the policy in the WDT Student Handbook.

### **Other Considerations**

- Students who do not progress with a “C” or better in all nursing courses must follow the previously outlined procedure for admission to the nursing program if they wish to be considered for re-admission and assigned to a new cohort.
- A student voluntarily withdrawing from the nursing program for any reason must submit their intent in writing. This intent must include the effective date of withdrawal. A student withdrawing in good standing (with a “C”) is eligible for re-admission as stated in the WDT Student Handbook.

### **Graduation and Licensure Procedure**

Graduation and Pinning Ceremony criteria consists of the following:

- Meeting the requirements as specified by the WDT Student Handbook and WDT Academic Catalog
- A grade of at least a “C” in all required nursing technical courses
- Settling financial obligations to WDT prior to graduation.

## Licensure

- Upon successful completion of the Practical Nursing Program, the graduate is eligible to sit for the NCLEX-PN (State Board Exam).
- The graduate must complete the application process through the State Board of Nursing to sit for the exam for initial licensure.
- Required general education courses as well as Nursing Program specific courses must be completed with satisfactory grades applied to the student's transcript prior to the education certification being sent to the South Dakota State Board of Nursing. The South Dakota State of Nursing will certify eligibility to sit for the NCLEX-PN (State Board Exam).

### Licensed Practical Nursing (LPN)

Required Steps to Obtain Your Credential	1. Upon successful completion all requirements for WDT's Licensed Practical Nursing Program, the graduate is eligible to sit for the National Council Licensure Exam for Practical Nursing (NCLEX-PN)
	2. Complete the application process through the SD State Board of Nursing to sit for the NCLEX-PN exam for initial licensure  <i>NOTE: The Nursing Program Director will be required to provide verification of completed education to the SD Board of Nursing. Once the SD Board of Nursing declares you are eligible for licensure, you will receive an Authorization to Test (ATT) letter.</i>
	3. Complete criminal background check
	4. Register and pay for the NCLEX-PN exam with Pearson VUE  <i>NOTE: Test registration should be done at the same time you apply to the SD Board of Nursing. Pearson VUE will notify the SD Board of Nursing office of your registration and you will receive a Receipt of Registration</i>
	5. Once you receive the Acknowledgement of Receipt of Registration and Authorization to Test (ATT) from Pearson VUE, you will follow the directions given on the ATT to schedule your testing day with Pearson VUE  <i>NOTE: You must test within the validity dates of your Authorization to Test (ATT)</i>  <i>NOTE: If you plan to work outside of South Dakota, you will be required to apply for registration and/or licensure within that state. Each state may have different</i>

	<i>requirements for this process.</i>
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**NCLEX Results**

Institution	Calendar Year	Program	Certification Name	% Passed
Western Dakota Tech	2018	Practical Nursing	NCLEX-PN	85.71%
Western Dakota Tech	2017	Practical Nursing	NCLEX-PN	75.56%
Western Dakota Tech	2016	Practical Nursing	NCLEX-PN	70.83%
Western Dakota Tech	2015	Practical Nursing	NCLEX-PN	40%
Western Dakota Tech	2014	Practical Nursing	NCLEX-PN	79.31%
Western Dakota Tech	2013	Practical Nursing	NCLEX-PN	88%



## Student Agreement and Signature

I have read and reviewed the Western Dakota Tech Practical Nursing Program Student Handbook.  
I understand the contents and agree to abide by them.

Student's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

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## Professionalism/Practical Nursing Student Code of Conduct

I have read the Professionalism policies and understand that violation of such could result in loss of participation points, dismissal from clinical site and/or disciplinary action.

Student's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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